



City of Gold Hill FY23-24 Budget Overview

City Council Study Session

May 16, 2023



Agenda

- ❖ Review of Funds
- ❖ Major Revenue/Expense for Operating Funds
- ❖ Cash Flow Summary
- ❖ Administrative Overhead Costs by Major Category
- ❖ Staff Costing and Fund Allocation Methodology
- ❖ Review of Services Provided via Contract versus In-House
- ❖ Q & A on Budget Process, Requirements, Structure and ...???



FY 2023-24

Budget
Overview

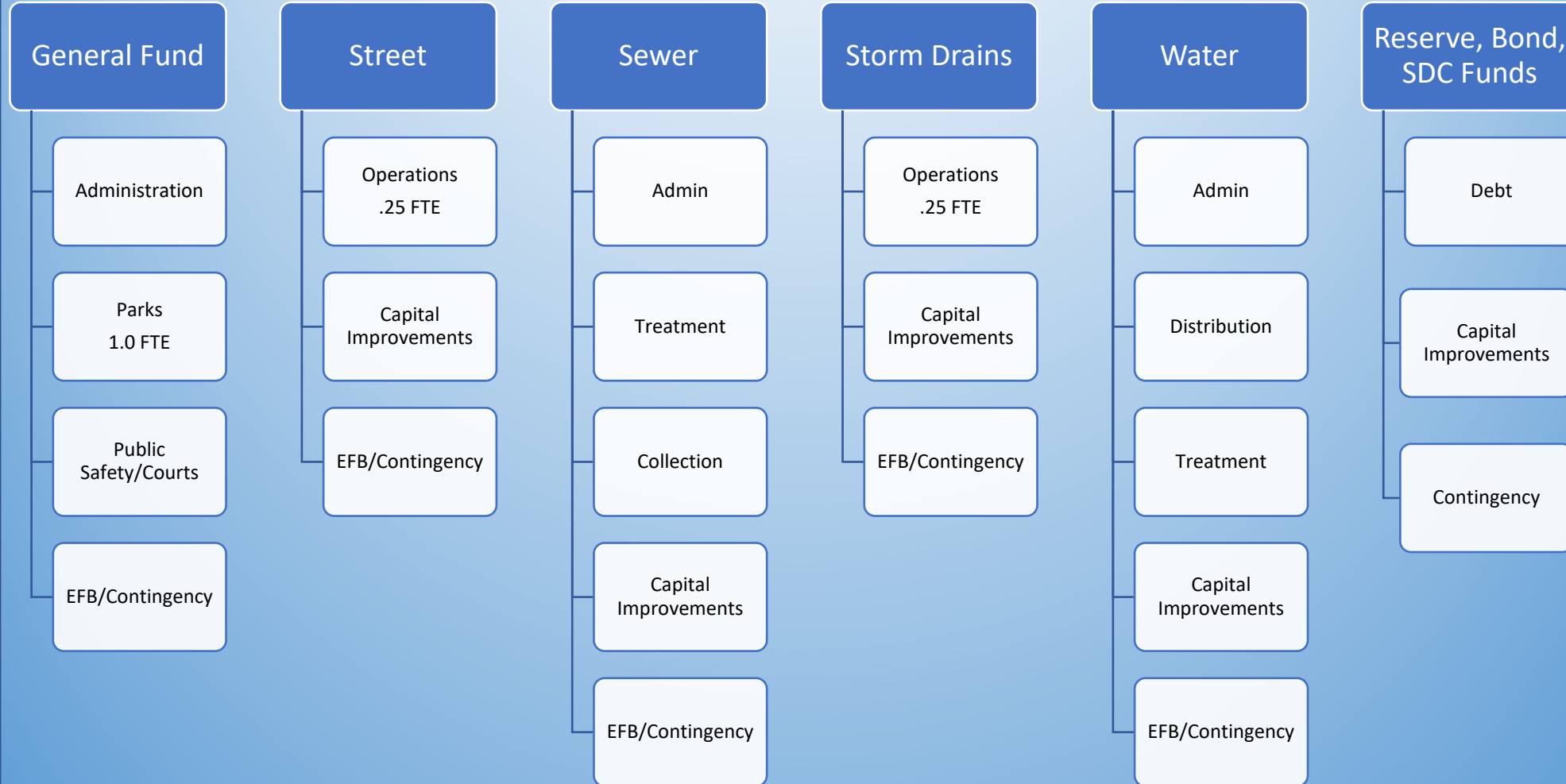
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Review of Funds



FY 2023-24 Fund Review

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Major Revenue & Expenditure By Operating Fund

General Fund

Revenues

- Property Tax
- Franchise Fees
- State Rev Sharing
- Permits/Licenses
- Grants
- Parks/Facilities Utility Fee (new)

Expenditures

- Staff
- IT
- Facilities
- Land Use Planning
- Equipment (Parks)

Sewer

Revenues

- Customer Charges
- New Connection Fees
- Loans/Grants
- SDC's

Expenditures

- Ops/Maint Contract
- Debt Service
- Admin Allocation
- Capital Improvements

Water

Revenues

- Customer Charges
- New Connection Fees
- Loans/Grants
- SDC's

Expenditures

- Ops/Maint Contract
- Staff
- Debt Service
- Admin Allocation
- Capital Improvements

Streets/Storm

Revenues

- State Rev Share
- Streets Utility Fee (new)
- Storm Utility Fee
- Grants

Expenditures

- Staff
- Maintenance/Repair
- Capital Improvements
- Equipment
- Contract Services



FY 2023-24

Major Rev/Exp

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Operating Cash Flows

General Fund

- Property Tax - Nov/Dec
- Franchise Fees – Monthly or Quarterly
- Business Licenses – June/July

Enterprise/Utility Funds

- Customer Charges – Monthly
- Water slightly more revenue in summer
- SDC's based on development (small and restricted in use)



FY 2023-24

Administrative
Overhead Costs

Administrative Overhead

| Type | Description | Annual Cost |
|-----------------------|---|-------------|
| Staffing | 2.5 to 3.0 FTE Office, 2.0 Field | \$480,000 |
| Technology | Software, Hardware, Phones, Fiber, etc | \$ 60,000 |
| Facilities | Repair, Maintenance, Utilities, Insurance | \$ 30,000 * |
| Professional Services | Auditor, Payroll, UB Processing, Banking | \$ 40,000 |

* Significant Deferred Maintenance

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Staff Costing & Allocation



| POSITION TITLE | APPROX % of TOTAL PAYROLL | ALLOCATION ACROSS FUNDS |
|-------------------------|---------------------------|--|
| City Manager | 36% | 50% GF, 25% Water, 25% Sewer |
| City Recorder | 18% | 60% GF, 20% Water, 20% Sewer |
| Parks/PW Superintendent | 18% | 50% GF (Parks), 25% Water, 25% Streets |
| City Clerk | 14% | 20% GF, 40% Water, 40% Sewer |
| Parks/PW Worker | 14% | 50% GF (Parks), 25% Water, 25% Storm |

FY 2023-24

Staff Costing & Allocation

Annual Staff Cost Summary

| | |
|-------------------|------------------|
| Total Wages | \$300,000 |
| Total Benefits | <u>\$180,000</u> |
| Total Staff Costs | \$480,000 |

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Contracted vs. In House Services

| Contract Services | Provider |
|---|---|
| City Engineer | Dan Scalas, Adkins Engineering |
| City Attorney | Hornecker Cowling LLP |
| Sewer System Operations/Maintenance | Rogue Valley Sewer Services |
| Water Treatment Plant Operations/Maint | Southern Oregon Water Technologies |
| Land Use Planning | Rogue Valley Council of Governments |
| Utility Billing Mailing and Online Payments | Vision Municipal Services/Invoice Cloud |
| Information Technology | Vision Municipal Services |

| In House Services | |
|--|--|
| ○ Water Distribution Maintenance/Meters | ○ Parks Maintenance |
| ○ Utility Billing - Bill Generation, Maint | ○ Downtown Maintenance |
| ○ Storm Drain System Maintenance | ○ Street System Maint (potholes, signs, etc) |



FY 2023-24
Contract
vs.
In-House

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Process and Q & A

- ❖ FY 23-24 Proposed Budget - Available May 23, 2023
- ❖ Budget Committee Meeting May 23 and/or June 5
- ❖ Council Meeting June 20 for approval, tax rate and state revenue sharing resolutions
- ❖ Specific Items for City Manager to Present/Address
- ❖ Data Requests
- ❖ Additional Questions



FY 2023-24
Process and
Q & A

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