



LA PINE

O R E G O N

City of La Pine  
Proposed Budget  
Fiscal Year 2018-2019



# La Pine City Council

Dennis Scott, Mayor

Stu Martinez, Council President

Connie Briese, Council Member

Don Greiner, Council Member

Craig Heaton, Council Member

# Annual Budget for the City of La Pine

Fiscal Year

July 1, 2018 - June 30, 2019



L A P I N E

O R E G O N

<b>Budget Committee</b>	
Dennis Scott, Mayor	Kitty Shields
Stu Martinez, Council President	Frank Schultz
Connie Briese, Council Member	John Cameron
Craig Heaton, Council Member	Brian Earls
Don Greiner, Council Member	Mike Harper
Trentyn Tennant, Student Representative	

<b>City Staff</b>
Cory Misley – City Manager, City Recorder, Budget Officer
Jake Obrist – Public Works Director
Melissa Bethel – Community Development Director
Jeremy Green – City Attorney
Erik Huffman – City Engineer
Brenda Bartlett – CPA Financial Consultant
Ashley Williams – Accounting Clerk
Holly Smith – Administrative Assistant
Johnny Bales – Utility Worker I
Reed Campbell – Utility Worker I

# City of La Pine – Proposed FY 2018-19 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 2018-19 Annual Budget Book.

- **Introduction:** This section includes the Budget Message, Council Goals and Priorities, Staff Objectives, 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 2018- 2019 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, state shared revenues, water sales, sewer fees, intergovernmental services and utility fees. It also contains details on expenditures, transfers, contingencies, Additionally it describes any key projects for the upcoming fiscal year and outlines any major changes to our budget by fund.
- **Budget Detail:** This section includes the itemized detail of the La Pine City Budget broken down by fund.
- **References:** This section includes a glossary of municipal finance terms. 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.



*Above: Sunrise from La Pine City Hall*

# Introduction



**Budget Message for Fiscal Year 2018-19**

**May 9, 2018**

**The Honorable Mayor Dennis Scott  
Members of the La Pine City Council  
Members of the La Pine Budget Committee**

As the City Manager and Budget Officer for the City of La Pine, it is my pleasure to present the proposed Fiscal Year (FY) 2018-2019 budget for the City. The budget is submitted as required under Chapter 294 of the Oregon Revised Statutes (ORS) and City Code. It is worth noting the review process of the proposed budget. The ORS budget law separates the process into three levels: the City Manager (Budget Officer), the Budget Committee, and the City Council. This allows for input and opportunity to suggest alteration if any review level believes it is in the best interest of the City. A more detailed overview can be found in this document under Budget Frequently Asked Questions (FAQs).

We pride ourselves on maintaining a fiscally responsible budget. There is a thoughtful balance between providing the quality public services necessary for La Pine today, as well as planning and saving for the necessary investment for the future. The second half of 2017 and the first half of 2018 were filled with major projects in the City. Whether it is a City-initiated planning or capital project, increasing demand of services, or branching into endeavors, we have stayed very busy over the past year.

**Budget Overview**

We have and will always put managing the City's financial systems as a high, if not the highest, priority. Over the years, an array of policies were implemented to ensure financial and general operations continue to function effectively. The City staff will always be diligent in seeking areas for improvement, keeping an eye on the short-term and long-term needs of the City. After the financial management and health of the City, the two main buckets of responsibilities are the essential services provided to the public: First, Water and Sewer Services (Public Works, also includes Streets and Cemetery); and, second, Planning/Land Use Services (Community Development) both in terms of current development and shaping the future of La Pine through long-range planning efforts. The bulk of the City's resources—time, funds, and planning capacity—have been put into these areas, and this budget reflects that prioritization.

Another continued focus this year is on the Community Development Department. The City has seen applications for development pick up significantly since January 2016, through FY 2017-18, and we don't expect it to slow down. The City successfully hired as of January 1, 2018 its first-ever full-time Community Development Director. This position replaced the planning services previously provided via a consultant; the City thanks Tammy Wisco, Retia Consulting, for the excellent work and guidance she offered during a time of growth and demand. Included in the Community Development Fund are some funds for future planning efforts, although the City has utilized (TGM Code Assistance) and will utilize (ODOT Wickiup Junction Refinement Plan) as many grant dollars as possible. Furthermore, the timing of how many long-range planning projects we have in motion must be monitored and managed closely, as to not over load staff, City Council, Planning Commission, and/or the community. These efforts should not go unnoticed, as the engagement and effort will ensure the success of future enhancements to our community.

Two budget cycles ago, City staff recommended the creation of an Industrial/Economic Development Fund to better track industrial park land revenue from leases, purchase options, and sales. This fund will continue to help support the Area Economic Development Manager, market the industrial park in La Pine, and save for future industrial land development. The expenditures in the fund will largely be dictated by the revenues generated by the above mentioned sources. There are significant increases proposed for this FY 2018-19 budget reflecting a healthy optimism that land sales will occur over the next year. Ultimately, the expenditures will be contingent on how much available resources there are to work with. We recognize the importance of creating living-wage, traded-sector jobs and unlocking the potential of the La Pine Industrial Park through creative, proactive measures that will continue to be a priority.

This year, the City will see the US 97 Westside Streetscape project come to fruition, as well as chart a course forward on the Transit/City Center property. Significant steps will be made on the Water and Wastewater Improvements and Expansion projects, most tangibly in regards to the engineering and design setting the stage for construction in 2019-2021. The City Hall Monument Sign and Flags project is soon to be underway building upon the branding initiative and furthering our pride in our community. Sustainable City Year Program has been working in La Pine since January 2018 and will wrap up as we head into summer. The courses and projects are proving to be a wellspring of ideas for community engagement, planning efforts, and future capital projects. The Transportation Growth Management grant for Code Assistance is working to shape the future walkability and aesthetic/architectural nature of La Pine. More details on these projects are provided later in this budget document, and I want to remind readers that the City staff is always happy to discuss projects, programs, and plans regarding any aspect of the City. All in all, we have taken substantial steps to improve the perception and built-environment in La Pine, that we are confident will lead to more investment by businesses, tourists, and residents.



## Conclusion

Additional detail has been put into the “Key Projects” and “Overview of Changes by Fund” sections of this document. Please consider those an extension of this budget message that further articulates changes from last budget to this budget, budget policies, and important fund components as well as projects. Furthermore, this budget document has been bolstered with graphs, charts, and project descriptions to better assist any interested party in understanding the goals, objective, priorities, and plans of the City. Collectively, this document has been substantially improved over the past two years in serving as an educational and thorough explanation of City initiatives.

The City continues to be financially sound relying on diverse sources of revenue that are matched with healthy fund reserves. It has long been a staple of City management to save for the future and be prepared for the unexpected. This proposed budget for FY 2018-19 reflects the priorities, policies and goals of the La Pine City Council and the community it represents. As with other cities, our duty remains the same – balance priorities while being prudent about rising costs and variable revenues, while investing in our future.

It is no secret that Central Oregon is a desired place to live, work, and play. The City continues to plan accordingly for residential, commercial, and industrial growth in its second decade of incorporation. Due to diligent leadership and hard work, the City is in a great position and has a very bright future. We can truly be proud of proactively being “Small Town Strong”.

As previously mentioned, staff has dedicated time to making this budget document more approachable and valuable for the public. Throughout this document are details regarding the City operations, prior budget years, major projects, and proposed changes across City funds. We strongly encourage people to refer to the budget document and are always happy to discuss accordingly.

Thanks to Jake Obrist, Ashley Williams, Holly Smith, and Brenda Bartlett this proposed budget is presented with clarity and confidence for the coming year. If you have any questions, please feel free to visit City Hall or contact me via email [cmisley@lapineoregon.gov](mailto:cmisley@lapineoregon.gov) or phone 541-536-1432.

Thank you to everyone involved with the City for making FY 2017-18 a successful year of service, and I look forward to FY 2018-19.

Respectfully submitted,



Cory Misley  
City Manager  
Budget Officer



## **Mission Statement**

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

## **Vision Statement**

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

## **City Council Goals for 2018**

### ***Beautification & Revitalization:***

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

### ***Effective Communication:***

Maintain transparency while engaging the community and encouraging public participation.

### ***Community Safety:***

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

### ***Essential Infrastructure:***

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

### ***Fiscal Responsibility:***

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

### ***Economic Development:***

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

### ***Provide Quality Services:***

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

COUNCIL GOALS 2018-2019		Beautification and Revitalization	Effective Communication	Community Safety	Essential Infrastructure	Fiscal Responsibility	Economic Development	Provide Quality Services
DEPARTMENT	OBJECTIVES							
<b>Administration</b>	Promptly respond to citizen inquiries.		X	X		X	X	X
	Pursue next steps from SCYP Projects.	X	X	X	X	X	X	X
	Continue to evaluate City wide operations.	X	X	X	X	X	X	X
	Enhance relationships with other agencies.		X	X		X		X
	Maintain community calendar.		X					X
	Continue to review and update website.		X				X	X
	Conduct annual utility customer survey.		X	X				X
	Continue facilitation of Council goal setting session.	X	X	X	X	X	X	X
	Hold an annual "State of the City" event.		X					X
<b>Community Development</b>	Start Wickiup Junction ODOT refinement plan.	X	X	X	X	X	X	X
	Codification of municipal code.		X					X
	Creation of Storefront Assistant Program.	X	X		X	X	X	
	Pursue Safe Routes to Schools grant funding.	X		X	X	X		X
	Complete Phase II of TGM Grant Code Assistance.	X	X	X	X	X	X	X
	Continue active code enforcement.	X	X	X		X		X
	Streamline permits and services.		X			X		X
<b>Economic Development</b>	Plan and save for bike/pedestrian path and amenities.	X		X	X	X		X
	Increase available industrial building space in La Pine.	X	X		X	X	X	X
	Establish and implement local incentive(s) program(s) for traded sector business.		X		X	X	X	
	Proactively recruit new industry to the La Pine Industrial Park while supporting existing industry expansion.				X	X	X	
	Continue community education about economic development.		X				X	X
	Increase number of land sales, leases and options on publicly owned industrial property.				X	X	X	X
<b>Finance</b>	Maintain 10-15% contingencies in each fund.			X	X	X		X
	Create transparent, easy-to-understand monthly financial statements that are available to the public.		X			X		X
	Assure that the City is leveraging grants and loans at the best rates possible.	X	X		X	X	X	X
	Create and maintain strong reserves.	X	X	X	X	X	X	X

COUNCIL GOALS 2018-2019		Beautification and Revitalization	Effective Communication	Community Safety	Essential Infrastructure	Fiscal Responsibility	Economic Development	Provide Quality Services
DEPARTMENT	OBJECTIVES							
	Understand the true life of City's infrastructure assets and prepare for cost replacement.		X		X	X		X
	Explore programs to better serve citizen financial needs.		X			X		X
	Continue to improve the budget process and document.		X			X		X
<b>Human Resources</b>	Encourage professional development.		X			X		X
	Cross-train staff.		X			X		X
	Continue to monitor internal controls.		X			X		X
<b>Public Works</b>								
<u>Water</u>	Start design work for Water Improvement and Expansion Project.		X	X	X	X	X	X
	Complete Water Rights and Mitigation Assessment to prepare for present and future needs.			X	X	X	X	X
	Implement new meter reading technology.				X	X		X
	Continue to assess staffing levels.	X	X	X	X	X	X	X
	Continue to identify and implement maintenance programs, such as hydrant maintenance and valve turning.			X	X	X		X
	Increase staff certification in water.			X	X			X
<u>Sewer</u>	Complete design for work for Wastewater Expansion and Improvement Project.			X	X	X	X	X
	Implement a pilot program for septic tank maintenance.				X	X		X
	Upgrade and plan for aging infrastructure components, specifically lift stations (1st St., Newberry and Industrial Park).			X	X	X	X	X
	Continue to assess staffing levels.	X	X	X	X	X	X	X
	Integrate new equipment and technology to improve the collection system.			X	X			X
	Increase staff certification in wastewater collection/treatment.			X	X			X
<u>Streets</u>	Landscaping of Westside Streetscape Project, including HWY 97 from 1st St. through 6th St.	X		X	X		X	
	Chip seal project for Riley Drive, Betty Lane and Preble Way.			X	X	X		X
	4th St. improvements to promote connectivity for the future Transit/City Center Project.	X		X	X	X		X

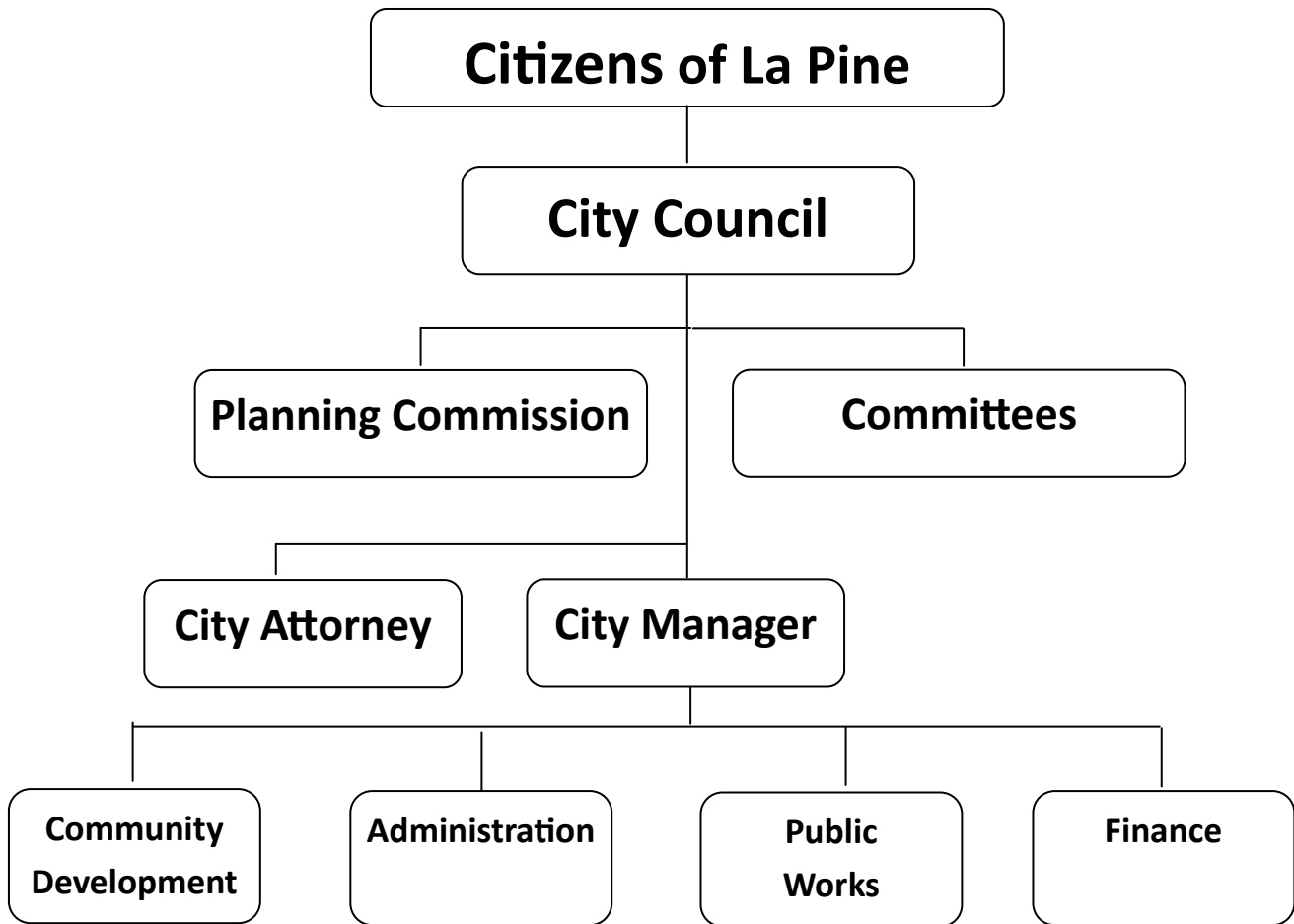
COUNCIL GOALS 2018-2019		Beautification and Revitalization	Effective Communication	Community Safety	Essential Infrastructure	Fiscal Responsibility	Economic Development	Provide Quality Services
DEPARTMENT	OBJECTIVES							
	Continue to assess staffing levels.	X	X	X	X	X	X	X
	Develop a road maintenance plan.	X		X	X			X
<u>Cemetery</u>	Assess and plan for future operations of the cemetery.				X	X		X
	Install an informational/historical kiosk at the entrance.	X	X	X	X	X		X
	Clear new sections for future expansion.				X			X
	Organize annual clean-up day.	X	X		X	X		X



L A P I N E

O R E G O N

## City of La Pine Organizational Chart



### Management Staff

Cory Misley, City Manager

Jake Obrist, Public Works Director

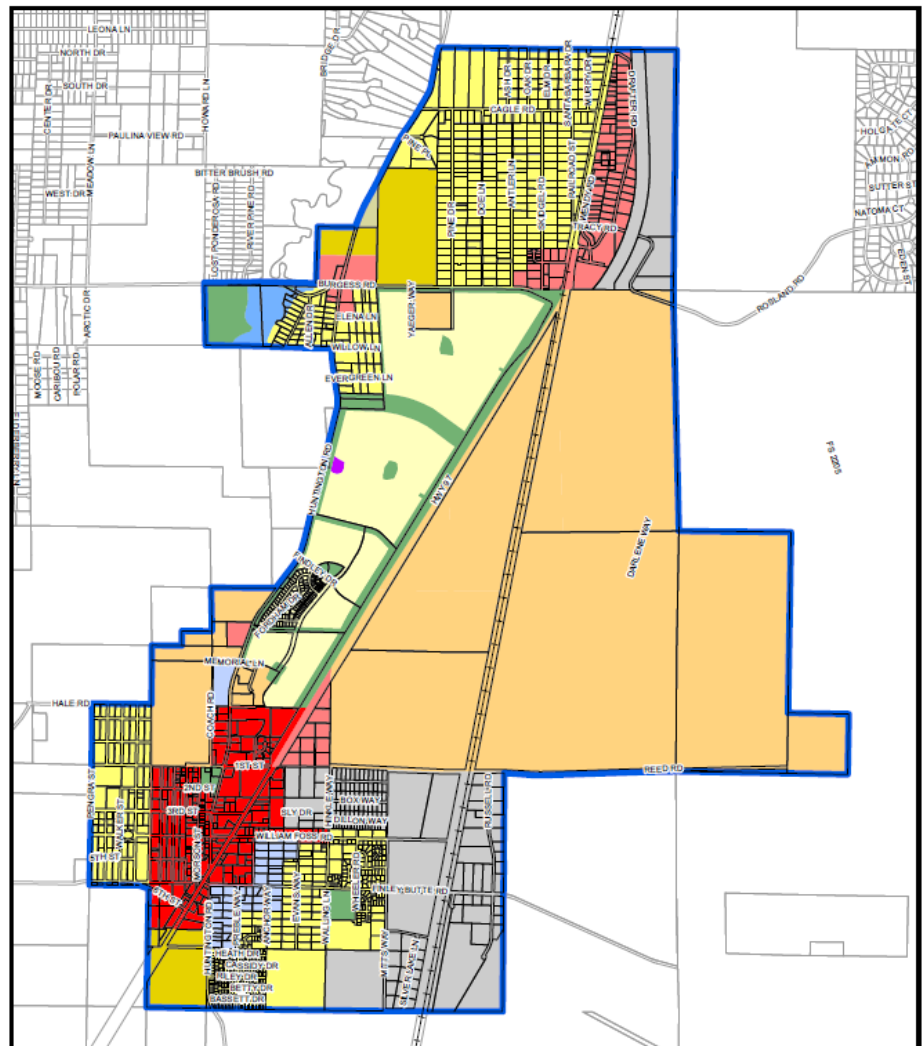
Melissa Bethel, CDD

# COMMUNITY PROFILE

The City of La Pine has an estimated 1,815 residents and is the fourth largest city in Deschutes County. As a region, La Pine is a growing community that serves over 17,000 people within a 20-mile trade area. The City encompasses approximately seven square miles and it is 4,236 feet above sea level. La Pine offers unparalleled access to the Cascade Lakes, Deschutes River, Newberry National Volcanic Monument, the Oregon Outback, and countless other outdoor recreational opportunities. Large regional employers include Sunriver Resort, Mt. Bachelor, Bend-La Pine Public School District, Sunriver Brewing Company, Bi-Mart, Midstate Electric Cooperative, 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>2010 Census Population:</b>	1,653
<b>Population Density:</b>	236/sq. mi
<b>Average Household Size:</b>	1.74
<b>Median Household Income:</b>	\$30,842
<b>Total Households:</b>	953
<b>Median Age:</b>	46.3



City of La Pine Zoning

- Traditional Commercial
- Master Plan Residential
- Residential Single-Family
- Residential Multi-Family
- Riparian Area - Little Deschutes River
- Commercial/Residential Mixed Use
- Neighborhood Commercial
- Industrial
- Public Facility
- Open Space & Park
- Exclusive Farm Use



0 1,250 2,500 5,000 Feet

August 10, 2016



NOT SCALE  
The information on this map was derived from digital data in Deschutes County, Oregon. It is not intended to be used for any other purpose. The information on this map is not intended to be used for any other purpose. The information on this map is not intended to be used for any other purpose. The information on this map is not intended to be used for any other purpose.

# 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. However, to maintain transparency and good financial policies, most expenditure's for more than \$5,000 are vetted through the City Council for approval.
- All fixed assets purchased and capital projects completed for and/or by the City of La Pine with a cost of \$10,000 or more and with a useful life of more than one year will be capitalized.
- In no case may total expenditure of a particular department exceed that which was appropriated by the City Council without a budget amendment approved by the City Council.

## Debt

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

## Capital Planning

- A Capital Improvement Plan (CIP) 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, Public Works Manager and other staff work together to allocate spending parameters and estimate revenue from January through April to help develop a proposed budget. The Proposed Budget is then submitted to the Budget Committee which consists of the Mayor, City Councilors, and five citizen members.

Notice of the Budget Committee public hearings, which are held in May, are published in the Wisebuys, the Frontier Advertiser and the Bend Bulletin newspapers preceding the meeting as well as on the City's website. 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/City Manager 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/City Manager publishes a financial summary and notice of budget hearing in the local newspaper. The hearing is held during a regular City Council meeting (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) and hard copies are placed at City Hall.

### **Citizen Involvement Opportunities**

All meetings of the Budget Committee and City Council are open to the public. Citizens are encouraged to provide comment during any of these meetings during the Public Comment period of the agenda. Citizens may also testify before the City Council during the public hearing on the approved budget. The proposed budget document will be available for public review at City Hall and on the City's website 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.



*Above: Oregon Outback (Southeast of La Pine)*



*Above: Fort Rock Homestead*



## Budget Calendar Fiscal Year 2018-2019

Appoint Budget Officer and Budget Committee	March 14, 2018
Publish 1 <sup>st</sup> Notice of Budget Committee Meeting And Public Hearing for Comments from Public (WiseBuys/Bend Bulletin)	April 18, 2018
Publish 2 <sup>nd</sup> Notice of Budget Committee Meeting And Public Hearing for Use of State Revenue Sharing (Website Only)	April 25, 2018
Budget Message and Budget Committee Meeting Community Sponsorship Presentations	May 14, 2018 5:30 p.m.
2 <sup>rd</sup> Budget Committee Meeting and Public Hearing For Use of State Revenue Sharing	May 15, 2018 5:30 p.m.
3 <sup>rd</sup> Budget Committee Meeting and Public Hearing ( <i>Only If Necessary</i> )	May 16, 2018 5:30 p.m.
Publish Notice of Budget Hearing (WiseBuys/Bend Bulletin)	May 23, 2018
Budget Hearing & Adoption of the Budget Make Appropriations, Impose and Categorize Taxes (City Council)	June 13, 2018 6:00 p.m.

Budget Officer: Cory Miskey, City Manager

Finance Staff: Brenda Bartlett and Ashley Williams

Budget Committee: Dennis Scott, Connie Briese, Don Greiner, Craig Heaton, Stu Martinez, Brian Earls,  
Frank Schultz, John Cameron, Kitty Shields and Mike Harper

## **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 City Manager analyzes and review the budgets in detail, checking for accuracy and reasonableness of projections, and ensuring that all required elements of the budget are correct.

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

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

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



### **Is the budget ever evaluated?**

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

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

### **Can the budget be amended once it is adopted?**

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

### **Who do I contact for more information?**

All requests for public information in the City of La Pine are handled by the 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 2018-2019

## INTRODUCTION

This section of the budget document provides an overview of the fiscal information regarding operations of the City of La Pine for FY 2018-19. This section begins (below) with a summary of the FY 2018-19 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 2018-19 is balanced. The City's projected revenue totals are \$5,287,850. With an estimated beginning fund balance of \$6,679,299, the City anticipates it will have a total of \$11,967,149 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>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
<b>Revenue</b>			
Beginning Balance	\$6,030,402	\$6,154,306	\$6,679,299
Taxes	\$272,940	\$407,116	\$322,000
Transfers In	\$622,000	\$1,368,000	\$1,598,500
Franchise Fees	\$248,949	\$196,000	\$223,500
State Shared Revenues	\$141,263	\$145,000	\$134,000
Utility Fees	\$1,169,382	\$1,066,500	\$1,271,000
All others	\$547,951	\$1,588,200	\$1,738,850
<b>TOTAL REVENUES</b>	<b>\$9,032,887</b>	<b>\$10,925,122</b>	<b>\$11,967,149</b>
<b>Expenditures by Category</b>			
Personnel Services	\$384,995	\$491,456	\$642,404
Materials & Services	\$752,106	\$1,065,317	\$1,163,251
Capital Outlay	\$501,585	\$2,985,500	\$2,727,500
Transfers Out	\$622,000	\$1,368,000	\$1,593,500
Debt Service	\$235,338	\$240,000	\$245,000
Contingencies	\$0	\$437,000	\$498,000
Unappropriated/Reserved	\$6,536,863	\$4,282,849	\$5,042,494
Special Payments	\$0	\$55,000	\$55,000
<b>TOTAL EXPENDITURES</b>	<b>\$9,032,887</b>	<b>\$10,925,122</b>	<b>\$11,967,149</b>

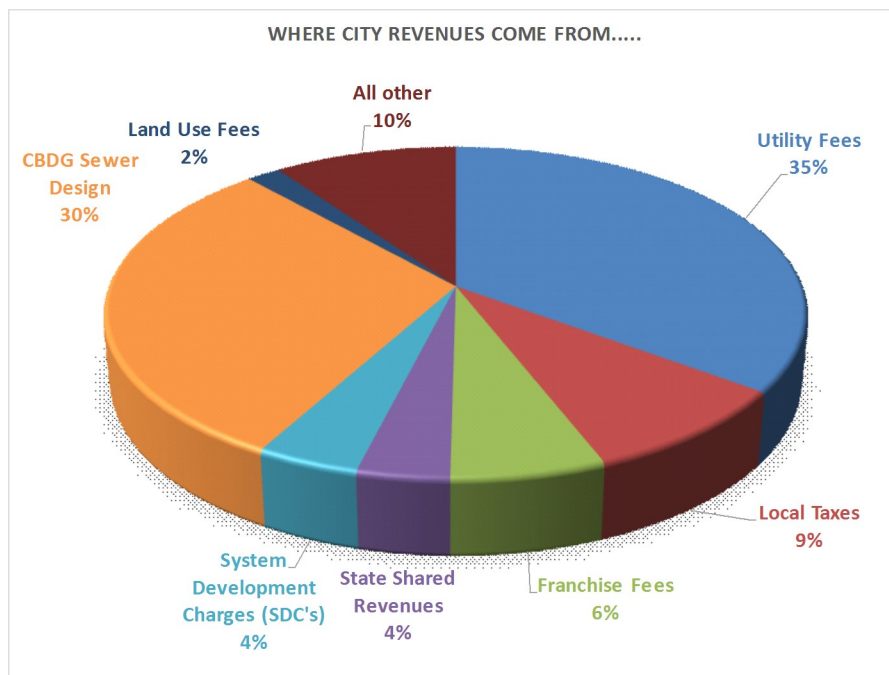
## REVENUE SUMMARY

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 6%
- Increase in Water Rates of 3%
- Increase in Sewer Rates of 10%

The revenues for FY 2018-19 balance the expenditures at \$11,967,149. Of that figure, \$6,679,299 or 56% is carryover from previous years constituting the beginning fund balance. Inter-fund transfers totaling \$1,598,500 make up 13% of the total revenue. Of the remaining \$3,689,350 that is expected to be received in FY 2018-19 utility fees of \$1,271,000 make up 35%, local taxes of \$322,000 make up 9%, franchise fees of \$223,500 make up 6%, state shared revenues of \$134,000 make up 4%, CDBG of \$1,095,000 for wastewater engineering design makes up 30%. The final 10% is from sources including industrial park revenue, rental income, land use fees, system development charges, cemetery plot sales, etc.



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

## PROPERTY TAXES

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

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

**Structure:** Levy for Operations—\$1.98 per \$1,000 of assessed valuation in FY 2018-19.

**Assumptions:** The City is dependent on residential, commercial, and industrial values in their assessed values. Although assessed properties values have steadily 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 6% 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
2015-16	\$259,236
2016-17	\$271,233
2017-18 Estimate	\$275,000
2018-19 Projection	\$290,000

## FRANCHISE FEES

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

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

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

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

Fiscal Year	Franchise Fees
2015-16	\$223,536
2016-17	\$248,949
2017-18 Estimate	\$207,200
2018-19 Projection	\$222,000

## 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 2018-19 water rates will increase 3%. This budget includes proposed water rates revenues of \$610,000 based on previous water rate revenues, increased users, and the 3% rate increase.

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

## SEWER RATES

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

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

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

**Assumptions:** Beginning July 1 in FY 2018-19 sewer rates will increase 10%. This budget includes proposed sewer rates revenues of \$515,000 based on previous sewer rate revenues, increased users, and the 10% rate increase.

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

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

## SYSTEM DEVELOPMENT CHARGES (SDCs)

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

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

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

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

### EXHIBIT C – SDC PHASE-IN SCHEDULE

#### Water

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

#### Sewer System

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

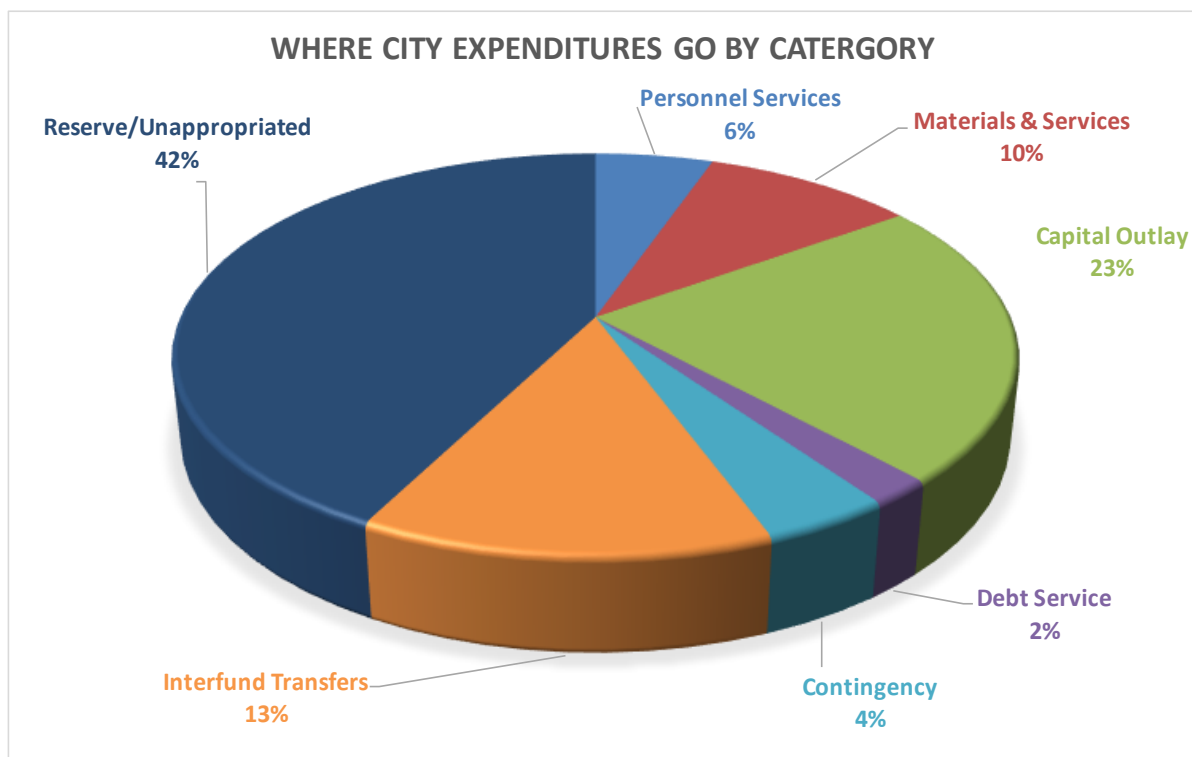
## EXPENDITURE SUMMARY

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

### Appropriations by Classification

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

The largest category of expenditure in the proposed FY 2018-19 budget is Reserve/Unappropriated of \$5,042,494 makes up 42%. These funds are set aside for future capital projects and to sustain the beginning fund balances for the following fiscal years. The next largest category is Capital Outlay of \$2,727,500 makes up 23%. Inter-fund Transfers comprise \$1,593,500 or 13% of the budget, followed by Materials and Services of \$1,163,251 or 10%. The remaining categories of expenditure are Personnel Services of \$642,404 makes up 6%, Contingency of \$498,000 makes up 4%, Debt Service of \$245,000 makes up 2%, and Special Payments of \$55,000.

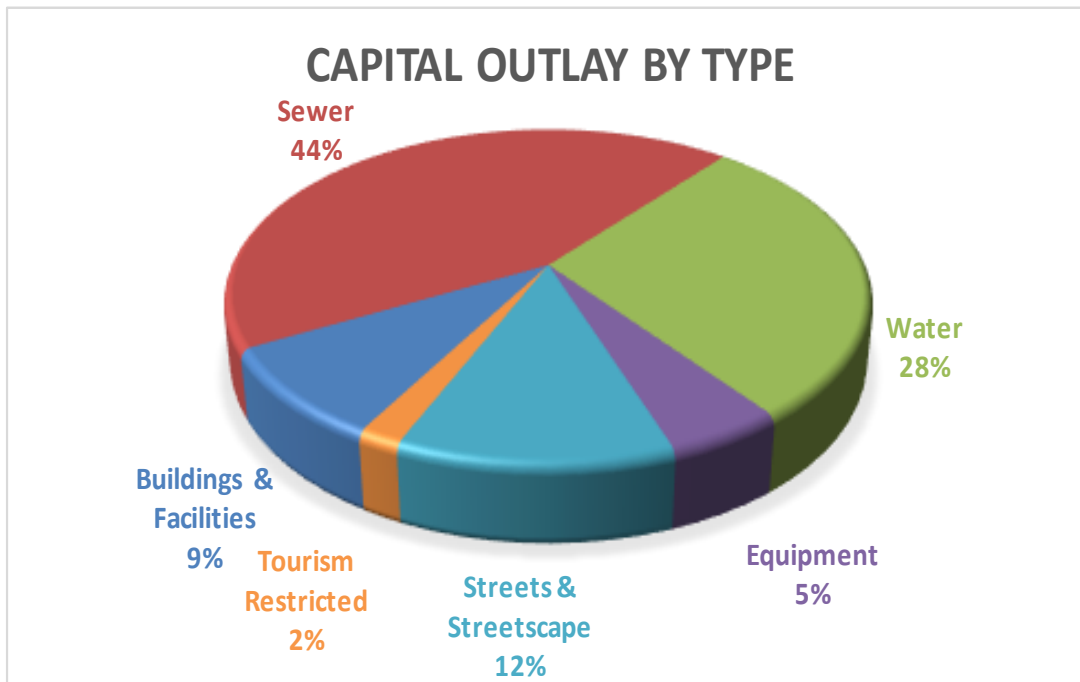


## CAPITAL IMPROVEMENTS

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. The City will set a goal of implement a long-term Capital Improvement Plan (CIP) for all funds during FY 2018-19. This budget includes capital investment in several funds to bolster water and wastewater, streets, and other long-term investments to secure the City's future.

Most the City's budget is comprised of reserve/unappropriated and capital outlay; these combined are focused on capital investments. The City prides itself on having the ability to set aside and save for larger capital projects. 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. As a result, beginning this year staff is budgeting contingencies in the 10-15% range.

All funds, besides streets and water, had contingencies increased marginally in relation to anticipated projects and new budgeting practices outlined above. Overall, the amount budgeted as contingencies is \$53,400 more than in FY 2017-18.

### Contingency Amounts Budgeted for FY 2018-19

General Fund	\$55,000
Cemetery	\$2,000
Streets	\$70,000
Tourism	\$12,000
Community Development	\$18,000
Economic Development	\$16,000
Water	\$125,000
Wastewater	\$200,000
<b>TOTAL CONTINGENCIES BUDGETED</b>	<b>\$498,400</b>

## PERSONNEL SERVICES AND STAFFING LEVELS

The FY 2018-19 proposed budget includes a total of 8.0 full-time equivalent (FTE) employees, up slightly from 6.5 FTE in FY 2018-19. One FTE equals approximately 2,080 hours of work each year. Proposed staffing level changes in this budget include the addition of another Utility Worker, or possible mid-level supervisor.

Benefits are budgeted to increase with consideration given to changing the way that the City provides healthcare costs to employees. Cost of Living Adjustments (COLA) is budgeted at 2.75% based on the West Region Consumer Price Index.

Position	FTE		
	FY 2016-17	FY 2017-18	FY 2018-19
City Manager	1.00	1.00	1.00
Public Works Manager	1.00	1.00	1.00
Planning Director	0.00	0.50	1.00
Public Works Maintenance	2.00	2.00	3.00
Accounting Clerk	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Total</b>	<b>6.00</b>	<b>6.50</b>	<b>8.00</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 pay for capital projects. The City anticipates construction of larger capital projects in the coming years, until then, the City will save—through transfers—until those projects are ready.

Fund	Transfers In	Transfers Out	Difference
<b>General</b>	\$40,000	\$278,500	-\$238,500
<b>Cemetery</b>	\$5,000	\$0	\$5,000
<b>Streets</b>	\$223,500	\$0	\$223,500
<b>Tourism</b>	\$0	\$40,000	-\$40,000
<b>Reserve</b>	\$525,000	\$240,000	\$285,000
<b>Community Development</b>	\$20,000	\$0	\$20,000
<b>Economic Development</b>	\$30,000	\$0	\$30,000
<b>SDC</b>	\$0	\$510,000	-\$510,000
<b>Water</b>	\$750,000	\$300,000	\$450,000
<b>Sewer</b>		\$225,000	-\$225,000
<b>Total</b>	\$1,593,500	\$1,593,500	\$0

# Key Projects

# KEY PROJECTS IN THE FY 2018-19 PROPOSED BUDGET

## WATER AND WASTEWATER SYSTEMS EXPANSION AND IMPROVEMENTS

The City anticipates a significant amount of design work to be completed in FY 2018-19, specifically with the Wastewater Improvements and Expansion Project. As previously described, 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 at the north end of the City. This will provide critical redundancy to the water 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. The water and wastewater expansion and improvements projects are critical for providing the northern end of the City water and wastewater services. 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 strives to continue to promote clarity with these projects and will host another Open House on May 30th, 2018 as well as in early 2019.



The City has officially began work on 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 – \$12,586,000**
- ◆ **Grants – \$9,595,500**
- ◆ **City Contribution – \$2,484,000**

**Total Project Costs — \$24,665,500**

### **Project Timeline Update**

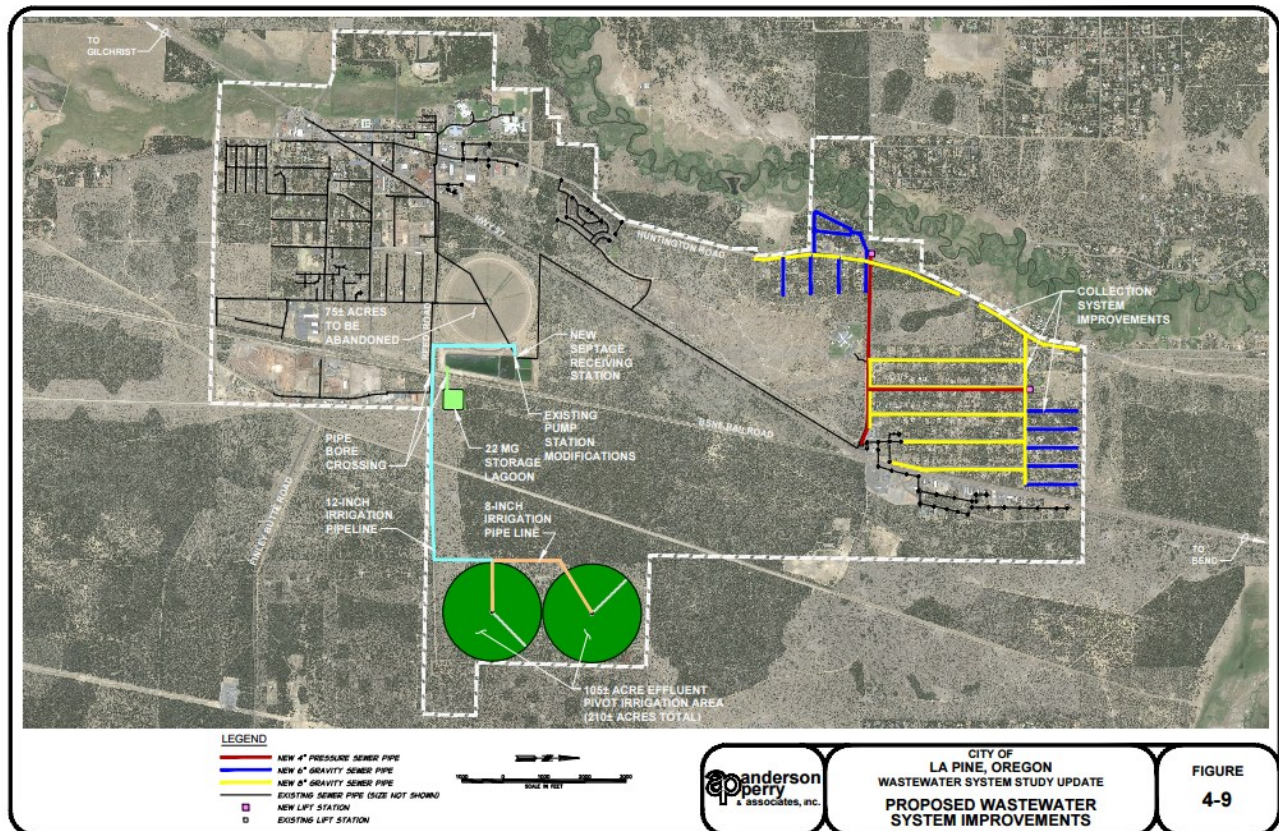
We formally entered into contract for Engineering and Design services with Anderson Perry on March 21st, 2018. The overall project has been divided into three components for the sake of timing and management.

- ◆ **Wastewater Design**
- ◆ **Water Design**
- ◆ **Cagle/Glenwood Collection/Distribution Design**

**Below is a tentative timeline for the project:**

- ◆ **March 2018** — Start **Wastewater Design** and **Cagle/Glenwood Collection/Distribution** Design
- ◆ **February 2019** — Finish **Wastewater Design** and **Cagle/Glenwood Collection Design**
- ◆ **March 2019** — Start **Water Design**
- ◆ **April 2019** — Bid Construction for **Wastewater Improvements**
- ◆ **July 2019 — June 2020** — **Wastewater Improvements** Construction
- ◆ **June 2020** — Finish **Water Design** and **Cagle/Glenwood Distribution Design**
- ◆ **March/April 2020** — Bid **Water Improvements** and **Cagle/Glenwood Collection/Distribution**
- ◆ **April 2020-Dec 2021** — Construct **Water Improvements** and **Cagle/Glenwood Collection/Distribution**

For FY 2018-19, this budget includes funds to perform Wastewater Design utilizing Community Development Block Grant (CDBG) funds of \$1,195,500 through the Sewer Fund. The City has also set aside \$750,000 for Water engineering and design work and this will be part of the City’s overall contribution to the project. Staff in consultation with Anderson Perry does not anticipate any construction expense related to these projects before June 30th, 201\*—therefore, no construction dollars have been allocated in this budget.



Above: From the City’s Wastewater Master Plan Update in 2015

## **PUBLIC WORKS**

The City of La Pine Public Works staff has been diligently changing the atmosphere within its department. We pride ourselves in pursuing more efficient and proactive ideas that benefit our City's infrastructure and customers. Some of these ideas include:

### **Meter Reading Infrastructure**

The City currently operates an outdated meter reading system. Current operation during meter reading cycles (1/month) requires (2) staff members for an average of 4-6 hours. With new technology, (1) staff member can perform the meter reading cycle in less than 1 hour. This creates more efficiency within the department and allows staff to focus on other projects in a timely manner.

## **NEW UTILITY BILLING PROGRAMS**

### **Low-Income Billing Assistance Program**

Beginning in July 2018 La Pine residents will have the opportunity to apply for assistance with their utility bills. The program will be open to applicants with income less than 50% of the median income. The Median Income is based on the Oregon Housing and Community Services Median Income index that is released annually. Applicants that qualify for the program may receive a 25% reduction to their utility bill. To qualify for the program the applicant must provide an application, and proof of income, including pay stubs and a copy of their tax return. Customer's receiving support from this program will be disqualified if they miss a monthly payment or are placed on the shutoff list for delinquent accounts.

### **Delinquent Account Support**

Also beginning in July 2018 the City will be offering support to customers that become delinquent. This program will be administered by our local St. Vincent de Paul and the City. When a customer is on the shut off list they can qualify to have a portion of their utility bill paid for by the City. To qualify a customer will come to City Hall and receive a voucher. This voucher will then be presented to St. Vincent de Paul where they will determine if the customer qualifies for funding. To qualify the billing must delinquent and the customer may not have applied in the 12 months prior for the program. The voucher will only be good for service fees. Other fees incurred by the customer (late fees, hanger fees, and shut off fees) will not be eligible.

### **Conclusion**

Ultimately, the City's water and sewer rates that have been collected will subsidize these programs. The limit for funding for delinquent account support will be \$2,000. Staff is expecting the subsidy for the Low Income billing assistance program to not exceed \$10,000. However, as with all new programs staff will closely monitor this program to assure that it is not impeding the City's ability to provide quality services for all residents.

## US 97 WESTSIDE STREETScape PROJECT & DOWNTOWN TRANSIT/CITY CENTER

The City has worked with ODOT over the last few years to plan, design, conduct outreach, and prepare for construction on the US 97/Ashton Eaton Boulevard Westside Streetscape Project between 1st and 6th Streets. The “bookends” of this project were completed in front of City Hall and then during the 1st Street Signalization and Streetscape Project. Over the past year, the City and ODOT have performed significant outreach and worked through a variety of approaches to design the best possible project. The City contributed \$385,000 to this project. The construction will begin in June 2018 and be completed in Fall 2018.

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 the City is currently working through citizen outreach and SCYP to formulate conceptual site layouts. We anticipate the final site plan to be completed in Fall 2018. The City has allocated funds towards the first phase of this project slated to occur in Summer 2019; the second phase (ideally completion of the project) is planned for Summer 2020. The City is actively pursuing partners and grant funds to assist with the development of this property. Specifically, the City applied for \$50,000 to assist with the procurement and installation of public restroom facilities that would serve waiting transit users as well as tourists and residents on the site. We are optimistic we can create a dynamic, multi-faceted development that functions first-and-foremost as a transit center but also as a city center/gathering space serving the community in a variety of ways.

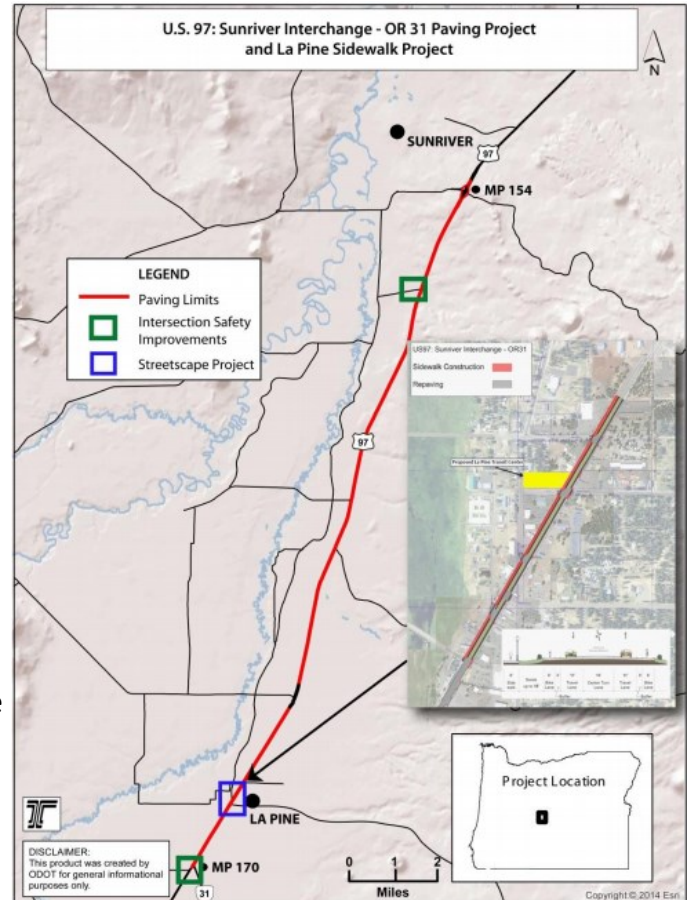
\$45,000 from Parks Projects in the General Fund (Line Item: 10-550-5155)

\$170,000 from Misc. Capital Projects in the General Fund (Line Item: 10-550-5315)

Additional funds could be accessed through:

\$110,000 from Projects (Roads, Sidewalks, Other) in the Streets Fund (Line Item: 21-550-5650)

\$50,500 from Projects (TRT Restricted) in the Tourism Fund (Line Item: 22-550-5150)



## STREET MAINTENANCE

Routine maintenance of City roads can include crack-sealing and chip-sealing. Generally, the maintenance schedule for roads is a ten-year timeframe, depending on usage among other factors. City staff has been working jointly with Deschutes County Road Department to adequately budget and plan in the future for these type of improvements. The City is performing a Chip-Seal project in July in partnership with Deschutes County Road Department. These streets include:

- Riley Drive
- Betty Drive and Court
- Preble Way

\$32,000 from Street Maintenance in the Streets Fund (Line Item: TBD)

It is fiscally and operationally prudent to begin to save for near and long-term road maintenance needs. Therefore, this budget includes funds set



aside for near-term maintenance of existing roads as well as funds for future upgrades to be made in the Cagle Subdivision. One critical piece to remember is that we will be performing significant construction work in that area due to the water and wastewater expansion project. It does not make sense to invest in the roads over the next couple of years to then tear them up during one year later. We have been building a reserve amount to fund the Cagle roads and will continue to do so for the next couple of years.

The roads in the Cagle neighborhood are gravel and require grading throughout the year. It has been identified and prioritized that upgrading these roads should occur. As previously mentioned, the significant cost coupled with future water/wastewater expansion requires careful budgeting and planning. In order to maximize resources, the upgrades should happen in conjunction or soon after with the utility expansion project. In previous years, \$300,000 was set-aside in the Reserve for Future Capital line item. This budget reflects an addition \$50,000 for future Cagle neighborhood road upgrades. To help complement the long term solutions stated above, the City will maintain a budget of \$20,000 for road grading/dust abatement. This allows additional road grading/dust abatement to occur when needed. Additionally, last year the City started a reserve for future maintenance of existing roads at \$100,000—this budget includes an additional \$50,000.

\$500,000 in Reserve for Future Capital in the Streets Fund (Line Item: 21-950-6000)

\$350,000 for Cagle Neighborhood Road Upgrades

\$150,000 for Streets Maintenance of Existing Roads

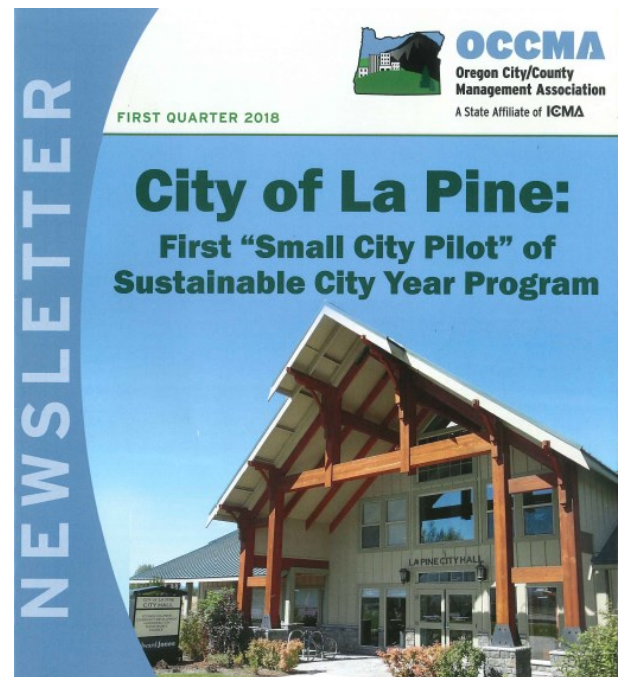


## SUSTAINABLE CITY YEAR PROGRAM (SCYP) — UNIVERSITY OF OREGON

Although it does not directly impact the FY 2018-19 budget, the time and energy put into this project over the past few years has been extensive. Correspondingly, as the project continues for the next handful of months, we know that it will impact future City budgets and therefore we felt it deserved mentioning here.

It was almost two years in the making: In January 2018 the first-ever Small City Pilot between SCYP and the City of La Pine kicked off. The City had budgeted funds in FY 2016-17 and rolled those into FY 2017-18 with a small amount of support from the La Pine Urban Renewal Agency. SCYP in La Pine has covered a wide range of topics and engaged the community on those topics in a way never done before. There are courses in action this spring term and we expect the summer to focus on next steps. The primary emphasis from the City was to have students working on existing or future projects and areas of interest of La Pine. We are very satisfied with the process, ideas, and focus on tangible, ambitious projects or “firsts” in La Pine. During the summer, in consultation with SCYP, we anticipate having a consolidated report of all of the courses and projects that occurred in La Pine. This will be followed by a facilitation of Council prioritizing the next steps to move forward some of the ideas. This budget does not specifically allocated funds towards continuation of SCYP outcomes; however, this budget does include funds for City projects already in motion (such as the City/Transit Center) that were furthered through SCYP.

One of the key components of making this Small City Pilot a reality was the generous \$1 for \$1 matching funds through The Ford Family Foundation (TFFF). SCYP facilitated the grant application and was successful in bringing all of the parties together. The City thanks TFFF and SCYP for working with us to better serve our community by infusing public engagement with creative, new ideas from exceptional students. City staff thanks the City Council for having an open mind about this pilot project, and trusting us to be able to manage it in a beneficial, productive manner. We know that there will be years of positive impact as a result of La Pine being the first Small City Pilot with SCYP. We all thank the community for participating and welcoming the students in La Pine as they truly were serving all of us as they approached issues and proposed new solutions for us to consider. We should all be proud of this accomplishment and excited for its contributions to the future of La Pine.



## **TRANSPORTATION GROWTH MANAGEMENT (TGM) CODE ASSISTANCE GRANT**

In 2016 the City was awarded a competitive TGM grant to review, update, and provide new elements to the City's land use code. This project – funded by the Department of Land Conservation and Development (DLCD) and ODOT – is pivotal in shaping the future of La Pine, in particular the downtown core for bike/pedestrian friendly building orientation and infrastructure upgrades and the look through architectural design standards. The objective of Phase 1 of the Project (completed in November 2017) was to evaluate the City's Zoning Ordinance and create an action plan for future Zoning Ordinance changes that support the TGM Mission, Goals, and Objectives. The Project will include an evaluation of the entire Zoning Ordinance, but the objectives for the downtown core are:

- Streetscape standards that enhance conditions for pedestrians and cyclists
- Parking regulations (including off-street parking ratios and parking lot placement/design) to promote walkability and other non-motorized transportation modes while still accommodating automobiles
- Architectural design standards for a pedestrian-oriented built environment
- Creating a walkable downtown

The objective of Phase 2 (underway now with completion in Fall 2018) is to amend the La Pine Zoning Ordinance and Comprehensive Plan in a manner that supports the TGM Mission, Goals, and Objectives and implements the City of La Pine TGM Land Use Code Update Project Action Plan, including appendices, that was completed in Phase 1 (evaluation phase) of the project and endorsed by the La Pine City Council.

## **WICKIUP JUNCTION REFINEMENT PLAN WITH ODOT**

The City and community of La Pine were disheartened to learn in Fall 2017 that the long-awaited Wickiup Junction Overpass Project would be scrapped by the Oregon Department of Transportation (ODOT). The demise was rooted in a diatomaceous subterranean lake hundreds of feet below the ground surface. Although the City had nothing directly to do with the project, we had been predicating some planning efforts and capital projects on the completion of the overpass. After learning of the project failure, we quickly engaged ODOT with potential next steps, and one of those is conducting a refinement planning process from north of First Street to the northern City limit. This Wickiup Junction Refinement Plan will be fully funded by ODOT and work with the City, County, property/business owners, and community to formulate a long-term plan for future transportation system improvements and inclusion of various modes of transportation amenities. It will specifically look at the intersections in the area, the at-grade railroad crossing, and bicycle/pedestrian assets. This process will kick-off in around January 2019 and take more than a year to fully engage the public, develop and present alternatives, and finalize/formalize.

# Overview of Changes by Fund

# KEY CHANGES BY FUND IN THE FY 2018-19 PROPOSED BUDGET

## GENERAL FUND

Overall, revenues are trending slightly higher. Specifically, property taxes were increased to \$290,000 by approximately six percent from last year based on conversations with Scot Langton, County Assessor. Last year was the first of the City's local tax on recreational marijuana retail sales of three percent; we didn't know what to expect then, but now have a much better sense and have budgeted \$30,000. We have increased the miscellaneous grants line to \$60,000 with \$10,000 secured to spend at our discretion through the downtown outreach grant, as well as an application in to Regional Solutions for \$50,000 to support restroom facilities on the Transit/City Center property. It's as simple as if we do not receive that \$50,000 grant, 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. Due to the increase in planned activity through the Urban Renewal Agency (URA), this budget includes a transfer in line to support City staff time on URA projects. The last main change in the resource section is eliminating transfers in from the water and sewer funds.

There is an increase in personnel services in the general fund for three main reasons: First, there is an extra (.4) FTE in this section due to adjusting the duties of a staff position from Accounting Clerk to Staff Accountant/Planning Assistant. The funding of this position was shifted slightly from the water and sewer funds to the general fund based on duties. Second, this budget includes an increase for the City's contribution to staff monthly health insurance benefits from \$1,000 to \$1,200 capped. One of the main takeaways from the salary and benefit survey the City conducted last year is that our health insurance benefits were structured differently and less supportive than other cities of our size. Third, the wages and salaries in this budget include a 2.75% Cost of Living Adjustment (COLA).

The amount budgeted for Materials and Services is down overall, primarily due to a large decrease in contracted services. The main reason for that decrease is that line item in FY 2017-18 included \$55,000 for Sustainable City Year Program (SCYP). 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.

There is \$19,000 budgeted in city hall improvements to upgrade the Council Chambers ability to function as a dynamic conference room. Given that many of our consultants are in Bend or farther, we need a space that can provide for efficient and effective teleconferencing and document sharing. Additionally, these improvements will increase the functionality of videoconferencing between people remotely and the Council during meetings. The remainder of those funds are anticipated to be spent on concrete improvements at City Hall.

There is \$20,000 budgeted to purchase a designated vehicle for City Hall staff that will replace the older Jeep we currently use. Staff should have access to a safe (AWD), reliable, and fuel-efficient vehicle for work in and around La Pine and regional meetings. The remainder of the funds in Capital Outlay are mostly designated for the Transit/City Center project.

Staff has adopted the approach that generally all franchise fee revenues should be transferred to the streets fund to be spend on projects in the Right-of-Way (ROW). The transfer from the general fund to the streets fund may exceed that amount, but in best practice should not be below that amount. The transfer to the tourism fund has been removed – this for no reason offset a portion of the transfer from the tourism fund into the general fund. A transfer out to the cemetery fund has been added; staff intends to have more projects and investment at the cemetery and these general fund dollars will assist. The transfer to the community development fund has decreased; this is a good sign as that fund has become more self-sufficient with new revenue sources and an increase in planning activity. However, it should be expected that to some degree the general fund will continue to subsidize the community development fund in the future.

Lastly, reserve for future expenditures has increased significantly. There are two main reasons for this change: One being that staff suggests setting funds aside for future projects, and two that historically the City has kept more money in unappropriated ending balance than is necessary or should be. A healthy unappropriated balance to ensure funds to cover operations at the beginning of the fiscal year is still present at \$100,000. Fortunately, the City’s financial condition is very solid as we head into FY 2018-19.

## **CEMETERY FUND**

As was cited last year, the La Pine Community Cemetery has had little attention paid to it in years past. This year, the staff wants to in earnest improve the grounds, operations, and planning for future management and maintenance. This past year, the City increased plot prices from \$75 to \$225 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 2018-19 budget includes a transfer in from the general fund of \$5,000. Some of the improvements planned for the Cemetery include an informational kiosk, expanding the burial areas, and other upgrades including fencing. The monitoring of operations and need for a strategic plan for the Cemetery’s future are critical. It is the expectation that substantial steps towards those objectives will be made in FY 2018-19 through a dedication of staff time in particular.

## 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. In FY 2017-18, the US 97 Westside Streetscape Project finally arrived, including a City contribution of \$385,000. As a result, there is a decrease in the beginning fund balance in FY 2018-19. The transfer in from the general fund in this budget is lower than years past, and lines up with the proposed total of franchise fee revenue for this year. Additional funds were not transferred into the streets fund, as staff anticipates tracking a large capital project on the horizon (Transit/City Center) in the general fund.

There is a slight increase in personnel services in the streets fund for three main reasons: First, there is an extra (.2) FTE in this section due to adjusting the duties of a staff position from Accounting Clerk to Staff Accountant/Planning Assistant (.1) as well as budgeting to hire another Public Works employee (.1) at some point during FY 2018-19. Second, this budget includes an increase for the City's contribution to staff monthly health insurance benefits from \$1,000 to \$1,200 capped. Third, the wages and salaries in this budget include a 2.75% Cost of Living Adjustment (COLA).

As the City continues to improve the condition of facilities within the Right-of-Way (ROW) there will continue to be large budgeted amounts under Capital Outlay. There has been much discussion regarding bike and pedestrian connectivity allowing people to move from north to south and east to west within the City. As a result, staff has upped the funds for sidewalks and multi-use paths to \$100,000 – last year \$50,000 out of this line item was contributed towards significant sidewalk and crosswalk improvements on US 97. Landscaping Costs declined significantly as \$250,000 was contributed towards the US 97 Westside Streetscape Project. Other line items in Capital Outlay were kept at similar levels maintaining the ability and flexibility to contribute to projects as needed. Some projects that may start or be completed include: more benches and trash cans, 1<sup>st</sup> Street to Wickiup Junction multi-use path, alleyway improvements, additional improvements along 4<sup>th</sup> Street and Huntington around the Transit/City Center, replacement street trees, and unification of decorative pedestrian street lights.

In Reserve for Future Expenditures of the FY 2017-18 budget there was \$300,000 set aside for Cagle Neighborhood street improvements, and \$100,000 for future maintenance of existing roads within the City. This budget reflects an additional \$50,000 to each of those categories bringing the total amount reserved to \$500,000. There is a healthy Contingency allocated at \$70,000 available if needed throughout the year via resolution approval at City Council.

## **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 slightly over the past couple of years. Materials and Services are consistent with years past. Staff recommends that the City and Chamber & Visitors Center work together over the coming year to establish a new agreement. This would benefit both parties, as well as the community, by clearly articulating the services to be performed as well as setting an amount of funds for multiple years. Additionally, this budget includes \$10,000 for new banners for the decorative pedestrian streetlights and winter decorations that could be attached to the streetlights.

In FY 2017-18, there was \$35,000 contributed towards the South Gateway Monument Sign and Flag Pole Project. This budget includes \$50,500 in Capital Outlay to be used towards the Transit/City Center, and potentially new signage/landscaping at Triangle Park. This budget includes an increase from \$15,000 to \$35,000 in Reserve for Future Expenditures with saving for another gateway feature and/or monument sign in mind.

Which location and in what form that feature takes can be a topic of discussion between the City, Chamber, Urban Renewal Agency, and community during FY 2018-19, with construction at least a year or more away. This budget includes a new line item titled 4th of July Celebration Marketing; this will include the previously budgeted dollars to the La Pine Rodeo and Frontier Days Association events (formerly two separate line items). Staff has met with these entities and they agree to use these funds to do combined marketing. As a result, the amount was increased by \$2,000 to better draw tourism to La Pine regionally.

## **COMMUNITY DEVELOPMENT FUND**

The Community Development Fund has seen growing beginning fund balances for several years – in large part to continued subsidization by the General Fund. In addition to those increases, the amount of City Planning Fees has also been rising as well as the Deschutes County Advanced Planning Fees. As a result of the growth of those resources, this budget includes a lowering of the Transfer In from the General Fund from \$44,000 to \$20,000. It should be expected that to some degree – of which staff will monitor closely – the General Fund will or may need to subsidize the Community Development Fund.

The Personnel Services section represents a milestone for the City – it will be our first full fiscal year with a full-time Community Development Director. That is reflected in the increase in the total personnel services, but offset by a decrease in Contracted Services. Within Contracted Services, there is approximately \$8,000 set aside for codification (streamlining and ease of use for our ordinances) as well as \$10,000 for potential matching planning grants. This fund also includes a healthy \$16,000 in contingency up from \$6,000 last year.

## **WATER & SEWER RESERVE FUND**

The Water and Sewer Reserve Fund has been increased in this budget. Moving forward, staff has established a set of procedures to track funds for the Water and Wasterwater Improvements and Expansion Project. This relies on a three step process: Transfers Out from the Reserve, Transfers In to the respective Fund, and then expenditure through Capital Outlay. We will make the transfers at the time the funds are needed.

## **INDUSTRIAL/ECONOMIC DEVELOPMENT FUND**

The Industrial/Economic Development Fund was created in FY 2016-17. Prior to this Fund, the City tracked dollars through the General Fund to support via a Memorandum of Understanding (MOU) with Economic Development of Central Oregon (EDCO) a part-time Sunriver/La Pine Director. Specifically, this position is co-funded by the City and Deschutes County. As another MOU was put in place with Deschutes County regarding the publicly-owned land in the La Pine Industrial Park, City staff felt the creation of a new Fund was necessary to track both the City's contribution to, and revenues from, traded-sector economic development. Other than a General Fund transfer of funds to support the Area Director, all revenues in the Industrial/Economic Development Fund come from the publicly-owned Industrial Park land. Historically, the Area Director operated as a half-time position. Last year, it was moved to three-quarter-time, and this budget reflects an allocation towards full-time (subject to City Council approval).

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. Additionally, we lack an incentives program that is a critical tool in the toolbox when it comes to winning projects. This budget includes strategies to address both of those shortcomings. First, the City is working on an RFP for private construction of a spec building; the City has already received control of a parcel from the County and is actively exploring the best approach to accomplish this judiciously. As the current plan stands, the property will be leveraged as an incentive to a developer. Second, funds are set aside for the creation of an incentives program allowing more creative approaches to meet the needs of businesses interested in moving to La Pine.

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. However, there are still some gaps that should be filled to best equip us for catalyzing investment and job creation in the Industrial Park, and the changes in this Fund present some possible solutions.



## **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. At this time, the City has only water and sewer SDCs, while most other cities have additional SDCs including transportation, parks, and stormwater among others. The City updated its water and sewer SDC methodology last year and adopted increased phased in over the next few years. Starting in 2016 with the uptick in development, the amount of SDC revenues have increased significantly. Even though staff expects development to continue at or near the pace we have seen over the past couple of years, we budgeted conservatively for FY 2018-19. The expenditure of these funds, as mentioned above, are only eligible on certain capacity-related projects. We have budgeted \$510,000 as a Transfer Out to the Water Fund to proportionally cover the capacity-related cost of the engineering and design of our upcoming large capital projects. The rest of the funds are set and reserved for future expenditure.

## **WATER FUND**

In the resources section, the Water Service line item proposed amount is up compared to last year. This is largely due to a three percent rate increase effective on July 1, 2018, but also partially due to an increase in the amount of connections (users) on our system. The Transfers In are budgeted as last year, since we did not make as much progress as we would have liked on the engineering and design of our large capital projects. As with some other funds, there is an increase in personnel services for three main reasons: First, there is an extra (.45) FTE in this section due to budgeting the hiring of another Public Works employee at some point during FY 2018-19. Second, this budget includes an increase for the City's contribution to staff monthly health insurance benefits from \$1,000 to \$1,200 capped. Third, the wages and salaries in this budget include a 2.75% Cost of Living Adjustment (COLA).

Materials and Services are relatively in line with previous years. This budget includes a new line items titled Damage Relief Funds in the amount of \$5,000 to deal with situations that require clean up or fixing as a result of water damage from our system. Legal Fees is budgeted higher due to our large capital projects, as well as being proactive in addressing and remedying inherited issues.

The Capital Outlay section is budgeted to support the completion of engineering and design for our Water Improvements and Expansion Project. As with previous years, the amount necessary to make our debt service payment on existing water infrastructure is budgeted. There is \$300,000 budgeted as a Transfer Out to the Reserve Fund; this was mentioned previously in this document regarding the tracking/process of moving funds in conjunction with paying invoices related to our large capital projects. The Special Payments line item is carried over into this budget year to address water connections as we have previously discussed.

Staff anticipates this to be fully addressed by the end of 2018, as that was the date referenced in letters to property owners. There is a healthy Contingency budgeted for FY 2018-19, as well as a modest Unappropriated Ending Fund Balance to support operations at the beginning of FY 2019-20.

## **SEWER FUND**

The resources section of the Sewer Fund has a few noteworthy line items. First, the CDBG award for the engineering and design of our Wastewater Improvements and Expansion Project is budgeted similar to last year. This phase of this project is underway, but we don't know exactly how much will be invoiced prior to July 1, 2018 and the start of the new fiscal year—so we have budgeted a comfortable amount for the remainder of FY 2017-18 while also budgeting extra for FY 2018-19 in case there isn't as much invoiced. Bottom line: We will utilize the \$1,195,500 CDBG award to complete the engineering and design work ahead of March 2019. There will be a 10% rate increase effective on July 1, 2018—this is the last of three consecutive years of rate increases. These were essential steps in getting the rates to a sufficient level of supporting Operations, Maintenance, and Replacement (OM&R) as well as positioning the City advantageously for the new debt service once our large capital projects are completed. Overall, the rate increases were a necessary and proactive measure for the current health and future stability of our systems. We have stopped offering grease trap pumping for two main reasons: one, we stopped accepting that disposal at our wastewater treatment plant, and two, there are other local contractors who offer the service. In order to prepare for the construction of our large capital projects, we added in two new transfer in lines items for future tracking purposes.

As mentioned in the Water Fund, there is an increase in personnel services for three main reasons: First, there is an extra (.45) FTE in this section due to budgeting the hiring of another Public Works employee at some point during FY 2018-19. Second, this budget includes an increase for the City's contribution to staff monthly health insurance benefits from \$1,000 to \$1,200 capped. Third, the wages and salaries in this budget include a 2.75% Cost of Living Adjustment (COLA). The Water and Sewer Funds are the primary sources of supporting Public Works Personnel Services.

The Materials and Services section of the Sewer Fund is higher than in previous years. This is largely due to a handful of line items being increased for committed projects or pilot programs. Specifically, Contracted Services has been increased to pay for a septic tank pumping pilot program. The City operates and maintains a STEG (Septic Tank Effluent Gravity) collection system. All commercial and residential sewage flows through a septic tank as part of this STEG system. These septic tanks are an integral part of this system and require a maintenance program that can be managed properly. With the increase in development and other large projects associated, the task of maintaining these tanks has become increasingly harder with staffing levels. This budget includes a pilot program to solicit contracted services for septic tanks on the City's STEG system.

The pilot would include approximately 150,000 gallons and contractors would bid on a per gallon basis. Staff anticipates this would start in the summer and conclude in the fall. All of the data derived from the this pilot will be entered into our new Geographical Information System (GIS) software. Other changes in Materials and Services include the setting aside of Damage Relief Funds, and an increase to the Legal Fees Expense. As previously described, the CDBG funds are allocated through Capital Outlay to pay for the engineering and design of the large capital project. Additionally, \$50,000 is budgeted for equipment upgrades. With aging infrastructure, the City is constantly evaluating ideas and processes to make improvements. One vital asset that we have been evaluating is replacing sewer lift station pumps. Some of our current pumps have been in place well past their life expectancy and currently pose a risk to operations. The City will start replacing some of these vital assets, while instituting a proactive maintenance and replacement program. Another important program the City wants to implement is a sewer jetting and TV inspection program; jetting sewer lines prevents the collection main lines from clogging and/or clear a line that has been clogged. One capability of the camera inspection allows monitoring and inspecting of sewer lines that may potentially have future issues, allowing staff to be proactive against sewer line malfunctions.

There is a continuation of Special Payments in order for the City to address connection issues inherited from the Sewer District; as mentioned previously in this document, staff anticipates having these addressed by the end of 2018. There is a healthy \$200,000 budgeted for Contingency, allowing flexibility throughout FY 2018-19 in case those funds need to be accessed. Finally, there is a reasonable Unappropriated Ending Fund Balance of \$100,000 to ensure adequate levels of funding for operations at the beginning of FY 2019-20.

# Budget Worksheets by Fund

# General Fund

**CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19**

**GENERAL FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
10-301-100	BEGINNING FUND BALANCE	515,089	496,771	486,335	580,861	580,861	451,428		
10-310-110	PROPERTY TAXES - CURRENT	259,236	271,233	275,116	273,490	275,000	290,000		
10-310-120	PROPERTY TAXES - PRIOR	3,971	1,707	2,000	2,649	3,500	2,000		
10-310-150	MARIJUANA TAX			5,000	26,175	38,175	30,000		
10-320-210	OLCC RENEWAL FEE REVENUE	575	525	500	750	700	500		
10-320-220	SOCIAL GAMING LICENSES		200	200	100	100	100		
10-320-230	BUSINESS LICENSE REVENUES	10,730	10,254	10,500	10,084	11,250	11,000		
10-320-240	MARIJUANA LICENSE REVENUE		400		1,000	1,400	1,000		
10-330-310	CIGARETTE TAX REVENUES	3,752	757	2,500	1,159	1,900	1,500		
10-330-315	LIQUOR TAX REVENUE	21,966	24,097	22,500	16,317	22,500	22,500		
10-330-340	STATE SHARED REVENUE	39,534	15,158	30,000	12,260	18,000	20,000		
10-330-360	INDUSTRIAL PARK REVENUE	9,597							
10-330-390	GRANTS - MISCELLANEOUS	11,250		-			60,000		
10-350-510	FRANCHISE FEE - BEND COMMUN	2,560	8,410	3,000	4,313	5,300	5,000		
10-350-515	FRANCHISE FEE - CASCADE N.G.	24,814	24,555	18,000	12,997	20,500	20,000		
10-350-520	FRANCHISE FEE - CRESTVIEW CABL	8,603	8,222	8,000	3,963	8,000	8,000		
10-350-525	FRANCHISE FEE - MID STATE ELEC	159,770	181,263	140,000	75,855	140,000	160,000		
10-350-535	FRANCHISE FEE - CENTURY LINK	7,045	6,983	7,000	5,103	7,000	7,000		
10-350-540	FRANCHISE FEE - WILDERNESS GAR	20,744	19,516	20,000	16,279	25,000	22,000		
10-350-600	FRANCHISE FEE - LIGHT SPEED NET.				766	1,400	1,500		
10-380-810	INTEREST INCOME	6,744	7,240	7,000	4,973	7,000	7,000		
10-390-930	RENTAL INCOME	16,983	18,957	17,500	10,517	17,500	18,000		
10-390-932	RENTAL INCOME - TOWER	11,958	12,317	12,000	12,686	12,686	13,000		
10-390-990	MISCELLANEOUS INCOME	5,878	3,120	1,000	2,935	2,915	2,000		
TBD	TRANSFER IN - URBAN RENEWAL						5,000		
10-480-220	TRANSFERS IN - TOURISM FUND	30,000	33,000	35,000	35,000	35,000	40,000		
10-480-500	TRANSFERS IN - WATER FUND	15,000	15,000	15,000	-	-	-		
10-480-520	TRANSFERS IN - SEWER FUND	15,000	15,000	15,000	-	-	-		
<b>TOTAL FUND RESOURCES</b>		<b>1,200,799</b>	<b>1,174,685</b>	<b>1,133,151</b>	<b>1,110,232</b>	<b>1,235,687</b>	<b>1,198,528</b>	<b>-</b>	<b>-</b>

**GENERAL FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
<b>PERSONNEL SERVICES</b>									
10-510-1100	REGULAR PAYROLL	62,061	36,875	48,150	34,271	48,343	71,407		
10-510-1150	OVERTIME WAGES	549	347	500	246	310	1,000		
10-510-1420	SOCIAL SECURITY/MEDICARE	4,902	4,486	3,683	2,764	3,897	5,387		
10-510-1440	STATE UNEMPLOYMENT	1,179	1,057	1,445	659	883	2,112		
10-510-1460	WORKERS COMP ASSESSMENT	1,250	858	90	945	1,414	119		
10-510-1800	HEALTH INSURANCE	5,238	4,346	9,600	3,957	5,934	17,280		
10-510-1900	RETIREMENT BENEFITS	1,747	1,604	2,889	1,574	2,236	4,225		
<b>TOTAL PERSONNEL SERVICES</b>		<b>76,926</b>	<b>49,573</b>	<b>66,357</b>	<b>44,416</b>	<b>63,017</b>	<b>101,530</b>	<b>-</b>	<b>-</b>
<b>MATERIALS &amp; SERVICES</b>									
10-520-2050	AUDIT	6,011	5,590	9,600	4,930	4,930	6,000		
10-520-2080	ADVERTISING EXPENSE	1,226	4,628	3,000	1,830	3,000	3,000		
10-520-2150	BANK FEES	2,171	1,768	2,000	840	1,400	2,000		
10-520-2175	CITY IMPROVEMENT PROJ (BUSINESS)	2,411	2,500	15,000		5,000	15,000		
10-520-2180	CLEANING/JANITORIAL	960	1,046	1,500	1,040	1,500	1,500		
10-520-2250	CONTRACTED SERVICES	10,468	27,703	82,000	12,636	82,000	47,200		
10-520-2270	ECONOMIC DEVELOPMENT PROGRAM	31,250							
10-520-2280	ELECTION COSTS								
10-520-2325	ENGINEERING	480							
10-520-2400	INSURANCE	3,293	2,714	4,000	3,232	3,232	4,000		
10-520-2500	IT - PARTS & EQUIPMENT			2,000					
10-520-2520	IT - SOFTWARE & SUPPORT	5,259	4,925	10,000	9,444	10,000	16,000		
10-520-2530	IT - WEBSITE DESIGN & MAINT	360	4,350	2,000	1,800	2,000			
10-520-2600	LEGAL FEES EXPENSE	42,194	19,637	31,250	10,301	31,250	18,000		
10-520-2700	MEETINGS/TRAVEL/TRAINING	15,057	11,660	16,000	12,169	20,000	18,000		
10-520-2720	MEMBERSHIP & DUES	5,949	3,519	6,000	7,170	7,170	7,000		
10-520-2730	MOSQUITO SPRAYING	14,710	20,783	18,500	9,415	18,500	20,000		
10-520-2750	OFFICE SUPPLIES/COPIER	6,545	6,605	7,000	5,335	7,000	7,000		
10-520-2770	POSTAGE FEES	334	465	1,000	254	1,000	500		
10-520-2780	PROPERTY TAXES	64	64						
10-520-2840	REPAIRS & MAINT - BUILDINGS	2,607	1,169	5,000	359	2,500	5,000		
10-520-2850	REPAIRS & MAINT - EQUIPMENT	1,123	119	1,000	311	1,000	1,000		
10-520-2860	REPAIRS & MAINT - LANDSCAPING	2,017	3,397	3,000	1,949	3,800	4,000		
10-520-2870	REPAIRS & MAINT - VEHICLE	260	13						
10-520-2900	UTILITIES - GAS/ELECTRICITY	1,429	1,926	2,000	757	1,200	2,000		
10-520-2910	UTILITIES - GARBAGE	152	1,365	500	99	200	500		
10-520-2920	UTILITIES - TELEPHONE	2,167	4,138	4,000	2,225	3,200	4,000		
10-520-2990	MISCELLANEOUS EXPENSE	13,301	3,265	6,444	2,399	6,444	2,798		
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>171,798</b>	<b>133,349</b>	<b>232,794</b>	<b>88,495</b>	<b>216,326</b>	<b>184,498</b>	<b>-</b>	<b>-</b>

**GENERAL FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
<b>CAPITAL OUTLAY</b>									
10-550-5150	CITY HALL IMPROVEMENTS		9,632	40,000		40,000	19,000		
10-550-5155	PARKS PROJECTS	-	-	15,000		15,000	45,000		
10-550-5230	LAND PURCHASE						-		
10-550-5235	LANDSCAPE COST			5,000		5,000	5,000		
10-550-5260	EQUIPMENT PURCHASES	3,296		10,000			20,000		
10-550-5315	MISC. CAPITAL PROJECTS						170,000		
<b>TOTAL CAPITAL OUTLAY</b>		<b>3,296</b>	<b>9,632</b>	<b>70,000</b>	<b>-</b>	<b>60,000</b>	<b>259,000</b>	<b>-</b>	<b>-</b>
<b>DEBT SERVICE</b>									
10-560-6100	COP SERIES 2011B PRINCIPAL PMT	20,000	20,000	20,000	20,000	20,000	20,000		
10-560-6110	COP SERIES 2011B INTEREST PMT.	23,008	22,270	25,000	10,916	10,916	25,000		
<b>TOTAL DEBT SERVICE</b>		<b>43,008</b>	<b>42,270</b>	<b>45,000</b>	<b>30,916</b>	<b>30,916</b>	<b>45,000</b>	<b>-</b>	<b>-</b>
<b>INTERFUND TRANSFERS - OUT</b>									
10-780-2100	TRANSFERS OUT - STREET FUND	350,000	275,000	340,000	340,000	340,000	223,500		
10-780-2200	TRANSFER OUT - TOURISM FUND	5,000	5,000	-			-		
TBD	TRANSFER OUT - CEMETERY FUND						5,000		
10-780-2300	TRANSFERS OUT - COMM DEVELOPMENT	54,000	54,000	44,000	44,000	44,000	20,000		
10-780-2325	TRANSFER OUT - IND ECON		25,000	30,000	30,000	30,000	30,000		
<b>TOTAL INTERFUND TRANSFERS - OUT</b>		<b>409,000</b>	<b>359,000</b>	<b>414,000</b>	<b>414,000</b>	<b>414,000</b>	<b>278,500</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>									
10-910-1000	CONTINGENCY			40,000			55,000		
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURES</b>									
10-950-6000	RESERVE - FUTURE CAPITAL			65,000			175,000		
<b>TOTAL RESERVE FOR FUTURE EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>65,000</b>	<b>-</b>	<b>-</b>	<b>175,000</b>	<b>-</b>	<b>-</b>
<b>UNAPPR. ENDING FUND BALANCE</b>									
10-990-1000	UNAPPR. ENDING FUND BALANCE			200,000			100,000		
<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND REQUIREMENTS</b>		<b>704,028</b>	<b>593,824</b>	<b>1,133,151</b>	<b>577,827</b>	<b>784,259</b>	<b>1,198,528</b>	<b>-</b>	<b>-</b>
<b>NET RESOURCES OVER REQUIREMENTS</b>		<b>496,771</b>	<b>580,861</b>	<b>-</b>	<b>532,405</b>	<b>451,428</b>	<b>-</b>	<b>-</b>	<b>-</b>



# Cemetery Fund

CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19

		CEMETERY FUND							
		FY 2015-16 ACTUALS	FY 2016-17 ACTUALS	FY 2017-18			FY 2018-19		
				BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
20-301-100	BEGINNING FUND BALANCE	18,952	18,663	14,363	18,344	18,344	16,068		
20-340-420	CEMETERY PLOT SALES	3,210	1,725	5,000	3,805	5,000	5,000		
TBD	TRANSFER IN - GENERAL FUND						5,000		
20-390-990	MISCELLANEOUS INCOME								
<b>TOTAL FUND RESOURCES</b>		<b>22,162</b>	<b>20,388</b>	<b>19,363</b>	<b>22,149</b>	<b>23,344</b>	<b>26,068</b>	<b>-</b>	<b>-</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MATERIALS &amp; SERVICES</b>									
20-520-2250	CONTRACTED SERVICES	-		2,000		2,000	12,400		
20-520-2400	INSURANCE	1,832	1,357	2,000	1,413	1,413	2,000		
20-520-2600	LEGAL FEES EXPENSE		585	400		400	1,000		
20-520-2990	MISCELLANEOUS EXPENSE	1,667	102	3,463	163	3,463	3,168		
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>3,499</b>	<b>2,044</b>	<b>7,863</b>	<b>1,576</b>	<b>7,276</b>	<b>18,568</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>									
20-550-5000	CAPITAL OUTLAY			5,500		-	5,500		
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>5,500</b>	<b>-</b>	<b>-</b>	<b>5,500</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>									
20-910-1000	CONTINGENCY			1,000			2,000		
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>
<b>UNAPPR. ENDING FUND BALANCE</b>									
20-990-1000	UNAPPR. ENDING FUND BALANCE			5,000			-		
<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND REQUIREMENTS</b>		<b>3,499</b>	<b>2,044</b>	<b>19,363</b>	<b>1,576</b>	<b>7,276</b>	<b>26,068</b>	<b>-</b>	<b>-</b>
<b>NET RESOURCES OVER REQUIREMENTS</b>		<b>18,663</b>	<b>18,344</b>	<b>-</b>	<b>20,573</b>	<b>16,068</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Streets Fund

**CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19**

**STREETS FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
21-301-100	BEGINNING FUND BALANCE	646,710	841,021	933,711	1,002,667	1,002,667	801,088		
21-330-330	STATE GAS FUNDS REVENUE	98,791	101,251	90,000	71,716	90,000	90,000		
21-380-810	INTEREST INCOME								
21-390-990	MISCELLANEOUS INCOME	130,065	40,375	2,000	250	250	250		
21-480-100	TRANSFERS IN - GENERAL FUND	350,000	275,000	340,000	340,000	340,000	223,500		
<b>TOTAL FUND RESOURCES</b>		<b>1,225,566</b>	<b>1,257,647</b>	<b>1,365,711</b>	<b>1,414,633</b>	<b>1,432,917</b>	<b>1,114,838</b>	-	-
<b>PERSONNEL SERVICES</b>									
21-510-1100	REGULAR PAYROLL	30,371	23,762	26,718	18,992	26,796	37,760		
21-510-1150	OVERTIME WAGES	366	199	2,000	343	472	500		
21-510-1420	SOCIAL SECURITY/MEDICARE	2,986	1,928	2,043	1,556	2,763	2,487		
21-510-1440	STATE UNEMPLOYMENT	685	685	802	418	567	1,116		
21-510-1460	WORKERS COMP ASSESSMENT	616	433	1,068	326	487	1,365		
21-510-1800	HEALTH INSURANCE	4,387	4,027	6,000	1,967	2,946	10,080		
21-510-1900	RETIREMENT BENEFITS	1,144	1,317	1,603	983	1,386	2,233		
<b>TOTAL PERSONNEL SERVICES</b>		<b>40,555</b>	<b>32,351</b>	<b>40,234</b>	<b>24,585</b>	<b>35,417</b>	<b>55,541</b>	-	-
<b>MATERIALS &amp; SERVICES</b>									
21-520-2050	AUDIT	1,530	1,135	2,400	1,170	1,170	6,000		
21-520-2080	ADVERTISING EXPENSE	176	390	1,500		500	500		
21-520-2120	AUTO EXPENSE		1,340						
21-520-2250	CONTRACTED SERVICES	2,063	4,736	8,000	1,099	2,915	8,800		
21-520-2325	ENGINEERING COSTS	1,422	1,732	20,000	6,732	15,000	20,000		
21-520-2350	FUEL	142	1,107	2,000	455	1,000	2,000		
21-520-2370	GRADING/DUST ABATEMENT	4,950	8,650	20,000	2,233	12,000	20,000		
21-520-2400	INSURANCE	3,293	2,714	3,500	2,827	2,827	3,500		
21-520-2600	LEGAL FEE EXPENSE	5,105	4,982	6,250	390	2,000	3,000		
21-520-2700	MEETINGS/TRAVEL/TRAINING	8		1,000		1,000	1,000		
21-520-2720	MEMBERSHIP & DUES		807	1,000					
21-520-2750	OFFICE SUPPLIES/COPIER			1,000					
21-520-2840	REPAIRS & MAINT - BUILDING		209						
21-520-2850	REPAIRS & MAINT - EQUIPMENT	5,864	7,152	5,000	99	5,000	5,000		
21-520-2860	REPAIRS & MAINT - LANDSCAPING	2,443	9,403	10,000	9,356	10,000	15,000		
21-520-2870	REPAIRS & MAINT - VEHICLES	153	1,984	10,000	1,085	5,000	5,000		
21-520-2880	SNOW PLOWING	14,259	24,799	25,000	1,190	2,000	25,000		
21-520-2890	STREET LIGHTING	7,257	9,282	12,000	5,386	9,000	15,000		

**STREETS FUND**

	FY 2015-16 ACTUALS	FY 2016-17 ACTUALS	FY 2017-18			FY 2018-19		
			BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
21-520-2900 UTILITIES - GAS/ELECTRICITY			1,000					
21-520-2920 UTILITIES - TELEPHONE			1,000					
21-520-2990 MISCELLANEOUS EXPENSE	1,880	2,909	4,827	565	7,000	6,497		
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>50,545</b>	<b>83,331</b>	<b>135,477</b>	<b>32,587</b>	<b>76,412</b>	<b>136,297</b>	-	-
<b>CAPITAL OUTLAY</b>								
21-550-5170 CITY HALL FRONTAGE PROJECT					-			
21-550-5210 SIDEWALK/MULTI-USE PATH IMPROVEMENTS	20,873		50,000	50,000	50,000	100,000		
21-550-5235 LANDSCAPE COSTS	118,738		250,000	250,000	250,000	20,000		
21-550-5240 STREET LIGHTS			50,000	50,000	50,000	50,000		
21-550-5260 EQUIPMENT PURCHASES		9,163	20,000	4,962	20,000	31,000		
TBD STREET MAINTENANCE						32,000		
21-550-5600 TRANSPORTATION SYS. PLAN COSTS			20,000			10,000		
21-550-5650 PROJECTS (ROADS, SIDEWALKS & OTHER)	153,834	130,135	150,000	35,000	150,000	110,000		
<b>TOTAL CAPITAL OUTLAY</b>	<b>293,445</b>	<b>139,298</b>	<b>540,000</b>	<b>389,962</b>	<b>520,000</b>	<b>353,000</b>	-	-
<b>CONTINGENCY</b>								
21-910-1000 CONTINGENCY			100,000		-	70,000		
<b>TOTAL CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURES</b>								
21-950-6000 RESERVE - FUTURE CAPITAL			500,000		-	500,000		
<b>TOTAL RESERVE FOR FUTURE EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>-</b>	<b>-</b>
<b>UNAPPR. ENDING FUND BALANCE</b>								
21-990-1000 UNAPPR. ENDING FUND BALANCE			50,000					
<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND REQUIREMENTS</b>	<b>384,545</b>	<b>254,980</b>	<b>1,365,711</b>	<b>447,134</b>	<b>631,829</b>	<b>1,114,838</b>	<b>-</b>	<b>-</b>
<b>NET RESOURCES OVER REQUIREMENTS</b>	<b>841,021</b>	<b>1,002,667</b>	<b>-</b>	<b>967,499</b>	<b>801,088</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Tourism Fund

**CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19**

TOURISM FUND									
		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
22-301-100	BEGINNING FUND BALANCE	82,539	106,195	109,195	152,617	152,617	126,107		
22-330-320	MOTEL TAX REVENUE	127,044	145,537	125,000	105,225	140,000	140,000		
22-330-390	MISC INCOME	10,000	4,500		200	185	-		
22-480-100	TRANSFERS IN - GENERAL FUND	5,000	5,000						
<b>TOTAL FUND RESOURCES</b>		<b>224,583</b>	<b>261,232</b>	<b>234,195</b>	<b>258,042</b>	<b>292,802</b>	<b>266,107</b>	-	-
MATERIALS & SERVICES									
22-520-2080	ADVERTISING EXPENSE		410	2,500	260	2,500	2,500		
22-520-2200	CHAMBER & VISITORS CENTER (TRT)	52,000	54,000	57,000	42,750	57,000	60,000		
22-520-2220	COMMUNITY FUND - UNRESTRICTED	6,053	2,000	7,000	2,047	7,000	15,000		
22-520-2230	TOURISM PROMOTION (TRT)	3,774	6,645	10,000	4,850	10,000	15,000		
22-520-2233	FRONTIER DAYS (TRT)	2,500	2,500	2,500		2,500	-		
TBD	4TH OF JULY MARKETING						12,000		
22-520-2234	LA PINE RODEO ASSOC (TRT)	5,000	7,500	7,500	7,500	7,500	-		
22-520-2235	ARTS AND CULTURE TOURISM (TRT)			7,500		-	5,000		
22-520-2250	CONTRACTED SERVICES (TRT)	14,181	819	15,000		-	10,000		
22-520-2600	LEGAL FEES EXPENSE (TRT)		411	3,250		3,250	3,250		
22-520-2990	MISC EXPENSE (TRT)	4,880	1,330	6,945	625	6,945	5,857		
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>88,388</b>	<b>75,615</b>	<b>119,195</b>	<b>58,032</b>	<b>96,695</b>	<b>128,607</b>	-	-
CAPITAL OUTLAY									
22-550-5150	PROJECTS (TRT RESTRICTED)			35,000		35,000	50,500		
<b>TOTAL CAPITAL OUTLAY</b>		-	-	<b>35,000</b>	-	<b>35,000</b>	<b>50,500</b>	-	-
INTERFUND TRANSFERS - OUT									
22-780-1000	TRANSFERS OUT - GENERAL FUND	30,000	33,000	35,000	35,000	35,000	40,000		
<b>TOTAL INTERFUND TRANSFERS - OUT</b>		<b>30,000</b>	<b>33,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>40,000</b>	-	-

**TOURISM FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
<b>CONTINGENCY</b>									
22-990-1000	CONTINGENCY			10,000		-	12,000		
	TOTAL CONTINGENCY	-	-	10,000	-	-	12,000	-	-
<b>RESERVE FOR FUTURE EXPENDITURES</b>									
22-950-6000	RESERVE - FUTURE CAPITAL			15,000		-	35,000		
	TOTAL RESERVE FOR FUTURE EXPENDITURES	-	-	15,000	-	-	35,000	-	-
<b>UNAPPR. ENDING FUND BALANCE</b>									
	UNAPPR. ENDING FUND BALANCE			20,000		-			
	TOTAL UNAPPR. ENDING FUND BALANCE	-	-	20,000	-	-	-	-	-
	<b>TOTAL FUND REQUIREMENTS</b>	<b>118,388</b>	<b>108,615</b>	<b>234,195</b>	<b>93,032</b>	<b>166,695</b>	<b>266,107</b>	<b>-</b>	<b>-</b>
	<b>NET RESOURCES OVER REQUIREMENTS</b>	<b>106,195</b>	<b>152,617</b>	<b>-</b>	<b>165,010</b>	<b>126,107</b>	<b>-</b>	<b>-</b>	<b>-</b>



# Community Development Fund

**CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19**

**COMMUNITY DEVELOPMENT FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19			
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED	
23-301-100	BEGINNING FUND BALANCE	15,849	28,923	46,423	82,613	82,613	77,357			
23-330-300	DES. CO ADVANCED PLANNING FEES		19,277	10,000	20,073	25,000	25,000			
23-340-410	PLANNING FEES	30,750	68,757	25,000	37,287	50,000	40,000			
23-330-350	BI-ANNUAL LAND USE GRANT				1,000	1,000				
23-480-100	TRANSFER IN - GENERAL FUND	54,000	54,000	44,000	44,000	44,000	20,000			
	<b>TOTAL FUND RESOURCES</b>	<b>100,599</b>	<b>170,957</b>	<b>125,423</b>	<b>184,973</b>	<b>202,613</b>	<b>162,357</b>	-	-	
	<b>PERSONNEL SERVICES</b>									
23-510-1100	REGULAR PAYROLL			32,500	11,764	31,000	64,593			
23-510-1150	OVERTIME WAGES			-						
23-510-1420	SOCIAL SECURITY/MEDICARE			2,486	900	2,370	4,873			
23-510-1440	STATE UNEMPLOYMENT			975		975	1,911			
23-510-1460	WORKERS COMP ASSESSMENT			76	7	25	104			
23-510-1800	HEALTH INSURANCE			6,000		3,000	14,400			
23-510-1900	RETIREMENT BENEFITS			1,950		1,950	3,822			
	<b>TOTAL PERSONNEL SERVICES</b>	-	-	<b>43,987</b>	<b>12,671</b>	<b>39,320</b>	<b>89,703</b>	-	-	
	<b>MATERIALS &amp; SERVICES</b>									
23-520-2080	ADVERTISING EXPENSE	917	4,335	3,000	1,690	4,000	4,000			
23-520-2250	CONTRACTED SERVICES	51,333	67,757	40,000	54,928	55,000	25,000			
23-520-2325	ENGINEERING COSTS	7,002	6,213	8,000	1,740	5,000	5,000			
23-520-2600	LEGAL FEES EXPENSE	10,570	8,941	15,000	4,057	10,000	12,000			
23-520-2700	MEETINGS/TRAVEL/TRAINING		81	3,000	144	1,000	2,000			
23-520-2720	MEMBERSHIP & DUES	175		1,000			1,000			
23-520-2750	OFFICE SUPPLIES/COPIER	226	110	1,000	912	1,000	1,000			
23-520-2770	POSTAGE FEES	457	593	1,500	332	1,000	1,000			
23-520-2990	MISCELLANEOUS EXPENSE	996	314	2,936	264	2,936	3,654			
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>71,676</b>	<b>88,344</b>	<b>75,436</b>	<b>64,067</b>	<b>79,936</b>	<b>54,654</b>	-	-	
	<b>CONTINGENCY</b>									
23-910-1000	CONTINGENCY			6,000		6,000	18,000			
	<b>TOTAL CONTINGENCY</b>	-	-	<b>6,000</b>	-	<b>6,000</b>	<b>18,000</b>	-	-	
	<b>UNAPPR. ENDING FUND BALANCE</b>									
23-990-1000	UNAPPR. ENDING FUND BALANCE									
	<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>	-	-	-	-	-	-	-	-	
	<b>TOTAL FUND REQUIREMENTS</b>	<b>71,676</b>	<b>88,344</b>	<b>125,423</b>	<b>76,738</b>	<b>125,256</b>	<b>162,357</b>	-	-	
	<b>NET RESOURCES OVER REQUIREMENTS</b>	<b>28,923</b>	<b>82,613</b>	-	<b>108,235</b>	<b>77,357</b>	-	-	-	

# Water and Sewer Reserve Fund

CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19

RESERVE FUND - WATER/SEWER									
		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
26-301-100	BEGINNING FUND BALANCE	800,000	1,315,000	1,515,000	1,515,000	1,515,000	1,590,000		
26-480-500	TRANSFERS IN - WATER FUND	365,000					300,000		
26-480-520	TRANSFERS IN - SEWER FUND	150,000	200,000	100,000	100,000	100,000	225,000		
<b>TOTAL FUND RESOURCES</b>		<b>1,315,000</b>	<b>1,515,000</b>	<b>1,615,000</b>	<b>1,615,000</b>	<b>1,615,000</b>	<b>2,115,000</b>	-	-
<b>CAPITAL OUTLAY</b>									
26-550-5500	CONSTRUCTION EXPENSE - WATER	-	-	-	-	-			
26-550-5500	CONSTRUCTION EXPENSE - SEWER	-	-	-	-	-			
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</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			240,000		25,000	240,000		
<b>TOTAL INTERFUND TRANSFERS - OUT</b>		<b>-</b>	<b>-</b>	<b>240,000</b>	<b>-</b>	<b>25,000</b>	<b>240,000</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURES</b>									
26-950-6000	RESERVE - FUTURE CAPITAL - WATER			325,000			600,000		
26-950-6000	RESERVE - FUTURE CAPITAL - SEWER			1,050,000			1,275,000		
<b>TOTAL RESERVE FOR FUTURE EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>1,375,000</b>	<b>-</b>	<b>-</b>	<b>1,875,000</b>	<b>-</b>	<b>-</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>1,615,000</b>	<b>-</b>	<b>25,000</b>	<b>2,115,000</b>	<b>-</b>	<b>-</b>
<b>NET RESOURCES OVER REQUIREMENTS</b>		<b>1,315,000</b>	<b>1,515,000</b>	<b>-</b>	<b>1,615,000</b>	<b>1,590,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Debt Reserve Fund

**CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19**

<b>DEBT RESERVE FUND</b>									
		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
31-301-100	BEGINNING FUND BALANCE	193,503	193,503	193,503	193,503	193,503	193,503		
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>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		
<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>-</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>-</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>-</b>

# Economic Development Fund

**CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19**

<b>INDUSTRIAL / ECONOMIC DEVELOPMENT FUND</b>									
		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
40-301-100	BEGINNING FUND BALANCE	-		-	13,834	13,834	21,734		
40-340-400	INDUSTRIAL SITE LEASES		7,707	15,000	10,058	13,000	13,000		
40-340-410	INDUSTRIAL SITE SALES AND OPTIONS		3,737	75,000	15,139	20,000	150,000		
40-390-990	BUSINESS SPONSORSHIP	-	4,950	5,000	1,000	1,000	5,000		
40-390-991	MISCELLANEOUS INCOME	-							
40-480-100	TRANSFER IN - GENERAL FUND		25,000	30,000	30,000	30,000	30,000		
<b>TOTAL FUND RESOURCES</b>		<b>-</b>	<b>41,394</b>	<b>125,000</b>	<b>70,031</b>	<b>77,834</b>	<b>219,734</b>	<b>-</b>	<b>-</b>
<b>MATERIALS &amp; SERVICES</b>									
40-520-2080	ADVERTISING EXPENSE	-	60	10,000		2,000	2,500		
40-520-2250	CONTRACTED SERVICES	-	27,500	30,000	27,240	40,000	60,000		
40-520-2600	LEGAL FEES EXPENSE	-		5,000		3,000	10,000		
TBD	TRADED SECTOR INCENTIVES						35,000		
40-520-2700	MEETINGS/TRAVEL/TRAINING	-		5,000	600	1,000	5,000		
40-520-2750	OFFICE SUPPLIES/COPIER	-		2,000	10	100	1,000		
40-520-2990	MISCELLANEOUS EXPENSE	-		8,000		10,000	5,234		
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>-</b>	<b>27,560</b>	<b>60,000</b>	<b>27,850</b>	<b>56,100</b>	<b>118,734</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>									
TBD	CAPITAL OUTLAY					-	-		
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>									
40-910-1000	CONTINGENCY			10,000		-	16,000		
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>16,000</b>	<b>-</b>	<b>-</b>
<b>RESERVE FOR FUTURE EXPENDITURES</b>									
40-950-6000	RESERVE - FUTURE CAPITAL			55,000		-	75,000		
		<b>-</b>	<b>-</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>-</b>
<b>UNAPPR. ENDING FUND BALANCE</b>									
40-990-1000	UNAPPR. ENDING FUND BALANCE						10,000		
<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND REQUIREMENTS</b>		<b>-</b>	<b>27,560</b>	<b>125,000</b>	<b>27,850</b>	<b>56,100</b>	<b>219,734</b>	<b>-</b>	<b>-</b>
<b>NET RESOURCES OVER REQUIREMENTS</b>		<b>-</b>	<b>13,834</b>	<b>-</b>	<b>42,181</b>	<b>21,734</b>	<b>-</b>	<b>-</b>	<b>-</b>



# SDC (System Development Charge) Fund

**CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19**

<b>SDC FUND</b>									
		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
41-301-100	BEGINNING FUND BALANCE	1,660,186	1,728,346	1,845,346	1,913,351	1,913,351	2,233,991		
41-360-610	SDC INCOME - TRANSPORTATION								
41-360-630	SDC INCOME - WATER	16,860	36,694	30,000	68,946	105,640	50,000		
41-360-650	SDC INCOME - SEWER	51,300	148,311	30,000	183,451	215,000	100,000		
41-480-500	TRANSFERS IN - WATER FUND			14,000					
41-480-520	TRANSFERS IN - SEWER FUND			25,000					
	<b>TOTAL FUND RESOURCES</b>	<b>1,728,346</b>	<b>1,913,351</b>	<b>1,944,346</b>	<b>2,165,748</b>	<b>2,233,991</b>	<b>2,383,991</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>CAPITAL OUTLAY</b>									
41-550-5100	CAPITAL OUTLAY - WATER								
41-550-5150	CAPITAL OUTLAY - SEWER	-	-						
	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	-	-	-	-	-
<b>INTERFUND TRANSFERS - OUT</b>									
41-780-2100	TRANSFER OUT - WATER FUND			510,000			510,000		
41-780-2200	TRANSFER OUT - SEWER FUND								
	<b>TOTAL INTERFUND TRANSFERS - OUT</b>	-	-	510,000	-	-	510,000	-	-
<b>CONTINGENCY</b>									
41-910-1000	CONTINGENCY						-		
	<b>TOTAL CONTINGENCY</b>	-	-	-	-	-	-	-	-
<b>RESERVE FOR FUTURE EXPENDITURES</b>									
41-950-6000	RESERVE - FUTURE CAPITAL - TRANSPORTATION								
41-950-6000	RESERVE - FUTURE CAPITAL - WATER			224,704			346,038		-
41-950-6000	RESERVE - FUTURE CAPITAL - SEWER			1,209,642			1,527,953		-
	<b>TOTAL RESERVE FOR FUTURE EXPENDITURES</b>	-	-	1,434,346	-	-	1,873,991	-	-
	<b>TOTAL FUND REQUIREMENTS</b>	-	-	1,944,346	-	-	2,383,991	-	-
	<b>NET RESOURCES OVER REQUIREMENTS</b>	<b>1,728,346</b>	<b>1,913,351</b>	-	<b>2,165,748</b>	<b>2,233,991</b>	-	-	-

# Water Fund

**CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19**

**WATER FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
50-301-100	BEGINNING FUND BALANCE	768,915	442,193	454,843	534,337	534,337	577,217		
50-330-390	WATER GRANT	13,000		-					
50-340-467	HOOKUP FEES - NEW SERVICE	2,975	3,290	3,000	2,380	3,000	3,000		
50-340-470	WATER SERVICE	534,020	554,646	566,500	440,068	583,000	610,000		
50-340-472	WATER SERVICE - MISC	6,402	11,014	2,000	8,398	5,000	5,000		
50-340-475	CROSS CONNECTION PROGRAM	17,827	18,046	16,000	13,707	18,175	18,000		
50-340-900	DEBT PROCEEDS	2,420,000		-			-	-	-
50-390-940	LATE FEES & PENALTIES	9,033	9,561	10,000	8,142	10,395	10,000		
50-390-990	MISCELLANEOUS INCOME	775	6,973	500		500	500		
50-480-150	TRANSFERS IN - RESERVE FUND			240,000		25,000	240,000		
50-480-200	TRANSFERS IN - SDC FUND			510,000			510,000		
<b>TOTAL FUND RESOURCES</b>		<b>3,772,947</b>	<b>1,045,723</b>	<b>1,802,843</b>	<b>1,007,032</b>	<b>1,179,407</b>	<b>1,973,717</b>	-	-
<b>PERSONNEL SERVICES</b>									
50-510-1100	REGULAR PAYROLL	122,313	109,082	117,498	83,380	117,591	134,183		
50-510-1150	OVERTIME WAGES	1,803	1,074	2,500	1,553	2,173	2,000		
50-510-1420	SOCIAL SECURITY/MEDICARE	9,795	8,686	8,989	6,828	9,628	10,117		
50-510-1440	STATE UNEMPLOYMENT	3,150	3,165	3,525	1,974	2,703	3,967		
50-510-1460	WORKERS COMP ASSESSMENT	2,500	1,533	2,677	1,468	2,197	2,743		
50-510-1800	HEALTH INSURANCE	23,599	21,881	28,200	10,940	16,375	36,720		
50-510-1900	RETIREMENT BENEFITS	5,436	6,122	7,050	4,279	6,040	7,935		
<b>TOTAL PERSONNEL SERVICES</b>		<b>168,596</b>	<b>151,543</b>	<b>170,439</b>	<b>110,422</b>	<b>156,707</b>	<b>197,665</b>	-	-
<b>MATERIALS &amp; SERVICES</b>									
50-520-2050	AUDIT	3,751	2,438	6,000	2,804	2,925	6,000		
50-520-2080	ADVERTISING EXPENSE	660	2,580	1,000	2,201	4,000	4,000		
50-520-2145	BACKFLOW TESTING	5,856	8,175	8,500	7,800	7,800	8,500		
50-520-2150	BANK FEES	1,482	1,719	2,000	1,723	2,500	2,500		
50-520-2180	CLEANING/JANITORIAL	1,120	1,040	1,200	1,040	1,500	1,500		
50-520-2250	CONTRACTED SERVICES	12,607	22,588	17,500	5,886	20,000	14,500		
TBD	DAMAGE RELIEF FUNDS						5,000		
50-520-2325	ENGINEERING COSTS	11,495	29,106	20,000	5,163	15,000	22,000		
50-520-2350	FUEL	1,439	2,159	2,500	1,868	2,500	2,500		
50-520-2375	FOREST FIRE PROTECTION		212	250					
50-520-2400	INSURANCE	4,991	5,429	6,500	5,653	5,654	6,500		
50-520-2520	IT - SOFTWARE & SUPPORT	5,142	4,880	7,000	7,265	8,500	10,000		

**WATER FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
50-520-2530	IT - WEBSITE DESIGN & MAINT	360	600	1,000					
50-520-2550	LAB TESTING	2,962	1,885	4,500	1,224	2,000	3,000		
50-520-2600	LEGAL FEES EXPENSE	18,142	6,170	10,000	14,213	20,000	25,000		
50-520-2700	MEETINGS/TRAVEL/TRAINING	839	595	1,500	1,164	1,500	2,000		
50-520-2720	MEMBERSHIP & DUES	1,754	847	2,000	680	2,000	1,000		
50-520-2750	OFFICE SUPPLIES/COPIER	3,343	2,646	4,000	2,019	3,000	3,000		
50-520-2770	POSTAGE FEES	2,136	2,674	3,500	1,065	2,000	2,000		
50-520-2840	REPAIRS & MAINT - BUILDINGS	4,366	622	4,000	1,791	4,000	4,000		
50-520-2850	REPAIRS & MAINT - EQUIPMENT	26,696	10,477	20,000	11,177	20,000	25,000		
50-520-2860	REPAIRS & MAINT - MATERIALS		22,955	25,000	8,681	25,000	25,000		
50-520-2870	REPAIRS & MAINT - VEHICLES	1,626	1,250	4,000	1,524	3,000	3,000		
50-520-2900	UTILITIES - GAS/ELECTRICITY	11,318	14,052	15,000	7,921	14,000	15,000		
50-520-2910	UTILITIES - GARBAGE	380	365	400	244	350	350		
50-520-2920	UTILITIES - TELEPHONE	3,847	4,977	5,000	2,584	3,200	3,200		
50-520-2950	WATER RIGHTS EXPENSE	24,514							
50-520-2990	MISCELLANEOUS EXPENSE	3,459	1,334	6,054	1,213	6,054	6,502		
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>154,285</b>	<b>151,775</b>	<b>178,404</b>	<b>96,903</b>	<b>176,483</b>	<b>201,052</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>									
50-550-5260	EQUIPMENT PURCHASES	3,296		30,000	9,924	30,000	30,000		
50-550-5310	WATER TECHNOLOGY			-			10,000		
50-550-5500	CONSTRUCTION EXPENSE			5,000					
50-550-5550	ENGINEERING COSTS			-					
50-550-5610	WATER MASTER PLAN UPDATE - CAGLE	15,500		-					
50-550-5650	WATER MITIGATION CREDITS/RIGHTS			20,000			20,000		
50-550-5675	ENGINEERING DESIGN FOR WATER SYSTEM IMPR			750,000		25,000	750,000		
	<b>TOTAL CAPITAL OUTLAY</b>	<b>18,796</b>	<b>-</b>	<b>805,000</b>	<b>9,924</b>	<b>55,000</b>	<b>810,000</b>	<b>-</b>	<b>-</b>
<b>DEBT SERVICE</b>									
50-560-6150	LOAN PAYMENTS - PRINCIPAL	2,438,721	134,988	90,000	68,304	137,000	140,000		
50-560-6160	LOAN PAYMENTS - INTEREST	162,056	58,080	105,000	28,230	57,000	60,000		
50-560-6200	DEBT REFUNDING EXPENSE	8,300							
	<b>TOTAL DEBT SERVICE</b>	<b>2,609,077</b>	<b>193,068</b>	<b>195,000</b>	<b>96,534</b>	<b>194,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>
<b>INTERFUND TRANSFERS - OUT</b>									
50-780-1000	TRANSFERS OUT - GENERAL FUND	15,000	15,000	15,000		-	-		
50-780-2600	TRANSFER OUT - RESERVE FUND	365,000		-			300,000		
50-780-3100	TRANSFER OUT - DEBT RESERVE FUND			-			-		
50-780-4100	TRANSFERS OUT - SDC FUND			14,000		-	-		
	<b>TOTAL INTERFUND TRANSFERS - OUT</b>	<b>380,000</b>	<b>15,000</b>	<b>29,000</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>-</b>

**WATER FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
SPECIAL PAYMENTS									
50-XXX-XXXX	SPECIAL PAYMENTS			40,000		20,000	40,000		
	TOTAL SPECIAL PAYMENTS	-	-	40,000	-	20,000	40,000	-	-
CONTINGENCY									
50-910-1000	CONTINGENCY			185,000		-	125,000		
	TOTAL CONTINGENCY	-	-	185,000	-	-	125,000	-	-
UNAPPR. ENDING FUND BALANCE									
50-990-1000	UNAPPR. ENDING FUND BALANCE			200,000		-	100,000		
	TOTAL UNAPPR. ENDING FUND BALANCE	-	-	200,000	-	-	100,000	-	-
	<b>TOTAL FUND REQUIREMENTS</b>	<b>3,330,754</b>	<b>511,386</b>	<b>1,802,843</b>	<b>313,783</b>	<b>602,190</b>	<b>1,973,717</b>	<b>-</b>	<b>-</b>
	<b>NET RESOURCES OVER REQUIREMENTS</b>	<b>442,193</b>	<b>534,337</b>	<b>-</b>	<b>693,249</b>	<b>577,217</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Sewer Fund

**CITY OF LA PINE, OREGON  
BUDGET WORKSHEET  
FY 2018-19**

**SEWER FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
52-301-100	BEGINNING FUND BALANCE	832,776	859,787	555,587	605,876	605,876	590,806		
52-330-390	SEWER GRANTS	13,000		1,195,500		300,000	1,095,500		
52-340-480	SEWER SERVICE	421,978	441,258	500,000	365,620	485,000	515,000		
52-340-485	SEPTIC SERVICE RECEIVED	113,323	130,817	110,000	90,490	120,000	110,000		
52-340-487	GREASE TRAP PUMPING	1,000	750	1,500	125	500			
52-390-990	MISCELLANEOUS INCOME	5,853	6,920	4,000	460	460	2,000		
tbd	TRANSFERS IN - RESERVE FUND								
52-480-100	TRANSFERS IN - SDC FUND								
<b>TOTAL FUND RESOURCES</b>		<b>1,387,930</b>	<b>1,439,532</b>	<b>2,366,587</b>	<b>1,062,571</b>	<b>1,511,836</b>	<b>2,313,306</b>	-	-
<b>PERSONNEL SERVICES</b>									
52-510-1100	REGULAR PAYROLL	122,482	109,081	117,498	83,380	117,591	134,181		
52-510-1150	OVERTIME WAGES	1,803	1,074	2,500	1,553	2,173	2,500		
52-510-1420	SOCIAL SECURITY/MEDICARE	9,794	8,686	8,989	6,828	9,628	10,117		
52-510-1440	STATE UNEMPLOYMENT	3,149	3,165	3,525	1,974	2,703	3,967		
52-510-1460	WORKERS COMP ASSESSMENT	2,488	1,533	2,677	1,547	2,314	2,545		
52-510-1800	HEALTH INSURANCE	23,606	21,867	28,200	10,916	16,374	36,720		
52-510-1900	RETIREMENT BENEFITS	5,437	6,122	7,050	4,278	6,040	7,935		
<b>TOTAL PERSONNEL SERVICES</b>		<b>168,759</b>	<b>151,528</b>	<b>170,439</b>	<b>110,476</b>	<b>156,823</b>	<b>197,965</b>	-	-
<b>MATERIALS &amp; SERVICES</b>									
52-520-2050	AUDIT	4,454	2,601	6,000	3,046	3,045	6,000		
52-520-2080	ADVERTISING EXPENSE	2,694	2,500	2,500	2,201	2,915	4,000		
52-520-2150	BANK FEES	1,452	1,689	1,500	1,685	2,500	2,500		
52-520-2180	CLEANING/JANITORIAL	960	1,040	1,200	1,040	1,300	1,300		
52-520-2250	CONTRACTED SERVICES	11,920	26,393	17,500	4,452	17,500	49,500		
TBD	DAMAGE RELIEF FUNDS						5,000		
52-520-2325	ENGINEERING COSTS	5,880	29,106	30,000	6,456	10,000	30,000		
52-520-2350	FUEL	1,805	2,354	3,000	1,868	3,000	3,000		
52-520-2375	FOREST FIRE PROTECTION FEE		4,333	4,500	4,400	4,400	4,500		
52-520-2400	INSURANCE	13,489	14,929	16,000	15,547	15,547	16,000		
52-520-2520	IT - SOFTWARE & SUPPORT	5,007	4,880	7,000	7,765	8,500	10,000		
52-520-2530	IT - WEBSITE DESIGN & MAINT	360	600	1,000					
52-520-2550	LAB TESTING	5,605	6,458	7,000	4,961	7,000	7,000		
52-520-2600	LEGAL FEES EXPENSE	6,420	4,135	10,000	12,768	20,000	25,000		
52-520-2700	MEETINGS/TRAVEL/TRAINING	740	781	2,000	359	1,500	2,000		
52-520-2720	MEMBERSHIP & DUES	2,279	2,578	3,000	1,740	2,500	2,000		



**SEWER FUND**

		FY 2015-16	FY 2016-17	FY 2017-18			FY 2018-19		
		ACTUALS	ACTUALS	BUDGET	YTD March 2018	Projection	PROPOSED	APPROVED	ADOPTED
52-520-2750	OFFICE SUPPLIES/COPIER	3,673	2,992	4,000	2,377	3,000	3,000		
52-520-2770	POSTAGE FEES	2,095	2,736	3,500	705	1,500	1,000		
52-520-2840	REPAIRS & MAINT - BUILDINGS	6,767	902	2,000	2,997	3,500	3,500		
52-520-2850	REPAIRS & MAINT - EQUIPMENT	21,054	13,872	20,000	21,546	30,000	50,000		
52-520-2860	REPAIRS & MAINT - MATERIALS	1,204	13,127	55,000	12,039	55,000	50,000		
52-520-2870	REPAIRS & MAINT - VEHICLE	2,287	5,415	10,000	2,104	7,500	7,500		
52-520-2900	UTILITIES - GAS/ELECTRICITY	16,072	34,221	35,000	19,622	35,000	35,000		
52-520-2910	UTILITIES - GARBAGE	1,026	2,636	3,000	1,694	3,000	3,000		
52-520-2920	UTILITIES - TELEPHONE	4,992	5,778	6,000	2,784	3,500	3,500		
52-520-2990	MISCELLANEOUS EXPENSE	6,253	4,032	5,448	6,710	7,500	6,041		
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>128,488</b>	<b>190,088</b>	<b>256,148</b>	<b>140,866</b>	<b>249,207</b>	<b>330,341</b>	<b>-</b>	<b>-</b>
	<b>CAPITAL OUTLAY</b>								
52-550-5230	LAND PURCHASE								
52-550-5235	LANDSCAPE COSTS								
52-550-5260	EQUIPMENT PURCHASES	3,296	1,220	215,000	9,924	100,000	50,000		
52-550-5320	WCKP LIFT STN/LINE UPGR PROJ	46,700	275,820	-					
52-550-5500	CONSTRUCTION EXPENSE	2,400		120,000			100,000		
52-550-5610	SEWER MASTER PLAN UPDATE - CAGLE	13,500		-					
52-550-TBD	ENGINEERING DESIGN FOR WW SYSTEM IMPR			1,195,000		300,000	1,095,000		
	<b>TOTAL CAPITAL OUTLAY</b>	<b>65,896</b>	<b>277,040</b>	<b>1,530,000</b>	<b>9,924</b>	<b>400,000</b>	<b>1,245,000</b>	<b>-</b>	<b>-</b>
	<b>INTERFUND TRANSFERS - OUT</b>								
52-780-1000	TRANSFERS OUT - GENERAL FUND	15,000	15,000	15,000	-		-		
52-780-2600	TRANSFERS OUT - RESERVE FUND	150,000	200,000	100,000	100,000	100,000	225,000		
52-780-4100	TRANSFERS OUT - SDC FUND			25,000			-		
	<b>TOTAL INTERFUND TRANSFERS - OUT</b>	<b>165,000</b>	<b>215,000</b>	<b>140,000</b>	<b>100,000</b>	<b>100,000</b>	<b>225,000</b>	<b>-</b>	<b>-</b>
	<b>SPECIAL PAYMENTS</b>								
52-800-1000	SPECIAL PAYMENTS			15,000	598	15,000	15,000		
	<b>TOTAL SPECIAL PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>598</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>-</b>
	<b>CONTINGENCY</b>								
52-910-1000	CONTINGENCY			85,000			200,000		
	<b>TOTAL CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>85,000</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>
	<b>UNAPPR. ENDING FUND BALANCE</b>								
52-990-1000	UNAPPR. ENDING FUND BALANCE			170,000		-	100,000		
	<b>TOTAL UNAPPR. ENDING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>170,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
	<b>TOTAL FUND REQUIREMENTS</b>	<b>528,143</b>	<b>833,656</b>	<b>2,366,587</b>	<b>361,266</b>	<b>921,030</b>	<b>2,313,306</b>	<b>-</b>	<b>-</b>
	<b>NET RESOURCES OVER REQUIREMENTS</b>	<b>859,787</b>	<b>605,876</b>	<b>-</b>	<b>701,305</b>	<b>590,806</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 refinance any bonded indebtedness described above is also included [ORS 310.140(7)(b)].

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Municipal corporation.** See "Local government."

**Municipality.** See "Local government."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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