



# 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

### ESTABLISH A QUORUM

### PLEDGE OF ALLEGIANCE

### OLD BUSINESS:

None

### NEW BUSINESS:

- 1. Election of a Chairperson .....3
- 2. Community Sponsorship Applicant Presentations
  - a. La Pine Visitor’s Center - Annual Funding .....4
  - b. Frontier Days – Annual Funding .....4
  - c. American Legion - Ice Breaker Poker Run.....5
  - d. La Pine Senior Center - Rhubarb Festival.....8
  - e. High Lakes Car Club - Show-n-Shine .....10
  - f. La Pine Parks & Rec – Stage Remodel.....13
  - g. La Pine Parks & Rec – Music in the Pines.....17
- 3. Community Sponsorship Discussion

### PRESENTATIONS:

- 1. Budget Message.....32
- 2. FY 2023-24 Budget Review .....25-107

### 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.*

**STAFF COMMENTS**

**MAYOR & COUNCIL COMMENTS**

**ADJOURNMENT**

**EXECUTIVE SESSION**

None



## CITY OF LA PINE

### STAFF REPORT

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Meeting Date: May 9, 2023  
TO: City Council & Budget Committee  
FROM: Ashley Ivans, Finance Director / Budget Officer  
SUBJECT: Election of Budget Committee Chair

<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	No Action – Report Only	<input type="checkbox"/>	Public Hearing
<input checked="" type="checkbox"/>	Formal Motion	<input checked="" type="checkbox"/>	Other/Direction:

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#### City Council & Budget Committee Members:

The first order of business in reviewing the City’s budget will be the election of a Chairperson of the Budget Committee. This person will be responsible for running the meetings over the next two days. The person should be a member of the committee, not City staff. While City Staff serves as the Budget Officer, they do not serve as the Chairperson. The Officer is responsible for preparing and presenting the budget. The Chairperson is responsible for running the meetings. The two positions should be independent of each other.

Please choose amongst yourselves the best person for this important job. A recommended motion for that nomination is below.

Recommended Motion: I move that we appoint [nominee name] as the Budget Chairperson for the FY 2023-24 budget meetings.



## CITY OF LA PINE

### STAFF REPORT

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Meeting Date: May 9, 2023

TO: City Council & Budget Committee

FROM: Ashley Ivans

SUBJECT: La Pine Visitor's Center & Frontier Days Sponsorship Presentation

<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	No Action – Report Only	<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Formal Motion	<input type="checkbox"/>	Other/Direction:

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#### Council & Budget Committee Members:

As you are likely already aware, the City of La Pine provides funding for the La Pine Visitors Center with a portion of the money collected from Transient Room Tax (TRT). The City has provided this funding since the inception of the tax and such funding is inline with what other City's do with TRT taxes.

Furthermore, the City provides funding for the Frontier Days event that is held annually for the 4<sup>th</sup> of July holiday. There used to be a contribution directly to the non-profit, as well as a contribution to the La Pine Rodeo. A few years ago it was decided that the City would instead contribute to the 4<sup>th</sup> of July Celebration (Rodeo & Frontier Days) to draw more attention to these events through radio advertising.

Ann Gawith, Director of La Pine Visitors & long time Board Member of Frontier Days, will be present at the meeting to discuss this funding and provide a presentation on these two contributions.

Since the contributions are long standing within the City's budget, I did not see it appropriate to ask either agency to provide the traditional required City form, as I thought it would likely cause confusion. The funding for these two events is built into the City's budget with their own lines, and are not a portion of the bulk budgets we are evaluating this evening.

Recommended Action: None.



# Community / Tourism Grant Application

16345 Sixth St. | PO Box 2460 - La Pine, Or 97739 | ph. (541) 536-1432 | www.lapineoregon.gov



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- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in La Pine.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

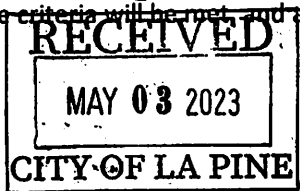
First, please designate whether this grant will be used to generate or support Tourism. If yes, see pg. 3 for additional steps/information required. We also require a budget sheet for either type of grant submission; see pg. 2.

Tourism Grant TRT Fund

Standard Community Grant Submission

Please type or print clearly:

1. Organization: American Legion Riders Post 45
2. Non-Profit ID #: # 23-7350710
3. Mailing Address: P. O Box 590 LaPine Ore 97739
4. Telephone No.: 541-420-9606
5. Email: SunriverbeautySalon@gmail.com
6. Contact Person: Amanda Carlson
7. Requested Amount: 1,500. To American Legion
8. Project/Use for Funds: Annual Ice Breaker (Poker Run) Statewide (Tourism)
9. Attach a letter explaining how the funds will be used, how the criteria will be met, and any other information relevant to the request.



Return completed applications and letters to:

City of La Pine  
Attn: City Manager  
16345 Sixth Street  
P. O. Box 2460  
La Pine, OR 97739

Date Received: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_



# LA PINE

O R E G O N

## Budget Spreadsheet

Name of Event:

(Ice Breaker) American Legion <sup>22/23</sup> ~~year~~ year

Income	Estimated	Actual
Event Proceeds (entry fees, ticket sales, etc.)		
Ticket Sales		125.-
Camp spots		100.-
Vendor spots		140.-
Food trucks		
TOTALS		

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
Advertising		500.-
Paper products		175.-
Security		250.-
fencing		300.-
Lunch		500.-
2 x Servers		150.-
TOTALS		

Extra Sales (auction, raffle, misc. sales)	Estimated	Actual
Motorcycle games		200.-
Raffles		700.-
50/50 pot		125.-
T-Shirt Sales		500.-
Harley Bike tickets		400.-
TOTALS		

Other Expenses	Estimated	Actual
extra garbage Pickup		150.-
Safety Signs		25.-
Safety Cones		75.-
Caution tape		20.-
Wrist Bands		500.-
T-Shirts		400.-
Porta potty x3		
Sani station		
Prizes		1,000.-
Plaques		125.-
Bands		2,500.-
TOTALS		

Sponsorships	Estimated	Actual
City of Lapine		1,500.-
US Schwabs		50.-
Lapine Napa		500.-
Band of Brothers		500.-
Wise Buys		0.-
mate aspiration		50.-
Midstate		50.-
TOTALS		

Donations	Estimated	Actual
Harley davidson		200.-
Nesler		50.-
ProCatcher		
Donerose Pizza		50.-
Sunriver Beauty		75.-
TOTALS		

	Estimated	Actual
<b>Overall Budget</b>		
Income		
Expenses		
Net Profit (Loss)		

The event is May 19<sup>th</sup>, 20 + 21<sup>st</sup>

**CITY OF LA PINE TOURISM GRANT FUNDING CRITERIA**

1. Demonstrate how the proposed tourism-related project, event or activity will be focused on tourists (as defined under ORS 320.300(10)).

2. Demonstrate how the organization will use TRT funds for one or more of the following purposes: (i) advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; (ii) conducting strategic planning and research necessary to stimulate future tourism development; (iii) marketing special events and festivals designed to attract tourists; (iv) operating a tourism promotion agency (as defined under ORS 320.300(8)); and/or (v) developing, constructing or operating a tourism-related facility (as defined under ORS 320.300(9)).

3. Demonstrate how the proposed tourism-related project, event or activity will promote local tourism and describe the beneficial results for the City of La Pine, including, but not limited to, any or all of the elements: (i) increase in tourist dollars spent in the City of La Pine; (ii) increase in overnight stays in hotels, motels, RV parks, inns, Bed and Breakfast establishments and other accommodations subject to the transient room tax and located within the City of La Pine; (iii) increase in tourist visits to business establishments within the City of La Pine; (iv) increase in publicity about the City of La Pine as a tourist destination; and (v) other primary or secondary benefits of increased tourism in the City of La Pine or the surrounding local area.

4. Demonstrate how the applicant organization does or plans to comply with all applicable local, state and federal laws, ordinances and regulations relating to the organization and their proposed project, event, or tourism activities.

**CITY OF LA PINE TOURISM / COMMUNITY GRANT APPLICATION INFORMATION**

Tourism / Community Grant Applications may be submitted to the City of La Pine by any non-profit organization.

**Applications may be mailed or delivered to La Pine City Hall and must be received by the City no later than June 30th, of each year. Postmarks will be accepted.**

The City of La Pine City Council will review all applications, schedule proposal presentations, and conduct site visits, as appropriate. The City Council will then discuss the various proposals and based on budgetary restrictions fund the projects it deems most advantageous to the city as a whole. The City of La Pine adopts it's new budget in June of each year and can only award as much as budgeted, which can vary, from year to year.

# Community / Tourism Grant Application

16345 5th St. | PO Box 2460 - La Pine, Or 97739 | ph. (541) 836-1432 | www.lapineoregon.gov



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- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in La Pine.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

First, please designate whether this grant will be used to generate or support Tourism. If yes, see pg. 3 for additional steps/information required. We also require a budget sheet for either type of grant submission, see pg. 2.

Tourism Grant TRT Fund

Standard Community Grant Submission

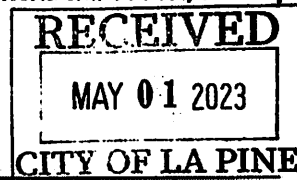
Please type or print clearly:

1. Organization: La Pine Activity Center
2. Non-Profit ID #: 93-0921983
3. Mailing Address: P.O. Box 1279
4. Telephone No.: 541-536-6237 / Cell 541-420-5201
5. Email: Jamie@lapineseniorcenter.org
6. Contact Person: Jamie Donahue
7. Requested Amount: \$2500
8. Project/Use for Funds: Adventuring
9. Attach a letter explaining how the funds will be used, how the criteria will be met, and any other information relevant to the request.

Return completed applications and letters to:

City of La Pine  
Attn: City Manager  
16345 5th Street  
P. O. Box 2460  
La Pine, OR 97739

Date Received: \_\_\_\_\_



Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_





LA PINE  
OREGON

Budget Spreadsheet  
Name of Event:

Rhubarb Festival 2024

Income	Estimated	Actual
Event Proceeds (entry fees, ticket sales, etc.)		
<b>TOTALS</b>		

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
Kitchen hood	\$10000	?
Creanny Pie's	\$8000	
<b>TOTALS</b>		

Extra Sales (auction, raffle, misc. sales)	Estimated	Actual
50/50 Raffle		
<b>TOTALS</b>		

Other Expenses	Estimated	Actual
Pol. Kitchen help	\$5700	
Security	\$1000	
2-Bulk-carts	\$800	
Wine	\$2500-	
T-shirts	\$3200	
Entertainment insurance	\$3500-	
Putty	\$89	
<b>TOTALS</b>		

Sponsorships	Estimated	Actual
First Interstate Bank		
Lapine Community Health Clinic		
He St. Charles		
Midstate		
<b>TOTALS</b>		

Donations	Estimated	Actual
Republic	\$4500?	
La Pile Septic	\$89	
Coke Bev	\$250	
Big East Bank	\$300	
<b>TOTALS</b>		

	Estimated	Actual
<b>Overall Budget</b>		
Income		
Expenses		
<b>Net Profit (Loss)</b>		

# Community / Tourism Grant Application

16345 Sixth St. | PO Box 2460 - La Pine, Or 97739 | ph. (541) 536-1432 | www.lapineoregon.gov



L A P I N E  
O R E G O N

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Tourism Grant TRT Fund

Standard Community Grant Submission

Please type or print clearly:

1. Organization: High Lakes Car Club
2. Non-Profit ID #: 93-1195595
3. Mailing Address: P O Box 2252
4. Telephone No.: 541-815-3297
5. Email: hager@bendnet.com
6. Contact Person: Jessie Hager
7. Requested Amount: \$250.00
8. Project/Use for Funds: 24th Annual High Lakes Show-n-Shine
9. Attach a letter explaining how the funds will be used, how the criteria will be met, and any other information relevant to the request.

Return completed applications and letters to:

City of La Pine  
Attn: Recorder  
16345 Sixth Street  
P. O. Box 2460  
La Pine, OR 97739

Date Received: \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_

For additional information, please contact City Recorder Jamie Kraft at 541-536-1432 or [jkraft@lapineoregon.gov](mailto:jkraft@lapineoregon.gov)





# LAPINE

OREGON

June 24,

## Budget Spreadsheet

Name of Event:

24<sup>th</sup> Annual High Lakes Show-n-Shine 2023

Income	Estimated	Actual
Event Proceeds (entry fees, ticket sales, etc.)		
Registration	2900	
TOTALS		

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
Tees	4380	
Tool Box	978	
Smoker + Cart	361	
GENERAL RAFFLE	300	
TOTALS	6019	

Extra Sales (auction, raffle, misc. sales)		
Raffles	3000	
Tees + Subq	4800	
TOTALS	7800	

Other Expenses		
Advertisement	196	
insurance + permits	351	
TROPHIES	1100	
MAILINGS	350	
Printing	500	
Scissor lift	125	
Photographer	200	
winner jackets	215	
winner picture	150	
DJ	700	
garbage	100	
TOTALS	3987	

Sponsorships		
Trophy sponsorships	4500	
TOTALS	4500	

Donations		
Advertisement	200	
Raffle items	500	
POSTERS	125	
TOTALS	825	

	Estimated	Actual
Overall Budget		
Income	16025	
Expenses	10006	
Net Profit (Loss)	6019	

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# Community / Tourism Grant Application

16345 Sixth St. | PO Box 2460 - La Pine, Or 97739 | ph. (541) 536-1432 | www.lapineoregon.gov



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First, please designate whether this grant will be used to generate or support Tourism. If yes, see pg. 3 for additional steps/information required. We also require a budget sheet for either type of grant submission, see pg. 2.

Tourism Grant TRT Fund

Standard Community Grant Submission

Please type or print clearly:

1. Organization: La Pine Park + Recreation District / Foundation
2. Non-Profit ID #: 27-3214817
3. Mailing Address: PO Box 664, 16405 1st Street
4. Telephone No.: 541-536-2223
5. Email: Karen.miller@lapineparks.org
6. Contact Person: Karen Miller
7. Requested Amount: \$5,000.00
8. Project/Use for Funds: Stage - remodel and moving 10ft for proper clearance
9. Attach a letter explaining how the funds will be used, how the criteria will be met, and any other information relevant to the request.

Return completed applications and letters to:

City of La Pine  
Attn: City Manager  
16345 Sixth Street  
P. O. Box 2460  
La Pine, OR 97739

Date Received: \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_

To whom it may concern,

We are requesting a \$5,000.00 Community Grant dollars from the City of La Pine in support of remodeling and moving the community stage in Frontier Heritage Park. The stage is used every year for the Summer Concert Series and other local events. Local businesses and the Community at-large support the food and craft vendors, and gather in the park to enjoy great music and one another's company with other events.

The funds we are requesting will be used to help cover the remodel and move the stage 10ft for proper clearance of the road. We would appreciate the City support in the project as it will improve the downtown area and help with setting up and tearing down of events, help with vandalism and with safety protocols. Should you have any questions, please do not hesitate to contact us.

Thanks!



Karen Miller  
La Pine Park and Recreation District  
karen.miller@lapineparks.org  
541-536-2223



# LAPINE

OREGON

## Budget Spreadsheet

Name of Event:

Stage - Remodel + moving stage 10ft for proper clearance

Income	Estimated	Actual
Event Proceeds (entry fees, ticket sales, etc.)		
<b>TOTALS</b>		

Extra Sales (auction, raffle, misc. sales)	Estimated	Actual
<b>TOTALS</b>		

Sponsorships	Estimated	Actual
<b>TOTALS</b>		

Donations	Estimated	Actual
<b>TOTALS</b>		

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
<b>TOTALS</b>		

Other Expenses	Estimated	Actual
Electric	10,000.00	
move stage	2,000.00	
paint	4,000.00	
Roof	5,000.00	
Drystack Stone	6,000.00	
Storage Unit	5,000.00	
gates	4,000.00	
extra expenses	5,000.00	
<b>TOTALS</b>	41,000.00	

Overall Budget	Estimated	Actual
Income		
Expenses	\$41,000.00	
Net Profit (Loss)		

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Tourism Grant TRT Fund

Standard Community Grant Submission

Please type or print clearly:

1. Organization: La Pine Park + Recreation District + Foundation
2. Non-Profit ID #: 27-3214817
3. Mailing Address: PO BOX 664, 16405 1st STREET
4. Telephone No.: 541-536-2223
5. Email: karen.miller@lapineparks.org
6. Contact Person: Karen Miller
7. Requested Amount: \$2,500.00
8. Project/Use for Funds: Music in the Pines
9. Attach a letter explaining how the funds will be used, how the criteria will be met, and any other information relevant to the request.

Return completed applications and letters to:

City of La Pine  
Attn: City Manager  
16345 Sixth Street  
P. O. Box 2460  
La Pine, OR 97739

Date Received: \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_



# LAPINE

OREGON

## Budget Spreadsheet

Name of Event:

Music in the Pines

Income	Estimated	Actual
<b>Event Proceeds (entry fees, ticket sales, etc.)</b>		
<b>TOTALS</b>		

Expenses	Estimated	Actual
<b>Site/Decorations (equipment, balloons, food, etc.)</b>		
Bands	11,500.00	11,500.00
Staffing	3,000.00	3,000.00
Green Room	\$ 400.00	400.00
Advertising	\$ 500.00	500.00
Dinner for Bands	\$ 750.00	750.00
equipment/supplies	\$ 100.00	100.00
<b>TOTALS</b>	<b>16,250.00</b>	<b>16,250.00</b>

Extra Sales (auction, raffle, misc. sales)	Estimated	Actual
Vendor spots/rental	750.00	750.00
<b>TOTALS</b>	<b>750.00</b>	<b>750.00</b>

Other Expenses	Estimated	Actual
<b>TOTALS</b>		

Sponsorships	Estimated	Actual
Mid Oregon Credit Union	\$5,000.00	5000.00
City of La Pine	\$2,500.00	2500.00
High Desert Botanicals	\$2,500.00	2,500.00
La Pine Community Health Center	2,500.00	2,500.00
Windermere Real Estate	1,000.00	1,000.00
Vig Russel Construction	500.00	500.00
Grocery Outlet	500.00	500.00
<b>TOTALS</b>		

Donations Sponsors	Estimated	Actual
Integrity Auto	500.00	500.00
La Pine Dental	500.00	500.00
<b>TOTALS</b>	<b>15,500</b>	<b>15,500</b>

Overall Budget	Estimated	Actual
Income	16,250	16,250
Expenses	16,250	16,250
Net Profit (Loss)	0	0

## **CITY OF LA PINE TOURISM GRANT FUNDING CRITERIA**

1. Demonstrate how the proposed tourism-related project, event or activity will be focused on tourists (as defined under ORS 320.300(10)).
2. Demonstrate how the organization will use TRT funds for one or more of the following purposes: (i) advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; (ii) conducting strategic planning and research necessary to stimulate future tourism development; (iii) marketing special events and festivals designed to attract tourists; (iv) operating a tourism promotion agency (as defined under ORS 320.300(8)); and/or (v) developing, constructing or operating a tourism-related facility (as defined under ORS 320.300(9)).
3. Demonstrate how the proposed tourism-related project, event or activity will promote local tourism and describe the beneficial results for the City of La Pine, including, but not limited to, any or all of the elements: (i) increase in tourist dollars spent in the City of La Pine; (ii) increase in overnight stays in hotels, motels, RV parks, inns, Bed and Breakfast establishments and other accommodations subject to the transient room tax and located within the City of La Pine; (iii) increase in tourist visits to business establishments within the City of La Pine; (iv) increase in publicity about the City of La Pine as a tourist destination; and (v) other primary or secondary benefits of increased tourism in the City of La Pine or the surrounding local area.
4. Demonstrate how the applicant organization does or plans to comply with all applicable local, state and federal laws, ordinances and regulations relating to the organization and their proposed project, event, or tourism activities.

## **CITY OF LA PINE TOURISM / COMMUNITY GRANT APPLICATION INFORMATION**

Tourism / Community Grant Applications may be submitted to the City of La Pine by any non-profit organization.

**Applications may be mailed or delivered to La Pine City Hall and must be received by the City no later than June 30th, of each year. Postmarks will be accepted.**

The City of La Pine City Council will review all applications, schedule proposal presentations, and conduct site visits, as appropriate. The City Council will then discuss the various proposals and based on budgetary restrictions fund the projects it deems most advantageous to the city as a whole. The City of La Pine adopts its new budget in June of each year and can only award as much as budgeted, which can vary, from year to year.

To whom it may concern,

We are requesting a \$2,500 Community Grant from the City of La Pine in support of the MidOregon Credit Union Music in the Pines 2024 Summer Concert Series. Past seasons have been a great success with support from local businesses and the Community at-large. Food and craft vendors, along with hundreds of people, gathered in the park to enjoy great music and one another's company.

The funds we are requesting will be used to help cover the cost of musicians for the series, as this is the majority of our budget. The City has contributed to the series in the past, and was a part of the success of these events. People in the Community are excited for the 2024 series and we are, too! We would greatly welcome the continued support of the City. Should you have any questions, please do not hesitate to contact us.

Thanks!



Karen Miller  
La Pine Park and Recreation District  
karen.miller@lapineparks.org  
541-536-2223





# Mid Oregon Credit Union Music in the Pines

## 2023 Summer Concert Series

**After three  
successful  
seasons...**

and a year off, Music in  
the Pines is planning for  
another great summer  
concert series in  
2023!!!

## Looking forward to more great music this summer...

We are excited to announce plans for the fifth annual MidOregon Credit Union Music in the Pines Summer Concert series in La Pine, OR.! With 2022 (a great year of good music) behind us, we can say that we're ready for some more live music and community fun! We plan to bring back food and craft vendors, fantastic bands and the Community excitement of in-person events.

Our endeavor is to create a place where people can gather with friends, enjoy our beautiful park and share a meal with one another, all while listening to live music from great bands around the region. We'll have a great time no matter what and we hope you can join us!



# Mid Oregon Credit Union Music in the Pines

**2023** Summer Concert Series  
**COMING THIS SUMMER MUSIC IN THE PINES!**

In 2018, La Pine Park and Recreation District, along with support from La Pine Park and Recreation Foundation, La Pine Lions and other individuals, launched the first ever summer concert series in La Pine, OR. It was an outstanding summer as the community came out in droves to enjoy great music, food & craft vendors and one another's company. Having music in our community was a great addition to the many other events that happen throughout the year. We are excited to see how this event grows over the years!

**THURSDAYS: June 8, June 22, July 13, July 27,  
Aug 10 & Aug 24**

[www.LaPineParks.org](http://www.LaPineParks.org) | Play...Learn...Explore

 **La Pine**  
Park & Recreation  
Adult Recreation & Education

**MUSIC IN THE PINES 2023**  
**THANK YOU SPONSORS!**

**TITLE SPONSOR:**

**MID OREGON CREDIT UNION**

**PRESENTING SPONSORS:**

**CITY OF LA PINE**

**HIGH DESERT BOTANICALS**

**LA PINE COMMUNITY HEALTH CENTER**

**SUPPORTING SPONSOR:**

**WINDERMERE CENTRAL OREGON REAL ESTATE  
BEA LEACH HATLER, JEFF POTEET & SCOTT ASLA**

**COMMUNITY SPONSORS:**

**VIC RUSSELL CONSTRUCTION**

**GROCERY OUTLET**

**LA PINE DENTAL**

**INTEGRITY AUTO**

[www.LaPineParks.org](http://www.LaPineParks.org) | Play...Learn...Explore

 **La Pine**  
park & recreation  
Adult Recreation & Education



CHECK US OUT!

Meet new people

SELL

SHOP

# CALLING all VENDORS

RESERVE YOUR SPACE TODAY!

SING

DANCE

#swag

## WE WANT YOU!

CALLING ALL VENDORS, JOIN US THIS SUMMER!  
LIVE MUSIC, FOOD TRUCKS, VENDORS, RAFFLES AND MORE!

Music In The Pines  
Summer Concert Series 2023  
5:00PM-8:00PM

### THURSDAYS:

June 8	July 27
June 22	Aug 10
July 13	Aug 24

FOR MORE INFORMATION OR TO REGISTER GO TO: [WWW.LAPINEPARKS.ORG](http://WWW.LAPINEPARKS.ORG). CALL 541-536-2223

OR EMAIL: [DENISEEHLERS@LAPINEPARKS.ORG](mailto:DENISEEHLERS@LAPINEPARKS.ORG)

[www.LaPineParks.org](http://www.LaPineParks.org) | Play...Learn...Explore





City of La Pine  
Proposed Budget  
Fiscal Year 2023-2024





An American flag is shown waving against a sunset sky with orange and pink clouds. The flag is positioned diagonally from the bottom left towards the top right. The text is overlaid on the upper portion of the image.

# La Pine City Council

Daniel Richer, Mayor

Cathi Van Damme, Council Member

Mike Shields, Council Member

Courtney Ignazzitto, Council Member

Karen Morse, Council Member

# 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

<b>Budget Committee</b>	
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	

<b>City Staff</b>
Geoff Wullschlager – City Manager, City Recorder
Ashley Ivans – Finance Director, Budget Officer
Amanda Metcalf – Administrative Assistant
Erik Huffman – City Engineer
Walt Wendolowski – Contract City Planner
Kelly West - Public Works Director
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,



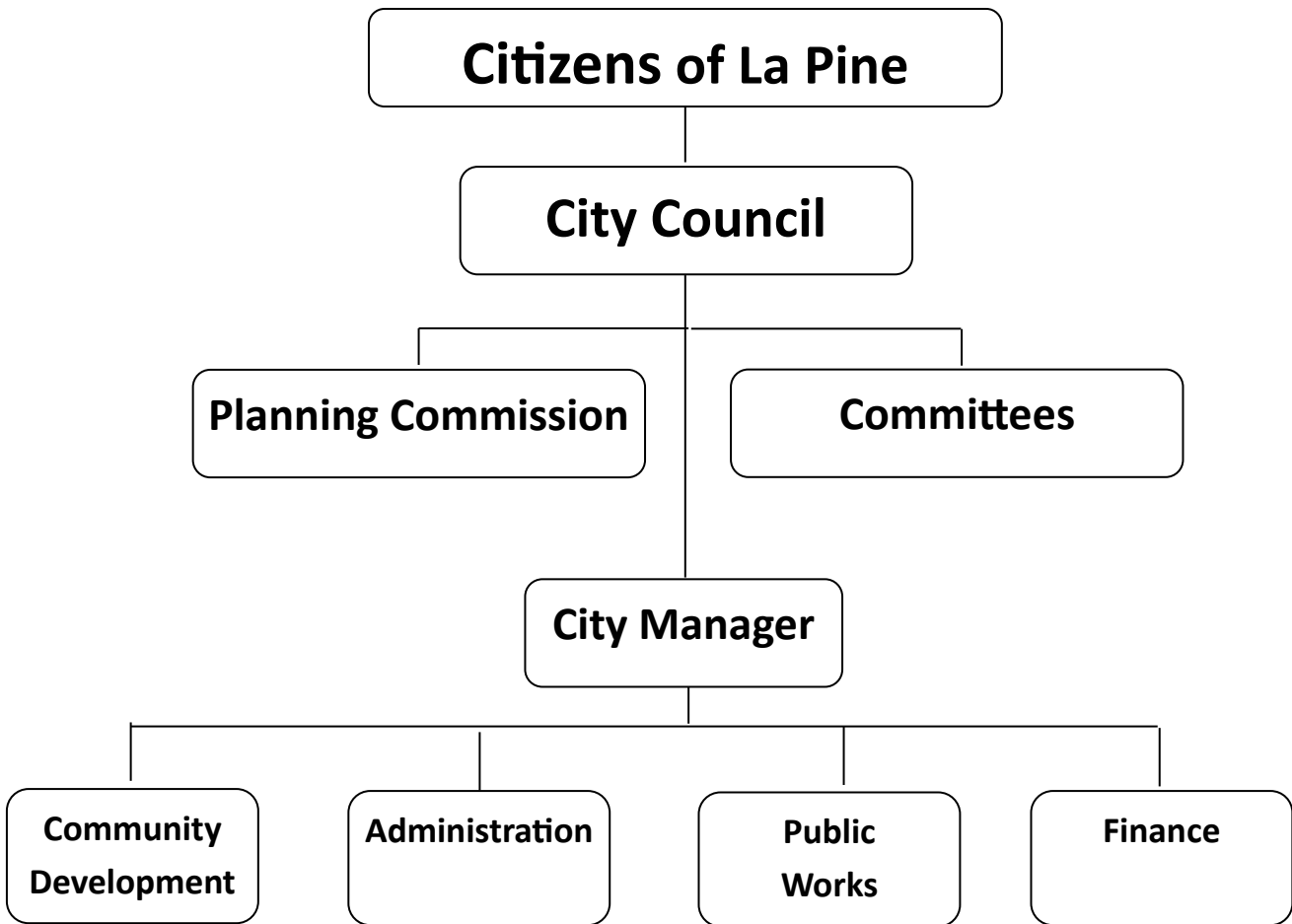
Ashley Ivans  
Assistant City Manager / Finance Director



L A P I N E

O R E G O N

## City of La Pine Organizational Chart



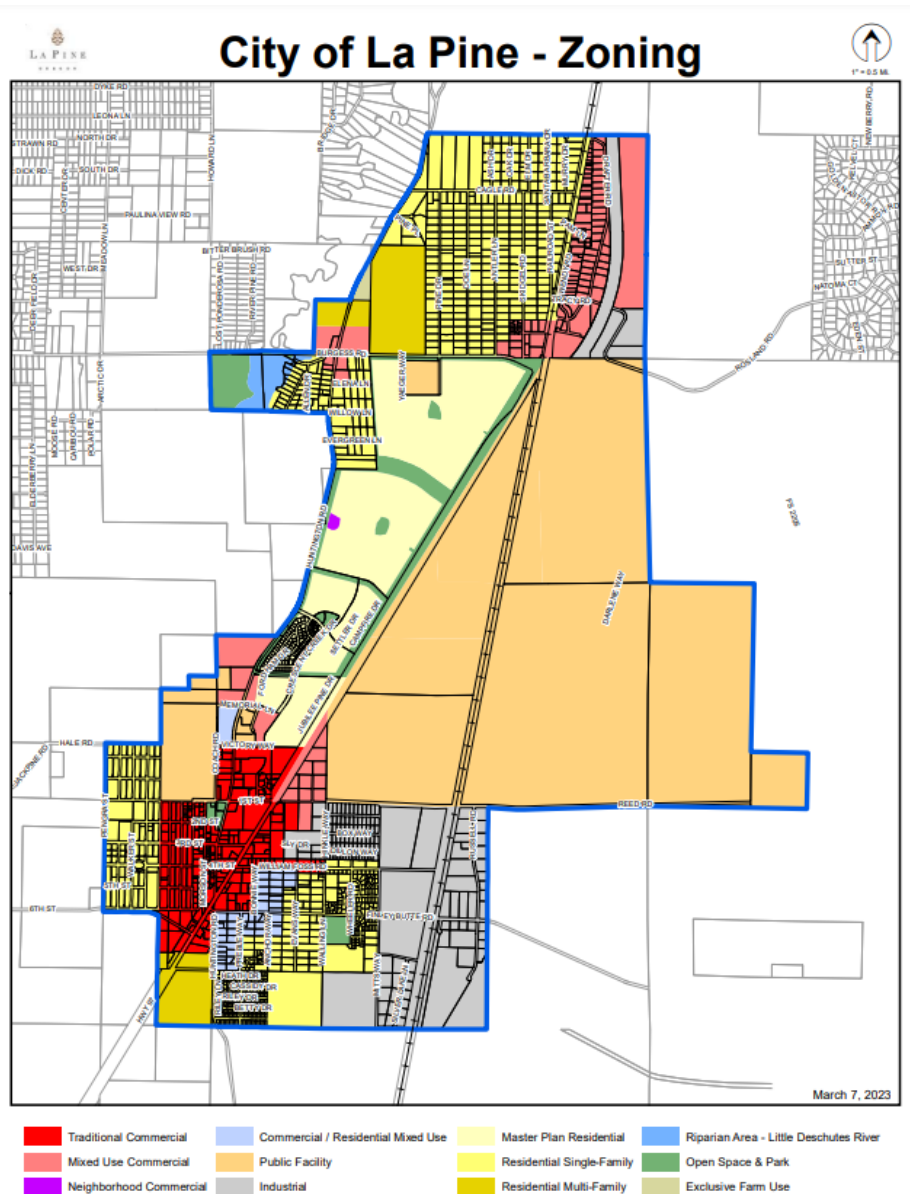
**Management Staff**  
Geoff Wullschlager, City Manager  
Ashley Ivans, Finance Director

## 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

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

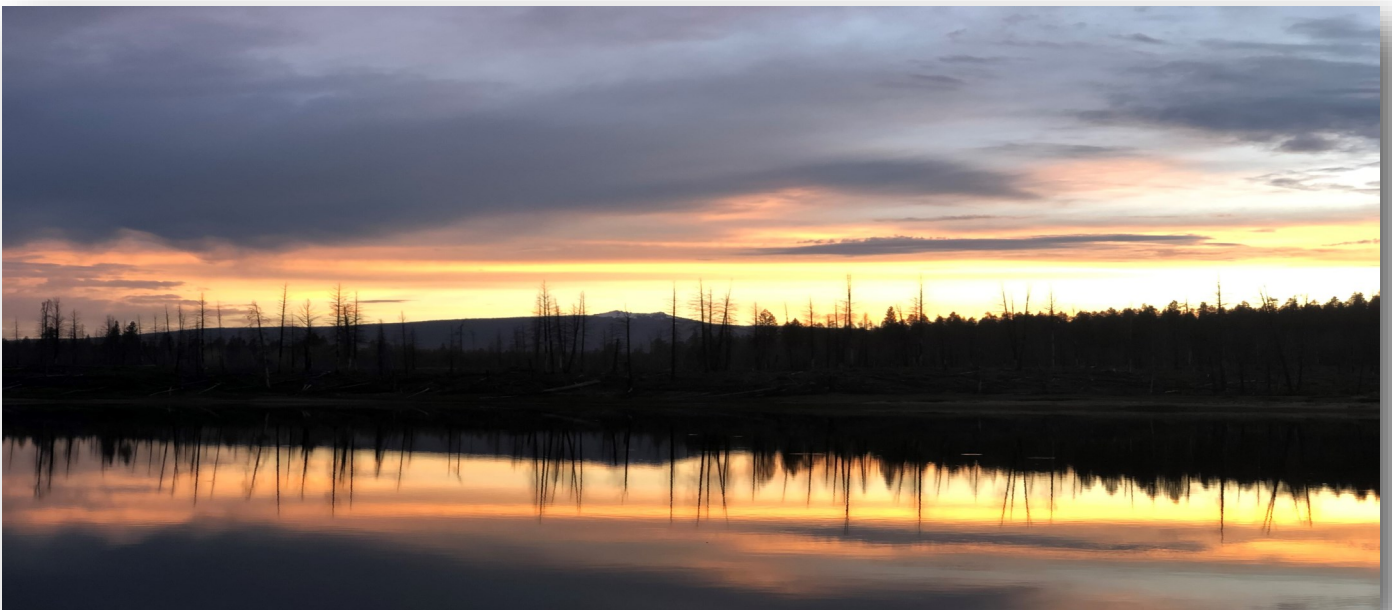
After the budget document is finalized, it is submitted to the County Clerk and the Department of Assessment and Taxation, distributed to all members of the budget committee, the City Council and City staff. The document is posted on the City's website [www.lapineoregon.gov](http://www.lapineoregon.gov).

### **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 <sup>st</sup> Notice of Budget Committee Meeting And Public Hearing for Comments from Public (WiseBuys)	April 18, 2023
Publish 2 <sup>nd</sup> 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 <sup>rd</sup> Budget Committee Meeting and Public Hearing For Use of State Revenue Sharing	May 10, 2023 5:30 p.m.
3 <sup>rd</sup> 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](http://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 \$26,946,086. 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 \$5,296,563. With an estimated beginning fund balance of \$11,262,680 the City anticipates it will have a total of \$38,741,756 in resources to fund services, operations, and projects. A consolidated summary of the revenues and expenditures is outlined in the chart below:

<b>Consolidated Financial Summary for all Funds</b>			
	<b>2021-22 Actual</b>	<b>2022-23 Adopted</b>	<b>2023-24 Proposed</b>
<b>Revenue</b>			
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
<b>Total Revenues</b>	<b>\$ 18,018,082</b>	<b>\$ 58,664,394</b>	<b>\$ 38,209,269</b>
<b>Expenditures by Category</b>			
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
<b>Total Expenditures</b>	<b>\$ 18,018,082</b>	<b>\$ 58,664,394</b>	<b>\$ 38,209,269</b>

## 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:

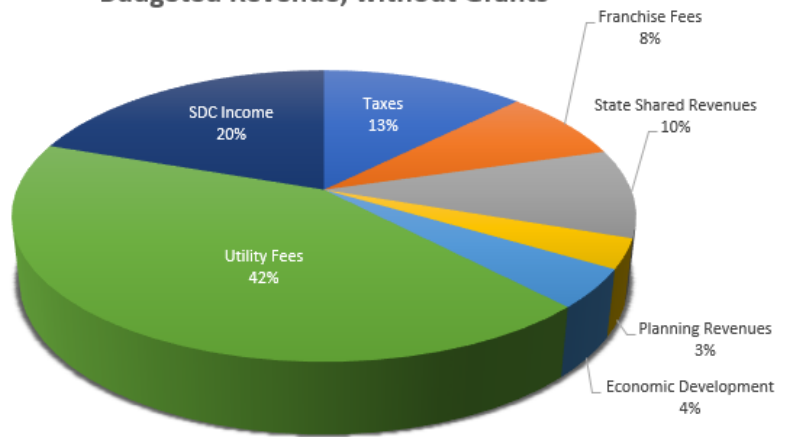
- Property Tax Growth at 3%
- Increase in Water Rates of 3%
- Increase in Sewer Rates of 10%

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, unproportional, 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.

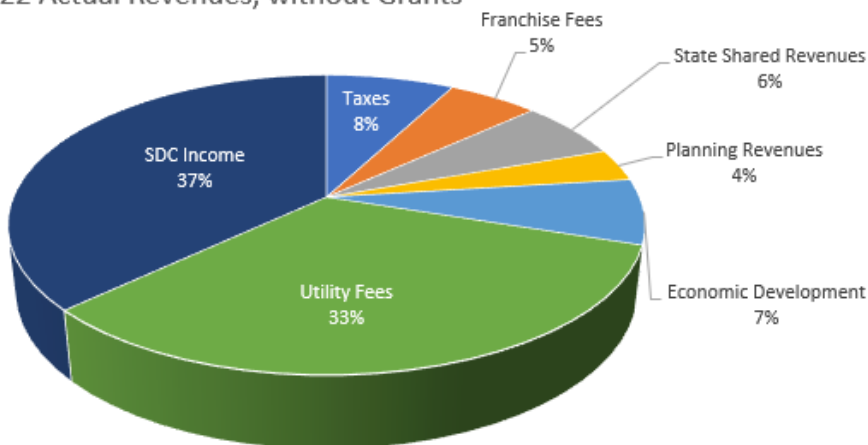
City revenues generally come from taxes, State Shared revenues, franchise fees, planning fees, economic development fees, SDC Income and utility fees. The charts on this page depict these revenues by percentage.

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
<b>Fixed Monthly Charges</b>		<b>\$ / Meter</b>	
<b>Meter Size</b>	<b>MCE Factor</b>		
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
<b>Volume Charges</b>		<b>\$ /1,000 gal</b>	
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 six 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 2028-29. 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
<b>Volume Charge</b>				
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.

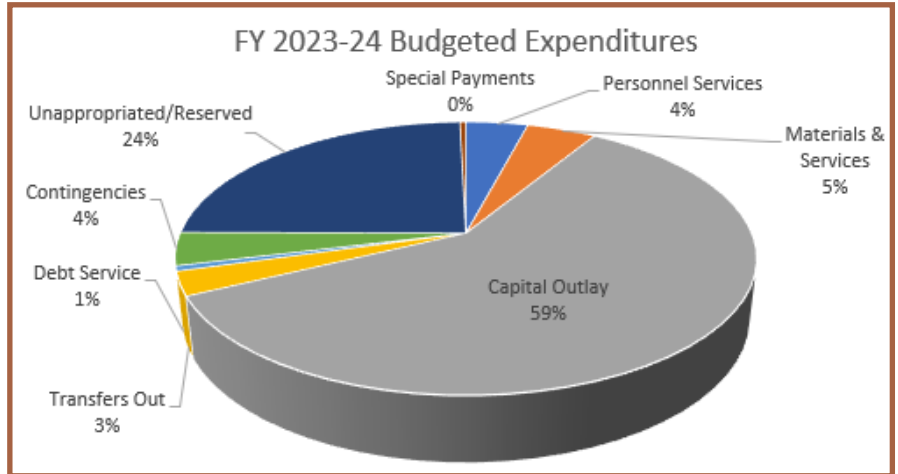
## EXPENDITURE SUMMARY

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 \$22,424,026 (59%). This is largely due to the Water and Wastewater expansion project. Of the Capital Outlay budgeted \$20,650,026 is budgeted for the project. Truly budgeted capital is \$1,774,000. Since the expansion project expenditures skew the actual budgeted amounts, we will largely focus on the other Expenditures budgeted in this section.



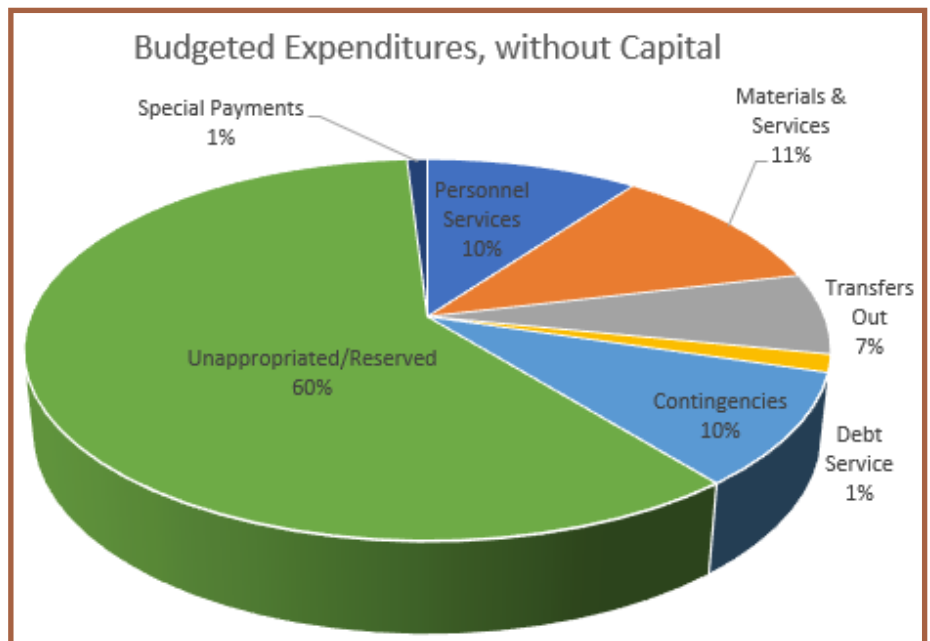
The next largest category is Reserve/Unappropriated of \$9,309,534 (24%). These funds are set aside for future capital projects and to sustain the beginning fund balances for the following fiscal years. Materials and Services comprise \$1,745,604 (5%) of the budget, followed by Personnel Services of \$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	\$75,000
Community Development	\$75,000
Economic Development	\$25,000
Water	\$200,000
Wastewater	\$400,000
<b>TOTAL CONTINGENCIES BUDGETED</b>	<b>\$1,485,000</b>



## 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 9.5 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
<b>Total</b>	<b>8.00</b>	<b>10.00</b>	<b>11.00</b>

## 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)
<b>Totals</b>	<b>\$1,070,000</b>	<b>\$ 1,070,000</b>	<b>\$ -</b>



# 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:

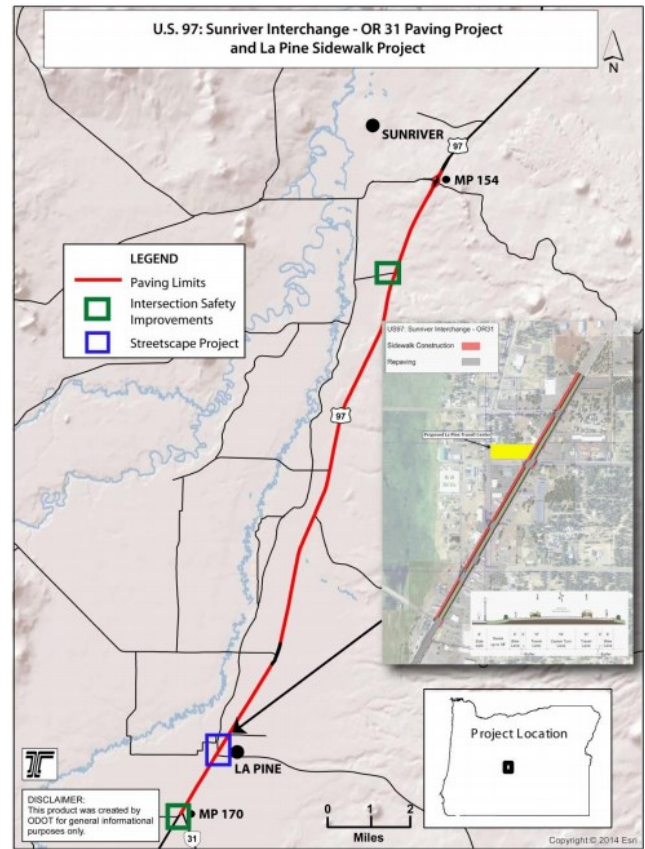
ODOT Grant— \$733,933

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 quartered 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 fran-chise 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 SDCs or impact fees) are fees collected at the time of development in accordance with a specified methodology and capital project list governed by ORS. 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 Reserve 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 considered 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	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	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		
10-310-110	PROPERTY TAXES - CURRENT	356,868	381,011	401,748	414,584	440,000	474,830		
10-310-120	PROPERTY TAXES - PRIOR	3,894	3,018	5,620	2,085	2,500	2,500		
10-310-150	MARIJUANA TAX								
10-320-210	OLCC RENEWAL FEE REVENUE	875	525	781	775	900	900		
10-320-220	SOCIAL GAMING LICENSES		100		150	150	500		
10-320-230	BUSINESS LICENSE REVENUES	23,663	12,846	14,837	686	15,000	16,000		
10-320-240	MARIJUANA LICENSE REVENUE	200							
10-320-250	EVENT FEE REVENUE	475	100	300	175	300	300		
10-320-330	MOTEL TAX REVENUE	41,581	36,404	47,380	50,882	65,000	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		
TBD	GRANTS - ARPA (POLICE MOU)						200,000		
10-330-360	GRANTS - ARPA (SIDEWALKS)				589,229	-	600,000		
10-330-390	GRANTS - MISCELLANEOUS	19,575	214,230	471,000	733,993	733,993	200,000		
10-350-510	FRANCHISE FEE - BEND COMMUN	18,228	32,023	19,000	13,927	19,000	5,870		
10-350-515	FRANCHISE FEE - CASCADE N.G.	26,276	22,714	20,000	29,510	49,010	6,180		
10-350-520	FRANCHISE FEE - CENTURYTEL				48	100	35		
10-350-525	FRANCHISE FEE - MID STATE ELEC	153,905	167,729	170,000	164,033	190,000	59,000		
10-350-535	FRANCHISE FEE - CENTURY LINK	2,966	4,029	4,000	4,056	6,000	1,850		
10-350-540	FRANCHISE FEE - REPUBLIC SVCS.	31,083	43,573	35,000	45,665	55,000	17,000		
10-350-600	FRANCHISE FEE - LIGHT SPEED NET.	1,088	1,965	1,900	2,065	2,700	840		
10-380-810	INTEREST INCOME	9,504	15,896	10,000	43,000	69,000	75,000		
10-390-930	RENTAL INCOME	19,688	20,278	20,988	13,890	19,000	19,000		
10-390-932	RENTAL INCOME - TOWER	11,418	11,795	18,640	10,665	18,000	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		
10-480-220	TRANSFERS IN - TOURISM FUND								
10-480-500	TRANSFERS IN - WATER FUND								
10-480-520	TRANSFERS IN - SEWER FUND								
<b>TOTAL FUND RESOURCES</b>		<b>2,199,190</b>	<b>2,719,767</b>	<b>3,478,284</b>	<b>4,241,679</b>	<b>3,821,178</b>	<b>4,518,477</b>	<b>-</b>	<b>-</b>

**GENERAL FUND**

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
<b>PERSONNEL SERVICES</b>									
10-510-1100	REGULAR PAYROLL	\$ 85,859	87,541	133,172	62,073	95,000	145,207		
10-510-1150	OVERTIME WAGES	\$ 1,046	793	19,975	203	400	21,871		
10-510-1420	SOCIAL SECURITY/MEDICARE	\$ 6,994	8,069	10,188	9,784	17,000	10,246		
10-510-1440	STATE UNEMPLOYMENT	\$ 3,039	1,933	3,596	2,477	4,000	4,018		
10-510-1460	WORKERS COMP ASSESSMENT	\$ 110	294	183	237	500	197		
10-510-1800	HEALTH INSURANCE	\$ 12,051	19,998	24,960	11,516	19,000	31,320		
10-510-1900	RETIREMENT BENEFITS	\$ 3,401	4,103	7,991	7,484	14,000	8,036		
<b>TOTAL PERSONNEL SERVICES</b>		<b>112,500</b>	<b>122,731</b>	<b>200,065</b>	<b>93,773</b>	<b>149,900</b>	<b>220,895</b>	-	-
<b>MATERIALS &amp; SERVICES</b>									
10-520-2050	AUDIT	\$ 5,012	18,867	20,142	12,110	12,110	13,350		
10-520-2080	ADVERTISING EXPENSE	\$ 990		2,600	382	2,200	3,500		
10-520-2150	BANK FEES	\$ 878	10,976	9,106	1,947	3,500	4,000		
10-520-2175	CITY IMPROVEMENT PROJ (BUSINESS)								
10-520-2180	CLEANING/JANITORIAL	\$ 1,562	701	4,800	113	113	5,000		
10-520-2220	COMMUNITY FUND - UNRESTRICTED	\$ 1,500	8,405	15,000	6,000	15,000	30,000		
10-520-2250	CONTRACTED SERVICES	\$ 11,925	12,508	309,403	9,496	15,000	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		
10-520-2325	ENGINEERING	\$ 16,154	899	10,000	-	7,500	15,000		
10-520-2350	FUEL	\$ 115	70	129	56	500	500		
10-520-2400	INSURANCE	\$ 3,369	4,099	4,468	4,405	6,000	7,500		
10-520-2500	IT - PARTS & EQUIPMENT	\$ 670	5,279	5,753	6,861	10,000	45,000		
10-520-2520	IT - SOFTWARE & SUPPORT	\$ 18,663	18,232	27,500	15,880	20,000	25,000		
10-520-2530	IT - WEBSITE DESIGN & MAINT	\$ 450	450	491	450	450	750		
10-520-2600	LEGAL FEES EXPENSE	\$ 22,198	1,960	50,000	1,819	10,000	50,000		
10-520-2700	MEETINGS/TRAVEL/TRAINING	\$ 613	1,874	1,962	1,112	2,000	7,500		
10-520-2720	MEMBERSHIP & DUES	\$ 8,229	4,160	3,090	5,313	7,500	7,500		
10-520-2730	MOSQUITO SPRAYING	\$ 11,390	32,213	24,570	10,996	31,000	35,000		
10-520-2750	OFFICE SUPPLIES/COPIER	\$ 8,291	3,963	8,500	2,441	5,000	7,500		
10-520-2770	POSTAGE FEES	\$ 546	1,172	1,700	530	1,000	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		
10-520-2850	REPAIRS & MAINT - EQUIPMENT	\$ -	1,523	1,635	-	-	-		
10-520-2860	REPAIRS & MAINT - LANDSCAPING	\$ -		5,000	1,080	5,000	7,500		
10-520-2870	REPAIRS & MAINT - VEHICLE	\$ -	45	1,500	33	150	200		
10-520-2880	SECURITY	\$ 583	804	1,000	240	1,000	1,000		
10-520-2900	UTILITIES - GAS/ELECTRICITY	\$ 1,659	1,896	3,000	993	1,700	2,200		
10-520-2910	UTILITIES - GARBAGE	\$ 2,019	1,701	2,300	213	500	1,000		
10-520-2920	UTILITIES - TELEPHONE	\$ 2,519	3,559	4,000	2,740	4,500	6,500		
10-520-2990	MISCELLANEOUS EXPENSE	\$ 5,977	527	5,000	7,236	9,000	10,000		
10-520-2995	HEARTLAND/CASELLE PAYROLL FEES	\$ 1,600	9,200	10,600		-			
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>128,504</b>	<b>147,504</b>	<b>541,212</b>	<b>95,917</b>	<b>175,723</b>	<b>323,500</b>	-	-



**GENERAL FUND**

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
<b>CAPITAL OUTLAY</b>									
10-550-5150	CITY HALL IMPROVEMENTS	38		36,000		36,000			
10-550-5155	ARPA (POLICE MOU)						200,000		
10-550-5200	ARPA (SIDWALKS)						600,000		
10-550-5230	TRANSIT CENTER			100,000	85,240	85,240	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		
<b>TOTAL CAPITAL OUTLAY</b>		38	451,767	406,000	348,956	384,957	1,075,000	-	-
<b>DEBT SERVICE</b>									
10-560-6100	COP SERIES 2011B PRINCIPAL PMT	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		
<b>TOTAL DEBT SERVICE</b>		43,442	42,239	40,926	40,926	40,926	38,695	-	-
<b>INTERFUND TRANSFERS - OUT</b>									
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		
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		
10-780-2350	TRANSFERS OUT - WASTEWATER FUND			215,000	215,000	215,000			
<b>TOTAL INTERFUND TRANSFERS - OUT</b>		305,000	312,500	507,500	507,500	507,500	420,000	-	-
<b>CONTINGENCY</b>									
10-910-1000	CONTINGENCY			322,000			400,000		
<b>TOTAL CONTINGENCY</b>		-	-	322,000	-	-	400,000	-	-
<b>RESERVE FOR FUTURE EXPENDITURES</b>									
10-950-6000	RESERVE - FUTURE CAPITAL			480,000			1,225,000		
<b>TOTAL RESERVE FOR FUTURE EXPENDITURES</b>		-	-	480,000	-	-	1,225,000	-	-
<b>UNAPPR. ENDING FUND BALANCE</b>									
10-990-1000	UNAPPR. ENDING FUND BALANCE			980,581			815,387		
<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>		-	-	980,581	-	-	815,387	-	-
<b>TOTAL FUND REQUIREMENTS</b>		589,484	1,076,741	3,478,284	1,087,073	1,259,006	4,518,477	-	-
<b>NET RESOURCES OVER REQUIREMENTS</b>		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		
20-340-420	CEMETERY PLOT SALES	6,890	5,430	1,500	550	550	1,200		
20-350-100	TRANSFER IN - GENERAL FUND		7,500	7,500	7,500	7,500	20,000		
10-380-810	INTEREST INCOME				340	500	700		
20-390-990	MISCELLANEOUS INCOME		456		-				
<b>TOTAL FUND RESOURCES</b>		<b>34,519</b>	<b>46,100</b>	<b>49,480</b>	<b>50,714</b>	<b>50,874</b>	<b>70,322</b>	-	-
<b>PERSONNEL SERVICES</b>									
TBD	REGULAR PAYROLL								
TBD	OVERTIME WAGES								
TBD	SOCIAL SECURITY/MEDICARE								
TBD	STATE UNEMPLOYMENT								
TBD	WORKERS COMP ASSESSMENT								
TBD	HEALTH INSURANCE								
TBD	RETIREMENT BENEFITS								
<b>TOTAL PERSONNEL SERVICES</b>		-	-	-	-	-	-	-	-
<b>MATERIALS &amp; SERVICES</b>									
20-520-2050	ACCOUNTING/AUDIT			5,000	190	250	400		
20-520-2250	CONTRACTED SERVICES			5,000			12,000		
20-520-2400	INSURANCE	1,685	1,776	2,610	2,022	2,202	3,500		
20-520-2600	LEGAL FEES EXPENSE			500			10,000		
20-520-2860	REPAIRS & MAINT - CEMETERY			5,000			7,500		
20-520-2990	MISCELLANEOUS EXPENSE	120		1,500			1,500		
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>1,805</b>	<b>1,776</b>	<b>19,610</b>	<b>2,212</b>	<b>2,452</b>	<b>34,900</b>	-	-
<b>CAPITAL OUTLAY</b>									
20-550-5000	CAPITAL OUTLAY		2,000	5,000			10,000		
<b>TOTAL CAPITAL OUTLAY</b>		-	<b>2,000</b>	<b>5,000</b>	-	-	<b>10,000</b>	-	-
<b>CONTINGENCY</b>									
20-910-1000	CONTINGENCY			7,300			10,000		
<b>TOTAL CONTINGENCY</b>		-	-	<b>7,300</b>	-	-	<b>10,000</b>	-	-
<b>UNAPPR. ENDING FUND BALANCE</b>									
20-990-1000	UNAPPR. ENDING FUND BALANCE			17,570			15,422		
<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>		-	-	<b>17,570</b>	-	-	<b>15,422</b>	-	-
<b>TOTAL FUND REQUIREMENTS</b>		<b>1,805</b>	<b>3,776</b>	<b>49,480</b>	<b>2,212</b>	<b>2,452</b>	<b>70,322</b>	-	-

**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		
21-330-330	STATE GAS FUNDS REVENUE	121,441	173,178	143,170	157,233	196,233	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		
21-390-990	MISCELLANEOUS INCOME	26,981		500					
21-350-510	FRANCHISE FEE - BEND COMMUN						13,700		
21-350-515	FRANCHISE FEE - CASCADE N.G.						14,450		
21-350-520	FRANCHISE FEE - CENTURYTEL						75		
21-350-525	FRANCHISE FEE - MID STATE ELEC						137,000		
21-350-535	FRANCHISE FEE - CENTURY LINK						4,350		
21-350-540	FRANCHISE FEE - REPUBLIC SVCS.						39,000		
21-350-600	FRANCHISE FEE - LIGHT SPEED NET.						1,950		
21-480-100	TRANSFERS IN - GENERAL FUND	200,000	200,000	200,000	200,000	200,000			
<b>TOTAL FUND RESOURCES</b>		<b>1,365,214</b>	<b>1,558,216</b>	<b>2,167,371</b>	<b>1,715,390</b>	<b>1,758,459</b>	<b>1,857,840</b>	-	-
<b>PERSONNEL SERVICES</b>									
21-510-1100	REGULAR PAYROLL	\$ 36,907	45,081	72,490	41,222	68,016	97,803		
21-510-1150	OVERTIME WAGES	\$ 320	361	10,873	126	208	14,670		
21-510-1420	SOCIAL SECURITY/MEDICARE	\$ 3,007	4,157	5,546	3,915	6,459	6,883		
21-510-1440	STATE UNEMPLOYMENT	\$ 1,653	1,342	1,957	787	1,299	2,700		
21-510-1460	WORKERS COMP ASSESSMENT	\$ 22	286	1,572	298	492	2,472		
21-510-1800	HEALTH INSURANCE	\$ 7,432	10,540	15,600	9,461	15,610	22,680		
21-510-1900	RETIREMENT BENEFITS	\$ 2,211	2,120	4,349	4,075	6,724	5,398		
<b>TOTAL PERSONNEL SERVICES</b>		<b>51,552</b>	<b>63,887</b>	<b>112,387</b>	<b>59,884</b>	<b>98,808</b>	<b>152,606</b>	-	-

**STREETS FUND**

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

**STREETS FUND**

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

# 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		
22-330-320	MOTEL TAX REVENUE	97,568	127,739	115,000	117,796	145,000	120,000		
22-330-390	MISC INCOME	248		200					
22-380-810	INTEREST INCOME				2,483	3,600	3,600		
22-480-100	TRANSFERS IN - GENERAL FUND								
<b>TOTAL FUND RESOURCES</b>		<b>323,683</b>	<b>379,011</b>	<b>411,156</b>	<b>409,472</b>	<b>437,794</b>	<b>425,750</b>	-	-
<b>MATERIALS &amp; SERVICES</b>									
22-520-2080	ADVERTISING EXPENSE	300	300	1,000	760	1,200	1,400		
22-520-2200	CHAMBER & VISITORS CENTER (TRT)	66,000	66,000	68,000	34,000	68,000	74,800		
22-520-2230	TOURISM PROMOTION (TRT)		900	7,500		7,500	12,500		
22-520-2235	ARTS AND CULTURE TOURISM (TRT)			5,000			7,500		
22-520-2236	4TH OF JULY MARKETING	2,320	6,117	5,000	972	5,000	10,000		
22-520-2250	CONTRACTED SERVICES (TRT)	750	16,500	2,500			10,000		
22-520-2600	LEGAL FEES EXPENSE (TRT)			3,000		1,500	3,000		
22-520-2990	MISC EXPENSE (TRT)	3,041		1,000	797	1,000	1,500		
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>72,411</b>	<b>89,817</b>	<b>93,000</b>	<b>36,529</b>	<b>84,200</b>	<b>120,700</b>	-	-
<b>CAPTIAL OUTLAY</b>									
22-550-5150	PROJECTS (TRT RESTRICTED)			60,000	51,144	51,444	75,000		
<b>TOTAL CAPITAL OUTLAY</b>		-	-	<b>60,000</b>	<b>51,143.84</b>	<b>51,444</b>	<b>75,000</b>	-	-



**TOURISM FUND**

	FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
	ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
<b>INTERFUND TRANSFERS - OUT</b>								
22-780-1000	TRANSFERS OUT - GENERAL FUND							
	-	-	-	-	-	-	-	-
	TOTAL INTERFUND TRANSFERS - OUT							
	-	-	-	-	-	-	-	-
<b>CONTINGENCY</b>								
22-990-1000	CONTINGENCY							
	-	-	-	-	-	25,000	-	-
	TOTAL CONTINGENCY							
	-	-	-	-	-	25,000	-	-
<b>RESERVE FOR FUTURE EXPENDITURES</b>								
22-950-6000	RESERVE - FUTURE CAPITAL							
	-	-	55,000	-	-	50,000	-	-
	TOTAL RESERVE FOR FUTURE EXPENDITURES							
	-	-	55,000	-	-	50,000	-	-
<b>UNAPPR. ENDING FUND BALANCE</b>								
	UNAPPR. ENDING FUND BALANCE							
	-	-	203,156	-	-	155,050	-	-
	TOTAL UNAPPR. ENDING FUND BALANCE							
	-	-	203,156	-	-	155,050	-	-
	<b>TOTAL FUND REQUIREMENTS</b>							
	72,411	89,817	411,156	87,673	135,644	425,750	-	-
	<b>NET RESOURCES OVER REQUIREMENTS</b>							
	251,272	289,194	-	321,799	302,150	-	-	-

# 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		
23-330-300	DES. CO ADVANCED PLANNING FEES	\$ 370,489	114,168	114,945	37,465	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		
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		
<b>TOTAL FUND RESOURCES</b>		<b>642,148</b>	<b>831,431</b>	<b>3,814,408</b>	<b>847,764</b>	<b>895,601</b>	<b>857,459</b>	<b>-</b>	<b>-</b>
<b>PERSONNEL SERVICES</b>									
23-510-1100	REGULAR PAYROLL	58,602	69,333	117,284	55,648	83,472	229,725		
23-510-1150	OVERTIME WAGES			17,592			12,704		
23-510-1420	SOCIAL SECURITY/MEDICARE	4,736	6,410	8,973	5,431	8,147	16,237		
23-510-1440	STATE UNEMPLOYMENT	1,619	1,165	3,167	752	1,128	6,367		
23-510-1460	WORKERS COMP ASSESSMENT	116	13	403	553	830	303		
23-510-1800	HEALTH INSURANCE	11,070	15,031	21,840	15,084	22,626	43,200		
23-510-1900	RETIREMENT BENEFITS	3,206	4,160	7,035	3,339	5,009	12,734		
<b>TOTAL PERSONNEL SERVICES</b>		<b>79,349</b>	<b>96,112</b>	<b>176,294</b>	<b>80,807</b>	<b>121,212</b>	<b>321,270</b>	<b>-</b>	<b>-</b>
<b>MATERIALS &amp; SERVICES</b>									
23-520-2050	ACCOUNTING / AUDIT				1,330	1,330	1,463		
23-520-2080	ADVERTISING EXPENSE	4,395	2,231	3,000	727	2,500	3,500		
23-520-2150	BANK FEES				1,666	2,500	3,500		
23-520-2250	CONTRACTED SERVICES	84,002	6,456	20,000		20,000	35,000		
23-520-2325	NON-CAPITAL ENGINEERING COSTS	2,960		10,000		-			
23-520-2520	IT - SOFTWARE & SUPPORT				96	300	15,000		
23-520-2600	LEGAL FEES EXPENSE	8,325	1,160	30,000	4,522	10,000	20,000		
23-520-2700	MEETINGS/TRAVEL/TRAINING	91	643	5,000	1,742	4,000	7,500		
23-520-2720	MEMBERSHIP & DUES	487	690	3,000	390	1,000	3,000		
23-520-2750	OFFICE SUPPLIES/COPIER	2,856	887	4,000	868	1,500	4,000		
23-520-2770	POSTAGE FEES	714	626	2,000	497	1,500	2,500		
23-520-2920	UTILITIES - TELEPHONE				103	400	1,000		
23-520-2990	MISCELLANEOUS EXPENSE		25	2,000	3,928	5,000	5,000		
23-520-3000	DEVELOPMENT BONDED REFUNDS			3,000,000					
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>103,830</b>	<b>12,718</b>	<b>3,079,000</b>	<b>15,869</b>	<b>50,030</b>	<b>101,463</b>	<b>-</b>	<b>-</b>

**COMMUNITY DEVELOPMENT FUND**

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

# Water and Sewer Reserve Fund



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

<b>RESERVE FUND - WATER/SEWER</b>									
		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		
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		
<b>TOTAL FUND RESOURCES</b>		<b>2,318,200</b>	<b>2,318,200</b>	<b>2,318,200</b>	<b>2,318,200</b>	<b>2,318,200</b>	<b>426,000</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>									
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	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>2,318,200</b>	<b>2,318,200</b>	<b>2,318,200</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>									
26-910-1000	CONTINGENCY			-					
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INTERFUND TRANSFERS - OUT</b>									
26-780-2100	TRANSFER OUT - SEWER FUND								
26-780-2200	TRANSFER OUT - WATER FUND								
<b>TOTAL INTERFUND TRANSFERS - OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURES</b>									
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
<b>TOTAL RESERVE FOR FUTURE EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>426,000</b>	<b>426,000</b>	<b>426,000</b>
<b>UNAPPR. ENDING FUND BALANCE</b>									
26-990-1000	UNAPPR. ENDING FUND BALANCE - WATER			-					
26-990-1000	UNAPPR. ENDING FUND BALANCE - SEWER			-					
<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND REQUIREMENTS</b>		<b>-</b>	<b>-</b>	<b>2,318,200</b>	<b>2,318,200</b>	<b>2,318,200</b>	<b>426,000</b>	<b>426,000</b>	<b>426,000</b>
<b>NET RESOURCES OVER REQUIREMENTS</b>		<b>2,318,200</b>	<b>2,318,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(426,000)</b>	<b>(426,000)</b>

# Debt Reserve Fund

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

<b>DEBT RESERVE FUND</b>									
		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		
tbd	TRANSFERS IN - SEWER FUND								
31-480-500	TRANSFERS IN - WATER FUND								
<b>TOTAL FUND RESOURCES</b>		<b>193,503</b>	<b>193,503</b>	<b>193,503</b>	<b>193,503</b>	<b>193,503</b>	<b>193,503</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURES</b>									
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
<b>TOTAL RESERVE FOR FUTURE EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>193,503</b>	<b>-</b>	<b>-</b>	<b>193,503</b>	<b>-</b>	<b>193,503</b>
<b>TOTAL FUND REQUIREMENTS</b>		<b>-</b>	<b>-</b>	<b>193,503</b>	<b>-</b>	<b>-</b>	<b>193,503</b>	<b>-</b>	<b>193,503</b>
<b>NET RESOURCES OVER REQUIREMENTS</b>		<b>193,503</b>	<b>193,503</b>	<b>-</b>	<b>193,503</b>	<b>193,503</b>	<b>-</b>	<b>-</b>	<b>(193,503)</b>

# 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	385,745	385,745	533,100		
40-340-400	INDUSTRIAL SITE LEASES	\$ 14,109	261,037	25,000	2,830	3,500	20,000		
40-340-410	INDUSTRIAL SITE SALES AND OPTIONS		43,577	18,000		110,000	100,000		
40-380-810	INTEREST INCOME	\$ -			3,320	4,500	4,700		
40-390-989	LAND SALE								
40-390-990	BUSINESS SPONSORSHIP	\$ 19,750	16,605	12,500	38,921	45,000	45,000		
40-390-991	MISCELLANEOUS REVENUE	\$ 10,500	27,700	35,000	2,500	2,500	2,500		
40-480-100	TRANSFER IN - GENERAL FUND		45,000	45,000	45,000	45,000			
<b>TOTAL FUND RESOURCES</b>		<b>111,061</b>	<b>456,614</b>	<b>264,923</b>	<b>478,316</b>	<b>596,245</b>	<b>705,300</b>	<b>-</b>	<b>-</b>
<b>MATERIALS &amp; SERVICES</b>									
40-520-2050	ACCOUNTING / AUDIT				425	425	475		
40-520-2080	ADVERTISING EXPENSE	\$ 467	273	1,000			1,000		
40-520-2250	CONTRACTED SERVICES	\$ 47,500	66,998	80,000	37,092	50,000	150,000		
40-520-2600	LEGAL FEES EXPENSE	\$ 400		5,000		2,500	20,000		
40-520-2650	TRADED SECTOR INCENTIVES			50,000			50,000		
40-520-2700	MEETINGS/TRAVEL/TRAINING	\$ -	1,000	1,500	3,663	7,500	7,500		
40-520-2720	MEMBERSHIP & DUES				2,500	2,500	3,500		
40-520-2750	OFFICE SUPPLIES/COPIER	\$ -							
40-520-2990	MISCELLANEOUS EXPENSE		2,598	1,000	220	220	750		
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>48,367</b>	<b>70,869</b>	<b>138,500</b>	<b>43,900</b>	<b>63,145</b>	<b>233,225</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>									
TBD	CAPITAL OUTLAY						150,000		
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>									
40-910-1000	CONTINGENCY			25,000			25,000		
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURES</b>									
40-950-6000	RESERVE - FUTURE CAPITAL			25,000			150,000		
		<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>
<b>UNAPPR. ENDING FUND BALANCE</b>									
40-990-1000	UNAPPR. ENDING FUND BALANCE			76,423			147,075		
<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>76,423</b>	<b>-</b>	<b>-</b>	<b>147,075</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND REQUIREMENTS</b>		<b>48,367</b>	<b>70,869</b>	<b>264,923</b>	<b>43,900</b>	<b>63,145</b>	<b>705,300</b>	<b>-</b>	<b>-</b>
<b>NET RESOURCES OVER REQUIREMENTS</b>		<b>62,694</b>	<b>385,745</b>	<b>-</b>	<b>434,417</b>	<b>533,100</b>	<b>-</b>	<b>-</b>	<b>-</b>



# 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		
41-301-115	BEGINNING FUND BALANCE - WATER	\$ 868,292	1,073,556	1,514,603	1,514,603	1,514,603	200,000		
41-301-116	BEGINNING FUND BALANCE - TRANSPORTATION		439,055	1,006,060	1,006,060	1,006,060	1,516,607		
41-360-610	SDC INCOME - TRANSPORTATION	\$ 487,936	540,879	490,000	220,156	250,000	250,000		
41-360-630	SDC INCOME - WATER	\$ 460,253	507,230	460,000	174,195	200,000	200,000		
41-360-650	SDC INCOME - SEWER	\$ 141,463	783,425	767,285	271,366	300,000	300,000		
41-380-810	INTEREST INCOME-Sewer	\$ -			5,565	8,348	8,300		
41-380-811	INTEREST INCOME -Water	\$ -			3,095	4,643	4,600		
41-380-812	INTEREST INCOME - Transportation				2,056	3,084	3,083		
41-480-500	TRANSFERS IN - WATER FUND								
41-480-520	TRANSFERS IN - SEWER FUND						350,000		
<b>TOTAL FUND RESOURCES</b>		<b>3,681,259</b>	<b>5,512,793</b>	<b>6,961,286</b>	<b>5,920,434</b>	<b>6,010,076</b>	<b>3,961,823</b>	<b>-</b>	<b>-</b>
<b>MATERIALS &amp; SERVICES</b>									
41-520-2881	SDC METHODOLOGY STUDY - WATER						-		
41-520-2882	SDC METHODOLOGY STUDY - SEWER						-		
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>									
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	-	-	-		
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>5,013,576</b>	<b>4,024,384</b>	<b>4,024,384</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INTERFUND TRANSFERS - OUT</b>									
TBD	TRANSFER OUT - TRANSPORTATION								
TBC	TRANSFER OUT - WATER FUND								
41-780-2200	TRANSFER OUT - SEWER FUND		268,793						
<b>TOTAL INTERFUND TRANSFERS - OUT</b>		<b>-</b>	<b>268,793</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>									
41-910-1000	CONTINGENCY						-		
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURES</b>									
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
<b>TOTAL RESERVE FOR FUTURE EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>1,343,285</b>	<b>-</b>	<b>-</b>	<b>3,961,823</b>	<b>3,961,823</b>	<b>3,961,823</b>
<b>UNAPPR. ENDING FUND BALANCE</b>									
41-990-1000	UNAPPR. ENDING FUND BALANCE			604,425					
<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>604,425</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND REQUIREMENTS</b>		<b>-</b>	<b>268,793</b>	<b>6,961,286</b>	<b>4,024,384</b>	<b>4,024,384</b>	<b>3,961,823</b>	<b>3,961,823</b>	<b>3,961,823</b>
<b>NET RESOURCES OVER REQUIREMENTS</b>		<b>3,681,259</b>	<b>5,244,000</b>	<b>-</b>	<b>1,896,050</b>	<b>1,985,692</b>	<b>-</b>	<b>(3,961,823)</b>	<b>(3,961,823)</b>

# 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		
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		
50-340-470	WATER SERVICE	\$ 575,263	762,698	768,817	556,789	725,000	747,000		
50-340-472	WATER SERVICE - MISC	\$ 53,587	47,701	45,000	19,520	25,000	25,750		
50-340-475	CROSS CONNECTION PROGRAM	\$ 20,553	25,907	24,000	21,247	25,000	25,000		
50-380-810	INTEREST INCOME	\$ -			24,227	34,000	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		
50-390-950	FORFEITED DEPOSITS								
50-390-980	INTERIM FINANCING - CONSTRUCTION	\$ -		8,000,000	7,126,078	9,100,000	9,347,526		
50-390-990	MISCELLANEOUS INCOME	\$ 1,152	1,300	1,000	1,100	1,500	1,500		
TBD	TRANSFERS IN - GENERAL FUND	\$ -					400,000		
50-480-200	TRANSFERS IN - SDC FUND								
<b>TOTAL FUND RESOURCES</b>		<b>1,677,877</b>	<b>1,830,798</b>	<b>18,444,985</b>	<b>8,485,934</b>	<b>10,655,482</b>	<b>11,418,701</b>	-	-
<b>PERSONNEL SERVICES</b>									
50-510-1100	REGULAR PAYROLL	\$ 133,389	159,093	237,692	128,488	212,005	275,166		
50-510-1150	OVERTIME WAGES	\$ 916	1,228	35,654	465	767	41,274		
50-510-1420	SOCIAL SECURITY/MEDICARE	\$ 10,857	17,978	18,184	12,249	20,211	19,354		
50-510-1440	STATE UNEMPLOYMENT	\$ 3,313	3,157	6,418	2,404	3,967	7,590		
50-510-1460	WORKERS COMP ASSESSMENT	\$ 72	231	4,001	863	1,424	4,006		
50-510-1800	HEALTH INSURANCE	\$ 27,419	37,474	54,600	34,383	56,732	70,200		
50-510-1900	RETIREMENT BENEFITS	\$ 7,942	7,489	14,261	14,580	24,057	15,180		
<b>TOTAL PERSONNEL SERVICES</b>		<b>183,908</b>	<b>226,650</b>	<b>370,810</b>	<b>193,432</b>	<b>319,163</b>	<b>432,770</b>	-	-

**WATER FUND**

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

**WATER FUND**

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



# 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		
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		
52-340-485	SEPTIC SERVICE RECEIVED	\$ 120,316	103,734	118,000	47,351	55,000	100,000		
52-340-487	GREASE TRAP PUMPING								
52-380-810	INTEREST INCOME				6,023	9,035	10,000		
52-390-990	MISCELLANEOUS INCOME			5,000	375	375	500		
50-390-995	INTERIM FINANCING - CONSTRUCTION			13,000,000	960,548	7,000,000	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						
<b>TOTAL FUND RESOURCES</b>		<b>1,535,927</b>	<b>2,171,649</b>	<b>20,560,798</b>	<b>3,043,254</b>	<b>9,249,632</b>	<b>13,774,094</b>	<b>-</b>	<b>-</b>
<b>PERSONNEL SERVICES</b>									
52-510-1100	REGULAR PAYROLL	\$ 133,389	159,093	237,692	128,486	212,002	275,149		
52-510-1150	OVERTIME WAGES	\$ 916	1,228	35,654	465	767	44,593		
52-510-1420	SOCIAL SECURITY/MEDICARE	\$ 10,857	17,980	18,184	12,249	20,211	19,354		
52-510-1440	STATE UNEMPLOYMENT	\$ 3,313	3,157	6,418	2,404	3,967	7,590		
52-510-1460	WORKERS COMP ASSESSMENT	\$ 71	320	3,016	863	1,424	3,720		
52-510-1800	HEALTH INSURANCE	\$ 27,419	37,474	54,600	34,382	56,730	70,200		
52-510-1900	RETIREMENT BENEFITS	\$ 7,941	7,489	14,261	14,958	24,681	15,180		
<b>TOTAL PERSONNEL SERVICES</b>		<b>183,906</b>	<b>226,741</b>	<b>369,825</b>	<b>193,807</b>	<b>319,782</b>	<b>435,786</b>	<b>-</b>	<b>-</b>

**SEWER FUND**

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

**SEWER FUND**

		FY 2020-21	FY 2021-22	FY 2022-23			FY 2023-24		
		ACTUALS	ACTUALS	BUDGET	YTD March 2023	Projection	PROPOSED	APPROVED	ADOPTED
<b>CAPITAL OUTLAY</b>									
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		
52-550-5320	NON-REIMBURSABLE PROJECT COSTS			550,000	4,379	7,500	20,000		
52-550-5500	CONSTRUCTION EXPENSE			18,302,500	1,033,935	7,000,000	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						
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>152,421</b>	<b>18,872,500</b>	<b>1,078,460</b>	<b>7,047,646</b>	<b>11,367,500</b>	<b>-</b>	<b>-</b>
<b>INTERFUND TRANSFERS - OUT</b>									
52-780-1000	TRANSFERS OUT - GENERAL FUND								
52-780-2600	TRANSFERS OUT - RESERVE FUND						300,000		
52-780-4100	TRANSFERS OUT - SDC FUND						350,000		
<b>TOTAL INTERFUND TRANSFERS - OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>650,000</b>	<b>-</b>	<b>-</b>
<b>SPECIAL PAYMENTS</b>									
52-800-1000	SPECIAL PAYMENTS		268,793	471,813			150,000		
<b>TOTAL SPECIAL PAYMENTS</b>		<b>-</b>	<b>268,793</b>	<b>471,813</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>									
52-910-1000	CONTINGENCY			300,000			400,000		
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>-</b>	<b>-</b>
<b>UNAPPR. ENDING FUND BALANCE</b>									
52-990-1000	UNAPPR. ENDING FUND BALANCE			238,035			413,622		
<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>238,035</b>	<b>-</b>	<b>-</b>	<b>413,622</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND REQUIREMENTS</b>		<b>354,288</b>	<b>836,427</b>	<b>20,560,798</b>	<b>1,430,494</b>	<b>7,588,538</b>	<b>13,774,094</b>	<b>-</b>	<b>-</b>
<b>NET RESOURCES OVER REQUIREMENTS</b>		<b>1,181,639</b>	<b>1,335,222</b>	<b>-</b>	<b>1,612,760</b>	<b>1,661,094</b>	<b>-</b>	<b>-</b>	<b>-</b>

# 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].