

**City of Waldport Budget Committee
Working Budget Document
For fiscal year 2019/2020**



The City of Waldport is located on the central Oregon Coast, situated along the Alsea Bay on a landmass that constitutes the edge of the Douglas fir, hemlock, cedar, and spruce forests of the Coast Range Mountains. As its name implies, Waldport is a place where the "Forest Meets the Sea."

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Budget Committee Members

| | | |
|---------------------|-----------------------|----------------------|
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| | Susan Woodruff | Kevin Quill |



**City of Waldport
Budget Message
For fiscal year 2019/2020**

Dear Budget Committee Members and Citizens of Waldport,

Enclosed is the proposed budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020. As a workbook, this document will serve as a tool for your deliberations toward the final budget document. That final budget document should reflect both the City's goals and objectives in our continuing efforts to implement certain policy and service needs, and the financial requirements to meet those objectives.

Overall Financial Outlook

As your City Manager and Budget Officer, I am pleased to state that the financial condition of the City continues to be stable and adequate to provide the range of services as expected by our citizens. The City continues to develop and implement plans and infrastructure improvements to meet the needs of future years as well as respond to immediate issues. We remain conservative and efficient in our provision of basic services, as well as look at opportunities for enhancement to achieve City goals and objectives, mostly in the community fund programs. The fiscal year 2019/2020 budget totals \$6.3 million and is balanced in accordance with state budget law.

While the City continues to plan and budget for infrastructure needs, we still face uncertain external circumstances with respect to capital expenses in the water fund, as explained more fully below and on the following pages. In contrast, the City continues to be able to make necessary system upgrades, as needed due to growth or obsolescence, essentially from revenues derived from i) current income streams, ii) growth via system development charges on new development, and iii) incremental tax revenues from Urban Renewal. Even so, there are major capital investments that are being deferred until monies are available and appropriated. In advance of these, the City has embarked on updating its utilities master plans, setting the course for the next 20 years.

Recent capital improvements completed or in progress include the Disc Golf Course, Wazyata Beach Access, and the Water and Wastewater Master Plans. While the City was awarded compensation for the 2MG reservoir lawsuit, that effort continues with attempting to collect the reward. On the plus side, the McKinney Slough Bridge waterline relocations should be wrapping up sometime in calendar year 2019.

Features of the Budget and Changes

Service charges for water and wastewater include a 3.4% increase based on the National Construction Cost Index, pursuant to Resolution 1143, contingent upon Council review and approval. Property tax revenues are based on a permanent operating rate of \$2.3328 for the City and \$0.6960 for the Road District per \$1,000 of assessed value. These permanent rates do not change pursuant to state law.

General fund revenues continue trending positively. Even though tax rates do not increase, increases in assessed value will provide additional revenues. The City is realizing revenues from sales of recreational marijuana, although the amount is still somewhat difficult to project. The transient lodging tax (TLT) was recently increased from 7 percent to 10 percent, a portion of the increase of which must be use for tourism purposes pursuant to state law.

While there is an adequate contingency in the general fund, we are assertively embarking on an asset acquisition mode, which, while adding assets to the City's portfolio, will also increase its fixed and variable costs. These acquisitions include the public works building (moved out of the tsunami inundation zone a few years ago), a recent acquisition of the 12-acre open space that was formerly the high school, and potential acquisitions of the former Umpqua Bank building and the Alsea Bay Interpretive Center (from the Oregon Department of Transportation). All of these acquisitions are important and beneficial to the City or community, yet place additional demands on supplies, utilities, maintenance and insurance line-items.

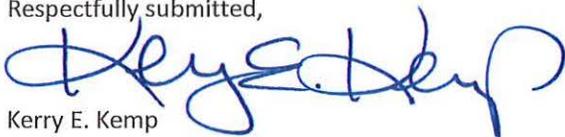
The proposed budget includes changes and enhancements intended to build up our core community services. The library is striving to continue adding to its collections and programming, although the facility itself is small and outdated, with minimal on-site parking. The City completed a disc golf course in Crestline Park, and will look at development and use options for the open space site. The community center continues to be subsidized, and the city will continue to assess fees and operational structure. Community development and tourism promotion expenditures continue to be evaluated annually, and a new tourism program is set up to track TLT revenues.

Projects for the remaining urban renewal #1 funds include directional or informational signage in old town/downtown, as well as upgrading street lights and adding decorative lighting. Urban renewal #2 funding is proposed for continuing with design and readiness of Crestline Drive, in anticipation of seeking Safe Routes to Schools grant monies and setting the stage for the wastewater line to service the industrial park.

Personnel services are estimated to increase 2 percent, reflecting movement on the salary schedule within a classification based on satisfactory performance for one year at each step of the schedule, and a reduction in City Manager time by 20 percent. Please note however that we will need to continue monitoring and resolving structural issues related to personnel costs that exceed CPI growth. Materials and services are estimated to increase 7 percent, mostly due to inflationary increases, added time for temporary workers in Public Works, and added facilities costs, as explained above. Capital improvement projects planned for next fiscal year totals \$0.7 million, and includes, among other projects, the continuing with master planning, Crestline sidewalk design, sewer grinder station rehabilitation, open space development, street light repair and signs in downtown/old town. The substantial decrease in capital outlay from the current year is primarily due to removing from the plan the wastewater infrastructure to the industrial park and the elimination of the Eckman Creek emergency repairs, as well as completing projects or recategorizing them as operating expenses rather than including them in the CIP.

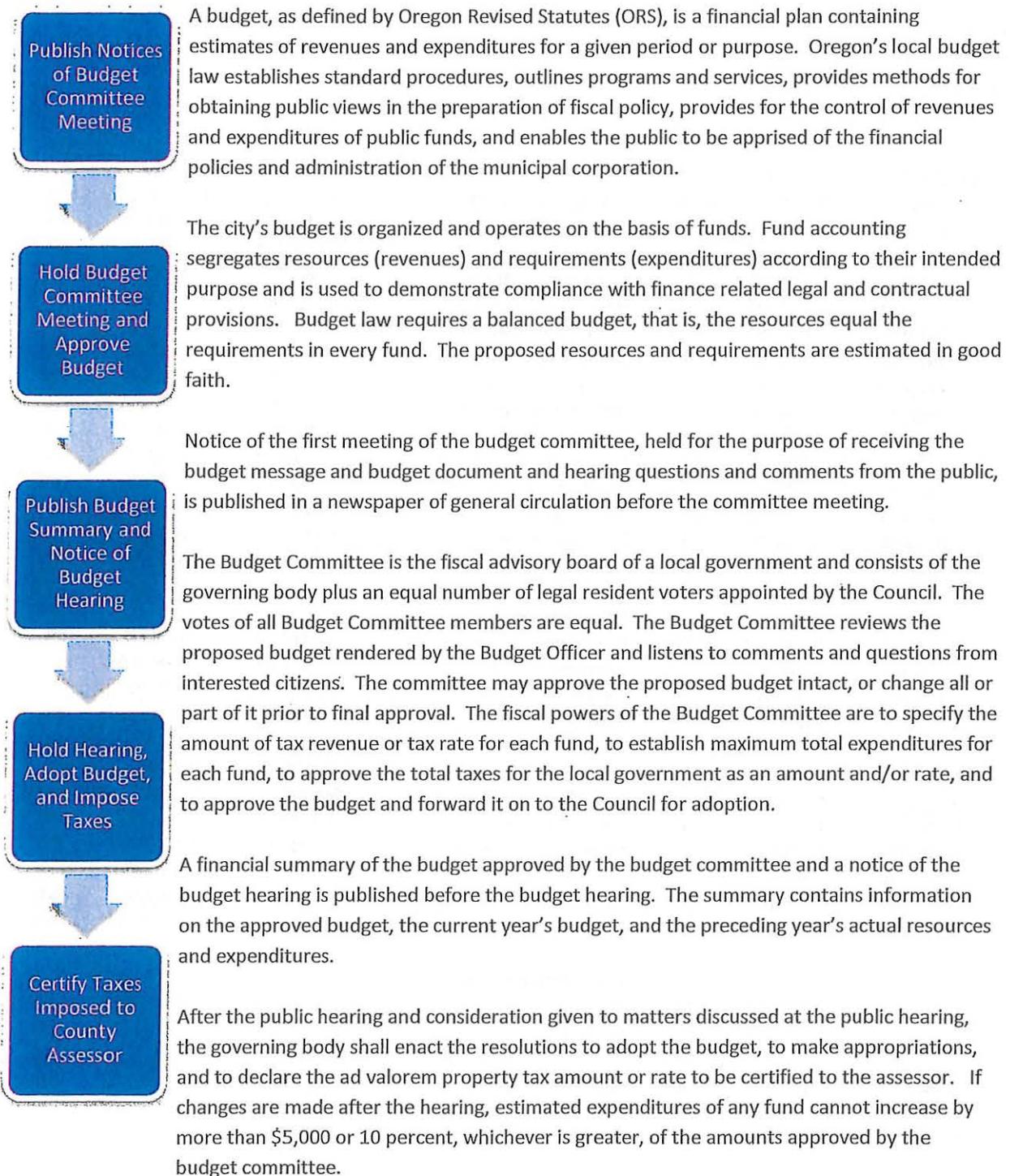
Please feel free to visit with me prior to the budget hearing if you would like clarification of anything contained in this document. I would like to express my gratitude to staff for their assistance in the preparation of this budget document and for their dedication to delivering quality services to the public.

Respectfully submitted,



Kerry E. Kemp
City Manager/Budget Officer
April 2019

Budget Process



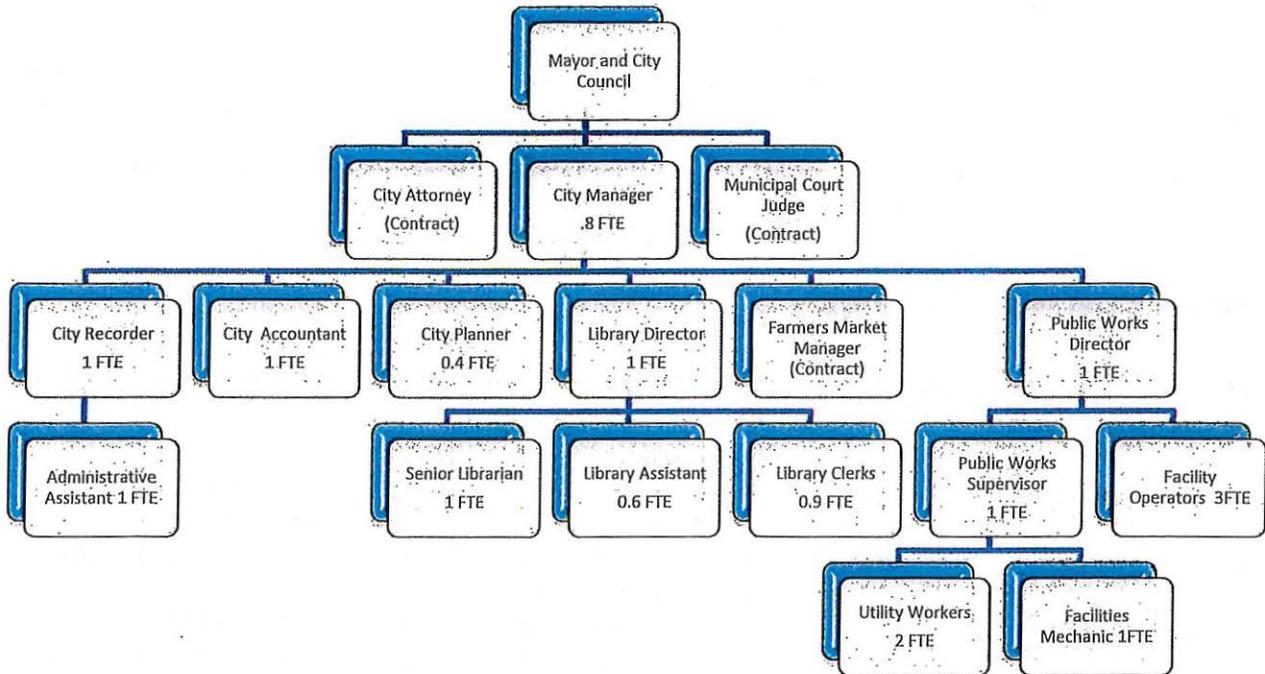
Total expenditures cannot exceed the final appropriation once the budget is adopted. However, the law provides for budget changes after adoption. The supplemental budget process provides for a public notice and a public hearing before making appropriations, if fund expenditures increase by ten percent or more.

Summary of Resources and Requirements

The following table presents a summary of revenues and expenditures, as well as other resources and requirements, to provide an overview for the city as a whole for two historical fiscal years, the current budget year, and the upcoming budget year.

| FYE 2017 Actual | FYE 2017 Actual | % Change | Resource Summary | FYE 2019 Budget | FYE 2020 Budget | % Change |
|--------------------|--------------------|-------------|---------------------------|--------------------|--------------------|-------------|
| 776,208 | 801,541 | 3% | Property Taxes | 817,046 | 850,604 | 4% |
| 116,510 | 118,350 | 2% | Franchise Taxes | 110,700 | 119,500 | 8% |
| 86,855 | 108,409 | 25% | Transient Room Taxes | 81,500 | 113,300 | 39% |
| 4,959 | 40,542 | | Local Marijuana Tax | 25,000 | 40,000 | |
| 711,999 | 753,255 | 6% | Utility Base Charges | 777,383 | 808,762 | 4% |
| 357,392 | 358,695 | 0% | Utility Usage Charges | 376,193 | 386,708 | 3% |
| 117,290 | 123,149 | 5% | Utility Reserve Charges | 128,795 | 133,805 | 4% |
| 30,967 | 67,017 | 116% | System Development | 40,500 | 42,300 | 4% |
| 67,287 | 107,568 | 60% | Other Service Charges | 102,600 | 110,200 | 7% |
| 348,315 | 389,326 | 12% | Intergovernmental | 364,889 | 378,889 | 4% |
| 216,559 | 275,374 | 27% | Grants, Contributions | 640,215 | 189,100 | -70% |
| 14,765 | 25,392 | 72% | Interest Earnings | 16,500 | 29,000 | 76% |
| 1,053,618 | 1,017,004 | -3% | Interfund Services | 1,110,838 | 1,099,500 | -1% |
| 3,902,724 | 4,185,622 | 7% | Total Revenues | 4,592,159 | 4,301,668 | -6% |
| | | | Other Resources | | | |
| 1,688,346 | 1,786,292 | 6% | Beginning Balances | 1,677,808 | 1,778,225 | 6% |
| 155,456 | 167,900 | 8% | Interfund Transfers | 291,571 | 158,819 | -46% |
| 122,443 | 149,379 | | Loan Proceeds | 277,671 | 31,200 | |
| 5,868,969 | 6,289,193 | 7% | Total Resources | 6,839,209 | 6,269,912 | -8% |
| FYE 2017 Actual | FYE 2017 Actual | % Change | Requirement Summary | FYE 2019 Budget | FYE 2020 Budget | % Change |
| 1,307,959 | 1,341,375 | 3% | Personnel Services | 1,471,492 | 1,506,267 | 2% |
| 1,903,070 | 1,930,032 | 1% | Materials & Services | 2,203,267 | 2,357,832 | 7% |
| 394,526 | 669,472 | 70% | Capital Outlays | 1,471,382 | 825,200 | -44% |
| 321,667 | 201,058 | -37% | Debt Service | 362,461 | 270,685 | -25% |
| 3,927,222 | 4,141,937 | 5% | Total Expenditures | 5,508,602 | 4,959,984 | -10% |
| | | | Other Requirements | | | |
| 155,456 | 167,900 | 8% | Transfers | 291,571 | 142,785 | -51% |
| - | - | | Contingency | 193,470 | 227,289 | 17% |
| - | - | | Reserved & Unappropriated | 845,566 | 939,854 | 11% |
| 4,082,678 | 4,309,837 | 6% | Total Requirements | 6,839,209 | 6,269,912 | -8% |
| 1,786,291 | 1,979,356 | 11% | Ending Balances | | | |

Organization and Personnel Services



Personnel by Full Time Equivalency (FTE)

| | FYE 2017 Budget | FYE 2018 Budget | FYE 2019 Budget | FYE 2020 Budget |
|-------------------|--------------------|--------------------|--------------------|--------------------|
| General Fund | 3.9 | 3.9 | 7.4 | 7.7 |
| Community Fund | 3.2 | 3.4 | - | - |
| Public Works Fund | 8.5 | 8.5 | 8.5 | 8.0 |
| Total FTE | 15.6 | 15.8 | 15.9 | 15.7 |

In FYE 2019 an additional .1 FTE was proposed for the Library on Saturdays, in order to provide better coverage during operation hours. This has been carried over into the FYE 2020 budget, but is not covered by grant in this budget cycle. In FYE 2019 Code Compliance services changed from contract services to (in-house) staff services, and Community fund programs were added to the General fund. In FYE 2020 the City Manager position has been decreased to .8 FTE, and Admin Assistant is charged to General Fund to be consistent with other administrative staff.

Personnel services include expenses related to the compensation of employees, such as health insurance premiums, retirement contributions, and social security. City Insurance Services, the LOC insurer providing pooled group rates for cities with less than 100 employees, discontinued the city's health plan as of 12/31/2017. The city now offers a Copay Plan and contributes to a health reimbursement account (VEBA) as of 1/01/2018.

| Personnel Services Summary | FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2020 Budget | Personnel Services Statistics | FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2020 Budget |
|----------------------------|-----------------|-----------------|-----------------|-----------------|-------------------------------|-----------------|-----------------|-----------------|-----------------|
| Salaries & Wages | 838,199 | 851,477 | 953,931 | 931,066 | CPI Changes | 2.0% | 2.6% | 4.2% | 3.4% |
| Health Insurance | 303,093 | 280,229 | 302,418 | 298,878 | Overall Wage Changes | 7.2% | 1.6% | 12.0% | -2.4% |
| PERS | 88,854 | 112,762 | 128,402 | 155,169 | Overall Health Changes | 8.3% | -7.5% | 7.9% | -1.2% |
| Social Security | 62,993 | 64,784 | 72,950 | 73,563 | PERS Tier I&II Rates | 8.83% | 12.46% | 12.46% | 15.20% |
| Workers Comp | 14,818 | 16,419 | 16,887 | 17,054 | PERS OPSRP Rates | 3.03% | 5.07% | 5.07% | 7.83% |
| Unemployment | 0 | 15,704 | 15,704 | | Total Benefits / Wages | 56% | 58% | 56% | 58% |
| Totals | 1,307,959 | 1,341,375 | 1,490,292 | 1,475,730 | | | | | |

Materials and Services Summary

Materials and services are defined as expendable materials, operating supplies, and services necessary to conduct an activity or program.

| | 2017 Actual | % | 2018 Budget | % | 2019 Budget | % | 2020 Budget | % |
|-----------------------|-------------|------|-------------|------|-------------|------|-------------|------|
| Materials & Services | | | | | | | | |
| Public Works Services | 853,941 | 45% | 900,800 | 43% | 933,200 | 43% | 935,900 | 43% |
| Contract Services | 582,348 | 31% | 647,700 | 31% | 635,054 | 29% | 546,463 | 25% |
| Equipment, Facilities | 154,559 | 8% | 245,035 | 12% | 274,195 | 13% | 304,100 | 14% |
| Utilities | 171,421 | 9% | 171,000 | 8% | 185,800 | 9% | 181,519 | 8% |
| Other Expenses | 75,305 | 4% | 95,442 | 5% | 88,925 | 4% | 126,440 | 6% |
| Supplies | 49,833 | 3% | 38,200 | 2% | 40,900 | 2% | 84,460 | 4% |
| Miscellaneous | 15,663 | 1% | 10,760 | 1% | 13,000 | 1% | 10,916 | 0% |
| Totals | 1,903,070 | 100% | 2,108,937 | 100% | 2,171,074 | 100% | 2,189,798 | 100% |

Public works services and other contract services comprise a large portion of materials and services. The public works fund serves as a centralized pool of labor, equipment, and vehicles and provides services to the water, wastewater, street funds, as well as other funds and entities.

The general fund contracts with Lincoln County Sheriff for enhanced law enforcement services and also contracts for attorney, audit, code compliance, information technology support, and the community Center Wednesday Market. Waldport Road District contracts with the city's street fund to maintain and improve roads within the city. The street fund contracts for asphalt patching, striping, and temporary summer employment.

The repair and maintenance of equipment, systems, and facilities represents over 10% of materials and services and includes equipment at the water and wastewater plants, water lines, wastewater lines, wastewater pump stations, the library collection, streets and storm systems, and public works vehicles and equipment. These numbers are increasing as the City takes on more asset management responsibilities

Utilities include electric costs for street lighting, electric and water costs for the wastewater plant, electric and telemetry costs for wastewater pump stations, gas and diesel for public works vehicles and equipment, and electric costs and telemetry for the water plant.

Other expenses include insurance, training, memberships, postage and advertising. Supplies include permits for water and wastewater operations and standard materials for most funds.

Miscellaneous includes program support and state assessments for municipal court.

Capital Improvement Plan Summary

The Capital Improvement Plan identifies needs, estimates costs, prioritizes, and develops or ensures funding for projects to improve existing infrastructure or to pave the way for new development, or provide community livability and enhancement.

Capital Improvement Plan

| | Funding Source | Projected | | | | |
|--|----------------|----------------|------------------|------------------|----------|----------|
| | | FYE 2020 | FYE 2021 | FYE 2022 | FYE 2023 | FYE 2024 |
| Community Development Projects | | | | | | |
| Preferred Options Industrial Park | Grant/Match | 59,000 | | | | |
| Way Finding / Lighting | UR#1 | 50,000 | | | | |
| PW Equipment, Vehicles | Public Works | 19,000 | | | | |
| Facility Bathroom | Public Works | 25,000 | | | | |
| New Bucket Trailer | Public Works | 25,000 | | | | |
| WW Infrastructure to Industrial Park | UR#2 | | 660,000 | | | |
| Recreation Projects | | | | | | |
| Open Space Development | General | 10,000 | | | | |
| Crestline Park Playground | SDC | 12,700 | | | | |
| Crestline Skate Park Improvements | SDC | 18,000 | | | | |
| Library Roof (replace main section) | General | | 10,000 | | | |
| Street Projects | | | | | | |
| Crestline Sidewalk Design | UR#2 | 100,000 | | | | |
| Crestline Sidewalk Improvements | UR#2 | | 2,000,000 | | | |
| Street Light Repair | Streets | 25,000 | | | | |
| Streets Master Plan | Streets | | 45,000 | | | |
| Transportation System Plan Update | Grant, General | 80,000 | | | | |
| Slurry Seal for Range | Streets | | 10,000 | | | |
| Water Projects | | | | | | |
| Water treatment Plant Improvements | TBD | | | 4,766,000 | | |
| 300,000 gallon Bolted Steel Tank | TBD | | | 1,010,000 | | |
| 2 Million Gallon Tank Seismic Retrofit | TBD | | | 1,165,000 | | |
| Permit Extension Application | TBD | | | 10,000 | | |
| Water System Design Standards | TBD | | | 5,000 | | |
| Pressure Reducing Valve | TBD | | | 40,000 | | |
| Hemlock Street Waterline Connection | TBD | | | 10,000 | | |
| Water Master Plan | Grant/Loan | 78,000 | | | | |
| South Transmission Main | TBD | | | 1,090,000 | | |
| Highway 34 Waterline E. Lint Slough | TBD | | | 780,000 | | |
| Wastewater Projects | | | | | | |
| Wastewater Master Plan | WW | 55,000 | | | | |
| Grinder Station Rehab | WW | 60,000 | | | | |
| Lift Station Facility Upgrade (2) | WW | | 28,000 | | | |
| Pump station Upgrade - Yaquina | WW | 10,000 | | | | |
| WW Treatment Plant Computer | WW | 20,000 | | | | |
| WW Treatment Plant Level Control | WW | 20,000 | | | | |
| Projected/Estimated Costs | | 666,700 | 2,753,000 | 8,876,000 | - | - |

Debt Obligations

ORS 287A.050 states that "(2) a city may not issue or have outstanding at the time of issuance general obligation bonds in a principal amount that exceeds three percent of the real market value of the taxable property within its boundaries, calculated as provided in ORS 308.207. (3) The limitation described in subsection (2) of this section does not apply to general obligation bonds issued to finance the costs of local improvements assessed and paid for in installments under statutory or charter authority or to finance capital construction or capital improvements for: (a) Water supply, treatment or distribution; (b) Sanitary or storm sewage collection or treatment; (c) Hospitals or infirmaries; (d) Gas, power or lighting; or (e) Off-street motor vehicle parking facilities."

| Issue Date | Loan # | Issue Amount | Debt Obligations Loan Purpose | Beginning Balance Jun-17 | Loan Proceeds | Principal Paid | Payment Due | Interest Paid | Interest Rate | Ending Balance Jun-18 | Due Within One Year Jun-19 | Accrued Interest Jun-18 | Reserve | Maturity Date |
|------------|----------|--------------|--|--------------------------|----------------|------------------|----------------|-----------------|---------------|-----------------------|----------------------------|-------------------------|---------|---------------|
| 29-Jul-94 | 92-02 | \$1,583,300 | 94 USDA GO Bond Wastewater Treatment Plant | 1,045,852 | | (38,485) | 28-Jul | (47,568) | 4.500% | 1,007,367 | 40,711 | 41,554 | 86,060 | 28-Jul-34 |
| Proposed | | | Urban Renewal Wastewater Infrastructure to Industrial Park | 0 | | 0 | | 0 | | 0 | | | | |
| | | | Governmental Funds | 1,045,852 | 0 | (38,485) | 42,944 | (47,568) | | 1,007,367 | 40,711 | 41,554 | | |
| 01-Sep-15 | L16001 | \$500,000 | OBDD Note L16001 Public Works Facility | 460,941 | | (14,191) | 01-Dec | (16,179) | 3.510% | 446,750 | 14,689 | 9,147 | - | 01-Sep-40 |
| 30-Sep-03 | S01008 | \$519,900 | OBDD Note S01008 Water Source Improvements | 296,493 | | (17,180) | 01-Dec | (2,965) | 1.000% | 279,313 | 17,352 | 1,629 | 22,160 | 01-Dec-32 |
| 15-Jan-13 | 70011654 | \$165,000 | Umpqua Note 70011654 Water Reservoir Rehabilitation | 92,125 | | (16,500) | Monthly | (2,572) | 3.000% | 75,624 | 16,500 | 95 | - | 15-Jan-23 |
| Authorized | S16019 | \$247,600 | OBDD Note S16019 Water Plant Upgrade, Water Master Plan, McKinney Slough Waterline Relocations | 2,443 | 245,157 | | 01-Dec | | 1.000% | 247,600 | 8,767 | | | 01-Dec-44 |
| 27-Mar-07 | 92-08 | \$882,400 | 07 USDA Revenue Bond South Wastewater Improvements | 686,042 | | (17,119) | 27-Mar | (28,299) | 4.125% | 668,923 | 17,825 | 6,898 | 45,418 | 27-Mar-47 |
| | | | Proprietary Funds | 1,538,043 | 245,157 | (64,990) | 172,031 | (50,015) | | 1,718,210 | 75,133 | 17,769 | | |
| | | | Totals | 2,583,895 | 245,157 | (103,475) | 214,975 | (97,583) | | 2,725,577 | 115,844 | 59,323 | | |
| | | | ORS 287A.050 and ORS 308.207: | | | | | | | | | | | |
| | | | Real Market Value | 239,124,061 | | | | | | 254,582,141 | | | | |
| | | | Total Debt to RMV | 1% | | | | | | 1% | | | | |

New Debt

The City will be evaluating a combination of grant/loans from USDA for water meter replacement during FYE 2020. These funds have not yet been applied for or appropriated.

Debt Maturity Schedules

| 1994 USDA GO Bond | | | | 2015 OBDD Public Works Note | | | |
|-------------------|---------------|---------------|---------------|-----------------------------|---------------|---------------|---------------|
| | Total | Principal | Interest | | Total | Principal | Interest |
| 2018/2019 | 86,053 | 40,711 | 45,343 | 2018/2019 | 30,370 | 14,689 | 15,681 |
| 2019/2020 | 86,053 | 42,543 | 43,510 | 2019/2020 | 30,370 | 15,205 | 15,165 |
| 2020/2021 | 86,053 | 44,458 | 41,595 | 2020/2021 | 30,370 | 15,738 | 14,632 |
| 2021/2022 | 86,053 | 46,459 | 39,594 | 2021/2022 | 30,370 | 16,291 | 14,079 |
| <u>2022/2023</u> | <u>86,053</u> | <u>48,551</u> | <u>37,502</u> | <u>2022/2023</u> | <u>30,370</u> | <u>16,862</u> | <u>13,507</u> |
| 2023/2028 | 430,265 | 277,572 | 152,693 | 2023/2028 | 151,850 | 93,617 | 58,233 |
| 2028/2033 | 430,265 | 345,930 | 84,335 | 2028/2033 | 151,850 | 111,241 | 40,608 |
| 2033/2038 | 172,106 | 161,142 | 10,964 | 2033/2038 | 151,850 | 132,184 | 19,666 |
| 2038/2043 | - | - | - | 2038/2043 | 32,066 | 30,923 | 1,143 |
| 2043/2047 | - | - | - | 2043/2047 | - | - | - |
| Totals | 1,462,901 | 1,007,367 | 455,534 | Totals | 639,465 | 446,751 | 192,715 |

| 2003 OBDD Water Note | | | | 2013 Umpqua Water Note | | | |
|----------------------|---------------|---------------|--------------|------------------------|--------------|--------------|------------|
| | Total | Principal | Interest | | Total | Principal | Interest |
| 2018/2019 | 20,145 | 17,352 | 2,793 | 2018/2019 | 18,732 | 16,500 | 2,232 |
| 2019/2020 | 20,145 | 17,526 | 2,620 | 2019/2020 | 18,330 | 16,500 | 1,830 |
| 2020/2021 | 20,145 | 17,701 | 2,444 | 2020/2021 | 17,744 | 16,500 | 1,244 |
| 2021/2022 | 20,145 | 17,878 | 2,267 | 2021/2022 | 17,159 | 16,500 | 659 |
| <u>2022/2023</u> | <u>20,145</u> | <u>18,057</u> | <u>2,089</u> | <u>2022/2023</u> | <u>9,739</u> | <u>9,625</u> | <u>114</u> |
| 2023/2028 | 100,726 | 93,028 | 7,698 | 2023/2028 | - | - | - |
| 2028/2033 | 100,726 | 97,773 | 2,953 | 2028/2033 | - | - | - |
| 2033/2038 | - | - | - | 2033/2038 | - | - | - |
| 2038/2043 | - | - | - | 2038/2043 | - | - | - |
| 2043/2047 | - | - | - | 2043/2047 | - | - | - |
| Totals | 302,177 | 279,313 | 22,864 | Totals | 81,704 | 75,625 | 6,079 |

| 2017 OBDD Water Note | | | | 2007 USDA Wastewater Bond | | | |
|----------------------|---------------|--------------|--------------|---------------------------|---------------|---------------|---------------|
| | Total | Principal | Interest | | Total | Principal | Interest |
| 2018/2019 | 11,243 | 8,767 | 2,476 | 2018/2019 | 45,418 | 17,825 | 27,593 |
| 2019/2020 | 11,243 | 8,854 | 2,389 | 2019/2020 | 45,418 | 18,560 | 26,858 |
| 2020/2021 | 11,243 | 8,943 | 2,300 | 2020/2021 | 45,418 | 19,326 | 26,092 |
| 2021/2022 | 11,243 | 9,032 | 2,210 | 2021/2022 | 45,418 | 20,123 | 25,295 |
| <u>2022/2023</u> | <u>11,243</u> | <u>9,123</u> | <u>2,120</u> | <u>2022/2023</u> | <u>45,418</u> | <u>20,953</u> | <u>24,465</u> |
| 2022/2027 | 56,214 | 46,535 | 9,679 | 2023/2028 | 227,090 | 118,464 | 108,626 |
| 2027/2032 | 56,214 | 48,909 | 7,305 | 2028/2033 | 227,090 | 145,001 | 82,089 |
| 2032/2037 | 56,214 | 51,403 | 4,810 | 2033/2038 | 227,090 | 177,477 | 49,613 |
| 2037/2042 | 56,214 | 54,025 | 2,188 | 2038/2043 | 142,662 | 131,192 | 11,470 |
| 2042/2046 | 11,243 | 11,131 | 111 | 2043/2047 | - | - | - |
| Totals | 281,068 | 247,600 | 33,468 | Totals | 1,051,022 | 668,921 | 382,101 |

Interfund Services

Interfund services provide internal support and administrative functions to city's direct services and are reimbursed by internal fees for services.

Internal cost recovery (ICR) allocates administrative personnel costs, representing administrative services provided to various funds, such as planning and overseeing projects, responding to inquiries, and paying expenses. The allocation is a resource for the general fund and an expenditure for various funds. The means or driver for this allocation is the most recent audit expenses (two years prior). Administrative time spent on a fund is based upon the relationship of audited fund expenses to total city expenses. Expenses for the public works fund, debt service and transfers are excluded from the ICR calculation. The resource for the general fund will fluctuate with the percentage of expenses billed to various funds.

Internal Cost Recovery for General Fund

| Fund Department | 2018 Expenses | % of Total | Administration Allocation |
|-----------------------|------------------|----------------|------------------------------|
| Administration | 443,116 | 15% | 51,652 |
| Land Use Planning | 73,684 | 2% | 8,589 |
| Public Safety, Court | 363,776 | 12% | 42,404 |
| Library Services | 246,261 | 8% | 28,705 |
| Parks & Recreation | 46,691 | 2% | 5,443 |
| Community Center | 29,757 | 1% | 3,469 |
| Community Development | 17,835 | 1% | 2,079 |
| Subtotal | 1,221,121 | 41% | 142,341 |
| Water Fund | 911,329 | 31% | 106,230 |
| Wastewater Fund | 531,510 | 18% | 61,956 |
| Street Fund | 178,693 | 6% | 20,829 |
| Urban Renewal #1 | 0 | 0% | 0 |
| Urban Renewal #2 | 137,550 | 5% | 16,034 |
| Subtotal | 1,759,083 | 59% (2) | 205,049 |
| Total | 2,980,204 | 100% | 347,389 (1) |

(1) General fund administration personnel services (\$347,389) are allocated based upon the relationship of audited fund expenses to total city expenses.

(2) For fiscal year ending 2020, 59% of general fund administration personnel services will be billed to various funds (\$205,049) because that is the ratio of fund expenses to total city expenses.

Of that 51% or \$205,049, administrative services for urban renewal are \$16,034 and administrative services for city funds are \$189,015.

| | |
|----------------------------------|-----------|
| Administrative services for City | \$189,015 |
| Administrative services for UR | \$16,034 |

Internal Cost Recovery for the water fund was reduced from \$106,230 to \$60,000 due to the impact on the water system over the last two years. Specifically tied to the water reservoir issues. The ICR is based on formulas using prior year's expenses.

Public works service charges provide for cost reimbursement of staffing, vehicles and equipment, emulating a nonprofit business. Billings are based upon timesheets, which reflect hours for each fund, department, or project.

| Public Works Service Charges | 2017 | | 2018 | | 2019 | | 2020 | |
|------------------------------|---------|------|---------|------|---------|------|---------|------|
| | Actual | % | Actual | % | Budget | % | Budget | % |
| Streets, Storm | 133,120 | 15% | 98,293 | 11% | 153,600 | 16% | 124,900 | 13% |
| Water Plant Services | 245,828 | 28% | 236,863 | 27% | 268,800 | 28% | 261,000 | 27% |
| Distribution Services | 143,268 | 16% | 141,432 | 16% | 134,400 | 14% | 153,900 | 16% |
| Wastewater Plant Services | 217,531 | 24% | 248,560 | 29% | 240,000 | 25% | 252,300 | 27% |
| Collection Services | 113,609 | 13% | 110,235 | 13% | 134,400 | 14% | 121,000 | 13% |
| Subtotal | 853,356 | 96% | 835,383 | 96% | 931,200 | 97% | 913,100 | 96% |
| Other Services | 36,334 | 4% | 31,920 | 4% | 28,800 | 3% | 36,900 | 4% |
| Total Service Charges | 889,690 | 100% | 867,303 | 100% | 960,000 | 100% | 950,000 | 100% |

Reserves and Unappropriated

Reserves establish minimum cash for working capital requirements to minimize the risk of interrupted business operations due to financial instability, both internal and external, or to fulfill legal requirements of bond covenants and statutes. **Reserves are not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years for future expenditures.**

Debt reserve requirements are often imposed by the lender. Some revenue sources are pledged irrevocably to the retirement of debt, such as the urban renewal tax increment or the general obligation tax levy.

System development reserves are **restricted by state statutes** either as improvement or reimbursement. Improvement charges may be spent only on capacity increasing capital improvements included in the SDC plan. Reimbursement charges may be spent only on capital improvements associated with the systems for which the fees are assessed including expenditures relating to repayment of indebtedness. State statutes require that 1% the city's portion of state gas taxes be expended for **footpaths and bicycle trails** or reserved for future permitted expenditures.

Capital reserves are **internally imposed**, not restricted externally. Council has designated a portion of utility service charges reserved for system improvements. Approximately 9% to 13% of utility service charges are reserved for ongoing and future water and wastewater projects. The DEQ has recommended an asset management system and water and wastewater data is being accumulated and entered for evaluation.

Reserves and Unappropriated (continued)

Public works equipment reserve estimates the replacement cost based upon the original cost and uses National Construction Cost Index (CCI) as an estimate for inflation. The estimated replacement cost is reserved over the estimated life of the capital asset. If the capital asset exceeds its estimated life, just the adjustment for inflation is reserved.

| Public Works Equipment Reserve Estimate | Date Acquired | Original Cost | Estimated Life | Original Index | Estimate to Replace | Reserve per Year | Age |
|---|---------------|----------------|----------------|----------------|---------------------|------------------|-----|
| Trencher | 1991 | 11,400 | 20 | 4,835 | 26,096 | 890 | 29 |
| 99 Backhoe, John Deere | 1999 | 53,500 | 15 | 6,059 | 97,729 | 3,333 | 21 |
| 99 Vactor Truck | 2005 | 68,000 | 15 | 7,446 | 101,078 | 3,447 | 15 |
| 06 Pickup, Chevy | 2006 | 16,056 | 12 | 7,751 | 22,927 | 782 | 14 |
| 08 Pickup, Chevy | 2007 | 21,224 | 12 | 7,966 | 29,489 | 1,006 | 13 |
| 09 Tractor, Kubota | 2009 | 53,900 | 15 | 8,570 | 69,611 | 4,641 | 11 |
| 10 Pickup Chevy | 2010 | 19,870 | 12 | 8,799 | 24,994 | 2,083 | 10 |
| 18 Ram 3500 | 2018 | 39,614 | 12 | 11,068 | 39,614 | 3,301 | 2 |
| 18 Ram 3500 | 2018 | 41,249 | 12 | 11,068 | 41,249 | 3,437 | 2 |
| 14 Pickup Chevy | 2014 | 20,384 | 12 | 9,800 | 23,021 | 1,918 | 6 |
| Excavator, John Deere | 2016 | 68,230 | 15 | 10,337 | 73,055 | 4,870 | 4 |
| Totals | | 413,427 | | | 548,863 | 29,708 | |

Unappropriated is the amount set aside in the budget to be carried over to the next year's budget, providing cash until tax money is received in November, as per ORS 294.398.

Fund Descriptions and Structure

The city's budget is organized and operates on the basis of funds, according to their intended purpose and legal provisions. Some funds are further segregated into departments or programs. The following table briefly describes services or functions carried out by each fund.

General Fund

- Accounts for financial resources not required to be accounted for in another fund.
- Provides administrative services to all of the funds, contracts for attorney services, audit services, and information technology support.
- Processes land use applications and building permits, develops plans for land use, zoning, and transportation, prepares grant applications, staffs the mandated Planning Commission.
- Provides contracted services for traffic and criminal law enforcement, code compliance services, and a municipal court for traffic and code violations.
- Pays general obligation bond principal and interest, financed by property taxes.
- Provides library services for access to books, periodicals, references, audio-visual materials, and internet, sponsors children's reading and other programs, financed by library district revenues.
- Maintains city parks. Provides for the construction of park system improvements, financed by grants and system development charges.
- Provides meeting place for organizations and social events, sponsors community programs and services, financed by rental income.
- Promotes economic vitality and development, provides pedestrian and street amenities, improves recreational and community facilities, and other amenities.

Water Fund

- Provides water treatment, distribution services, and the construction of water system improvements, financed by utility service charges and system development charges.

Wastewater Fund

- Provides wastewater collection, treatment services, and the construction of wastewater system improvements, financed by utility service charges and system development charges.

Public Works Fund

- Provides labor, equipment, and vehicles to various funds, financed by charges for services.

Street Fund

- Maintains and improves streets, roads, sidewalks, and storm system, financed by state gas taxes.

Road District

- Maintains and improves streets, roads, sidewalks, and storm system, financed by property taxes.

Urban Renewal Agency

- Provides infrastructure within plan area to accelerate development of vacant or underutilized land or property, financed by loan proceeds.
- Processes land use applications and building permits, develops plans for land use, zoning, and transportation, prepares grant applications.
- Pays urban renewal bond principal and interest, financed by tax increment revenues.

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|
|--------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|

General Fund

Nondepartmental

| | | | | | | | |
|------------------|------------------|------------------|------------------|-----------------------------------|------------------|--|--|
| 427,545 | 460,614 | 339,100 | 430,755 | Beginning Balance | 444,533 | | |
| 467,089 | 483,237 | 495,000 | 499,000 | Current Property Taxes | 512,000 | | |
| 15,408 | 16,044 | 15,700 | 15,700 | Prior Property Taxes | 15,700 | | |
| 80,808 | 81,990 | 75,000 | 80,000 | Franchise Taxes - Electric | 82,000 | | |
| 15,522 | 16,391 | 13,700 | 15,500 | Franchise Taxes - Solid Waste | 15,500 | | |
| 20,180 | 19,969 | 22,000 | 20,000 | Franchise Taxes - Telecommunicati | 22,000 | | |
| 86,855 | 108,409 | 81,500 | 111,000 | Transient Lodging Taxes | 111,000 | | <i>increased from 7% to 10% on 1/01/2019</i> |
| 4,959 | 40,542 | 25,000 | 40,000 | Local Marijuana Tax | 40,000 | | <i>3% effective 1/01/2017</i> |
| 13,914 | 13,862 | 13,500 | 14,000 | Business Licenses | 13,500 | | |
| 58,349 | 62,390 | 57,000 | 60,000 | State Revenue Sharing | 60,000 | | <i>After public hearing, move to approve</i> |
| 0 | 15,130 | 8,000 | 15,000 | State Marijuana Revenue Sharing | 9,000 | | |
| 4,473 | 8,660 | 4,500 | 8,000 | Interest Earnings | 8,000 | | |
| 0 | 0 | 116,308 | 114,362 | Transfer from Community Fund | 0 | | |
| 1,195,102 | 1,327,238 | 1,266,308 | 1,423,318 | Total Resources | 1,333,233 | | |
| 0 | 0 | -74,480 | 0 | Contingency | -47,653 | | <i>4% Contingency</i> |
| 0 | 0 | -74,480 | 0 | Total Contingency | -47,653 | | |
| 0 | 0 | -13,200 | 0 | Building Reserve | -50,000 | | |
| 0 | 0 | -13,200 | 0 | Total Reserves | -50,000 | | |
| 0 | 0 | -250,000 | 0 | Unappropriated | -250,000 | | <i>FYE 2021 cashflow - Reserves</i> |
| 0 | 0 | -250,000 | 0 | Total Unappropriated | -250,000 | | |
| 1,195,102 | 1,327,238 | 928,628 | 1,423,318 | Nondepartmental Summary | 985,580 | | |
| 1,195,102 | 1,327,238 | 928,628 | 1,423,318 | General Fund Balance | 985,580 | | |

General Fund Notes

The general fund accounts for unrestricted resources. Resources of other funds are legally restricted or committed to expenditure for specified purposes. Operations of Library Services, Community Center and City Parks fall under the general fund.

Tax Revenues

| Fiscal Year Ending | Assessed Value | Change | Levy | Taxes Received |
|-----------------------|-------------------|--------|---------|-------------------|
| 2017 | 210,505,713 | 4% | 491,068 | 467,089 |
| 2018 | 219,002,900 | 4% | 510,890 | 483,237 |
| 2019 | 226,749,750 | 4% | 531,197 | 499,000 |
| 2020 Estimate | 233,552,243 | 3% | 544,831 | 512,000 |

Property taxes are the largest revenue source for the general fund. The permanent operating tax rate for the city is \$2.3328 dollars per \$1,000 of assessed value. This permanent rate does not change pursuant to state law. The law limits the increase in assessed value to 3% per annum, plus the value of any new construction which is over \$10,000. Assessed value is estimated to increase 3% in the proposed budget.

Franchise taxes are charged to utilities for the use of the public rights-of-way. Central Lincoln PUD pays a franchise tax of 0.75% for industrial electric service and 3.5% for all other electric services. Alesa River Cable and Wave pay 5% franchise tax, Dahl Disposal pays 3%, and Pioneer Telephone pays 4%.

Transient Room Taxes are paid by each transient in the amount of 10% of the rent charged by the operator. Room taxes, collected by the operator, are remitted to the city quarterly.

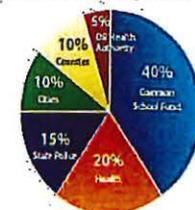
Ballot Measure 21-170 imposed a **Marijuana Tax** of 3% on the retail price of marijuana items by a marijuana retailer in the area subject to the jurisdiction of the City. As of 1/01/2017, Waldport recreational marijuana retailers will be required to collect a 3% retail sales tax from the customer at the point of sale. The state is administering collection and disbursement on behalf of the City for a fee.

State Revenue Sharing

As per ORS 221.770, a share of certain state revenues shall be distributed to the cities for general purposes **provided the city elects to receive distributions and holds two public hearings at which citizens have the opportunity to provide written and oral comment.** State Revenue Sharing includes cigarette tax revenue and two separate distributions for liquor tax revenue. 20% of state liquor receipts are distributed on a per capita basis monthly. 14% of state liquor receipts are allocated quarterly by a formula that compares per capita income and property taxes with a statewide average.

For **state marijuana shared revenue**, cities are to receive 10% of the state tax revenues. Of the 10%, 75% will be based upon population of eligible cities and 25% will be distributed based upon licensure numbers. Although the outlook for recreational marijuana sales and tax collection is uncertain, Oregon's economists are predicting strong growth as the product becomes more widely available, more socially acceptable, and more black market sales are subsumed into the legal market.

Distribution of State Marijuana Tax Revenues



| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|-----------------------|--------------------|--------------------|-----------------------|---------------------------------------|----------------------|----------------------|---|
| General Fund | | | | | | | |
| Administration | | | | | | | |
| 2,513 | 1,689 | 1,600 | 1,600 | Administration Fees | 1,800 | | |
| 8,173 | 61 | 1,338 | 1,338 | Interfund Services | 16,034 | | |
| 155,456 | 167,900 | 146,263 | 146,263 | Internal Cost Recovery | 142,785 | | <i>Cost Recovery - Streets, W.,W.W</i> |
| 166,143 | 169,650 | 149,201 | 149,201 | Total Resources | 160,619 | | |
| -221,226 | -233,548 | -247,123 | -247,123 | Salaries & Wages (4. FTE) | -235,376 | | <i>.5 FTE moved PW to General/.8 CM Red</i> |
| -56,618 | -56,043 | -55,652 | -55,652 | Health Insurance | -53,319 | | <i>change in health plan Jan 2018</i> |
| -25,834 | -34,538 | -36,407 | -36,407 | PERS | -40,391 | | |
| -16,772 | -17,840 | -18,905 | -18,905 | Social Security | -18,006 | | |
| -324 | -466 | -494 | -494 | Workers Comp | -297 | | |
| -320,775 | -342,435 | -358,581 | -358,581 | Total Personnel Services | -347,389 | | |
| -4,942 | -5,917 | -6,000 | -6,000 | Supplies | -10,000 | | <i>Adding New Bldgs</i> |
| -8,443 | -8,888 | -9,000 | -9,000 | Utilities | -16,000 | | <i>Adding New Bldgs</i> |
| -11,885 | -11,392 | -11,700 | -11,700 | Insurance | -15,000 | | <i>Adding New Bldgs/10% Increase</i> |
| -3,979 | -4,198 | -5,200 | -5,200 | Memberships | -5,370 | | |
| -1,221 | -852 | -1,500 | -1,500 | Postage | -1,000 | | |
| -4,788 | -4,570 | -5,000 | -5,000 | Learning and Expenses | -8,000 | | |
| -20,003 | -29,572 | -36,500 | -36,500 | Contract Services | -40,000 | | |
| | | | | Contract Services - Recruitment | -21,581 | | <i>City Manager Recruitment</i> |
| -7,487 | -5,545 | -7,800 | -7,800 | Facility Maintenance | -15,000 | | <i>Adding New Bldgs</i> |
| -16,046 | -18,994 | -18,000 | -18,000 | Equipment R&M | -26,700 | | <i>3 New PC's, Server cage</i> |
| -78,794 | -89,929 | -100,700 | -100,700 | Total Materials & Services | -158,651 | | |
| 0 | -10,753 | 0 | 0 | Network Server, Firewall | 0 | | |
| 0 | -10,753 | 0 | 0 | Total Capital Outlays | 0 | | |
| -233,426 | -273,466 | -310,080 | -310,080 | Administration Summary | -345,421 | | |
| -233,426 | -273,466 | -310,080 | -310,080 | General Fund Balance | -345,421 | | |

Administration Notes

| Materials & Services Descriptions | | Estimate | Totals |
|--|---------------------------------------|-----------------|----------------|
| Supplies | Paper, kitchen, bathroom supplies | 8,900 | 10,000 |
| | Bank fees, OR Ethics Commission | 1,100 | |
| Utilities | Internet, phone | 4,780 | 16,000 |
| | Electricity | 7,000 | |
| | Water and wastewater | 4,220 | |
| Insurance | General liability and property | 15,000 | 15,000 |
| Memberships | Council of Governments | 2,500 | 5,370 |
| | League of Oregon Cities | 1,820 | |
| | OMA, OAMR, OCCMA, Prima | 1,050 | |
| Postage | US Post Office | 1,000 | 1,000 |
| Learning, Expenses | City Council, Administrative Staff | 8,000 | 8,000 |
| Contract Services | Attorney services | 10,000 | 61,581 |
| | Audit services and state filing fee | 19,000 | |
| | Contract Services - recruitment | 21,581 | |
| | IT support | 7,500 | |
| | iworQ | 3,500 | |
| Facility Maintenance | Janitorial, landscaping services | 9,000 | 15,000 |
| | Heating and electrical | 2,800 | |
| | Public Works Services | 3,200 | |
| Equipment R&M | Network management, backups, firewall | 6,000 | 26,700 |
| | Microsoft Office 365, email | 4,000 | |
| | Copier lease and maintenance | 4,000 | |
| | Accounting, website support | 2,600 | |
| | New computers, Server cage | 10,100 | |
| Materials & Services Summary | | 158,651 | 158,651 |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------------|--------------------|--------------------|-----------------------|---------------------------------------|----------------------|----------------------|---------------------|
| General Fund | | | | | | | |
| Land Use Planning | | | | | | | |
| 2,627 | 6,099 | 3,500 | 3,500 | Planning Fees | 3,500 | | |
| 0 | 1,000 | 5,000 | 5,000 | Grant Proceeds - DLCD | 5,000 | | |
| 0 | 0 | 165,000 | 85,000 | Grant Proceeds - ODOT TGM | 80,000 | | |
| 15,755 | 0 | 0 | 0 | Interfund Services | 0 | | |
| 18,382 | 7,099 | 173,500 | 93,500 | Total Resources | 88,500 | | |
| -45,108 | -46,284 | -48,228 | -48,228 | Salaries & Wages (.4 FTE) | -49,820 | | |
| -6,573 | -6,370 | -6,359 | -6,359 | Health Insurance | -6,503 | | |
| -4,073 | -5,124 | -5,339 | -5,339 | PERS | -6,890 | | |
| -3,214 | -3,322 | -3,689 | -3,689 | Social Security | -3,811 | | |
| -66 | -93 | -96 | -96 | Workers Comp | -63 | | |
| -59,034 | -61,193 | -63,711 | -63,711 | Total Personnel Services | -67,087 | | |
| -638 | -702 | -500 | -500 | Supplies | -500 | | |
| 0 | -141 | -1,500 | -1,500 | Advertising | -1,500 | | |
| 0 | -11,649 | 0 | 0 | Contract Services | -2,500 | | |
| 0 | 0 | -5,000 | -5,000 | Tsunami Resilience LU Plan | 0 | | |
| -638 | -12,492 | -7,000 | -7,000 | Total Materials & Services | -4,500 | | |
| 0 | 0 | -165,000 | -85,000 | Transportation System Plan Update | -80,000 | | |
| 0 | 0 | -165,000 | -85,000 | Total Capital Outlays | -80,000 | | |
| -41,290 | -66,586 | -62,211 | -62,211 | Land Use Planning Summary | -63,087 | | |
| -41,290 | -66,586 | -62,211 | -62,211 | General Fund Balance | -63,087 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|----------------------|--------------------|--------------------|-----------------------|---------------------------------------|----------------------|----------------------|--|
| General Fund | | | | | | | |
| Public Safety | | | | | | | |
| 14,304 | 36,923 | 18,000 | 18,000 | Court Fines | 20,000 | | |
| 2,500 | 0 | 2,500 | 2,500 | Grant Proceeds - LC | 0 | | <i>Emergency Preparedness LC \$2,500</i> |
| | | | 29,215 | Merchantile Settlement | 0 | | |
| 16,804 | 36,923 | 20,500 | 49,715 | Total Resources | 20,000 | | |
| 0 | 0 | -12,100 | -12,120 | Salaries & Wages (.2 FTE) | -12,646 | | <i>a portion of City Recorder's time</i> |
| 0 | 0 | -3,600 | -3,578 | Health Insurance | -3,838 | | |
| 0 | 0 | -2,200 | -2,237 | PERS | -2,681 | | |
| 0 | 0 | -900 | -927 | Social Security | -967 | | |
| 0 | 0 | 0 | 0 | Workers Comp | -16 | | |
| 0 | 0 | -18,800 | -18,862 | Total Personnel Services | -20,148 | | |
| -5,242 | -1,782 | -5,500 | -5,500 | Supplies | -5,500 | | |
| -13,632 | -21,403 | 0 | 0 | Code Compliance Services | 0 | | <i>changed from contract to staff services</i> |
| -2,400 | -2,457 | -2,500 | -2,500 | Municipal Court Services | -2,500 | | |
| -334,368 | -330,652 | -347,916 | -347,916 | Sheriff Contract Services | -338,982 | | <i>Reduction of \$8,934</i> |
| -585 | -33 | -2,000 | -2,000 | PW Safety Services | -6,000 | | |
| -500 | 0 | -500 | -500 | Citizen's Patrol | -500 | | |
| -2,970 | -7,450 | -5,500 | -5,500 | Court Assessments, Refunds | -5,500 | | |
| -359,697 | -363,776 | -363,916 | -363,916 | Total Materials & Services | -358,982 | | |
| -342,893 | -326,853 | -362,216 | -333,063 | Public Safety Summary | -359,130 | | |
| -342,893 | -326,853 | -362,216 | -333,063 | General Fund Balance | -359,130 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|
| General Fund | | | | | | | |
| General Obligation Bond | | | | | | | |
| 93,121 | 97,545 | 95,300 | 95,593 | Beginning Balance | 87,686 | | |
| 87,589 | 81,399 | 75,246 | 75,246 | Current Property Taxes | 80,890 | | |
| 2,889 | 2,703 | 2,900 | 2,900 | Prior Property Taxes | 2,814 | | |
| 183,598 | 181,646 | 173,446 | 173,739 | Total Resources | 171,390 | | |
| -48,742 | -47,568 | -45,343 | -45,343 | Bond Interest | -43,510 | | |
| -37,311 | -38,485 | -40,710 | -40,710 | Bond Principal | -42,543 | | |
| -86,053 | -86,053 | -86,053 | -86,053 | Total Debt Service | -86,053 | | |
| 0 | 0 | -87,393 | 0 | Debt Reserve | -85,337 | | |
| 0 | 0 | -87,393 | 0 | Total Reserves | -85,337 | | |
| 97,545 | 95,593 | 0 | 87,686 | General Obligation Bond Summary | 0 | | |
| 97,545 | 95,593 | 0 | 87,686 | General Fund Balance | 0 | | |

General Obligation Notes

In the September 1992 election, voters approved issuance of general obligation bonds for construction of the wastewater treatment plant. Bonds are repaid with property taxes levied for bonded indebtedness.

For tax year 2016/2017, an area of the city was inadvertently omitted from City of Waldport operating property taxes. The County made corrections and mailed a subsequent property tax billing to that area of the city. The general obligation levy of \$86,053 was originally levied on smaller tax base than the city-wide area. For fairness that same rate needed to be extended to the originally omitted area of the city, which increased the levy amount by \$6,004 to \$92,057. To adjust for the 2016/2017 tax levy, a reduced levy was approved for 2018/2019 tax year. The proposed tax levy amount for 2019/2020 tax year is \$86,053

To cover the 1994 USDA general obligation bond payment, an estimated \$75,246 in property taxes is needed. Assuming a 94% collection rate for property taxes, **a levy in the amount of \$80,049 (\$86,053 less \$6,004)** is proposed for bonded indebtedness approved by voters.

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|-------------------------|--------------------|--------------------|-----------------------|---------------------------------------|----------------------|----------------------|--|
| General Fund | | | | | | | |
| Library Services | | | | | | | |
| 2,887 | 4,997 | 1,600 | 4,000 | Library Fees | 4,000 | | |
| 165,585 | 177,381 | 174,889 | 174,889 | Lincoln County Library District | 174,889 | | |
| 1,850 | 1,000 | 1,000 | 1,000 | Grant Proceeds - Ready to Read | 1,000 | | |
| 0 | 0 | 10,593 | 10,593 | Grant Proceeds - LSTA | 0 | | |
| 7,322 | 6,856 | 4,500 | 4,500 | Contributions | 4,500 | | |
| 177,644 | 190,234 | 192,582 | 194,982 | Total Resources | 184,389 | | |
| -123,596 | -132,353 | -143,176 | -143,176 | Salaries & Wages (3.5 FTE) | -154,160 | | |
| -24,800 | -26,996 | -26,800 | -26,800 | Health Insurance | -27,638 | | |
| -12,248 | -15,444 | -19,294 | -19,294 | PERS | -24,903 | | |
| -9,309 | -10,112 | -10,953 | -10,953 | Social Security | -11,793 | | |
| -185 | -263 | -286 | -286 | Workers Comp | -194 | | |
| -170,138 | -185,168 | -200,509 | -200,509 | Total Personnel Services | -218,688 | | |
| -4,088 | -3,864 | -4,000 | -4,000 | Supplies | -4,000 | | |
| -9,067 | -9,664 | -8,300 | -8,300 | Utilities | -9,000 | | |
| -7,783 | -6,376 | -10,150 | -10,150 | Programming | -10,150 | | |
| -5,567 | -6,014 | -7,075 | -7,075 | Memberships | -8,520 | | |
| -1,417 | -1,364 | -1,400 | -1,400 | Postage | -1,500 | | |
| 0 | -248 | -1,500 | -1,500 | Learning and Expenses | -1,500 | | |
| -4,257 | -4,766 | -6,500 | -6,500 | Facility R&M | -7,000 | | |
| -6,368 | -10,979 | -7,895 | -7,895 | Equipment, Furniture | -7,900 | | |
| -19,919 | -17,366 | -23,000 | -23,000 | Library Collection | -23,500 | | |
| 0 | 0 | -10,593 | -10,593 | LSTA Programs | 0 | | |
| | | | | Contract Services | -11,200 | | <i>New Facility Space Planning/Adult Progr</i> |
| -58,467 | -60,642 | -80,413 | -80,413 | Total Materials & Services | -84,270 | | |
| -50,961 | -55,576 | -88,340 | -85,940 | Library Services Summary | -118,569 | | |
| -50,961 | -55,576 | -88,340 | -85,940 | General Fund Balance | -118,569 | | |

Library Services Notes

Intergovernmental Revenue

Our primary resource for funds is our contract with the Lincoln County Library District (LCLD). Each year LCLD reimburses libraries for services provided to residents of the district areas. Using a formula reflecting circulation to district residents and operating expenses, LCLD calculates how its tax revenue will be shared among the participating libraries. LCLD recommended that the City budget the same amount as last year, \$174,889.

Personnel

The Waldport Library programs have grown considerably and the programs are well attended. We were able to grow some of our programs because of a federal grant we received from the Oregon State Library. This grant increased the hours of our Children and Family Outreach coordinator. The budget reflects the same hours as last year for the Family Outreach Coordinator. Last year's hours were covered under a grant. This year those hours will be covered under the regular budget.

| Materials & Services Descriptions | | Estimate | Totals |
|---|---|---------------|---------------|
| Supplies | Supplies, library cards | 4,000 | 4,000 |
| Utilities | Internet, phone | 3,900 | |
| | Electricity | 3,700 | |
| | Water and wastewater | 1,400 | 9,000 |
| Programming Services | Summer reading programs | 5,350 | |
| | Literacy and youth programs | 2,500 | |
| | Volunteers | 1,300 | |
| | Adult programs | 1,000 | 10,150 |
| Memberships | Chinook Library, OLA, Library Association | 8,520 | 8,520 |
| Postage | US Postal Service | 1,500 | 1,500 |
| Facility Planning Study | New Space Feasibility Study, Adult Programing | 11,200 | 11,200 |
| Learning, Expenses | Workshops, mileage, conferences | 1,500 | 1,500 |
| Facility R&M | Janitorial services | 4,000 | |
| | Repair, maintenance, replacements | 3,000 | 7,000 |
| Equipment, Furniture | Public computers | 4,100 | |
| | Equipment/Computers | 1,600 | |
| | Copier | 1,700 | |
| | Webpage | 500 | 7,900 |
| Library Collection | Print | 14,000 | |
| | Books on CD | 2,500 | |
| | Audio/Video | 3,000 | |
| | Periodicals | 4,000 | 23,500 |
| Materials & Services Summary | | 84,270 | 84,270 |

Previously the copier was purchased by the Friends of the Waldport Library and all revenue from the copier went to the Friends to offset the cost of the copier. A new copier was purchased last year by the library and the revenue now goes to the library.

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|------------------------|--------------------|--------------------|-----------------------|---------------------------------------|----------------------|----------------------|---------------------------------------|
| General Fund | | | | | | | |
| Library Reserve | | | | | | | |
| 0 | 58,485 | 0 | 0 | Beginning Balance | 58,035 | | |
| 58,485 | 0 | 0 | 0 | Contributions | 0 | | |
| 0 | 0 | 58,000 | 0 | Transfer from Community Fund | 0 | | |
| 58,485 | 58,485 | 58,000 | 0 | Total Resources | 58,035 | | |
| 0 | -450 | 0 | 0 | Memorial Artwork | 0 | | |
| 0 | -450 | 0 | 0 | Total Materials & Services | 0 | | |
| 0 | 0 | -58,000 | | New Library Reserve | -58,035 | | <i>separate from building reserve</i> |
| 0 | 0 | -58,000 | | Total Reserves | -58,035 | | |
| 58,485 | 58,035 | 0 | 0 | Library Reserve Summary | 0 | | |
| 58,485 | 58,035 | 0 | 0 | General Fund Balance | 0 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|-------------------------|--------------------|--------------------|-----------------------|---------------------------------------|----------------------|----------------------|---|
| General Fund | | | | | | | |
| Community Center | | | | | | | |
| 0 | 5,788 | 6,000 | 6,000 | Program and Rental Fees | 5,000 | | <i>Formerly shown with Wednesday Marke</i> |
| 13,487 | 9,500 | 9,000 | 9,000 | Wednesday Market Fees | 9,000 | | |
| 1,879 | 1,079 | 1,000 | 1,800 | Contributions | 1,800 | | <i>Potentially include COG 50% Match</i> |
| 15,366 | 16,366 | 16,000 | 16,800 | Total Resources | 15,800 | | |
| -791 | -4,980 | -5,344 | -5,344 | Salaries & Wages (0.1 FTE) | -5,683 | | <i>A portion of Library Director's time</i> |
| -145 | -918 | -905 | -905 | Health Insurance | -933 | | |
| -71 | -551 | -592 | -592 | PERS | -786 | | |
| -59 | -381 | -409 | -409 | Social Security | -435 | | |
| 0 | -31 | -11 | -11 | Workers Comp | -7 | | |
| -1,067 | -6,861 | -7,261 | -7,261 | Total Personnel Services | -7,844 | | |
| -496 | -256 | -600 | -600 | Supplies | -600 | | |
| -8,087 | -8,581 | -8,900 | -8,900 | Utilities | -8,900 | | |
| 0 | -90 | -2,000 | -2,000 | Programming, Advertising | -2,000 | | |
| -4,646 | -3,500 | -3,600 | -3,600 | Wednesday Market Contract | -6,500 | | |
| -5,758 | -9,310 | -13,000 | -13,000 | Facility R&M | -20,000 | | <i>Tables, chairs & cameras</i> |
| -1,000 | -1,160 | -1,000 | -1,000 | COG Meals on Wheels | -1,276 | | |
| -19,987 | -22,896 | -29,100 | -29,100 | Total Materials & Services | -39,276 | | |
| -5,689 | -13,391 | -20,361 | -19,561 | Community Center Summary | -31,320 | | |
| -5,689 | -13,391 | -20,361 | -19,561 | General Fund Balance | -31,320 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|------------------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|-----------------------------------|
| General Fund | | | | | | | |
| Community Development | | | | | | | |
| 0 | 0 | 5,280 | 5,280 | PW Shop Lease | 5,280 | | 20% of \$2200/month |
| | | | 10,000 | SPWF Grant | 50,000 | | |
| 6,000 | 0 | 0 | 0 | Contributions | 0 | | |
| 6,000 | 0 | 5,280 | 15,280 | Total Resources | 55,280 | | |
| -2,687 | -1,483 | -2,000 | -2,000 | Marketing Materials | 0 | | Moved to tourism |
| -500 | -600 | -1,100 | -1,100 | Memberships | -600 | | |
| -2,833 | 0 | -10,000 | -10,000 | Contract Services | -10,000 | | FYE 2019: strategic planning |
| -6,000 | 0 | 0 | 0 | Dancing with Sea Lions | 0 | | |
| | | | | Economic Development Partnershi | -2,290 | | RAIN Requests |
| -1,693 | -4,742 | -3,000 | -3,000 | Events Participation | -3,600 | | |
| -500 | -500 | -500 | -500 | OCCC Entrepreneurship | -500 | | |
| -3,000 | -3,000 | -3,000 | -3,000 | Waldport Chamber of Commerce | -3,250 | | |
| -17,213 | -10,325 | -19,600 | -19,600 | Total Materials & Services | -20,240 | | |
| | | | -10,000 | SPWF Expenditure 2018/2019 FY | | | Preferred Options Industrial Park |
| | | | | SPWF Expenditure 2019/2020 FY | -50,000 | | Preferred Options Industrial Park |
| | | | | SPWF Match | -9,000 | | |
| | | | -10,000 | Total Capital Outlays | -59,000 | | |
| -11,213 | -10,325 | -14,320 | -14,320 | Community Development Summary | -23,960 | | |
| -11,213 | -10,325 | -14,320 | -14,320 | General Fund Balance | -23,960 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|
|--------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|

General Fund

Parks & Recreation

| | | | | | | | |
|----------------|----------------|----------------|----------------|---------------------------------------|----------------|--|--|
| 7,402 | 16,548 | 0 | 0 | Grant Proceeds - Lint Slough | 0 | | |
| 7,545 | 1,781 | 0 | 0 | Grant Proceeds - Master Plan | 0 | | |
| 2,226 | -55 | 31,600 | 31,600 | Grant Proceeds - Waziyata | 0 | | |
| 11,506 | 5 | 0 | 0 | Contributions - LCSD MOU | 0 | | |
| 28,679 | 18,279 | 31,600 | 31,600 | Total Resources | 0 | | |
| -2,848 | -2,951 | -3,000 | -3,000 | Utilities | -3,000 | | |
| -1,273 | -1,303 | -1,500 | -1,500 | Utilities: Ballfield, Museum | -1,500 | | |
| -11,864 | -11,492 | -20,700 | -20,700 | Parks Maintenance | -10,000 | | |
| -200 | 0 | -7,000 | -7,000 | Open Space Services/Maintenance | -10,000 | | |
| -1,424 | -4,848 | -7,000 | -7,000 | Trails Maintenance | -10,000 | | |
| -17,608 | -20,594 | -39,200 | -39,200 | Total Materials & Services | -34,500 | | |
| 0 | -1,422 | -24,000 | -36,800 | Disc Golf Course | -3,600 | | |
| -9,530 | -21,236 | 0 | 0 | Lint Slough Trail | 0 | | |
| | | | | Open Space Development | -10,000 | | |
| -34,255 | -2,450 | 0 | 0 | Parks, Rec & Trails Master Plan | 0 | | |
| -2,785 | -989 | -39,500 | -39,500 | Waziyata Beach Access | 0 | | |
| -46,570 | -26,097 | -63,500 | -76,300 | Total Capital Outlays | -13,600 | | |
| -35,500 | -28,412 | -71,100 | -83,900 | Parks & Recreation Summary | -48,100 | | |
| -35,500 | -28,412 | -71,100 | -83,900 | General Fund Balance | -48,100 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|
| General Fund | | | | | | | |
| Park System Development | | | | | | | |
| 18,174 | 24,282 | 0 | 0 | Beginning Balance | 31,707 | | |
| 6,108 | 4,725 | 2,700 | 2,700 | SDC Improvement | 3,000 | | |
| 0 | 0 | 28,000 | 29,007 | Transfer from Community Fund | 0 | | |
| 24,282 | 29,007 | 30,700 | 31,707 | Total Resources | 34,707 | | |
| 0 | 0 | -12,700 | | Crestline Playground | -12,700 | | |
| 0 | 0 | -18,000 | | Crestline Skate Park | -18,000 | | |
| 0 | 0 | -30,700 | | Total Capital Outlays | -30,700 | | |
| 0 | 0 | 0 | 0 | SDC Reserve | 0 | | |
| 0 | 0 | 0 | 0 | Total Reserves | 0 | | |
| 24,282 | 29,007 | 0 | 31,707 | Park System Development Summary | 4,007 | | |
| 24,282 | 29,007 | 0 | 31,707 | General Fund Balance | 4,007 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------|--------------------|--------------------|-----------------------|----------------------|----------------------|---------------------|
|--------------------|--------------------|--------------------|-----------------------|----------------------|----------------------|---------------------|

General Fund

Tourism

| | | | | | | |
|---|---|---|-------|---------------------------------------|---------------|---|
| | | | | Beginning Balance | 1,000 | <i>New department</i> |
| 0 | 0 | 0 | 1,000 | Transient Lodging Taxes | 2,300 | <i>70% of 3% increase (Tourism)</i> |
| 0 | 0 | 0 | 1,000 | Total Resources | 3,300 | |
| 0 | 0 | 0 | 0 | Advertising & Marketing | -2,000 | <i>moved from community development</i> |
| 0 | 0 | 0 | 0 | Total Materials & Services | -2,000 | |
| 0 | 0 | 0 | 0 | Tourism Reserve | -1,300 | |
| 0 | 0 | 0 | 0 | Total Reserves | -1,300 | |
| 0 | 0 | 0 | 1,000 | Tourism Summary | 0 | |
| 0 | 0 | 0 | 1,000 | General Fund Balance | 0 | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|----------------------------------|--------------------|--------------------|-----------------------|---------------------------------------|----------------------|----------------------|--|
| Water Fund Operations | | | | | | | |
| 322,603 | 344,874 | 357,033 | 357,033 | Base Charges | 372,067 | | |
| 198,825 | 202,663 | 211,531 | 211,531 | Usage Charges | 220,121 | | |
| 11,880 | 22,189 | 17,500 | 17,500 | Other Charges | 18,000 | | <i>includes water connection charges</i> |
| 1,813 | 2,901 | 1,800 | 5,000 | Interest Earnings | 5,000 | | <i>earning interest on ODOT deposit</i> |
| 535,121 | 572,628 | 587,864 | 591,064 | Total Resources | 615,188 | | |
| -10,486 | -9,590 | -8,300 | -8,300 | Permits, Supplies | -11,260 | | |
| -11,104 | -10,770 | -12,700 | -12,700 | Plant Utilities | -13,119 | | |
| -4,554 | -4,305 | -4,700 | -4,700 | Insurance | -5,700 | | |
| -3,846 | -3,619 | -3,900 | -3,900 | Postage | -3,900 | | |
| -16,538 | -26,293 | -18,500 | -18,500 | Contract Services | -20,000 | | <i>Includes Temp Workers</i> |
| -245,828 | -235,959 | -268,800 | -268,800 | PW Plant Services | -261,000 | | |
| -143,268 | -141,975 | -134,400 | -134,400 | PW Distribution Services | -142,000 | | |
| -12,492 | -12,664 | -13,500 | -13,500 | Plant Equipment R&M | -13,500 | | |
| -11,540 | -12,940 | -15,000 | -15,000 | Plant Chemicals | -15,000 | | |
| -19,774 | -18,877 | -30,000 | -30,000 | Distribution R&M | -20,000 | | |
| -479,430 | -476,991 | -509,800 | -509,800 | Total Materials & Services | -505,479 | | |
| -65,587 | -73,523 | -49,487 | -49,487 | ICR to General | -60,000 | | |
| -65,587 | -73,523 | -49,487 | -49,487 | Total Transfers | -60,000 | | |
| 0 | 0 | -89,154 | 0 | Contingency | -15,432 | | <i>Contingency is 2.5%</i> |
| 0 | 0 | -89,154 | 0 | Total Contingency | -15,432 | | |
| -9,896 | 22,114 | -60,577 | 31,777 | Operations Summary | 34,277 | | |
| -9,896 | 22,114 | -60,577 | 31,777 | Water Fund Balance | 34,277 | | |

| Materials & Services | | Estimates | Totals |
|---|--|------------------|----------------|
| Permits, Supplies | Permits, lab supplies, billing stock | 11,260 | 11,260 |
| Plant Utilities | Electricity | 11,419 | 13,119 |
| | Telemetry, phone | 1,700 | |
| Insurance | Property, machinery | 5,700 | 5,700 |
| Postage | Bulk mail for utility billings | 3,900 | 3,900 |
| Contract Services | Lab analysis, mapping services | 8,500 | 20,000 |
| | Temporary workers, LC Parole | 8,500 | |
| | Legal services | 3,000 | |
| Plant Services | Public works services | 261,000 | 261,000 |
| Distribution Services | Public works services | 142,000 | 142,000 |
| Plant Equipment R&M | Preventative maintenance, | | 13,500 |
| | Electrical repairs, valve replacements | 10,000 | |
| | Rock and gravel damn access road | 3,500 | |
| Plant Chemicals | Superfloc, salt, soda ash, alum chloride | 15,000 | 15,000 |
| Distribution R&M | Pipe, fittings | 15,000 | 20,000 |
| | Meter replacements | 5,000 | |
| Materials & Services Summary | | 505,479 | 505,479 |

Capital Outlay Descriptions

The cost associated with Manuel pipe location is very expensive. To alleviate some of this expense we are proposing the purchase of a ground penetrating radar which is shared among water, and sewer.

System Development Charges

New services pay system development charges, which provide equitable funding for orderly growth and development. The intention is that neither existing users nor new users subsidize the other, but rather that each pays their fair share.

Water SDC

| FYE | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 |
|---------------------------------|--------|--------|--------|-------|--------|--------|--------|--------|--------|--------|--------|
| Revenues | 43,283 | 12,581 | 11,164 | 9,180 | 18,984 | 12,916 | 23,212 | 15,234 | 24,409 | 14,368 | 37,063 |
| # of residential equivalents | 17 | 5 | 4 | 3 | 6 | 4 | 7 | 4 | 7 | 4 | 10 |
| res rate | 2597 | 2663 | 2791 | 2980 | 3164 | 3229 | 3316 | 3405 | 3487 | 3592 | 3719 |

Water Fund

Utility Service Charges

Water users are billed monthly based upon their meter size and water consumption. Council has designated a portion of revenues reserved for system improvements. Budget water charges for 2020 are shown with a 3.4% increase to the rates, based upon the National Construction Cost Index (CCI), pursuant to Resolution 1143, contingent upon Council review and approval.

| Meter Capacity | Meter Size | # of Services Inside City | # of Services Outside City | Inside City Base Rate | Outside | | Reserve Base Rate | Reserve Base Fees |
|----------------|------------|---------------------------|----------------------------|-----------------------|----------------|----------------------|-------------------|-------------------|
| | | | | | City Base Rate | Operations Base Fees | | |
| 1 | 5/8" | 1,060 | 220 | 19.81 | 29.72 | 330,462 | 4.52 | 69,405 |
| 2.5 | 1" | 23 | 2 | 49.53 | 74.30 | 15,453 | 11.30 | 3,390 |
| 5 | 1.5 " | 6 | 0 | 99.06 | 148.60 | 7,132 | 22.59 | 1,626 |
| 8 | 2" | 10 | 0 | 158.49 | 237.76 | 19,019 | 36.15 | 4,338 |
| Totals | | 1,099 | 222 | | | \$372,067 | | \$78,760 |

Average Residential Customer using 4 units would pay \$34.63 per month

| Last Year's Usage | Operations Usage Rate | Operations Usage Fees |
|-------------------|-----------------------|-----------------------|
| 85,495 | 2.57 | \$220,121 |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------------|--------------------|--------------------|-----------------------|------------------------------------|----------------------|----------------------|--------------------------------------|
| Water Fund | | | | | | | |
| Capital Financing | | | | | | | |
| 178,364 | 111,739 | 136,300 | 134,632 | Beginning Balance | 71,405 | | |
| 68,266 | 72,321 | 75,553 | 75,553 | Reserve Charges | 78,760 | | |
| 12,572 | 8,423 | 18,903 | 9,564 | Grant Proceeds - FEMA (Eckman Cr | 0 | | |
| | | | 55,000 | Grant Proceeds - LEOF | 0 | | |
| 3,664 | 28,378 | 15,000 | 20,834 | Grant Proceeds - IFA (Master Plans | 46,800 | | WMP |
| 0 | 195,691 | 176,507 | 62,988 | Grant Proceeds - IFA (McKinney) | 0 | | Utility Relocation |
| 2,443 | 18,918 | 10,000 | 13,890 | Loan Proceeds - IFA (Master Plans) | 31,200 | | WMP |
| 0 | 130,461 | 117,671 | 41,992 | Loan Proceeds - IFA (McKinney) | 0 | | Utility Relocation |
| 265,310 | 565,930 | 549,934 | 414,453 | Total Resources | 228,165 | | |
| -19,132 | -12,268 | -25,204 | -20,889 | Eckman Creek Flood Repairs | 0 | | |
| 0 | -11,637 | 0 | 0 | Eckman Pump Station Repair | 0 | | |
| | | | | Ground Penetrating Radar | -8,300 | | 25K Split between W, W.W & Streets |
| | | | -55,000 | Industrial Park Water Study - LEOF | 0 | | |
| -16,681 | -311,990 | -294,178 | -104,980 | McKinney Slough Waterlines | 0 | | |
| | | | | Rate Study/SDC Update - IFA | -30,000 | | |
| -63,879 | -45,679 | -50,000 | -140,000 | Reservoir 2MG Rehabilitation | -25,000 | | |
| | | | | Water Conservation Plan - IFA | -28,000 | | |
| 0 | -40,277 | -25,000 | -34,723 | Water Master Plan - IFA | -20,000 | | Strategic Planning/Dig Deep |
| -13,066 | -7,018 | 0 | 0 | Water Plant Upgrade | 0 | | |
| -11,342 | -5,470 | -5,000 | -501 | Water Supply/Water Rights | -20,000 | | |
| 0 | 0 | -10,000 | 0 | Waterline Tie In (Skyline/Chad) | 0 | | |
| -124,099 | -434,338 | -409,382 | -356,093 | Total Capital Outlays | -131,300 | | |
| -6,210 | -5,537 | -7,501 | -5,025 | Debt Interest | -6,839 | | |
| -33,511 | -33,680 | -42,619 | -33,852 | Debt Principal | -42,880 | | |
| 0 | 0 | 0 | 0 | Principal Prepayment | -59,125 | | Payoff Umpqua, provide debt capacity |
| -39,721 | -39,217 | -50,120 | -38,877 | Total Debt Service | -108,844 | | |
| 0 | 0 | -50,000 | 0 | Debt Reserve | -50,000 | | |
| 0 | 0 | -50,000 | 0 | Total Reserves | -50,000 | | |
| 101,490 | 92,375 | 40,432 | 19,483 | Capital Financing Summary | -61,979 | | |
| 101,490 | 92,375 | 40,432 | 19,483 | Water Fund Balance | -61,979 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------------|--------------------|--------------------|-----------------------|--------------------------------------|----------------------|----------------------|---|
| Water Fund | | | | | | | |
| SDC Reimbursement | | | | | | | |
| 40,855 | 33,570 | 39,900 | 46,601 | Beginning Balance | 50,437 | | <i>SDC reimbursement funds pay debt servi</i> |
| 12,860 | 33,176 | 17,100 | 23,981 | SDC Reimbursement | 17,800 | | <i>for Water Source Improvements</i> |
| 53,715 | 66,746 | 57,000 | 70,582 | Total Resources | 68,237 | | |
| 0 | 0 | -36,855 | 0 | SDC Reserve | -41,255 | | |
| 0 | 0 | -36,855 | 0 | Total Reserves | -41,255 | | |
| 53,715 | 66,746 | 20,145 | 70,582 | SDC Reimbursement Summary | 26,982 | | |
| 53,715 | 66,746 | 20,145 | 70,582 | Water Fund Balance | 26,982 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|------------------------|--------------------|--------------------|-----------------------|--------------------------------|----------------------|----------------------|-----------------------------------|
| Water Fund | | | | | | | |
| SDC Improvement | | | | | | | |
| 30,011 | 31,519 | 34,600 | 35,406 | Beginning Balance | 38,220 | | |
| 1,508 | 3,887 | 2,100 | 2,814 | SDC Improvement | 2,100 | | <i>estimated @ 5 new services</i> |
| 31,519 | 35,406 | 36,700 | 38,220 | Total Resources | 40,320 | | |
| 0 | 0 | -36,700 | 0 | SDC Reserve | -39,600 | | |
| 0 | 0 | -36,700 | 0 | Total Reserves | -39,600 | | |
| 31,519 | 35,406 | 0 | 38,220 | SDC Improvement Summary | 720 | | |
| 31,519 | 35,406 | 0 | 38,220 | Water Fund Balance | 720 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|------------------------|--------------------|--------------------|-----------------------|---------------------------------------|----------------------|----------------------|------------------------------|
| Wastewater Fund | | | | | | | |
| Operations | | | | | | | |
| 389,396 | 408,381 | 420,350 | 420,350 | Base Charges | 436,695 | | |
| 158,568 | 156,032 | 164,662 | 164,662 | Usage Charges | 166,587 | | |
| 4,441 | 6,523 | 5,500 | 5,500 | Other Charges | 6,000 | | <i>includes RV dump fees</i> |
| 2,868 | 4,957 | 3,500 | 5,700 | Interest Earnings | 5,700 | | |
| 555,273 | 575,893 | 594,012 | 596,212 | Total Resources | 614,982 | | |
| -9,118 | -10,657 | -8,300 | -8,300 | Permits, Supplies | -10,500 | | |
| -34,482 | -34,132 | -38,000 | -38,000 | Plant Utilities | -38,000 | | |
| -24,098 | -24,051 | -26,500 | -26,500 | Collection Utilities | -26,500 | | |
| -10,073 | -9,541 | -10,100 | -10,100 | Insurance | -11,300 | | |
| -2,554 | -1,872 | -2,700 | -2,700 | Postage | -2,700 | | |
| -5,985 | -6,261 | -10,000 | -10,000 | Contract Services | -30,000 | | <i>Temporary Workers</i> |
| -217,531 | -248,560 | -240,000 | -240,000 | PW Plant Services | -252,300 | | |
| -113,609 | -110,235 | -134,400 | -134,400 | PW Collection Services | -121,000 | | |
| -9,687 | -17,254 | -15,000 | -20,000 | Plant Equipment R&M | -15,000 | | |
| -6,759 | -10,213 | -30,000 | -20,000 | Pump Station R&M | -30,000 | | |
| -4,436 | -1,191 | -23,000 | -10,000 | Collection R&M | -25,000 | | |
| -438,332 | -473,966 | -538,000 | -520,000 | Total Materials & Services | -562,300 | | |
| -60,988 | -62,610 | -64,182 | -64,182 | ICR to General | -61,956 | | |
| -60,988 | -62,610 | -64,182 | -64,182 | Total Transfers | -61,956 | | |
| 0 | 0 | -29,436 | 0 | Contingency | -16,749 | | <i>Contingency 2.5%</i> |
| 0 | 0 | -29,436 | 0 | Total Contingency | -16,749 | | |
| 55,953 | 39,317 | -37,606 | 12,030 | Operations Summary | -26,023 | | |
| 55,953 | 39,317 | -37,606 | 12,030 | Wastewater Fund Balance | -26,023 | | |

Wastewater Fund Notes

Utility Service Charges

Wastewater system users are billed monthly for a base charge and a conveyance usage charge. Council has designated a portion of revenues reserved for system improvements. Budget wastewater charges for 2019 are shown with a 3.4% increase to the rates, based upon the National Construction Cost Index (CCI), pursuant to Resolution 1143, contingent upon Council review and approval.

| Classification | # of Services | # of EDU | Operations Base Rate | Operations Base Fees | Reserve Base Rate | Reserve Base Fees |
|--------------------|---------------|----------|----------------------|----------------------|-------------------|-------------------|
| Residential | 761 | 761 | 29.50 | 269,394 | 2.71 | 24,739 |
| Multiple Dwellings | 27 | 27 | 29.50 | 9,558 | 2.71 | 878 |
| Multiple Dwellings | 29 | 224 | 26.55 | 71,366 | 2.71 | 7,282 |
| Commercial | 144 | 244 | 29.50 | 86,376 | 2.71 | 7,932 |
| Totals | 961 | 1,256 | | \$436,695 | | \$40,831 |

Average Residential Customer using 4 units would pay \$45.36 per month

| Last Year's Usage | Operations Usage Rate | Operations Usage Fees | Reserve Usage Rate | Reserve Usage Fees |
|-------------------|-----------------------|-----------------------|--------------------|--------------------|
| 54,986 | 3.03 | \$166,587 | 0.26 | \$14,214 |
| | | | | \$55,045 |

| Materials & Services Descriptions | | Estimate | Totals |
|---|--|----------------|----------------|
| Permit, Supplies | Permit, lab supplies, billing card stock | 10,500 | 10,500 |
| Plant Utilities | Electricity | 26,000 | 38,000 |
| | Water | 12,000 | |
| Collection Utilities | Electricity | 20,500 | 26,500 |
| | Telemetry, phone, water | 6,000 | |
| Insurance | Property, machinery | 11,300 | 11,300 |
| Postage | Bulk mail for utility billings | 2,700 | 2,700 |
| Contract Services | Seasonal services | 6,300 | 30,000 |
| | Mapping services | 3,700 | |
| | Temporary workers | 20,000 | |
| Plant Services | Public works services | 252,300 | 252,300 |
| Collection Services | Public works services | 121,000 | 121,000 |
| Plant Equipment R&M | Preventative maintenance, electrical repairs | 15,000 | 15,000 |
| Pump Station R&M | Preventative maintenance, electrical repairs | 30,000 | 30,000 |
| Collection R&M | Repair parts include pipe, manholes, valves | 25,000 | 25,000 |
| Materials & Services Summary | | 562,300 | 562,300 |

Wastewater Fund Notes

Capital Outlay Description

The wastewater plant lagoon needs a solid removal, which is land applied on a designated site every couple of years. We are proposing to land apply this year, as the lagoon is currently full.

The wastewater plant computer needs replaced. The computer contains software that communicates with the PLC to maintain mechanical functions of the plant.

We are in need to start engineering a fix to our UV system. We are receiving a new permit from DEQ, which lowers our disinfection numbers. The level control budget is for engineering the upgrade. .

The cost associated with the manual pipe location is very expensive. To alleviate some of this expense we are proposing the purchase of a ground penetrating radar which is shared among streets, water and wastewater. We are in need to start engineering a fix to our UV system. We are receiving a new permit from DEQ, which lowers our disinfection numbers. The level control budget is for engineering the upgrade. .

DEQ requires an **inflow and infiltration mitigation plan**. I&I has decreased in recent years through continued mitigation efforts. Rain events can cause overflows largely because old underground wastewater collection pipes continue to age and develop cracks in the pipes and in the joints. It allows rainwater, via soggy soils, to infiltrate the wastewater mains, which wind up carrying more water than designed for the overall system. The pumps cannot keep up and so the system overflows through manhole covers and other "safety valve" structures.

Updating the **Wastewater Master Plan**, which last was completed in 2000, is scheduled for completion during 2019/2020 budget year.

System Development Charges

New services pay system development charges, which provide equitable funding for orderly growth and development. The intention is that neither existing users nor new users subsidize the other, but rather that each pays their fair share.

Wastewater SDC

| FYE | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 |
|---------------------------------|--------|--------|--------|-------|--------|-------|--------|--------|--------|--------|--------|
| Revenues | 49,315 | 16,405 | 13,532 | 8,940 | 15,405 | 9,432 | 22,603 | 13,592 | 20,376 | 10,491 | 25,229 |
| # of residential equivalents | 16 | 5 | 4 | 3 | 5 | 3 | 7 | 4 | 6 | 3 | 7 |
| res rate | 3149 | 3228 | 3383 | 3060 | 3081 | 3144 | 3229 | 3316 | 3396 | 3498 | 3622 |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------------|--------------------|--------------------|-----------------------|-----------------------------------|----------------------|----------------------|------------------------------------|
| Wastewater Fund | | | | | | | |
| Capital Financing | | | | | | | |
| 303,713 | 353,157 | 307,600 | 361,508 | Beginning Balance | 315,962 | | |
| 49,024 | 50,828 | 53,242 | 53,242 | Reserve Charges | 55,045 | | |
| 1,235 | 0 | 0 | 0 | Assessments | 0 | | |
| 353,972 | 403,985 | 360,842 | 414,750 | Total Resources | 371,007 | | |
| 0 | 0 | -60,000 | 0 | Grinder Station Rehab | -60,000 | | |
| | | | | Ground Penetrating Radar | -8,300 | | 25K Split between W, W.W & Streets |
| -18,982 | -30,634 | -30,000 | -13,000 | Inflow & Infiltration Mitigation | -30,000 | | |
| -1,170 | -15,936 | 0 | 0 | Lagoon Sludge Removal | -40,000 | | |
| 0 | 0 | -28,000 | -28,000 | Lift Station Facility Upgrade (2) | 0 | | |
| 0 | 0 | -25,000 | 0 | Pump Station Upgrade-Yaquina | -10,000 | | |
| 0 | -10,973 | -75,000 | -20,000 | Wastewater Master Plan | -55,000 | | |
| | | | | WWTP Computer | -20,000 | | |
| 0 | 0 | 0 | -20,000 | WWTP Electronic Actuators (2) | 0 | | |
| | | | | WWTP Level Control | -20,000 | | |
| -20,152 | -57,544 | -218,000 | -81,000 | Total Capital Outlays | -243,300 | | |
| -28,977 | -28,299 | -27,593 | -27,593 | Debt Interest | -26,858 | | |
| -16,441 | -17,119 | -17,825 | -17,825 | Debt Principal | -18,560 | | |
| -45,418 | -45,418 | -45,418 | -45,418 | Total Debt Service | -45,418 | | |
| 0 | 0 | -45,418 | 0 | Debt Reserve | -45,418 | | |
| 0 | 0 | -30,000 | 0 | Capital Reserve | -27,148 | | |
| 0 | 0 | -75,418 | 0 | Total Reserves | -72,566 | | |
| 288,401 | 301,023 | 22,006 | 288,332 | Capital Financing Summary | 9,723 | | |
| 288,401 | 301,023 | 22,006 | 288,332 | Wastewater Fund Balance | 9,723 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------------|--------------------|--------------------|-----------------------|--------------------------------------|----------------------|----------------------|-----------------------------------|
| Wastewater Fund | | | | | | | |
| SDC Reimbursement | | | | | | | |
| 0 | 0 | 0 | 0 | Beginning Balance | 0 | | |
| 8,802 | 21,168 | 15,600 | 15,600 | SDC Reimbursement | 16,300 | | <i>estimated @ 5 new services</i> |
| 8,802 | 21,168 | 15,600 | 15,600 | Total Resources | 16,300 | | |
| 0 | 0 | 0 | 0 | SDC Reserve | 0 | | |
| 0 | 0 | 0 | 0 | Total Reserves | 0 | | |
| 8,802 | 21,168 | 15,600 | 15,600 | SDC Reimbursement Summary | 16,300 | | |
| 8,802 | 21,168 | 15,600 | 15,600 | Wastewater Fund Balance | 16,300 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|
|--------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|

**Wastewater Fund
SDC Improvement**

| | | | | | | | |
|---------------|---------------|---------------|---------------|--------------------------------|----------------|-----------------------------------|--|
| 23,685 | 25,374 | 28,900 | 29,435 | Beginning Balance | 32,435 | | |
| 1,689 | 4,061 | 3,000 | 3,000 | SDC Improvement | 3,100 | <i>estimated @ 5 new services</i> | |
| 25,374 | 29,435 | 31,900 | 32,435 | Total Resources | 35,535 | | |
| 0 | 0 | -31,900 | 0 | SDC Reserve | -35,535 | | |
| 0 | 0 | -31,900 | 0 | Total Reserves | -35,535 | | |
| 25,374 | 29,435 | 0 | 32,435 | SDC Improvement Summary | 0 | | |
| 25,374 | 29,435 | 0 | 32,435 | Wastewater Fund Balance | 0 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|
|--------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|

Public Works Fund

Operations

| | | | | | | | |
|-----------------|-----------------|-----------------|-----------------|---------------------------------------|-----------------|-----------------------------------|--|
| 34,739 | 43,216 | 49,400 | 43,354 | Beginning Balance | 43,771 | | |
| 0 | 0 | 21,120 | 21,120 | Lease for Old PW Shop | 21,120 | 80% of \$2200/month | |
| 843 | 1,649 | 1,200 | 1,800 | Interest Earnings | 1,800 | 2.75% Interest | |
| 889,690 | 867,303 | 960,000 | 950,000 | Public Works Service Charges | 950,000 | | |
| -22,821 | -27,409 | -33,157 | -33,157 | Addition to Reserve | -29,708 | | |
| 902,451 | 884,760 | 998,563 | 983,117 | Total Resources | 986,983 | | |
| -426,594 | -412,374 | -468,685 | -468,685 | Salaries & Wages (8.0 FTE) | -473,381 | .5 FTE billing clerk moved to G.F | |
| -20,885 | -21,938 | -29,275 | -29,275 | On Call Time, Overtime | -30,536 | | |
| -214,957 | -189,901 | -209,102 | -209,102 | Health Insurance | -206,648 | change in health plan Jan 2018 | |
| -46,628 | -57,106 | -64,570 | -64,570 | PERS | -79,518 | | |
| -33,639 | -33,129 | -38,094 | -38,094 | Social Security | -38,550 | | |
| -14,243 | -15,566 | -16,000 | -13,300 | Workers Comp | -15,478 | | |
| 0 | -15,704 | -15,704 | 0 | Unemployment | 0 | | |
| -756,946 | -745,718 | -841,430 | -823,026 | Total Personnel Services | -845,111 | | |
| -11,280 | -9,390 | -10,000 | -9,500 | Supplies, Materials | -15,000 | | |
| -12,595 | -13,051 | -12,700 | -13,100 | Utilities | -13,100 | | |
| -9,893 | -12,543 | -10,000 | -12,500 | Fuels | -12,500 | | |
| -12,337 | -12,638 | -13,000 | -11,850 | Insurance | -11,850 | | |
| -1,351 | -1,159 | -2,000 | -1,200 | Memberships | -1,200 | | |
| -2,985 | -4,057 | -5,000 | -6,100 | Learning and Expenses | -7,000 | | |
| -3,523 | -1,102 | -6,500 | -1,200 | Contract Services | -15,000 | Includes Temp Workers | |
| -17,955 | -11,378 | -30,500 | -30,500 | Vehicle, Equipment R&M | -20,000 | | |
| -71,919 | -65,317 | -89,700 | -85,950 | Total Materials & Services | -95,650 | | |
| -16,660 | -16,179 | -15,681 | -15,681 | Debt Interest | -15,165 | | |
| -13,710 | -14,191 | -14,689 | -14,689 | Debt Principal | -15,205 | | |
| -30,370 | -30,370 | -30,370 | -30,370 | Total Debt Service | -30,370 | | |
| 0 | 0 | -37,063 | 0 | Contingency | -15,852 | Contingency 1.25% | |
| 0 | 0 | -37,063 | 0 | Total Contingency | -15,852 | | |
| 43,217 | 43,354 | 0 | 43,771 | Operations Summary | 0 | | |

Reserves

| | | | | | | | |
|----------------|----------------|----------------|----------------|------------------------------|----------------|--------------------------------|--|
| 119,250 | 66,898 | 94,300 | 108,976 | Beginning Balance | 81,195 | | |
| 0 | 14,669 | 28,062 | 28,062 | Sale of Surplus Property | 3,000 | Bucket Truck-Surplus Old Truck | |
| 22,821 | 27,409 | 33,157 | 33,157 | Addition to Reserve | 29,708 | | |
| 142,071 | 108,976 | 155,519 | 170,195 | Total Resources | 113,903 | | |
| -68,230 | 0 | -89,000 | -89,000 | Equipment, Vehicles | -19,000 | | |
| | | | | Facility Bathroom | -25,000 | | |
| | | | | New Bucket Trailer | -25,000 | Replacing bucket truck | |
| -6,942 | 0 | 0 | 0 | New PW Facility Fencing | 0 | | |
| -75,172 | 0 | -89,000 | -89,000 | Total Capital Outlays | -69,000 | | |
| 0 | 0 | -66,519 | 0 | Equipment Reserve | -44,903 | | |
| 0 | 0 | -66,519 | 0 | Total Reserves | -44,903 | | |
| 66,898 | 108,976 | 0 | 81,195 | Reserves Summary | 0 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------|--------------------|--------------------|-----------------------|---------------------------|----------------------|----------------------|---------------------|
| 110,115 | 152,331 | 0 | 124,966 | Public Works Fund Balance | 0 | | |

Public Works Notes

Lease Revenues

A lease agreement for the old Public Works shop on Lint Slough Road is in place. Budget includes 80% of the **lease proceeds** to mitigate debt service for new facility and to alleviate the impact on water and wastewater customers, the primary recipients of public works services.

| Materials & Services Descriptions | | Estimate | Totals |
|---|---|-------------------------|---------------|
| Supplies, Materials | Tools, hardware, supplies Protective clothing | 15,000 | 15,000 |
| Utilities | Electricity Phones, internet Water and wastewater | 6,200 5,300 1,600 | 13,100 |
| Fuels | Fuel for vehicles Diesel for generators | 10,000 2,500 | 12,500 |
| Insurance | General and auto liability, property | 11,850 | 11,850 |
| Memberships | AWWA, OAWU, One Call, LUCC Oregon Procurement | 700 500 | 1,200 |
| Learning, Expenses | Certifications | 7,000 | 7,000 |
| Contract Services | Backflow testing, Temporary Workers | 2,000 13,000 | 15,000 |
| Shop Repairs, Maintenance | Microsoft, lumber, fire inspections – Included above in supplies & materials. | | |
| Vehicle, Equipment R&M | Preventative maintenance | 20,000 | 20,000 |
| Materials & Services Summary | | 95,650 | 95,650 |

Capital Outlay Description

Some public works equipment and vehicles were declared surplus in 2017 and established a minimum acceptable price for sale. These items are still pending for surplus in our current fiscal year.

| Surplus Equipment, vehicles | Minimum Sales Price | Estimate to Replace |
|--|---------------------|---------------------|
| 1994 Van, Dodge | \$ 1,062.00 | \$ 13,772.00 |
| 1979 Utility Tilt Trailer, Hyster | \$ 5,000.00 | \$ 14,343.00 |
| 1984 Dump Truck, 5 Yard | \$ 5,000.00 | \$ 12,577.00 |
| 2008 Flatbed Chevy | <u>\$ 10,000.00</u> | <u>\$ 35,341.00</u> |
| | \$ 21,062.00 | \$ 76,033.00 |

In late 2018 a crack was reported in the boom of the city's bucket truck during the annual service. The repair quote was approximately \$18000. The public works department decided to not repair the equipment and look at replacement. A new trailer mount system was budgeted to replace the existing truck.

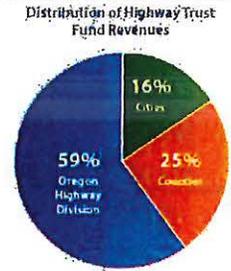
A new bathroom installation is proposed for the public works shop. The existing bathroom is only a single use and does not provide a shower which is required by (OSHA 1910.141-Sanitation) for Municipal Wastewater Workers.

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------|--------------------|--------------------|-----------------------|---------------------------------------|----------------------|----------------------|--------------------------------------|
| Street Fund | | | | | | | |
| Operations | | | | | | | |
| 103,354 | 95,293 | 135,600 | 136,490 | Beginning Balance | 124,796 | | |
| 124,381 | 134,425 | 125,000 | 130,000 | State Gas Taxes | 135,000 | | |
| 1,396 | 2,647 | 1,600 | 2,700 | Interest Earnings | 2,700 | | 2.75% Interest Currently |
| 140,000 | 149,640 | 149,500 | 149,500 | Road District Contract | 149,500 | | |
| 369,131 | 382,005 | 411,700 | 418,690 | Total Resources | 411,996 | | |
| -43,034 | -44,576 | -48,000 | -48,000 | Street Lighting | -48,000 | | |
| -6,498 | -6,214 | -7,200 | -7,200 | Storm Utilities | -7,400 | | |
| -466 | -440 | -500 | -500 | Insurance | -550 | | |
| -22,139 | -18,400 | -25,000 | -25,000 | Contract Services | -40,000 | | Includes Temp Workers |
| -133,120 | -98,293 | -153,600 | -153,600 | PW Street, Storm Services | -153,600 | | |
| -1,225 | -841 | -2,000 | -2,000 | Downtown Restroom | -2,200 | | |
| -2,516 | -1,507 | -5,000 | -5,000 | Pumps, Equipment R&M | -14,000 | | Includes \$ for Street Sweeper Maint |
| -6,714 | -8,064 | -20,000 | -20,000 | Street R&M | -60,000 | | New Stripping, Torch Down & Machine |
| -215,713 | -178,338 | -261,300 | -261,300 | Total Materials & Services | -325,750 | | |
| -28,881 | -31,767 | -32,594 | -32,594 | ICR to General | -20,829 | | |
| -28,881 | -31,767 | -32,594 | -32,594 | Total Transfers | -20,829 | | |
| 0 | 0 | -67,925 | 0 | Contingency | -20,941 | | Contingency 7.25% |
| 0 | 0 | -67,925 | 0 | Total Contingency | -20,941 | | |
| 124,537 | 171,900 | 49,881 | 124,796 | Operations Summary | 44,476 | | |
| Reserves | | | | | | | |
| 64,470 | 77,007 | 112,400 | 112,417 | Beginning Balance | 92,298 | | |
| 29,244 | 35,410 | 14,881 | 14,881 | Addition to Reserves | | | |
| 0 | 0 | 45,000 | 45,000 | Grant Proceeds - SCA | 0 | | |
| 93,714 | 112,417 | 172,281 | 172,298 | Total Resources | 92,298 | | |
| -16,707 | 0 | 0 | 0 | Commercial Street Improvements | 0 | | |
| 0 | 0 | -80,000 | -80,000 | Crestline Drive Improvements | 0 | | |
| | | | | Digital Speed Signs | -15,000 | | 10K Signs, 5K Installation |
| | | | | Ground Penetrating Radar | -8,300 | | 25K Split between W, W.W & Streets |
| 0 | 0 | -15,000 | 0 | Norwood Curve Assessment | 0 | | |
| | | | | Street Light Repair | -25,000 | | Highway 101 |
| -16,707 | 0 | -95,000 | -80,000 | Total Capital Outlays | -48,300 | | |
| 0 | 0 | -8,746 | 0 | Pedestrian/Bike Reserve | -10,240 | | ORS 366.514 (1% of gas tax) |
| 0 | 0 | -78,000 | 0 | Street Improvement Reserve | -54,091 | | |
| 0 | 0 | -25,535 | 0 | Street Sweeper Reserve | -24,143 | | uses CCI as estimate for inflation |
| 0 | 0 | -112,281 | 0 | Total Reserves | -88,474 | | |
| 77,007 | 112,417 | -35,000 | 92,298 | Reserves Summary | -44,476 | | |
| 201,544 | 284,317 | 14,881 | 217,094 | Street Fund Balance | 0 | | |

Street Fund Notes

Intergovernmental Revenue

The Legislature approved a comprehensive transportation funding package (HB 2017) that included a 10 cent gas tax increase over a seven year period, a 53% increase in the weight-mile tax, and a gradual increase in registration and title fees. The 2009 transportation funding package distributed: 50% to ODOT, 30% to counties, and 20% to cities. The 2017 funding package distributes: 59% to ODOT, 25% to counties, and 16% to cities that includes \$2.5 million to the Special City Allotment fund, administered by ODOT.



| Materials & Services Descriptions | | Estimate | Totals |
|--|---|-----------------|----------------|
| Street Lighting | Electricity for street lights (170), Highway 101 lighting, traffic signal | 48,000 | 48,000 |
| Storm Utilities | Electricity for storm pumps (5) | 7,400 | 7,400 |
| Insurance | Property coverage for storm pumps | 550 | 550 |
| Contract Services | Striping (Fog & center lines) | 9,000 | 40,000 |
| | Landscape services | 7,000 | |
| | Temporary maintenance services | 22,000 | |
| | Lincoln County Parole | 2,000 | |
| Public Works Services | Streets and storm water services | 153,600 | 153,600 |
| Downtown Restroom | Supplies, electricity, water, wastewater | 2,200 | 2,200 |
| Pumps, Equipment R&M | Storm pumps, sweeper repairs | 14,000 | 14,000 |
| Street R&M | Asphalt patching | 15,000 | 60,000 |
| | Crosswalk torch down lines | 20,000 | |
| | Crack seal machine | 10,000 | |
| | Rock, paint, traffic signs, cross walk paint | 15,000 | |
| Materials & Services Summary | | 325,750 | 325,750 |

Capital Outlay Description

The cost associated with Manuel pipe location is very expensive. To alleviate some of this expense we are proposing the purchase of a ground penetrating radar which is shared among water, and sewer.

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------|--------------------|--------------------|-----------------------|----------------------|----------------------|---------------------|
|--------------------|--------------------|--------------------|-----------------------|----------------------|----------------------|---------------------|

**Road District
Nondepartmental**

| | | | | | | |
|-----------------|-----------------|-----------------|-----------------|---------------------------------------|-----------------|----------------|
| 2,522 | 6,013 | 4,300 | 5,272 | Beginning Balance | 9,872 | |
| 139,044 | 144,385 | 148,000 | 148,900 | Current Property Taxes | 153,000 | |
| 4,580 | 4,645 | 4,700 | 4,700 | Prior Property Taxes | 4,600 | |
| 281 | 224 | 300 | 1,000 | Interest Earnings | 1,000 | 2.75% Interest |
| 146,428 | 155,268 | 157,300 | 159,872 | Total Resources | 168,472 | |
| -414 | -356 | -500 | -500 | District Fees | -500 | |
| -140,000 | -149,640 | -149,500 | -149,500 | Interfund Services | -149,500 | |
| -140,414 | -149,996 | -150,000 | -150,000 | Total Materials & Services | -150,000 | |
| 0 | 0 | -7,300 | 0 | Street Improvement Reserve | -18,472 | |
| 0 | 0 | -7,300 | 0 | Total Reserves | -18,472 | |
| 6,013 | 5,272 | 0 | 9,872 | Nondepartmental Summary | 0 | |
| 6,013 | 5,272 | 0 | 9,872 | Road District Balance | 0 | |

Waldport Road District Notes

Waldport Road District, aka Special Road District #3 of Lincoln County, was established to improve the streets and roads within the boundaries of the city. The district is organized under general laws pertaining to road districts in the state of Oregon. The district board is appointed by and made up of the same members as the common council of the city. However, legally the board is distinct and conducts all business as such. Waldport Road District has the power to assess, levy and collect taxes on all taxable real property with the district.

Tax Revenue

The permanent tax rate for the district is \$0.6960 per \$1,000 of assessed value for operating purposes. The law limits the increase in assessed value to 3% per annum, plus the value of any new construction which is over \$10,000. Assessed value is estimated to increase 3% in the proposed budget.

| Fiscal Year Ending | Assessed Value | Change | Levy | Taxes Received |
|--------------------------|-------------------|--------|---------|-------------------|
| 2017 | 210,505,713 | 4% | 146,525 | 139,044 |
| 2018 | 219,002,900 | 4% | 152,434 | 144,385 |
| 2019 | 226,749,750 | 4% | 158,405 | 148,900 |
| 2020 <i>Estimate</i> | 233,552,243 | 3% | 162,552 | 153,000 |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|-----------------------------|--------------------|--------------------|-----------------------|---|----------------------|----------------------|---------------------|
| UR Construction Fund | | | | | | | |
| UR#1 Construction | | | | | | | |
| 85,680 | 79,997 | 81,100 | 81,379 | Beginning Balance | 71,859 | | |
| 886 | 1,383 | 1,100 | 1,400 | Interest Earnings | 1,400 | | |
| 86,567 | 81,379 | 82,200 | 82,779 | Total Resources | 73,259 | | |
| -1,870 | 0 | -920 | -920 | Interfund Services | 0 | | |
| | | | -10,000 | College Business Classes | | | |
| -1,870 | 0 | -920 | -10,920 | Total Materials & Services | 0 | | |
| 0 | 0 | -50,000 | | Commercial Facade Improvements | 0 | | |
| -4,700 | 0 | 0 | 0 | Hwy 101 Vehicle Access | 0 | | |
| 0 | 0 | -25,000 | | Way Finding -Signs/Street Lights | -30,000 | | |
| -4,700 | 0 | -75,000 | 0 | Total Capital Outlays | -50,000 | | |
| 0 | 0 | -6,280 | 0 | Contingency | -23,259 | | |
| 0 | 0 | -6,280 | 0 | Total Contingency | -23,259 | | |
| 79,997 | 81,379 | 0 | 71,859 | UR#1 Construction Summary | 0 | | |
| 79,997 | 81,379 | 0 | 71,859 | UR Construction Fund Balance | 0 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|-----------------------------|--------------------|--------------------|-----------------------|---|----------------------|----------------------|---------------------|
| UR Debt Service Fund | | | | | | | |
| UR#2 Debt Service | | | | | | | |
| 85,582 | 25,573 | 94,500 | 95,877 | Beginning Balance | 21,377 | | |
| 58,079 | 67,336 | 74,000 | 72,600 | Tax Increment Revenues | 80,000 | | |
| 1,529 | 1,791 | 1,500 | 1,500 | Prior Tax Increment | 1,600 | | |
| 488 | 1,176 | 500 | 1,400 | Interest Earnings | 1,400 | | |
| 145,678 | 95,877 | 170,500 | 171,377 | Total Resources | 104,377 | | |
| -105 | 0 | -500 | 0 | Debt Interest | 0 | | |
| -120,000 | 0 | -150,000 | -150,000 | Debt Principal | 0 | | |
| -120,105 | 0 | -150,500 | -150,000 | Total Debt Service | 0 | | |
| 0 | 0 | -20,000 | 0 | Debt Reserve | -104,377 | | |
| 0 | 0 | -20,000 | 0 | Total Reserves | -104,377 | | |
| 25,573 | 95,877 | 0 | 21,377 | UR#2 Debt Service Summary | 0 | | |
| 25,573 | 95,877 | 0 | 21,377 | UR Debt Service Fund Balance | 0 | | |

| FYE 2017 Actual | FYE 2018 Actual | FYE 2019 Budget | FYE 2019 Projected | | FYE 2020 Proposed | FYE 2020 Approved | FYE 2020 Adopted |
|--------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|
|--------------------|--------------------|--------------------|-----------------------|--|----------------------|----------------------|---------------------|

UR Debt Service Fund

UR#2 Debt Service

| | | | | | | | |
|-----------------|---------------|-----------------|-----------------|---|----------------|--|--|
| 85,582 | 25,573 | 94,500 | 95,877 | Beginning Balance | 21,377 | | |
| 58,079 | 67,336 | 74,000 | 72,600 | Tax Increment Revenues | 80,000 | | |
| 1,529 | 1,791 | 1,500 | 1,500 | Prior Tax Increment | 1,500 | | |
| 488 | 1,176 | 500 | 1,400 | Interest Earnings | 1,400 | | |
| 145,678 | 95,877 | 170,500 | 171,377 | Total Resources | 104,377 | | |
| -105 | 0 | -500 | 0 | Debt Interest | 0 | | |
| -120,000 | 0 | -150,000 | -150,000 | Debt Principal | 0 | | |
| -120,105 | 0 | -150,500 | -150,000 | Total Debt Service | 0 | | |
| 0 | 0 | -20,000 | 0 | Debt Reserve | -104,377 | | |
| 0 | 0 | -20,000 | 0 | Total Reserves | -104,377 | | |
| 25,573 | 95,877 | 0 | 21,377 | UR#2 Debt Service Summary | 0 | | |
| 25,573 | 95,877 | 0 | 21,377 | UR Debt Service Fund Balance | 0 | | |

Budgeted Cost of all officers and employees, as well as the number of related full time equivalent positions, is shown below and included in the estimated expenditures for personnel services.

| FTE | Position | FYE 2020 Budget |
|-------------|--------------------------|--------------------|
| 0.8 | City Manager | 112,240 |
| 0.8 | City Recorder | 65,243 |
| 1 | City Accountant | 71,936 |
| 1 | Utility Billing Clerk | 44,652 |
| 3.6 | Administration | 294,071 |
| 0.4 | City Planner | 71,936 |
| 0.4 | Land Use Planning | 71,936 |
| 0.2 | Code Compliance | 16,310 |
| 0.2 | Code Compliance | 16,310 |
| 0.9 | Library Director | 62,200 |
| 1.0 | Senior Librarian | 62,693 |
| 0.6 | Library Assistant | 28,398 |
| 0.9 | Library Clerks | 37,753 |
| 3.4 | Library Services | 191,044 |
| 0.1 | Program Coordinator | 6,911 |
| 0.1 | Community Center | 6,911 |
| 1 | PW Director | 105,004 |
| 1 | PW Supervisor | 79,621 |
| 3 | Facility Operators | 229,652 |
| 1 | Facilities Mechanic | 66,035 |
| 2 | Utility Workers | 127,617 |
| | On Call Time, Overtime | 26,102 |
| 8 | Public Works | 634,031 |
| 15.7 | Totals | 1,197,993 |

These numbers do not include health insurance costs.

Summary of Financial Policies

The City of Waldport (City) provides for public improvements and general administrative services. The city operates under a Council-Manager form of government consisting of seven elected members and a Manager directly responsible to them. Waldport Road District (District), aka Special Road District #3 of Lincoln County, was established to improve the streets and roads within the boundaries of the city back in 1931. The District is organized under general laws pertaining to road districts in the State of Oregon. The Urban Renewal Agency (Agency) was created by adoption of Ordinance 435 in 1981. The Agency is organized under general laws pertaining to urban renewal agencies in the State of Oregon. The District and Agency Boards are appointed by and made up of the same members as the City Council. However, legally the two Boards are distinct and conduct all business as such. Based on standards set forth in GASB 39, the Agency and District are considered to be "component units" of the City.

The City of Waldport must maintain a system of financial monitoring, control, and reporting for all operations, funds, and agencies in order to provide effective means of ensuring that the overall goals and objectives will be met and to assure the City of Waldport supporters that the city is well managed and fiscally sound. The City of Waldport shall establish only funds that are necessary by law or for sound financial administration. The funds shall be structured in a manner consistent with GAAP to maximize the ability to audit, measure, and evaluate financial performance.

Each year the budget officer presents a balanced budget in which the resources equal the requirements in every fund. The proposed resources and requirements are estimated in good faith. The following excerpts were taken from the city's Financial Management Policies pertaining to the budget.

Revenue and Reserves

The City of Waldport shall be sensitive to the balance between the need for services and its ability to raise fees, charges, and taxes to support services. City services that provide private benefits should be paid by fees and charges to users of those benefits. This allows maximum flexibility in use of tax revenues to meet the cost of services for broader public benefit.

Reserves establish minimum cash for working capital requirements to minimize the risk of interrupted business operations due to financial instability, both internal and external, or to fulfill legal requirements of bond covenants and statutes. These necessary reserves may include future year reserves for a specific purpose, operating "not available for appropriation" reserves, counter-cyclical reserves or rate stabilization funds, and debt service reserves.

A diversified and stable revenue system shall be maintained to shelter the government from short run fluctuations in any one revenue source. One time revenues shall be used only for one time expenditures. The city shall avoid using temporary revenues to fund usual and customary services. Revenue forecasts shall be conservative though reflective of the latest, best information available. Regular reports comparing actual to budgeted revenues shall be prepared by the accountant and presented to the City Manager. Funds shall be safely invested according to an adopted policy. One hundred percent of idle cash shall be continuously invested.

To maintain the city's credit rating and meet seasonal cash flow shortfalls, the budget shall strive for an anticipated undesignated fund balance between 5% and 10% of estimated annual revenues for the general government and enterprise fund types. The fund balance shall be exclusive of all reserves not anticipated to be readily available for use in emergencies and contingencies. The adequacy of the fund balance shall be evaluated annually to consider minimum cash requirements prior to receipt of current year property tax collections.

Generally the fund balance levels are dictated by cash flow requirements to support operating expenses, relative rate stability from year to year for enterprise funds, susceptibility to emergency or unanticipated expenditure, credit worthiness and capacity to support debt service requirements, legal or regulatory requirements affecting revenues, disbursements, and fund balances, and reliability of outside revenues. If at the end of a fiscal year the fund balance falls below 5%, then the city shall rebuild the balance. Should the fund balance fall below 5% of revenues, a plan for expenditure reductions and or revenue increases shall be submitted to the City Council via the City Manager. In the event the fund balance is above 10%, the difference may be used to fund one time capital expenditures which do not increase ongoing costs, other one time costs, or ongoing or new programs, provided such action is considered in the context of a council approved plan.

Capital Planning and Financing

The city should preserve its physical assets and plan in an orderly manner for future capital investments, including the operating costs associated with new capital improvements or major equipment budgeted as part of the capital improvement program process. The city should make the capital investment needed to support and enhance the delivery of basic services.

The city shall determine and use the most effective and efficient method for financing all new capital projects. Future operating costs associated with new capital improvements shall be projected and included in the operating budget forecasts. System development charges (SDC) will be used for infrastructure capacity expansion and improvements including in house engineering and design whenever practicable and in accordance with state law and city code. Special funds dedicated for capital improvements shall be segregated in the accounting system and used only for the intended capital purposes.

A three year capital improvement plan (CIP) shall be developed and presented annually by staff in accordance with council goals and approved by the City Council in conjunction with the annual budget process. This plan shall contain all capital improvements from the departments of the city. A high priority shall be placed on replacement of capital improvements when such improvements have deteriorated to the point of becoming hazardous, incur high maintenance costs, affect property values negatively, or no longer serve their intended purposes. Capital improvements constructed for the city shall be based on construction standards that optimally control construction costs and maintenance costs.

Capital assets purchased, constructed, or donated shall have an expected useful life in excess of one year and cost (or estimated fair market value of donated assets) shall be valued at \$10,000 or more. Improvements to an existing capital asset shall extend the life of the asset for more than five years and the cost of the improvement shall be \$10,000 or more. Expenditures of a refurbishing or a repair nature shall not be capitalized. Capitalized assets shall be depreciated on a straight line basis using the estimated useful life of the asset.

| Description | Useful Life |
|------------------------------|-------------|
| Equipment, Vehicles | 5-15 years |
| Buildings | 50 years |
| Water and Wastewater Systems | 5-100 years |
| Streets | 20 years |
| Other Improvements | 10-30 years |

Debt

Long term borrowing shall be confined to capital improvements too large to be financed by current revenues. Capital projects financed through bond proceeds shall be financed for a period not to exceed the useful life of the project. Bond anticipation notes shall be used as needed to finance construction of local improvements. Issuance of assessment bonds shall be pursued to finance local improvement districts (LID) approved by the City Council, which are too large to finance from current available balances.

The city shall use long term debt for capital projects that cannot be financed by current revenues. Long term debt may also be issued when the specific situation dictates that it is in the best interests of the city. Generally debt financing shall be limited to one time capital improvement projects when the project's useful life will exceed the term of financing, the project revenue or specific resources will be sufficient to service the debt, and the project will benefit the citizens at large. Debt financing shall not be considered appropriate for current operating and maintenance expenses (except for short term instruments). Tax anticipation debt shall be retired annually, and bond anticipation notes shall be retired within six months of the completion of the project. Short term debt outstanding at the end of the year shall not exceed five percent (5%) of net operating revenues, excluding bond anticipation notes.

For business funds, where specific user fees are obligated to repay debt, the goal shall be to limit debt to 10% of total operating revenues. If Council approves a loan borrowing that exceeds the 10% debt limitation, user fees will be adjusted, if needed, to insure a two to one (2:1) ratio of current assets to current liabilities to maintain the city's credit rating and expenditure flexibility. Water and wastewater fees shall conform to lender requirements. The goal on a per issue basis shall be to pay no less than 33% of the principal on bonds sold during the first half of the repayment term.

Budget Glossary

| | |
|--------------------------|---|
| Accrual Basis | Method of accounting recognizing transactions when they occur without regard to cash flow timing (ORS 294.311) |
| Ad Valorem Tax | A tax computed as a percentage of the assessed value of taxable property |
| Adopted Budget | Financial plan that is the basis for appropriations adopted by the governing body (ORS 294.456) |
| Appropriation | Authorization for spending a specific amount of money for a specific purpose during a fiscal year, based on the adopted budget (ORS 294.311) |
| Approved Budget | The budget that has been approved by the budget committee (ORS 294.428) |
| Assessed Value | The value set on real and personal property as a basis for imposing taxes, the lesser of the property's maximum assessed value or real market value |
| 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 |
| 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 |
| Balanced Budget | A budget in which the resources equal the requirements in every fund |
| Beginning Balance | The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities, aka, net working capital (ORS 294.311) |
| Budget | A plan of financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures (ORS 294.311) |
| Budget Committee | Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters appointed from the district (ORS 294.414) |
| Budget Message | Written explanation of the budget and financial policies, including any changes from the prior fiscal year, prepared and presented by the executive officer 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) |
| Capital Outlay | Expenditures which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings |
| 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) |
| Contingency | An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget (ORS 294.388) |
| Debt Service | Payment of principal and interest related to long term debt |
| 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, aka tax increment revenue |

| | |
|-------------------------------|---|
| Enterprise Fund | A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, usually self-supporting |
| Estimate | (v) To arrive at a rough calculation or an opinion formed from imperfect data or (n) the resulting amount |
| Expenditures | Total amount incurred if accounts are kept on an accrual basis, total amount paid if accounts are kept on a cash basis (ORS 294.311) |
| Fiscal Year | A 12-month period to which the annual operating budget applies, July 1 through June 30 for local governments (ORS 294.311) |
| 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) |
| GAAP | Generally Accepted Accounting Principles used by State and Local governments in the United States promulgated by the Governmental Accounting Standards Board (GASB) |
| General Fund | A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund |
| Interfund Loans | Loans made by one fund to another and authorized by resolution or ordinance (ORS 294.468) |
| 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 294.343) |
| Levy | Amount of ad valorem tax certified by a local government for the support of governmental activities |
| Materials and Services | Expendable materials, operating supplies, and services necessary to conduct operations |
| 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, \$5 per \$1,000 of real market value for education and \$10 per \$1,000 of real market value for general government |
| Measure 50 | A constitutional amendment (Article XI, section 11) passed in 1997 that limits the growth in a property's assessed value to 3% per year and limits a local government's taxing authority by creating permanent rate limits |
| Modified Accrual Basis | The accrual basis of accounting adapted to governmental funds where revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period" |
| Organizational Unit | Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (ORS 294.311) |
| Permanent Rate Limit | The maximum rate of ad valorem property taxes that a local government can impose under the limitations of Measure 50 |
| 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 |

| | |
|---------------------------------------|---|
| Program | A group of related activities to accomplish a major service or function for which the local government is responsible (ORS 294.311) |
| Property Taxes | Ad valorem tax certified to the county assessor by a local government unit |
| Proposed Budget | Financial and operating plan prepared by the budget officer, 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 |
| Real Market Value | The amount in cash which could reasonably be expected by an informed seller from an informed buyer in a arm's length transaction as of the assessment date (ORS 308.205) |
| Requirements | Appropriations, reserves for future expenditures, and unappropriated |
| Reserve for Future Expenditure | An account budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years |
| Resolution | A formal order of a government body, lower legal status than an ordinance |
| Resource | Estimated beginning funds on hand plus anticipated revenue (ORS 294.361) |
| Revenue | The gross receipts and receivables of a governmental unit |
| Special Payment | A budget expenditure category for pass-through payments, grants made to other organizations and other one-time or unusual expenditures that do not fall into the other categories of personnel services, materials and services, capital outlay, etc. |
| Special Revenue Fund | A fund used to account for the proceeds of specific revenue sources that are legally restricted to specific purpose expenditures |
| Supplemental Budget | A revised financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted (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 |
| 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) |
| Transfers | Amounts moved from one fund to finance activities in another fund, shown as expenditures in the originating fund and revenues in the receiving fund (ORS 294.463) |
| Unappropriated | Amount set aside in the budget to be carried over to the next year's budget, providing the local government with cash until tax money or other revenues are received later in the year (ORS 294.398) |

