



La Pine City Council

Daniel Richer, Mayor

Don Greiner, Council President

Connie Briese, Council Member

Michael Harper, Council Member

Mike Shields, Council Member

Annual Budget for the City of La Pine

Fiscal Year

July 1, 2019 - June 30, 2020

Budget Committee
Daniel Richer, Mayor
Don Greiner, Council President
Connie Briese, Council Member
Michael Harper, Council Member
Mike Shields, Council Member
John Cameron, Budget Committee Member
Colleen Scott, Budget Committee Member
Russ Smith, Budget Committee Member
Max Miller, Student Representative

City Staff
Melissa Bethel – City Manager, Budget Officer
Jake Obrist – Public Works Director
Tracy Read – Accounting Clerk
Kelly Notary – Administrative Assistant
Ken Douglas – Public Works Lead
Johnny Bales – Utility Worker I
Reed Campbell – Utility Worker I

City of La Pine – Proposed FY 2019-20 Budget

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Reader's Guide to the City of La Pine Budget

This guide is intended to assist readers in finding information in the City's FY 2019-20 Annual Budget Book.

- **Introduction:** This section includes the Budget Message, Council Goals and Priorities, Staff Objectives, the City's Organizational Chart, and demographical information.
- **Policies and Budget Development:** This section contains the City's financial and budgetary policies and guidelines, an overview of the budget process, and budget frequently asked questions (FAQs). Budget Development Policies are reviewed annually by staff.
- **Budget Summary and Overview:** This section provides information on La Pine's budget including a budget summary. The budget summary contains revenue summaries for property taxes, franchise fees, state shared revenues, water sales, sewer fees, intergovernmental services and utility fees. It also contains details on expenditures, transfers, contingencies, Additionally it describes any key projects for the upcoming fiscal year and outlines any major changes to our budget by fund.
- **Budget Detail:** This section includes the itemized detail of the La Pine City Budget broken down by fund.
- **References:** This section includes a glossary of municipal finance terms.



Introduction



May 1, 2019

The Honorable Mayor Dan Richer
Members of the La Pine City Council
Members of the La Pine Budget Committee

As the City Manager and Budget Officer for the City of La Pine, it is my pleasure to present the proposed Fiscal Year (FY) 2019-2020 budget for the City of La Pine. The budget is submitted as required under Chapter 294 of the Oregon Revised Statutes (ORS) and City Code.

Our cover this year features historic La Pine. It is important to remember where we came from and where we are headed as a City. Last year brought significant personnel changes and growth. Looking forward into the 2019-20 fiscal year the City has an extremely well qualified staff with the capacity to move the City forward and take on necessary major projects. Staff continues to look for ways to provide excellent service balanced with efficiency and cost effectiveness, as well as being constantly mindful of our commitment to be fiscally responsible to the citizens of La Pine and ensure no matter how much the landscape of our town changes we will strive to keep our City *Small town strong!*

Budget Overview:

General Fund Revenue is expected to be up 11% over FY fiscal year 2018-2019, not including the anticipated STIF grant of \$744,835. To that end, the City continues to project revenues conservatively. This budget ensures contingencies in all funds meet or exceed 10% with the exception of the water & sewer fund which contains a line item for interim financing for the Water/Wastewater project of \$1 & \$7 million dollars respectively. The project is explained in more detail below under Key Projects. Without the consideration of interim financing, the contingency does meet our policy. In the future the City should consider a contingency policy in each fund based on 2 months actual operating costs which is more in line with municipal standards. Below, key changes are outlined in this year's budget. Other noteworthy changes in the budget document are reflected before each fund worksheet.

Administration & Finance:

The Admin and Finance offices both experienced personnel turnovers in 2018/19. However, I am extremely pleased with our current staff and we continue to improve on transparency and efficiency for the public. Our commitment to increase communication with the public has been successful on both our website and Facebook pages. Facebook followers have increased by 32% with over a hundred new followers. The webpage has also shown increased traffic with over 1,000 new users and page views up over 10,000 to date. In an effort to go paperless; new accounting, financing and documentation procedures are being implemented. In April of 2019, the City was able to hire a high school senior to work part time in our Admin offices scanning and digitizing records and documents. This budget includes expenditures for new software related to records retention, payroll management and security maintenance for City Hall.

Personnel/Human Resources:

The City currently operates at 8 FTEs and one part time high school student. We are proud of the amount of work accomplished by a small staff and we all take pride in our community. A product of being a young town, is reflected in the fact that the City has never implemented a wage scale based on job titles and a pay scale ladder. The result is raises are random and arbitrary with no rationale. This leads to inequalities of pay between jobs and a lack of understanding for employees on what is required for advancement. This budget reflects a 4% COLA for all employees except the City Manager and Principal Planner (who is expected to be hired before or shortly after the FY 2019/20). This is a higher COLA than normal, but reflects a standard COLA/raise equal across the board for all employees. Also reflected in this budget is funding to hire a consultant to create a step system and job ladder. This will ultimately help La Pine retain and be competitive with recruitment of employees and ultimately save the City money. Looking forward we anticipate additional employees will be needed as the City grows and workloads increase, especially in the Public Works department. In addition, the City takes pride in supporting our youth and an additional internship with a high school student is reflected in this budget.

Economic Development: The Economic Development Fund saw a significant decrease in revenue this last budget year when Bio Green opted not to continue its project in our Industrial Park. The lost revenue from the projected sale of land is noticeable in this year's budget (FY 2019/20). The fund maintains a little more than 10% contingency, but future capital, capital outlay and unappropriated line items are no longer fundable. Most other line items in this fund have been reduced. In past years the City has supplemented the SLED Board portion of the EDCO Economic Development Director's position. The FY 2019-20 budget contemplates the SLED Board fulfilling their obligation of \$15,000 contribution for the full time Economic Director position.

Key Projects:

It should be noted that FY 2018-19 saw the conclusion of several projects:

- The Sustainable City Year Program (SCYP) through the University of Oregon
- The Transportation Growth Management (TGM) Code Assistant Grant
- The US 97 Westside Streetscape Project
- The monument sign at City Hall

FY 2019-20 Projects:

Water & wastewater expansion and improvements: In FY 2018-19 the City officially began work on the the Water and Wastewater Improvements and Expansion projects. The City secured a funding package that includes grants and low-interest loans locked in and obligated as follows:

Loan and Grant Summary

• **Loans – \$12,586,000**

• **Grants – \$9,595,500**

• **City Contribution – \$2,484,000**

Total Project Costs — \$24,665,500

The 2019-20 FY anticipated expenditures include: Completing the design for Wastewater and closing out our Community Block Grant, providing for \$7 million dollars of interim financing for wastewater construction, completing the water design (City funded), and providing for 1 million dollars of interim financing for water construction.

Wickiup Junction Refinement Plan with ODOT: Although this project does not impact the budget, it is worth noting as an exciting project which started in the last fiscal year. FY 2019-20 will see the process begin as the consultants work with the City and other stake holders to plan for multi-modal transportation improvements to the northern section of our City.

Transit Center Phase I: The City was able to work with ODOT and acquire a 1.64 acre of vacant land at 51487 Hwy 97 to be developed into a transit/city center and what is now officially named the La Pine Station. During the FY 2018/19 the City worked with U of O students, a design firm and the Community to finalize Phase I of the property (the eastern half). Phase I includes landscaping, seat walls, restrooms, seating areas and parking with car charging stations. The general fund includes \$744,835.00 as grant revenue in anticipation of receiving a STIF grant to complete Phase I. The grant dollars and match have been budgeted in Capital Outlay in the general fund.

Newberry Neighborhood Multi-Use Path: The City anticipates finalizing the IGA and easements for the Newberry Neighborhood multi use path in the FY 2018/19. Grants and developer participation will be sought to help with the construction of the path. However, no specific grants have been applied for as of the adoption of this budget and therefore grant revenue has not been allocated in this budget. Note, this does not preclude the City from applying for grants within the FY 2019-20.

Looking into the future:

As the City continues to experience growth, decisions will need to be made regarding the Street Fund. When the City incorporated in 2006, many of the streets remained under the County jurisdiction. As the City becomes more autonomous, decisions regarding development of streets within our City boundaries become significant. In addition, the City has no real funding mechanism for repair and upkeep of streets in our jurisdiction. Typically, the General Fund supplements the Street Fund. Over the last three years and including the proposed 2019-20 FY the General Fund will have supplemented the Street Fund by almost 1 million dollars. Snow plowing, grading and dust abatement line items have all received an increase in the proposed budget but at a cost to other line items within the Street Fund. Based on potential discussions of Council and the knowledge that most funding mechanisms rely on consultant produced methodology, this budget incorporates funds to pay for consultant work. It is also important to note a Transportation System Plan update will be needed in the next couple years.

Conclusion

This proposed budget for FY 2019-20 reflects the priorities, policies and goals of the La Pine City Council and the Community it represents. A huge thank you to our staff who all helped prepare

this budget; we are truly a family that enjoys serving our community and making it the best place to live!

Respectfully submitted,

Melissa Betand



Mission Statement

To maintain the friendly, approachable, small-town nature of our City through effective local leadership, fiscal responsibility and efficient management.

Vision Statement

We strive to deliver the highest quality of life for our community, residents, businesses and guests.

City Council Goals for 2019-2020

Beautification & Revitalization:

Enhance the shared character and connectivity of La Pine through quality public improvements and policies.

Effective Communication:

Maintain transparency while engaging the community and encouraging public participation.

Community Safety:

Work towards a safer community while building on the sense of pride and place through leveraged partnerships.

Essential Infrastructure:

Maintain and improve public infrastructure facilities through strategic investment and planning.

Fiscal Responsibility:

Provide effective, efficient and sustainable services while maintaining a healthy budget for the future.

Economic Development:

Encourage traded-sector investment and job creation while responsibly managing growth.

Provide Quality Services:

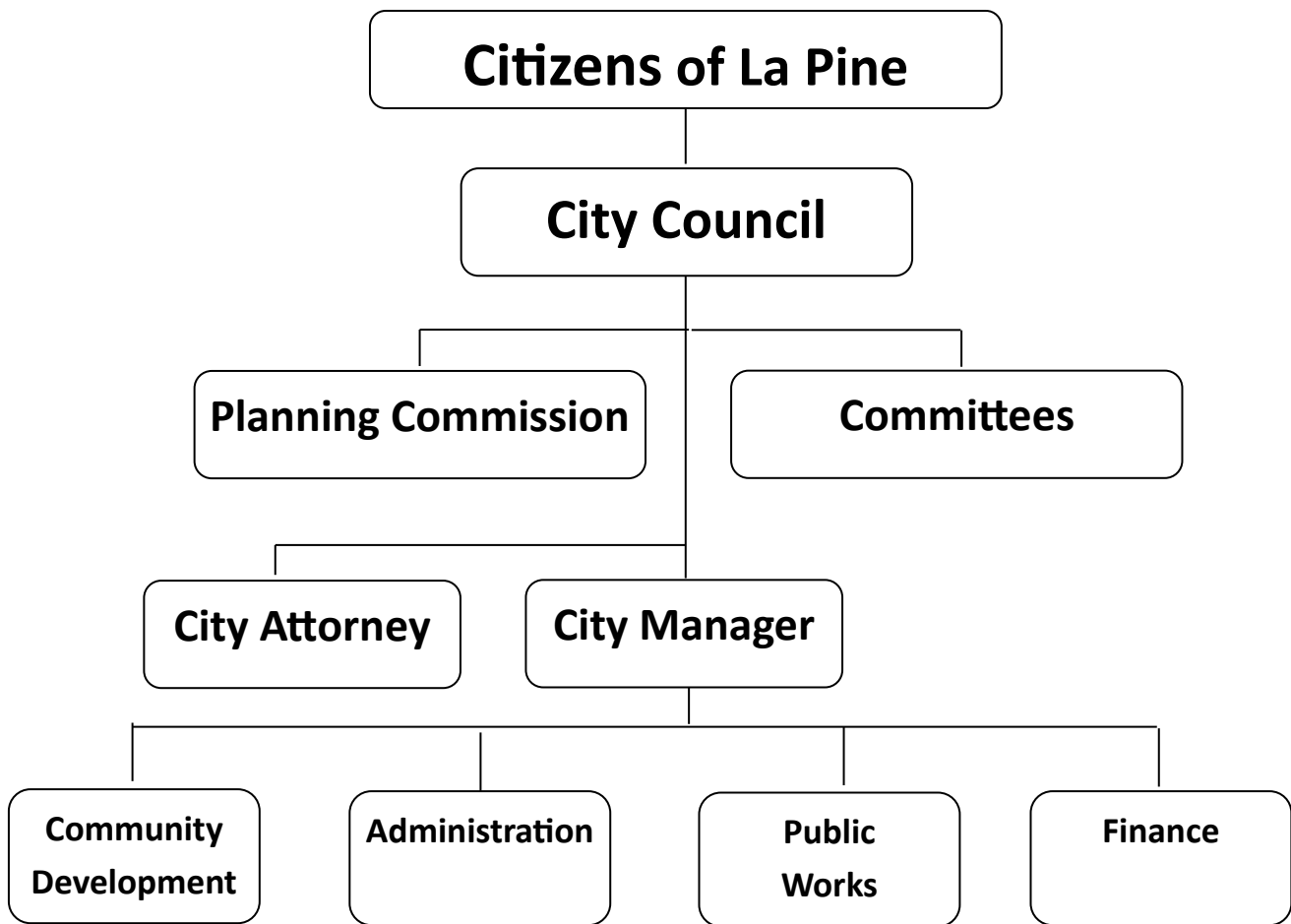
Support a highly qualified, motivated, and engaged City workforce that prioritizes customer service.



L A P I N E

O R E G O N

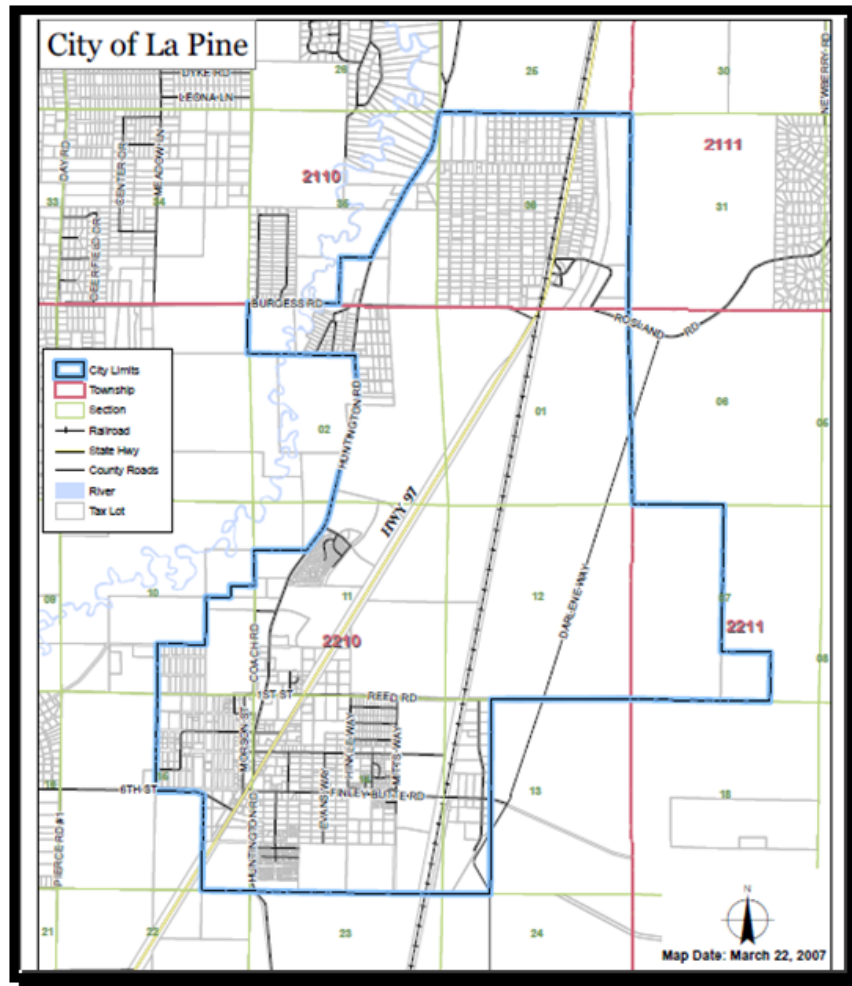
City of La Pine Organizational Chart



Management Staff
Melissa Bethel, City Manager
Jake Obrist, Public Works Director

COMMUNITY PROFILE

Incorporated in 2006, the City of La Pine has an estimated 1,815 residents and is the fourth largest city in Deschutes County. As a region, La Pine is a growing community that serves over 17,000 people within a 20-mile trade area. The City encompasses approximately seven square miles and it is 4,236 feet above sea level. La Pine offers unparalleled access to the Cascade Lakes, Deschutes River, Newberry National Volcanic Monument, the Oregon Outback, and countless other outdoor recreational opportunities. Large regional employers include Grocery Outlet, Bi-Mart, Sunriver Resort, Mt. Bachelor, Bend-La Pine Schools, Midstate Electric Cooperative, St. Charles Health System and La Pine Community Health Center. While the face of La Pine will continue to change as we grow, our community will remain Small Town Strong as we welcome and support our friends and neighbors.



Policies and Budget Development

FINANCIAL AND BUDGETARY POLICIES AND GUIDELINES

Sound financial, budgetary and economic principles are part of creating a solid financial plan. La Pine's budget incorporates the following long-term and short term financial policies and guidelines.

The City strives to comply with all state laws governing budgeting and financial transactions, with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements. This section provides a summary of the financial and budgetary policies adhered to by the City of La Pine.

General Policies

- Financial statements of the City are to be prepared in accordance with GAAP.
- The budget is to be prepared in accordance with Oregon local budget law. The budget is to be adopted annually, by resolution, no later than June 30th. In keeping with State law, the budget shall be balanced, in that expected revenues and anticipated expenditures align with each other.
- An external audit shall take place every year. The audit will be completed and submitted to the State no later than December 31st of the following fiscal year.
- The City will comply annually with all requirements to receive annual State Shared Revenues.
- The budget is prepared on the modified accrual basis for all funds of the City. Under this accounting basis, revenues are recorded when they are measurable and available, generally within 60 days of year end. Expenditures are recognized when the liability is incurred except that future long-term obligations are not recognized until they are mature. For financial statement purposes reported under GAAP, all governmental funds are accounted for using the modified accrual basis for purposes of the audited financial statements. However, utility funds are reported using the full accrual basis where revenues are recorded when earned and expenses are recorded at the time the liability is incurred and long-term obligations are recorded when they become an obligation, regardless of future cash outflow timing.

Revenues

- A portion of Transient Room Tax (TRT) funds are allocated each year to community groups that help to support the La Pine citizens.
- One-time revenues will be used for one-time expenditures.
- SDC's (System Development Charges) collected are governed by state law and are spent using those parameters.
- Business License revenues are spent to better the local business community.

Expenditures

- Budget control is maintained at the Department level. The City Manager has the authority to approve expenditures up to \$20,000. Expenditures exceeding \$20,000 must be approved by City Council. However, to maintain transparency and good financial policies, most expenditures which exceed \$5,000 are vetted through the City Council for approval.
- All fixed assets purchased and capital projects completed for and/or by the City of La Pine with a cost of \$10,000 or more and with a useful life of more than one year will be capitalized.
- In no case may total expenditure of a particular department exceed that which was appropriated by the City Council without a budget amendment approved by the City Council.

Debt

- Long term debt shall not be issued to finance ongoing operations.
- Short term borrowing or lease purchase contracts should only be considered for financing major operating equipment when it is determined to be in the City's best financial interest.
- Any project funded through the issuance of debt must have a useful life equal or greater than the term of financing.

Capital Planning

- A Capital Improvement Plan (CIP) should be developed for a five-year or greater period to allow for appropriate planning.
- The CIP shall be reviewed at least biannually by City management staff and by the City Council, as a part of the goal and work plan setting process.

Capital projects should:

- Support City Council goals and objectives, prevent the deterioration of the City's existing infrastructure, and protect its investments in streets, building and utilities.
- Encourage and sustain economic development in La Pine, and respond to and anticipate future growth in the City.
- Increase the efficiency and productivity of city operations.
- The impact of capital projects on the operating budget should always be an important consideration when evaluating projects for inclusion in the CIP.
- Ongoing operating costs will be a consideration when making a capital purchase.

THE BUDGET PROCESS

The budget process is governed by the City Charter, City Ordinances, and State of Oregon Budget Laws. The initial tasks such as filing vacancies on the budget committee and setting the date for the first budget committee meeting begins in December or January. The majority of the budget adoption process takes place from February through June each year. The City Manager, Public Works Manager and other staff work together to allocate spending parameters and estimate revenue from January through April to help develop a proposed budget. The Proposed Budget is then submitted to the Budget Committee which consists of the Mayor, City Councilors, and five citizen members.

Notice of the Budget Committee public hearings, which are held in May, are published in the Bend Bulletin and on the City's website at www.lapineoregon.gov preceding the meetings. The Budget Officer/City Manager delivers the Budget Message at the first Budget Committee meeting. The budget message explains the proposed budget and any significant changes in the City's financial position. At the second budget committee meeting there is continued discussion on the details of the budget. Also at this meeting is a Public Hearing declaring the intent to receive and use for funding the State Shared Revenues offered to each Oregon city. The public is given a chance to comment or give testimony at either of these two meetings. For more information about public involvement, see "Citizen Involvement Opportunities" section below. When the Budget Committee is satisfied with the budget, including changes, additions to or deletions from the proposed budget, it approves the budget for submission to the City Council. When approving the budget, the Budget Committee also approves, by motion, the amount or rate of ad valorem taxes. After the Budget Committee approves the proposed budget, the Budget Officer/City Manager publishes a financial summary and notice of budget hearing in the local newspaper. The hearing is held during a regular City Council meeting in June. The purpose of the public hearing is to receive budget related testimony from citizens and provide an opportunity to discuss the approved budget with the Mayor and Councilors.

The City Council has the authority to make some changes to the approved budget. The changes allowed include adjusting resources, reducing or eliminating expenditures and /or increasing expenditures on a limited basis. Increases of expenditures of the amounts approved by the budget committee may not be more than \$5,000 or 10 percent; whichever is greater. Expenditure increases above those limits require a republishing of the budget and an additional hearing. In no case, however, may the City Council increase the taxes over the amount approved by the budget committee. The City Council then votes on a resolution, which formally adopts the budget, makes appropriations, and levies the taxes, not later than June 30.

After the budget document is finalized, it is submitted to the County Clerk and the Department of Assessment and Taxation, distributed to all members of the Budget Committee, the City Council and City staff. The document is posted on the City’s website www.lapineoregon.gov and hard copies are available on request at City Hall.

Citizen Involvement Opportunities

All meetings of the Budget Committee and City Council are open to the public. Citizens are encouraged to provide comment during any of these meetings during the Public Comment period of the agenda. Citizens may also testify before the City Council during the public hearing on the approved budget. The proposed budget document will be available for public review at City Hall and on the City’s website prior to the first Budget Committee meeting. Copies of the entire document, or portions thereof, may be requested through the normal process of requesting public records. Public Comment or testimony may be provided by: Submitting a written statement by mail, e-mail or at a meeting or public hearing; or, speaking to the Committee or Council at their meetings during the public comment opportunities.

Changes after Adoption

Once the governing body has enacted resolutions adopting the budget, expenditures may not be made for any purpose in an amount greater than the amount appropriated, excepted as allowed by Oregon Revised Statute (ORS) (mainly 294.338, 463, 471, 473, and 478). Most changes require formal action in the form of a resolution or a supplemental budget. In some instances, a public hearing is required. The ORS sections mentioned above provide direction on which formal action is needed depending on the specific situation giving rise to the needed budget change; however, generally speaking, a supplemental budget is needed to create a new appropriation or a new fund transferring funds where a category of expense does not already exist in the adopted budget. Most other changes can be addressed by a resolution.





Budget Calendar

Fiscal Year 2019-2020

Appoint Budget Officer and Budget Committee	March 27, 2019
Publish 1 st Notice of Budget Committee Meeting and Public Hearing for Comments from Public	April 18, 2019
Publish 2 nd Notice of Budget Committee Meeting and Public Hearing for Use of State Revenue Sharing	April 25, 2019
Budget Message and Budget Committee Meeting Public Comment	May 1, 2019 5:30 p.m.
2 rd Budget Committee Meeting and Public Hearing For Use of State Revenue Sharing	May 22, 2019 5:30 p.m.
3 rd Budget Committee Meeting and Public Hearing (<i>Only If Necessary</i>)	May 23, 2019 4:30 p.m.
Publish Notice of Budget Hearing	May 30, 2019
Budget Hearing & Adoption of the Budget Make Appropriations, Impose and Categorize Taxes (City Council)	June 12, 2019 5:30 p.m.
Budget Officer:	Melissa Bethel, City Manager
Finance Staff:	Brenda Bartlett, Tracy Read
Budget Committee:	John Cameron, Connie Briese, Don Greiner, Michael Harper, Daniel Richer, Colleen Scott, Russ Smith, and Mike Shields

**** All dates and times are subject to change**

BUDGET FAQs (FREQUENTLY ASKED QUESTIONS)

What is a budget?

A budget is a planning tool. It identifies the work plan for the city for the fiscal year and outlines the financial, material, and human resources available to complete the work plan. It also includes general financial information about the organization and identifies the policy direction of the City Council under which the budget was prepared. The budget is the City's means of planning and reporting what it intended to do with its financial resources to ensure the funds are spent as wisely and efficiently as possible.

The City of La Pine uses a fund-based budget, meaning that accounts of the City are organized on the basis of funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. Each fund is considered a separate entity accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

Why does a city create a budget?

Oregon state law requires all cities and other governments in Oregon to adopt a budget annually. Oregon local budget law (Chapter 294 of Oregon Revised Statutes) gives budget provisions and procedures that must be followed during the budgeting process. The budget must be completed by June 30, the day before the start of the fiscal year to which the budget applies. Without a budget for the new fiscal year, the city has no authority to spend money or incur obligations. A local government's ability to impose a property tax is also tied to the budgeting process.

Even if there were no legal requirement to budget, La Pine would complete a budget anyway. Budgeting creates a work and spending plan, which help to ensure that public funds are spent wisely. The budget process allows city staff to review City Council goals and objectives in a formal setting, determine what will be required to meet those objectives, develop an implementation plan, and share that information with citizens and decision-makers.

What basis of accounting/budgeting does the city use?

The budget is prepared on the modified accrual basis for all funds of the City. Under this accounting basis, revenues are recorded when they are measurable and available, generally within 60 days of year end. Expenditures are recognized when the liability is incurred except that future long-term obligations are not recognized until they mature.

Each year, the City's financial position is audited by an independent auditor licensed by the State of Oregon to conduct municipal audits. The audited financial statements are presented in accordance with Generally Accepted Accounting Principles (GAAP), promulgated by the Government Accounting Standards Board

(GASB). The Annual Financial Report presents fund revenue and expenditure on a GAAP basis to the budgetary basis for comparison purposes.

When does "budget season" start?

The budget process for the City of La Pine typically begins in late December each year. At this time, the Finance Department begins to review the rate and fee structures, increases in the cost of services and contracts, the proposed capital improvement program, and other financial plans. The City Council's goals and objectives guide the budget-making process.

However, the budget process for the City of La Pine is actually an ongoing process throughout the year. During each fiscal year, new initiatives for services, new regulation, new funding sources, better methods for providing existing services, and new concerns are brought forward by citizens and staff to the City Council for discussion, study, or implementation. Typically, because we tend to budget very conservatively, new programs or initiatives need to wait until the next budget cycle or longer to be fully funded.

What does city staff do to develop the budget?

To prepare for the coming budget cycle, staff evaluates current services and identifies issues to be addressed during budget hearings. Primary factors considered by staff in making recommendations include:

- Relevant federal, state or city regulations or needs that affect services provided by a department
- Council position, policy statement, or general consensus regarding a service.
- Service deficiencies that have been identified through complaints, observations, or citizen survey data.
- Demographics, neighborhood data, or trends in demand for services.
- Special interest, neighborhood data, or professional group input or request for service.
- Special studies or reports that have identified a need for a service.
- Annual equipment assessments and inventories, which have identified a deficiency.

Throughout the year the City Council addresses issues, and give policy direction for the development of the budget. Once that is completed, staff turns its attention to turning that direction into numbers on paper. Factors that will play into budget planning at this point include:

- The cost of employee salaries is the largest expenditure on the city budget. Therefore, careful attention is given to cost-of-living adjustments, or any other major change in the employee salary schedule.

- Known cost factors including such items as postal rate increases, social security costs, contribution rates to employee pension and retirement funds, and other similar costs.
- Changes in employee fringe benefits, such as changes affecting vacation policy, overtime, holidays, uniform allowances, health insurance, and sick leave affect expenditures.
- Required elements of the budget such as insurance costs, utility costs, and vehicle maintenance costs are developed.
- Capital projects that have been recommended by facility plans or special area land-use plans, or have been requested by citizens.
- General economic fluctuations can be one of the most difficult considerations when preparing a budget. In recent years even the best economists have encountered difficulty in predicting the performance of the economy. Also, any local event significantly impacting the local economy is taken into consideration. The failure or inability to conservatively consider projected economic activity can cause significant financial problems.

As with the revenue estimates, fiscal prudence demands that expenditure estimates be as accurate as possible. The City Manager analyzes and review the budgets in detail, checking for accuracy and reasonableness of projections, and ensuring that all required elements of the budget are correct.

How do you know how much money the city will have?

Staff develops projections each year for each type of revenue the city receives. These projections are based on knowledge of some factors and assumptions about others. For example, the City could be notified that it will receive a \$1 million reimbursement grant for a capital project. The capital project is scheduled to last from May in one year until September one year later. As a result of the construction schedule, this project will cross three fiscal years. As a result of the construction schedule, this project will cross three fiscal years. Before revenue projections can be finalized for each fiscal year, the project construction (expense) schedule must be set so that reimbursement dates for grant revenues may be determined and revenue budgeted as accurately as possible in each fiscal year.

Many revenue estimates must be made based on assumptions about general economic conditions and trends. For example, development related revenues (building permits, system development charges, and requests for new water service connections) are all based on assumptions about what development will do in La Pine during the coming year. Revenues estimates are made cautiously since estimating too high may result in setting a budget that will not be supported by future revenues.

Is the budget ever evaluated?

During the course of the fiscal year, the expenditures and revenues are monitored regularly and compared to the budget appropriations. Monthly operating reports are prepared by the City's contract CPA, and provided to the City Manager and City Council at a monthly meeting.

At the close of the fiscal year, the Annual Financial Report is prepared which reports on the financial condition of the city. During the budget process, this information is used to compare the projections of revenues and expenditures made during the prior fiscal year to the actual revenues and expenditures for a given fiscal year. Current year and future assumptions about revenues and expenditures may be changed depending on how close projections were to actual figures.

Can the budget be amended once it is adopted?

During the fiscal year, when the City is operating with the adopted budget, changes in appropriated expenditures sometime become necessary. These changes can be made mid-year by the City Council. The City Council may amend the adopted budget either by passing a transferring resolution, or by adopting a supplemental budget. Changes that require moving an existing appropriation from one area of the budget to another can normally be made by resolution. A supplemental budget is most often required when new appropriation authority is needed.

Who do I contact for more information?

All requests for public information in the City of La Pine are handled by the City Recorder and City Manager. Please call 541-536-1432 or visit our website at www.lapineoregon.gov.

BUDGET SUMMARY FISCAL YEAR 2019-2020

INTRODUCTION

This section of the budget document provides an overview of the fiscal information regarding operations of the City of La Pine for FY 2019-20. This section begins (below) with a summary of the FY 2019-20 City budget that combines all funds by type. The following pages breakdown key categories of revenues and expenditures offering a snapshot of the flow of funds to and through the City.

SUMMARY OF THE ADOPTED BUDGET

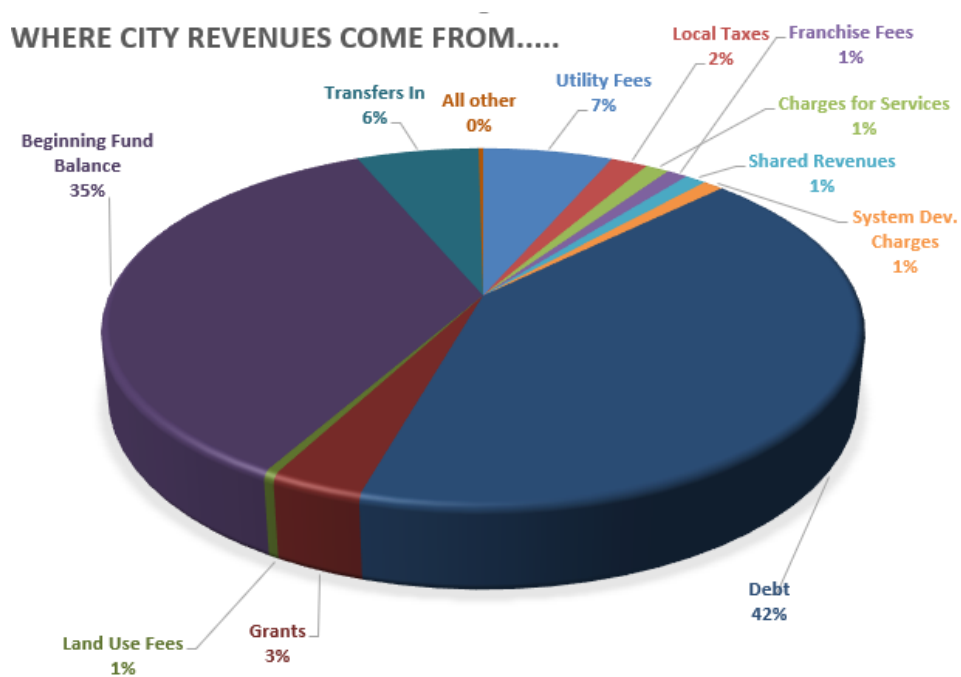
Per state law, the proposed budget for FY 2019-20 is balanced. The City's projected revenue totals are \$12,404,736. With an estimated beginning fund balance of \$6,775,288, the City anticipates it will have a total of \$19,180,024 in resources to fund services, operations, and projects. Revenue and Expenditures are more thoroughly detailed in the pages that follow.

REVENUE SUMMARY

It is essential to establish revenue projections at the onset of the budget process. These projections provide parameters to measure proposed projects and expenditures against. The City is conservative with revenue projections to minimize potential revenue shortfalls and unanticipated economic factors. When revenue projections are low, the additional revenue assists the City in building reserve funds and increasing the beginning fund balance on the next year's budget. Carryover is essential to the City's sustainability in future years.

Revenue projections in this year's budget are based on a 6% property tax growth assumption:

The revenues for FY 2019-20 balance the expenditures at \$19,180,024. Of that figure, \$6,775,288 or 35% is carryover from previous years constituting the beginning fund balance. Inter-fund transfers equal \$1,183,000 (6%) of the total revenue. The remaining revenue expected to be received in FY 2019-20 comes from Debt Revenue, expected to be \$8,000,000 (42%), Utility Fees of \$1,257,000 (7%), Local Taxes of \$356,000 (2%), Franchise Fees of \$200,000 (1%), State Shared Revenues of \$206,100 (1%), and System Development Charges of \$195,000 (1%). The remaining 6% is from sources including industrial park revenue, rental income, land use fees, cemetery plot sales, etc.



The following pages include additional information on all of the major revenue sources utilized by the City of La Pine through budgeted expenditures.

PROPERTY TAXES

Description: The City levies a tax amount each year for operations. The levy based on the City’s permanent rate is \$1.98 per thousand dollars of assessed value as determined by the Deschutes County Assessor’s Office. This is the maximum levy allowed the City under State law without additional voter approval.

Use: The levy is used to fund daily operations within the General Fund. There are no restrictions as to usage.

Structure: Levy for Operations—\$1.98 per \$1,000 of assessed valuation in FY 2019-20.

Assumptions: The City is dependent on residential, commercial, and industrial values in their assessed values. Although assessed property values continue to steadily rise and new construction is increasing, the City is conservative in tax growth assumptions. Based on information from the Deschutes County Assessor’s Office and the assumptions stated above, this budget assumes a 6% growth in assessed value. Additionally, it is expected that fewer property taxes will be delinquent, lowering the prior year taxes collected and slightly increasing current property taxes paid to the City.

Fiscal Year	Franchise Fees
2016-17	\$ 248,949
2017-18	\$ 245,564
2018-19 Projected	\$ 186,220
2019-20 Proposed	\$ 200,000

FRANCHISE FEES

Description: Franchise fees are charged to utilities for use of the public right-of-way. The City has franchise agreements with Bend Broadband, Cascade Natural Gas, Midstate Electric, CenturyLink, Light Speed Networks and Wilderness Garbage. Each franchise is a negotiated contract with a percentage of gross revenue as the franchise fee.

Use: Franchise fees are revenues in the General Fund—there are no restrictions on the use. Currently the transfer from the General Fund into the Streets Fund is supported by Franchise Revenues.

Structure: The fees range in percentage of the gross income within the City limits of each franchise.

Assumptions: Although franchise fees have generally increased each year, they can fluctuate depending on large customer usage. The projected revenues of franchise fees in this budget are conservative and reflect previous years actuals collected.

Fiscal Year	Property Tax Levy
2016-17	\$ 272,940
2017-18	\$ 287,671
2018-19 Projected	\$ 301,797
2019-20 Proposed	\$ 317,000

WATER RATES

Description: The City operates and maintains a potable water system within the City of La Pine. The City charges for the use and consumption of water.

Use: The revenue generated by water is used to cover the cost of operations, maintenance, administration, and replacement of the water distribution system.

Structure: There are two components to the City's water charge. There is a Fixed Monthly Charge based on Meter Size. Volume is calculated at a flat rate per 1000 gallons for commercial uses and in a 3 Tier scale based on consumption for residential users.

Assumptions: This budget includes proposed water rates revenues of \$610,000 based on previous water rate revenues, and increased users.

		Residential	Commercial
Fixed Monthly Charges		\$ / Meter	
<i>Meter Size</i>	<i>MCE Factor</i>		
5/8"	1.00	\$ 31.58	\$ 31.58
3/4"	1.00	31.58	31.58
1"	2.50	78.94	78.94
1 1/2"	5.00	157.88	157.88
2"	8.00	252.59	252.59
3"	16.00	505.20	505.20
4"	25.00	789.38	789.38
6"	50.00	1,578.74	1,578.74
Volume Charges		\$/1,000 gal	
Tier 1: 0-3,600 gal		\$ 1.31	\$ 2.73
Tier 2: 3,601 -7,200 gal		\$ 1.97	\$ 2.73
Tier 3: > 7,200 gal		\$ 3.28	\$ 2.73

SEWER RATES

Description: The City operates and maintains a Wastewater Collection and Treatment System and the City charges each user having a sewer connection or otherwise discharging sewage, industrial waste, or other liquids into the City's sewer system.

Use: The revenue generated by sewer rates is used to cover the cost of operations, maintenance, administration, and replacement of the wastewater collection and treatment system.

Structure: The City has two components to its structured sewer rate. Each user pays a monthly minimum that is based on Meter Size and MCE. Also, the City uses average winter water usage to calculate Residential discharge. Commercial discharge is calculated on monthly water usage.

Assumptions: This budget includes proposed sewer rates revenues of \$500,000 based on previous sewer rate revenues, and increased users.

Meter Size	MCE Factor	\$ / Meter	\$ / MCE	Total Monthly Fixed Charge
5/8"	1.00	\$ 13.67	\$ 11.66	\$ 25.33
3/4"	1.00	\$ 13.67	\$ 11.66	25.33
1"	2.50	\$ 13.67	\$ 29.15	42.82
1 1/2"	5.00	\$ 13.67	\$ 58.31	71.98
2"	8.00	\$ 13.67	\$ 93.29	106.96
3"	16.00	\$ 13.67	\$ 186.58	200.25
4"	25.00	\$ 13.67	\$ 291.54	305.21
6"	50.00	\$ 13.67	\$ 583.07	596.74
Volume Charge				
Residential	\$ 3.99	per 1,000 gal of avg. winter water usage [a]		
Commercial	\$ 7.39	per 1,000 gal of avg. of all water usage		

[a] Average metered water usage between November and February of previous fiscal year

SYSTEM DEVELOPMENT CHARGES (SDCs)

Description: A System Development Charge (SDC) is a one-time fee imposed on new development (and some types of redevelopment) at the time of development. The purpose of this fee is to recover a fair share of the cost of existing and planned facilities.

Use: The revenue generated by SDCs is used to expand infrastructure. Specific ORS regulates and restricts what SDC Income can be used for.

Structure: Both water and sewer SDCs are charged based on the size of water meter being installed at the development. Rates start at the rate for a 5/8" meter (smallest option) and increase by MCE (Meter Capacity Equivalent) as the size of the water meter increases.

Assumptions: The City will be increasing SDC rates incrementally every six months until 2021. This is a result of an SDC methodology study completed and adopted in 2017.

EXHIBIT C – SDC PHASE-IN SCHEDULE

Water

4-Year Phase-In	Current	1/1/2018	7/1/2018	1/1/2019	7/1/2019	1/1/2020	7/1/2020	1/1/2021
5/8" x 3/4" Meter	\$1,405	\$2,022	\$2,330	\$2,638	\$2,946	\$3,255	\$3,563	\$3,871
3/4" Meter	2,108	3,032	3,495	3,957	4,419	4,882	5,344	5,807
1" Meter	3,513	5,054	5,824	6,595	7,366	8,136	8,907	9,678
1 1/2" Meter	7,025	10,108	11,649	13,190	14,731	16,273	17,814	19,355
2" Meter	11,240	16,172	18,638	21,104	23,570	26,036	28,502	30,968
3" Meter	22,480	32,344	37,276	42,208	47,140	52,072	57,004	61,936
4" Meter	35,125	50,538	58,244	65,950	73,656	81,363	89,069	96,775

Sewer System

4-Year Phase-In	Current	1/1/2018	7/1/2018	1/1/2019	7/1/2019	1/1/2020	7/1/2020	1/1/2021
5/8" x 3/4" Meter	\$5,700	\$5,941	\$6,061	\$6,182	\$6,302	\$6,422	\$6,543	\$6,663
3/4" Meter	8,550	8,911	9,092	9,272	9,453	9,633	9,814	9,995
1" Meter	14,250	14,852	15,153	15,454	15,755	16,056	16,357	16,658
1 1/2" Meter	28,500	29,704	30,306	30,908	31,509	32,111	32,713	33,315
2" Meter	45,600	47,526	48,489	49,452	50,415	51,378	52,341	53,304
3" Meter	91,200	95,052	96,978	98,904	100,830	102,756	104,682	106,608
4" Meter	142,500	148,519	151,528	154,538	157,547	160,556	163,566	166,575

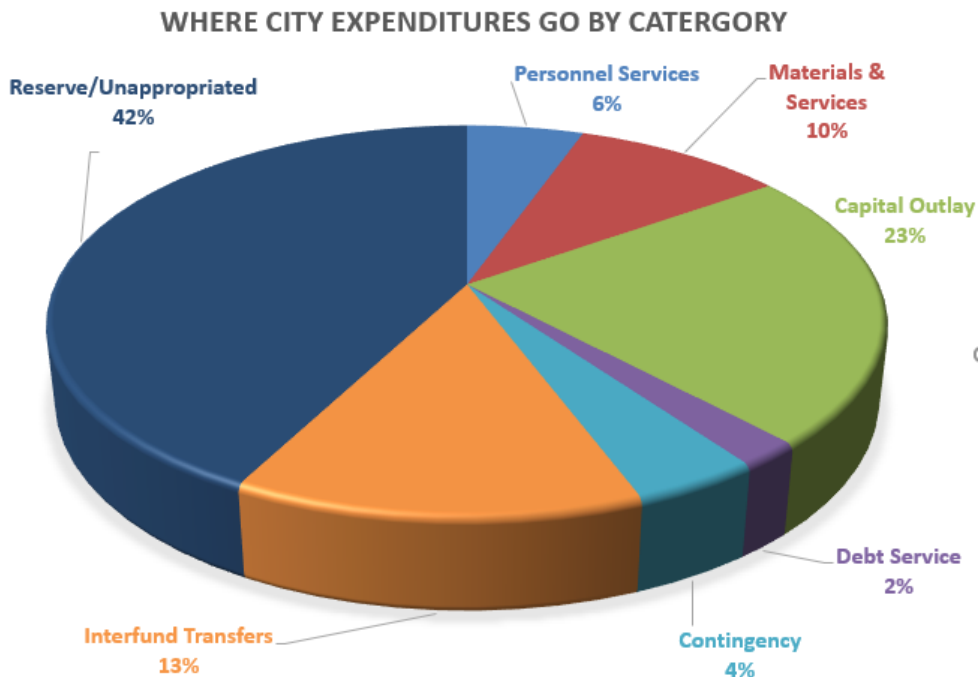
EXPENDITURE SUMMARY

Under Oregon budget law, the City has the authority to appropriate all revenue sources. As a result, the City of La Pine prepares an annual budget for all funds meaning that all funds are appropriated.

Appropriations by Classification

An important consideration is what portion of the budget is being spent on certain classifications of expenditure. The City budget breakdown includes use of seven major classifications: personnel services, materials and services, capital outlay, transfers, debt service, contingency, and reserves/unappropriated.

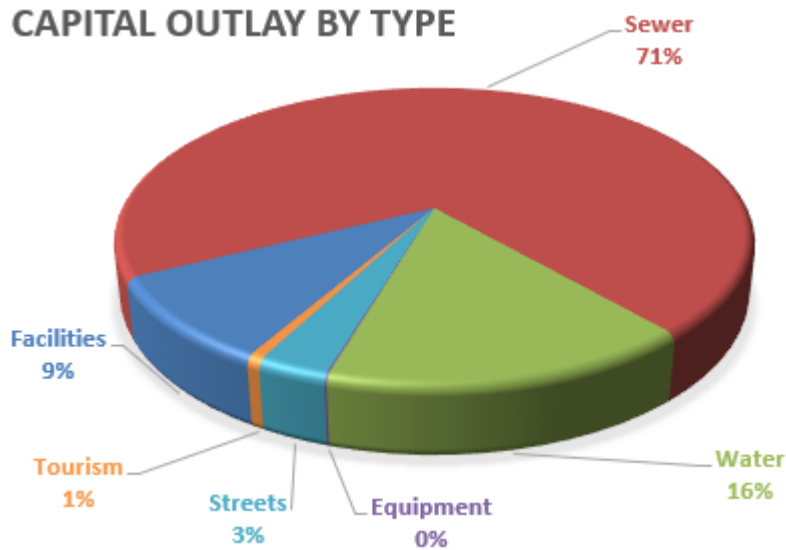
The largest category of expenditure in the proposed FY 2019-20 budget is Reserve/Unappropriated of \$5,145,771.81 (42%). These funds are set aside for future capital projects and to sustain the beginning fund balances for the following fiscal years. The next largest category is Capital Outlay of \$9,925,000.00 (23%). Interfund Transfers comprise \$1,183,000.00 (13%) of the budget, followed by Materials and Services of \$1,331,598.00 (10%). The remaining categories of expenditure are Personnel Services of \$676,754.00 (6%), Contingency of \$664,300.00 (4%), Debt Service of \$238,600.00 (2%), and Special Payments of \$15,000.00 (>1%).



CAPITAL IMPROVEMENTS

Capital Outlay includes all anticipated expenditures for individual items with a cost greater than \$5,000 and a useful life expectancy of one year or more. This budget includes capital investment in several funds to bolster water and wastewater, streets, and other long-term investments to secure the City's future.

Most the City's budget is comprised of reserve/unappropriated and capital outlay; these combined are focused on capital investments. The City prides itself on having the ability to set aside and save for larger capital projects.



CONTINGENCIES

Appropriations set aside for contingencies are budgeted to allow the City to address emergencies or unexpected circumstances that may be used following approval of the City Council. If the City Council authorizes the use of contingency funds, the funds are transferred by resolution to the necessary expenditure category. There are never actual expenditures in the classification of Contingency.

The City budget includes contingencies across operating funds. As a general budget principle, having adequate contingencies offers flexibility with unforeseen events. Those funds set aside as contingency that are not spent, roll into the following fiscal year and increase the beginning fund balance. State law requires that contingency transfers of greater than 15% of appropriations be handled by a Supplemental Budget process. Per previous policy, staff is budgeting contingencies in the 10-15% range. In the future, contingencies should be set at two times the expected monthly expenditures in each fund, as per our financial advisor.

All funds, besides streets and water, had contingencies which increased marginally in relation to anticipated projects and new budgeting practices outlined above. Overall, the amount budgeted as contingencies is \$379,900 more than in FY 2018-19.

Contingency Amounts Budgeted for FY 2019-20

General Fund	\$130,000
Cemetery	\$7,300
Streets	\$128,000
Tourism	\$25,000
Community Development	\$23,000
Economic Development	\$16,000
Water	\$85,000
Wastewater	\$250,000
TOTAL CONTINGENCIES BUDGETED	\$664,300

PERSONNEL SERVICES AND STAFFING LEVELS

The FY 2019-20 proposed budget includes a total of 8.5 full-time equivalent (FTE) employees, up slightly from 8.0 FTE in FY 2018-19. One FTE equals approximately 2,080 hours of work each year. Proposed staffing level changes in this budget include the addition of two part-time student staff, one in Administration and one in Public Works. Benefits are budgeted to increase with consideration given to changing the way that the City provides healthcare costs to employees. Cost of Living Adjustments (COLA) is budgeted at 4.0%.

Position	FTE		
	FY 2017-18	FY 2018-19	FY 2019-20
City Manager	1.00	1.00	1.00
Public Works Manager	1.00	1.00	1.00
Planning Director	0.50	1.00	1.00
Public Works Maintenance	2.00	3.00	3.00
Accounting Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Student Intern	0.00	0.00	0.50
Total	6.50	8.00	8.50

INTERFUND TRANSFERS

Transfers represent the movement of monies between funds within the City. This is normally done to move money from the operating funds into other funds where they will be saved for future expenditures or used to complete capital projects. This budget reflects both moving to save as well as moving funds to pay for capital projects. The City anticipates construction of larger capital projects in the coming years, until then, the City will save— through transfers—until those projects are ready.

Fund	Transfers In	Transfers Out	Difference
General	-	318,000	(318,000)
Cemetery	10,000	-	10,000
Streets	200,000	-	200,000
Tourism	-	-	-
Reserve	315,000	176,000	139,000
Community Development	63,000	-	63,000
Economic Development	45,000	-	45,000
SDC	-	374,000	(374,000)
Water	550,000	-	550,000
Sewer	-	315,000	(315,000)
Total	1,183,000	1,183,000	-

Budget Worksheets by Fund

General Fund

General Fund budget details for FY 2019-20:

Overall, revenues in the general fund are increasing slightly at about 11% (without the inclusion of the STIF grant). Property tax revenues have been conservatively budgeted with the allotted 3% increase (\$315,000).

Key Changes to the FY 2019-20 General Fund include:

- Combining all the state revenues into one line item. State regulations require certain revenues to be confidential and combining the funds will resolve the issue.
- The City is anticipating a STIF grant award of \$744,835 for phase I of the La Pine Station and is reflected in the grant revenue line item.
- Personnel Services is budgeted slightly lower than last fiscal year. In years past, this fund was budgeted much higher than needed, so in an effort to be more transparent on spending, the proposed amount is more in line with actual personnel expenditures. The \$99,739 budgeted includes a 4% COLA for all employees (except the City Manager and Principal Planner) and funding to allow for one part time student employee.
- Contracted Services line item has been increased to \$80,000. Accounting, mailing services, engineering, and the classification job ladder study fall under this line item.
- The Unrestricted Community Fund (\$15,000) was moved to the General Fund so as not to be mixed with the restricted tourism dollars.
- Meetings/Travel/Training was increased from \$15,000 to \$20,000 due to an increase in City Council availability to travel to trainings and an increase in reimbursements.
- A line item was added for security which the City added to the City Hall building in FY 2018-19. The funds will be used as regular payments to the provider.
- \$50,000 is budgeted in Capital Outlay for the purchase of land from ODOT at the La Pine Station for the food truck area. (Note: this is an estimate an actual amount is unknown).
- Transfers Out include a total of \$318,000; \$200,000 to Streets, \$10,000 to the Cemetery fund to provide upgrades, \$63,000 to the Community Development Fund, and \$45,000 to the Economic Development Fund for the City's portion of the Economic Director wages.

CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2019-2020

GENERAL FUND

	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20						
	ACTUALS	BUDGET	ACTUALS	BUDGET	YTD FEB	PROJECTION	PROPOSED	APPROVED	ADOPTED				
FUND RESOURCES													
10-301-100	\$	489,279	\$	573,369	\$	451,428	\$	550,954	\$	629,427	\$	629,427	
10-310-110		271,233		284,263		290,000		284,781		299,000		315,000	
10-310-120		1,707		3,408		2,000		1,797		2,797		2,000	
10-310-150		-		38,645		30,000		36,874		46,875			
10-320-210		525		750		500		575		575		500	
10-320-220		200		100		100		100		100		100	
10-320-230		10,254		10,517		11,000		12,242		12,950		11,000	
10-320-240		400		6,300		1,000		-		-		-	
10-330-310		757		2,097		1,500		1,084		1,584		moved to 10-330-340	
10-330-315		24,097		25,110		22,500		18,514		23,500		moved to 10-330-340	
10-330-340		15,158		35,215		20,000		27,245		32,250		moved to 10-330-340	
TBD												91,100	
10-320-330												39,000	
10-330-390						60,000		10,000		10,000		744,835	
10-350-510		8,410		7,726		5,000		8,582		11,585		10,000	
10-350-515		24,555		21,862		20,000		6,851		14,350		14,000	
10-350-520		8,222		4,911		8,000							
10-350-525		181,263		177,051		160,000		83,550		133,550		150,000	
10-350-535		6,983		8,408		7,000		3,774		4,775		5,000	
10-350-540		19,516		24,839		22,000		15,971		20,971		20,000	
10-350-600		-		766		1,500		989		989		1,000	
10-380-810		7,240		7,517		7,000		4,778		6,500		5,000	
10-390-930		18,957		16,552		18,000		12,341		18,341		18,000	
10-390-932		12,317		12,148		13,000		13,067		13,067		14,000	
10-390-990		3,120		2,438		7,000		5,154		5,154		5,000	
10-480-220		33,000		35,000		40,000		30,000		39,000		-	
TOTAL FUND RESOURCES		1,167,193		1,298,994		1,198,528		1,129,223		1,248,867		2,074,962	629,427

PERSONNEL SERVICES												
10-510-1100		36,875		48,531		71,407		41,545		65,600		69,858
10-510-1150		347		351		1,000		78		1,000		1,000
10-510-1420		4,486		3,919		5,387		3,352		5,285		5,269
10-510-1440		1,057		692		2,112		672		1,630		2,066
10-510-1460		858		952		119		729		775		133

GENERAL FUND

	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20	
	ACTUALS	ACTUALS	BUDGET	YTD FEB	PROJECTION	PROPOSED	APPROVED	ADOPTED
10-510-1800	4,346	6,303	17,280	5,942	12,620	17,280		
10-510-1900	1,604	2,309	4,225	2,128	3,445	4,133		
TOTAL PERSONNEL SERVICES	49,573	63,057	101,530	54,446	90,355	99,739		
MATERIALS & SERVICES								
10-520-2050	5,590	4,930	6,000	3,777	4,500	6,000		
10-520-2080	4,628	3,518	3,000	545	2,000	3,000		
10-520-2150	1,768	1,046	2,000	2,238	2,438	3,000		
10-520-2175	2,500	1,438	15,000	-	-	-		
10-520-2180	1,046	1,567	1,500	1,392	1,900	2,500		
10-520-2220						15,000		
10-520-2250	27,703	68,589	47,200	22,826	50,000	80,000		
50-520-2350					500	5,000		
10-520-2400	2,714	3,232	4,000	3,061	3,500	5,000		
10-520-2520	4,925	10,531	16,000	16,785	20,000	25,000		
10-520-2530	4,350	1,800	-	65	1,865			
10-520-2600	19,637	14,910	18,000	9,787	15,000	27,000		
10-520-2700	11,660	14,411	18,000	9,603	15,000	20,000		
10-520-2720	3,519	7,426	7,000	4,454	6,000	7,000		
10-520-2730	20,783	18,809	20,000	9,464	20,000	20,000		
10-520-2750	6,605	7,974	7,000	5,212	7,000	7,000		
10-520-2770	465	454	500	245	500	500		
10-520-2780	64	-	-	67	67	100		
10-520-2840	1,169	693	5,000	1,522	10,000	10,000		
10-520-2850	119	534	1,000	10	500	1,000		
10-520-2860	3,397	3,845	4,000	3,455	4,000	5,000		
10-520-2870	13	-	-	-	-	500		
10-520-2880						1,000		
10-520-2900	1,926	1,263	2,000	1,718	2,500	3,000		
10-520-2910	1,365	150	500	318	500	500		
10-520-2920	4,138	2,984	4,000	2,146	4,000	4,000		
10-520-2990	3,265	3,223	2,798	1,421	2,500	6,523		
TOTAL MATERIALS & SERVICES	133,349	173,536	184,498	100,111	174,270	257,623		

GENERAL FUND

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	PROJECTION	PROPOSED	FY 2019-20 APPROVED	ADOPTED
CAPITAL OUTLAY								
10-550-5150	9,632	56,052	19,000	13,295	13,295	-	-	-
10-550-5155	-	-	45,000	-	-	-	-	-
10-550-5230	-	-	-	-	-	50,000	-	-
10-550-5235	-	-	5,000	-	-	-	-	-
10-550-5260	-	-	20,000	-	22,500	-	-	-
10-550-5315	-	-	170,000	-	-	875,000	-	-
TOTAL CAPITAL OUTLAY	9,632	56,052	259,000	13,295	35,795	925,000	-	-
DEBT SERVICE								
10-560-6100	20,000	20,000	20,000	20,000	20,000	25,000	25,000	25,000
10-560-6110	22,270	21,395	25,000	10,479	20,520	19,600	19,600	19,600
TOTAL DEBT SERVICE	42,270	41,395	45,000	30,479	40,520	44,600	-	-
INTERFUND TRANSFERS - OUT								
10-780-2100	275,000	340,000	223,500	223,500	223,500	200,000	200,000	200,000
10-780-2250	-	-	5,000	5,000	5,000	10,000	10,000	10,000
10-780-2300	54,000	44,000	20,000	20,000	20,000	63,000	63,000	63,000
10-780-2325	25,000	30,000	30,000	30,000	30,000	45,000	45,000	45,000
TOTAL INTERFUND TRANSFERS - OUT	359,000	414,000	278,500	278,500	278,500	318,000	-	-
CONTINGENCY								
10-910-1000	-	-	55,000	-	-	130,000	-	-
TOTAL CONTINGENCY	-	-	55,000	-	-	130,000	-	-
RESERVE FOR FUTURE EXPENDITURES								
10-950-6000	-	-	175,000	-	-	200,000	-	-
TOTAL RESERVE FOR FUTURE EXPENDITURES	-	-	175,000	-	-	200,000	-	-
UNAPPR. ENDING FUND BALANCE								
10-990-1000	-	-	100,000	-	-	100,000	-	-
TOTAL UNAPPR. ENDING FUND BALANCE	-	-	100,000	-	-	100,000	-	-
TOTAL FUND REQUIREMENTS	593,824	748,040	1,198,528	476,831	619,440	2,074,962	-	-
SPECIAL ITEM - TRANSFER OF OPERATIONS								
NET RESOURCES OVER REQUIREMENTS	\$ 573,369	\$ 550,954	\$ -	\$ 652,392	\$ 629,427	\$ -	\$ 629,427	\$ 629,427

Cemetery Fund

The Cemetery operates on a budget of approximately \$30,000 with \$10,000 supplemented by the General Fund.

Future projects and noticeable changes in FY 2019-20:

- Install an informational kiosk at entrance of cemetery
- Clear new sections for future expansion
- Capital equipment purchase of a Skid-steer or like equipment
- Master plan

Cemetery fund budget details for FY 2019-20:

- Contracted services was raised from \$12,400 to \$10,000 for expansion of the Cemetery
- Capital Outlay has been increased from \$5,000 to \$10,000 to contribute to the purchase of the above mentioned Skid Steer type equipment.
- The Contingency was raised from \$2,000 to \$7,300.

Projects Accomplished in FY 2018-19:

- Adopting a resolution to re-organize the Public Works Advisory Committee to include a member to represent the cemetery. This representation in the committee is crucial in sculpting the future and planning accordingly for the cemetery.

CITY OF LA PINE, OREGON
 BUDGET WORKSHEET
 FY 2019-2020

CEMETERY FUND

	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20	
	ACTUALS	ACTUALS	BUDGET	YTD FEB	PROJECTION	PROPOSED	APPROVED	ADOPTED
FUND RESOURCES								
20-301-100 BEGINNING FUND BALANCE	\$ 18,663	\$ 18,344	\$ 16,068	\$ 20,797	\$ 20,797	\$ 17,567	\$ 17,567	\$ 17,567
20-340-420 CEMETERY PLOT SALES	1,725	4,030	5,000	4,095	4,500	3,500		
20-350-100 TRANSFER IN - GENERAL FUND	-	-	5,000	5,000	5,000	10,000		
TOTAL FUND RESOURCES	20,388	22,374	26,068	29,892	30,297	31,067	17,567	17,567

MATERIALS & SERVICES								
20-520-2250 CONTRACTED SERVICES	-	-	12,400		6,000	10,000		
20-520-2400 INSURANCE	1,357	1,413	2,000	1,530	1,530	2,000		
20-520-2600 LEGAL FEES EXPENSE	585	-	1,000	-	-	500		
20-520-2990 MISCELLANEOUS EXPENSE	102	163	3,168	124	200	1,267		
TOTAL MATERIALS & SERVICES	2,044	1,577	18,568	1,654	7,730	13,767	-	-

CAPITAL OUTLAY								
20-550-5000 CAPITAL OUTLAY	-	-	5,500		5,000	10,000		
TOTAL CAPITAL OUTLAY	-	-	5,500	-	5,000	10,000	-	-

CONTINGENCY								
20-910-1000 CONTINGENCY	-	-	2,000			7,300		
TOTAL CONTINGENCY	-	-	2,000	-	-	7,300	-	-

UNAPPR. ENDING FUND BALANCE								
20-990-1000 UNAPPR. ENDING FUND BALANCE	-	-	-					
TOTAL UNAPPR. ENDING FUND BALANCE	-	-	-	-	-	-	-	-
TOTAL FUND REQUIREMENTS	2,044	1,577	26,068	1,654	12,730	31,067	-	-

NET RESOURCES OVER REQUIREMENTS	\$ 18,344	\$ 20,797	\$ -	\$ 28,238	\$ 17,567	\$ 0	\$ 17,567	\$ 17,567
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Streets Fund

Street Fund budget details for FY 2019-20:

The Street fund continues to rely on large transfers from the General fund. As the City takes on more duties with respect to our streets, demands on the budget are beginning to be noticeable. Street lights, landscaping, plowing, dust abatement and general maintenance increase yearly. Unfortunately, costs to construct, maintain and improve streets in our jurisdiction do not exist. Decisions regarding the future of our roads will be need to be made to overcome the deficit.

Key Changes to the FY 2019-20 Street fund:

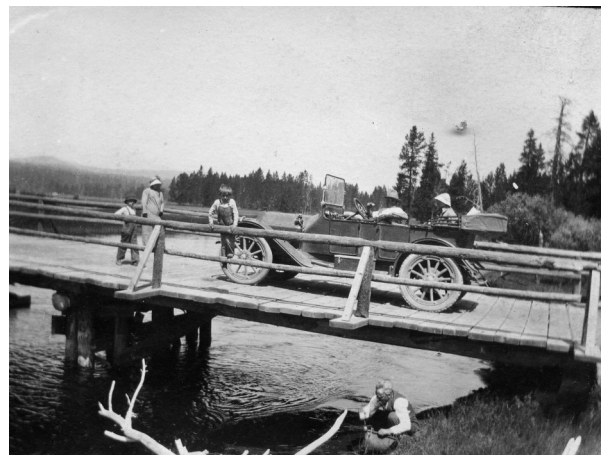
- \$50,000 in Contracted Services to pay for a street funding mechanism
- An increase of \$17,000 in both the road grading/dust abatement and snow plow line items.
- An increase of \$10,000 in landscape (repairs and maintenance)
- An increase of \$50,000 to Reserve to help with costs associated with Cagle Subdivision.
- An increase of \$40,000 in Capital to help purchase a skid steer or like equipment
- An increase of \$6,000 in payroll to help with costs associated with a possible internship with the Public Works Department

Future projects and noticeable changes in FY 2019-20:

- Multi-Use Path
- Increased funding for Road Grading/Dust Abatement
- Increased funding for Snow Plowing
- Funding for methodology to create a mechanism to fund the Street Department

Projects accomplished in FY 2018-19:

- Landscaping of Westside Streetscape Project (Hwy 97 from 1st St through 6th St)
- Chip sealing of Riley Drive, Betty Lane, and Preble Way
- 4th St. improvements for connectivity with Transit City Center
- ◆ Funding to create an Internship with the Public Works Department



CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2019-2020

STREETS FUND

	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20	
	ACTUALS	ACTUALS	BUDGET	YTD FEB	PROJECTION	PROPOSED	APPROVED	ADOPTED
FUND RESOURCES								
21-301-100 BEGINNING FUND BALANCE	\$ 841,021	\$ 1,002,667	\$ 801,088	\$ 901,308	\$ 901,308	\$ 942,112	\$ 942,112	\$ 942,112
21-330-330 STATE GAS FUNDS REVENUE	101,251	111,963	90,000	79,043	105,000	115,000		
21-480-100 TRANSFERS IN - GENERAL FUND	275,000	340,000	223,500	223,500	223,500	200,000		
TOTAL FUND RESOURCES	1,257,647	1,454,880	1,114,838	1,203,851	1,229,808	1,257,112	942,112	942,112

PERSONNEL SERVICES								
21-510-1100 REGULAR PAYROLL	23,762	26,978	37,760	18,511	36,280	42,116		
21-510-1150 OVERTIME WAGES	199	459	500	207	500	1,000		
21-510-1420 SOCIAL SECURITY/MEDICARE	1,928	2,211	2,487	1,507	2,930	3,176		
21-510-1440 STATE UNEMPLOYMENT	685	447	1,116	298	810	1,245		
21-510-1460 WORKERS COMP ASSESSMENT	433	331	1,365	404	430	1,444		
21-510-1800 HEALTH INSURANCE	4,027	3,465	10,080	3,282	7,350	10,920		
21-510-1900 RETIREMENT BENEFITS	1,317	1,437	2,233	966	1,985	2,245		
TOTAL PERSONNEL SERVICES	32,351	35,326	55,541	25,175	50,285	62,146	-	-

MATERIALS & SERVICES								
21-520-2050 AUDIT	1,135	1,170	6,000	3,032	2,500	4,000		
21-520-2080 ADVERTISING EXPENSE	390	-	500	7	250	500		
21-520-2250 CONTRACTED SERVICES	4,736	1,447	8,800	2,450	4,500	50,000		
21-520-2325 ENGINEERING COSTS	1,732	1,361	20,000	1,410	5,000	14,000		
21-520-2350 FUEL	1,107	837	2,000	1,982	2,000	3,500		
21-520-2370 GRADING & DUST ABATEMENT	8,650	2,233	20,000	20,000	20,000	37,500		
21-520-2400 INSURANCE	2,714	2,827	3,500	3,061	3,061	3,500		
21-520-2600 LEGAL FEE EXPENSE	4,982	2,643	3,000	280	1,000	3,000		
21-520-2700 MEETINGS/TRAVEL/TRAINING	-	-	1,000	500	500	1,000		
21-520-2850 REPAIRS & MAINT - EQUIPMENT	7,152	3,970	5,000	3,041	5,000	5,000		
21-520-2860 REPAIRS & MAINT - LANDSCAPING	9,403	12,742	15,000	2,924	11,000	25,000		
21-520-2870 REPAIRS & MAINT - VEHICLES	1,984	1,085	5,000	1,020	3,500	7,000		

STREETS FUND

	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20	
	ACTUALS	ACTUALS	BUDGET	YTD FEB	PROJECTION	PROPOSED	APPROVED	ADOPTED
21-520-2880 SNOW PLOWING	24,799	1,190	25,000	2,316	20,000	37,500		
21-520-2890 STREET LIGHTING	9,282	8,457	15,000	10,116	12,000	15,000		
21-520-2990 MISCELLANEOUS EXPENSE	2,909	565	6,497	100	100	5,466		
TOTAL MATERIALS & SERVICES	83,331	40,526	136,297	31,739	90,411	211,966		
CAPITAL OUTLAY								
21-550-5210 SIDEWALK/MULTI-USE PATH IMPROVEMENTS	-	62,039	100,000	-	-	90,000		
21-550-5240 STREET LIGHTS	-	50,000	50,000	-	-	20,000		
21-550-5260 EQUIPMENT PURCHASES	9,163	4,962	31,000	-	-	45,000		
21-550-5270 STREET MAINTENANCE	-	-	32,000	36,076	37,000	40,000		
21-550-5600 TRANSPORTATION SYS. PLAN COSTS	-	-	10,000	-	-	10,000		
21-550-5650 PROJECTS (ROADS, SIDEWALKS & OTHER)	130,135	110,720	110,000	57,990	110,000	100,000		
TOTAL CAPITAL OUTLAY	139,298	477,721	353,000	94,066	147,000	305,000		
CONTINGENCY								
21-910-1000 CONTINGENCY	-	-	70,000	-	-	128,000		
TOTAL CONTINGENCY	-	-	70,000	-	-	128,000		
RESERVE FOR FUTURE EXPENDITURES								
21-950-6000 RESERVE - FUTURE CAPITAL	-	-	500,000	-	-	550,000		
TOTAL RESERVE FOR FUTURE EXPENDITURES	-	-	500,000	-	-	550,000		
UNAPPR. ENDING FUND BALANCE								
21-990-1000 UNAPPR. ENDING FUND BALANCE	-	-	-	-	-	-		
TOTAL UNAPPR. ENDING FUND BALANCE	-	-	-	-	-	-		
TOTAL FUND REQUIREMENTS	254,980	553,573	1,114,838	150,980	287,696	1,257,112		
NET RESOURCES OVER REQUIREMENTS	\$ 1,002,667	\$ 901,308	\$ -	\$ 1,052,871	\$ 942,112	\$ (0)	\$ 942,112	\$ 942,112

Tourism Fund

Tourism Fund budget details for FY 2019-20:

- The “Transfer to General Fund” line item for the 30% unrestricted portion of Motel Tax was removed. Revenue received will now be coded by percentage and placed directly into the correct fund.
- Removed the Unrestricted Community Fund line item and added it to the General Fund.
- Increased Chamber and Visitor Center line item from \$60,000 to \$65,000.
- Increased the 4th of July Marketing line item from \$12,000 to \$15,000.
- Tourism Promotion line item has been increased by \$5,000 to a total of \$15,000 in anticipation of the Memorial Wall Exhibition and contributions to other nonprofit organizations which meet the criteria.
- Arts and Culture line item has been increased to \$10,000 to fund the purchase of winter streetlight decorations, and hardware. This line item can also be used to partner with the Urban Renewal for beautification; such as flower baskets in the summer.
- Capital Outlay has been increased by \$10,000 to \$60,000 for potential La Pine Station or Multi Use Path grant matches.
- The Reserve fund has been increased to \$55,000 from \$35,000.
- The Contingency was raised from \$12,000 to \$25,000.

CITY OF LA PINE, OREGON
 BUDGET WORKSHEET
 FY 2019-2020

TOURISM FUND

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	Projection	PROPOSED	APPROVED	ADOPTED
FUND RESOURCES								
22-301-100 BEGINNING FUND BALANCE	\$ 106,195	\$ 152,617	\$ 126,107	\$ 161,951	\$ 161,951	\$ 170,209	\$ 170,209	\$ 170,209
22-330-320 MOTEL TAX REVENUE	145,537	160,731	140,000	89,429	130,000	90,000		
22-330-390 MISC INCOME	4,500	275	-	104	104	201		
22-480-100 TRANSFERS IN - GENERAL FUND	5,000	-	-	-	-	-	-	-
TOTAL FUND RESOURCES	261,232	313,623	266,107	251,484	292,055	260,410	170,209	170,209
MATERIALS & SERVICES								
22-520-2080 ADVERTISING EXPENSE	410	260	2,500	23	500	2,410		
22-520-2200 CHAMBER & VISITORS CENTER (TRT)	54,000	57,000	60,000	45,000	60,000	65,000		
22-520-2220 COMMUNITY FUND - UNRESTRICTED	2,000	3,956	15,000	2,800	5,000	-		
22-520-2230 TOURISM PROMOTION (TRT)	6,645	9,850	15,000	1,500	2,000	15,000		
22-520-2236 4th of JULY MARKETING	-	-	12,000	-	12,000	15,000		
22-520-2235 ARTS AND CULTURE TOURISM (TRT)	-	-	5,000	-	-	10,000		
22-520-2250 CONTRACTED SERVICES (TRT)	819	-	10,000	1,315	1,400	10,000		
22-520-2600 LEGAL FEES EXPENSE (TRT)	411	-	3,250	-	-	3,000		
22-520-2990 MISC EXPENSE (TRT)	1,330	606	5,857	-	500	-		
TOTAL MATERIALS & SERVICES	75,615	81,671	128,607	50,638	81,400	120,410	-	-
CAPITAL OUTLAY								
22-550-5150 PROJECTS (TRT RESTRICTED)	-	35,000	50,500	446	446	60,000		
TOTAL CAPITAL OUTLAY	-	35,000	50,500	446	446	60,000	-	-
INTERFUND TRANSFERS - OUT								
22-780-1000 TRANSFERS OUT - GENERAL FUND	33,000	35,000	40,000	40,000	40,000	-		
TOTAL INTERFUND TRANSFERS - OUT	33,000	35,000	40,000	-	40,000	-	-	-

TOURISM FUND

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	Projection	PROPOSED	APPROVED	ADOPTED
CONTINGENCY								
22-990-1000 CONTINGENCY	-	-	12,000	-	-	25,000	-	-
TOTAL CONTINGENCY	-	-	12,000	-	-	25,000	-	-
RESERVE FOR FUTURE EXPENDITURES								
22-950-6000 RESERVE - FUTURE CAPITAL	-	-	35,000	-	-	55,000	-	-
TOTAL RESERVE FOR FUTURE EXPENDITURES	-	-	35,000	-	-	55,000	-	-
UNAPPR. ENDING FUND BALANCE								
22-990-1000 UNAPPR. ENDING FUND BALANCE	-	-	-	-	-	-	-	-
TOTAL UNAPPR. ENDING FUND BALANCE	-	-	-	-	-	-	-	-
TOTAL FUND REQUIREMENTS	108,615	151,671	266,107	51,084	121,846	260,410	-	-
NET RESOURCES OVER REQUIREMENTS	\$ 152,617	\$ 161,951	\$ -	\$ 200,400	\$ 170,209	\$ 0	\$ 170,209	\$ 170,209

Community Development Fund

Community Development Fund details for FY 2019-20:

The Community Development fund continues to see increases in revenue. FY 2018-19 has shown an increase in budgeted revenues of over 21% - YTD (Feb.). However, Staff continues to budget fiscally and conservatively. Although revenues are increasing it is not uncommon for this fund to be supplemented by the General Fund.

- Contracted Services has been budgeted at \$45,000 to allow for our Planning Consultant to help transition projects and train the new planner.
- Engineering Costs has been raised to \$15,000 to allow for a higher volume of plan reviews.
- Contingency has been raised \$5,000 to \$23,000.
- A Transfer in from the General Fund is anticipated at \$63,000 to supplement the Community Development Fund which is common throughout municipalities.

CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2019-2020

COMMUNITY DEVELOPMENT FUND

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19		FY 2019-20				
				YTD FEB	PROJECTION	PROPOSED	ADOPTED			
FUND RESOURCES										
23-301-100 BEGINNING FUND BALANCE	\$	28,923	\$	82,613	\$	104,218	\$	69,943	\$	69,943
23-330-300 DES. CO ADVANCED PLANNING FEES		19,277		44,299		30,605		38,000		30,000
23-330-350 BI-ANNUAL LAND USE GRANT		-		1,000		-		-		1,000
23-340-410 PLANNING FEES		68,757		42,107		41,275		45,000		50,000
23-480-100 TRANSFER IN - GENERAL FUND		54,000		44,000		20,000		20,000		63,000
TOTAL FUND RESOURCES		170,957		214,019		196,098		207,218		213,943
				162,357		196,098		207,218		69,943

PERSONNEL SERVICES										
23-510-1100 REGULAR PAYROLL		-		29,848		26,794		47,820		77,020
23-510-1150 OVERTIME WAGES		-		-		-		-		5,000
23-510-1420 SOCIAL SECURITY/MEDICARE		-		2,366		4,873		2,172		3,820
23-510-1440 STATE UNEMPLOYMENT		-		415		1,911		268		930
23-510-1460 WORKERS COMP ASSESSMENT		-		18		104		14		15
23-510-1800 HEALTH INSURANCE		-		1,983		14,400		4,368		3,405
23-510-1900 RETIREMENT BENEFITS		-		1,085		3,822		1,608		2,085
TOTAL PERSONNEL SERVICES		-		35,715		89,703		58,075		109,045

MATERIALS & SERVICES										
23-520-2080 ADVERTISING EXPENSE		4,335		2,019		4,000		2,767		2,000
23-520-2250 CONTRACTED SERVICES		67,757		54,928		25,000		8,969		54,000
23-520-2325 ENGINEERING COSTS		6,213		4,340		5,000		3,120		5,000
23-520-2600 LEGAL FEES EXPENSE		8,941		8,177		12,000		13,754		15,000
23-520-2700 MEETINGS/TRAVEL/TRAINING		81		286		2,000		705		800
23-520-2720 MEMBERSHIP & DUES		-		-		1,000		745		1,000
23-520-2750 OFFICE SUPPLIES/COPIER		110		1,971		1,000		28		200
23-520-2770 POSTAGE FEES		593		510		1,000		922		1,000
23-520-2990 MISCELLANEOUS EXPENSE		314		1,857		3,654		200		1,398
TOTAL MATERIALS & SERVICES		88,344		74,087		54,654		31,010		79,200

CONTINGENCY										
23-910-1000 CONTINGENCY		-		-		18,000		-		23,000
TOTAL CONTINGENCY		-		-		18,000		-		23,000

UNAPPR. ENDING FUND BALANCE										
23-990-1000 UNAPPR. ENDING FUND BALANCE		-		-		-		-		-

COMMUNITY DEVELOPMENT FUND

TOTAL UNAPPR. ENDING FUND BALANCE	-	-	-	-	-	-	-
TOTAL FUND REQUIREMENTS	88,344	109,802	162,357	66,234	137,275	213,943	-
NET RESOURCES OVER REQUIREMENTS	\$ 82,613	\$ 104,218	\$ -	\$ 129,864	\$ 69,943	\$ (0)	\$ 69,943

Water and Sewer Reserve Fund

Water and Sewer Reserve Fund budget details for FY 2019-20:

The Water and Sewer Reserve Fund has been increased in this budget with a transfer in from the Sewer Fund of \$315,000. Staff has established a set of procedures to track funds for the Water and Wastewater Improvement and Expansion Projects. This includes: Transfers out from the Reserve, Transfers In to the respective Fund, and then expenditure through Capital Outlay. Transfers will occur as funds are needed.

Key Changes to the FY 2019-20 Water and Sewer Reserve fund include:

- A transfer to the Water Fund of \$176,000 to finish design work for our Water Expansion and Improvement Projects.

CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2019-2020

RESERVE FUND - WATER/SEWER									
	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	YTD FEB FY 2018-19	PROJECTION	PROPOSED	FY 2019-20 APPROVED	ADOPTED	
FUND RESOURCES									
26-301-100	\$ 1,315,000	\$ 1,515,000	\$ 1,590,000	\$ -	\$ -	\$ -	\$ -	\$ -	-
TBD				565,000	565,000	489,000	489,000	489,000	489,000
TBD				\$ 1,050,000	\$ 1,050,000	\$ 1,050,225	\$ 1,050,225	\$ 1,050,225	\$ 1,050,225
26-480-500			300,000						
26-480-520	200,000	100,000	225,000	225	225	315,000			
TOTAL FUND RESOURCES	1,515,000	1,615,000	2,115,000	1,615,000	1,615,225	1,854,225	1,539,225	1,539,225	1,539,225
INTERFUND TRANSFERS - OUT									
26-780-2200			240,000	76,000	76,000	176,000			
TOTAL INTERFUND TRANSFERS - OUT	-	-	240,000	-	76,000	176,000	-	-	-
RESERVE FOR FUTURE EXPENDITURES									
26-950-6000			600,000			313,000	313,000	313,000	313,000
26-950-6000			1,275,000			1,365,225	1,365,225	1,365,225	1,365,225
TOTAL RESERVE FOR FUTURE EXPENDITURES	-	-	1,875,000	-	-	1,678,225	1,678,225	1,678,225	1,678,225
TOTAL FUND REQUIREMENTS	-	-	2,115,000	-	76,000	1,854,225	1,678,225	1,678,225	1,678,225
NET RESOURCES OVER REQUIREMENTS	\$ 1,515,000	\$ 1,615,000	\$ -	\$ 1,615,000	\$ 1,539,225	\$ -	\$ (139,000)	\$ (139,000)	\$ (139,000)

Debt Reserve Fund

CITY OF LA PINE, OREGON
 BUDGET WORKSHEET
 FY 2019-2020

DEBT RESERVE FUND									
	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	PROJECTION	PROPOSED	FY 2019-20 APPROVED	ADOPTED	
FUND RESOURCES									
31-301-100	\$	193,503	\$	193,503	\$	193,503	\$	193,503	\$
31-480-500		-		-		-		-	
TOTAL FUND RESOURCES	193,503	193,503	193,503	193,503	193,503	193,503	193,503	193,503	193,503
RESERVE FOR FUTURE EXPENDITURES									
31-950-1000		-		193,503		193,503		-	
TOTAL RESERVE FOR FUTURE EXPENDITURES	-	-	193,503	-	-	193,503	-	-	-
TOTAL FUND REQUIREMENTS									
	-	-	193,503	-	-	193,503	-	-	-
NET RESOURCES OVER REQUIREMENTS	\$	193,503	\$	-	\$	193,503	\$	193,503	\$

Economic Development Fund

Industrial/Economic Development Fund for FY 2019-20:

As stated in the budget message, Revenue in this fund is down 49% from last year's projections based on Bio Green's decision to not proceed with the purchase of land in the Industrial Park. A large portion of the Industrial/Economic fund is used to pay for the full time Economic Director under EDCO. For the 2019-20 FY the City and SLED Board combined will contribute \$60,000 towards the full time Economic Director position. The General Fund supplements the City's contribution of \$45,000 with the SLED Board contributing \$15,000. The fund contingency remains at a little above 10%, however Capital Outlay, Reserves and Unappropriated Ending Fund Balances are all unfunded. In addition, Materials and Services line items have been reduced by 20%.

CITY OF LA PINE, OREGON
 BUDGET WORKSHEET
 FY 2019-2020

INDUSTRIAL / ECONOMIC DEVELOPMENT FUND

	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20		
	ACTUALS		ACTUALS	BUDGET	YTD FEB	PROJECTION	PROPOSED	APPROVED	ADOPTED
FUND RESOURCES									
40-301-100 BEGINNING FUND BALANCE	\$ -	\$	13,834	\$ 21,734	\$ 37,488	\$ 37,488	\$ 32,888	\$ 32,888	\$ 32,888
40-340-400 INDUSTRIAL SITE LEASES	7,707		14,668	13,000	9,155	13,000	13,000		
40-340-410 INDUSTRIAL SITE SALES AND OPTIONS	3,737		17,639	150,000	-	-	5,000		
40-390-990 BUSINESS SPONSORSHIP	4,950		1,000	5,000	-	8,000	15,000		
40-480-100 TRANSFER IN - GENERAL FUND	25,000		30,000	30,000	30,000	30,000	45,000		
TOTAL FUND RESOURCES	41,394		77,141	219,734	76,643	88,488	110,888	32,888	32,888
MATERIALS & SERVICES									
40-520-2080 ADVERTISING EXPENSE	60		-	2,500	-	-	2,500		
40-520-2250 CONTRACTED SERVICES	27,500		35,224	60,000	25,000	46,000	60,000		
40-520-2600 LEGAL FEES EXPENSE	-		3,660	10,000	1,680	3,000	10,000		
40-520-2650 TRADED SECTOR INCENTIVES	-		-	35,000	5,600	5,600	20,000		
40-520-2700 MEETINGS/TRAVEL/TRAINING	-		759	5,000	969	1,000	500		
40-520-2750 OFFICE SUPPLIES/COPIER	-		10	1,000	-	-	-		
40-520-2990 MISCELLANEOUS EXPENSE	-		-	5,234	-	-	1,888		
TOTAL MATERIALS & SERVICES	27,560		39,653	118,734	33,249	55,600	94,888	-	-
CONTINGENCY									
40-910-1000 CONTINGENCY	-		-	16,000	-	-	16,000		
TOTAL CONTINGENCY	-		-	16,000	-	-	16,000	-	-
RESERVE FOR FUTURE EXPENDITURES									
40-950-6000 RESERVE - FUTURE CAPITAL	-		-	75,000	-	-	-		
TOTAL RESERVE FOR FUTURE EXPENDITURES	-		-	75,000	-	-	-	-	-
UNAPPR. ENDING FUND BALANCE									
40-990-1000 UNAPPR. ENDING FUND BALANCE	-		-	10,000	-	-	-		
TOTAL UNAPPR. ENDING FUND BALANCE	-		-	10,000	-	-	-	-	-
TOTAL FUND REQUIREMENTS	27,560		39,653	219,734	33,249	55,600	110,888	-	-
NET RESOURCES OVER REQUIREMENTS	\$ 13,834		\$ 37,488	\$ -	\$ 43,394	\$ 32,888	\$ (0)	\$ 32,888	\$ 32,888

SDC (System Development Charge) Fund

System Development Charges (commonly referred to as SDCs or impact fees) are fees collected at the time of development in accordance with a specified methodology and capital project list governed by ORS. At this time, the City has only water and sewer SDCs, while most other cities have additional SDCs including transportation, parks, and stormwater among others. The City updated its water and sewer SDC methodology last year and adopted increased phased in over the next few years. Starting in 2016 with the uptick in development, the amount of SDC revenues have increased significantly. Even though staff expects development to continue at or near the pace we have seen over the past couple of years, we budgeted conservatively for FY 2019-20. The expenditure of these funds, as mentioned above, are only eligible on certain capacity-related projects. We have budgeted \$374,000 as a Transfer Out to the Water Fund to proportionally cover the capacity-related cost of the engineering and design of our upcoming large capital projects. The rest of the funds are set and reserved for future expenditure.

CITY OF LA PINE, OREGON
 BUDGET WORKSHEET
 FY 2019-2020

SDC FUND

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	PROJECTION	PROPOSED	FY 2019-20 APPROVED	ADOPTED
FUND RESOURCES								
41-301-100	\$ 1,728,346	\$ 1,913,351	\$ 2,233,991	\$ -	\$ -	\$ -	\$ -	\$ -
41-301-110				841,099	841,099	792,099	792,099	792,099
41-301-115				1,445,945	1,445,945	1,555,945	1,555,945	1,555,945
41-360-630	36,694	140,701	50,000	66,946	75,000	75,000		
41-360-650	148,311	232,992	100,000	98,536	110,000	120,000		
TOTAL FUND RESOURCES	1,913,351	2,287,044	2,383,991	2,452,526	2,472,044	2,543,044	2,348,044	2,348,044
INTERFUND TRANSFERS - OUT								
41-780-2100	-	-	510,000		124,000	374,000		
41-780-2200	-	-	-		124,000	374,000		
TOTAL INTERFUND TRANSFERS - OUT	-	-	510,000	-	124,000	374,000	-	-
RESERVE FOR FUTURE EXPENDITURES								
41-950-6000	-	-	346,038			493,099		
41-950-6000	-	-	1,527,953			1,675,945		
TOTAL RESERVE FOR FUTURE EXPENDITURES	-	-	1,873,991	-	-	2,169,044	-	-
TOTAL FUND REQUIREMENTS	-	-	2,383,991	-	124,000	2,543,044	-	-
NET RESOURCES OVER REQUIREMENTS	\$ 1,913,351	\$ 2,287,044	\$ -	\$ 2,452,526	\$ 2,348,044	\$ -	\$ 2,348,044	\$ 2,348,044

Water Fund

Water Fund Budget Details for FY 2019-20:

- Finish design work on the Water Improvement and Expansion Project with transfers in from Reserve Funds (\$176,000) and SDC Funds(\$374,000). Total of \$550,000
- \$1,000,000 to start Construction for the Water Improvement and Expansion Project through interim financing
- An increase in payroll due to a new (1) FTE and to help with costs associated with a possible internship with the Public Works Department
- An increase in Materials and Services to accommodate the increase in development
- \$25,000 in Capital Outlay equipment to purchase a Skid-Steer or like equipment and for other potential asset upgrades or replacement.
- Contingency is slightly lower at \$85,000 and The Unappropriated dollar amount is proposed to stay the same at \$100,000.

Projects accomplished in FY 2018-19:

- Design work for the Water Improvement and Expansion Project (ongoing)
- Completed an assessment for Water Rights and Mitigation to prepare for present and future needs
- Purchased new Meter Reading technology
- Achieved an Outstanding Performance Award for our Drinking Water System



CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2019-2020

WATER FUND

	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20	
	ACTUALS	ACTUALS	BUDGET	YTD FEB	PROJECTION	PROPOSED	APPROVED	ADOPTED
FUND RESOURCES								
50-301-100 BEGINNING FUND BALANCE	\$ 442,193	\$ 577,217	\$ 134,072	\$ 134,072	\$ 200,248	\$ 200,248	\$ 200,248	\$ 200,248
50-340-467 HOOKUP FEES - NEW SERVICE	3,290	3,780	3,000	2,520	3,000	3,000	3,000	3,000
50-340-470 WATER SERVICE	554,646	588,309	610,000	408,295	600,000	610,000	610,000	610,000
50-340-472 WATER SERVICE - MISC	11,014	15,973	5,000	7,848	8,000	8,000	8,000	8,000
50-340-475 CROSS CONNECTION PROGRAM	18,046	18,460	18,000	13,017	18,000	18,000	18,000	18,000
50-390-940 LATE FEES & PENALTIES	9,561	10,886	10,000	5,794	8,000	8,000	8,000	8,000
50-390-990 MISCELLANEOUS INCOME	6,973	1,147	500		500	500	500	500
50-480-150 TRANSFERS IN - RESERVE FUND	-	-	240,000		76,000	176,000	176,000	176,000
50-480-200 TRANSFERS IN - SDC FUND	-	-	510,000		124,000	374,000	374,000	374,000
TBD INTERIM FINANCING - CONSTRUCTION						1,000,000	1,000,000	1,000,000
TOTAL FUND RESOURCES	1,045,723	638,555	1,973,717	571,546	971,072	2,397,748	200,248	200,248

PERSONNEL SERVICES	
50-510-1100 REGULAR PAYROLL	109,082
50-510-1150 OVERTIME WAGES	1,074
50-510-1420 SOCIAL SECURITY/MEDICARE	8,686
50-510-1440 STATE UNEMPLOYMENT	3,165
50-510-1460 WORKERS COMP ASSESSMENT	1,533
50-510-1800 HEALTH INSURANCE	21,881
50-510-1900 RETIREMENT BENEFITS	6,122
TOTAL PERSONNEL SERVICES	151,543

MATERIALS & SERVICES	
50-520-2050 AUDIT	2,438
50-520-2080 ADVERTISING EXPENSE	2,580
50-520-2145 BACKFLOW TESTING	8,175
50-520-2150 BANK FEES	1,719

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
TOTAL PERSONNEL SERVICES	151,543	158,187	118,201	-
MATERIALS & SERVICES	151,543	158,187	118,201	-
50-520-2050 AUDIT	2,438	2,804	3,012	4,000
50-520-2080 ADVERTISING EXPENSE	2,580	2,201	20	3,000
50-520-2145 BACKFLOW TESTING	8,175	7,800	8,625	12,000
50-520-2150 BANK FEES	1,719	2,674	1,797	3,000

WATER FUND

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	PROJECTION	PROPOSED	FY 2019-20 APPROVED	ADOPTED
50-520-2180	1,040	1,698	1,500	1,185	1,709	2,500		
50-520-2250	22,588	2,482	14,500	9,690	14,500	22,000		
50-520-2320	-	-	5,000		5,000	5,000		
50-520-2325	29,106	5,594	22,000	300	5,000	20,000		
50-520-2350	2,159	2,988	2,500	2,562	3,000	4,000		
50-520-2400	5,429	5,654	6,500	6,122	6,500	7,000		
50-520-2520	4,880	8,259	10,000	7,604	10,800	15,000		
50-520-2550	1,885	1,674	3,000	1,697	3,000	3,000		
50-520-2600	6,170	21,719	25,000	14,249	20,000	20,000		
50-520-2700	595	1,695	2,000	442	1,000	2,000		
50-520-2720	847	681	1,000	526	1,000	1,000		
50-520-2750	2,646	3,055	3,000	1,739	3,000	4,000		
50-520-2770	2,674	1,442	2,000	497	1,500	2,000		
50-520-2840	622	2,704	4,000	1,498	3,000	4,000		
50-520-2850	10,477	17,801	25,000	15,548	28,000	30,000		
50-520-2860	22,955	10,557	25,000	17,471	28,000	30,000		
50-520-2870	1,250	1,808	3,000	916	2,500	3,000		
50-520-2880						460		
50-520-2900	14,052	12,187	15,000	10,822	15,000	17,000		
50-520-2910	365	349	350	420	600	600		
50-520-2920	4,977	3,496	3,200	2,491	3,200	4,000		
50-520-2990	1,334	1,349	6,502	1,112	3,000	4,702		
TOTAL MATERIALS & SERVICES	151,775	127,630	201,052	110,345	173,446	223,262	-	-
CAPITAL OUTLAY								
50-550-5260	-	16,822	30,000	3,192	10,000	25,000		
50-550-5310	-	-	10,000	7,742	8,000	10,000		
50-550-5500	-	-	-	-	-	1,000,000		
50-550-5675	-	-	750,000	75,000	200,000	550,000		
TOTAL CAPITAL OUTLAY	-	16,822	810,000	85,934	218,000	1,585,000	-	-

WATER FUND

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	PROJECTION	PROPOSED	APPROVED	ADOPTED
DEBT SERVICE								
50-560-6150	134,988	139,076	140,000	44,211	142,434	146,000		
50-560-6160	58,080	53,991	60,000	52,322	50,634	48,000		
TOTAL DEBT SERVICE	193,068	193,068	200,000	96,533	193,068	194,000		
INTERFUND TRANSFERS - OUT								
50-780-2600	-	-	300,000	-	-	-		
TRANSFER OUT - RESERVE FUND								
TOTAL INTERFUND TRANSFERS - OUT	15,000	-	300,000	-	-	-		
SPECIAL PAYMENTS								
50-800-1000	-	8,775	40,000	2,771	5,000	5,000		
SPECIAL PAYMENTS								
TOTAL SPECIAL PAYMENTS	-	8,775	40,000	2,771	5,000	5,000		
CONTINGENCY								
50-910-1000	-	-	125,000	-	-	85,000		
CONTINGENCY								
TOTAL CONTINGENCY	-	-	125,000	-	-	85,000		
UNAPPR. ENDING FUND BALANCE								
50-990-1000	-	-	100,000	-	-	100,000		
UNAPPR. ENDING FUND BALANCE								
TOTAL UNAPPR. ENDING FUND BALANCE	-	-	100,000	-	-	100,000		
TOTAL FUND REQUIREMENTS								
	511,386	504,483	1,973,717	413,784	770,824	2,397,748		
NET RESOURCES OVER REQUIREMENTS	\$ 534,337	\$ 134,072	\$ -	\$ 157,762	\$ 200,248	\$ -	\$ 200,248	\$ 200,248

Sewer Fund

Sewer Fund budget Details for FY 2019-20:

- \$7,000,000 to start Construction for the Wastewater Improvement and Expansion Project through interim financing
- Transfer out to Reserves of \$315,000 for the future Wastewater Improvement and Expansion Project
- An increase in personnel services due to a new (1) FTE
- Materials and services are similar to last fiscal years budget
- \$40,000 in Capital Outlay equipment to purchase a Skid-steer or like equipment and for other potential asset upgrades or replacement
- \$50,000 in Contracted Services to continue with our Septic Tank Maintenance Program and for other needed services.
- The Contingency has been increased to \$250,000 and the Unappropriated dollar amount is proposed to stay the same at \$100,000.

Projects accomplished FY 2018-19:

- Design work for Wastewater Expansion and Improvement Project (ongoing)
- Completed pilot program for contracted Septic Tank maintenance
- Upgraded lift station pumps in 1st St, Industrial Park, and Newberry lift stations
- Continued to implement new technology to promote efficiency in our collection system through our reliable Telemetry and GIS (Geographical Information System).

1st St Lift station by-pass
to perform upgrade.
Installed by Public Works



CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2019-2020

SEWER FUND

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	PROJECTION	PROPOSED	FY 2019-20 APPROVED	ADOPTED				
FUND RESOURCES												
52-301-100 BEGINNING FUND BALANCE	\$	859,787	\$	605,876	\$	590,806	\$	748,006	\$	632,122	\$	632,122
52-330-390 SEWER GRANTS				241,763		1,095,500		662,515		1,095,500		-
52-340-480 SEWER SERVICE		441,258		480,613		515,000		373,401		480,000		500,000
52-340-485 SEPTIC SERVICE RECEIVED		130,817		123,470		110,000		71,492		110,000		110,000
52-390-990 MISCELLANEOUS INCOME		6,920		460		2,000		-		-		1,000
INTERIM FINANCING - CONSTRUCTION												7,000,000
TBD												
TOTAL FUND RESOURCES	1,439,532	1,452,307	2,313,306	1,855,414	2,433,506	8,243,122	632,122	632,122	632,122	632,122	632,122	632,122

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	PROJECTION	PROPOSED	FY 2019-20 APPROVED	ADOPTED
PERSONNEL SERVICES								
52-510-1100 REGULAR PAYROLL	109,081	117,941	134,181	85,496	130,460	135,889		
52-510-1150 OVERTIME WAGES	1,074	2,171	2,500	990	2,500	2,500		
52-510-1420 SOCIAL SECURITY/MEDICARE	8,686	9,698	10,117	6,960	10,535	10,246		
52-510-1440 STATE UNEMPLOYMENT	3,165	2,094	3,967	1,600	2,835	4,018		
52-510-1460 WORKERS COMP ASSESSMENT	1,533	1,570	2,545	1,806	1,900	2,929		
52-510-1800 HEALTH INSURANCE	21,867	18,643	36,720	17,274	26,755	36,720		
52-510-1900 RETIREMENT BENEFITS	6,122	6,147	7,935	4,453	7,220	8,036		
TOTAL PERSONNEL SERVICES	151,528	158,263	197,965	118,579	182,205	200,338	-	-

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	PROJECTION	PROPOSED	FY 2019-20 APPROVED	ADOPTED
MATERIALS & SERVICES								
52-520-2050 AUDIT	2,601	3,046	6,000	3,012	4,000	4,000		
52-520-2080 ADVERTISING EXPENSE	2,500	2,201	4,000	60	1,000	3,000		
52-520-2150 BANK FEES	1,689	2,636	2,500	494	2,000	2,000		
52-520-2180 CLEANING/JANITORIAL	1,040	1,435	1,300	1,448	2,000	2,000		
52-520-2250 CONTRACTED SERVICES	26,393	1,049	49,500	41,643	49,500	50,000		
52-520-2255 DAMAGE RELIEF FUNDS			5,000	-	-	5,000		

SEWER FUND

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	PROJECTION	PROPOSED	FY 2019-20 APPROVED	ADOPTED
52-520-2325	29,106	(11,096)	30,000	3,750	5,000	25,000		
52-520-2350	2,354	2,988	3,000	3,203	4,000	4,500		
52-520-2375	4,333	4,400	4,500	4,444	4,500	5,000		
52-520-2400	14,929	15,547	16,000	16,835	16,835	18,000		
52-520-2520	4,880	8,759	10,000	7,909	10,080	15,000		
52-520-2550	6,458	7,024	7,000	1,713	3,500	6,000		
52-520-2600	4,135	22,497	25,000	15,569	20,000	20,000		
52-520-2700	781	687	2,000	349	1,000	2,000		
52-520-2720	2,578	1,840	2,000	2,264	2,264	2,500		
52-520-2750	2,992	3,432	3,000	1,739	3,000	4,000		
52-520-2770	2,736	1,082	1,000	354	1,000	2,000		
52-520-2840	902	3,885	3,500	1,777	3,000	3,500		
52-520-2850	13,872	32,818	50,000	17,741	30,000	50,000		
52-520-2860	13,127	23,656	50,000	13,253	30,000	50,000		
52-520-2870	5,415	2,376	7,500	3,068	7,000	7,440		
52-520-2880						460		
52-520-2900	34,221	31,179	35,000	16,580	35,000	35,000		
52-520-2910	2,636	2,337	3,000	1,518	3,000	3,000		
52-520-2920	5,778	3,892	3,500	2,571	3,500	4,000		
52-520-2990	4,032	10,929	6,041	1,103	3,000	4,384		
TOTAL MATERIALS & SERVICES	190,088	178,599	330,341	162,397	244,179	327,784	-	-
CAPITAL OUTLAY								
52-550-5260	1,220	33,758	50,000	34,266	50,000	40,000		
52-550-5500	-	-	100,000	-	-	7,000,000		
52-550-5700	-	-	1,095,000	734,877	1,095,000	-		
TOTAL CAPITAL OUTLAY	277,040	267,438	1,245,000	769,143	1,145,000	7,040,000	-	-

SEWER FUND

	FY 2016-17 ACTUALS	FY 2017-18 ACTUALS	BUDGET	FY 2018-19 YTD FEB	PROJECTION	PROPOSED	FY 2019-20 APPROVED	ADOPTED
INTERFUND TRANSFERS - OUT								
52-780-2600 TRANSFERS OUT - RESERVE FUND	200,000	100,000	225,000		225,000	315,000		
TOTAL INTERFUND TRANSFERS - OUT	215,000	100,000	225,000	-	225,000	315,000	-	-
SPECIAL PAYMENTS								
52-800-1000 SPECIAL PAYMENTS			15,000	1,097	5,000	10,000		
TOTAL SPECIAL PAYMENTS	-	-	15,000	1,097	5,000	10,000	-	-
CONTINGENCY								
52-910-1000 CONTINGENCY			200,000		-	250,000		
TOTAL CONTINGENCY	-	-	200,000	-	-	250,000	-	-
UNAPPR. ENDING FUND BALANCE								
52-990-1000 UNAPPR. ENDING FUND BALANCE			100,000			100,000		
TOTAL UNAPPR. ENDING FUND BALANCE	-	-	100,000	-	-	100,000	-	-
TOTAL FUND REQUIREMENTS	833,656	704,301	2,313,306	1,051,216	1,801,384	8,243,122	-	-
NET RESOURCES OVER REQUIREMENTS	\$ 605,876	\$ 748,006	\$ -	\$ 804,198	\$ 632,122	\$ -	\$ 632,122	\$ 632,122

Glossary

Glossary of Municipal Finance Terms

Accrual basis. Method of accounting recognizing transactions when they occur without regard toward cash flow timing [ORS 294.311(1)].

Activity. That portion of the work of an organizational unit relating to a specific function or class of functions, a project or program, a subproject or subprogram, or any convenient division of these [ORS 294.311(2)].

Adopted budget. Financial plan that is the basis for appropriations. Adopted by the governing body [ORS 294.456].

Ad valorem tax. A property tax computed as a percentage of the value of taxable property. See “Assessed Value.”

Appropriation. Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)].

Approved budget. The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing [ORS 294.428].

Assessed value. The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property’s maximum assessed value or real market value. The growth is limited to 3% unless an exception applies (e.g., new or enlarged structure).

Assessment date. The date on which the real market value of property is set—January 1. **Audit.** The annual review and appraisal of a municipal corporation’s accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State [ORS 297.425].

Audit report. A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government’s financial statements, and compliance with requirements, orders and regulations.

Bequest. A gift by will of personal property; a legacy. **Biennial budget.** A budget for a 24-month period.

Billing rate. A district’s tax rate used to compute ad valorem taxes for each property. The billing rate is expressed in dollars per \$1,000 of assessed property value.

Budget. Written document showing the local government’s comprehensive financial plan for one fiscal year or biennium. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year [ORS 294.311(5)].

Budget committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of registered voters appointed from the district [ORS 294.414]. **Proposed Budget Fiscal Budget message.** Written explanation of a local government’s budget and financial policies, including any changes from the prior fiscal year. It is prepared and presented under the direction of the executive officer or chairperson of the governing body [ORS 294.403].

Budget officer. Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget [ORS 294.331].

Budget period. For local governments on a biennial budget, the 24-month period beginning July 1 and ending June 30 of the second following calendar year. See also “Fiscal year.”

Budget transfers. Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

CDP: Community Development Project

Capital outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings.

Capital projects fund. A fund used to account for resources, such as bond sale proceeds, and expenditures to be used for major capital item purchase or construction [OAR 150-294.352(1)].

Cash basis. System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid [ORS 294.311(9)].

Category of limitation. The three categories of taxes on property for the purpose of the constitutional limits - education, general government, excluded from limitation [ORS 310.150].

Compression. A reduction in taxes required by Measure 5 (1990) property tax limits. Compression is computed on a property-by-property basis, and is first applied towards local option tax levies, then permanent rate levies.

Consolidated billing tax rate. The consolidated billing tax rate is the combined total of the billing rates for all taxing districts in a limitation category in the code area but does not include the billing rate for any urban renewal special levies or non-ad valorem taxes, fees, or other charges.

Constitutional limits. The maximum amount of tax on property that can be collected from an individual property for education and for other government activities (Art. XI, sect. 11b, Or Const.).

Contingency. An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget. A general operating fund may contain one line for operating contingency [ORS 294.388].

Debt service fund. A fund established to account for payment of general long-term debt principal and interest [OAR 150-294.352(1)].

Devise. A gift by will of the donor of real property.

District. See “Local government.” A local government entity that imposes property taxes (e.g. county, city, K-12 school district).

Division of tax. Division of tax refers to the process of, and revenue from, apportioning tax to urban renewal agencies based on the relationship of the excess to frozen value, a.k.a. tax increment revenue.

Double majority. A term that refers to an election where at least 50 percent of the registered voters eligible to vote in the election cast a ballot and more than 50 percent voting approve the question. (Any March or September Election)

Education category. The limitation category for taxes that will be used to support the public school system and that are not used to pay exempt bonded indebtedness [ORS 310.150(1)(b)]

Encumbrance. An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(13)].

Enterprise fund. A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, transit systems, and ports [OAR 150-294.352(1)].

Excluded from limitation category. The category for taxes used to pay principal and interest on exempt bonded indebtedness [ORS 310.150(1)(a)].

Exempt bonded indebtedness. 1) Bonded indebtedness authorized by a specific provision of the Oregon Constitution, or 2) bonded indebtedness issued as a general obligation on or before November 6, 1990, incurred for capital construction or capital improvements, or 3) bonded indebtedness issued as a general obligation after November 6, 1990, incurred for capital construction or capital improvements with the approval of the electors of the local government. Bonded indebtedness issued to refund or refinance any bonded indebtedness described above is also included [ORS 310.140(7)(b)].

Existing plan. An existing urban renewal plan is defined as a plan that existed in December 1996, and, 1) chose an option and, 2) established a maximum amount of indebtedness by July 1998 and has not been amended to increase the land area or maximum indebtedness [ORS 457.435(4)(a)].

Expenditures. Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis. Does not include amounts budgeted for interfund transfers, contingency, reserved for future expenditure or unappropriated ending fund balance. [ORS 294.311(16)].

Fiscal year. A 12 month period to which the annual operating budget applies. The fiscal year is July 1 through June 30 for local governments [ORS 294.311(17)].

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

Fund balance. The excess of the assets of a fund over its liabilities and reserves. [ORS 294.311(18)]. Fund type. One of nine fund types: General, special revenue, debt service, capital projects, special assessment, enterprise, internal service, trust and agency, and reserve [OAR 150-294.352(1)].

General fund. A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund [OAR 150-294.352(1)].

General government category. The limitation category for taxes used to support general government operations that are not for the purposes of paying exempt bonded indebtedness [ORS 310.150(1)(c)].

Governing body. County court or board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit [ORS 294.311(20)]

Grant. A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose [ORS 294.311(21)].

Interfund loan. Loan made from one fund to another and authorized by resolution or ordinance [ORS 294.468].

Interfund Transfer. Transfer from an existing appropriation category in one fund to another existing appropriation category in another fund. [ORS 294.463].

Intrafund Transfer. Transfer from one existing appropriation category to another within the same fund. [ORS 294.463].

Internal service fund. A fund used to account for fiscal activities when goods or services are provided by one organizational unit to another on a cost-reimbursement basis [ORS 294.311(23) and 294.343].

Levy. Amount of ad valorem tax certified by a local government for the support of governmental activities.

Liability. Debt or other legal obligation arising from transactions in the past which must be liquidated, renewed, or refunded at a future date; does not include encumbrances [ORS 294.311(24)].

Local government. Any city, county, port, school district, community college, public or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission; a municipal corporation or municipality [ORS 294.311(26)].

Local option tax. Taxing authority approved by voters that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less.

Materials and Services. Expenses for operating costs and supplies and contracted services, such as utilities, rent, liability insurance, repair parts, fuel, accountant's fees, etc.

Maximum assessed value (MAV). The maximum taxable value limitation placed on real or personal property by the Article XI, section 11 of the Constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

Maximum authority. The limitation on the amount of revenue that can be raised each year for an existing urban renewal plan area [ORS 457.435(3)(a)]. Plans that are not existing plans do not have a maximum authority amount. This amount is adjusted each year based on the growth of excess value in the plan area.

Maximum indebtedness. The amount of the principal of the indebtedness necessary to complete an urban renewal plan. This does not include indebtedness incurred to refund or refinance existing indebtedness [ORS 457.190(3)(a)]. It is specified in dollars and cents and based on good faith estimates of the scope and costs of the anticipated project or projects. All existing plans are required to have an ordinance which establishes a maximum indebtedness.

Measure 5. A constitutional tax rate limitation (Article XI, Section 11b) passed by the voters in 1990 which restricts the amount an individual property can be taxed. Measure 5 limits school taxes to \$5 per \$1,000 of 'real market value'. All other general government taxes are limited to \$10 per \$1,000 of 'real market value'.

Measure 50. Initially this measure was passed as Measure 47 in 1996 and was found to be unworkable, so was rewritten and submitted to the voters as Measure 50 in 1997 and passed. M50 reduced every property's 1995-96 assessed value by 10%, and also limited the amount of annual growth of the assessed value to 3%. M50 also established permanent rate limitations for each taxing district in the state based on the current year tax in 1997, and then reduced 13% for most districts. If a district did not have a tax levy in 1997 and had never levied a tax, they could later request a permanent rate limit by going to the voters through a ballot measure.

Municipal corporation. See "Local government."

Municipality. See "Local government."

Net working capital. The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances [ORS 294.311(27)].

Object classification. A grouping of expenditures, such as personnel services, materials and services, capital outlay, debt services, and other types of requirements [ORS 294.311(29)].

Operating rate. The rate determined by dividing the local government's tax amount by the estimated assessed value in district. This rate is calculated by the assessor when a local government imposes its operating tax as an amount, rather than a tax rate.

Ordinance. A formal enactment by the governing board of a municipality.

Organizational unit. Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions such as a department, office or division. [ORS 294.311(31)].

Personnel Services. Expenses related to the compensation of salaried employees, such as health and accident insurance premiums, Social Security and retirement contributions, civil service assessments.

Permanent rate limit. The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit. A district can levy any rate or amount up to their permanent rate authority each year. Prior years' tax levies. Taxes levied for fiscal years preceding the current one.

Program. A group of related activities to accomplish a major service or function for which the local government is responsible [ORS 294.311(33)].

Property taxes. An ad valorem tax, another other “tax on property”, or fees, charges and assessments that are specifically authorized by statute to be certified to the county assessor by a local government unit.

Proposed budget. Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.

Publication. Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the U.S. Postal Service by first class mail to each street address, PO Box and Rural Route within the boundaries of the local government; or hand delivery to each street address, PO Box and Rural Route address within the boundaries of the local government.

Real Market Value (RMV). The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm’s-length transaction as of the assessment date (Jan 1). [ORS 308.205].

Reserve for Future Expenditure. An amount budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years. The correct way to “save” money under Local Budget Law.

Reserve fund. Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment [ORS 294.346; 280.050].

Resolution. A formal order of a governing body; lower legal status than an ordinance. Resource. Estimated beginning funds on hand plus anticipated receipts [ORS 294.361].

Special levy. A special levy is an ad valorem tax imposed for an existing urban renewal plan. It is not a result of a division of tax but rather imposed directly for the plan.

Special revenue fund. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes [OAR 150-294.352(1)].

Special payment. A budget expenditure category for distributions, pass-through payments, grants made to other organizations and other one-time or unusual expenditures where goods or services are not received in return, and that do not fall into the other categories of personal services, materials and services, capital outlay, etc.

Supplemental budget. A revised financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize additional taxes. [ORS 294.471].

Tax increment financing. A financial mechanism for urban renewal plans which captures the tax from the growth in property value within a designated geographical area. AKA urban renewal division of tax.

Tax on property. Any tax, fee, charge or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property [ORS 310.140(18)].

Tax rate. The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

Tax roll. The official list showing the amount of taxes imposed against each taxable property.

Tax year. The fiscal year from July 1 through June 30.

Trust fund. A fund used to account for fiscal activities of assets held in trust by a local government.

Unappropriated ending fund balance. Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with operating cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency [ORS 294.398].