

**CITY OF HALSEY**  
**Budget Committee Meeting Packet**  
**FISCAL YEAR 2024-2025**

Halsey Community Center  
100 W. Halsey Street  
Tuesday, April 30<sup>th</sup>, 2024 at 6:00 PM



**HALSEY BUDGET COMMITTEE MEETING  
STATE SHARED REVENUE HEARING  
TUESDAY – APRIL 30, 2024 – 6:00 PM  
HALSEY COMMUNITY CENTER  
100 WEST HALSEY STREET  
HALSEY, OR 97348**

1. MEETING CALLED TO ORDER - MAYOR JERRY LACHENBRUCH
2. ROLL CALL - CITY ADMINISTRATOR/BUDGET OFFICER
3. ELECT BUDGET CHAIR
4. APPROVE MINUTES – April 25, 2023
5. RECEIVE BUDGET MESSAGE - BUDGET OFFICER
6. RECEIVE BUDGET PROPOSAL - BUDGET OFFICER
7. RECEIVE POSSIBLE USES OF STATE SHARED REVENUES - BUDGET OFFICER
8. PUBLIC HEARINGS
  - A. Possible Uses State Shared Revenues
  - B. Proposed Budget
9. DISCUSS BUDGET PROPOSAL – STATE SHARED REVENUE
10. APPROVE BUDGET, TAX RATE & PROPOSED TAX LEVY  
or  
CONTINUATION – Set Next Date
11. ADJOURNMENT

**\*\*The Proposed Budget and Budget Message will both be available to the public on April 27<sup>th</sup> for pick up at city hall, on the website at [www.halseyor.gov](http://www.halseyor.gov), or may be emailed by request. \*\***

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## Budget Committee Meeting State Shared Revenues Hearing

April 25, 2023 6:00 pm, Halsey Community Center, 100 Halsey Street, Halsey, OR

### Meeting Called to order at 6:05 pm

#### ROLL CALL

Present: Mayor Jerry Lachenbruch; Councilor Randy McMillen; Councilor Michelle Isom; Councilor Scott LaCoste; Councilor Jeremy Romer; Councilor Ken Lorensen; Councilor Stacy Strauss; Committee Member Anne Sunday; Committee Member Marjean Cline; Committee Member Jennie Lorensen

Absent: Committee Member Mary Price; Briana Parra, Committee Member

Staff: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Municipal Clerk Madison LaCoste

Guests:

#### ELECT BUDGET CHAIR

Motion to elect Mayor Jerry Lachenbruch to serve as the chairperson. There was a consensus.

#### APPROVAL OF MINUTES

**Move to:** Approve the Minutes from the April 22, 2022 Budget Committee Meeting with amendments to attendance to include Ken Lorensen and Jennie Lorensen listed as present

**Motion to approve minutes as amended, motion seconded.**

**Vote:**

Ayes: Unanimous

Motion Carries

#### RECEIVE THE BUDGET MESSAGE

*Budget Officer Hilary Norton presented the Budget Message.*

The 2023-2024 City of Halsey Budget document has been developed to sustain current service levels, to increase the capacity for infrastructure and facility maintenance, to forward the adopted 2022-2023 Council Priorities, and to continue to ensure financial resilience.

*\*\*Minutes were recreated at a later date through audio recording*

The total amount of the proposed budget for Fiscal Year 2023-2024 is \$4,202,268. This amount is up by \$880,020; an increase of 26.49% from the FY 2022-2023 adopted budget. The proposed budget shows an increase in revenue and expenses as compared to the FY 2022-2023 Budget, due primarily to a number of capital improvement projects planned. We have funding requests out for several of these projects and we must budget as if we will receive these funds so we can properly account for those projects. If we do not get the funding we do not do those projects.

The following is an overview of changes for the proposed FY 2023-2024 Budget versus the Adopted 2022-23 Budget:

- Administration – revenue and expenses down due to ARPA funding being transferred from the General Fund to the Water Fund for the Well project
- Water revenue and expenses are up for the well project
- Sewer expenses are up for the I & I project and the Wastewater Master Plan
- Personnel Services- Up 11.94 %
- Materials & Services- 36.15% increase
- Capital Outlay- 178.5% increase
- Transfers Out- 71.7% decrease
- Reserves/Un-appropriated- 28.7% decrease

Overall, the budget is written for continued frugality throughout the year, with expenditures for needed maintenance and Council Priorities, as well as contingencies in each fund that may be accessed by Council Resolution if needed.

## RECEIVE BUDGET PROPOSAL

*Budget Officer Norton presented the budget proposal*

### General Fund

Beginning Cash Balance shows a decrease, and this is due to the APRA Funds being transferred out to the Water Fund. Property tax shows an increase due to increased collection rate at Linn County and home sales triggering assessment updates. State Shared Revenue and Franchise fees are estimated to hold steady. There is \$16,000 for estimated grant revenue. This includes grants we plan to apply for to offset staff costs for employee family leave, and a grant to help pay for a RARE participant.

- Question from Committee Member – Why does beginning Cash Balance have its own line?  
Hilary: Because if we keep the revenue tied to its source the accounting software essentially counts it twice – artificially inflating our budget

### Materials & Services

Postage costs drop significantly due to changes in our utility billing system.

Web hosting and support and IT Hardware are new line items for more transparent accounting for our various IT expenses. Computer Software and Support is decreased as a result.

- Question from Committee member: What is the Elderly Nutrition Program  
Hilary: That is our donation to meals on wheels  
Committee Member: Why is it only \$500  
Hilary: They only requested \$500
- Question From Committee Member: Have you gotten bids for the roof?  
Hilary: Yes  
Committee Member: How high were those bids?  
Hilary: One was 32,000. One was 40,000 and one was 45,000. These bids are at today's prices to inform the budget. We do not know if the cost will fluctuate when we are ready to do the project in the fall so I budgeted 35,000.  
Councilor: The roof is over 25 years old

Landscaping is a new line item. This is to mitigate the workload for Public works during the summer when work increases due to mowing and weeding tasks. We have used a landscaper in recent years, and this was previously accounted for in the contracts and professional services line.

#### Vehicle & Equipment Reserve Fund

No expenditures have been made for this fund in the proposed budget.

#### Street Fund

- Revenue in this fund includes a \$100,000 SCA (Special City Allotment) East B Street
- Street Maintenance and Repairs has jumped way up to 43,000 which includes chip sealing projects with Linn County
- 20,000 in Contracts and Professional Services for irrigation project for trees and shrubs on Hwy 99. This amount is not yet firm – but there is money budgeted to allow the city to work on the planning and execution of this project.

#### Streets & Pathways Fund

- 70,000 Allocated to assist with matching funds for updates to the park pathway as a part of the Park grant project

#### Bond Fund

The beginning fund balance is similar to previous year, we have little variation from last year.

Question from Committee Member: How much longer do we have to pay on the bond?

Hilary: A little less than 20 years

### Library

Library beginning fund balance is lower than previous year. Other than that, the revenue and expense are stable. There is money allocated in capital improvements for new shelves.

Committee Member Comment: The revenue fund seems low. In 2022 it was 23,000 and last year is was 18,000.

Hilary: The beginning fund balance is money we try not to spend. We know we have it and must account for it, but we deliberately underspend so we have money for the next year.

Counselor: Also it looks like last year we budgeted to receive a 5,000 grant which increases the estimated revenue.

Hilary: Last year we had the grant for the heat pump plus the expenditure of the heat pump

### Water Fund

- Water Fund has a higher beginning fund balance and that was due to the ARPA funds transferred in to help pay for the Well.
- Utility Service revenue includes a \$2.50 rate increase.
- Grants and loans – this are inflated as we have applied for funding to help with the well.
- Materials and services are relatively stable – some line items you will see greater increase because inflation hits supplies like pipe and valves at a greater impact than some other supplies.
- We have increased cost at Professional Services and Contracts – this is to research solar or other cost saving infrastructure improvements.
- Business Oregon Loan repayment – this is the payment for water meters

### Sewer Fund

The proposed budget for the Sewer Fund includes the following:

- A possible \$2 per month rate increase
- 410,000 in grants and loans for the I&I project and the Wastewater Master Plan project – both of these are loans, with possibility of loan forgiveness.
- Materials and services is similar to past years
- Contracts and professional services is higher to account for potential loan payments and to pay for wastewater master plan
- Capital improvement has 330,000 for I&I projects

### Water & Sewer Reserve Funds

Always budget small amounts for emergencies – this time there is more money allocated in case we do not get funding for the Well Project and the I&I Projects

### Stormwater Blue Heron Fund

This fund is stable. Since we last replaced the pumps they have been reliable. We have not had to do any major repairs.

### Storm Water Drainage Fund

There is always some money in this fund for construction and equipment. We use this to address small projects and repairs as they come up.

### System Development Charge Funds

No changes to the Water System Development Fund

Sewer System Development Fund – there is 30,000 budgeted as a match for the Wastewater Facility Plan in case, we do not get forgivable loans or grants. We are allowed to use these funds for planning which reduces the burden on the Sewer fund. The wastewater facility master plan replaces the previous plan from 1988 which predates some of our neighborhoods and portions of our lagoon system.

No changes to the Stormwater System Development Fund

### Veterans Memorial Park Fund

The budget is about the same as previous years. There is a small change in that DLF has moved, they had been donating landscaping to the park. Since they have left the neighboring building, we have taken that cost back for landscaping.

### Halsey City Park Fund

There is revenue and expenditures allocated for phase 1 of the park plan. This includes replacing the asphalt path, removing trees, and adding new playground equipment.

Question: Do we actually have money for that?

Hilary: We have applied for an OPRD grant and if we get that we will move forward with the project. If we do not we will apply again next year. We can also apply for other smaller grants we will work towards replacing small parts of the project as we can. We did get bids as a part of writing a budget for the grant, but some of the costs were big enough they require a formal purchasing process.

### **RECEIVE POSSIBLE USES OF STATE SHARED REVENUES**

The proposed use for the estimated \$11,000 in State Shared Revenue Funds for 2023-2024:

- 4,000 is a transfer to the Storm Water Fund
- The remaining 7,000 is kept with the General Fund to help pay for the roof at City Hall

### **PUBLIC HEARING-STATE SHARED REVENUE FUNDS**

Budget Chairperson Jerry Lachenbruch provided an overview of State Shared Revenue Funds and an outline of the public hearing proceedings. There were no written comments received prior to the meeting.

*The public hearing was opened at.*

There were no public comments regarding State Shared Revenue Funds proposed uses.

*\*\*Minutes were recreated at a later date through audio recording*

*The public hearing was closed.*

#### **PUBLIC HEARING-BUDGET PROPOSAL**

Budget Chairperson Jerry Lachenbruch explained the purpose of the public hearing and asked if there were any written comments received prior to the meeting. There were none.

*The public hearing was opened.*

There were no public comments regarding the Budget Proposal

*The public hearing was closed.*

#### **DISCUSS BUDGET PROPOSAL – STATE SHARED REVENUES**

This was an opportunity for the Budget Committee to discuss the Budget Proposal and proposed use of State Shared Revenue Funds. There was no discussion.

#### **APPROVAL BUDGET, TAX RATE & PROPOSED TAX LEVY**

**Move to:** recommend that the City of Halsey Budget Committee approve the Budget for the 2023-2024 fiscal year as submitted.

**Motion made to approve the budget as submitted, motion seconded.**

**Vote:**

Ayes: Unanimous

Motion Carries

**Move to:** recommend that the City of Halsey Budget Committee approve the property taxes for the 2023-2024 fiscal year at the rate of \$5.6014 per \$1000 of assessed value, and for the permanent rate tax levy in the amount of \$55,761

**Motion made to approve the budget as submitted, motion seconded.**

**Vote:**

Ayes: Unanimous

Motion Carries

**Meeting adjourned at 6:48 pm**

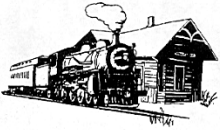
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**Chairperson, Jerry Lachenbruch**

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~~**Municipal Clerk, Madison LaCoste**~~  
**Municipal Clerk, Audrey Whiddon**





**CITY OF HALSEY**  
PO Box 10, 100 West Halsey St., Halsey OR 97348

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April 25, 2024

To: Mayor Jerry Lachenbruch  
Members of the City of Halsey Budget Committee

**2024-2025 BUDGET OVERVIEW**

I respectfully submit the City of Halsey Fiscal Year (FY) 2024-2025 Proposed Budget for the year beginning July 1, 2024. This budget was prepared in accordance with Oregon budget law. Oregon budget law provides for three levels of review and analysis of this budget: the City Administrator, the Budget Committee, and the City Council. The budget was developed to sustain current service levels, to increase the capacity for infrastructure and facility maintenance, to forward the adopted 2024 & 2025 Council Priorities, and to continue to ensure financial resilience in an unpredictable economy.

**Budget Format and Organization**

The City of Halsey budget document is organized into 17 funds. These funds fit into five categories: general fund, debt service fund, enterprise funds, special revenue funds, and reserve funds. Each fund has specific revenues and expenditures. Some funds have multiple sources of revenue (taxes, fees, grants, user fees, transfers), while other funds have only one main source of revenue. Some funds have restrictions on how they can be used.

The General Fund provides for planning & building services, city building maintenance, police protection, and other general expenses like computer software, training, publications, and professional services. The Street Fund, Library Fund, and Park Funds are special revenue funds that provide for ongoing services, such as street maintenance and improvements, park maintenance and improvements, and library services. The Water Fund and the Sewer Fund are enterprise funds, which means that they are required to be self-supporting. They are used to provide water and wastewater services to households and businesses. The Storm Water Drainage Fund is also an enterprise fund. Its purpose is to provide better maintenance and capital improvements to increase the capacity of the storm water drainage system in Halsey. The SDC Funds are special revenue funds that also have usage restrictions. The Bond Fund is a debt service fund that pays for the Water Bond. Funds in the Water and Sewer Reserves are reserved for future upgrades or improvement to the water and wastewater systems. The Streets & Pathways fund is also a reserve fund required by the State in conjunction with receiving the ODOT Highway Tax revenue that goes into the Street Fund.

Each fund in this budget has line items that show specific projected revenues and expenditures for that fund. A narrative is also included in the Budget Message to explain changes from the FY 2023-2024 Budget.

**Financial Policies and Practices**

The FY 2024-25 Proposed Budget has been prepared based on city fiscal policies and the following practices:

- Revenues and expenditures are estimated accurately, but conservatively.
- Reserves are maintained in each fund that are adequate to provide a bridge to cover expenses that are incurred prior to the receipt of tax revenues in November.
- Ongoing expenses should be covered by ongoing revenue.
- Capital equipment and vehicles should be maintained and/or replaced so they are in proper working order.
- While this City budget is a one-year document, a multi-year approach is used to consider the future implications of current fiscal conditions and decisions.

**Appropriation by Department**

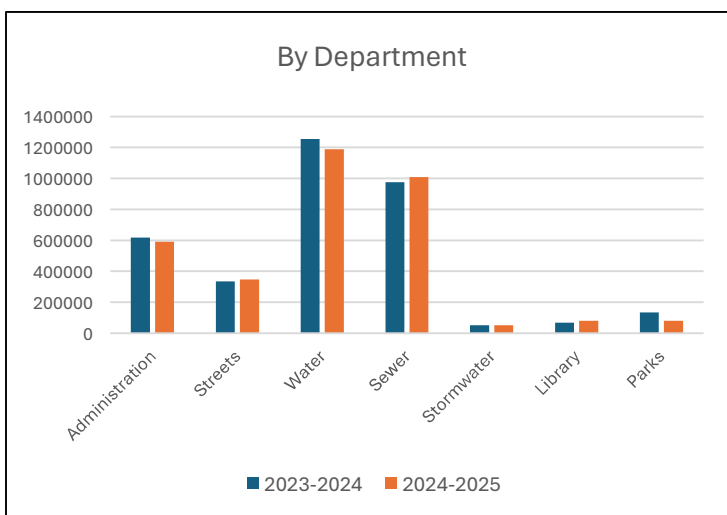
The State requires appropriations to be made by Department. The City of Halsey has seven departments: Administration, Library, Parks, Streets, Water, Sewer, and Stormwater. In some cases, a department has one fund. In some cases, more than one fund makes up a department: the Water Fund, the Water Reserve Fund, Bond Fund and the Water SDC Fund are all part of the Water Department. In the case of the General Fund, more than one department has funds appropriated within the General Fund – Parks Personnel and Library Personnel are both appropriated within that fund.

**FY 2024-2025 Proposed Budget Comparison**

The following are changes in the proposed 2024-2025 expenditures from the 2023-2024 adopted budget.

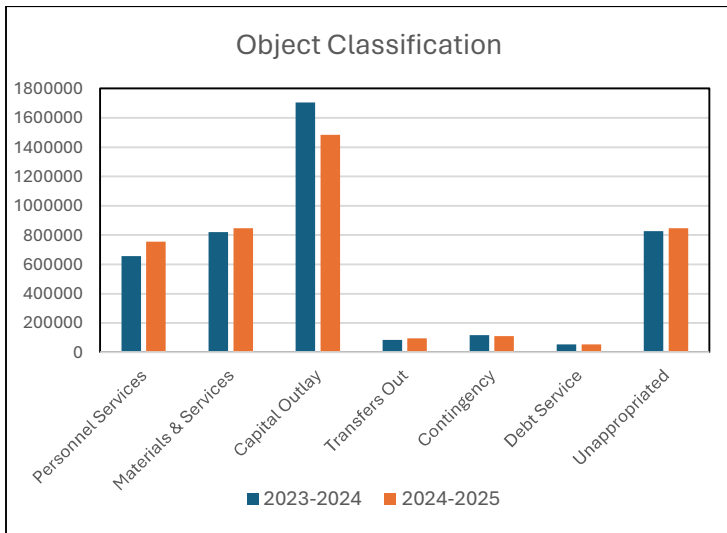
The total proposed budget for Fiscal Year 2024-2025 is \$4,193,318.00. This amount is down by \$8,950; a decrease of -0.21% from the FY 2023-2024 adopted budget of \$4,202,268.

**Expenditures by Department Classification**



	2023-2024	2024-2025	Increase/ <Decrease>	Percent Increase <Decrease>
<b>Administration</b>	\$618,150	\$599,940	<\$27,210>	<4.40%>
<b>Streets</b>	\$335,500	\$347,000	\$11,500	3.43%
<b>Water</b>	\$1,254,344	\$1,188,194	<\$66,150>	<5.27%>
<b>Sewer</b>	\$974,500	\$1,007,300	\$32,800	3.37%
<b>Stormwater</b>	\$51,100	\$51,200	\$100	0.2%
<b>Library</b>	\$68,910	\$81,030	\$12,120	17.59%
<b>Parks</b>	\$134,420	\$80,360	<\$54,060>	<40.22%>
<b>Reserves/Unap.</b>	\$765,344	\$847,294	\$81,950	10.71%

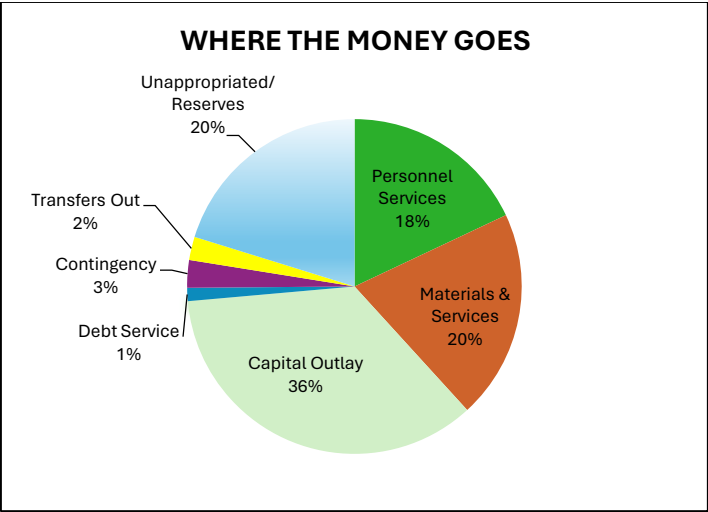
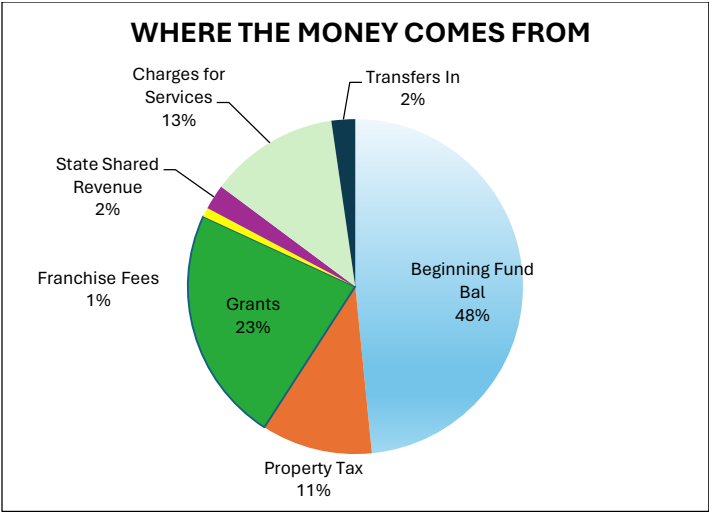
## Expenditures by Object Classification



	2023-2024	2024-2025	Increase/ <Decrease>	Percent Increase <Decrease>
<b>Personnel Services</b>	\$655,960	\$754,810	\$98,850	15.07%
<b>Materials/Svs</b>	\$820,720	\$847,420	\$9,275	1.13%
<b>Capital Outlay</b>	\$1,704,700	\$1,483,550	<\$221,150>	<12.97%>
<b>Debt Service</b>	\$54,544	\$54,544	0	0%
<b>Transfers Out</b>	\$84,000	\$95,000	\$11,000	13.10%
<b>Contingency</b>	\$117,000	\$110,700	<\$6,300>	<5.38%>
<b>Reserves/Unap.</b>	\$765,344	\$847,544	\$21200	2.57%

### Financial Outlook for 2024-2025

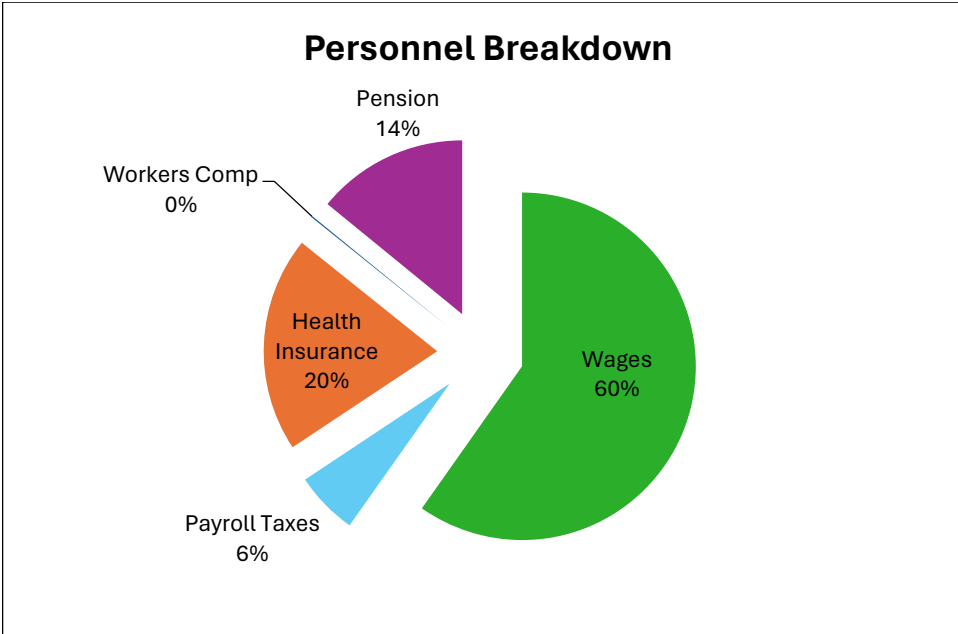
The FY 2024-2025 Budget shows a decrease in revenue and expenses as compared to the FY 2023-2024 Budget, due primarily to several capital planning projects being partially completed during the 2023-2024 fiscal year. This resulted in both a decrease to our beginning cash balance across several funds and lower capital expenses related to the completion of pending projects. Those projects all have outside financing or grants associated with them, some of which have been fully secured. In addition to capital projects that are in progress, the proposed budget includes newly identified capital projects for Streets. Funding for these projects has not yet been secured, but both the funding and the projects need to be included in the Budget so the funds can be spent if they are received. Projects with secured funding include installing a new well, doing a large Inflow and Infiltration (I&I) project in the wastewater collection system, completing Phase I of the planned park improvements at the Memorial Park, replacing the server at City Hall, a sludge treatment plan for the wastewater lagoons, and possibly installing fuel pumps at the Public Works Shop. While contingency funding is down marginally, with a reduction of -5.38%, this is offset by an increase in funds held in reserves. While market value and tax collection rate hold steady Linn County, State Shared Revenue is expected to reduce slightly. The budget is written for continued frugality throughout the year, with expenditures for needed maintenance and Council Priorities, and with contingencies in each fund that can be accessed by Council Resolution if needed.



**Personnel Services – Benefits and Salaries**

In the FY 2024-2025 fiscal year, the proposed budget shows a 15.07% increase in the overall cost of Personnel Services. This includes a requested 3% COLA for staff; a 10% increase in benefits, which is balanced by two employees covered at tiers lower than they qualify for; and a 15% safety margin. Increases in Personnel cost are largely attributed to increased staffing levels. The City has an additional administrative assistant who is primarily dedicated to Utility Billing and Utility Customer Service and has increased staff hours for the Librarian who supports grant writing efforts in addition to library duties. Some cost of staffing increases are offset by a reduction in executive pay for the City Administrator compared to prior years.

The City of Halsey Full Time Equivalency (FTE) is at 5.25. This means that collectively between the seven employees hired, full and part-time, the regularly scheduled hours are equivalent to 5.25 full-time employees. Personnel Services is allocated across five funds: the General Fund, Street Fund, Water Fund, Sewer Fund and the Storm Water Drainage Fund.



## **Materials and Services**

The FY 2024-2025 Budget shows a small increase of 1.13% increase in Materials and Services. This increase is due in part to inflation, increased insurance costs, funds budgeted for payments for funding of the I & I project, lagoon sludge treatment projects, funds budgeted for Council Priorities, and other projects. The second half of the Local Wetlands Inventory will be paid out of this year, and funds are also budgeted for designing the irrigation system for the Highway 99 Project landscaping. The budget is written to be conservative on daily expenses where possible, while increasing certain expenses to account for inflation. It appropriates funds for needed maintenance and for Council priorities.

## **Capital Outlay**

The FY 2024-2025 Budget shows a 12.97% decrease in Capital Outlay. Capital outlay varies each year, as many larger projects are determined by grant funding the city receives. This decrease is due to partial completion of ongoing planned capital improvements including the park project, the pathway at the park, the new well, and the I&I Project. This number included allocations in both the water and sewer reserve funds to support the capital projects if needed – but the plan is not to spend those.

## **Transfers Out**

The FY 2024-2025 Budget shows a 13.10% increase in Transfers Out. This is due in part to a more aggressive savings plan to purchase a new Vactor Truck for Public Works. Transfers from the general fund are reduced this year due to an ongoing effort to ensure the city enterprise funds are self-supporting through responsible utility rate adjustments that allow for the operations, maintenance, and improvement of our utility infrastructure.

## **Reserves/Un-appropriated**

The FY 2024-2025 Budget shows an increase of 2.57% in Reserves and Unappropriated funds. This is attributed to the securing of external funding for the Well project, as well as increased transfers to the Vehicle and Equipment Reserve Fund intended for the future purchase of a Vactor truck. While overall there is an increase to reserves and unappropriated funds, unappropriated was reduced in the General fund. This reduction is attributed to several special projects including the wetland inventory, irrigation for the Highway 99 project, and the need for a new server.

## **2024-2025 BUDGET HIGHLIGHTS BY FUND**

A brief narrative on each city fund is presented below.

### **General Fund**

FY 2024-2025 assessed valuation for property taxes is estimated at 5% above the current fiscal year, and the collection rate is steady at 97.9 %. This represents an increase in current General Fund property taxes of about \$26,000. Property tax revenue has been projected to increase by 7.1% in the proposed budget. Franchise Fees are projected to be stable. State Shared Revenue is projected to be marginally lower.

The General Fund Beginning Fund balance shows a decrease of 13%. This is primarily due to overages on the City Hall roof project, liability insurance, and audit fees.

*Highlights in the General Fund for FY 2024-2025 include:*

- General Fund Materials and Services includes \$6,000 for Community Development, and 50% increase from past years. This is in alignment with Council Priorities to invest in more community events for City residents. The Travel and Meeting expenses as well as the Education and Training budget have been increased by 50%. This also aligns with Council Priorities to invest in continued professional development opportunities for staff and council.
- Funds in the Capital Outlay classification are for the server and contributing to the fuel pump capital improvement plan. The Fuel Pumps align with several council goals including fiscal responsibility and emergency preparedness. Investing in fuel pumps allows the city to buy fuel in bulk reducing some of the impacts of market fluctuation, and provides the city with a fuel reserve for essential functions in the event of a major weather event.
- Materials and services includes funds for the Council Priorities session, irrigation projects, and for the completion of the Local Wetlands Inventory.
- General fund operating expenses have been budgeted conservatively, and the \$20,000 operating contingency can be accessed by Council Resolution through a supplemental budget process mid-year if needed.
- Transfers out include a \$3,000 of State Shared Revenue to the Halsey Park Fund, \$2,000 to the Storm Drainage Fund, and \$3,000 to the Library fund. The rest of the State Shared Revenue remains in the general fund to help pay for the server and increase the Community Development budget.

**Street Fund**

The ODOT Highway Tax Apportionment is anticipated to decrease this year by 6.6%. Revenue in the Street Fund also includes a \$80,000 Small Cities Allotment Grant the city will apply for to pave portions of West H Street. In Materials & Services, funds have been budgeted for patching portions of East 1<sup>st</sup>, F Street, Royal Tern Ave., and Cormorant Street. In Capital Improvement, funds are budgeted for the Fuel Pump project, and the West H Paving project if the city secures funding. There is a \$2000 transfer to the Streets & Pathways Fund, which is a requirement for receiving the Oregon Highway Trust Fund Revenue, and a \$3,000 transfer to the Vehicles & Equipment Reserve fund.

**Streets & Pathways Fund**

The Streets & Pathways Fund is a reserve fund associated with the Streets Fund includes \$25,000 to be used to help replace the asphalt pathway in the Halsey Memorial Park, as the match for an Oregon Parks and Recreation (OPRD) grant.

**Bond Fund**

This fund receives revenue from property taxes each year. It must always hold the total of one payment, as the payment is due in September and the bulk of the tax revenue is not received until November. The recommended bond amount is similar to last year.

## **Library Fund**

Library beginning fund balance is projected to be a little lower this year – this is due to funds set aside to support project overages for the new automatic door that will be installed before the end of the 2023-2024 fiscal year. The majority of the project costs were covered by a grant from the American Library Association (ALA). Otherwise, expenses and revenue are expected to be similar to last year with small increases to the events and summer reading program budget.

## **Water Fund**

The Water Fund Revenue budget includes an estimated \$1.50 per month rate increase resulting from proposed tier adjustments and small rate increases for higher usage tiers. The CPI-W is at 4.3%. Inflation is affecting materials, services, and capital projects, especially in utilities. The proposed budget includes a new well, funds for the energy efficiency study update, solar feasibility assessment, and a seismic evaluation of the water reservoirs. There is also a \$30,000 transfer to the Water Reserve and a \$10,000 transfer to the Vehicle & Equipment Reserve Fund.

## **Sewer Fund**

The Sewer Fund budget includes an proposed \$2 per month rate increase. The rate increase is aligned with the Western Region CPI of 4.3%. The costs of materials, capital projects, and contract professionals have continued to increase with inflation. The proposed budget includes \$380,000 I&I repair, a Wastewater Facilities Plan to replace the 1988 Sewer Master Plan, funds to repay financing we received from DEQ for these projects, Lagoon sludge treatment, Lift Station pump maintenance, and funds for the solar feasibility study. There is a transfer of \$30,000 to the Sewer Reserve Fund and a \$10,000 transfer to the Vehicles & Equipment Reserve Fund.

## **Water Reserve Fund**

The Water Reserve has an estimated beginning fund balance of \$388,000. The proposed budget includes a transfer of \$30,000 from the Water Fund, \$120,000 allocated as a backup source of funding for the well project overages. The intention is not to use this funds.

## **Sewer Reserve Fund**

The Sewer Reserve has an estimated beginning fund balance of \$230,000. The proposed budget includes a transfer of \$30,000 from the Sewer Fund. Additional funds were allocated in this fund as a backup source of funding to assist with the I&I project if necessary, but the intention is to not need them.

## **Storm Water Blue Heron Fund**

The proposed budget is similar to last year. No major changes, and no rate increase will be requested.

## **Storm Water Drainage Fund**

This fund shows a small increase in the beginning fund balance, and expenses are estimated to be similar to last year, with space budgeted for inflation. Capital outlay has \$3000 allocated to support the Fuel pump project. No major changes or large projects, and no rate increase will be requested.

## **System Development Charge Funds**

The city charges System Development Charges (SDCs) to assist with the cost of improvements needed to accommodate new growth. No significant revenue is anticipated in these funds in 2024-2025 due to continued limitation on building activities due to wetlands. Some in-fill development may occur. These funds can only be used to increase infrastructure capacity to allow for future growth.

## **Veterans Memorial Park Fund**

The Beginning Fund Balance of \$9,600 made it unnecessary to make an inter-fund transfer from the General Fund this year. Budgeted funds are for replacement flags, replanting the planters, and continuing to maintain the park. The cost of maintenance of the Veterans Memorial Park is reduced due to the General Fund supporting the Landscape contract which covers multiple locations within Halsey, including the Veterans Memorial Park.

## **Halsey City Park Fund**

The Park Fund includes the grant from OPRD, and in the capital improvements, those funds are allocated for constructing Phase I of the Parks Master Plan. Revenue in this fund also included a \$3,000 transfer of state shared revenue from the General Fund to support matching funds required to complete the project.

## **Conclusion and Recommendation**

The FY 2024-2025 Proposed Budget is balanced and represents a conservative and effective use of resources. Basic services are maintained, and resources have been allocated to key areas. Important capital needs will be addressed as presented. Staff look forward to working with the Budget Committee to build the best possible budget to continue to deliver key community services while maintaining the financial stability of the city.

Respectfully submitted,

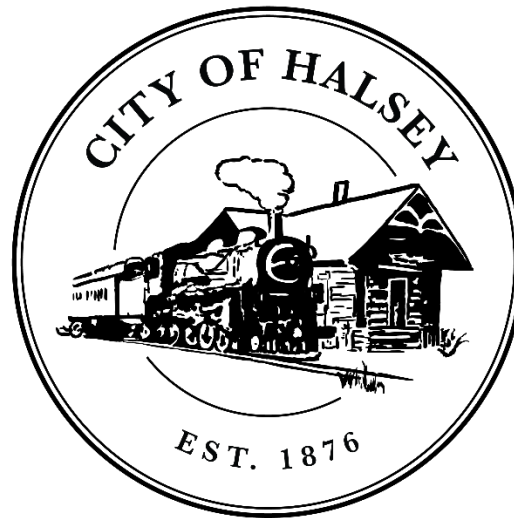
*Briana Parra*

*City Administrator and Budget Officer*



# **CITY OF HALSEY PROPOSED BUDGET**

**FISCAL YEAR 2024-2025**



**RESOURCES**

**General Fund**

City of Halsey, Oregon

Historical Data				RESOURCE DESCRIPTION	Budget for Next Year: 2024-25		
Actual		Adopted Budget This Year Year 2023-24	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2021-22	First Preceding Year 2022-23						
1	307,487	412,618	265,000	1 Available cash on hand* (cash basis)	230,000		1
2	7,006	5,401	5,850	2 Previously levied taxes estimated to be received	5,500		2
3	2,336	10,282.81	6,000	3 Interest	7,000		3
4				4 <b>OTHER RESOURCES</b>			4
5	809	647	800	5 Cigarette Tax	550		5
6	17,800	18,891	18,000	6 OLCC Tax	18,000		6
7	11,344	11,542	11,000	7 State Revenue Sharing	11,000		7
8	1,242	1,244	1,250	8 AT&T Property Tax	1,250		8
9	25,879	26,529	25,000	9 PP&L Franchise Fee	25,000		9
10	1,083	0	1,100	10 RTI Phone Franchise Fee	1,000		10
11	8,254	9,462	9,000	11 NW Natural Gas Franchise Fee	9,000		11
12	3,000	3,000	3,000	12 Zayo Franchise Fee	3,000		12
13	0	0	0	13 911 Revenues	0		13
14	1,739	1,295	1,000	14 Municipal Fines	800		14
15	19,639	21,991	21,000.00	15 AT&T Tower Lease	21,000		15
16	4,050	1,944	1,230	16 Office/Service Fees (351-360)	1,230		16
17	0	0	0	17 Admin Fees	0		17
18	20	0	0	18 Sale of Assets	0		18
19	5,452	8,409	14,000	19 Permits/Planning Fees	10,000		19
20	50	50	0	20 License Fees (456,458)	0		20
21	0	0	500	21 EV Charge Station Revenue	500		21
22	157,156	116,119	16,000	22 Grants (702,705)	5,000		22
23	1,120	1,120	600	23 Community Center Reservations	800		23
24	0	0	0	24 Transferred IN from other funds	0		24
25				25			25
26				26			26
27				27			27
28				28			28
29	575,467	650,544	379,330	29 Total resources, except taxes to be levied	350,630		29
30			362,000	30 Taxes estimated to be received	388,000		30
31	350,080	372,417		31 Taxes collected in year levied			31
32	<b>925,547</b>	<b>1,022,961</b>	<b>741,330</b>	32 <b>TOTAL RESOURCES</b>	<b>738,630</b>	<b>0</b>	<b>0</b>

**DETAILED REQUIREMENTS**

General Fund

City of Halsey, Oregon

	Historical Data			REQUIREMENTS FOR: <b>Administration</b>		Budget for Next Year 2024-25				
	Actual		Adopted Budget This Year Year 2023-24			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2021-22	First Preceding Year 2022-23								
1				1	<b>Object Classification</b>	<b>Detail</b>				1
2	85,527	96,243	128,000	2	Personnel	Payroll	118,000			2
3	7,519	7,988	12,400	3	Personnel	Payroll Taxes (5201-5204)	12,740			3
4	33,439	31,541	38,000	4	Personnel	Employee Health Insurance	47,000			4
5	4,921	5,717	8,000	5	Personnel	PERS - Employee	7,600			5
6	14,366	17,757	21,300	6	Personnel	PERS - Employer	25,300			6
7	<b>145,773</b>	<b>159,246</b>	<b>207,700</b>	7	<b>TOTAL PERSONNEL SERVICES</b>		<b>210,640</b>			7
8	<b>15</b>	<b>1.5</b>	<b>1.5</b>	8	<b>Total Full Time Equivalent (FTE)*</b>		<b>1.7</b>	<b>1.7</b>	<b>1.7</b>	8
9	4,792	5,080	7,400	9	Materials & Svcs	City Hall Misc Expense (5541-5546)	7,400			9
10	1,170	1,470	1,200	10	Materials & Svcs	Officer Bond	1,200			10
11	1,835	4,858	10,000	11	Materials & Svcs	Building Permits	3,000			11
12	13,956	14,027	16,000	12	Materials & Svcs	Street Lights	16,000			12
13	23,190	27,099	29,000	13	Materials & Svcs	Liability Insurance	38,000			13
14	2,180	2,816	3,000	14	Materials & Svcs	Workers Comp Insurance	3,000			14
15	12,244	9,885	10,300	15	Materials & Svcs	Op Materials & Supplies (5606-5619)	9,300			15
16	6,651	1,331	8,000	16	Materials & Svcs	Planning Expense (5622-5623)	9,000			16
17	1,500	500	500	17	Materials & Svcs	Elderly Nutrition Program	500			17
18	65,241	68,506	72,000	18	Materials & Svcs	Sheriff's Contract	77,000			18
19	1,242	1,244	1,250	19	Materials & Svcs	Property Tax - Cell Tower	1,300			19
20	3,600	3,600	3,600	20	Materials & Svcs	Municipal Judge Contract	3,600			20
21	3,189	2,284	3,000	21	Materials & Svcs	Telecommunications	3,000			21
22	5,082	4,062	4,500	22	Materials & Svcs	Utilities (5671,5672)	5,700			22
23	15,327	11,935	15,000	23	Materials & Svcs	Maintenance - Building	15,000			23
24	8,490	4,883	6,700	24	Materials & Svcs	Maintenance - Equipment (5689-5705)	7,100			24
25	4,300	7,114	7,500	25	Materials & Svcs	Legal Fees	7,800			25
26	350	1,394	1,500	26	Materials & Svcs	Municipal Code Update	1,600			26
27	0	1,900	2,000	27	Materials & Svcs	Website Hosting & Support	2,000			27
28	4,035	4,558	4,500	28	Materials & Svcs	Organization Dues	4,700			28
29	1,972	1,420	2,000	29	Materials & Svcs	Publishing Fees	1,500			29
30	135	1,074	2,000	30	Materials & Svcs	Education/Training	2,700			30
31	<b>180,481</b>	<b>181,041</b>	<b>210,950</b>	31	<b>TOTAL MATERIALS &amp; SERVICES - PAGE 1</b>		<b>220,400</b>	<b>0</b>	<b>0</b>	31
32				32	Ending balance (prior years)					32
33				33	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>					33
34	see next page	see next page	see next page	34	<b>TOTAL REQUIREMENTS</b>		see next page	see next page	see next page	34

**DETAILED REQUIREMENTS**

General Fund

City of Halsey, Oregon

	Historical Data			REQUIREMENTS FOR: <b>Administration</b>	Budget for Next Year 2024-25					
	Actual		Adopted Budget This Year Year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body			
	Second Preceding 2021-22	First Preceding 2022-23								
1				1	<b>Object Classification</b>	<b>Detail</b>			1	
2	<b>145,773</b>	<b>159,246</b>	<b>207,700</b>	2	<b>Total Personnel From Page 1, line 7</b>		<b>210,640</b>			<b>2</b>
3	180,481	181,041	210,950	3	M&S subtotal from Page 1, Line 30		220,400			3
4	1,345	2,400	2,000	4	Materials & Svcs	Travel/Meeting Expense	3,500			4
5	0	0	4,000	5	Materials & Svcs	IT Hardware	3,000			5
6	36,633	23,071	20,000	6	Materials & Svcs	Computer Software/Support	22,000			6
7	1,618	2,218	1,800	7	Materials & Svcs	Security System Annual	2,300			7
8	17,750	19,150	20,000	8	Materials & Svcs	Auditing and Filing Fees	25,000			8
9	0	0	0	9	Materials & Svcs	Engineering Fees	0			9
10	75	195	200	10	Materials & Svcs	Community Center Deposit Refund	200			10
11	2,025	2,050	2,100	11	Materials & Svcs	Council Reimbursement	2,100			11
12	13,664	725	4,000	12	Materials & Svcs	Economic Development	4,000			12
13	1,753	3,525	3,000	13	Materials & Svcs	Community Development	6,000			13
14	11,902	2,278	1,000	14	Materials & Svcs	Community Partner Donations	1,200			14
15	0	0	15,000	15	Materials & Svcs	Landscaping	18,000			15
16	20,875	33,315	33,400	16	Materials & Svcs	Contracts/Professional Services	10,000			16
17	6,534	20,250	15,000	17	Materials & Svcs	Special Projects	15,000			17
18	<b>294,653</b>	<b>290,218</b>	<b>332,450</b>	18	<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>332,700</b>	<b>0</b>	<b>0</b>	18
19				19						19
20	0	0	0	20	Capital Outlay	Equipment	0			20
21	1,144	2,000	11,000	21	Capital Outlay	Capital Outlay	14,600			21
22	15,842	22,130	35,000	22	Capital Outlay	City Hall Improvements	5,000			22
23	<b>16,986</b>	<b>24,130</b>	<b>46,000</b>	23	<b>TOTAL CAPITAL OUTLAY</b>		<b>19,600</b>	<b>0</b>	<b>0</b>	23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31				31						31
32				32						32
33	412,618	287,539		33	Ending balance (prior years)					33
			80,000		<b>UNAPPROPRIATED ENDING FUND BALANCE</b>		67,000			

**DETAILED REQUIREMENTS**

General Fund

City of Halsey, Oregon

Historical Data			Adopted Budget This Year Year 2023-24	REQUIREMENTS FOR: Library		Budget for Next Year 2024-25			
Actual		Proposed by Budget Officer				Approved by Budget Committee	Adopted by Governing Body		
Second Preceding Year 2021-22	First Preceding Year 2022-23								
1			1	<b>Object Classification</b>	<b>Detail</b>				1
2	14,125	21,005	32,500	2	Personnel Payroll	42,000			2
3	1,298	1,810	3,010	3	Personnel Payroll Taxes (5201-5204)	3,930			3
4	147	3,094	12,000	4	Personnel Employee Health Insurance	15,500			4
5	542	956	1,500	5	Personnel PERS Retirement Employee	1,500			5
6	1507	2,580	3,550	6	Personnel PERS Retirement Employer	4,500			6
7	<b>17,620</b>	<b>29,444</b>	<b>52,560</b>	7	<b>TOTAL PERSONNEL SERVICES</b>	<b>67,430</b>			7
8	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	8	<b>Total Full Time Equivalent (FTE)*</b>	<b>0.75</b>			8
9				9					9
10				10					10
11				11					11
12				12					12
13				13					13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26			<b>52,560</b>	26		<b>67,430</b>			26
27	17,620	29,444		27	Ending balance (prior years)				27
28			0	28	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0			28
29	<b>17,620</b>	<b>29,444</b>	<b>52,560</b>	29	<b>Total Library Requirements</b>	<b>67,430</b>			29

## DETAILED REQUIREMENTS

General Fund

City of Halsey, Oregon

	Historical Data			REQUIREMENTS FOR: Parks		Budget for Next Year 2024-25				
	Actual		Adopted Budget			Proposed by	Approved by	Adopted by		
	Second Preceding Year 2021-22	First Preceding Year 2022-23	This Year Year 2023-24			Budget Officer	Budget Committee	Governing Body		
1			1	Object Classification	Detail				1	
2	4,577	4,927	7,100	2	Personnel	Payroll	7,500			2
3	400	409	770	3	Personnel	Payroll Taxes (5201-5204)	910			3
4	1,884	1,850	2,100	4	Personnel	Employee Health Insurance	2,600			4
5	261	296	500	5	Personnel	PERS Retirement Employee	600			5
6	775	907	1,250	6	Personnel	PERS Retirement Employer	1,650			6
7	<b>7,897</b>	<b>8,388</b>	<b>11,720</b>	7	<b>TOTAL PERSONNEL SERVICES</b>		<b>13,260</b>	<b>0</b>	<b>0</b>	7
8	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	8	<b>Total Full Time Equivalent (FTE)*</b>		<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	8
9				9						9
10				10						10
11				11						11
12				12						12
13				13						13
14				14						14
15				15						15
16				16						16
17				17						17
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27			<b>11,720</b>	27			<b>13,260</b>	<b>0</b>	<b>0</b>	27
28	7,897	8,388		28	Ending balance (prior years)					28
29			0	29	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>		0	0	0	29
30	<b>7,897</b>	<b>8,388</b>	<b>11,720</b>	30	<b>Total Parks Requirements</b>		<b>13,260</b>	<b>0</b>	<b>0</b>	30

**FORM  
LB-30**

**REQUIREMENTS SUMMARY  
SUMMARY ALLOCATED AND NOT ALLOCATED REQUIREMENTS**

General Fund

City of Halsey, Oregon

1	Historical Data			REQUIREMENTS FOR: <u>General Fund</u>	Budget For Next Year 2024-25			1
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
2				2	<b>NOT ALLOCATED</b>			2
3				3				3
4				4	<b>Transfers</b>			4
5	0	0	0	5	Transfer to Street Fund	0		5
6	1,000	3,000	3,000	6	Transfer to Park Fund	3,000		6
7	4,000	4,000	0	7	Transfer to Vehicle & Equipment Fund	0		7
8	0	0	0	8	Transfer to Vet Memorial Fund	0		8
9	5,000	200,000	0	9	Transfer to Water Fund	0		9
10	5,000	0	0	10	Transfer to Sewer Fund	0		10
11	0	0	0	11	Transfer to Sidewalk/Pathway Fund	0		11
12	0	0	0.00	12	Transfer to Stormwater BH	0		12
13	10,000	12,000	4000	13	Transfer to Stormwater Fund	2000		13
14	5,000	5,000	5000	14	Transfer to Library Fund	3000		14
15	<b>30,000</b>	<b>224,000</b>	<b>12,000</b>	15	<b>TOTAL INTERFUND TRANSFERS</b>	<b>8,000</b>		15
16				16				16
17				17				17
18				18				18
19				19	<b>Contingency</b>			19
20	0	0	20,000	20	Operating Contingency	20,000		20
21	<b>0</b>	<b>0</b>	<b>20,000</b>	21	<b>TOTAL OPERATING CONTINGENCY</b>	<b>20,000</b>		21
22				22				22
23				23				23
24	<b>30,000</b>	<b>224,000</b>	<b>12,000</b>	24	<b>TOTAL REQUIREMENTS NOT ALLOCATED</b>	<b>8,000</b>		24
25				25				25
26	<b>482,929</b>	<b>511,427</b>	<b>670,430</b>	26	<b>TOTAL REQUIREMENTS FOR ALL ORG UNITS W/IN FUND</b>	<b>643,630</b>		26
27				27				27
28	<b>0</b>	<b>0</b>	<b>0</b>	28	<b>RESERVED FOR FUTURE EXPENDITURES</b>	<b>0</b>		28
29				29				29
30	<b>412,618</b>	<b>287,539</b>		30	<b>Ending fund balance (prior years)</b>			30
31				31				31
32	<b>0</b>	<b>0</b>	<b>80,000</b>	32	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>67,000</b>		32
33				33				33
34	<b>925,547</b>	<b>1,022,966</b>	<b>762,430</b>	34	<b>GENERAL FUND TOTAL REQUIREMENTS</b>	<b>738,630</b>		34

**FORM  
LB-11**

This fund is authorized and established by resolution number 2021-689 on April 13, 2021 for the following specified purpose:

future capital equipment and vehicle purchases

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2031

Vehicle & Equipment Reserve Fund

City of Halsey, Oregon

1	Historical Data			2	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25			1
	Actual		Adopted Budget Year 2023-24			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23							
1				1	RESOURCES				1
2	0	16,066	31,600	2	Cash on Hand	40,000			2
3	66	802	600	3	Interest on Investments	800			3
4	16,000	15,000	11,000	4	Transferred IN, from other funds	25,000			4
5				5					5
6				6					6
7				7					7
8				8					8
9				9					9
10	16,066	31,868	43,200	10	Total Resources, except taxes to be levied				10
11			0	11	Taxes estimated to be received				11
12				12	Taxes collected in year levied				12
13	<b>16,066</b>	<b>31,868</b>	<b>43,200</b>	13	<b>TOTAL RESOURCES</b>	<b>65,800</b>	<b>0</b>	<b>0</b>	13
14				14	REQUIREMENTS **				14
15				15	Org. Unit or Prog. & Activity	Object Classification	Detail		15
16	0	0	0	16	Admin	Cap	Vehicles	0	16
17	0	0	0	17	Admin	Cap	Equipment	0	17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29	0	16,066		29	Ending balance (prior years)				29
30			31,000	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>		65,800		30
31	<b>0</b>	<b>16,066</b>	<b>31,000</b>	31	<b>TOTAL REQUIREMENTS</b>		<b>65,800</b>		31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year



**RESOURCES**  
**Street Fund**

City of Halsey, Oregon

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year: 2024-25			
	Actual		Adopted Budget This Year Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1	124,963	140,764	130,000	1 Available cash on hand* (cash basis)	120,000			1
2	415	4,150	500	2 Interest	1,000			2
3				3				3
4				4 <b>OTHER RESOURCES</b>				4
5	76,014	74,708	75,000	5 ODOT Highway Tax Apportionment	70,000			5
6			0	6 Street/Drainage Reimbursement Charge	0			6
7			0	7 Miscellaneous Income	0			7
8	95,888	0	100,000	8 Special Street Allotment Grant	80,000			8
9	0	0	0	9 Transferred IN from other funds	0			9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	297,280	219,622	305,500	29 Total resources, except taxes to be levied				29
30			0	30 Taxes estimated to be received				30
31	0	0		31 Taxes collected in year levied				31
<b>32</b>	<b>297,280</b>	<b>219,622</b>	<b>305,500</b>	<b>32 TOTAL RESOURCES</b>	<b>271,000</b>	<b>0</b>	<b>0</b>	<b>32</b>

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

Street Fund

Historical Data				REQUIREMENTS FOR: Street Department	Budget For Next Year 2024-25		
Actual		Adopted Budget This Year 2023-24	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2021-22	First Preceding Year 2022-23						
1			1	<b>PERSONNEL SERVICES</b>		1	
2	20,559	22,846	2	Payroll	42,000	2	
3	1,802	1,897	3	Payroll Taxes (5201-5204)	4,180	3	
4	8,300	7,991	4	Employee Health Insurance	12,000	4	
5	1,177	1,361	5	PERS Retirement Employee	2,200	5	
6	3,430	4,192	6	PERS Retirement Employer	6,450	6	
8	<b>35,267</b>	<b>38,287</b>	8	<b>TOTAL PERSONNEL SERVICES</b>	<b>66,830</b>	8	
9	<b>0.25</b>	<b>0.25</b>	9	<b>Total Full-Time Equivalent (FTE)</b>	<b>0.50</b>	9	
10			10	<b>MATERIALS AND SERVICES</b>		10	
11	600	368	11	Mowing/Street Sweeping Expense	2,000	11	
13	0	0	13	Equipment Rental	1,500	13	
15	1,102	529	15	Weed Killer/Spray	1,200	15	
16	6,237	380	16	Street Signs	5,000	16	
17	331	394	17	Ground Cover	2,000	17	
18	559	657	18	PW Supplies	2,000	18	
19	739	993	19	Fuel/Propane	2,100	19	
20	0	0	20	Small Tools & Equipment	760	20	
21	8,461	6,971	21	Maintenance & Repair - Streets	8,000	21	
22	147	221	22	Vehicle Maintenance	500	22	
23	3,667	1,565	23	Equipment Maintenance (5690-5691)	4,150	23	
24	89	143	24	Fire Extinguisher Maint	100	24	
25	261	268	25	Copier Maint	550	25	
26	215	-12	26	Clothing/Safety Equip	250	26	
27	0	0	27	Travel/Meeting Expense	160	27	
28	0	1,330	28	Engineering Fees	3,500	28	
29	0	0	29	Contracts/Professional Service	20,000	29	
30	<b>22,406</b>	<b>13,807</b>	30	<b>TOTAL MATERIALS AND SERVICES</b>	<b>53,770</b>	30	
31	see next page	see next page	31	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	see next page	see next page	

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

Street Fund

	Historical Data			REQUIREMENTS FOR: Street Department	Budget For Next Year 2024-25		
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2021-22	First Preceding 2022-23					
1				1			1
2	35,267	38,287	49,580	2	Total Personnel From Page 1, line 8	66,830	2
3	22,406	13,807	78,920	3	Total Materials & Services From Page 1, line 30	53,770	3
4				4			4
5				5	CAPITAL OUTLAY		5
6	0	2,000	3,000	6	Equipment	6,400	6
7	94,988	9,207	100,000	7	Construction	85,000	7
8	94,988	11,207	103,000	8	TOTAL CAPITAL OUTLAY	91,400	8
9				9			9
10				10	CONTINGENCY		10
11	20,000	20,000	30,000	11	Operating Contingency	20,000	11
12	20,000	20,000	30,000	12	TOTAL OPERATING CONTINGENCY	20,000	12
13				13			13
14				14	UNALLOCATED		14
15				15			15
16				16	TRANSFERS		16
17	0	0	4,000	17	Transfers OUT	5,000	17
18	0	0	4,000	18	TOTAL TRANSFERS	5,000	18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24				24			24
25				25			25
26	0	0	40,000	26	UNAPPROPRIATED ENDING FUND BALANCE	34,000	26
27				27			27
28				28			28
29	172,662	83,301	305,500	29	TOTAL STREET FUND REQUIREMENTS	271,000	29

**FORM  
LB-11**

This fund is authorized and established by resolution number 2018-641 on April 10, 2018 for the following specified purpose:  
reserve 1% of highway trust fund revenue for footpath and bicycle trail projects

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2028

**Street & Pathway Fund**

City of Halsey, Oregon

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25						
	Actual		Adopted Budget Year 2023-4		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
	Second Preceding Year 2021-22	First Preceding Year 2022-23									
1				1	RESOURCES			1			
2	69734	72122	75000	2	Cash on Hand	80000		2			
3	388	2,108	300	3	Interest on Investments	1000		3			
4	0	0	0	4	Govt/Special Grants	75000		4			
5	2000	2000	2000	5	Transferred IN, from other funds	2000		5			
6				6				6			
7				7				7			
8				8				8			
9				9				9			
10	72122	76,230	77,300	10	Total Resources, except taxes to be levied			10			
11			0	11	Taxes estimated to be received			11			
12				12	Taxes collected in year levied			12			
13	<b>72122</b>	<b>76230</b>	<b>77300</b>	13	<b>TOTAL RESOURCES</b>	<b>158000</b>	<b>0</b>	<b>0</b>	13		
14				14	REQUIREMENTS **				14		
15				15	Org. Unit or Prog. & Activity	Object Classification	Detail		15		
16	0	0	70000	16	Streets	Cap	Capital Outlay	110000	16		
17	0	0	0	17	Streets	Cap	Sidewalk/Bicycle Path		17		
18				18					18		
19				19					19		
20				20					20		
21				21					21		
22				22					22		
23				23					23		
24				24					24		
25				25					25		
26				26					26		
27				27					27		
28				28					28		
29	69734	76230		29	Ending balance (prior years)				29		
30			7300	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			48000	0	0	30
31	<b>69734</b>	<b>76230</b>	<b>77300</b>	31	<b>TOTAL REQUIREMENTS</b>			<b>158000</b>	<b>0</b>	<b>0</b>	31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**BONDED DEBT  
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or  
 General Obligation Bonds

Bond Fund

City of Halsey

Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25						
Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2021-22	First Preceding Year 2022-23									
1			1	<b>Resources</b>			1			
2	58,107	57,866	55,000	2	57,000			2		
3				3				3		
4	1,247	917	500	4	500			4		
5	260	1,408	500	5	500			5		
6				6				6		
7				7				7		
8	59,613	60,192	56,000	8	58,000	0	0	8		
9			53,088	9	51,088	0	0	9		
10	52,796	53,732		10				10		
11	<b>112,409</b>	<b>113,923</b>	<b>109,088</b>	11	<b>109,088</b>	<b>0</b>	<b>0</b>	11		
					<b>Requirements</b>					
					<b>Bond Principal Payments</b>					
12				12	Bond Issue	Budgeted Payment Date		12		
13	21,569	23,666	24,790	13			25,968	13		
14				14				14		
15				15				15		
16	<b>21,569</b>	<b>23,666</b>	<b>24,790</b>	16	<b>Total Principal</b>			<b>25,968</b>	<b>0</b>	<b>0</b>
					<b>Bond Interest Payments</b>					
17				17	Bond Issue	Budgeted Payment Date		17		
18	32,975	30,878	29,754	18			28,576		18	
19				19				19		
20				20				20		
21	<b>32,975</b>	<b>30,878</b>	<b>29,754</b>	21	<b>Total Interest</b>			<b>28,576</b>	<b>0</b>	<b>0</b>
					<b>Unappropriated Balance for Following Year By</b>					
22				22	Bond Issue	Projected Payment Date		22		
23				23	Carryover	9/2024		23		
24				24				24		
25				25				25		
26	57,866	59,379		26	Ending balance (prior years)				26	
27			54,544	27	<b>Total Unappropriated Ending Fund Balance</b>			54,544	0	0
28				28	Loan Repayment to _____ Fund				28	
29				29	Tax Credit Bond Reserve				29	
30	<b>115,731</b>	<b>118,758</b>	<b>109,088</b>	30	<b>TOTAL REQUIREMENTS</b>			<b>109,088</b>	<b>0</b>	<b>0</b>

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Library Fund

City of Halsey, Oregon

1	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25			1	
	Actual		Adopted Budget Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		2
	Second Preceding Year 2021-22	First Preceding Year 2022-23							
1				1	<b>RESOURCES</b>				
2	16,009	18,455	11,000	2	Cash on hand * (cash basis)	10,000			
3	53	80	50	3	Fines	50			
4	792	2,702	1,100	4	Sales/Donations/Fundraising (350,400,760,770)	1,250			
5	93	448	200	5	Interest on Investments	300			
6	3,400	1,000	1,000	6	Grants	1,000			
7	5,000	5,000	5,000	7	Transferred IN, from other funds	3,000			
8				8					
9	<b>25,347</b>	<b>27,685</b>	<b>18,350</b>	9	<b>TOTAL RESOURCES</b>	<b>15,600</b>	<b>0</b>	<b>0</b>	
10				10	<b>REQUIREMENTS **</b>				
11				11	Org Unit or Prog & Activity	Object Classification	Detail		
12	0	380.01	200	12	Library Dept	M&S	Miscellaneous Expense	200	
13	1,276	1116.69	1,000	13	Library Dept	M&S	Summer Reading Program	1,400	
14	190	144.73	500	14	Library Dept	M&S	Events	750	
15	0	0	500	15	Library Dept	M&S	Fundraising	500	
16	0	0	50	16	Library Dept	M&S	Postage/Operating	50	
17	690	534.15	800	17	Library Dept	M&S	Library Supplies	800	
18	401	401.05	900	18	Library Dept	M&S	Telecommunications	800	
19	379	0	0	19	Library Dept	M&S	NW Natural Gas	0	
20	654	727.13	900	20	Library Dept	M&S	Pacific Power & Light	1,000	
21	339	0	500	21	Library Dept	M&S	Maintenance/Cleaning	500	
22	457	715.98	800	22	Library Dept	M&S	Computer Software/Support	800	
23	2,461	2,119.16	3,000	23	Library Dept	M&S	Library Books	3,000	
24	0	0	0	24	Library Dept	M&S	Professional Fees	0	
25	46	0	500	25	Library Dept	M&S	Bookmobile Maint/Equip	300	
26	0	7858.01	2,000	26	Library Dept	Capital	Equipment/Capital Outlay	1,000	
27	0	998.69	2,700	27	Library Dept	Capital	Construction/Capital Outlay	1,500	
28				28					
29				29					
30				30					
31				31					
32				32					
33	0	0	2,000	33	Operating Contingency			1,000	
34	18,455	18,455		34	Ending balance (prior years)				
35			2,000	35	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>		2,000		
36	<b>25,347</b>	<b>33,451</b>	<b>18,350</b>	36	<b>TOTAL REQUIREMENTS</b>		<b>15,600</b>	<b>0</b>	

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**RESOURCES**  
**Water Fund**

City of Halsey, Oregon

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year: 2024-25			
	Actual		Adopted Budget This Year Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1	241,885	245,886	400,000	1 Available cash on hand* (cash basis)	290,000			1
2	1,324	11,428	4,500	2 Interest	6,000			2
3				3				3
4				4 <b>OTHER RESOURCES</b>				4
5	3,809	656	0	5 Miscellaneous Income	0			5
6	1,670	1,750	1,300	6 Late Charges	1,300			6
7	2,280	2,535	1,500	7 24 Hour Notice	1,500			7
8	1,040	900	500	8 Turn On/Turn Off Fees	500			8
9	150	150	0	9 NSF Fee	0			9
10	0	0	0	10 Service Connection Charges	0			10
11	220,401	228,583	235,000	11 Utility Service Charge	240,000			11
12	7,000	6,940	7,000	12 Backflow Testing Receivables	7,000			12
13	1,250	0	300,000	13 Grants & Loans	300,000			13
14				14				14
15	5,000	200,000	0	15 Transfers in from Other Funds	0			15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	485,810	698,828	949,800	29 Total resources, except taxes to be levied	846,300			29
30			0	30 Taxes estimated to be received	0			30
31	0	0		31 Taxes collected in year levied				31
<b>32</b>	<b>485,810</b>	<b>698,828</b>	<b>949,800</b>	<b>32 TOTAL RESOURCES</b>	<b>846,300</b>	<b>0</b>	<b>0</b>	<b>32</b>

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**  
Water Fund

	Historical Data			REQUIREMENTS FOR: <u>Water Department</u>	Budget For Next Year 2024-25			
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
<b>1</b>				<b>1</b>	<b>PERSONNEL SERVICES</b>			<b>1</b>
2	68,695	76,938	105,000	2	Payroll	120,000		2
3	6,027	6,388	10,250	3	Payroll Taxes	11,950		3
4	27,545	26,314	31,000	4	Employee Health Insurance	38,000		4
5	3,948	4,576	5,500	5	PERS Retirement - Employee	6,300		5
6	11,414	14,152	17,000	6	PERS Retirement - Employer	22,000		6
7	<b>117,629</b>	<b>128,368</b>	<b>168,750</b>	7	<b>TOTAL PERSONNEL SERVICES</b>	<b>198,250</b>		7
8	<b>1.00</b>	<b>1.00</b>	<b>1.25</b>	8	<b>Total Full-Time Equivalent (FTE)</b>	<b>1.50</b>		8
<b>9</b>				<b>9</b>	<b>MATERIALS AND SERVICES</b>			<b>9</b>
10	71	94	100	10	Line Locates/Excav Notice	100		10
11	0	0	1,000	11	Equipment Rental	1,000		11
12	1206	529	800	12	Weed Killer/Spray	800		12
13	331	394	500	13	Ground Cover	500		13
14	2192	1355	4,050	14	PW Supplies (5543, 5606)	4,100		14
15	1148	1786	4,000	15	Postage/Bulk Mail	4,000		15
16	200	2615	2,400	16	Autopay Billing Software	3,900		16
17	0	0	0	17	Rate Relief	0		17
18	2727	3099	3,000	18	Fuel	3,500		18
19	0	130	1,500	19	Small Tools & Equipment	1,500		19
20	1678	2262	4,000	20	Telecommunications	4,000		20
21	1355	1757	1,500	21	Northwest Natural Gas	1,700		21
22	20682	20634	22,000	22	Pacific Power & Light	25,000		22
23	0	1454	1,600	23	Chlorination	1,600		23
24	0	1718	2,000	24	Water Plant Building Maintenance	2,000		24
25	784	226	2,000	25	PW Shop Maintenance	2000		25
26	173	221	500	26	Vehicle Maintenance	500		26
27	3518	1426	5,000	27	Heavy Equipment Maintenance	7,000		27
28	89	143	100	28	Fire Extinguisher Maintenance	100		28
29	13093	18548	20,000	29	Water System Repair/Maint	20,000		29
30	1714	1772	2,000	30	Copier	2,000		30
31	2620	560	2,000	31	Organization Dues/Fees	3,500		31
32	0	0	100	32	Publishing/Public Notices	100		32
33	170	462	500	33	Education/Training Expense	800		33
34	<b>53,750</b>	<b>61,184</b>	<b>80,650</b>	34	<b>TOTAL MATERIALS &amp; SERVICES - PAGE 1</b>	<b>89,700</b>	<b>0</b>	<b>0</b>
35	see next page	see next page	see next page	35	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	see next page	see next page	see next page



**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**  
 Water Fund

	Historical Data			REQUIREMENTS FOR: Water Department	Budget For Next Year 2024-25			
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
<b>1</b>	<b>117,629</b>	<b>128,368</b>	<b>168,750</b>	<b>1</b> Total Personnel From Page 1, Line 7	<b>198,250</b>			<b>1</b>
2	53,750	61,184	80,650	2 M&S Subtotal from Page 1, Line 34	89,700			2
3	300	17	300	3 Clothing/Safety Equipment	300			3
4	0	577	500	4 Travel/Meeting Expense	800			4
5	0	0	0	5 Bad Debt Expense	0			5
6	2,179	2,987	4,000	6 Lab Service	4,000			6
7	0	0	600	7 Well/Cross Connection Permit	600			7
8	5,053	6,624	7,000	8 Backflow Testing	7,000			8
9	2,500	0	2,000	9 Planning/Engineering Fees	2,000			9
10	18,948	0	32,000	10 Contracts/Professional Services	32,000			10
11	2,775	2,775	25,000	11 Business Oregon Loan Payment	4,000			11
<b>12</b>	<b>85,505</b>	<b>74,165</b>	<b>152,050</b>	<b>12 TOTAL MATERIALS AND SERVICES</b>	<b>140,400</b>			<b>12</b>
13				13				13
14				14 CAPITAL OUTLAY				14
15	2,889	13,287	15,000	15 Equipment	10,000			15
16	0	3,175	500,000	16 Construction	375,000			16
<b>17</b>	<b>2,889</b>	<b>16,462</b>	<b>515,000</b>	<b>17 TOTAL CAPITAL OUTLAY</b>	<b>385,000</b>			<b>17</b>
18				18				18
19				19 OPERATING CONTINGENCY				19
20	20,000	20,000	30,000	20 Operating Contingency	30,000			20
<b>21</b>	<b>20,000</b>	<b>20,000</b>	<b>30,000</b>	<b>21 TOTAL OPERATING CONTINGENCY</b>	<b>30,000</b>			<b>21</b>
22				22				22
23				23				23
24				24				24
25				25				25
27				27				27
28				28				28
29				29				29
<b>30</b>	<b>226,023</b>	<b>238,995</b>	<b>865,800</b>	<b>30 Organizational Unit/Activity Total</b>	<b>753,650</b>	<b>0</b>	<b>0</b>	<b>30</b>

**REQUIREMENTS SUMMARY**

**NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM**

Water Fund

**FORM  
LB-30**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-25			
	Actual		Adopted Budget This Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2021-2022	First Preceding 2022-2023						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	0	0	0	4 TOTAL PERSONNEL SERVICES	0			4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	0	0	0	9 TOTAL MATERIALS AND SERVICES	0			9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11 <i>** see bond fund</i>				11
12				12				12
13	0	0	0	13 TOTAL CAPITAL OUTLAY	0			13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	0	0	0	17 TOTAL DEBT SERVICE	0			17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL SPECIAL PAYMENTS	0			21
22				22 INTERFUND TRANSFERS				22
23	30,000	30,000	30,000	23 Water Reserve	30,000			23
24	4,000	4,000	4,000	24 Vehicle & Equipment Reserve	10,000			24
25				25				25
26				26				26
27				27				27
28	34,000	34,000	34,000	28 TOTAL INTERFUND TRANSFERS	40,000			28
29	0	0	30,000	29 OPERATING CONTINGENCY	30,000			29
30	34,000	34,000	34,000	30 Total Requirements NOT ALLOCATED	40,000			30
31	226,023	238,995	865,800	31 Total Requirements for ALL Org.Units/Progams within fund	753,650			31
32				32 Reserved for future expenditure				32
33	245,886	441,181		33 Ending balance (prior years)				33
34			50,000	34 UNAPPROPRIATED ENDING FUND BALANCE	52,650			34
35	505,909	714,176	949,800	35 TOTAL REQUIREMENTS	846,300	0	0	35

**RESOURCES**  
**Sewer Fund**

City of Halsey, Oregon

Historical Data				RESOURCE DESCRIPTION	Budget for Next Year: 2024-25		
Actual		Adopted Budget This Year Year 2023-24	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2021-22	First Preceding Year 2022-23						
1	244,938	256,002	230,000	1 Available cash on hand* (cash basis)	200,000		1
2	1,383	7,130	3,500	2 Interest	5,000		2
3				3			3
4				4 <b>OTHER RESOURCES</b>			4
5	760	0	0	5 Miscellaneous Income	0		5
6	1,670	1,740	1,000	6 Late Charges	1,000		6
7	0	0	0	7 Service Connections Charges	0		7
8	197,741	202,374	210,000	8 Utility Service Charge	215,000		8
9	0	0	410,000	9 Grants & Loans	430,000		9
10				10			10
11	5,000	0	0	11 Transfer from Other Funds	0		11
12				12			12
13				13			13
14				14			14
15				15			15
16				16			16
17				17			17
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24				24			24
25				25			25
26				26			26
27				27			27
28				28			28
29	451,492	467,246	854,500	29 Total resources, except taxes to be levied	851,000	0	0
30			0	30 Taxes estimated to be received			
31				31 Taxes collected in year levied			
32	<b>451,492</b>	<b>467,246</b>	<b>854,500</b>	<b>32 TOTAL RESOURCES</b>	<b>851,000</b>	<b>0</b>	<b>0</b>

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**  
 Sewer Fund

1	Historical Data			REQUIREMENTS FOR: <u>Sewer Department</u>	Budget For Next Year 2024-25			1	
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-22	First Preceding Year 2022-23							
1				1	<b>PERSONNEL SERVICES</b>			1	
2	61,335	68,696	95,000	2	Payroll	114,000			2
3	5,382	5,704	9,250	3	Payroll Taxes	10,950			3
4	24,594	23,495	28,000	4	Employee Health Insurance	34,000			4
5	3,525	4,086	5,500	5	PERS Retirement - Employee	6,000			5
6	10,191	12,636	15,900	6	PERS Retirement - Employer	20,000			6
7	<b>105,027</b>	<b>114,617</b>	<b>153,650</b>	7	<b>TOTAL PERSONNEL SERVICES</b>	<b>184,950</b>			7
8	<b>1.00</b>	<b>1.00</b>	<b>1.15</b>	8	<b>Total Full-Time Equivalent (FTE)</b>	<b>1.50</b>			8
9				9	<b>MATERIALS AND SERVICES</b>			9	
10	80	108	150	10	Line Locates/Excav Notice	150			10
12	1198	529	900	12	Weed Killer/Spray	900			12
13	331	481	800	13	Ground Cover	800			13
14	1624	1102	2,700	14	PW Supplies (5543, 5606)	2700			14
15	1148	1786	3,000	15	Postage/Bulk Mail	3,000			15
16	200	2615	3,500	16	Autopay Billing Software	3,900			16
18	1533	1517	2,500	18	Fuel	2,500			18
19	966	1032	1,500	19	Dechloriantion	1,500			19
20	0	130	3,800	20	Small Tools & Equipment (5565, 5655)	3,500			20
21	899	972	2,200	21	Telecommunications	2,200			21
22	5266	6497	6,400	22	Pacific Power & Light	6,500			22
23	3090	3976	4,200	23	Chlorination	6,500			23
24	3093	3183	4,000	24	Lift Station Repairs & Maintenance (5677,5706)	9,000			24
25	5559	9291	9,000	25	Lagoon Repair/Maintenance	52,000			25
26	0	0	2,200	26	Maintenance - Building	2,200			26
27	173	221	1100	27	Vehicle Maintenance	1200			27
28	3518	1404	4,000	28	Heavy Equipment Maintenance	5,000			28
29	89	143	100	29	Fire Extinguisher Maintenance	100			29
30	1091	1122	1,400	30	Copier	1,300			30
31	0	0	500	31	Flow Meter	500			31
32	0	0	700	32	Dechloriantion System Maintenance	700			32
33	0	0	100	33	Publishing/Public Notices	100			33
34	<b>29,858</b>	<b>36,110</b>	<b>54,750</b>	34	<b>TOTAL MATERIALS &amp; SERVICES - PAGE 1</b>	<b>106,250</b>	<b>0</b>	<b>0</b>	34
35	see next page	see next page	see next page	35	<b>Organizational Unit/Activity Total</b>	see next page	see next page	see next page	35

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**  
 Sewer Fund

	Historical Data			REQUIREMENTS FOR: Sewer Department	Budget For Next Year 2024-25		
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2021-22	First Preceding Year 2022-23					
<b>1</b>	<b>105,027</b>	<b>114,617</b>	<b>153,650</b>	<b>1</b> Total Personnel From Page 1, Line 7	<b>184,950</b>		<b>1</b>
2	29,858	36,110	54,750	2 M&S Subtotal from Page 1, Line 34	106,250		2
3	0	0	600	3 Education/Training Expense	900		3
4	300	17	500	4 Clothing/Safety Equipment	500		4
5	0	0	500	5 Travel/Meeting Expense	700		5
7	4,922	6,771	6,500	7 Lab Service	7,500		7
8	2,148	2,552	4,000	8 DEQ Permits - State Haz Fee	4,000		8
9	18,241	4,644	0	9 I&I Expenses	<i>see capital outlay</i>		9
10	0	0	80,000	10 Contracts/Professional Services	120,000		10
11	0	0	40,000	11 DEQ Loan Payment	13,000		11
<b>12</b>	<b>55,468</b>	<b>50,094</b>	<b>186,850</b>	<b>12 TOTAL MATERIALS AND SERVICES</b>	<b>252,850</b>		<b>12</b>
13				13			13
14				14 CAPITAL OUTLAY			14
15	0	9,555	10,000	15 Equipment	10,000		15
16	0	0	380,000	16 Construction	270,000		16
<b>17</b>	<b>0</b>	<b>9,555</b>	<b>390,000</b>	<b>17 TOTAL CAPITAL OUTLAY</b>	<b>280,000</b>		<b>17</b>
18				18			18
19				19			19
20	0	0	30,000	20 Operating Contingency	30,000		20
<b>21</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>21 TOTAL OPERATING CONTINGENCY</b>	<b>30,000</b>		<b>21</b>
22				22			22
23				23			23
24				24			24
25				25			25
26				26			26
27				27			27
28				28			28
29				29			29
30				30			30
<b>31</b>	<b>160,495</b>	<b>174,266</b>	<b>760,500</b>	<b>31 Organizational Unit/Activity Total</b>	<b>747,800</b>	<b>0</b>	<b>0</b>

**REQUIREMENTS SUMMARY**

**NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM**

Sewer Fund

**FORM  
LB-30**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-2025			
	Actual		Adopted Budget This Year 2023-2024		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-2023						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	0	0	0	4 TOTAL PERSONNEL SERVICES	0	0	0	4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	0	0	0	9 TOTAL MATERIALS AND SERVICES	0	0	0	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	0	0	0	13 TOTAL CAPITAL OUTLAY	0	0	0	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	0	0	0	17 TOTAL DEBT SERVICE	0	0	0	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0	21
22				22 INTERFUND TRANSFERS				22
23	30,000	30,000	30,000	23 Sewer Reserve	30,000			23
24	4,000	4,000	4,000	24 Vehicules & Equipment Reserve	10,000			24
25				25				25
26				26				26
27				27				27
28	34,000	34,000	34,000	28 TOTAL INTERFUND TRANSFERS	40,000			28
29			30,000	29 OPERATING CONTINGENCY	30,000			29
30	34,000	34,000	34,000	30 Total Requirements NOT ALLOCATED	40,000			30
31	160,495	174,266	760,500	31 Total Requirements for ALL Org.Units/Progams within fund	747,800			31
32				32 Reserved for future expenditure	63,200			32
33	256,002	258,141		33 Ending balance (prior years)				33
34			60,000	34 UNAPPROPRIATED ENDING FUND BALANCE	0			34
35	450,497	466,407	854,500	35 TOTAL REQUIREMENTS	851,000			35

**FORM  
LB-11**

This fund is authorized and established by resolution number 2018-639 on April 10, 2018 for the following specified purpose:

future improvements, updates and equipment for the water utility

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2028

Water Reserve Fund

City of Halsey, Oregon

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25					
	Actual		Adopted Budget Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	Second Preceding Year 2021-22	First Preceding Year 2022-23								
1				1	RESOURCES			1		
2	277,509	309,143	339,000	2	Cash on Hand	388,000		2		
3	1,634	9,447	5,000	3	Interest on Investments	6,000		3		
4	30,000	30,000	30,000	4	Transferred IN, from other funds	30,000		4		
5				5				5		
6				6				6		
7				7				7		
8				8				8		
9				9				9		
10	309,143	348,590	374,000	10	Total Resources, except taxes to be levied			10		
11			0	11	Taxes estimated to be received			11		
12				12	Taxes collected in year levied			12		
13	<b>309,143</b>	<b>348,590</b>	<b>374,000</b>	13	<b>TOTAL RESOURCES</b>	<b>424,000</b>	<b>0</b>	<b>0</b>	13	
14				14	REQUIREMENTS **				14	
15				15	Org. Unit or Prog. & Activity	Object Classification	Detail		15	
16	0	0	100,000	16	Water	Cap	Water System Equipment	120,000	16	
17	0	0	150,000	17	Water	Cap	Water System Construction	160,000	17	
18	0	0	50,000	18	Water	Cap	Water System Maintenanc	60,000	18	
19				19					19	
20				20					20	
21				21					21	
22				22					22	
23				23					23	
24				24					24	
25				25					25	
26				26					26	
27				27					27	
28				28					28	
29	277,509	348,590		29	Ending balance (prior years)				29	
30			74,000	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>		84,000		30	
31	<b>277,509</b>	<b>348,590</b>	<b>374,000</b>	31	<b>TOTAL REQUIREMENTS</b>		<b>424,000</b>	<b>0</b>	<b>0</b>	31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM  
LB-11**

This fund is authorized and established by resolution number 2018-640 on April 10, 2018 for the following specified purpose:

Sewer System Maintenance/Equipment/Construction

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Sewer Reserve Fund

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2028

City of Halsey, Oregon

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25						
	Actual		Adopted Budget Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
	Second Preceding Year 2021-22	First Preceding Year 2022-23									
1				1	RESOURCES			1			
2	126,325	157,136	188,000	2	Cash on hand * (cash basis), or	230000			2		
3	811	5,180	3,000	3	Interest on Investments	4000			3		
4	30,000	30,000	30,000	4	Transferred IN, from other funds	30000			4		
5				5					5		
6				6					6		
7				7					7		
8				8					8		
9				9					9		
10	157,136	192,316	221,000	10	Total Resources, except taxes to be levied	264,000			10		
11			0	11	Taxes estimated to be received	0			11		
12				12	Taxes collected in year levied				12		
13	<b>157,136</b>	<b>192,316</b>	<b>221,000</b>	13	<b>TOTAL RESOURCES</b>	<b>264,000</b>	<b>0</b>	<b>0</b>	13		
14				14	REQUIREMENTS **				14		
15				15	Org. Unit or Prog. & Activity	Object Classification	Detail			15	
16	0	0	50,000	16	Sewer Dept	Cap	Sewer System Equipment	50,000		16	
17	0	0	50,000	17	Sewer Dept	Cap	Sewer System Construction	60,000		17	
18	0	0	50,000	18	Sewer Dept	Cap	Sewer System Maintenance	65,000		18	
19	0	0	0	19	Sewer Dept	Cap	Sewer System Loan Reserve	14,500		19	
20				20						20	
21				21						21	
22				22						22	
23				23						23	
24				24						24	
25				25						25	
26				26						26	
27				27						27	
28				28						28	
29	126,325	192,316		29	Ending balance (prior years)					29	
30			71,000	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			74,500		30	
31	<b>126,325</b>	<b>192,316</b>	<b>221,000</b>	31	<b>TOTAL REQUIREMENTS</b>			<b>264,000</b>	<b>0</b>	<b>0</b>	31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year



**RESOURCES**  
**Storm Water Blue Heron**

City of Halsey, Oregon

Historical Data				<b>RESOURCE DESCRIPTION</b>	Budget for Next Year: 2024-25		
Actual		Adopted Budget This Year Year 2023-24	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2021-22	First Preceding Year 2022-23						
1	26,527	29,035	30,000	1 Available cash on hand* (cash basis)	30,000		1
2	131	902	500	2 Interest	500		2
3				3			3
4				4 <b>OTHER RESOURCES</b>			4
5	976	-39	0	5 Miscellaneous Income	0		5
6	0	0	0	6 Late Letter	0		6
7	0	0	0	7 Late Charges	0		7
8	2,663	3,108	3,000	8 BH Stormwater Pumps	3,000		8
9	0	0	0	9 Utility Service Charge	0		9
10				10			10
11	0	0	0	11 Transfer in from General Fund	0		11
12				12			12
13				13			13
14				14			14
15				15			15
16				16			16
17				17			17
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24				24			24
25				25			25
26				26			26
27				27			27
28				28			28
29	30,297	33,006	33,500	29 Total resources, except taxes to be levied	33,500	0	0
30			0	30 Taxes estimated to be received	0	0	0
31	0	0		31 Taxes collected in year levied			0
<b>32</b>	<b>30,297</b>	<b>33,006</b>	<b>33,500</b>	<b>32 TOTAL RESOURCES</b>	<b>33,500</b>	<b>0</b>	<b>0</b>

**REQUIREMENTS SUMMARY**  
**SUMMARY ALLOCATED AND NOT ALLOCATED REQUIREMENTS**  
 Storm Water Blue Heron Fund

	Historical Data			REQUIREMENTS FOR: Storm Water Drainage Department	Budget For Next Year 2024-25				
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-22	First Preceding Year 2022-23							
1				1	<b>PERSONNEL SERVICES</b>			1	
2				2				2	
3				3				3	
4				4				4	
5				5				5	
6				6				6	
7				7				7	
8	0	0	0	8	<b>TOTAL PERSONNEL SERVICES</b>			0	8
9				9	<b>Total Full-Time Equivalent (FTE)</b>				9
10				10	<b>MATERIALS AND SERVICES</b>				10
11	0	0	100	11	Mowing/Landscape Expenses	100			11
12	0	0	200	12	Pump System Drainage	200			12
13	300	0	400	13	Weed Killer/Spray	400			13
14	412	396	800	14	Pacific Power & Light	800			14
15	550	135	2,500	15	Heavy Equipment/Maint	2,500			15
16	0	0	500	16	Light Equipment/Maint	500			16
17				17					17
18				18					18
19	1,262	531	4,500	19	<b>TOTAL MATERIALS AND SERVICES</b>			4,500	19
20				20					20
21				21	<b>CAPITAL OUTLAY</b>				21
22	0	0	4,000	22	Equipment	4,000			22
23	0	0	4,000	23	Construction	4,000			23
24			0	24	Improvements				24
25				25					25
26	0	0	8,000	26	<b>TOTAL CAPITAL OUTLAY</b>			8,000	26
27				27					27
28				28					28
29				29	<b>CONTINGENCY</b>				29
30	0	0	5000	30	Operating Contingency	5000			30
31	0	0	5000	31	<b>TOTAL OPERATING CONTINGENCY</b>			5000	31
32				32					32
33	0	0	16,000	33	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			16,000	33
34				34					34
35				35					35
36	1,262	531	33,500	36	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>			33,500	36

**RESOURCES**  
**Storm Water Drainage Fund**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year: 2024-25			
	Actual		Adopted Budget This Year Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1	16651	14292	20,000	1 Available cash on hand* (cash basis)	24,000			1
2	90.7	586.97	100	2 Interest	200			2
3				3				3
4				4 <b>OTHER RESOURCES</b>				4
5	-118.49	1799.02	2,500	5 Miscellaneous Income	1,500			5
6	4534.96	13587.18	13,000	6 Utility Service Charge	13,000			6
7			0	7 Grants	0			7
8	10000	12000	4,000	8 Transfers IN from other funds	2,000			8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	31,158	42,265	39,600	29 Total resources, except taxes to be levied	40,700			29
30			0	30 Taxes estimated to be received	0			30
31	0	0		31 Taxes collected in year levied				31
<b>32</b>	<b>31,158</b>	<b>42,265</b>	<b>39,600</b>	<b>32 TOTAL RESOURCES</b>	<b>40,700</b>	<b>0</b>	<b>0</b>	<b>32</b>

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
**SUMMARY ALLOCATED AND NOT ALLOCATED REQUIREMENTS**  
 Storm Water Drainage Fund

1	Historical Data			REQUIREMENTS FOR: Storm Water Drainage	Budget For Next Year 2024-25			
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1				1	<b>PERSONNEL SERVICES</b>			1
2	4,710	5,157	7,100	2	Payroll	7,700		2
3	412	428	850	3	Payroll Taxes (5201-5205)	900		3
4	1,926	1,882	2,200	4	Employee Health Insurance	2,500		4
5	268	308	500	5	PERS Retirement Employee	600		5
6	792	942	1,350	6	PERS Retirement Employer	1,750		6
7	<b>8,107</b>	<b>8,717</b>	<b>12,000</b>	7	<b>TOTAL PERSONNEL SERVICES</b>	<b>13,450</b>		7
8	<b>0</b>	<b>0.10</b>	<b>0.10</b>	8	<b>Total Full-Time Equivalent (FTE)</b>	<b>0.10</b>		8
9				9				9
10				10	<b>MATERIALS AND SERVICES</b>			10
11	0	0	100	11	Mowing/Landscape Expenses	100		11
12	485	0	0	12	City Hall Expense Drainage	0		12
13	665	1,867	2,500	13	Customer Expense Drainage	2,000		13
14	309	0	5,500	14	System Maintenance	3,900		14
15	522	519	300	15	Weed Killer/Spray	300		15
16	79	0	300	16	Gravel/Ground Cover	400		16
17	10	197	200	17	PW Supplies/Op & Mat Sup	300		17
18	3,097	1,452	4,200	18	Heavy Equipment	4,200		18
19	0	0	500	19	Light Equipment	500		19
20	0	0	0	20	Contracts/Professional Services	0		20
21	<b>5,166</b>	<b>4,035</b>	<b>13,600</b>	21	<b>TOTAL MATERIALS AND SERVICES</b>	<b>11,700</b>		21
22				22				22
23				23	<b>CAPITAL OUTLAY</b>			23
24	0	1,240	4,000	24	Equipment	3,000		24
25	1,592	2,474	4,000	25	Construction	3,550		25
26	0	0	0	26	Improvements			26
27	<b>1,592</b>	<b>3,714</b>	<b>8,000</b>	27	<b>TOTAL CAPITAL OUTLAY</b>	<b>6,550</b>		27
28				28				28
29				29	<b>CONTINGENCY</b>			29
30	0	0	0	30	Operating Contingency	0		30
31	<b>0</b>	<b>0</b>	<b>0</b>	31	<b>TOTAL OPERATING CONTINGENCY</b>	<b>0</b>		31
32				32				32
33				33				33
34				34				34
35	<b>14,864</b>	<b>16,466</b>	<b>33,600</b>	35	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	<b>31,700</b>		35

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

Storm Water Drainage

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-25			
	Actual		Adopted Budget This Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	0	0	0	4 <b>TOTAL PERSONNEL SERVICES</b>	0			4
5				5 <b>Total Full-Time Equivalent (FTE)</b>				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	0	0	0	9 <b>TOTAL MATERIALS AND SERVICES</b>	0			9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	0	0	0	13 <b>TOTAL CAPITAL OUTLAY</b>	0			13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	0	0	0	17 <b>TOTAL DEBT SERVICE</b>	0			17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	0	0	0	21 <b>TOTAL SPECIAL PAYMENTS</b>	0			21
22				22 INTERFUND TRANSFERS				22
23	2,000	1,000	0	23 Vehicle & Equipment Reserve	2,000			23
24				24				24
25				25				25
26				26				26
27				27				27
28	2,000	1,000	0	28 <b>TOTAL INTERFUND TRANSFERS</b>	2,000			28
29			0	29 <b>OPERATING CONTINGENCY</b>	0			29
30	2,000	1,000	0	30 <b>Total Requirements NOT ALLOCATED</b>	2,000			30
31	14,864	16,466	33,600	31 <b>Total Requirements for ALL Org.Units/Progams within fund</b>	31,700			31
32				32 Reserved for future expenditure	7,000			32
33	14,292	23,882		33 Ending balance (prior years)				33
34			6,000	34 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	0			34
35	<b>31,156</b>	<b>41,348</b>	<b>39,600</b>	35 <b>TOTAL REQUIREMENTS</b>	<b>40,700</b>			35

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Water System Development Fund

City of Halsey, Oregon

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25			
	Actual		Adopted Budget Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1				1	RESOURCES			1
2	106,258	107,108	109,000	2	Cash on hand * (cash basis), or	115,000		2
3	580	3,063	1,500	3	Interest on Investments	1,500		3
4	0	0	1,000	4	SDC Reimbursements	1,000		4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10	106,838	110,171	111,500	10	Total Resources, except taxes to be levied	117,500		10
11				11	Taxes estimated to be received	0		11
12				12	Taxes collected in year levied			12
13	<b>106,838</b>	<b>110,171</b>	<b>111,500</b>	13	<b>TOTAL RESOURCES</b>	<b>117,500</b>		13
14				14	REQUIREMENTS **			14
15				15	Org Unit or Prog & Activity	Object Classification	Detail	15
16	0	0	0	16	Water Dept	M&S	Administrative Services	16
17	0	0	0	17				17
18	0	0	0	18	Water Dept	Cap	Equipment - Capital Outlay	18
19	0	0	0	19	Water Dept	Cap	Construction - Capital Outlay	19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28			0	28	Operating Contingency			28
29	106,528	107,108		29	Ending balance (prior years)			29
30			106,500	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			30
31	<b>106,528</b>	<b>107,108</b>	<b>106,500</b>	31	<b>TOTAL REQUIREMENTS</b>	<b>117,500</b>		31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Sewer System Development Fund

City of Halsey, Oregon

1	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25			1
	Actual		Adopted Budget Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1				1	RESOURCES			1
2	30,541	30,707	31,000	2	Cash on hand * (cash basis), or			2
3	166	878.11	500	3	Interest on Investments			3
4	0	0	1,000	4	SDC Reimbursements			4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10	30,707	31,585	32,500	10	Total Resources, except taxes to be levied			10
11				11	Taxes estimated to be received			11
12				12	Taxes collected in year levied			12
13	<b>30,707</b>	<b>31,585</b>	<b>32,500</b>	13	<b>TOTAL RESOURCES</b>			<b>13</b>
14				14	REQUIREMENTS **			14
15				15	Org Unit or Prog & Activity	Object Classification	Detail	
16	0	0	30,000	16	Sewer Dept	M&S	Planning Fees	30,000
17	0	0	0	17	Sewer Dept	Cap	Equipment - Capital Outlay	0
18				18	Sewer Dept	Cap	Construction - Capital Outlay	
19				19				
20				20				
21				21				
22				22				
23				23				
24				24				
25				25				
26				26				
27				27				
28				28	Operating Contingency			0
29	30,541	30,707		29	Ending balance (prior years)			
30			2,500	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			4,500
31	<b>30,541</b>	<b>30,707</b>	<b>32,500</b>	31	<b>TOTAL REQUIREMENTS</b>			<b>34,500</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Stormwater System Development Fund

City of Halsey, Oregon

1	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25			1
	Actual		Adopted Budget Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1				1	RESOURCES			1
2	122,431	123,098	137,000	2	Cash on hand * (cash basis), or	147,000		2
3	667	3,780	1,800	3	Interest on Investments	1,800		3
4	0	13,372	2,000	4	SDC Reimbursements	2,000		4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10	123,098	140,250	140,800	10	Total Resources, except taxes to be levied	150,800		10
11			0	11	Taxes estimated to be received	0		11
12				12	Taxes collected in year levied			12
13	<b>123,098</b>	<b>140,250</b>	<b>140,800</b>	13	<b>TOTAL RESOURCES</b>	<b>150,800</b>		13
14				14	REQUIREMENTS **			14
15				15	Org Unit or Prog & Activity	Object Classification	Detail	15
16	0	0	0	16	Stormwater	M&S	Planning Fees	16
17				17				17
18	0	0	0	18	Stormwater	Cap	Equipment - Capital Outlay	18
19	0	0	0	19	Stormwater	Cap	Construction - Capital Outlay	19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28			0	28	Operating Contingency			28
29	123,098	140,250		29	Ending balance (prior years)			29
30			140,800	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			30
31	<b>123,098</b>	<b>140,250</b>	<b>140,800</b>	31	<b>TOTAL REQUIREMENTS</b>			31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year



**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Veterans Memorial Park Fund

City of Halsey, Oregon

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2024-25			
	Actual		Adopted Budget Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-22	First Preceding Year 2022-23						
1				1	RESOURCES			1
2	12,279	11,829	11,000	2	Cash on hand * (cash basis), or	9,600		2
3	0	28	0	3	Miscellaneous Income	0		3
4	65	294	100	4	Interest on Investments	200		4
5				5	Memorial Contributions	0		5
6				6	Grants	0		6
7				7	Transfers IN, from other funds			7
8				8				8
9				9				9
10	12,344	12,151	11,100	10	Total Resources, except taxes to be levied	9,800		10
11			0	11	Taxes estimated to be received	0		11
12	0	0		12	Taxes collected in year levied			12
13	<b>12,344</b>	<b>12,151</b>	<b>11,100</b>	13	<b>TOTAL RESOURCES</b>	<b>9,800</b>		13
14				14	REQUIREMENTS **			14
15				15	Org Unit or Prog & Activity	Object Classification	Detail	15
16	115	165	500	16	Parks Dept	M&S	Misc. Expense	500
17	458	601	500	17	Parks Dept	M&S	Operating Materials & Supplies	500
18	0	0	0	18	Parks Dept	M&S	Professional Fees	0
19	0	400	3,600	19	Parks Dept	M&S	Park Maintenance	3,000
20	500	0	0	20	Parks Dept	Cap	Capital Outlay	0
21				21				
22				22				
23				23				
24				24				
25				25				
26				26				
27				27				
28				28				
29	11,271	10,985		29	Ending balance (prior years)			
30			6,500	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			5,800
31	<b>12,344</b>	<b>12,151</b>	<b>11,100</b>	31	<b>TOTAL REQUIREMENTS</b>			<b>9,800</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Halsey City Park Fund

City of Halsey, Oregon

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS				Budget for Next Year 2024-25			
Actual		Adopted Budget Year 2023-2024					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2021-22	First Preceding Year 2022-2023									
1			1	RESOURCES					1	
2	6,789	5,659	4,500	2	Cash on hand * (cash basis), or			8,500		2
3				3	Working Capital (accrual basis)					3
4	167	0	0	4	Miscellaneous Income			0		4
5	33	138	0	5	Interest on Investments			0		5
6		347	600	6	Park Reservation Fees			600		6
7	0	0	110,000	7	Park Grants			51,000		7
8	1,000	3,000	3,000	8	Transferred IN, from other funds			3,000		8
9				9						9
10	7,989	9,143	118,100	10	Total Resources, except taxes to be levied			63,100		10
11			0	11	Taxes estimated to be received			0		11
12				12	Taxes collected in year levied					12
13	<b>7,989</b>	<b>9,143</b>	<b>118,100</b>	13	<b>TOTAL RESOURCES</b>			<b>63,100</b>		13
14				14	REQUIREMENTS **					14
15				15	Org Unit or Prog & Activity	Object Classification	Detail			15
16	1,082	824	1,200	16	Parks Dept	M&S	City Park Lights	1,500		16
17	0	0	300	17	Parks Dept	M&S	Small Tools & Equipment	300		17
18	200	0	500	18	Parks Dept	M&S	Maintenance - Building	500		18
19	143	3,058	2,500	19	Parks Dept	M&S	Park Maintenance	1,500		19
20	445	688	1,000	20	Parks Dept	M&S	Park Materials & Supplies	1,000		20
21	460	310	400	21	Parks Dept	M&S	Reservation Deposit Refunds	400		21
22	0	0	0	22	Parks Dept	M&S	Contracts/Professional Svcs	0		22
23	0	0	200	23	Parks Dept	M&S	Miscellaneous	200		23
24	0	1,005	2000	24	Parks Dept	M&S	Public Trees	2,000		24
25	0	0	110,000	25	Parks Dept	Cap	Park Improvements	51,000		25
26				26						26
27				27						27
28	0	0	0	28	Operating Contingency			4,700		28
29	5,659	6,789		29	Ending balance (prior years)					29
30			0	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			0		30
31	<b>7,989</b>	<b>12,674</b>	<b>118,100</b>	31	<b>TOTAL REQUIREMENTS</b>			<b>63,100</b>		31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

## MOTIONS TO APPROVE OR CONTINUE

After the Budget Chairperson closes the Public Hearings, the Budget Committee may deliberate further if they choose. You then have three options: you may approve the proposed budget as submitted, you may approve the proposed budget as amended if you have requested specific changes, or you may request a postponement and ask the Chairperson to schedule the next meeting. That meeting is tentatively scheduled for Tuesday, May 7<sup>th</sup> at 6:00 pm prior to the May City Council Meeting, but you may choose another time.

If you choose to approve the proposed budget, two motions must be made:

### To Approve the Budget:

- I move that the City of Halsey Budget Committee approve the budget for the fiscal year 2024-2025 fiscal year as submitted.

-OR-

- I move that the City of Halsey Budget Committee approve the budget for the fiscal year 2024-2025 as amended. (You may need to describe the proposed amendments, so the motion is clear.)

### To Approve the Tax Rate & Proposed Levy:

- I move that the City of Halsey Budget Committee approve the property taxes for the 2024-2025 fiscal year at the rate of \$5.6014 per \$1,000 of assessed value for the permanent rate and the tax levy for the general obligation bond in the amount of \$54,102.

### To Continue the Budget Meeting until another date:

- I move that the City of Halsey Budget Committee postpone approval of the Budget and hold a second meeting on \_\_\_\_\_[date] at \_\_\_\_\_[time].