



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING & BUDGET HEARING

Wednesday, June 14, 2023 5:30 p.m.

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/86425764364>

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

The Regular City Council meeting is a business meeting of the elected members of the La Pine City Council, in which matters that have come before the City in application, or legislatively/judicially by process can be acted upon under Old and New business. Matters that are not formally before the City or have yet to be initiated by application cannot be officially acted upon. If any party would like to initiate an action through process or application, city administrative staff are available during the regularly scheduled business hours of City Hall to provide assistance.

AGENDA

CALL TO ORDER

ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters in the city. Any matter that warrants testimony and rebuttal may be debated during an appropriate public hearing on the matter.

Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response.

REGULAR COUNCIL SESSION

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council

CONSENT AGENDA

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or

approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

- 1. 04.26.23 Joint City Council Meeting Minutes.....4.
- 2. 05.10.23 Regular City Council Meeting Minutes9.
- 3. 05.24.23 Regular City Council Meeting Minutes.....14.
- 4. Financial Summary – 04.30.23.....22.

PRESENTATIONS:

None

PUBLIC HEARING:

- 1. Budget Hearing on the FY23-24 Budget
 - a. Open Public Hearing
 - b. Minutes
 - i. 05.09.23 Budget Committee Meeting Minutes.....26.
 - ii. 05.10.23 Budget Hearing Minutes.....30.
 - c. Staff Report
 - i. Approved Budget33.
 - d. Public Comments
 - e. Deliberation
 - f. Close Public Hearing
- 2. Hearing on Adoption of City’s new fee schedule – A resolution of the City of La Pine adopting a Master Fee Schedule and Establishing and/or Adjusting Certain City Fees, Rates and Charges
 - a. Open Public Hearing
 - b. Staff Report
 - c. Public Comments
 - d. Deliberation
 - e. Close Public Hearing

OLD BUSINESS:

None

NEW BUSINESS:

- 1. Resolution 2023-02 – A resolution declaring the municipal services provided by the City of La Pine in order to receive state shared revenues.....116.
- 2. Resolution 2023-03 – A resolution declaring the City’s election to receive state revenues.....117.
- 3. Resolution 2023-04 – A resolution adopting the FY 23-24 Budget and appropriating funds.....118.
- 4. Resolution 2023-05 – A resolution adopting the City of La Pine’s Master Fee Schedule.....120.

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

STAFF COMMENTS

MAYOR & COUNCIL COMMENTS

ADJOURNMENT

EXECUTIVE SESSION



CITY OF LA PINE, OREGON
REGULAR CITY COUNCIL MEETING
Wednesday, April 26, 2023, at 5:00 PM
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/89420883391>

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

Mayor Richer called the meeting to order at 5:30 p.m.

ESTABLISH A QUORUM

Councilors Present:

Mayor Richer
Councilor Van Damme
Councilor Shields
Councilor Ignazzitto
Councilor Morse
Student Councilor Marston

BOCC Present:

Commissioner Patti Adair
Commissioner Tony DeBone
Commissioner Phil Chang
Tim Brownell, Solid Waste Director
Chad Centola, Incoming Director
Nick Lelack, County Administrator
Kristie Bollinger, Property Manager
Cheyenne Purrington, Houseless Strategies and Solutions Director

Staff Present:

Geoff Wullschlager, City Manager

Ashley Ivans, Assistant City Manager

PLEDGE OF ALLEGIANCE

Mayor Richer Led the Pledge of Allegiance

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

There were no Public Comments

JOINT BOCC AND CITY COUNCIL MEETING

BUSINESS:

1. Solid waste facility siting and the recycling Modernization Act

Chad Centola, Deschutes County Solid Waste Co-Director, presented to the Council updates on the new siting for the solid waste facility. He gave information about the Oregon Recycling Modernization Act. He said that the current land fill will likely reach compacity in 2029. In 2019 the County researched other alternative technologies and concluded that they were cost prohibitive, and the technologies were not mature enough for the amount of waste the County produces. Mr. Centola explained that with new advances in technology and said that ideally this new facility will be the last one the county will need. Commissioner DeBone noted that if disposal is outsourced the cost to the County would increase significantly.

There was discussion among the BOCC and the Council about the size of the facility. The sale of natural gas from the land fill was also discussed. The Council was informed that a contract had been signed between the County and Cascade Natural Gas for a methane capture system.

Mr. Centola explained the Recycling Modernization Act and how it has not changed since 1980. In 2021 Oregon passed the RMA and it will completely change the state of Oregon’s recycling procedures. There will be a universal list for recycle products and the state of Oregon will recycle locally instead of outsourcing to China.

Public comment- Jerry Mcginnis commented that recycling is beneficial and asked when La Pine can get recycling services. She provided comments on non-Deschutes residents using facilities in Deschutes County and a possible agreement with Klamath County.

Chad Centola informed Ms. Mcginnis that in 2025 curb recycling services will be available and all Counties will be included with the Recycling Modernization Act.

2. Coordinated Houseless Response Update

Cheyenne Purrington presented an update for the coordinated houseless response. There is a 15% increase in homelessness, the rate is also increasing and there need to be policies in place to reduce it. She explained the startup of the department during the pilot period, of two years, and how funding will be distributed. The goal of the department will be to prevent and reduce homelessness with the

support provided. There was a brief discussion about the presentation on the Houseless Response department. Student Councilor Marston asked what steps there are to keep homeless students in school. Ms. Purrington explained that there are Federal programs that support students in need. There was discussion about specific policies within the department.

3. La Pine Industrial Park Update

Mr. Wullschlager gave an update about the Spec Building Project; it is in the final stages and the purchase agreement is in the process of being signed and closed. He also updated the Council about another industrial land sale that is in the process of finalizing. There was discussion about multifamily units being built in La Pine. There were no questions from the Commissioners.

OTHER ITEMS NOT ON AGENDA

None

The meeting was adjourned. After a brief recess the Council commenced regular session.

REGULAR COUNCIL SESSION

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council

None

CONSENT AGENDA

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

1. 04.12.23 Regular City Council Meeting Minutes

Councilor Ignazzitto made a motion to approve the Consent Agenda. *Councilor Shields seconded the motion.* Motion passed unanimously.

PRESENTATIONS:

None

PUBLIC HEARING:

None

OLD BUSINESS:

1. Council President Election

Councilor Shields nominated Councilor Van Damme. Councilor Morse seconded the nomination.

Councilor Ignazzitto made a motion to appoint Councilor Van Damme as the Council President. *Councilor Shields seconded the motion.* Motion passed unanimously.

NEW BUSINESS:

1. Community Grant Funding Request – La Pine Parks and Recreation District

Mr. Wullschlager presented the funding request from the La Pine Parks and Recreation Department for \$2,500 to fund the annual Music in the Pines summer concert series. Karen Miller was present to represent the Park and Rec department, she explained in detail the Music in the Pines event. Councilor Ignazzitto suggested that the City fund the event for \$5,000, there was discussion among the Council about changing the fund request amount. Ms. Miller informed the Council that the \$2,500 fund request would be enough for the event and appreciated the increase but declined.

Councilor Van Damme made a motion to fund the Music in the Pines with \$2,500. *Councilor Ignazzitto seconded the motion.* Motion passed unanimously.

2. Proclamation 2023-02 – Fair Housing Month

Heather Martin was present to represent the Central Oregon Association of Realtors. Ms. Marin explained the history of the Fair Housing Act enacted in April 1968. Councilor Van Damme asked for clarification about the “fairness” of the Housing Act. Ms. Martin read the Proclamation out loud which explained that the Fair Housing Act prohibits discrimination based on protected classes.

Councilor Ignazzitto made a motion to approve proclamation 2023-02 declaring April as Fair Housing Month. *Councilor Van Damme seconded the motion.* Motion passed unanimously.

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

Helen Marston thanked the City for their continued support to the community by funding events and naming April the Fair Housing Month.

STAFF COMMENTS

None

MAYOR & COUNCIL COMMENTS

Student Councilor Marston explained the focus currently is to keep students engaged in school, in addition once a month there is a school site council which involves parent Community members. They talk about different subjects and work with teachers to find help from outside the school district. An example Student Councilor Marston gave was an after-school program which helps students with credit recovery. This program has received federal funding and will be implemented soon. Student Councilor Marston invited the Council to the musical Footloose performed by high school students. Lastly, he updated the Council on the ROTC trip to Coronado.

Councilor Ignazzitto commented on Student Councilor Marston’s update and how important it is to keep students engaged.

Councilor Van Damme is honored to be appointed as Council President.

Mayor Richer thanked everyone for coming and their input at the meetings.

ADJOURNMENT

Mayor Richer adjourned the meeting.

EXECUTIVE SESSION

None

_____ Date:

Daniel Richer, Mayor

ATTEST:

_____ Date:

Geoff Wullschlager, City Manager



CITY OF LA PINE, OREGON REGULAR CITY COUNCIL MEETING

Wednesday, May 10, 2023 – Immediately following Budget Committee Meeting
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/83609685487>

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

Mayor Richer called the meeting to order at 5:38 p.m.

ESTABLISH A QUORUM

Councilors Present:

Mayor Richer

Councilor Van Damme

Councilor Shields

Councilor Ignazzitto

Councilor Morse-via Zoom

Student Councilor Marston

Staff Present:

Geoff Wullschlager, City Manager

Amanda Metcalf, Administrative Assistant

PLEDGE OF ALLEGIANCE

Mayor Richer led the pledge of allegiance.

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

Ann Gawith was present for the Frontier days association. She wanted the Council to know that there is a proposed event at Frontier Days, and the City is unable to endorse the event since their application

involved camping. Frontier Days property is not zoned for camping, Ms. Gawith asked if the City would allow this event to be approved since Frontier Days will be unable to rezone their property in time for the event.

Mark Sperling was present and was a representative for Frontier Days. He expressed his concern if the proposed event is not allowed in La Pine. He explained that the biggest reason the City has not approved the event application is due to the camping element on the application. He also expressed the City should allow for this event to be approved and explained that this will bring in a lot of revenue for Frontier Days, in addition the applicants have already invested time in money into this event.

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council

There were no added agenda items.

CONSENT AGENDA

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None

PRESENTATIONS:

None

PUBLIC HEARING:

None

OLD BUSINESS:

None

NEW BUSINESS:

1. 01FPR-23 Final Plat approval

Mr. Wullschlager presented the associated Staff Report for 01FPR-23 Final Plat approval, the current lot is going to be split into 3 different lots. Councilor Van Damme wanted to clarify that she wanted to have the applicant pay first for the sidewalks.

Councilor Van Damme made a motion to approve 01FPR-23 Final Plat. *Councilor Ignazzitto seconded.* Motion passed unanimously.

2. Urban Renewal Archway RFP

Mr. Wullschlager presented the associated Staff Report for the approved project and RFP for design, fabrication, and installation of an archway project from the Urban Renewal Agency. The Council does

not need to approve the archway project, the Agency’s intent was to share the vision for the improvement of the Urban Renewal area.

Mayor Richer commented on the location of the arch and how it will impact the sidewalk. Mr. Wullschlager clarified that this subject is taken into consideration when designing the arch. There was discussion about how it can affect commercial trucks, Mr. Wullschlager assured the Council that the design will be up to code.

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

None

STAFF COMMENTS

Mr. Wullschlager commented on the public comments regarding the event permit. Mr. Wullschlager presented to the Council the zoning codes that were used when considering the allowance of the event in question. He said that the staff has not denied the event, only that they had said the event must end by 10pm and that no camping would be allowed. This determination was based on City Code.

MAYOR & COUNCIL COMMENTS

Cathi would like to thank the Council and the staff for their hard work.

Mayor Richer would like to thank everyone for their hard work.

ADJOURNMENT

Mayor Richer adjourned the meeting at 6:09 p.m.

EXECUTIVE SESSION

None

_____ Date:

Daniel Richer, Mayor

ATTEST:

_____ Date:

Geoff Wullschlager, City Manager



PUBLIC COMMENT FORM

Completed forms will be collected prior to the start of the meeting. Comments will be limited to 3 minutes and restricted to the topics indicated below. All remarks and questions must be addressed to the presiding officer, only. Comments will be respectful. Harsh and/or abusive language will not be permitted. (This document is a public record)

Name: ANN GAWITH Phone Number: 541 419 4845
Address: PO BOX 1482 Lapine
Email: agawith5@msn.com Resident Non Resident Other
Agenda Item Topic #: _____ in support of _____ in opposition to _____ as an interested party
 Non-Agenda Item Topic (Provide brief description): intent to apply for re-zoning
Ann Gawith
Organization (if applicable): Lapine Frontier Days Would you like to be contacted for follow up?
 Yes No



PUBLIC COMMENT FORM

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Name: Mark SPERLING Phone Number: 541 419 0103
Address: po box 3391 Lapine
Email: peak@bendtel.net Resident Non Resident Other
Agenda Item Topic #: _____ in support of _____ in opposition to _____ as an interested party
 Non-Agenda Item Topic (Provide brief description): _____

Organization (if applicable): Frontier Days Would you like to be contacted for follow up?
 Yes No



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, May 24, 2023 – Immediately following Budget Committee Meeting
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom:

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

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AGENDA

CALL TO ORDER

Mayor Richer called the meeting to order at 5:35 p.m.

ESTABLISH A QUORUM

Councilors Present:

Mayor Richer

Councilor Van Damme

Councilor Shields

Councilor Ignazzitto

Councilor Morse

Student Councilor Marston

Staff Present:

Geoff Wullschlager, City Manager

Ashley Ivans, Financial Director

Amanda Metcalf, Administrative Assistant

PLEDGE OF ALLEGIANCE

Mayor Richer led the Pledge of Allegiance.

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters in the city. Any matter that warrants testimony and rebuttal, or legislative action requires procedural elements of the City’s application processes and may be debated during an appropriate public hearing on the matter.

Public Comments are limited to three (3) minutes per person. When asked to the podium, please state your name and whether you live within La Pine city limits. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response.

Daren Ash- nonresident -He is concerned about chain stores being developed in the City. He cited state policies that will allow Cities to decide what will be built within the city limits. He suggested that the City pursue the state policies, and implied that the residents do not want big chain businesses to be developed.

Pamela Perrine- nonresident- spoke about wanting businesses that are local and not large businesses. She is concerned about the businesses that are being moved out due to the sale of the building they are currently in. She wanted to voice her concern and would not like to have big chain businesses develop.

REGULAR COUNCIL SESSION

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the City Council

None

CONSENT AGENDA

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

- 1. Financial Report

Councilor Ignazzitto made a motion to approve the Financial Report. *Councilor Van Damme seconded the motion.* Motion passed unanimously.

PRESENTATIONS:

None

PUBLIC HEARING:

None

OLD BUSINESS:

None

NEW BUSINESS:

1. SLED Board Appointment

Mr. Wullschlager presented the associated Staff Report regarding the vacant position and the appointment of a new SLED Board Member. The applicant Jeff Poteet submitted his resume and application, the Council reviewed the application and did not have any questions.

Councilor Van Damme made a motion to nominate Mr. Jeff Poteet to the SLED Advisory Board. *Councilor Ignazzitto seconded.* Motion passed unanimously.

2. Sponsorship Request

a. Rhubarb Festival

Mrs. Ivans presented the Rhubarb Festival sponsorship application. They are requesting \$2,500 to support the annual rhubarb festival for 2023. Janis Selzer represented the Senior Center. The Council did not have any questions.

Councilor Ignazzitto made a motion to approve the funding request for the Rhubarb Festival in the amount of \$2,500 from the Tourism Promotion Restricted Fund. *Councilor Morse seconded the motion.* Motion passed unanimously.

b. Sunriver La Pine Rotary

Mr. Wullschlager presented the funding request from the Rotary Club for \$5,000. The Funding request will support the fundraiser dinner held at the Sunriver resort Great Hall. Councilor Morse asked if Rotary has asked for funding in the past. Mr. Wullschlager informed the Council that Rotary has not requested for funds in prior years. Councilor Van Damme would like specifics to what the Rotary club's criteria for funding other organizations are. Mr. Wullschlager will request the information from the Rotary Club.

Councilor Ignazzitto made a motion to approve the funding request for the Rotary Club in the amount of \$5,000 from the Community Fund Unrestricted Budget. *Councilor Shields seconded the motion.* Motion passed unanimously.

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

Marian Megoel- nonresident spoke about the Quilt shop and its notoriety and how it draws in people from all over. She voiced her concern about it closing, and wanted to prevent it if the City could.

Barbara Owens- nonresident asked to have a town meeting so residents can have input on what businesses will be developed.

STAFF COMMENTS

None

MAYOR & COUNCIL COMMENTS

Student Councilor Marston updated the Council on the school psych council meeting regarding more funding for councilors, and how these funds will also be used for a new sports arena. Student Councilor Marston invited the Council to opening day for La Pine schools.

Councilor Morse commented that she liked the idea of a town meeting and would like to see what can be done with the historical building.

Councilor Ignazzitto voiced that the people and community are the spirit of La Pine, and she is honored to live here.

Councilor Shields thanked the Public for coming to the meeting and voicing their opinions.

Councilor Van Damme thanked the public for being civil and noted their kindness, she also thanked the Staff and Council.

Mayor Richer thanked everyone for coming to the meeting. He noted that one of the hurdles the City faces is that we are building a community with the rules that were made before us, while still trying to make it better for generations after us.

ADJOURNMENT

Mayor Richer adjourned the meeting at 6:04 p.m.

EXECUTIVE SESSION

Date: _____

Daniel Richer, Mayor

ATTEST:

Date: _____

Geoff Wullschlager, City Manager



PUBLIC COMMENT FORM

Completed forms will be collected prior to the start of the meeting. Comments will be limited to 3 minutes and restricted to the topics indicated below. All remarks and questions must be addressed to the presiding officer, only. Comments will be respectful. Harsh and/or abusive language will not be permitted. (This document is a public record)

Name: <u>Deren Ash</u>	Phone Number: <u>808-280-2087</u>		
Address: <u>52765 Howard Ln, La Pine, OR 97739</u>			
Email: _____	<input type="checkbox"/> Resident	<input checked="" type="checkbox"/> Non Resident	<input type="checkbox"/> Other
Agenda Item Topic #: _____	in support of	in opposition to	as an interested party
<input checked="" type="checkbox"/> Non-Agenda Item Topic (Provide brief description): <u>Development of chain businesses.</u>			

Organization (if applicable): _____	Would you like to be contacted for follow up?		
	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No



PUBLIC COMMENT FORM

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Name: Pamela Perrine Phone Number: 509-948-8073
Address: PO Box 1757
Email: p5perrine@yahoo.com Resident Non Resident Other
Agenda Item Topic #: New Businesses in support of _____ in opposition to _____ as an interested party
 Non-Agenda Item Topic (Provide brief description): _____

Organization (if applicable): MIA Would you like to be contacted for follow up?
____ Yes No



PUBLIC COMMENT FORM

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Name: Marian Mengel Phone Number: 541-536-4468
Address: PO Box 307 La Pine, OR
Email: mkmengel@gmail.com Resident Non Resident Other
Agenda Item Topic #: New Businesses in support of in opposition to as an interested party
 Non-Agenda Item Topic (Provide brief description): _____

Organization (if applicable): _____ Would you like to be contacted for follow up?
____ Yes No



PUBLIC COMMENT FORM

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Name: BARBARA Owens Phone Number: 541 410-6057
Address: P.O. Box 1337 La Pine OR
Email: BH@pine.oregon.gov Resident Non Resident Other
Agenda Item Topic #: _____ in support of _____ in opposition to as an interested party
 Non-Agenda Item Topic (Provide brief description): to see if possible to have a town meeting to discuss plans for the building in La Pine
Organization (if applicable): _____ Would you like to be contacted for follow up?
_____ Yes _____ No



FINANCIAL SUMMARY April 30, 2023

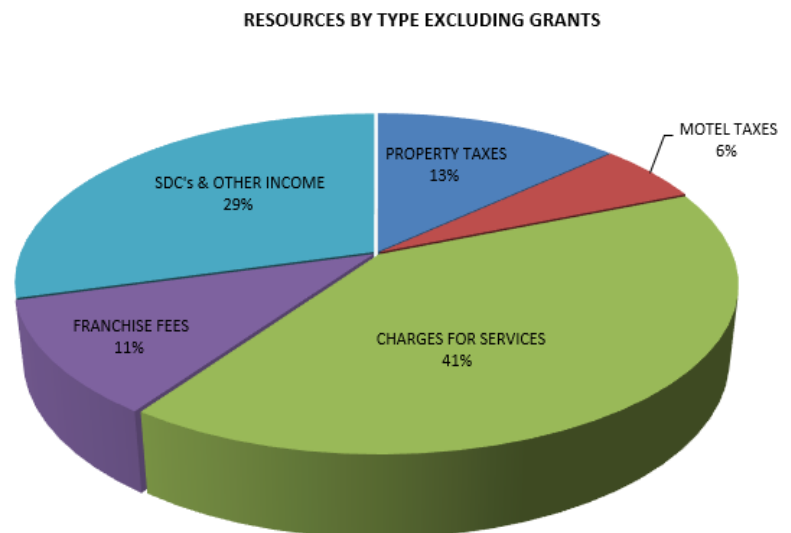
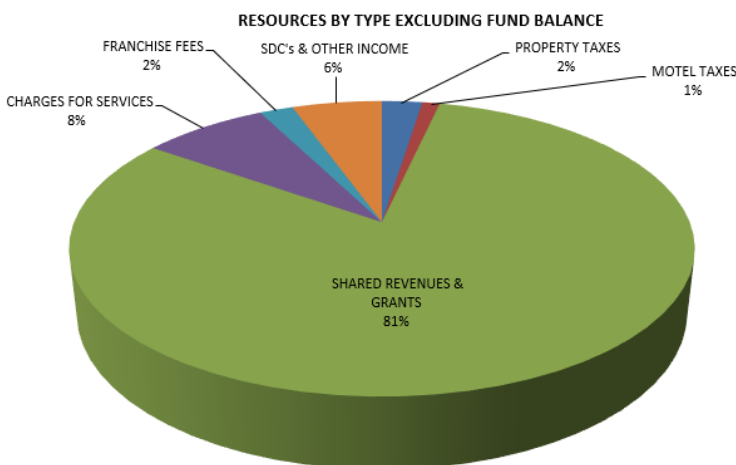
TOTAL RESOURCES - BUDGET TO ACTUAL

AS OF APRIL 30, 2023

	Year To Date	FY 2022-23 Budget	Budget Remaining	(83% lapsed) % Earned
BEGINNING FUND BALANCE	14,605,238	14,605,238	-	100.0%
PROPERTY TAXES	418,444	407,368	(11,076)	102.7%
MOTEL TAXES	179,499	162,380	(17,119)	110.5%
SHARED REVENUES & GRANTS	13,664,523	34,944,243	21,279,720	39.1%
CHARGES FOR SERVICES	1,300,002	1,666,452	366,450	78.0%
FRANCHISE FEES	347,461	249,900	(97,561)	139.0%
SDC's & OTHER INCOME	931,343	3,029,688	2,098,345	30.7%
	<u>31,446,511</u>	<u>55,065,269</u>	<u>23,618,758</u>	<u>57.1%</u>

FINANCIAL HIGHLIGHTS – RESOURCES

- Charges & Services are lower than staff budgeted. An audit of the utility system should be conducted. Furthermore, revenues in the Community Development Fund are low because building has slowed this Fiscal Year.
- All interfund transfers have been made for the year. Q 1
- 3The City has begun receiving interim financing for the expansion project.



RESOURCES - BUDGET TO ACTUAL BY FUND

AS OF APRIL 30, 2023

	Year To Date	FY 2022-23 Budget	Budget Remaining	(83% lapsed) % Earned
GENERAL FUND				
BEGINNING FUND BALANCE	2,096,967	2,096,967	-	100.0%
PROPERTY TAXES	418,444	407,368	(11,076)	102.7%
SHARED REVENUES & GRANTS	1,510,480	608,073	(902,407)	248.4%
MOTEL TAXES (30%)	54,128	47,380	(6,748)	114.2%
CHARGES FOR SERVICES	1,876	15,918	14,042	11.8%
FRANCHISE FEES	347,461	249,900	(97,561)	139.0%
MISCELLANEOUS & OTHER INCOME	111,592	49,678	(61,914)	224.6%
INTERFUND TRANSFERS - IN	-	3,000	3,000	
	<u>4,540,949</u>	<u>3,478,284</u>	<u>(1,065,665)</u>	<u>130.6%</u>
CEMETERY FUND				
BEGINNING FUND BALANCE	40,480	\$ 40,480	-	100.0%
CHARGES FOR SERVICES	890	1,500	610	59.3%
INTERFUND TRANSFERS - IN	7,500	7,500	-	
	<u>48,870</u>	<u>49,480</u>	<u>610</u>	<u>98.8%</u>
STREETS FUND				
BEGINNING FUND BALANCE	1,348,701	1,348,701	-	100.0%
SHARED REVENUES & GRANTS	176,843	143,170	(33,673)	123.5%
MISCELLANEOUS & OTHER INCOME	10,931	475,500	464,569	2.3%
INTERFUND TRANSFERS - IN	200,000	200,000	-	
	<u>1,736,475</u>	<u>2,167,371</u>	<u>430,896</u>	<u>80.1%</u>
TOURISM FUND				
BEGINNING FUND BALANCE	295,956	295,956	-	100.0%
MOTEL TAXES	125,371	115,000	(10,371)	109.0%
MISCELLANEOUS & OTHER INCOME	-	500	500	
	<u>421,327</u>	<u>411,456</u>	<u>(9,871)</u>	<u>102.4%</u>
COMMUNITY DEVELOPMENT FUND				
BEGINNING FUND BALANCE	604,463	604,463	-	100.0%
CHARGES FOR SERVICES	48,179	55,000	6,822	87.6%
ADVANCED PLANNING FEES	40,123	114,945	74,822	34.9%
MISCELLANEOUS & OTHER INCOME	5,719	300,000	294,281	1.9%
INTERFUND TRANSFERS - IN	40,000	40,000	-	100.0%
	<u>738,484</u>	<u>1,114,408</u>	<u>375,924</u>	<u>66.3%</u>
INDUSTRIAL/ECONOMIC DEVELOPMENT				
BEGINNING FUND BALANCE	129,423	129,423	-	
INDUSTRIAL SITE LEASES / SALES	3,040	43,000	39,960	7.1%
MISCELLANEOUS & OTHER INCOME	47,951	47,500	(451)	100.9%
INTERFUND TRANSFERS - IN	45,000	45,000	-	100.0%
	<u>225,414</u>	<u>264,923</u>	<u>39,509</u>	<u>85.1%</u>
RESERVE FUND - WATER/SEWER				
BEGINNING FUND BALANCE	2,318,200	2,318,200	-	100.0%
	<u>2,318,200</u>	<u>2,318,200</u>	<u>-</u>	<u>100.0%</u>
DEBT RESERVE FUND				
BEGINNING FUND BALANCE	193,503	193,503	-	100.0%
	<u>193,503</u>	<u>193,503</u>	<u>-</u>	<u>100.0%</u>
SDC FUND				
BEGINNING FUND BALANCE	4,639,576	4,639,576	-	100.0%
SYSTEM DEVELOPMENT CHARGES	691,377	1,717,285	1,025,908	40.3%
	<u>5,330,953</u>	<u>6,356,861</u>	<u>1,025,908</u>	<u>83.9%</u>
WATER FUND				
BEGINNING FUND BALANCE	1,681,888	1,681,888	-	100.0%
GRANT REVENUE	7,771,813	15,890,500	8,118,687	48.9%
CHARGES FOR SERVICES	663,851	768,817	104,966	86.3%
MISCELLANEOUS & OTHER INCOME	54,553	104,280	49,727	52.3%
	<u>10,172,104</u>	<u>18,445,485</u>	<u>8,273,381</u>	<u>55.1%</u>
SEWER FUND				
BEGINNING FUND BALANCE	1,256,081	1,256,081	-	100.0%
GRANT REVENUE	4,165,264	18,302,500		
CHARGES FOR SERVICES	582,506	782,217	199,711	74.5%
MISCELLANEOUS & OTHER INCOME	6,398	220,000	213,602	2.9%
INTERFUND TRANSFERS - IN	215,000	215,000	-	100.0%
	<u>6,225,250</u>	<u>20,775,798</u>	<u>413,312</u>	<u>30.0%</u>

FINANCIAL SUMMARY
April 30, 2023

TOTAL EXPENDITURES - BUDGET TO ACTUAL

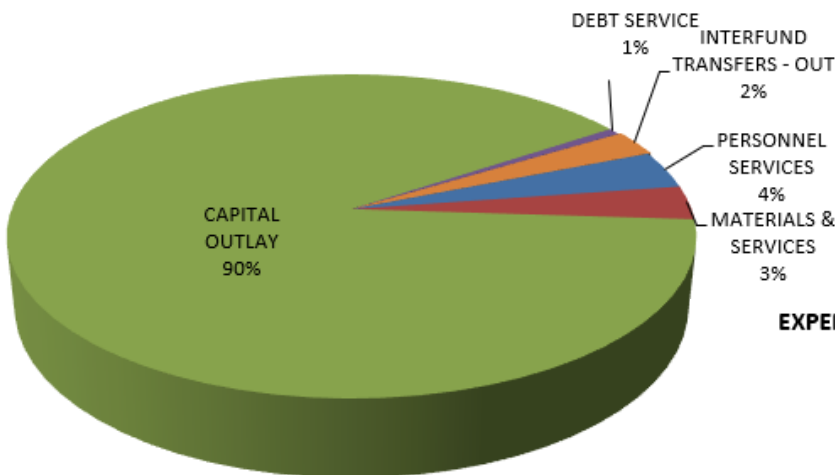
AS OF APRIL 30, 2023

	Year To Date	FY 2022-23 Budget	Budget Remaining	(83% lapsed)
PERSONNEL SERVICES	737,527	1,229,381	491,854	60.0%
MATERIALS & SERVICES	659,067	1,631,377	972,310	40.4%
CAPITAL OUTLAY	17,550,067	43,258,276	24,719,017	40.6%
DEBT SERVICE	129,825	233,994	104,169	55.5%
INTERFUND TRANSFERS - OUT	507,500	507,500	-	100.0%
	19,583,987	47,532,341	26,959,162	41.2%

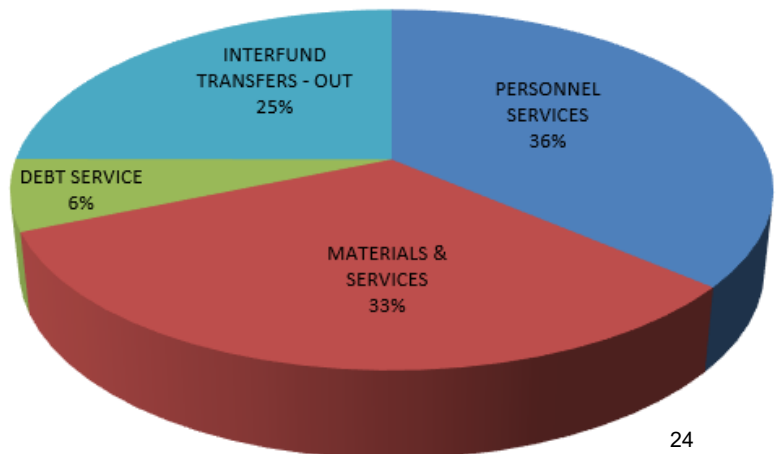
FINANCIAL HIGHLIGHTS – EXPENDITURES:

- Expenditures are in line with staff expectations.
- Capital Outlay is our greatest expense. This is due to the completion of the Transit Center and the onset of the Water and Wastewater Capital Improvement Projects.

EXPENDITURES BY CATEGORY



EXPENDITURES BY CATEGORY EXCLUDING CAPITAL OUTLAY



EXPENDITURES - BUDGET TO ACTUAL BY FUND

AS OF APRIL 30, 2023

	Year To Date	FY 2022-23 Budget	Budget Remaining	(83% lapsed) % Expended
GENERAL FUND				
PERSONNEL SERVICES	113,597	200,065	86,468	56.8%
MATERIALS & SERVICES	106,646	541,212	434,566	19.7%
CAPITAL OUTLAY	351,298	406,000	54,702	86.5%
DEBT SERVICE	33,291	40,926	7,635	81.3%
INTERFUND TRANSFERS - OUT	507,500	507,500	-	100.0%
	<u>1,112,332</u>	<u>1,695,703</u>	<u>583,371</u>	<u>65.6%</u>
CEMETERY FUND				
MATERIALS & SERVICES	2,480	14,610	12,130	17.0%
CAPITAL OUTLAY	-	5,000	5,000	0.0%
	<u>2,480</u>	<u>19,610</u>	<u>17,130</u>	<u>12.6%</u>
STREETS FUND				
PERSONNEL SERVICES	72,711	112,387	39,676	64.7%
MATERIALS & SERVICES	72,050	184,815	112,765	39.0%
CAPITAL OUTLAY	4,755	692,500	687,745	0.7%
	<u>149,515</u>	<u>989,702</u>	<u>840,187</u>	<u>15.1%</u>
TOURISM FUND				
MATERIALS & SERVICES	55,379	93,000	37,621	59.5%
CAPITAL OUTLAY	51,144	60,000	8,856	85.2%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>106,523</u>	<u>153,000</u>	<u>46,477</u>	<u>69.6%</u>
COMMUNITY DEVELOPMENT FUND				
PERSONNEL SERVICES	85,592	176,294	90,702	48.6%
MATERIALS & SERVICES	30,929	79,000	48,071	39.2%
	<u>116,521</u>	<u>255,294</u>	<u>138,773</u>	<u>45.6%</u>
INDUSTRIAL AND ECONOMIC DEVELOPMENT				
MATERIALS & SERVICES	58,825	138,500	79,675	42.5%
	<u>58,825</u>	<u>138,500</u>	<u>79,675</u>	<u>42.5%</u>
SDC FUND				
CAPITAL OUTLAY	4,024,384	5,013,576	989,192	80.3%
	<u>4,024,384</u>	<u>5,013,576</u>	<u>-</u>	<u>80.3%</u>
WATER AND SEWER RESERVE FUND				
CAPITAL OUTLAY	2,318,200	2,318,200	-	100.0%
	<u>2,318,200</u>	<u>2,318,200</u>	<u>-</u>	<u>100.0%</u>
WATER FUND				
PERSONNEL SERVICES	232,518	370,810	138,292	62.7%
MATERIALS & SERVICES	159,025	271,615	112,590	58.5%
CAPITAL OUTLAY	6,190,993	15,890,500	9,699,507	39.0%
DEBT SERVICE	96,534	193,068	96,534	50.0%
SPECIAL PAYMENTS	-	200,000	200,000	0.0%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>6,679,070</u>	<u>16,925,993</u>	<u>10,246,923</u>	<u>39.5%</u>
SEWER FUND				
PERSONNEL SERVICES	233,109	369,825	136,716	63.0%
MATERIALS & SERVICES	173,733	308,625	134,892	56.3%
CAPITAL OUTLAY	4,609,294	18,872,500	14,263,206	24.4%
SPECIAL PAYMENTS	-	471,813	471,813	0.0%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>5,016,136</u>	<u>20,022,763</u>	<u>15,006,627</u>	<u>25.1%</u>



CITY OF LA PINE, OREGON

BUDGET COMMITTEE MEETING

Tuesday, May 9, 2023, at 5:30 PM

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/88930531722>

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

Mayor Richer called the meeting to order at 5:35 p.m

ESTABLISH A QUORUM

Committee Members Present:

Mayor Richer
Cathi Van Damme
Mike Shields
Courtney Ignazzitto

Staff Present:

Geoff Wullschlager, City Manager
Ashley Ivans, Financial Director
Amanda Metcalf, Administrative Assistant

PLEDGE OF ALLEGIANCE

Mayor Richer led the Pledge of Allegiance.

OLD BUSINESS:

None

NEW BUSINESS:

1. Election of a Chairperson

Counselor Ignazzitto made *the motion* to elect Counselor Van Damme for Chairperson. *Seconded by Counselor Shields*. Motion passed unanimously.

2. Community Sponsorship Applicant Presentations

a. La Pine Visitor's Center - Annual Funding

Mrs. Ivans presented the associated Staff Report, the grant request from the La Pine Visitor's Center is already set in the Annual Budget. Ann Gwaith was present to represent the La Pine Visitor's Center. Ms. Gwaith explained to the Council what the Visitor's Center does every year and how the funds help with their projects. The Council did not have any questions for the Visitor's Center representative.

b. Frontier Days – Annual Funding

Ann Gwaith was also the representative for Frontier Days. She informed the Council how Frontier Days uses the annual funding for advertising different events throughout the year. The Council did not have any questions for Ms. Gwaith.

c. American Legion - Ice Breaker Poker Run

Amanda Carlson was present to represent the American Legion and to present their grant request for next year's Ice Breaker Poker Run. The Council did not have any questions for Ms. Carlson.

d. La Pine Senior Center - Rhubarb Festival

Jamie Donahue presented The Senior Center's grant request for the annual Rhubarb Festival. Ms. Van Damme asked how the Senior Center advertised, Ms. Donahue informed the Committee that they advertise using social media, Magazines, and local newspapers. The Committee did not have any other questions for Ms. Donahue

e. High Lakes Car Club - Show-n-Shine

Jessie Hager represented the High lakes Car Club for the annual event Show-n-Shine. There was discussion about the distribution of the City's funds. Ms. Hager informed the City that the funds will be used to pay for shirts, trophies, and other items needed for the event. There were also questions about the profit listed on the grant request. Ms. Hager explained that all profits from the event went to scholarships for local students. There was discussion about the use of profits for other organizations among the Committee.

f. La Pine Parks & Rec – Stage Remodel

Terri Myers represented the Parks and Recreation department, their request for sponsorship is needed to help fund the remodeling and moving of the community stage in Frontier Heritage Park. There was discussion about the expenses needed for moving the stage 10 feet for proper road clearance. There were no other questions from the Committee.

g. La Pine Parks & Rec – Music in the Pines

Terri Myers also presented the request for Parks and Rec and their request for Music in the Pines. There was discussion about the use of the funds for the event, Ms. Myers explained the event and that the funds are used for the cost of musicians. There were no other questions from the Committee.

3. Community Sponsorship Discussion

Mrs. Ivans presented the FY23-24 sponsorship budget to the Committee and explained how each sponsorship request from tonight’s meeting would be distributed from the budget. There was discussion about the different funds and which sponsorships would pull from which accounts. Ms. Van Damme had concerns about the Car Club funding scholarships, Ms. Hager clarified that the profit from the Car Club also donates to many other organizations.

The Committee agreed to all the fund requests from the presentations and Mrs. Ivans informed the Committee that a motion is not needed. The Administration will pay the requests as the new fiscal year starts and the organizations will need to request the funds for their events.

PRESENTATIONS:

1. Budget Message

Mrs. Ivans presented the Budget Message and informed the Council that the City will be fully staffed at the end of the month. Mrs. Ivans discussed with the Council the details of the Water and Sewer Fund including the rate change for both water and sewer. Mrs. Ivans presented the movement of funds from the General Fund to the Cemetery Fund to plat it for expansion of the Cemetery.

2. FY 2023-24 Budget Review

There was a brief discussion of the changes to the budget that Mrs. Ivans presented. Lastly Mrs. Ivans went over the Budget schedule with the Committee.

PUBLIC HEARING:

None

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such time selected by the City Council

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

None

STAFF COMMENTS

Mr. Wullschlager informed the Committee that at the next City Council meeting, local residents might come to the meeting to discuss a proposed event that the City is unable to endorse at this moment due to the zoning constraints of the proposed location.

MAYOR & COUNCIL COMMENTS

Ms. Ignazzitto suggested that when there are public comments at City Council meetings, the public should be informed of the process and the amount of time they are allowed to speak.

ADJOURNMENT

MR adjourned the meeting at 7:24 p.m.

EXECUTIVE SESSION

None

_____ Date:

Daniel Richer, Mayor

ATTEST:

_____ Date:

Geoff Wullschlager, City Manager



CITY OF LA PINE, OREGON

BUDGET COMMITTEE MEETING

Wednesday, May 10, 2023, at 5:30 PM

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/83609685487>

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

Budget Chair Van Damme called to order at 5:33p.m.

ESTABLISH A QUORUM

Committee Members Present:

Mayor Richer

Councilor Van Damme

Councilor Shields

Councilor Ignazzitto

Councilor Morse- via Zoom

Student Councilor Marston

Staff Present:

Geoff Wullschlager, City Manager

Ashley Ivans, Assistant City Manager

Amanda Metcalf, Administrative Assistant

PLEDGE OF ALLEGIANCE

Mayor Richer led the Pledge of Allegiance

BUDGET COMMITTEE

OLD BUSINESS:

1. FY 2023-24 Budget Review

PUBLIC HEARING:

1. Hearing on receiving state shared revenues in anticipation of City Council Adoption of Budget on June 14, 2023.
 - a. Open Public Hearing

Chair Van Damme opened the public hearing at 5:35 p.m.

- b. Staff Report

Mrs. Ivans presented the Staff Report which explained that the City receives state shared revenues for different taxable goods that are sold in the area. Mrs. Ivans informed the Committee that these revenues will have their own account titled State Shared Revenues in the General Fund. The Committee had no questions.

- c. Public Comments

There were no public comments.

- d. Deliberation

The Council did not have any comments.

- e. Close Public Hearing

Chair Van Damme closed the public hearing at 5:36 p.m.

The City Council agreed to receive state shared revenues with no discussion.

NEW BUSINESS:

1. Budget Approval

Councilor Ignazzitto made a motion to approve the budget for the Fiscal Year 2023-2024. *Councilor Shields seconded the motion.* Motion passed unanimously.

ADDED AGENDA ITEMS

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the City Council

No added agenda items

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

There were no public comments.

STAFF COMMENTS

None

MAYOR & COUNCIL COMMENTS

None

ADJOURNMENT

Mayor Richer adjourned the Budget meeting at 5:37 p.m.

Date: _____

Daniel Richer, Mayor

ATTEST:

Date: _____

Geoff Wullschlager, City Manager



City of La Pine
Proposed Budget
Fiscal Year 2023-2024



A large American flag is shown from a low angle, waving in the wind. The flag's red and white stripes and blue field with stars are prominent. The background is a dramatic sunset sky with soft, orange and pink clouds. The overall mood is patriotic and serene.

La Pine City Council

Daniel Richer, Mayor

Cathi Van Damme, Council Member

Mike Shields, Council Member

Courtney Ignazzitto, Council Member

Karen Morse, Council Member

Sunset at La Pine City Hall

Annual Budget for the City of La Pine

Fiscal Year

July 1, 2023 - June 30, 2024



L A P I N E

O R E G O N

Budget Committee	
Daniel Richer, Mayor	Vacant
Cathi Van Damme, Council Member	Vacant
Mike Shields, Council Member	Vacant
Courtney Iggnazitto, Council Member	Vacant
Karen Morse, Council Member	Vacant
Dillon Martson, Student Representative	

City Staff
Geoff Wullschlager – City Manager, City Recorder
Ashley Ivans – Finance Director, Budget Officer
Amanda Metcalf – Administrative Assistant
Kelly West - Public Works Director
Brent Bybee - Principal Planner
Branden Bren – Lead Utility Worker
Dylan Gardner – Utility Worker 2
Zale Anderson – Utility Worker
Zane Anderson – Utility Worker

City of La Pine – Proposed FY 2023-24 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 2023-24 Annual Budget Book.

- **Introduction:** This section includes the Budget Message, the City's Organization 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, the 2023-24 Budget calendar 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, planning fees, 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. Additionally this section contains the advertisements for budget committee meetings with affidavits, the City's resolution declaring municipal services, the City's resolution to receive state shared revenues, the City's appropriation resolution, and the Cities LB-50 authorizing tax to be placed on the tax rolls.



Introduction

City of La Pine Budget Message Fiscal Year 2023-24

April 28, 2023

Members of the La Pine City Council and Budget Committee

As the Budget Officer for the City of La Pine I am pleased to provide you with the proposed Fiscal Year (FY) 2023-24 Budget. This budget is presented as required under Chapter 294 of the Oregon Revised Statutes.

This year the staff's focus has been on staffing changes, land use issues, and the city's water and wastewater expansion project. It is fair to say that the day-to-day operations at City Hall have been restored to normal after the upsets caused by the COVID-19 pandemic. It seems like a broken record to discuss it, however, the effects of the pandemic will likely linger in the city, like all other businesses, for some time to come. However, the staff is proud to say that these changes have been taken in stride and we have collectively worked to bring about a sense of normalcy to the community through citizen engagement and municipal operations.

Staffing changes throughout the city have been predominant this last year. Current personnel are responding to the vacancies of the City Recorder, Public Works Director, and Planner. We are happy to announce that a new Public Works Director will join the city in mid-May, the position of City Recorder has been addressed internally, and we are actively recruiting to fill the principal planner vacancy. Current administrative staff have met these challenges and provided consistency of service with resolve despite these critical gaps. Public works personnel have also maintained and exceeded service level expectations due in large part to the creation and appointment of a Public Works Lead.

Land use issues are not foreign to any community, and the City of La Pine is no exception. With substantial growth and the associated inquiries, an increase in caseload is to be expected. During 2022 the City processed 32 land use applications, reviewed 222 building permits, and performed 260 inspections. We expect land use to slow based on economic conditions which will provide the City the opportunity to reinvest efforts towards long range planning projects. Pulling out old documents and updating them is a significant goal for City staff in coming years.

The water and wastewater expansion project is well underway, and the residents of the Cagle and Glenwood Acres neighborhoods have been good partners in this endeavor. Their patience with the roads and construction has been well received and appreciated by city staff and contract partners.

Overall budget

City staff has projected revenues low and expenses high throughout the City's budget. This is good practice in preparing any budget. This promotes building reserves by earning more revenue than projected and spending less through appropriations.

This year a new rate schedule will come before the Council for recommended adoption. This updated rate schedule is more relevant to today's requests and price points. Most items remained unchanged, but many were removed due to obsolescence in terms of technologies regarding requests. There have been some minor increases to planning fees to attempt to bridge the gap between money spent on staff time and the fee requirement. These discrepancies in the Planning Fees are due to fee schedule inheritance from another agency with different review types based on their own City Code. Other increases to fees are for water and sewer rates, which are discussed in detail within the budget document.

Expenses are budgeted similarly to last year's proposal. Much of the city's spending will be on the water and wastewater projects. This money is provided to the city by interim lenders until the Bonds from the funders are approved at project completion. This money is basically a pass through until that time. The City receives a pay request, it is approved, the City pays those funds, and the funds are then reimbursed by the interim lender. This keeps the city in a financially stable position throughout the project. The remainder of the city's expenses are discussed in detail throughout the Budget Document.

Budget overview by Fund

General Fund

City taxes were projected at a 3% increase, and there were modest increases to the License and Permitting revenues. The expenses are also in line with last year's. There are two ARPA grants accounted for in the General Fund budget. However, the staff commitment to obtain and fully utilize these dollars is substantial and given the City's staffing issues and the requirement for further funding development to complete projected capital improvements, we are unsure if we will use them. The final capital expense is the tying up of loose ends at the Transit Center this summer, including landscaping and the likely construction of a sidewalk. There are two interfund transfers; one to the Cemetery and the other to the Water Fund. These will be discussed further in those fund overviews.

Cemetery Fund

The Cemetery Fund has a very modest revenue intake for cemetery plots (the funds only revenue source). This is because the city and the Memorial Chapel agree that these plots should not be pre-sold any longer. The pre-sale of plots has proven difficult for both agencies to track. Furthermore, the Cemetery is filling up, and an expansion is required. There is a transfer in from the General Fund to subsidize this expansion and work on Cemetery related maintenance this year.

Streets Fund

Historically, Franchise Revenues from companies performing work in the city's Right-of-Ways has been accounted for in the General Fund. An interfund transfer was made annually to account for the Streets 70% share of these funds. This year, we have moved that 70% directly to the Streets Fund. These funds belong to the Streets Fund, and this will provide an accurate accounting of that revenue. Many of La Pine's roadways are under the ownership of Deschutes County and eventually the city will need to take ownership of those roadways. The City cannot do that without having a robust streets fund. The accurate accounting of these dollars, coupled with the need to consider and review the revenue sources for this fund, are the main reasons for the movement of these revenues.

Tourism Fund

Revenues and Expenditures are in line with last year. The only notable increase is to the Chamber & Visitors Center. This increase is based on inflation and increasing rates for all services. The city is feeling the impact of those increases, as is the Chamber & Visitor's Center.

Community Development Fund

It is typical in local governments for a General Fund to subsidize the Community Development Fund, however this year we are removing the usual transfer to that fund. This is because the fund is in a good standing and staff would like to see what the fund is truly generating and costing as a stand-alone fund. Personnel Services has increased substantially from last year. This is due to staff estimating two positions in that department going forward.

Industrial / ED Fund

Like the Community Development Fund, staff has removed the interfund transfer to this fund. The fund is in a good position, so staff would like to see if the fund can stand-alone. Budgeted Revenues and Expenses are in line with last year. The most notable increase to the fund is for legal services. This increase is for staff to work with legal counsel to ratify SLED as a true subcommittee to the City and to provide internal fund balance for any associated legal consultancy.

Water Fund

Revenue for the water fund is lower than expected this year. This is likely due to the reduction of consistent utility fee collections during COVID-19. An internal audit of Utility accounts will be taking place this year, and the City can find the correct standing for this fund. Rate Studies were conducted for both the Water and Sewer fees in 2015, with recommended rate increases. However, those increases were halted during COVID. Staff will be implementing those increases this year. This is discussed in more detail in the budget document. Due to the needed internal audit, and the lack of rate increases, the General Fund will be providing a transfer to the Water fund this year to keep the fund in a sound financial position.

Sewer Fund

The Sewer Fund is in a similar position as water; however, it has enough reserves to avoid needing a transfer from the General Fund. Staff intends to do the same internal utility account audit this year and is increasing rates in accordance with 2015 rate studies. More information about the sewer fund is detailed in the budget document.

Reserve Fund

The Reserve Fund has been exhausted for the Water & Wastewater Project. Staff intended to do this, and it was expected. Now, the City will begin the process of rebuilding the fund balance.

SDC Fund

Much of the SDC fund was also exhausted for the City's applicant portion of the water and wastewater projects. The SDC fund generates revenues from SDC's collected and is also funded by interfund transfers from the Water, Sewer, and Streets funds. The City will begin rebuilding this fund this year as well.

Conclusion

It has been a pleasure putting together this document for the city. While there are some funds that are not in perfect shape, those funds will balance out over the next few years. The city has seen an overwhelming amount of change since 2019 with development and population increases. I believe that the city does an excellent job at responding to these changes and taking them in stride. It has been wonderful being back in the city and I am proud of the Council and Staff that I work with.

Sincerely,



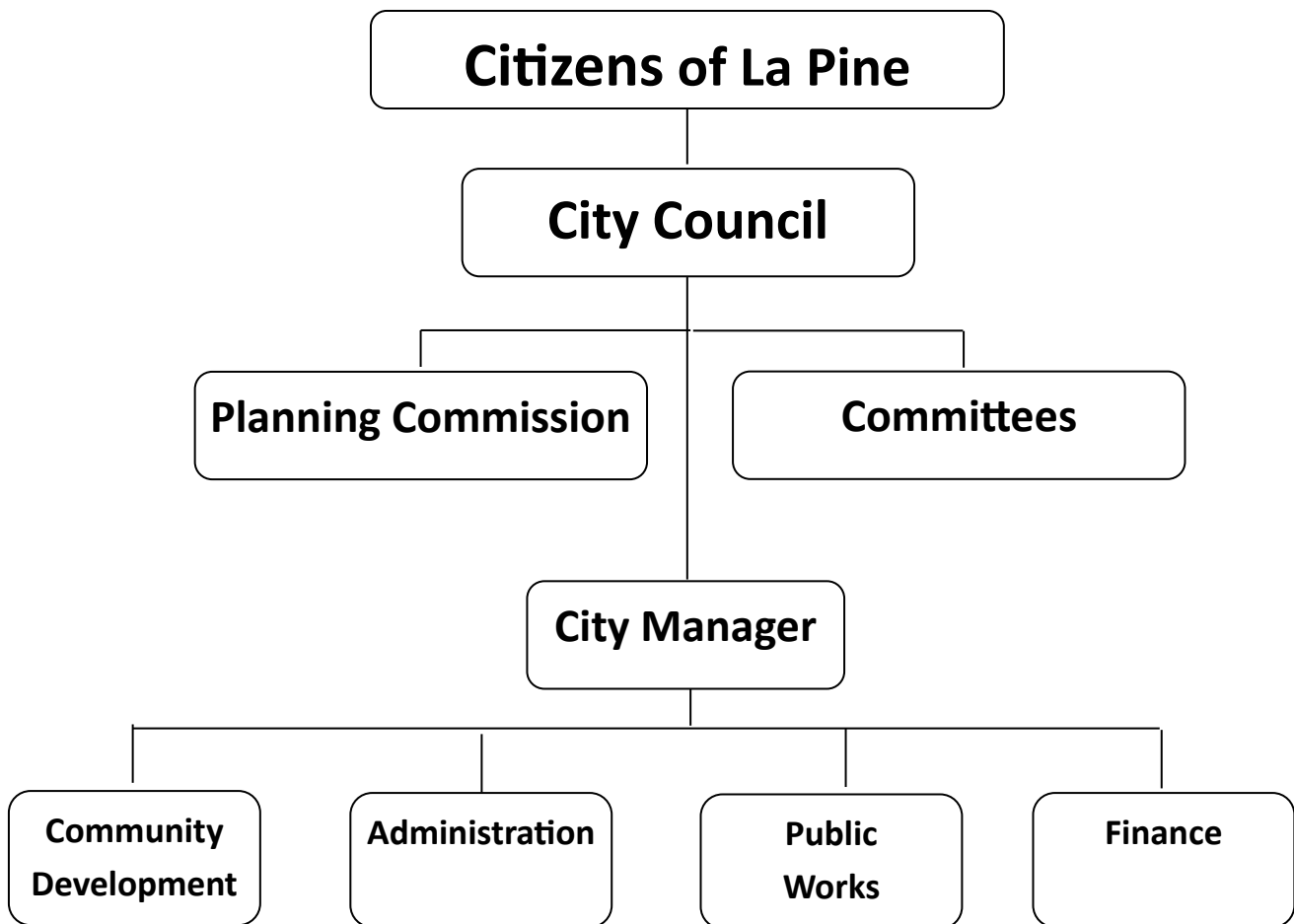
Ashley Ivans
Assistant City Manager / Finance Director



L A P I N E

O R E G O N

City of La Pine Organizational Chart



Management Staff

Geoff Wullschlager, City Manager

Ashley Ivans, Finance Director

Kelly West, Public Works Director

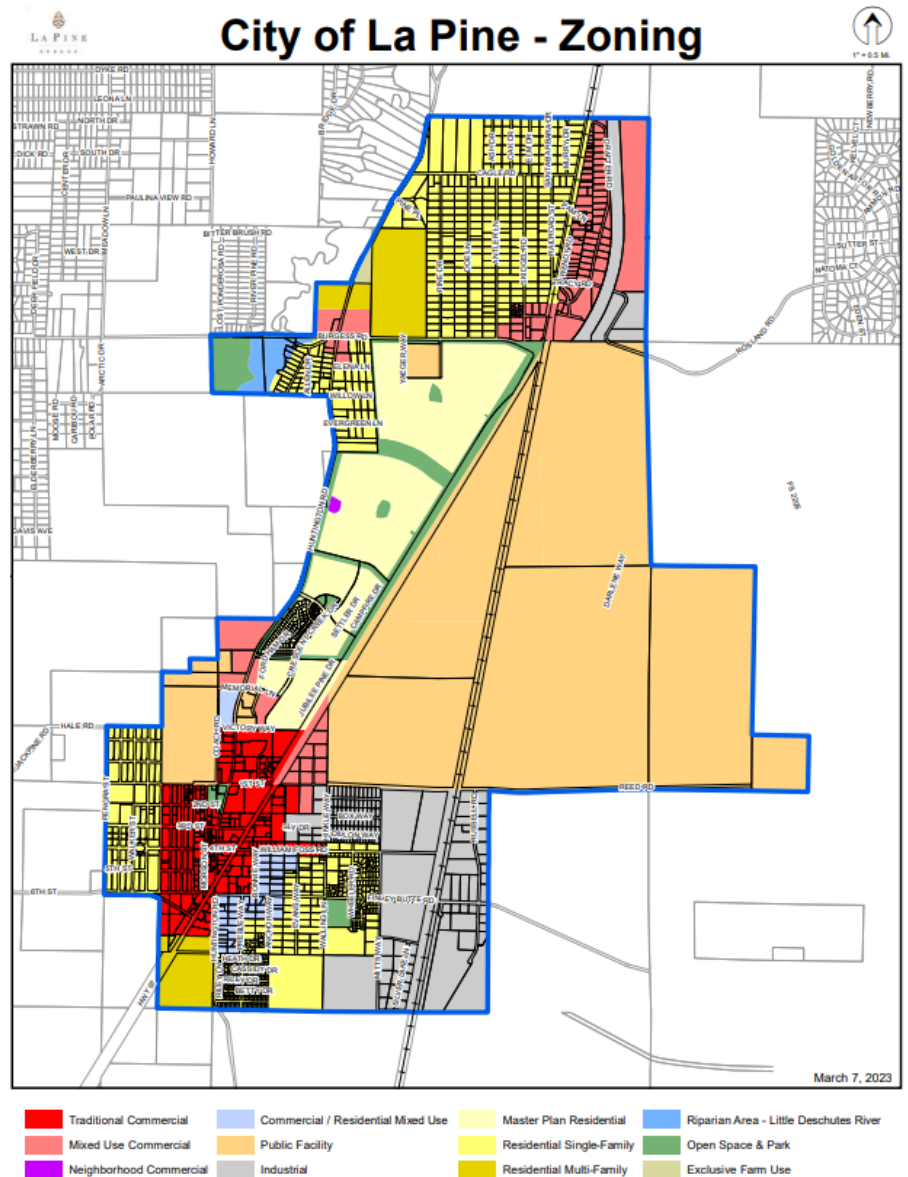
Brent Bybee, Principal Planner

COMMUNITY PROFILE

The City of La Pine has an estimated 2,512 residents and is the fourth largest city in Deschutes County. The City has seen substantial population increase since 2010, with an increase of almost 1,000 people. 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 Sunriver Resort, Mt. Bachelor, Bend-La Pine Public School District, Sunriver Brewing Company, Bi-Mart, Midstate Electric Co-operative, and Quicksilver Wood Products Contracting Company. It is fair to say that the City of La Pine will continue to look different with each coming year, while still maintaining the small town, welcoming feel that La Pine has become synonymous with offering.

City Statistics

Date of Incorporation:	2006
Government:	Council/Manager
Area (Square Miles):	6.98
Annual Av. Snowfall (Inches):	81
Annual Average Sunny Days:	162
2020 Census Population:	2,512
Population Density:	378/sq. mi
Average Household Size:	2.47
Median Household Income:	\$44,180
Total Households:	911
Median Age:	48.8



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. Listed below is 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.
- 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) shall 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, and 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.
- On going 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, Finance Director 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 *Wisebuys*, or *Bend Bulletin*, and on the City's website preceding the meeting. At the first budget committee meeting, it is typical for the Budget Committee to hear community sponsorship requests. In addition to the sponsorship requests the Budget Officer delivers the Budget Message. The budget message explains the proposed budget and any significant changes in the City's financial position. At the second budget committee meeting, usually the day immediately after the first, 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 publishes a financial summary and notice of budget hearing in the local newspaper. The hearing is held during a regular City Council meeting (usually the regular session 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 are limited to not exceed more than \$5,000 or 10 percent; whichever is greater. Expenditure increases above those limits require a re-publishing 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.

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 for a reasonable amount of time 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 the resolutions to adopt 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 situations can be handled by resolution.





Budget Calendar Fiscal Year 2023-2024

Appoint Budget Officer	March 8, 2023
Appoint Budget Committee	April 12, 2023
Publish 1 st Notice of Budget Committee Meeting And Public Hearing for Comments from Public (WiseBuys)	April 18, 2023
Publish 2 nd Notice of Budget Committee Meeting And Public Hearing for Use of State Revenue Sharing (Website Only)	April 25, 2023
Budget Message and Budget Committee Meeting Community Sponsorship Presentations	May 9, 2023 5:30 p.m.
2 rd Budget Committee Meeting and Public Hearing For Use of State Revenue Sharing	May 10, 2023 5:30 p.m.
3 rd Budget Committee Meeting and Public Hearing (<i>Only If Necessary</i>)	May 11, 2023 5:30 p.m.
Publish Notice of Budget Hearing (WiseBuys)	May 18, 2023
Budget Hearing & Adoption of the Budget Make Appropriations, Impose and Categorize Taxes (City Council)	June 14, 2023 5:30 p.m.

Budget Officer: Ashley Ivans, Assistant City Manager / Finance Director

Finance Staff: Geoff Wullschlager and Amanda Metcalf

Budget Committee: Daniel Richer, Cathi Van Damme, Courtney Ignazzito, Mike Shields, and Karen Morse

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 and ensure that those dollars 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 Budget Officer 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. A good example of this situation is the current Water and Wastewater Expansion Project, which has span over multiple years.

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 Finance Director, 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 Administrative Assistant and City Manager. Please call 541-536-1432 or visit our website at www.lapineoregon.gov

BUDGET SUMMARY FISCAL YEAR 2023-24

INTRODUCTION

This section of the budget document provides an overview of the fiscal information regarding operations of the City of La Pine for FY 2023-24. This section begins (below) with a summary of the FY 2023-24 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 2023-24 is balanced. The City’s projected revenue totals are \$25,876,589. It is worth noting that \$21,650,026 of this projected revenue is Grant Revenue, mainly related to the City’s large water and wastewater expansion project. The City’s budgeted revenues unrelated to those projects is \$4,226,563. With an estimated beginning fund balance of \$11,262,680 the City anticipates it will have a total of \$38,209,269 in resources to fund services, operations, and projects. A consolidated summary of the revenues and expenditures is outlined in the chart below:

Consolidated Financial Summary for all Funds			
	2021-22 Actual	2022-23 Adopted	2023-24 Proposed
Revenue			
Beginning Balance	\$ 11,881,359	\$ 15,209,663	\$ 11,262,680
Taxes	\$ 384,029	\$ 407,368	\$ 477,330
Transfers In	\$ 581,293	\$ 507,500	\$ 1,070,000
Franchise Fees	\$ 272,033	249,900	\$ 301,300
State Shared Revenues	\$ 311,318	\$ 280,243	\$ 375,000
Grant Revenue	\$ 305,231	\$ 35,139,000	\$ 21,650,026
Planning Revenues	\$ 173,113	\$ 169,945	\$ 125,000
Economic Development	\$ 348,919	\$ 55,500	\$ 165,000
Utility Fees	\$ 1,632,698	1,653,814	\$ 1,617,750
SDC Income	\$ 1,831,534	1,717,285	\$ 750,000
All others	\$ 296,555	\$ 3,274,176	\$ 415,183
Total Revenues	\$ 18,018,082	\$ 58,664,394	\$ 38,209,269
Expenditures by Category			
Personnel Services	\$ 736,121	\$ 1,229,381	\$ 1,563,327
Materials & Services	\$ 801,567	\$ 4,636,377	\$ 1,750,604
Capital Outlay	\$ 1,167,978	\$ 43,258,276	\$ 22,660,026
Transfers Out	\$ 581,293	\$ 507,500	\$ 1,070,000
Debt Service	\$ 235,307	\$ 233,994	\$ 231,768
Contingencies		\$ 1,069,300	\$ 1,435,000
Unappropriated/Reserved	\$ 14,227,023	\$ 7,057,753	\$ 9,348,544
Special Payments	\$ 268,793	\$ 671,813	\$ 150,000
Total Expenditures	\$ 18,018,082	\$ 58,664,394	\$ 38,209,269

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 cities sustainability in future years. Revenue projections in this year's budget are based on the following assumptions:

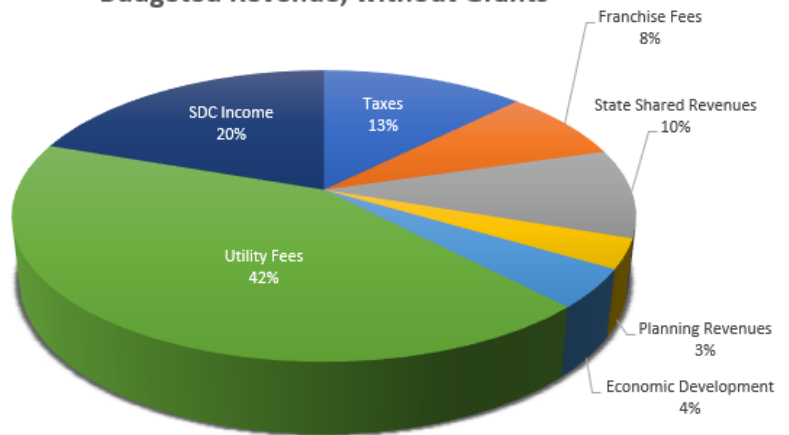
- Property Tax Growth at 3%
- Increase in Water Rates of 3%
- Increase in Sewer Rates of 10%

The revenues for FY 2023-24 balance the expenditures at \$38,209,269. Of that figure, \$11,262,680 or 30% is carryover from previous years constituting the beginning fund balance. Grant Revenues make up the largest portion of the revenues at \$21,650,026 or 57%. Since these grant dollars skew the actual anticipated revenues for the City. This section will interpret revenues as if those large grant dollars were not included.

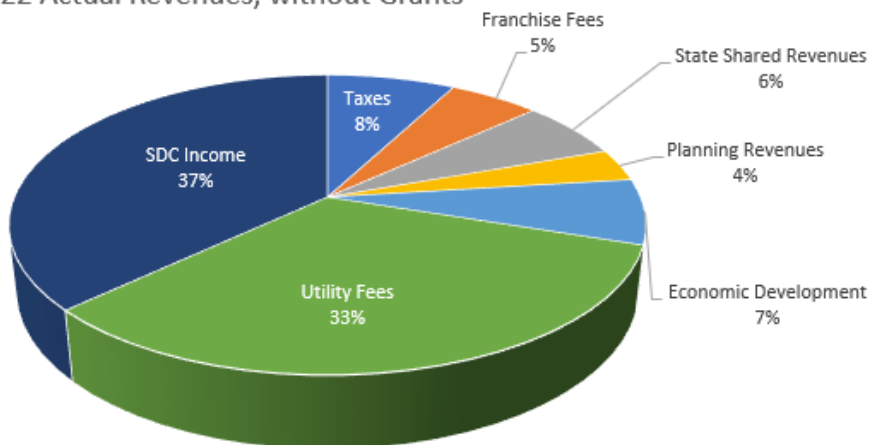
City revenues generally come from taxes, State Shared revenues, franchise fees, planning fees, economic development fees, SDC Income and utility fees. The charts on this page depict these revenues by percentage.

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

Budgeted Revenue, without Grants



FY 2021-22 Actual Revenues, without Grants



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 2023-24.

Assumptions: The City is dependent on residential, commercial, and industrial values in their assessed values. Although assessed properties values have rapidly risen over the past couple of years, as well as new construction on the tax rolls, the City is conservative in tax growth assumptions. Based on conversations with the Deschutes County Assessor’s Office, and assumptions stated above, this budget assumes a 3% growth in assessed value. Additionally, it is expected that less property taxes will be delinquent, lowering the prior year taxes collected and slightly increasing the property taxes current paid to the City.

Fiscal Year	Property Tax Levy
2020-21	\$356,868
2021-22	\$381,011
2022-23 Estimate	\$440,000
2023-24 Projection	\$477,330

FRANCHISE FEES

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

Use: There are no restrictions on the use.

Historically Franchise Revenues have all been General Fund revenue which accommodates a transfer to the Streets Fund. Beginning this year, the City will receive 30% of these Revenues in the General Fund and 70% in the Streets fund. This is in anticipation of building revenues in the Street funds as more City streets are being brought in.

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	Franchise Fees
2020-21	\$253,121
2021-22	\$272,033
2022-23 Estimate	\$292,800
2023-24 Projection	\$301,300

PLANNING REVENUES

Description: Planning Revenues are generated by planning applications and advanced planning fees assessed by the Deschutes County Building Department on development.

Use: Planning fees are used to pay for the operations and staffing of the Community Development Department.

Structure: Planning Fees are based on application type. Advanced planning fees are based on building valuation.

Assumptions: The City is conservatively budgeting this program. When recessions come, Community Development Departments historically suffer most because their revenues are based on building. The City will subsidize this Department from the General Fund if there is a recession. Furthermore, reserves are built annually to accommodate these economical shifts.

Fiscal Year	Planning Fees
2020-21	\$110,454
2021-22	\$484,657
2022-23 Estimate	\$125,000
2023-24 Projection	\$125,000



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: Beginning July 1 in FY 2023-24 water rates will increase 3%. This budget includes proposed water rates revenues of \$747,000 based on previous water rate revenues and the 3% rate increase.

Additional Information: The City received a rate study recommendation from FCS Group in 2015 that proposed water rates be increased by 3% from FY 2015-16 through FY 2021-22. However, rates have not been increased since FY 2019-20, leaving three Fiscal Year segments where rates should have been increased. The City will be raising rates in line with this recommendation beginning this year and ending in FY 2026-27. This rate study document is available at City Hall.

		Residential	Commercial
Fixed Monthly Charges		\$ / Meter	
Meter Size	MCE Factor		
5/8"	1.00	\$ 32.53	\$ 32.53
3/4"	1.00	32.53	32.53
1"	2.50	81.32	81.32
1 1/2"	5.00	162.64	162.64
2"	8.00	260.22	260.22
3"	16.00	520.44	520.44
4"	25.00	813.19	813.19
6"	50.00	1,626.37	1,626.37
Volume Charges		\$ /1,000 gal	
Tier 1: 0-3,600 gal		\$ 1.35	\$ 2.81
Tier 2: 3,601-7,200 gal		\$ 2.03	\$ 2.81
Tier 3: > 7,200 gal		\$ 3.38	\$ 2.81

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 (Meter Capacity Equivalent). Also, the City uses average winter water usage to calculate Residential discharge. Commercial discharge is calculated on monthly water usage.

Assumptions: Beginning July 1 in FY 2023-24 sewer rates will increase 10%. This budget includes proposed sewer rates revenues of \$700,000 based on previous sewer rate revenues and the 10% rate increase.

Additional Information: The City received a rate study recommendation from FCS Group in 2015 that sewer rates be increased by 10% from FY 2015-16 through FY 2019-20, then by 18% from FY 2020-21 through FY 2023-24, and then by 6% in FY 2024-25. However, rates have not been increased since FY 2019-20. Leaving five Fiscal Year segments where rates should have been increased. While the recommended increase at this point would be 18% the City will only raise rates by 10% this FY to ease the burden on the City’s users. We will re-evaluate the 18% increase next year. The City will be raising rates beginning this year and ending in FY 2027-28. This rate study document is available at City Hall.

Meter Size	MCE Factor	\$ / Meter	\$ / MCE	Total Monthly Fixed Charge
5/8"	1.00	\$ 13.67	\$ 12.83	\$ 26.50
3/4"	1.00	\$ 13.67	\$ 12.83	\$ 26.50
1"	2.50	\$ 13.67	\$ 32.08	\$ 45.75
1 1/2"	5.00	\$ 13.67	\$ 64.15	\$ 77.82
2"	8.00	\$ 13.67	\$ 102.64	\$ 116.31
3"	16.00	\$ 13.67	\$ 205.28	\$ 218.95
4"	25.00	\$ 13.67	\$ 320.75	\$ 334.42
6"	50.00	\$ 13.67	\$ 641.50	\$ 655.17
Volume Charge				
Residential	\$ 4.39	per 1,000 gal of avg. winter water usage [a]		
Commercial	\$ 8.13	per 1,000 gal of all water usage		
[a] Average metered water usage between November and February of previous fiscal year				

WATER AND SEWER 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: There are no assumptions this Fiscal Year.



TRANSPORTATION 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: Transportation SDC's are charged based on EDU's (Equivalent Dwelling Unit) contingent on the type of development. A Single Family Dwelling Transportation SDC is \$4,409.

Assumptions: There are no assumptions this Fiscal Year.

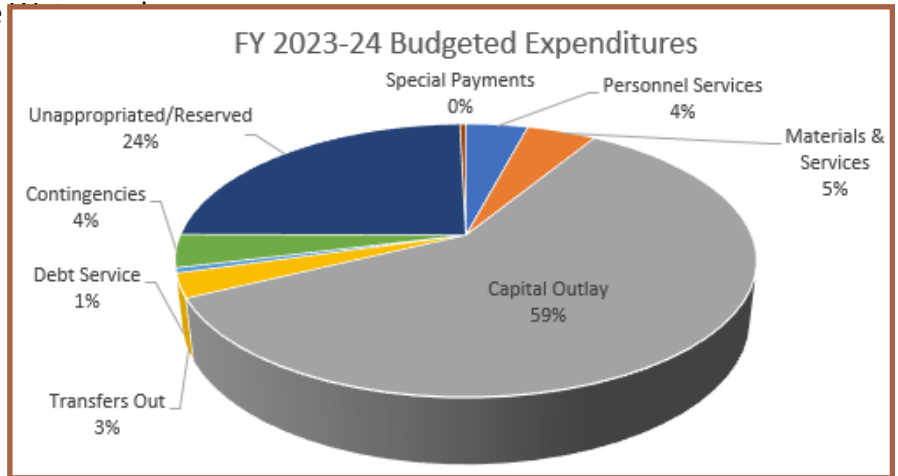
EXPENDITURE SUMMARY

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 2023-24 budget is Capital Outlay of \$22,660,026 (59%). This is largely due to the Wastewater expansion project. Of the Capital Outlay budgeted \$20,650,026 is budgeted for the project. Truly budgeted capital is \$2,010,000. Since the expansion project expenditures skew the actual budgeted amounts, we will largely focus on the other Expenditures budgeted in this section.



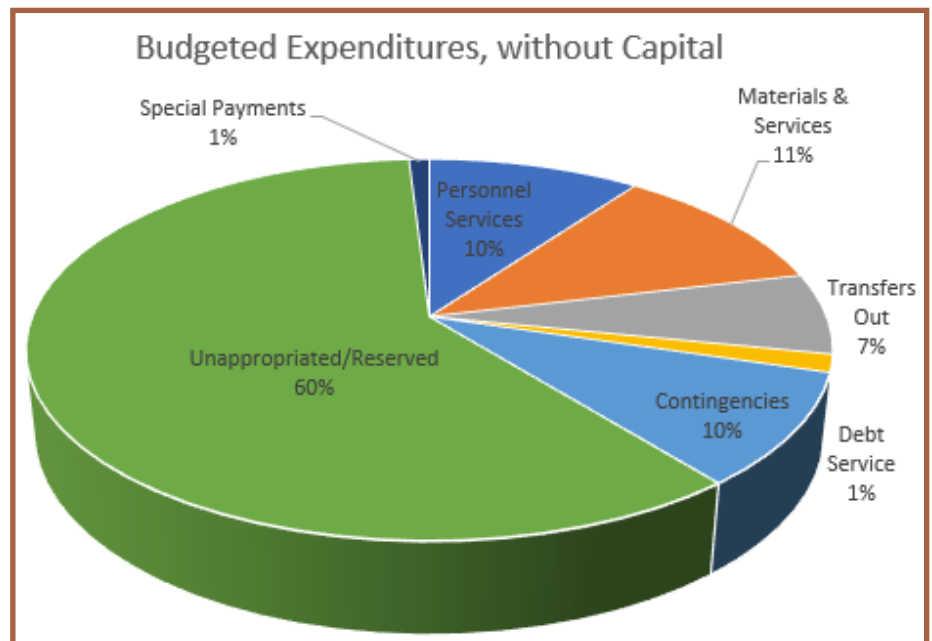
The next largest category is Reserve/Unappropriated of \$9,348,544 (24%). These funds are set aside for future capital projects and to sustain the beginning fund balances for the following fiscal years. Materials and Services comprise \$1,750,604 (5%) of the budget, followed by Personnel Services of \$1,563,327 (4%).

The remaining categories of expenditure are Contingency of \$1,485,000 (4%), Inter-fund Transfers comprise \$1,070,000 (3%), Debt Service of \$231,768 (1%), and Special Payments of \$150,000 (>1%).

CAPITAL IMPROVEMENTS

Capital Outlay includes all anticipated expenditures for individual items with a cost greater than \$10,000 and a useful life expectancy of one year or more. This budget includes capital investment in all funds except Community Development.

The City prides itself on having the ability to set aside and save for larger capital projects. Specific capital projects are detailed later in this budget document in the key projects and the overview of changes by fund sections.



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.

Contingency Amounts Budgeted for FY 2023-24

General Fund	\$400,000
Cemetery	\$10,000
Streets	\$300,000
Tourism	\$25,000
Community Development	\$75,000
Economic Development	\$25,000
Water	\$200,000
Wastewater	\$400,000
TOTAL CONTINGENCIES BUDGETED	\$1,435,000



PERSONNEL SERVICES AND STAFFING LEVELS

The FY 2023-24 proposed budget includes a total of 11.0 full-time equivalent (FTE) employees, up slightly from 10 FTE in FY 2022-23. One FTE equals approximately 2,080 hours of work each year. Proposed staffing level changes in this budget include the addition of an Associate Planner.

Benefits and Wages are budgeted to increase with consideration given to the cost of living increases in the area over the last 2-3 years. This increase to wages has been cumulative since mid-2021. Cost of Living Adjustments (COLA) is budgeted at 5%.

Position	FTE		
	FY 2021-22	FY 2022-23	FY 2023-24
City Manager	1.00	1.00	1.00
Assistant City Manager / Finance Director	-	1.00	1.00
Public Works Director	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00
Associate Planner	-	-	1.00
Administrative Assistant	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00
Public Works Maintenance Staff	3.00	4.00	4.00
Total	8.00	10.00	11.00

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 reimburse for capital projects. The City's Water and Wastewater expansion project is well underway and the City's contributions for that project were spent during FY 2022-23. The most notable impacts from that project were to the Water Fund, which will receive an interfund transfer from the General Fund this year. Other Interfund transfers will be discussed in more detail under the key changes by fund section.

Fund	Transfers In	Transfers Out	Difference
General	\$ -	\$ 420,000	\$ (420,000)
Cemetery	\$ 20,000		\$ 20,000
SDC	\$ 350,000		\$ 350,000
Reserve	\$ 300,000		\$ 300,000
Water	\$ 400,000		\$ 400,000
Sewer		\$ 650,000	\$ (650,000)
Totals	\$1,070,000	\$ 1,070,000	\$ -

Key Projects

KEY PROJECTS IN THE FY 2023-24 PROPOSED BUDGET

WATER AND WASTEWATER SYSTEMS EXPANSION AND IMPROVEMENTS

The City anticipates a significant amount of construction to be completed during the FY 2023-24 year. The projects completion is slated for summer 2024, which will bring us to the end of this budget cycle and slightly into the next. As has been discussed for many years, these projects include expansion of water and wastewater services into the Cagle neighborhood currently on private wells and septic systems. Additionally, this project will expand these services into the Glenwood neighborhood that is on private septic systems but does have City water through a previously installed private distribution system.



In addition to the expansion, these projects include upgrades and improvements to the City's water and wastewater systems. Most notably, the water portion of the projects details construction of a second well site and distribution to create critical redundancy through the system. In the fall of 2015, the City experienced a system failure when the fire hydrant closest to the only existing well site was hit by a vehicle. With only one well site and source to serve the City, this forced the system to be temporarily down while the issue was fixed and water quality tests ran before bringing the system back on line.

Furthermore, these projects provide beneficial upgrades and improvements to support effective and efficient service delivery, while enabling residential, commercial, and industrial development to foster a strong, healthy community.

The City has officially began Construction on the these highly anticipated Water and Wastewater Improvements and Expansion projects. A lot of this has been made possible with securing an advantageous funding package that includes grants and low-interest loans locked in and obligated as follows:

Loan and Grant Summary

- ◆ **Loans** – \$22,800,000
- ◆ **Grants** – \$17,088,500
- ◆ **City Contribution** – \$3,789,022

Total Project Costs — \$43,667,522



Project Timeline Update

The City formally entered into contract for construction with Taylor Northwest, LLC on July 22, 2022. This is the final leg of the project, and City staff is excited to see this project completed.



DOWNTOWN TRANSIT/CITY CENTER

The City was able to work with ODOT and acquire a 1.64 acre vacant lot at 51487 US 97 to be developed into a Transit/City Center. This property was purchased by ODOT, and last year the City bid and had the project constructed. There are some remaining elements of the project that are budgeted for completion this summer. The funding for this project was provided by:

ODOT Grant— \$733,933

Urban Renewal District—\$192,065

General Fund—\$93,871

Tourism Fund—\$44,423

TOTAL Project = \$1,044,252



ARPA Sidewalk Expansion / Police Services

The City, like many other local governments, has secured funding from ARPA due to the COVID—19 pandemic. The two projects that are slated for this funding are the East Side sidewalk expansion and an MOU with Deschutes County Sheriff's Office for expanded law enforcement services in the La Pine. Both projects are in the preliminary stages. Staff expects to begin working on design for the East Side sidewalks to match the West Side sidewalks during the summer. An Intergovernmental Agreement with the Deschutes County Sheriff's Office has been executed for enhanced patrol.

Cemetery Expansion

The La Pine Cemetery (Redman Cemetery) was deeded to the City in 2012. The City has not made any significant improvements to the cemetery since that time. The parcel is many acres, and is running out of room for burials in the current area that is plotted. This summer the City intends to have a new portion of the cemetery plotted for expansion. This fall and winter clearing will take place, and in the spring new roadways to the expansion will be installed. In addition to the above improvements the City intends to attempt to secure some work crews for clean up and maintenance of the area.



Water Rights Purchase

Water Rights are difficult, and expensive, to find in this portion of Central Oregon. This is because most of the mitigation credits available for purchase are downstream from the City's Water Source. The City has been working with Deschutes Land Trust in order to purchase more mitigation credits. This is in it's very preliminary stages. However, since these credits are hard to come by in our area, staff feels that the endeavor is worthwhile.

New Equipment for Public Works

The Public Works Departments will be purchasing a mini-excavator and equipment trailer this Fiscal Year. This excavator can be used in the Cemetery, Streets, Water and Sewer Departments. More specifically it will be used for digging and line installation, lot clearing, cemetery clean up, cemetery digging, removal and replacement of city sidewalks, hydrant repairs, allow work in close



subdivisions, aid in clean up ventures in partnership with Deschutes County, and many other items. The excavator will be used mainly during the spring and summer months, however it would be a useful asset when the ground is frozen in the winter months. This is budgeted as a capital equipment purchase in the Cemetery (10%), Streets (10%), Water (40%) and Sewer (40%) Funds.

Overview of Changes by Fund

KEY CHANGES BY FUND IN THE FY 2023-24 PROPOSED BUDGET

GENERAL FUND

Overall, revenues are trending slightly higher, however staff has decided to budget conservatively. Property taxes were increased by 3% to \$474,830. While new businesses and events are popping up throughout La Pine we have also budgeted those amounts conservatively, with \$16,000 in business license revenue and \$1400 in other licensing / permit revenues. Historically, the City has budgeted all of it's franchise fees into the General Fund then provided an interfund transfer to the Streets fund for their portion of that revenue. This year the City's General Fund will only receive 30% of the Franchise Fees, and the streets fund will receive 70%. No interfund transfer will be made.

There is \$1M in Grant funding budgeted. This is partially for the ARPA East Side expansion and Law Enforcement Services projects discussed in the Key Projects section of this document. The other Grant dollars budgeted are for Misc. Grants the City intends to apply for, including paving of the City Hall Parking lot from ODOT. In La Pine, projects are generally funded in the summer/fall, then bid in the fall/winter. Construction generally starts in the Spring. Since the budget cycle ends in June, we have found that it is better to be proactive in budgeting Grant Revenues and Capital Expenditures early, in case those projects start in late April or early May. It's as simple as if we do not receive that \$50,000 grant, or bid that \$50,000 project, we will not spend those funds, but if we do receive it we need the revenue and expenditure budgeted in order to use the funds.

There is an increase in personnel services in the general fund due to the hiring of an Assistant City Manager / Finance Director. Cost of living adjustments and rapid inflation over the last 12-18 months has also been considered when evaluating salaries.

The amount budgeted for Materials and Services is down overall, primarily due to a large decrease in contracted services. There are several line items that have been blacked out; this is to allow those line items to drop off of future budgets. Ultimately, staff is wanting to consolidate certain line items for the sake of organization and clarity.

Capital Outlay includes the budgeted grant amounts discussed above and \$75,000 for the Transit Center. This is for finalizing the landscaping and a sidewalk related to that project. Contingency and Reserve for Future Expenditure are both increased this year in an effort to save.



CEMETERY FUND

The La Pine Community Cemetery has had little attention paid to it in years past. This year, the staff wants to improve the grounds and provide an expansion. In past years plot prices have increased from \$225 to \$525 in order to begin to generate more resources to support the Cemetery. Although this has resulted in a modest increase in resources, as the only revenue source, staff feels additional funds will be necessary for the improvements; therefore, this FY 2023-24 budget includes a transfer in from the general fund of \$20,000. Some of the improvements planned for the Cemetery include expanding the burial areas, maintaining the grounds and other upgrades including fencing. The monitoring of operations and need for a strategic plan for the Cemetery's future are critical.

STREETS FUND

For several years the beginning fund balance for the Streets Fund was growing – predominantly due to continued transfers in from the general fund, savings of funds, and less expenditures. The funds beginning balance this Fiscal Year is \$1,456,315, up from last years budget of \$1,348,701. Funds were not transferred into the streets fund, unlike years past, in order to track the true revenue sources for the streets



funds. Maintenance of many streets in the City are a concern for staff, this is an effort to evaluate what types of funding strategies for street improvements should be considered in future years.

There is an increase in personnel services in the streets fund due to the hiring of an Assistant City Manager / Finance Director. Cost of living adjustments and rapid inflation over the last 12-18 months has also been considered when evaluating salaries.

Capital Outlay has a budgeted amount of \$230,000. Of this budgeted amount, a portion is for road repairs that may need to be done throughout the City. With the expansion of water and sewer in the Cagle neighborhood, there is anticipation that the City may want to install some lighting for the betterment of the community. Lastly, there is \$20,000 budgeted for Equipment purchases—this amount is for the public works equipment discussed in the key projects segment of this document.

Reserve for Future Expenditures and Contingency are both up from last year. This is in anticipation of likely future street projects and the funding related to this department. In short, these funds are set aside for the purpose of saving.

TOURISM FUND

The beginning fund balance for the Tourism Fund has been growing for several years. This is due to resources exceeding expenditures and a concerted effort to save for future capital projects. We have seen Transient Room Tax (TRT) – the only revenue source for this fund – increase over the past couple of years. Materials and Services are consistent with years past. This budget includes a 10% increase to the Chamber and Visitors Center support. This is because of the recent high inflation encountered the last 12-18 months. There is also an increase to the allowed community funding this year. The City Council has discussed hearing community sponsorships at the Budget Committee level, and staff has begun implementing this policy. This usually takes 2-3 budget cycles to fully achieve.



We have budgeted \$75,000 into capital projects. There is a likelihood that we could use these funds for City wide improvements including walkability or other main street items. We do not have any planning currently underway for these types of projects, but would like to have the money put aside if a situation came forward to partner with Urban Renewal, or other agencies, on this project.

COMMUNITY DEVELOPMENT FUND

The Community Development Fund has seen growing beginning fund balances for several years – in large part due to recent development in the City. In an effort to see what the fund is really generating staff has removed the interfund transfer to this fund. It should be expected that to some degree – of which staff will monitor closely – the General Fund will need to subsidize the Community Development Fund. However, staff would like to see what this subsidiary looks like in real time. Revenues are budgeted very conservatively for this same reason.

The Personnel Services includes a high level position and an entry-level position. We realize that this Department may be understaffed, and are preparing for the needed staff changes, if they present themselves.

WATER & SEWER RESERVE FUND

The Water and Sewer Reserve Fund has been nearly exhausted due to the Water and Wastewater expansion projects. Staff expected this, and is now rebuilding those funds. This year there is a budgeted \$300,000 transfer from the Sewer fund to begin this process.

INDUSTRIAL/ECONOMIC DEVELOPMENT FUND

The beginning fund balance for the Economic Development Fund has been growing. This is due to resources exceeding expenditures. Similar to the Community Development Fund, the city has removed the interfund transfer to this fund. Staff is hoping to find what the fund is actually generating on its own. There is a likelihood that this fund will need to be subsidized, but we are attempting to narrow down what the actual subsidiary should be.



The fund has seen little activity in the way of increases this year, however, staff expects that it will continue to grow. The Industrial Park is one of the City's largest assets in supporting and growing a strong, diversified economy. Although there have been accomplishments, we're left wanting more with the level of actual activity, investment, and job creation. A significant challenge is that, although we have vacant land, there are few buildings for businesses to move in and occupy immediately.

Ultimately, the amount of resources available in this fund for the projects described (or others) depends on the amount of activity and proceeds from the publicly-owned land. Over the past few years, the investment in branding and marketing, as well as rising economic conditions, have generated leads on new businesses and projects.

SYSTEM DEVELOPMENT CHARGES (SDCs) FUND

System Development Charges (commonly referred to as SDC's or impact fees) are fees collected at the time of development in accordance with a specified methodology and capital project list governed by ORS. The SDC Fund has been nearly exhausted for water and sewer due to the Water and Wastewater expansion projects. Staff expected this, and is now rebuilding those funds. The Transportation SDC is growing, and continued growth is expected. This year there is a budgeted \$350,000 transfer from the Sewer fund to begin the process of rebuilding the water and sewer SDC funds.

WATER FUND

In the resources section, the Water Service line item proposed amount is down compared to last year. Although there is a 3% increase budgeted, staff remains in the conservative position on this fund as well. This is largely due to projected revenues being less than expected in March. The most notable items in this years resources budget is the Grant revenue of \$9m+. This is for the remaining portion of the water expansion project underway. Financially, the City is more than sound to undertake this project. However, as mentioned prior, staff is being very conservative in these funds until the project is completed.

There is an increase in personnel services in the general fund due to the hiring of an Assistant City Manager / Finance Director. Cost of living adjustments and rapid inflation over the last 12-18 months has also been considered when evaluating salaries.

Materials and Services are relatively in line with previous years. The most notable increase is to water meter purchases. This is largely due to supply chain issues during the COVID pandemic that the City is still catching up with.

The Capital Outlay section is budgeted with a matching \$9m+ output, again for the water expansion project. The other notable item is the appropriation for water rights that the City is anticipating a potential purchase of during this budget cycle.



Lastly, there are no transfers out to the SDC or Re-serve Fund this year. The General Fund is helping subsidize the purchase of water rights, and the lack of rate increases during the COVID—19 pandemic. The City is not excluded from the impacts of the pandemic. State Laws impacting service disconnection allowed delinquency to water and sewer bills that has been difficult to recover from. Furthermore, supply chain issues has required “catch-up” in the expenditures. The City will recover from this, however, we expect it to be another year before we see the effects level out.

SEWER FUND

In the resources section, the Sewer Service line item proposed amount is increased from last year. This is largely due to the 10% rate increase budgeted. However, staff remains in the conservative position on this fund as well. This is largely due to projected revenues being less than expected in March. The most notable items in this years resources budget is the Grant revenue of \$11m+. This is for the remaining portion of the wastewater expansion project underway. Financially, the City is more than sound to undertake this project. However, as mentioned prior, staff is being very conservative in these funds until the project is completed. There is an increase in personnel services in the general fund due to the hiring of an Assistant City Manager / Finance Director. Cost of living adjustments and rapid inflation over the last 12-18 months has also been con-sidered when evaluating salaries.

Materials and Services are relatively in line with previous years, with modest increases throughout. The most notable increase is to pump purchases. Similar to the water fund, this is largely due to supply chain issues during the COVID pandemic that the City is still catching up with.

The Capital Outlay section is budgeted with a matching \$11m+ output, again for the wastewater expansion project. There are no other notable items in the Sewer capital budget, this has resulted in transfers to the SDC and Reserve funds discussed below.

Lastly, there are two transfers from this fund. One to the Reserve fund for \$300,000 and the other to the SDC fund for \$350,000. The Sewer Fund is supporting itself, regardless of the lack of rate increases during the COVID—19 pandemic. State Laws impacting service disconnection allowed delinquency to water and sewer bills that has been difficult to recover from. The City will recover from this, however, we expect it to be another year before we see the effects level out.



Budget Worksheets by Fund

General Fund

**CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24**

GENERAL FUND

	FY 2020-21 ACTUALS	FY 2021-22 ACTUALS	FY 2022-23			FY 2023-24		
			BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
10-301-100 BEGINNING FUND BALANCE	1,236,011	1,609,706	2,096,967	1,955,525	1,955,525	2,562,172	2,562,172	
10-310-110 PROPERTY TAXES - CURRENT	356,868	381,011	401,748	414,584	440,000	474,830	474,830	
10-310-120 PROPERTY TAXES - PRIOR	3,894	3,018	5,620	2,085	2,500	2,500	2,500	
10-310-150 MARIJUANA TAX								
10-320-210 OLCC RENEWAL FEE REVENUE	875	525	781	775	900	900	900	
10-320-220 SOCIAL GAMING LICENSES		100		150	150	500	500	
10-320-230 BUSINESS LICENSE REVENUES	23,663	12,846	14,837	686	15,000	16,000	16,000	
10-320-240 MARIJUANA LICENSE REVENUE	200							
10-320-250 EVENT FEE REVENUE	475	100	300	175	300	300	300	
10-320-330 MOTEL TAX REVENUE	41,581	36,404	47,380	50,882	65,000	55,000	55,000	
10-330-310 CIGARETTE TAX REVENUES	184							
10-330-315 LIQUOR TAX REVENUE								
10-330-340 STATE SHARED REVENUE	151,552	63,802						
10-330-345 STATE SHARED REVENUE COMBINED	87,028	74,338	137,073	159,500	180,000	200,000	200,000	
TBD GRANTS - ARPA (POLICE MOU)						200,000	200,000	
10-330-360 GRANTS - ARPA (SIDEWALKS)				589,229	-	600,000	600,000	
10-330-390 GRANTS - MISCELLANEOUS	19,575	214,230	471,000	733,993	733,993	200,000	200,000	
10-350-510 FRANCHISE FEE - BEND COMMUN	18,228	32,023	19,000	13,927	19,000	5,870	5,870	
10-350-515 FRANCHISE FEE - CASCADE N.G.	26,276	22,714	20,000	29,510	49,010	6,180	6,180	
10-350-520 FRANCHISE FEE - CENTURYTEL				48	100	35	35	
10-350-525 FRANCHISE FEE - MID STATE ELEC	153,905	167,729	170,000	164,033	190,000	59,000	59,000	
10-350-535 FRANCHISE FEE - CENTURY LINK	2,966	4,029	4,000	4,056	6,000	1,850	1,850	
10-350-540 FRANCHISE FEE - REPUBLIC SVCS.	31,083	43,573	35,000	45,665	55,000	17,000	17,000	
10-350-600 FRANCHISE FEE - LIGHT SPEED NET.	1,088	1,965	1,900	2,065	2,700	840	840	
10-380-810 INTEREST INCOME	9,504	15,896	10,000	43,000	69,000	75,000	75,000	
10-390-930 RENTAL INCOME	19,688	20,278	20,988	13,890	19,000	19,000	19,000	
10-390-932 RENTAL INCOME - TOWER	11,418	11,795	18,640	10,665	18,000	19,000	19,000	
10-390-940 LATE FEES & PENALTIES								
10-390-980 ELECTION INCOME	25		50		-			
10-390-990 MISCELLANEOUS INCOME	3,103	3,685	3,000	7,235	-	2,500	2,500	
10-480-220 TRANSFERS IN - TOURISM FUND								
10-480-500 TRANSFERS IN - WATER FUND								
10-480-520 TRANSFERS IN - SEWER FUND								
TOTAL FUND RESOURCES	2,199,190	2,719,767	3,478,284	4,241,679	3,821,178	4,518,477	4,518,477	-

GENERAL FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES									
10-510-1100	REGULAR PAYROLL	\$ 85,859	87,541	133,172	62,073	95,000	145,207	145,207	
10-510-1150	OVERTIME WAGES	\$ 1,046	793	19,975	203	400	21,871	21,871	
10-510-1420	SOCIAL SECURITY/MEDICARE	\$ 6,994	8,069	10,188	9,784	17,000	10,246	10,246	
10-510-1440	STATE UNEMPLOYMENT	\$ 3,039	1,933	3,596	2,477	4,000	4,018	4,018	
10-510-1460	WORKERS COMP ASSESSMENT	\$ 110	294	183	237	500	197	197	
10-510-1800	HEALTH INSURANCE	\$ 12,051	19,998	24,960	11,516	19,000	31,320	31,320	
10-510-1900	RETIREMENT BENEFITS	\$ 3,401	4,103	7,991	7,484	14,000	8,036	8,036	
TOTAL PERSONNEL SERVICES		112,500	122,731	200,065	93,773	149,900	220,895	220,895	-
MATERIALS & SERVICES									
10-520-2050	AUDIT	\$ 5,012	18,867	20,142	12,110	12,110	13,350	13,350	
10-520-2080	ADVERTISING EXPENSE	\$ 990		2,600	382	2,200	3,500	3,500	
10-520-2150	BANK FEES	\$ 878	10,976	9,106	1,947	3,500	4,000	4,000	
10-520-2175	CITY IMPROVEMENT PROJ (BUSINESS)								
10-520-2180	CLEANING/JANITORIAL	\$ 1,562	701	4,800	113	113	5,000	5,000	
10-520-2220	COMMUNITY FUND - UNRESTRICTED	\$ 1,500	8,405	15,000	6,000	15,000	30,000	30,000	
10-520-2250	CONTRACTED SERVICES	\$ 11,925	12,508	309,403	9,496	15,000	25,000	25,000	
10-520-2270	DO NOT USE (FORMERLY EDCO)	\$ 500	500	MOVED TO FUND 40					
10-520-2280	ELECTION COSTS	\$ -		1,500	-	-	1,500	1,500	
10-520-2325	ENGINEERING	\$ 16,154	899	10,000	-	7,500	15,000	15,000	
10-520-2350	FUEL	\$ 115	70	129	56	500	500	500	
10-520-2400	INSURANCE	\$ 3,369	4,099	4,468	4,405	6,000	7,500	7,500	
10-520-2500	IT - PARTS & EQUIPMENT	\$ 670	5,279	5,753	6,861	10,000	45,000	45,000	
10-520-2520	IT - SOFTWARE & SUPPORT	\$ 18,663	18,232	27,500	15,880	20,000	25,000	25,000	
10-520-2530	IT - WEBSITE DESIGN & MAINT	\$ 450	450	491	450	450	750	750	
10-520-2600	LEGAL FEES EXPENSE	\$ 22,198	1,960	50,000	1,819	10,000	50,000	50,000	
10-520-2700	MEETINGS/TRAVEL/TRAINING	\$ 613	1,874	1,962	1,112	2,000	7,500	7,500	
10-520-2720	MEMBERSHIP & DUES	\$ 8,229	4,160	3,090	5,313	7,500	7,500	7,500	
10-520-2730	MOSQUITO SPRAYING	\$ 11,390	32,213	24,570	10,996	31,000	35,000	35,000	
10-520-2750	OFFICE SUPPLIES/COPIER	\$ 8,291	3,963	8,500	2,441	5,000	7,500	7,500	
10-520-2770	POSTAGE FEES	\$ 546	1,172	1,700	530	1,000	1,500	1,500	
10-520-2780	PROPERTY TAXES	\$ 247	-	263	-	-	-	-	
10-520-2840	REPAIRS & MAINT - BUILDINGS	\$ 845	1,921	6,200	3,471	5,000	10,000	10,000	
10-520-2850	REPAIRS & MAINT - EQUIPMENT	\$ -	1,523	1,635	-	-	-	-	
10-520-2860	REPAIRS & MAINT - LANDSCAPING	\$ -		5,000	1,080	5,000	7,500	7,500	
10-520-2870	REPAIRS & MAINT - VEHICLE	\$ -	45	1,500	33	150	200	200	
10-520-2880	SECURITY	\$ 583	804	1,000	240	1,000	1,000	1,000	
10-520-2900	UTILITIES - GAS/ELECTRICITY	\$ 1,659	1,896	3,000	993	1,700	2,200	2,200	
10-520-2910	UTILITIES - GARBAGE	\$ 2,019	1,701	2,300	213	500	1,000	1,000	
10-520-2920	UTILITIES - TELEPHONE	\$ 2,519	3,559	4,000	2,740	4,500	6,500	6,500	
10-520-2990	MISCELLANEOUS EXPENSE	\$ 5,977	527	5,000	7,236	9,000	10,000	10,000	
10-520-2995	HEARTLAND/CASELLE PAYROLL FEES	\$ 1,600	9,200	10,600		-			
TOTAL MATERIALS & SERVICES		128,504	147,504	541,212	95,917	175,723	323,500	323,500	-

GENERAL FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
CAPITAL OUTLAY									
10-550-5150	CITY HALL IMPROVEMENTS	38		36,000		36,000			
10-550-5155	ARPA (POLICE MOU)						200,000	200,000	
10-550-5200	ARPA (SIDWALKS)						600,000	600,000	
10-550-5230	TRANSIT CENTER			100,000	85,240	85,240	75,000	75,000	
10-550-5235	LANDSCAPE COST								
10-550-5260	EQUIPMENT PURCHASES								
10-550-5315	MISC. CAPITAL PROJECTS		451,767	270,000	263,717	263,717	200,000	200,000	
TOTAL CAPITAL OUTLAY		38	451,767	406,000	348,956	384,957	1,075,000	1,075,000	-
DEBT SERVICE									
10-560-6100	COP SERIES 2011B PRINCIPAL PMT	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
10-560-6110	COP SERIES 2011B INTEREST PMT.	18,442	17,239	15,926	15,926	15,926	13,695	13,695	
TOTAL DEBT SERVICE		43,442	42,239	40,926	40,926	40,926	38,695	38,695	-
INTERFUND TRANSFERS - OUT									
10-780-2100	TRANSFERS OUT - STREET FUND	200,000	200,000	200,000	200,000	200,000			
10-780-2200	TRANSFER OUT - TOURISM FUND								
10-780-2250	TRANSFER OUT - CEMETERY FUND		7,500	7,500	7,500	7,500	20,000	20,000	
10-780-2300	TRANSFERS OUT - COMM DEVELOPMENT	60,000	60,000	40,000	40,000	40,000			
10-780-2325	TRANSFER OUT - IND ECON	45,000	45,000	45,000	45,000	45,000			
TBD	TRANSFER OUT - WATER FUND						400,000	400,000	
10-780-2350	TRANSFERS OUT - WASTEWATER FUND			215,000	215,000	215,000			
TOTAL INTERFUND TRANSFERS - OUT		305,000	312,500	507,500	507,500	507,500	420,000	420,000	-
CONTINGENCY									
10-910-1000	CONTINGENCY			322,000			400,000	400,000	
TOTAL CONTINGENCY		-	-	322,000	-	-	400,000	400,000	-
RESERVE FOR FUTURE EXPENDITURES									
10-950-6000	RESERVE - FUTURE CAPITAL			480,000			1,225,000	1,225,000	
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	480,000	-	-	1,225,000	1,225,000	-
UNAPPR. ENDING FUND BALANCE									
10-990-1000	UNAPPR. ENDING FUND BALANCE			980,581			815,387	815,387	
TOTAL UNAPPR. ENDING FUND BALANCE		-	-	980,581	-	-	815,387	815,387	-
TOTAL FUND REQUIREMENTS		589,484	1,076,741	3,478,284	1,087,073	1,259,006	4,518,477	4,518,477	-
NET RESOURCES OVER REQUIREMENTS		1,609,706	1,643,026	-	3,154,606	2,562,172	-	-	-

Cemetery Fund

**CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24**

CEMETERY FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
20-301-100	BEGINNING FUND BALANCE	27,629	32,714	40,480	42,324	42,324	48,422	48,422	
20-340-420	CEMETERY PLOT SALES	6,890	5,430	1,500	550	550	1,200	1,200	
20-350-100	TRANSFER IN - GENERAL FUND		7,500	7,500	7,500	7,500	20,000	20,000	
10-380-810	INTEREST INCOME				340	500	700	700	
20-390-990	MISCELLANEOUS INCOME		456		-				
TOTAL FUND RESOURCES		34,519	46,100	49,480	50,714	50,874	70,322	70,322	-
PERSONNEL SERVICES									
TBD	REGULAR PAYROLL								
TBD	OVERTIME WAGES								
TBD	SOCIAL SECURITY/MEDICARE								
TBD	STATE UNEMPLOYMENT								
TBD	WORKERS COMP ASSESSMENT								
TBD	HEALTH INSURANCE								
TBD	RETIREMENT BENEFITS								
TOTAL PERSONNEL SERVICES		-	-	-	-	-	-	-	-
MATERIALS & SERVICES									
20-520-2050	ACCOUNTING/AUDIT			5,000	190	250	400	400	
20-520-2250	CONTRACTED SERVICES			5,000			12,000	12,000	
20-520-2400	INSURANCE	1,685	1,776	2,610	2,022	2,202	3,500	3,500	
20-520-2600	LEGAL FEES EXPENSE			500			10,000	10,000	
20-520-2860	REPAIRS & MAINT - CEMETERY			5,000			7,500	7,500	
20-520-2990	MISCELLANEOUS EXPENSE	120		1,500			1,500	1,500	
TOTAL MATERIALS & SERVICES		1,805	1,776	19,610	2,212	2,452	34,900	34,900	-
CAPITAL OUTLAY									
20-550-5000	CAPITAL OUTLAY		2,000	5,000			10,000	10,000	
TOTAL CAPITAL OUTLAY		-	2,000	5,000	-	-	10,000	10,000	-
CONTINGENCY									
20-910-1000	CONTINGENCY			7,300			10,000	10,000	
TOTAL CONTINGENCY		-	-	7,300	-	-	10,000	10,000	-
UNAPPR. ENDING FUND BALANCE									
20-990-1000	UNAPPR. ENDING FUND BALANCE			17,570			15,422	15,422	
TOTAL UNAPPR. ENDING FUND BALANCE		-	-	17,570	-	-	15,422	15,422	-
TOTAL FUND REQUIREMENTS		1,805	3,776	49,480	2,212	2,452	70,322	70,322	-

CEMETERY FUND

	FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
	ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
NET RESOURCES OVER REQUIREMENTS	32,714	42,324	-	48,502	48,422	-	-	-

Streets Fund

**CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24**

STREETS FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
21-301-100	BEGINNING FUND BALANCE	1,016,792	1,094,037	1,348,701	1,347,226	1,347,226	1,456,315	1,456,315	
21-330-330	STATE GAS FUNDS REVENUE	121,441	173,178	143,170	157,233	196,233	175,000	175,000	
21-330-390	GRANT REVENUE - STREETS		91,001	475,000					
21-330-395	*NEW STREETS REVENUE LINE*								
21-380-810	INTEREST INCOME				10,931	15,000	16,000	16,000	
21-390-990	MISCELLANEOUS INCOME	26,981		500					
21-350-510	FRANCHISE FEE - BEND COMMUN						13,700	13,700	
21-350-515	FRANCHISE FEE - CASCADE N.G.						14,450	14,450	
21-350-520	FRANCHISE FEE - CENTURYTEL						75	75	
21-350-525	FRANCHISE FEE - MID STATE ELEC						137,000	137,000	
21-350-535	FRANCHISE FEE - CENTURY LINK						4,350	4,350	
21-350-540	FRANCHISE FEE - REPUBLIC SVCS.						39,000	39,000	
21-350-600	FRANCHISE FEE - LIGHT SPEED NET.						1,950	1,950	
21-480-100	TRANSFERS IN - GENERAL FUND	200,000	200,000	200,000	200,000	200,000			
TOTAL FUND RESOURCES		1,365,214	1,558,216	2,167,371	1,715,390	1,758,459	1,857,840	1,857,840	-
PERSONNEL SERVICES									
21-510-1100	REGULAR PAYROLL	\$ 36,907	45,081	72,490	41,222	68,016	97,803	97,803	
21-510-1150	OVERTIME WAGES	\$ 320	361	10,873	126	208	14,670	14,670	
21-510-1420	SOCIAL SECURITY/MEDICARE	\$ 3,007	4,157	5,546	3,915	6,459	6,883	6,883	
21-510-1440	STATE UNEMPLOYMENT	\$ 1,653	1,342	1,957	787	1,299	2,700	2,700	
21-510-1460	WORKERS COMP ASSESSMENT	\$ 22	286	1,572	298	492	2,472	2,472	
21-510-1800	HEALTH INSURANCE	\$ 7,432	10,540	15,600	9,461	15,610	22,680	22,680	
21-510-1900	RETIREMENT BENEFITS	\$ 2,211	2,120	4,349	4,075	6,724	5,398	5,398	
TOTAL PERSONNEL SERVICES		51,552	63,887	112,387	59,884	98,808	152,606	152,606	-

STREETS FUND

	FY 2020-21 ACTUALS	FY 2021-22 ACTUALS	FY 2022-23			FY 2023-24		
			BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES								
21-520-2050 AUDIT	\$ 4,263	3,500	3,815	2,850	2,850	3,135	3,135	
21-520-2080 ADVERTISING EXPENSE	\$ -	-	1,000		-	2,500	2,500	
21-520-2250 CONTRACTED SERVICES	\$ 13,434	11,651	10,000		-	15,000	15,000	
21-520-2325 ENGINEERING COSTS	\$ 2,720	-	10,000		2,500	10,000	10,000	
21-520-2350 FUEL	\$ 1,449	991	3,500	938	2,500	7,500	7,500	
21-520-2370 GRADING/DUST ABATEMENT	\$ 2,893	1,763	15,000		7,500	20,000	20,000	
21-520-2400 INSURANCE	\$ 3,369	3,550	5,000	4,405	6,000	7,000	7,000	
21-520-2600 LEGAL FEE EXPENSE	\$ 4,360	-	4,000		2,500	15,000	15,000	
21-520-2700 MEETINGS/TRAVEL/TRAINING	\$ -	-	1,000		1,000	1,500	1,500	
21-520-2720 MEMBERSHIP & DUES	\$ -	-						
21-520-2750 OFFICE SUPPLIES/COPIER	\$ -	-						
21-520-2840 REPAIRS & MAINT - BUILDING								
21-520-2850 REPAIRS & MAINT - EQUIPMENT	\$ 2,600	1,364	3,000	1,434	2,700	5,600	5,600	
21-520-2860 REPAIRS & MAINT - LANDSCAPING	\$ 23,945	37,556	35,000	24,046	44,286	69,000	69,000	
21-520-2865 ROAD MAINTENANCE	\$ 20	40,258	45,000	270	7,500	75,000	75,000	
21-520-2870 REPAIRS & MAINT - VEHICLES	\$ 764	365	1,500	1,651	2,500	3,500	3,500	
21-520-2880 SNOW PLOWING	\$ 6,340	18,022	27,000		26,000	35,000	35,000	
21-520-2890 STREET LIGHTING	\$ 11,334	14,788	19,000	10,603	16,000	19,000	19,000	
21-520-2900 UTILITIES - GAS/ELECTRICITY								
21-520-2920 UTILITIES - TELEPHONE								
21-520-2990 MISCELLANEOUS EXPENSE	\$ 507	3,385	1,000	3,076	4,500	4,500	4,500	
TOTAL MATERIALS & SERVICES	77,998	137,193	184,815	49,273	128,336	293,235	293,235	-

STREETS FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
CAPITAL OUTLAY									
21-550-5210	SIDEWALK IMPROVEMENTS	\$ 105,257	-	475,000					
21-550-5235	LANDSCAPE COSTS	\$ -	-						
21-550-5240	STREET LIGHTS	\$ 36,370	-				20,000	20,000	
21-550-5260	EQUIPMENT PURCHASES	\$ -	3,921	7,500	4,755		10,000	10,000	
21-550-5270	STREET MAINTENANCE	\$ -							
21-550-5600	TRANSPORTATION SYS. PLAN COSTS	\$ -		10,000					
21-550-5650	PROJECTS (ROADS, SIDEWALKS & OTHER)	\$ -	5,989	200,000		75,000	200,000	200,000	
TOTAL CAPITAL OUTLAY		141,627	9,910	692,500	4,755	75,000	230,000	230,000	-
CONTINGENCY									
21-910-1000	CONTINGENCY			150,000			300,000	300,000	
TOTAL CONTINGENCY		-	-	150,000	-	-	300,000	300,000	-
RESERVE FOR FUTURE EXPENDITURES									
21-950-6000	RESERVE - FUTURE CAPITAL			200,000			300,000	300,000	
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	200,000	-	-	300,000	300,000	-
UNAPPR. ENDING FUND BALANCE									
21-990-1000	UNAPPR. ENDING FUND BALANCE			827,669			581,999	581,999	
TOTAL UNAPPR. ENDING FUND BALANCE		-	-	827,669	-	-	581,999	581,999	-
TOTAL FUND REQUIREMENTS		271,177	210,990	2,167,371	113,912	302,144	1,857,840	1,857,840	-
NET RESOURCES OVER REQUIREMENTS		1,094,037	1,347,226	-	1,601,478	1,456,315	-	-	-

Tourism Fund

**CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24**

TOURISM FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
22-301-100	BEGINNING FUND BALANCE	225,867	251,272	295,956	289,194	289,194	302,150	302,150	
22-330-320	MOTEL TAX REVENUE	97,568	127,739	115,000	117,796	145,000	120,000	120,000	
22-330-390	MISC INCOME	248		200					
22-380-810	INTEREST INCOME				2,483	3,600	3,600	3,600	
22-480-100	TRANSFERS IN - GENERAL FUND								
TOTAL FUND RESOURCES		323,683	379,011	411,156	409,472	437,794	425,750	425,750	-
MATERIALS & SERVICES									
22-520-2080	ADVERTISING EXPENSE	300	300	1,000	760	1,200	1,400	1,400	
22-520-2200	CHAMBER & VISITORS CENTER (TRT)	66,000	66,000	68,000	34,000	68,000	74,800	74,800	
22-520-2230	TOURISM PROMOTION (TRT)		900	7,500		7,500	12,500	12,500	
22-520-2235	ARTS AND CULTURE TOURISM (TRT)			5,000			7,500	7,500	
22-520-2236	4TH OF JULY MARKETING	2,320	6,117	5,000	972	5,000	10,000	10,000	
22-520-2250	CONTRACTED SERVICES (TRT)	750	16,500	2,500			10,000	10,000	
22-520-2600	LEGAL FEES EXPENSE (TRT)			3,000		1,500	3,000	3,000	
22-520-2990	MISC EXPENSE (TRT)	3,041		1,000	797	1,000	1,500	1,500	
TOTAL MATERIALS & SERVICES		72,411	89,817	93,000	36,529	84,200	120,700	120,700	-
CAPTIAL OUTLAY									
22-550-5150	PROJECTS (TRT RESTRICTED)			60,000	51,144	51,444	75,000	75,000	
TOTAL CAPITAL OUTLAY		-	-	60,000	51,143.84	51,444	75,000	75,000	-

Community Development Fund

**CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24**

COMMUNITY DEVELOPMENT FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
23-301-100	BEGINNING FUND BALANCE	\$ 191,694	538,318	604,463	722,601	722,601	724,359	724,359	
23-330-300	DES. CO ADVANCED PLANNING FEES	\$ 370,489	114,168	114,945	37,465	70,000	70,000	70,000	
23-330-350	BI-ANNUAL LAND USE GRANT								
23-340-410	PLANNING FEES	\$ 79,965	58,945	55,000	41,979	55,000	55,000	55,000	
23-380-810	MISCELLANEOUS INCOME	\$ -							
23-480-100	TRANSFER IN - GENERAL FUND		60,000	40,000	40,000	40,000			
23-500-100	DEVELOPMENT BONDED FUNDS		60,000	3,000,000					
23-380-810	INTEREST INCOME				5,719	8,000	8,100	8,100	
TOTAL FUND RESOURCES		642,148	831,431	3,814,408	847,764	895,601	857,459	857,459	-
PERSONNEL SERVICES									
23-510-1100	REGULAR PAYROLL	58,602	69,333	117,284	55,648	83,472	229,725	229,725	
23-510-1150	OVERTIME WAGES			17,592			12,704	12,704	
23-510-1420	SOCIAL SECURITY/MEDICARE	4,736	6,410	8,973	5,431	8,147	16,237	16,237	
23-510-1440	STATE UNEMPLOYMENT	1,619	1,165	3,167	752	1,128	6,367	6,367	
23-510-1460	WORKERS COMP ASSESSMENT	116	13	403	553	830	303	303	
23-510-1800	HEALTH INSURANCE	11,070	15,031	21,840	15,084	22,626	43,200	43,200	
23-510-1900	RETIREMENT BENEFITS	3,206	4,160	7,035	3,339	5,009	12,734	12,734	
TOTAL PERSONNEL SERVICES		79,349	96,112	176,294	80,807	121,212	321,270	321,270	-
MATERIALS & SERVICES									
23-520-2050	ACCOUNTING / AUDIT				1,330	1,330	1,463	1,463	
23-520-2080	ADVERTISING EXPENSE	4,395	2,231	3,000	727	2,500	3,500	3,500	
23-520-2150	BANK FEES				1,666	2,500	3,500	3,500	
23-520-2250	CONTRACTED SERVICES	84,002	6,456	20,000		20,000	35,000	35,000	
23-520-2325	NON-CAPITAL ENGINEERING COSTS	2,960		10,000		-			
23-520-2520	IT - SOFTWARE & SUPPORT				96	300	15,000	15,000	
23-520-2600	LEGAL FEES EXPENSE	8,325	1,160	30,000	4,522	10,000	20,000	20,000	
23-520-2700	MEETINGS/TRAVEL/TRAINING	91	643	5,000	1,742	4,000	7,500	7,500	
23-520-2720	MEMBERSHIP & DUES	487	690	3,000	390	1,000	3,000	3,000	
23-520-2750	OFFICE SUPPLIES/COPIER	2,856	887	4,000	868	1,500	4,000	4,000	
23-520-2770	POSTAGE FEES	714	626	2,000	497	1,500	2,500	2,500	
23-520-2920	UTILITIES - TELEPHONE				103	400	1,000	1,000	
23-520-2990	MISCELLANEOUS EXPENSE		25	2,000	3,928	5,000	5,000	5,000	
23-520-3000	DEVELOPMENT BONDED REFUNDS			3,000,000					
TOTAL MATERIALS & SERVICES		103,830	12,718	3,079,000	15,869	50,030	101,463	101,463	-

COMMUNITY DEVELOPMENT FUND

CONTINGENCY								
23-910-1000	CONTINGENCY			60,000			75,000	75,000
	TOTAL CONTINGENCY	-	-	60,000	-	-	75,000	75,000
RESERVE FOR FUTURE EXPENDITURES								
23-950-6000	RESERVE - FUTURE CAPITAL						150,000	150,000
		-	-	-	-	-	150,000	150,000
UNAPPR. ENDING FUND BALANCE								
23-990-1000	UNAPPR. ENDING FUND BALANCE			499,114			209,726	209,726
	TOTAL UNAPPR. ENDING FUND BALANCE	-	-	499,114	-	-	209,726	209,726
	TOTAL FUND REQUIREMENTS	103,830	108,830	3,814,408	96,676	171,242	857,459	857,459
	NET RESOURCES OVER REQUIREMENTS	538,318	722,601	-	751,088	724,359	-	-

Water and Sewer Reserve Fund

**CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24**

RESERVE FUND - WATER/SEWER									
		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
26-301-100	BEGINNING FUND BALANCE								
26-301-200	BEGINNING FUND BALANCE - WATER	308,200	556,368	553,200	2,318,200	2,318,200	126,000	126,000	
26-301-300	BEGINNING FUND BALANCE-SEWER	\$ 1,365,000	1,761,832	1,765,000			-		
26-380-810	MISCELLANEOUS INCOME								
26-480-500	TRANSFERS IN - WATER FUND	\$ 245,000							
26-480-520	TRANSFERS IN - SEWER FUND	\$ 400,000					300,000	300,000	
TOTAL FUND RESOURCES		2,318,200	2,318,200	2,318,200	2,318,200	2,318,200	426,000	426,000	-
CAPITAL OUTLAY									
26-550-5500	CONSTRUCTION EXPENSE - WATER	-	-	553,200	553,200	553,200	-	-	
26-550-5500	CONSTRUCTION EXPENSE - SEWER	-	-	1,765,000	1,765,000	1,765,000	-	-	
TOTAL CAPITAL OUTLAY		-	-	2,318,200	2,318,200	2,318,200	-	-	-
CONTINGENCY									
26-910-1000	CONTINGENCY			-					
TOTAL CONTINGENCY		-	-	-	-	-	-	-	-
INTERFUND TRANSFERS - OUT									
26-780-2100	TRANSFER OUT - SEWER FUND								
26-780-2200	TRANSFER OUT - WATER FUND								
TOTAL INTERFUND TRANSFERS - OUT		-	-	-	-	-	-	-	-
RESERVE FOR FUTURE EXPENDITURES									
26-950-6000	RESERVE - FUTURE CAPITAL - WATER						126,000	126,000	126,000
26-950-6000	RESERVE - FUTURE CAPITAL - SEWER						300,000	300,000	300,000
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	-	-	-	426,000	426,000	426,000
UNAPPR. ENDING FUND BALANCE									
26-990-1000	UNAPPR. ENDING FUND BALANCE - WATER			-					
26-990-1000	UNAPPR. ENDING FUND BALANCE - SEWER			-					
TOTAL UNAPPR. ENDING FUND BALANCE		-	-	-	-	-	-	-	-
TOTAL FUND REQUIREMENTS		-	-	2,318,200	2,318,200	2,318,200	426,000	426,000	426,000
NET RESOURCES OVER REQUIREMENTS		2,318,200	2,318,200	-	-	-	-	-	(426,000)

Debt Reserve Fund

**CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24**

DEBT RESERVE FUND									
		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
31-301-100	BEGINNING FUND BALANCE	193,503	193,503	193,503	193,503	193,503	193,503	193,503	
tbd	TRANSFERS IN - SEWER FUND								
31-480-500	TRANSFERS IN - WATER FUND								
TOTAL FUND RESOURCES		193,503	193,503	193,503	193,503	193,503	193,503	193,503	-
RESERVE FOR FUTURE EXPENDITURES									
31-950-1000	RESERVE - DEBT SERVICE - USDA 2003								
31-950-1000	RESERVE - DEBT SERVICE - USDA 2005								
31-950-1000	RESERVE - WASHINGTON FEDERAL			193,503			193,503	193,503	
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	193,503	-	-	193,503	193,503	-
TOTAL FUND REQUIREMENTS		-	-	193,503	-	-	193,503	193,503	-
NET RESOURCES OVER REQUIREMENTS		193,503	193,503	-	193,503	193,503	-	-	-

Economic Development Fund

**CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24**

INDUSTRIAL / ECONOMIC DEVELOPMENT FUND									
		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
40-301-100	BEGINNING FUND BALANCE	\$ 66,702	62,694	129,423	385,744	385,744	533,099	533,100	
40-340-400	INDUSTRIAL SITE LEASES	\$ 14,109	261,037	25,000	2,830	3,500	20,001	20,000	
40-340-410	INDUSTRIAL SITE SALES AND OPTIONS		43,577	18,000		110,000	100,000	100,000	
40-380-810	INTEREST INCOME	\$ -			3,320	4,500	4,700	4,700	
40-390-989	LAND SALE								
40-390-990	BUSINESS SPONSORSHIP	\$ 19,750	16,605	12,500	38,921	45,000	45,000	45,000	
40-390-991	MISCELLANEOUS REVENUE	\$ 10,500	27,700	35,000	2,500	2,500	2,500	2,500	
40-480-100	TRANSFER IN - GENERAL FUND		45,000	45,000	45,000	45,000			
TOTAL FUND RESOURCES		111,061	456,613	264,923	478,315	596,244	705,300	705,300	-
MATERIALS & SERVICES									
40-520-2050	ACCOUNTING / AUDIT				425	425	475	475	
40-520-2080	ADVERTISING EXPENSE	\$ 467	273	1,000			1,000	1,000	
40-520-2250	CONTRACTED SERVICES	\$ 47,500	66,998	80,000	37,092	50,000	150,000	150,000	
40-520-2600	LEGAL FEES EXPENSE	\$ 400		5,000		2,500	20,000	20,000	
40-520-2650	TRADED SECTOR INCENTIVES			50,000			50,000	50,000	
40-520-2700	MEETINGS/TRAVEL/TRAINING	\$ -	1,000	1,500	3,663	7,500	7,500	7,500	
40-520-2720	MEMBERSHIP & DUES				2,500	2,500	3,500	3,500	
40-520-2750	OFFICE SUPPLIES/COPIER	\$ -							
40-520-2990	MISCELLANEOUS EXPENSE		2,598	1,000	220	220	750	750	
TOTAL MATERIALS & SERVICES		48,367	70,869	138,500	43,900	63,145	233,225	233,225	-
CAPITAL OUTLAY									
TBD	CAPITAL OUTLAY						150,000	150,000	
TOTAL CAPITAL OUTLAY		-	-	-	-	-	150,000	150,000	-
CONTINGENCY									
40-910-1000	CONTINGENCY			25,000			25,000	25,000	
TOTAL CONTINGENCY		-	-	25,000	-	-	25,000	25,000	-
RESERVE FOR FUTURE EXPENDITURES									
40-950-6000	RESERVE - FUTURE CAPITAL			25,000			150,000	150,000	
		-	-	25,000	-	-	150,000	150,000	-
UNAPPR. ENDING FUND BALANCE									
40-990-1000	UNAPPR. ENDING FUND BALANCE			76,423			147,075	147,075	
TOTAL UNAPPR. ENDING FUND BALANCE		-	-	76,423	-	-	147,075	147,075	-
TOTAL FUND REQUIREMENTS		48,367	70,869	264,923	43,900	63,145	705,300	705,300	-
NET RESOURCES OVER REQUIREMENTS		62,694	385,744	-	434,415	533,099	-	-	-

SDC (System Development Charge) Fund

CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24

SDC FUND									
		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
41-301-110	BEGINNING FUND BALANCE - SEWER	\$ 1,723,315	2,168,648	2,723,338	2,723,338	2,723,338	1,129,233	1,129,233	
41-301-115	BEGINNING FUND BALANCE - WATER	\$ 868,292	1,073,556	1,514,603	1,514,603	1,514,603	200,000	200,000	
41-301-116	BEGINNING FUND BALANCE - TRANSPORTATION		439,055	1,006,060	1,006,060	1,006,060	1,516,607	1,516,607	
41-360-610	SDC INCOME - TRANSPORTATION	\$ 487,936	540,879	490,000	220,156	250,000	250,000	250,000	
41-360-630	SDC INCOME - WATER	\$ 460,253	507,230	460,000	174,195	200,000	200,000	200,000	
41-360-650	SDC INCOME - SEWER	\$ 141,463	783,425	767,285	271,366	300,000	300,000	300,000	
41-380-810	INTEREST INCOME-Sewer	\$ -			5,565	8,348	8,300	8,300	
41-380-811	INTEREST INCOME -Water	\$ -			3,095	4,643	4,600	4,600	
41-380-812	INTEREST INCOME -Transportation				2,056	3,084	3,083	3,083	
41-480-500	TRANSFERS IN - WATER FUND								
41-480-520	TRANSFERS IN - SEWER FUND						350,000	350,000	
TOTAL FUND RESOURCES		3,681,259	5,512,793	6,961,286	5,920,434	6,010,076	3,961,823	3,961,823	-
MATERIALS & SERVICES									
41-520-2881	SDC METHODOLOGY STUDY - WATER						-		
41-520-2882	SDC METHODOLOGY STUDY - SEWER						-		
TOTAL MATERIALS & SERVICES		-	-	-	-	-	-	-	-
CAPITAL OUTLAY									
41-550-5100	CAPITAL OUTLAY - WATER			1,788,545	1,749,606	1,749,606	-	-	
41-550-5150	CAPITAL OUTLAY - SEWER			2,274,778	2,274,778	2,274,778	-	-	
41-550-5200	CAPITAL OUTLAY - STREETS			950,253	-	-			
TOTAL CAPITAL OUTLAY		-	-	5,013,576	4,024,384	4,024,384	-	-	-
INTERFUND TRANSFERS - OUT									
TBD	TRANSFER OUT - TRANSPORTATION								
TBC	TRANSFER OUT - WATER FUND								
41-780-2200	TRANSFER OUT - SEWER FUND		268,793						
TOTAL INTERFUND TRANSFERS - OUT		-	268,793	-	-	-	-	-	-
CONTINGENCY									
41-910-1000	CONTINGENCY						-		
TOTAL CONTINGENCY		-	-	-	-	-	-	-	-
RESERVE FOR FUTURE EXPENDITURES									
41-950-6000	RESERVE - FUTURE CAPITAL - TRANSPORTATION			490,000			1,769,690	1,769,690	1,769,690
41-950-6000	RESERVE - FUTURE CAPITAL - WATER			86,000			404,600	404,600	404,600
41-950-6000	RESERVE - FUTURE CAPITAL - SEWER			767,285			1,787,533	1,787,533	1,787,533
TOTAL RESERVE FOR FUTURE EXPENDITURES		-	-	1,343,285	-	-	3,961,823	3,961,823	3,961,823
UNAPPR. ENDING FUND BALANCE									
41-990-1000	UNAPPR. ENDING FUND BALANCE			604,425					
TOTAL UNAPPR. ENDING FUND BALANCE		-	-	604,425	-	-	-	-	-
TOTAL FUND REQUIREMENTS		-	268,793	6,961,286	4,024,384	4,024,384	3,961,823	3,961,823	3,961,823
NET RESOURCES OVER REQUIREMENTS		3,681,259	5,244,000	-	1,896,050	1,985,692	-	-	(3,961,823)

Water Fund

**CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24**

WATER FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
50-301-100	BEGINNING FUND BALANCE	\$ 998,140	918,017	1,681,888	705,982	705,982	809,725	809,725	
50-330-390	WATER GRANT			7,890,500					
50-340-467	HOOKUP FEES - NEW SERVICE	\$ 6,473	46,068	7,000	4,900	7,000	7,200	7,200	
50-340-470	WATER SERVICE	\$ 575,263	762,698	768,817	556,789	725,000	747,000	747,000	
50-340-472	WATER SERVICE - MISC	\$ 53,587	47,701	45,000	19,520	25,000	25,750	25,750	
50-340-475	CROSS CONNECTION PROGRAM	\$ 20,553	25,907	24,000	21,247	25,000	25,000	25,000	
50-380-810	INTEREST INCOME	\$ -			24,227	34,000	35,000	35,000	
50-380-930	RENTAL INCOME	\$ 167							
50-390-940	LATE FEES & PENALTIES	\$ 22,542	29,107	26,780	26,091	32,000	20,000	20,000	
50-390-950	FORFEITED DEPOSITS								
50-390-980	INTERIM FINANCING - CONSTRUCTION	\$ -		8,000,000	7,126,078	9,100,000	9,347,526	9,347,526	
50-390-990	MISCELLANEOUS INCOME	\$ 1,152	1,300	1,000	1,100	1,500	1,500	1,500	
TBD	TRANSFERS IN - GENERAL FUND	\$ -					400,000	400,000	
50-480-200	TRANSFERS IN - SDC FUND								
TOTAL FUND RESOURCES		1,677,877	1,830,798	18,444,985	8,485,934	10,655,482	11,418,701	11,418,701	-
PERSONNEL SERVICES									
50-510-1100	REGULAR PAYROLL	\$ 133,389	159,093	237,692	128,488	212,005	275,166	275,166	
50-510-1150	OVERTIME WAGES	\$ 916	1,228	35,654	465	767	41,274	41,274	
50-510-1420	SOCIAL SECURITY/MEDICARE	\$ 10,857	17,978	18,184	12,249	20,211	19,354	19,354	
50-510-1440	STATE UNEMPLOYMENT	\$ 3,313	3,157	6,418	2,404	3,967	7,590	7,590	
50-510-1460	WORKERS COMP ASSESSMENT	\$ 72	231	4,001	863	1,424	4,006	4,006	
50-510-1800	HEALTH INSURANCE	\$ 27,419	37,474	54,600	34,383	56,732	70,200	70,200	
50-510-1900	RETIREMENT BENEFITS	\$ 7,942	7,489	14,261	14,580	24,057	15,180	15,180	
TOTAL PERSONNEL SERVICES		183,908	226,650	370,810	193,432	319,163	432,770	432,770	-

WATER FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES									
50-520-2050	ACCOUNTING AUDIT	\$ 4,637	3,500	3,815	3,995	3,995	4,395	4,395	
50-520-2080	ADVERTISING EXPENSE	\$ 28	1,193	1,500	97	1,000	2,000	2,000	
50-520-2145	BACKFLOW TESTING	\$ 7,063	5,088	11,000	7,381	10,000	10,000	10,000	
50-520-2150	BANK FEES	\$ 5,209	3,771	5,000	3,125	4,800	5,500	5,500	
50-520-2180	CLEANING/JANITORIAL	\$ 2,037	701	2,500	113	113	5,000	5,000	
50-520-2250	CONTRACTED SERVICES	\$ 11,506	4,858	22,000	1,844		20,000	20,000	
50-520-2320	DAMAGE RELIEF FUNDS			5,000					
50-520-2325	ENGINEERING COSTS	\$ 4,365	438	20,000			10,000	10,000	
50-520-2350	FUEL	\$ 1,476	3,690	4,000	2,891	7,500	9,000	9,000	
50-520-2375	FOREST FIRE PROTECTION	\$ 72	2,205	2,500	837	1,500	1,500	1,500	
50-520-2400	INSURANCE	\$ 6,738	7,101	9,000	8,809	10,000	12,000	12,000	
50-520-2520	IT - SOFTWARE & SUPPORT	\$ 12,068	10,732	13,500	12,070	15,000	25,000	25,000	
50-520-2550	LAB TESTING	\$ 3,237	2,221	4,000	1,194	2,500	4,500	4,500	
50-520-2600	LEGAL FEES EXPENSE	\$ 5,850	2,190	12,000	3,110	8,000	15,000	15,000	
50-520-2650	LICENSE & PERMITS	\$ 1,134	846	1,500					
50-520-2700	MEETINGS/TRAVEL/TRAINING	\$ 86	1,624	3,000	423	1,500	6,000	6,000	
50-520-2720	MEMBERSHIP & DUES	\$ 1,059	524	2,000	2,035	4,500	7,000	7,000	
50-520-2750	OFFICE SUPPLIES/COPIER		999	6,300	816	1,800	3,000	3,000	
50-520-2770	POSTAGE FEES		3,062	3,500	2,799	4,700	5,500	5,500	
50-520-2840	REPAIRS & MAINT - BUILDINGS	\$ 566	934	3,000	783	1,500	2,500	2,500	
50-520-2850	REPAIRS & MAINT - EQUIPMENT	\$ 2,654	2,738	20,000	3,879	7,500	10,000	10,000	
50-520-2860	REPAIRS & MAINT - MATERIALS	\$ 7,029	13,771	20,000	5,852	10,000	10,000	10,000	
50-520-2870	REPAIRS & MAINT - VEHICLES	\$ 3,251	2,999	5,000	2,922	5,000	5,000	5,000	
50-520-2875	REPAIRS & MAINT - METERS**	\$ 18,787	53,651	53,000	68,859	95,000	75,000	75,000	
50-520-2880	SECURITY	\$ 270	480	500	240	240	1,000	1,000	
50-520-2900	UTILITIES - GAS/ELECTRICITY	\$ 12,660	15,363	18,000	9,441	16,000	25,000	25,000	
50-520-2910	UTILITIES - GARBAGE	\$ 329	224	500	955	1,500	2,000	2,000	
50-520-2920	UTILITIES - TELEPHONE	\$ 3,670	4,103	4,500	2,789	5,000	5,500	5,500	
50-520-2990	MISCELLANEOUS EXPENSE	\$ 1,609	4,212	15,000	2,240	4,500	5,000	5,000	
TOTAL MATERIALS & SERVICES		124,700	153,218	271,615	149,499	223,148	286,395	286,395	-
CAPITAL OUTLAY									
50-550-5260	EQUIPMENT PURCHASES				2,378	2,378	45,000	45,000	
50-550-5310	NON-REIMBURSABLE EXPANSION COSTS				5,255	8,000	20,000	20,000	
50-550-5500	CONSTRUCTION EXPENSE			15,890,500	5,070,058	9,100,000	9,347,526	9,347,526	
50-550-5550	ENGINEERING COSTS								
50-550-5610	WATER MASTER PLAN UPDATE - CAGLE								
50-550-5650	WATER MITIGATION CREDITS/RIGHTS						340,000	340,000	
50-550-5675	ENGINEERING DESIGN FOR WATER SYSTEM IMPR	178,718	551,880						
TOTAL CAPITAL OUTLAY		178,718	551,880	15,890,500	5,077,691	9,110,378	9,752,526	9,752,526	-

WATER FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
DEBT SERVICE									
50-560-6150	LOAN PAYMENTS - PRINCIPAL	\$ 74,252	153,002	156,696	77,881	156,696	158,578	158,578	
50-560-6160	LOAN PAYMENTS - INTEREST	\$ 22,282	40,066	36,372	18,653	36,372	34,495	34,495	
50-560-6200	DEBT REFUNDING EXPENSE								
	TOTAL DEBT SERVICE	96,534	193,068	193,068	96,534	193,068	193,073	193,073	-
INTERFUND TRANSFERS - OUT									
50-780-1000	TRANSFERS OUT - GENERAL FUND								
50-780-2600	TRANSFER OUT - RESERVE FUND	176,000							
50-780-3100	TRANSFER OUT - DEBT RESERVE FUND								
50-780-4100	TRANSFERS OUT - SDC FUND								
	TOTAL INTERFUND TRANSFERS - OUT	176,000	-	-	-	-	-	-	-
SPECIAL PAYMENTS									
50-800-1000	SPECIAL PAYMENTS			200,000					
	TOTAL SPECIAL PAYMENTS	-	-	200,000	-	-	-	-	-
CONTINGENCY									
50-910-1000	CONTINGENCY			205,000			200,000	200,000	
	TOTAL CONTINGENCY	-	-	205,000	-	-	200,000	200,000	-
UNAPPR. ENDING FUND BALANCE									
50-990-1000	UNAPPR. ENDING FUND BALANCE			1,313,992			553,937	553,937	
	TOTAL UNAPPR. ENDING FUND BALANCE	-	-	1,313,992	-	-	553,937	553,937	-
	TOTAL FUND REQUIREMENTS	759,860	1,124,816	18,444,985	5,517,156	9,845,757	11,418,701	11,418,701	-
	NET RESOURCES OVER REQUIREMENTS	918,017	705,982	-	2,968,778	809,725	-	-	-

Sewer Fund

**CITY OF LA PINE, OREGON
BUDGET WORKSHEET
FY 2023-24**

SEWER FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
52-301-100	BEGINNING FUND BALANCE	\$ 984,795	1,181,639	1,256,081	1,335,222	1,335,222	1,661,094	1,661,094	
52-330-390	SEWER GRANTS	\$ -		5,302,500					
52-340-480	SEWER SERVICE	\$ 430,816	617,483	664,217	478,735	635,000	700,000	700,000	
52-340-485	SEPTIC SERVICE RECEIVED	\$ 120,316	103,734	118,000	47,351	55,000	100,000	100,000	
52-340-487	GREASE TRAP PUMPING								
52-380-810	INTEREST INCOME				6,023	9,035	10,000	10,000	
52-390-990	MISCELLANEOUS INCOME			5,000	375	375	500	500	
50-390-995	INTERIM FINANCING - CONSTRUCTION			13,000,000	960,548	7,000,000	11,302,500	11,302,500	
52-480-100	TRANSFERS IN - GENERAL FUND	\$ -		215,000	215,000	215,000			
52-480-200	TRANSFERS IN - SDC FUND		268,793						
TOTAL FUND RESOURCES		1,535,927	2,171,649	20,560,798	3,043,254	9,249,632	13,774,094	13,774,094	-
PERSONNEL SERVICES									
52-510-1100	REGULAR PAYROLL	\$ 133,389	159,093	237,692	128,486	212,002	275,149	275,149	
52-510-1150	OVERTIME WAGES	\$ 916	1,228	35,654	465	767	44,593	44,593	
52-510-1420	SOCIAL SECURITY/MEDICARE	\$ 10,857	17,980	18,184	12,249	20,211	19,354	19,354	
52-510-1440	STATE UNEMPLOYMENT	\$ 3,313	3,157	6,418	2,404	3,967	7,590	7,590	
52-510-1460	WORKERS COMP ASSESSMENT	\$ 71	320	3,016	863	1,424	3,720	3,720	
52-510-1800	HEALTH INSURANCE	\$ 27,419	37,474	54,600	34,382	56,730	70,200	70,200	
52-510-1900	RETIREMENT BENEFITS	\$ 7,941	7,489	14,261	14,958	24,681	15,180	15,180	
TOTAL PERSONNEL SERVICES		183,906	226,741	369,825	193,807	319,782	435,786	435,786	-

SEWER FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
MATERIALS & SERVICES									
52-520-2050	ACCOUNTING/AUDIT	\$ 4,638	3,500	3,815	5,260	5,260	5,786	5,786	
52-520-2080	ADVERTISING EXPENSES	\$ 28	1,193	2,000	97	1,500	2,000	2,000	
52-520-2150	BANK FEES	\$ 5,568	3,383	5,260	3,125	4,800	5,500	5,500	
52-520-2180	CLEANING/JANITORIAL	\$ 2,037	701	2,500	113	113	5,000	5,000	
52-520-2250	CONTRACTED SERVICES	\$ 28,317	18,736	40,000	9,796	17,000	35,000	35,000	
52-520-2255	DAMAGE RELIEF FUNDS	\$ -		5,000					
52-520-2325	ENGINEERING COSTS	\$ 240	4,684	15,000			10,000	10,000	
52-520-2350	FUEL	\$ 1,439	4,483	4,000	4,602	7,500	9,000	9,000	
52-520-2375	FOREST FIRE PROTECTION FEE	\$ 615	2,788	4,500	5,483	5,483	6,200	6,200	
52-520-2400	INSURANCE	\$ 18,530	19,527	22,000	24,225	24,225	27,000	27,000	
52-520-2520	IT - SOFTWARE & SUPPORT	\$ 11,749	11,068	14,000	9,606	13,000	16,000	16,000	
52-520-2550	LAB TESTING	\$ 4,318	7,667	8,000	8,317	13,000	25,000	25,000	
52-520-2600	LEGAL FEES EXPENSE	\$ 7,850	2,465	9,750	3,310	12,000	15,000	15,000	
52-520-2700	MEETINGS/TRAVEL/TRAINING	\$ 1,175	1,883	3,000	1,208	2,800	6,000	6,000	
52-520-2720	MEMBERSHIP & DUES	\$ 1,355	5,105	3,000	2,715	3,000	3,500	3,500	
52-520-2750	OFFICE SUPPLIES/COPIER	\$ 5,251	1,025	5,000	936	1,800	2,000	2,000	
52-520-2770	POSTAGE FEES	\$ 2,260	3,141	3,200	2,807	4,500	5,500	5,500	
52-520-2840	REPAIRS & MAINT - BUILDINGS	\$ 1,541	1,263	3,000	8,029	8,029	10,000	10,000	
52-520-2850	REPAIRS & MAINT - EQUIPMENT	\$ 10,553	6,502	37,500	3,424	7,500	35,000	35,000	
52-520-2860	REPAIRS & MAINT - MATERIALS	\$ 13,971	13,370	37,500	9,301	12,000	35,000	35,000	
52-520-2870	REPAIRS & MAINT - VEHICLE	\$ 3,840	4,094	6,500	3,105	5,000	7,500	7,500	
52-520-2871	REPAIRS & MAINT - PUMPS	\$ 5,079	9,294						
52-520-2875	REPAIRS & MAINT - PUMPS		17,281	22,500	21,560	25,000	35,000	35,000	
52-520-2880	SECURITY	\$ 270	480	600	300	300	700	700	
52-520-2900	UTILITIES - GAS/ELECTRICITY	\$ 33,410	38,562	42,000	24,301	38,000	45,000	45,000	
52-520-2910	UTILITIES - GARBAGE	\$ 1,292	811	2,500	955	1,600	2,000	2,000	
52-520-2920	UTILITIES - TELEPHONE	\$ 3,670	4,520	5,000	2,789	4,500	5,000	5,000	
52-520-2990	MISCELLANEOUS EXPENSE	\$ 1,386	946	1,500	2,863	3,200	3,500	3,500	
TOTAL MATERIALS & SERVICES		170,382	188,472	308,625	158,227	221,110	357,186	357,186	-

SEWER FUND

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
CAPITAL OUTLAY									
52-550-5230	LAND PURCHASE								
52-550-5235	LANDSCAPE COSTS								
52-550-5260	EQUIPMENT PURCHASES		112,410	20,000	2,378	2,378	45,000	45,000	
52-550-5320	NON-REIMBURSABLE PROJECT COSTS			550,000	4,379	7,500	20,000	20,000	
52-550-5500	CONSTRUCTION EXPENSE			18,302,500	1,033,935	7,000,000	11,302,500	11,302,500	
52-550-5610	SEWER MASTER PLAN UPDATE - CAGLE								
52-550-5650	ENGINEERING DESIGN - SYS IMPR		26,146		37,768	37,768			
52-550-5700	ENGINEERING DESIGN FOR WW SYSTEM IMPR		13,865						
TOTAL CAPITAL OUTLAY		-	152,421	18,872,500	1,078,460	7,047,646	11,367,500	11,367,500	-
INTERFUND TRANSFERS - OUT									
52-780-1000	TRANSFERS OUT - GENERAL FUND								
52-780-2600	TRANSFERS OUT - RESERVE FUND						300,000	300,000	
52-780-4100	TRANSFERS OUT - SDC FUND						350,000	350,000	
TOTAL INTERFUND TRANSFERS - OUT		-	-	-	-	-	650,000	650,000	-
SPECIAL PAYMENTS									
52-800-1000	SPECIAL PAYMENTS		268,793	471,813			150,000	150,000	
TOTAL SPECIAL PAYMENTS		-	268,793	471,813	-	-	150,000	150,000	-
CONTINGENCY									
52-910-1000	CONTINGENCY			300,000			400,000	400,000	
TOTAL CONTINGENCY		-	-	300,000	-	-	400,000	400,000	-
UNAPPR. ENDING FUND BALANCE									
52-990-1000	UNAPPR. ENDING FUND BALANCE			238,035			413,622	413,622	
TOTAL UNAPPR. ENDING FUND BALANCE		-	-	238,035	-	-	413,622	413,622	-
TOTAL FUND REQUIREMENTS		354,288	836,427	20,560,798	1,430,494	7,588,538	13,774,094	13,774,094	-
NET RESOURCES OVER REQUIREMENTS		1,181,639	1,335,222	-	1,612,760	1,661,094	-	-	-

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 re-finance 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].

**CITY OF LA PINE
RESOLUTION NO. 2023-02**

**A RESOLUTION DECLARING THE MUNICIPAL SERVICES PROVIDED BY THE CITY OF LA PINE IN ORDER TO
RECEIVE STATE SHARED REVENUES.**

WHEREAS, ORS 221.760(1) provides, in pertinent part, that the officer responsible for disbursing funds to cities under ORS 323, 455, 366, 785 to 366.820 and 271.805 will, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following municipal services:

1. Police Protection
2. Fire Protection
3. Street construction, maintenance and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning and subdivision control
7. One or more utility services, and

WHEREAS, the La Pine City Council (the "City Council") recognizes the desirability of assisting the State Officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760(1).

NOW, THEREFORE, BE IT RESOLVED, by and through the City Council meeting in regular session, that the City of La Pine hereby certifies that it provides four or more of the above referenced municipal services enumerated under ORS 221.760(1).

APPROVED and ADOPTED by the La Pine City Council on June 14, 2023.

Daniel Richer, Mayor

ATTEST:

Geoffrey Wullschlager, City Manager

**CITY OF LA PINE
RESOLUTION NO. 2023-03**

A RESOLUTION DECLARING CITY’S ELECTION TO RECEIVE STATE REVENUES

The City of La Pine resolves as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2023-2024.

APPROVED and ADOPTED by the La Pine City Council on June 14, 2023.

Daniel Richer, Mayor

Attest:

Geoffrey Wullschlager, City Manager

I certify that a public hearing was held before the Budget Committee and Council on May 10, 2023, providing citizens an opportunity to comment on use of State Revenue Sharing.

Geoffrey Wullschlager, City Manager

RESOLUTION No. 2023-04

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of La Pine, Oregon,
 hereby adopts the budget for fiscal year 2023-24 in the total amount of \$38,209,269. *
 This budget is now on file at La Pine City Hall in La Pine, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning
 July 1, 2023, for the following purposes:

General Fund (10)	
General/Administration Program	\$ 1,619,395
Not Allocated to Organizational Unit or Program:	
Debt Service	38,695
Transfers Out.....	420,000
Contingency.....	400,000
Total.....	\$ 2,478,090

Streets Fund (21)	
Streets Program	\$ 675,841
Not Allocated to Organizational Unit or Program:	
Contingency.....	300,000
Total.....	\$ 975,841

Water Fund (50)	
Water Utility Services Program	\$ 10,471,691
Not Allocated to Organizational Unit or Program:	
Debt Service	193,073
Special Payments.....	-
Transfers Out.....	-
Contingency.....	200,000
Total.....	\$ 10,864,764

Sewer Fund (52)	
Sewer Utility Services Program	\$ 12,160,472
Not Allocated to Organizational Unit or Program:	
Special Payments.....	150,000
Transfers Out.....	650,000
Contingency.....	400,000
Total.....	\$ 13,360,472

Cemetery Fund (20)	
Cemetery Program	\$ 44,900
Not Allocated to Organizational Unit or Program:	
Contingency.....	10,000
Total.....	\$ 54,900

Tourism Fund (22)	
Tourism Program	\$ 195,700
Not Allocated to Organizational Unit or Program:	
Transfers Out.....	
Contingency.....	25,000
Total.....	\$ 220,700

Community Development Fund (23)	
Community Deveopment Program	\$ 422,733
Contingency....	\$ 75,000
Total.....	\$ 497,733

SDC Fund (41)	
Not Allocated to Organizational Unit or Program:	
Transfers Out.....	
Total.....	\$ -

Economic Development Fund (40)	
Economic Development Program	\$ 383,225
Not Allocated to Organizational Unit or Program:	
Contingency.....	25,000
Total.....	\$ 408,225

Reserve Fund (26)	
Not Allocated to Organizational Unit or Program:	
Transfers Out.....	
Total.....	\$ -

Total APPROPRIATIONS, All Funds . . .	\$ 28,860,725
Total Unappropriated and Reserve Amounts, All Funds . . .	9,348,544
TOTAL ADOPTED BUDGET . . .	\$38,209,269 *

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2023-24 at the rate of \$1.98 per \$1,000 of assessed value for permanent rate tax. The taxes are hereby categorized for purposes of Article XI section 11b as subject to and with the General Government limitation.

The above resolution statements were approved and declared adopted on June 14, 2023.

X _____
Daniel Richer, Mayor

Attested by:

X _____
Geoff Wullschlager, City Manager

RESOLUTION NO. 2023-05

A RESOLUTION OF THE CITY OF LA PINE ADOPTING A MASTER FEE SCHEDULE AND ESTABLISHING AND/OR ADJUSTING CERTAIN CITY FEES, RATES, AND CHARGES.

WHEREAS, the City of La Pine (“City”) has previously established and adjusted its fees, rates and charges by separate resolutions of the La Pine City Council (the “Council”) for the different types of services and/or materials provided by City; and

WHEREAS, City staff has identified the need to consolidate City’s fees, rates, and charges into a master fee schedule; and

WHEREAS, by adoption of this Resolution 2023-05 (this “Resolution”), the Council desires to (a) adopt a master fee schedule, and (b) establish and/or adjust the City fees, rates, and charges included in this Resolution; and

WHEREAS, the fees, rates, and charges established and/or adjusted by this Resolution are intended to recover those costs and expenses incurred by City for providing the respective services and/or materials.

NOW, THEREFORE, BE IT RESOLVED, by and through the Council meeting in regular session, the following:

1. Findings. The above-stated findings are hereby adopted.
2. Fee Schedule Adopted. The Council hereby establishes and adopts the master fee schedule attached hereto as Exhibit A (the “Master Fee Schedule”). The fees, rates, and charges contained in the Master Fee Schedule are hereby adopted and/or adjusted effective July 1, 2023. Effective July 1, 2023, the fees, rates, and charges provided in the Master Fee Schedule amend, replace, and supersede in all respects those fees, rates, and charges established by prior resolutions.
3. Adjustments. Except as expressly provided otherwise by City ordinance, the Council may, from time to time, establish and/or adjust its fees, rates, and charges by resolution. New fees established by City will be incorporated into the Master Fee Schedule.
4. Miscellaneous. This Resolution (and the provisions contained herein) amend, replace, and supersede any resolution (or portion thereof) in conflict with this Resolution. The fees, rates, and charges in this Resolution may, from time to time, be modified by resolution of the Council. The provisions of this Resolution are severable. If any section, subsection, sentence, clause and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or constitutionally of the remaining portion of will (a) yield to constriction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity enforceability, and/or constitutionality of the remaining portion of this Resolution. The

Council determines that the fees imposed by this Resolution are not taxes subject to the property tax limitation of Article XI, section 11 of the Constitution. This Resolution may be correct by order of the Council to cure editorial and/or clerical errors. This Resolution will be in full force and effect from and after its passage and adoption.

APPROVED, ADOPTED, AND MADE EFFECTIVE by the La Pine City Council this 14th day of June 2023.

Daniel Richer, Mayor

ATTEST:

Geoffrey Wullschlager, City Manager

Exhibit A
Master Fee Schedule

(attached)

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Door Hangar Notice	\$ 25.00	
Deposits for new accounts	\$ 150.00	
After Hours Service (Non-emergency)	\$ 60.00	Per hour/per person
Fire Flow Testing Fee	\$ 125.00	
Sewer Tank Lid Replacement	\$ 100.00	
Septic Tank Filter	\$ 100.00	
Labor by the hour	\$ 125.00	Per hour/per person
Equipment Rental	\$ 250.00	Per hour
Meter Tampering Fee	\$ 500.00	
System Development Charges		
5/8" Water Meter (July 1 - December 31, 2019)	\$ 3,871.00	Increases by MCE factor (contact City Hall)

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Administration		
Public Records Request		
Cost per Standard Copy	\$ 0.25	Per sheet
Cost per Certified Copies	\$ 5.00	Per copy
Copy of Sound Recording	\$ 10.00	Per copy
Copies of Maps and non-standard documents	Actual Cost	
Labor Costs	Actual Cost	
Delivery and Postage	Actual Cost	
Attorney Fees		
Business Licensing		
Annual	\$ 45.00	July 1st to June 30th annually
Temporary	\$ 25.00	Less than 30 days
Change Fee	\$ 15.00	
Non-Profit	\$ -	
Liquor Licensing		
New Application	\$ 150.00	
Annual Renewal	\$ 25.00	
Temporary Liquor Permit	\$ 25.00	
Recreational Marijuana Permitting		
Initial Permit Application	\$ 200.00	
Permit Renewal Fee (Annual)	\$ 70.00	July 1st to June 30th annually
Application Change Fee	\$ 25.00	
Social Gaming License		
Annual	\$ 100.00	July 1st to June 30th annually
Miscellaneous Fees		
Recording Fee	\$ 100.00	
Event Plan Application Processing	\$ 50.00	
Returned Check Charge	\$ 25.00	
Copies	\$ 0.25	Per page
Transient Room Tax	7%	Of rent
Franchise Fees		Set by agreement
Mobile Food Vendor Permit Application	\$ 150.00	
Community Development		
Code Enforcement		
Nuisance Abatement Procedures	\$ 175.00	
Land Use Review Fees		
Accessory Dwelling	\$ 500.00	
Annexation	\$ 5,000.00	
Appeal	50% of the application fee	
Cell Tower	\$ 10,000.00	
Conditional Use	\$ 1,500.00	
Exceptions Request	\$ 1,500.00	
Extension Fee (First)	\$ 200.00	
Extension (Second)	\$ 400.00	
Fence (over 3 ft) permit on street frontages	\$ 500.00	
Final Plat Review/Condominium Plat Review	\$ 500.00	
Home Occupation	\$ 300.00	
Lot Line Adjustment hydrant	\$ 500.00	
Attorney Fees	Actual Cost	Other permits, applications, agreements, easements, attorney fees actual cost
Partition/Replat	\$ 1,600.00	
Pre-Application/Design Review	\$ 110.00	Per hour (1st hour free)
Site Suitability Check/LUCS	\$ 150.00	
Subdivision/Replat	\$ 4,000.00	Plus \$50 per lot
Temporary Use Permit for Seasonal Sales	\$ 75.00	Per year
Temporary Use Permit for Medical Hardships	\$ 250.00	
Text Amendment	\$ 1,500.00	
Vacation of Right-of-Way	\$ 1,000.00	

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Variance	\$ 1,500.00	
Zone Change/Comp Plan Amendment	\$ 6,000.00	
Zoning Permit Application	\$ 500.00	
Master Planned Development		
0-4.99 Acres	\$ 3,000.00	
5-10 Acres	\$ 4,000.00	
More than 10 Acres	\$ 6,000.00	
Maps		
Small (8 1/2 x 11)	\$ 5.00	
Medium (11 x 17)	\$ 15.00	
Large (24 x 36 or larger)	Actual Cost	
Sign Permits		
Primary Signs	\$ 200.00	
Temporary Sign Permit	\$ 50.00	
Portable Sign	\$ 30.00	
Site Plan Review		
Less than 1,000 sq. feet	\$ 2,000.00	
1,001 - 5,000 sq. feet	\$ 2,500.00	
5,001- 10,000 sq. feet	\$ 3,500.00	
More than 10,000 sq. feet	\$ 4,000.00	
Miscellaneous Planning Fees		
Hearing Fee for Council or Commission	\$ 1,200.00	
Hearings Officer	\$ 1,200.00	
Advanced Planning Fee	0.25%	Of building valuation, collected by County
Lot of Record Verification	\$ 800.00	
Modification of Approved Decision	\$ 500.00	
Research	\$ 75.00	Per hour
Printed - Comprehensive Plan Copy	\$ 50.00	
Printed - Development Code Copy	\$ 25.00	
Derelict Structure Fee	\$ 600.00	
Public Works		
Cemetery		
Cemetery Plot	\$ 550.00	
Headstone Deposit	\$ 300.00	
Sewer Utility Service		
Commercial Rates		
5/8" Base Rate	\$ 27.86	
3/4" Base Rate	\$ 27.86	
1" Base Rate	\$ 47.10	
1 1/2" Base Rate	\$ 79.18	
2" Base Rate	\$ 117.66	
3" Base Rate	\$ 220.28	
4" Base Rate	\$ 335.73	
6" Base Rate	\$ 656.41	
Volume Charge	\$ 8.13	Per 1000 gallons of water usage
Residential Rates		
5/8" Base Rate	\$ 27.86	
3/4" Base Rate	\$ 27.86	
1" Base Rate	\$ 47.10	
1 1/2" Base Rate	\$ 79.18	
2" Base Rate	\$ 117.66	
3" Base Rate	\$ 220.28	
4" Base Rate	\$ 335.73	
6" Base Rate	\$ 656.41	
Volume Charge	\$ 4.39	Per 1000 gallons of winter usage average (November - March of prior year)
Outside Septage Dumping		
Within 97739 and 97737 Zip Codes	\$ 0.06	Per gallon

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
All other Zip Codes	\$ 0.09	Per gallon
System Development Charges		
5/8" Water Meter	\$ 6,663.00	Increases by MCE factor (contact City Hall)
Water Utility Service		
Commercial Rates		
5/8" Base Rate	\$ 32.53	
3/4" Base Rate	\$ 32.53	
1" Base Rate	\$ 81.31	
1 1/2" Base Rate	\$ 162.62	
2" Base Rate	\$ 260.17	
3" Base Rate	\$ 520.36	
4" Base Rate	\$ 813.06	
6" Base Rate	\$ 1,626.10	
Volume Charge	\$ 2.81	Per 1000 gallons of water usage
Residential Rates		
5/8" Base Rate	\$ 32.53	
3/4" Base Rate	\$ 32.53	
1" Base Rate	\$ 81.31	
1 1/2" Base Rate	\$ 162.62	
2" Base Rate	\$ 260.17	
3" Base Rate	\$ 520.36	
4" Base Rate	\$ 813.06	
6" Base Rate	\$ 1,626.10	
Volume Charge - Tier 1 (0-3600 gallons)	\$ 1.35	Per 1000 gallons of water usage
Volume Charge - Tier 2 (3601-7200 gallons)	\$ 2.03	Per 1000 gallons of water usage
Volume Charge - Tier 3 (>7200 gallons)	\$ 3.38	Per 1000 gallons of water usage
Hydrant Meter Services		
Hydrant Checkout fee	\$ 150.00	
Hydrant Water Fee	\$ 5.00	Per 1000 gallons of water usage
Inactive Services Fees		
5/8" or 3/4" service	\$ 200.00	
1" service	\$ 510.00	
1 1/2" Service	\$ 990.00	
> 1 1/2" Service	\$ 1,130.00	
Meter Fees - Testing or Changing		
Testing or Changing - 3/4" meter or smaller	\$ 58.00	
Testing or Changing - 1" meter	\$ 69.00	
Testing or Changing - 1 1/2" meter	\$ 85.00	
Testing or Changing - 2" meter	\$ 113.00	
Testing or Changing - 3" meter	\$ 145.00	
Testing or Changing - larger than 3"	Cost + 15%	
Meter Fees - Hot tapping		
3/4" service	\$ 339.00	
1" service	\$ 452.00	
Meter Fees - Installation		
Installation - 3/4" meter or smaller	\$ 300.00	
Installation - 1" meter	\$ 375.00	
Installation - 1 1/2" meter	\$ 575.00	
Installation - 2" meter	\$ 1,625.00	
Installation - 3" meter	\$ 2,000.00	
Installation - larger than 3"	Cost + 15%	
Miscellaneous Public Works Fees		
Delinquent Account Trip Fee	\$ 50.00	
Inactive Status Charge	\$ 175.00	For customers requesting inactive billing status
Reconnection Fee	\$ 25.00	
New Account Set up Fee	\$ 35.00	
Cut lock, lock replacement	\$ 200.00	
Meter Stop Replacement	\$ 200.00	
Landowner notification fee	\$ 15.00	
Cross Connection Fee	\$ 2.50	Added monthly to utility bill

**City of La Pine
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Labor by the hour	\$ 125.00	Per hour/per person
Equipment Rental	\$ 250.00	Per hour
Meter Tampering Fee	\$ 500.00	
System Development Charges		
5/8" Water Meter (July 1 - December 31, 2019)	\$ 3,871.00	Increases by MCE factor (contact City Hall)
Streets Fees		
Transportation SDC		
Transportation SDC	\$ 4,409.00	Per EDU, based on Transportation EDU Schedule