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Adopted: 06/24/2013

City of Nehalem 2013-2014 Fiscal Year Budget



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Budget Committee Members & Calendar

Budget Committee for Fiscal Year 2013-2014

Shirley Kalkhoven, <i>Mayor</i>	Clayton Sellars, <i>Committee Memger</i>
Dale E. Stockton, <i>Council President</i>	Bruce Halverson, <i>Committee Member</i>
Bill L. Dillard, <i>Council Member</i>	Hillary Howell, <i>Committee Member</i>
James Welsh, <i>Council Member</i>	Corrie L. Persing, <i>Committee Member</i>
Angela Hanke, <i>Council Member</i>	Tara Waterman, <i>Committee Member</i>

Budget Calendar for Fiscal Year 2013-2014

March 11, 2013	Appoint Budget Officer
March 11, 2013	Appoint Budget Members & Approve Calendar
March 20, 2013	Publish Notice of Budget Committee Meeting
April 10, 2013	Budget Committee Meeting--Nehalem City Hall
May 22, 2013	Publish Notice of Hearing & Summary of Budget
June 10, 2013	Budget Hearing--Nehalem City Hall
June 10, 2013	Adopt Fiscal Year 2013-2014 Budget

Budget Message



City of Nehalem

35900 8th Street - P.O. Box 143

Nehalem, OR 97131

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April 4th, 2013

To the Citizens of the City of Nehalem:

It is my privilege to present to you the Fiscal Year 2013-2014 Budget for the City of Nehalem. The Annual Budget serves as a guide for both services and finances for the Fiscal Year beginning July 1st, 2013 and ending June 30th, 2014; and is the most comprehensive operating policy adopted by the City of Nehalem.

THE BUDGET DOCUMENT

The FY 2013-2014 Budget is presented here on a Fund-by-Fund basis, detailing resources and requirements for the last three Fiscal Years (including the current Year) as well as the proposed levels for Fiscal Year '13-'14 in all Funds of the City. These details provide an indication of the resources and requirements the City has experienced in the past, in relation to the current and proposed Fiscal Year's Budget.

FISCAL YEAR 2013-2014

The Budget for FY '13-'14 totals \$2,454,652, an increase of 64%, or \$899,710 from FY '12-'13. This increase can be mainly attributed to the planned City Hall project which is budgeted at \$525,000, for the coming Fiscal Year, and \$490,069 in Unappropriated Ending Fund Balances (monies in the budget, but not budgeted to spend). Overall operation costs, excluding the City Hall project, have actually been reduced by \$104,326. With continued strict fiscal oversight and the continued benefits of the 2006-2008 Water Distribution Project, the City is continuing to succeed in operating as efficiently and effectively as possible, given our limited resources. This is no small feat, considering that so many other jurisdictions across the state and in fact the nation continue to face very difficult decisions trying to balance their budget, yet still serve the needs of their citizens.

Property taxes estimated to be received total \$47,000 and include monies to be received from FY '13-'14's levy (\$45,000) and monies owed from previous tax years (\$2,000). Total property taxes equal less than 1.0% of all Resources for FY '13-'14, and comprise 42% of all Resources in the General Fund.

With very few exceptions, overall requirements are held to the same or less amounts as in FY '12-'13. The largest categories of Requirements include monies Reserved for Future Expenditure (20%, of that amount, 54% is in the Timber Fund while another 41% is related to the Water System). This budget also includes a 2.5% Cost of Living Adjustment for personnel. However it should be noted that changes in staffing requirements have resulted in an additional savings of \$31,178 in that category over the previous fiscal year. Also it should be noted that the City moved to a new Preferred Provider medical insurance plan in FY '11-'12 that has already netted a substantial savings to the City. While total insurance/benefits costs for the City is expected to increase by 8.9% this coming year, the City should see a savings of \$7,692 in health insurance costs as a result of staffing changes. However this figure could change once the full effect of the new insurance laws are known.

Budget Message (cont.)

Non-routine Requirements include: Within the General Fund –\$14,000 to continue the Police Services contract with the City of Manzanita for supplemental patrols within the City, \$7,500 to codify the City's Ordinances and a \$5,000 contingency fund that will allow the City to transfer funds, only if necessary, without the expense of a Supplemental Budget; Building Reserve Fund - \$525,000 for a new City Hall and Council Chamber. There are no other Capital Expenditures in this budget.

Fees, Charges & Monetary Penalties in FY '12-'13

While this Budget does not include any planned increases in fees, charges or monetary penalties or the establishment of new ones, the City may periodically review its fees, charges and monetary penalties within this Fiscal Year to ensure their applicability, equity and fairness, which could result in a future modification of such fees, charges and monetary penalties and their subsequent impact on this and future Budgets. While Water Rates are expected to remain unchanged in FY '12-'13, it is expected that staff will review the rate of return of water rates versus current and projected expenses which may result in an adjustment being made prior to the end of this coming Fiscal Year.

Statement of Indebtedness

The City entered into a Loan Agreement with the Oregon Infrastructure Finance Authority's Safe Drinking Water Revolving Loan Fund on June 16th, 2006, for \$3.25 million, repayable over 30 years at 1% interest, to replace aged and broken water lines. The City has no plans to issue any further debt or enter into any Loan Agreements in Fiscal Year 2013-2014.

It has been my privilege to present to you the Fiscal Year 2013-2014 Budget. Thank you.

Respectfully submitted,

Dale Shafer,
City Manager

**FORM
LB-20**

**RESOURCES
GENERAL FUND**
(Fund)

CITY OF NEHLEM

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year <u>2013-2014</u>			
	Actual		2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2010-2011	2011-2012						
1	16,507	19,603	13,173	1. Available cash on hand* (cash basis) or	14,262	14,262	14,262	1
2				2. Net working capital (accrual basis)				2
3	1,608	2,480	2,000	3. Previously levied taxes estimated to be received	2,000	2,000	2,000	3
4	71	107	70	4. Interest	70	70	70	4
5	13,200	28,200	44,000	5. Transferred IN, from other funds	28,693	28,693	28,693	5
6				6 OTHER RESOURCES				6
7	4,000	0	0	Timber Fund Interfund Loan	0	0	0	7
8	3,323	3,348	3,528	State Liquor Commission	3,743	3,743	3,743	8
9	397	398	372	Cigarette Tax	375	375	375	9
10	2,585	2,834	2,800	State Revenue Sharing	2,800	2,800	2,800	10
11	3,000	1,500	3,000	DLCD Coastal Grant	3,000	3,000	3,000	11
12	1,500	1,500	1,500	Marine Assistance Program	1,500	1,500	1,500	12
13	1,453	353	0	NBFRD Utility Reimbursement	0	0	0	13
14	0	1,000	0	DLCD Planning Asst. Grant	1,000	1,000	1,000	14
15	1,215	810	0	Charter Franchise IGA	0	0	0	15
16	1,067	0	0	Building Permits	0	0	0	16
17	125	175	100	Permits, Licenses & Fees	100	100	100	17
18	1,878	1,847	2,000	Transient Lodgings Tax - General	1,800	1,800	1,800	18
19	200	150	150	ST Rental Permit Fee	150	150	150	19
20	1,326	2,525	1,200	Police Fines & Assessments	1,300	1,300	1,300	20
21	2,350	1,650	1,500	Hall Rental	1,500	1,500	1,500	21
22	50	50	50	Park Power Fee	50	50	50	22
23	6,500	6,500	6,500	Admin of Other Funds/Depts	6,500	6,500	6,500	23
24	500	0	500	Planning Services	0	0	0	24
25	1,800	1,800	1,800	ODFW Lease	0	0	0	25
26	56	52	200	Miscellaneous	100	100	100	26
27	0	696	0	Refunds	0	0	0	27
28				28				28
29	64711	77578	84443	29. Total resources, except taxes to be levied	68943	68943	68943	29
30			45,000	30. Taxes estimated to be received	45,000	45,000	45,000	30
31	46,959	46,378		31. Taxes collected in year levied				31
32	111670	123956	129443	32. TOTAL RESOURCES	113943	113943	113943	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND - ADMINISTRATION
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year _____ 2013-2014 _____			
	Actual		Adopted Budget This Year 2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2010-2011	First Preceding 2011-2012						
				PERSONNEL SERVICES				
1	5,550	5,554	5,831	City Manager/Recorder	5,201	5,201	5,201	1
2	4,415	3,449	4,113	Assistant City Recorder	2,370	2,370	2,370	2
3	4,397	3,329	3,507	Payroll Expenses	3,507	3,507	3,507	3
4				4				4
5				5				5
6				6				6
7	14,362	12,332	13,451	7 TOTAL PERSONNEL SERVICES	11,078	11,078	11,078	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	50,300	56,248	87,833	See schedule LB 31	71,486	71,486	71,486	8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14	50,300	56,248	87,833	14 TOTAL MATERIALS AND SERVICES	71,486	71,486	71,486	14
				CAPITAL OUTLAY				
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22	1,144	1,213	1,294	Building Reserve Fund	0			22
23	4,020	0	0	Timber Fund Interfund Loan Repayment	0			23
24				24				24
25	5,164	1,213	1,294	25 TOTAL TRANSFERS	0	0	0	25
				26 OPERATING CONTINGENCY	5,000	5,000	5,000	
26				27 Ending balance (prior years)				26
27			4,050	28 UNAPPROPRIATED ENDING FUND BALANCE	1,533	1,033	1,033	27
28	69,826	69,793	106,628	29 TOTAL REQUIREMENTS	89,097	88,597	88,597	28

DETAILED REQUIREMENTS

**FORM
LB-31**

**GENERAL FUND - ADMINISTRATION
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year ____2013-2014____			
	Actual		Adopted Budget This Year 2012-2013				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding 2010-2011	First Preceding 2011-2012								
1				MATERIALS AND SERVICES						1
2	6,769	6,391	7,201	Utilities			7,201	7,201	7,201	2
3	280	511	2,282	Insurance			2,485	2,485	2,485	3
4	2,977	1,276	3,000	Office Supplies			2,500	2,500	2,500	4
5	5,485	14,443	25,000	Professional Services			15,000	15,000	15,000	5
6	250	200	400	Permits/Licenses/Fees			200	200	200	6
7	3,782	924	2,500	Advertising/Public Notices			2,500	2,500	2,500	7
8	518	520	750	Generator			550	550	550	8
9	3,026	4,142	3,000	Materials & Supplies			3,500	3,500	3,500	9
10	602	600	600	Bank Service Charge			600	600	600	10
11	39	200	50	Refunds			50	50	50	11
12	13,200	13,200	14,000	Police Services Contract			14,000	14,000	14,000	12
13	0	0	500	Emergency Management			500	500	500	13
14	336	261	350	Oregon Government Ethics Comm.			300	300	300	14
15	2,160	2,203	3,000	Charter Franchise Legal, IGA			1,000	1,000	1,000	15
16	628	1,774	15,000	Maintenance & Repair			3,900	3,900	3,900	16
17	3,583	4,869	4,000	Council Expenses			4,000	4,000	4,000	17
18	5,014	4,076	4,000	City Manager's Expenses			4,000	4,000	4,000	18
19	1,451	598	2,000	City Recorder's Expenses			1,500	1,500	1,500	19
20	200	60	200	Dues & Subscriptions			200	200	200	20
21	0	0	0	Ordinance Codification			7,500	7,500	7,500	21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31				31 Ending balance (prior years)						31
32				32 UNAPPROPRIATED ENDING FUND BALANCE						32
33	50300	56248	87833	33 TOTAL REQUIREMENTS			71486	71486	71486	33

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND - TRANSIENT LODGING
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year _____ 2013-2014 _____			
	Actual		Adopted Budget This Year 2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2010-2011	First Preceding 2011-2012						
				PERSONNEL SERVICES				
1				1				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	0	0	0	7 TOTAL PERSONNEL SERVICES	0	0	0	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	500	500	500	Tillamook County EDC	540	540	540	8
9	1,000	1,000	1,000	NBCC/Tourism	1,000	1,000	1,000	9
10	250	250	250	COL-PAC EDD	250	250	250	10
11	1,000	1,000	1,000	Nehalem Merchants Assn,	1,000	1,000	1,000	11
12				12				12
13				13				13
14	2,750	2,750	2,750	14 TOTAL MATERIALS AND SERVICES	2,790	2,790	2,790	14
				CAPITAL OUTLAY				
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22				22				22
23				23				23
24				24				24
25	0	0	0	25 TOTAL TRANSFERS	0	0	0	25
				26 OPERATING CONTINGENCY				
26				27 Ending balance (prior years)				26
27			0	0	0	0	0	27
28	2,750	2,750	2,750	29 TOTAL REQUIREMENTS	2,790	2,790	2,790	28

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND - COMMUNITY DEVELOPMENT
CITY OF NEHLEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year <u>2013-2014</u>			
	Actual		Adopted Budget This Year 2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2010-2011	First Preceding 2011-2012						
				PERSONNEL SERVICES				
1				1				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	0	0	0	7 TOTAL PERSONNEL SERVICES	0	0	0	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	0	0	1,000	Planning Consultant	1,000	1,000	1,000	8
9	929	0	0	Building Inspector	0	0	0	9
10	0	76	500	Advertising & Public Notice	500	500	500	10
11	4,000	4,000	4,000	Administration Charge	4,000	4,000	4,000	11
12				Planning Commission Expenses				12
13				13				13
14	4,929	4,076	5,500	14 TOTAL MATERIALS AND SERVICES	5,500	5,500	5,500	14
				CAPITAL OUTLAY				
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22				22				22
23				23				23
24				24				24
25	0	0	0	25 TOTAL TRANSFERS	0	0	0	25
				26 OPERATING CONTINGENCY				
26				27 Ending balance (prior years)				26
27				28 UNAPPROPRIATED ENDING FUND BALANCE				27
28	4,929	4,076	5,500	29 TOTAL REQUIREMENTS	5,500	5,500	5,500	28

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND - PARKS & RECREATION
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year _____ 2013-2014 _____			
	Actual		Adopted Budget This Year 2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2010-2011	First Preceding 2011-2012						
				PERSONNEL SERVICES				
1				1				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	0	0	0	7 TOTAL PERSONNEL SERVICES	0	0	0	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8	847	554	1,113	Utilities	700	700	700	8
9	3,575	3,250	4,000	Professional Services	3,900	3,900	3,900	9
10	4,000	4,000	4,000	Administration Charge	4,000	4,000	4,000	10
11	0	157	500	Materials & Supplies	500	500	500	11
12	819	49	2,000	Maintenance & Repair	2,000	2,000	2,000	12
13	1,770	2,540	3,000	Public Restroom M/R	3,000	3,000	3,000	13
14	11,011	10,550	14,613	14 TOTAL MATERIALS AND SERVICES	14,100	14,100	14,100	14
				CAPITAL OUTLAY				
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22				22				22
23				23				23
24				24				24
25	0	0	0	25 TOTAL TRANSFERS	0	0	0	25
				26 OPERATING CONTINGENCY				
26				27 Ending balance (prior years)				26
27				28 UNAPPROPRIATED ENDING FUND BALANCE				27
28	11,011	10,550	14,613	29 TOTAL REQUIREMENTS	14,100	14,100	14,100	28

**DETAILED REQUIREMENTS
GENERAL FUND NON-DEPARTMENTAL**

CITY OF NEHALEM

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year ____2013-2014____			
	Actual		Adopted Budget This Year 2012-2013				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding 2010-2011	First Preceding 2011-2012								
1				MATERIALS & SERVICES						1
2	500	500	500	OCZMA			500	500	500	2
3	1,000	1,000	1,000	Women's Crisis Center			1,000	1,500	1,500	3
4	202	202	202	League of Oregon Cities			206	206	206	4
5	179	373	200	Local Government Personnel Inst.			200	200	200	5
6	5,000	0	0	NCRD Generator			0	0	0	6
7	500	500	550	EMCNB			550	550	550	7
8	1,000	0	0	Vernonia Schools			0	0	0	8
9				9						9
10				10						10
11				11						11
12				12						12
13				13						13
14				14						14
15				15						15
16				16						16
17				17						17
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31				31 Ending balance (prior years)						31
32				32 UNAPPROPRIATED ENDING FUND BALANCE						32
33	8381	2575	2452	33 TOTAL REQUIREMENTS			2456	2956	2956	33

**FORM
LB-20**

**RESOURCES
STREET FUND**

CITY OF NEHALEM

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year <u>2013-2014</u>			
	Actual		2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2010-2011	2011-2012						
1	10,474	20,483	10,052	1. Available cash on hand* (cash basis) or	12,750	12,750	12,750	1
2				2. Net working capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	57	190	50	4. Interest	75	75	75	4
5	7500	139,806	10,000	5. Transferred IN, from other funds - Timber Fund	10,000	10,000	10,000	5
6				6 OTHER RESOURCES				6
7	12,479	14,708	15,152	ODOT Gas Tax	15,457	15,457	15,457	7
8	0	0	50,000	SCA Grant	0	0	0	8
9	0	54,848	0	FEMA Reimbursement	0	0	0	9
10	2,090	1,914	2,000	Nehalem Tel Franchise Fee	1,800	1,800	1,800	10
11	2,754	2,450	2,700	Charter Communications Franchise Fee	2,545	2,545	2,545	11
12	2,305	2,287	2,300	Western Oregon Waste Franchise Fee	2,300	2,300	2,300	12
13	12,544	12,973	12,600	PUD Service Agreement	12,600	12,600	12,600	13
14	1,502	1,556	1,700	Merchants Parking Lot Lease	1,775	1,775	1,775	14
15	0	0	3,000	Permits, Licenses & Fees	0	0	0	15
16	5,500	5,500	5,500	Administration of Other Funds/Depts	5,500	5,500	5,500	16
17	1,769	0	0	CCIS Grant	0	0	0	17
18	95	617	500	Miscellaneous	375	375	375	18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	59069	257332	115554	29. Total resources, except taxes to be levied	65177	65177	65177	29
30				30. Taxes estimated to be received				30
31				31. Taxes collected in year levied				31
32	59069	257332	115554	32. TOTAL RESOURCES	65177	65177	65177	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
STREET FUND
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year ____ 2013-2014 ____			
	Actual		Adopted Budget This Year 2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2010-2011	First Preceding 2011-2012						
				PERSONNEL SERVICES				
1	5,056	5,060	5,312	Public Works Superintendent	5,445	5,445	5,445	1
2	3,566	3,570	3,749	Maintenance Worker	3,842	3,842	3,842	2
3	5,478	4,857	5,508	Payroll Expenses	5,932	5,932	5,932	3
4				4				4
5				5				5
6				6				6
7	14,100	13,487	14,569	7 TOTAL PERSONNEL SERVICES	15,219	15,219	15,219	7
	1	1	1	Total Full-Time Equivalent (FTE)	1			
				MATERIALS AND SERVICES				
8	27,785	87,931	48,251	See schedule on LB 31	43,775	43,775	43,775	8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14	27,785	87,931	48,251	14 TOTAL MATERIALS AND SERVICES	43,775	43,775	43,775	14
				CAPITAL OUTLAY				
15	0	4,257	50,000	Street Improvement Project	0	0	0	15
16	1,784	69,317		Equipment	0	0	0	16
17				17				17
18				18				18
19				19				19
20				20				20
21	1,784	73,574	50,000	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22	705	1,214	629	Transfer to Bldg Reserve				22
23	0	54,348		Transfer to Timber Fund				23
24				24				24
25	705	55,562	629	25 TOTAL TRANSFERS	0	0	0	25
				26 OPERATING CONTINGENCY				
26	14,695	26,778		27 Ending balance (prior years)				26
27			2,105	28 UNAPPROPRIATED ENDING FUND BALANCE	6,183	6,183	6,183	27
28	59,069	257,332	115,554	29 TOTAL REQUIREMENTS	65,177	65,177	65,177	28

DETAILED REQUIREMENTS

**FORM
LB-31**

**STREET FUND
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year <u>2013-2014</u>			
	Actual		Adopted Budget This Year 2012-2013				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding 2010-2011	First Preceding 2011-2012								
1				MATERIALS & SERVICES						1
2										2
3	7,513	7,162	9,333	Utilities			9,500	9,500	9,500	3
4	465	516	4,218	Insurance			5,000	5,000	5,000	4
5	7,564	8,548	8,000	Professional Services			7,000	7,000	7,000	5
6	0	855	6,000	Engineering/Consulting			2,500	2,500	2,500	6
7	610	191	1,000	Maintenance & Repairs			1,000	1,000	1,000	7
8	788	443	3,000	Materials & Supplies			2,000	2,000	2,000	8
9	1,502	1,556	1,700	Parking Lot Lease - Merchants Association			1,775	1,775	1,775	9
10	9,343	68,660	15,000	Streets Maintenance & Repair			15,000	15,000	15,000	10
11										11
12				12						12
13				13						13
14				14						14
15				15						15
16				16						16
17				17						17
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31				31 Ending balance (prior years)						31
32				32 UNAPPROPRIATED ENDING FUND BALANCE						32
33	27785	87931	48251	33 TOTAL REQUIREMENTS			43775	43775	43775	33

**FORM
LB-20**

**RESOURCES
WATER FUND**

CITY OF NEHALEM

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year <u>2013-2014</u>			
	Actual		2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2010-2011	2011-2012						
1	216,210	194,160	187,070	1. Available cash on hand* (cash basis) or	202,960	202,960	202,960	1
2				2. Net working capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	740	800	800	4. Interest	800	800	800	4
5				5. Transferred IN, from other funds - Timber Fund				5
6				6 OTHER RESOURCES				6
7	472,794	475,940	478,015	Water Receipts	476,800	476,800	476,800	7
8	2,582	4,000	2,500	Water Connections	2,500	2,500	2,500	8
9	0	0	100	Material Sales	50	50	50	9
10	0	33	50	Miscellaneous	50	50	50	10
11	0	123	0	Refunds	0	0	0	11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	692326	675056	668535	29. Total resources, except taxes to be levied	683160	683160	683160	29
30				30. Taxes estimated to be received	0	0		30
31				31. Taxes collected in year levied				31
32	692326	675056	668535	32. TOTAL RESOURCES	683160	683160	683160	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
WATER FUND
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year _____ 2013-2014 _____			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2010-2011	First Preceding 2012-2013						
				PERSONNEL SERVICES				
1	49,949	49,981	52,480	City Manager/Recorder	46,809	46,809	46,809	1
2	39,738	31,138	37,019	Assistant City Recorder	21,330	21,330	21,330	2
3	45,505	45,536	47,813	Public Works Superintendent	49,009	49,009	49,009	3
4	32,096	32,128	33,734	Maintenance Worker	34,578	34,578	34,578	4
5	88,736	73,898	84,137	Payroll Expenses	75,652	75,652	75,652	5
6				6				6
7	256,024	232,681	255,183	7 TOTAL PERSONNEL SERVICES	227,378	227,378	227,378	7
				Total Full-Time Equivalent (FTE)				
				MATERIALS AND SERVICES				
8				See schedule on LB 31				8
9	123,712	70,619	137,504	9	121,816	121,816	121,816	9
10				10				10
11				11				11
12				12				12
13				13				13
14	123,712	70,619	137,504	14 TOTAL MATERIALS AND SERVICES	121,816	121,816	121,816	14
				CAPITAL OUTLAY				
15	125,931	125,932	0	OECD SDWRLF Repayment	0	0	0	15
16	21,277	0	0	Vehicles	0	0	0	16
17	0	0	35,000	Equipment	0	0	0	17
18				18				18
19				19				19
20				20				20
21	147,208	125,932	35,000	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22	0	0	125,932	Transfer to Debt Service Fund	125,932	125,932	125,932	22
23				23				23
24				24				24
25	0	0	125,932	25 TOTAL TRANSFERS	125,932	125,932	125,932	25
			0	26 OPERATING CONTINGENCY	10,000	10,000	10,000	
26	166,515	210,960		27 Ending balance (prior years)				26
27			105,656	28 UNAPPROPRIATED ENDING FUND BALANCE	198,034	198,034		27
28	693,459	640,192	659,275	29 TOTAL REQUIREMENTS	683,160	683,160	485,126	28

DETAILED REQUIREMENTS

**FORM
LB-31**

**WATER FUND
CITY OF NEHALEM**

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year ____2013-2014____			
	Actual		Adopted Budget This Year 2012-2013				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding 2010-2011	First Preceding 2011-2012								
1				MATERIALS AND SERVICES						1
2										2
3	534	816	600	Dues & Subscriptions			825	825	825	3
4	7,491	7,710	11,633	Utilities			11,633	11,633	11,633	4
5	1,140	1,016	8,271	Insurance			9,008	9,008	9,008	5
6	3,487	3,330	4,000	Billing Supplies			4,000	4,000	4,000	6
7	61,230	9,635	15,000	Professional Svices			15,000	15,000	15,000	7
8	0	0	25,000	Engineering/Consulting			5,000	5,000	5,000	8
9	245	566	1,000	Advertising & Public Notices			1,000	1,000	1,000	9
10	3,666	1,512	5,000	Water Testing			5,000	5,000	5,000	10
11	4,375	6,432	6,000	Gas, Oil & Accessolries			7,000	7,000	7,000	11
12	18,963	15,948	15,000	Filtration Plant Operation			17,000	17,000	17,000	12
13	1,499	658	2,000	Chemicals & Supplies			2,000	2,000	2,000	13
14	13,113	11,592	20,000	Materials & Supplies			18,000	18,000	18,000	14
15	2,335	8,594	15,000	Maintenance & Repair			15,000	15,000	15,000	15
16	0	2,155	5,000	Maintenance Dams Road			5,000	5,000	5,000	16
17	4,998	362	2,000	Reservoir Maintenance & Repair			5,000	5,000	5,000	17
18	25	240	1,000	Training			600	600	600	18
19	611	53	1,000	Food & Travel			750	750	750	19
20										20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31				31 Ending balance (prior years)						31
32				32 UNAPPROPRIATED ENDING FUND BALANCE						32
33	123712	70619	137504	33 TOTAL REQUIREMENTS			121816	121816	121816	33

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
TIMBER FUND**

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2013-2014</u>			
	Actual		2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2010-2011	2011-2012						
				RESOURCES				
1	56,350	46,908	429,650	1. Cash on hand * (cash basis), or	427,465	427,465	427,465	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	188	1,865	1,200	4. Interest	1,200	1,200	1,200	4
5	0	54,348	0	5. Transferred in, from other funds				5
6	0	553,474	0	Timber Sales	450,000	600,000	600,000	6
7	4,020	0	0	GF Interfund Loan Repayment	0			7
8	25,000	0		Timber Sale Deposit				8
9	85558	656595	430850	9. Total Resources, except taxes to be levied	878665	1028665	1028665	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	85558	656595	430850	12. TOTAL RESOURCES	878665	1028665	1028665	12
				REQUIREMENTS				
1	11,599	37,858	30,000	Timber Consultant & Reforestation	48,750	48,750	48,750	1
2	0	996	4,000	Timber Roads M/R	3,000	3,000	3,000	2
3	0	0	0	Timber Sale Deposit Refund	0	0	0	3
4	1,776	2,126	2,500	Fire Protection, Watershed	2,500	2,500	2,500	4
5	13,200	28,200	44,000	Transfer to General Fund	28,693	28,693	28,693	5
6	7,500	139,806	10,000	Transfer To Street Fund	10,000	10,000	10,000	6
7	575	7,400	4,309	Transfer to Building Reserve Fund	525,000	585,000	585,000	7
8	4,000	0	0	GF Interfund Loan	0			8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15	46,908	440,209		15. Ending balance (prior years)				15
16			336,047	16. UNAPPROPRIATED ENDING FUND BALANCE	261,812	350,722	350,722	16
17	85558	656595	430856	17. TOTAL REQUIREMENTS	879755	1028665	1028665	17

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
BUILDING RESERVE FUND**

CITY OF NEHALEM

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2013-2014</u>			
	Actual		2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2010-2011	2011-2012						
				RESOURCES				
1	0	9,191	25,346	1. Cash on hand * (cash basis), or	3,806	3,806	3,806	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	36	95	40	4. Interest	80	80	80	4
5	9,155	16,085	13,420	5. Transferred IN, from other funds	525,000	585,000,	585,000	5
6				6				6
7				7				7
8				8				8
9	9191	25371	38806	9. Total Resources, except taxes to be levied	528886	588,886	588886	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	9191	25371	38806	12. TOTAL RESOURCES	528886	588,886	588886	12
				REQUIREMENTS				
1				Capital Outlays				1
2	0	0	35,000	New City Hall	525,000	585,000	585,000	2
3				3				3
4				4				4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15	9,191	25,371		15. Ending balance (prior years)				15
16			3,806	16. UNAPPROPRIATED ENDING FUND BALANCE	3,886	3,886	3,886	16
17	9191	25371	38806	17. TOTAL REQUIREMENTS	528886	588886	588886	17

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
CEMETERY FUND**

CITY OF NEHALEM

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2013-2014</u>			
	Actual		2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2010-2011	2011-2012						
				RESOURCES				
1	35,245	28,352	23,102	1. Cash on hand * (cash basis), or	24,000	24,000	24,000	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	136	104	70	4. Interest	80	80	80	4
5				5. Transferred IN, from other funds				5
6	150	0	50	Grave Marking	0			6
7	1,500	2,500	2,000	Plot Sales	2,000	2,000	2,000	7
8				8				8
9	37031	30956	25222	9. Total Resources, except taxes to be levied	26080	26080	26080	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	37031	30956	25222	12. TOTAL RESOURCES	26080	26080	26080	12
				REQUIREMENTS				
1	4,000	4,000	4,000	Administration Charge	4,000	4,000	4,000	1
2	984	0	2,000	Grounds M/R	2,000	2,000	2,000	2
3	0	80	2,000	Materials & Supplies	1,000	1,000	1,000	3
4	3,704	1,434	2,500	Professional Services	2,500	2,500	2,500	4
5								5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15	28,352	25,442		15. Ending balance (prior years)				15
16			14,722	16. UNAPPROPRIATED ENDING FUND BALANCE	16,580	16,580	16,580	16
17	37040	30956	25222	17. TOTAL REQUIREMENTS	26080	26080	26080	17

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
WATER CAPITAL PROJECTS FUND**

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2013-2014</u>			
	Actual		2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2010-2011	2011-2012						
				RESOURCES				
1	98,096	114,727	131,300	1. Cash on hand * (cash basis), or	147,900	147,900	147,900	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	456	482	250	4. Interest	450	450	450	4
5				5. Transferred IN, from other funds				5
6	16,175	25,880	16,175	Systems Development Charges	9,000	9,000	9,000	6
7				7				7
8				8				8
9	114727	141089	147725	9. Total Resources, except taxes to be levied	157350	157350	157350	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	114727	141089	147725	12. TOTAL RESOURCES	157350	157350	157350	12
				REQUIREMENTS				
1								1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14			147,725	Reserved for Future Expenditures	157,350	157,350	157,350	14
15	114,727	131,300		15. Ending balance (prior years)				15
16				16. UNAPPROPRIATED ENDING FUND BALANCE				16
17	114727	131300	147725	17. TOTAL REQUIREMENTS	157350	157350	157350	17

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
VFW FLAG RESERVE FUND**

CITY OF NEHALEM

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2013-2014</u>			
	Actual		2012-2013		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2010-2011	2011-2012						
				RESOURCES				
1	1,692	1,699	1,396	1. Cash on hand * (cash basis), or	1,385	1,385	1,385	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	7	7	5	4. Interest	6	6		4
5				5. Transferred IN, from other funds				5
6				6				6
7				7				7
8				8				8
9	1699	1706	1401	9. Total Resources, except taxes to be levied	1391	1391	1385	9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	1699	1706	1401	12. TOTAL RESOURCES	1391	1391	1385	12
				REQUIREMENTS				
1	0	325	350	Materials & Supplies	350	350	350	1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7				7				7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15	1,699	1,381		15. Ending balance (prior years)				15
16			1,051	16. UNAPPROPRIATED ENDING FUND BALANCE	1,041	1,041	1,041	16
17	1699	1706	1401	17. TOTAL REQUIREMENTS	1391	1391	1391	17

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-40**

**PERSONNEL SERVICES SUMMARY
SUPPLEMENTAL INFORMATION
SALARIES PAID FROM MORE THAN ONE SOURCE**

	POSITION DESCRIPTION	No. of Emps	Range	Total Salary	Detailed Salary			Detailed Salary			Detailed Salary			Detailed Salary			
					Page	Line	Amount	Page	Line	Amount	Page	Line	Amount	Page	Line	Amount	
1	City Manager	1		\$52,010	5	1	5,201	15	1	46,809							1
2	Assistant City Recorder	1		23,700	5	2	2,370	15	2	21,330							2
3	Public Works Superintendent	1		54,454	12	1	5,445	15	3	49,009							3
4	Maintenance Worker	1		38,420	12	2	3,842	15	4	34,578							4
5																	5
6																	6
7																	7
8																	8
9																	9
10																	10
11																	11
12																	12
13																	13
14																	14
15																	15
16																	16
17																	17
18																	18
19																	19
20																	20
21																	21
22																	22
23																	23
24																	24
25																	25
26																	26
27																	27
28																	28
29																	29
30																	30
31																	31
32																	32

Glossary

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

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

Adopted Budget. Financial plan that forms the basis for appropriations. Adopted by the governing body [ORS 294.435].

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

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

Approved Budget. The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing [ORS 294.406].

Assessed Value. The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property’s maximum assessed value or real market value.

Assessment Date. The date on which the real market value of property is set – January 1st.

Bequest. A gift by will of personal property; a legacy.

Billing Rate. The tax rate used to compute ad valorem taxes for each property. When applicable, it is derived from subtracting the timber offset rate from the permanent or operating rate.

Budget. Written report showing the local government’s comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year [ORS 294.311(4)].

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 294.336].

Budget Cycle. The recurring process in which a government prepares, adopts, and implements a spending plan. The budget cycle consists of 1) preparation of a budget proposal, 2) legislative approval of the proposed budget, 3) executive branch implementation of the proposed budget, and 4) preparation of an annual report detailing the results of operations.

Budget Message. Written explanation of the budget and the local government’s financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body [ORS 294.391].

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

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

Capital Budget. A spending plan for improvements to or acquisition of land, facilities, and infrastructure. The capital budget 1) balances revenues and expenditures, 2) specifies the sources of revenues, 3) lists each project or acquisition, and 4) must ordinarily be approved by the legislative body.

Capital Outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings [ORS 294.352(6)].

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

Cash Basis. System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid [ORS 294.311(7)].

Category of Limitation. The three categories in which taxes on property are placed before the constitutional limits can be tested—education, general government, excluded from limitation [ORS 310.150].

Glossary(cont.)

Chart of Accounts. A chart that assigns a unique number to each type of transactions (e.g., salaries or property taxes) and to each budgetary unit in the organization. The chart of accounts provides a system for recording revenues and expenditures that fits the organizational structure.

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

Constitutional Limits. The maximum amount of tax on property that can be collected from an individual property in each category of limitation [Art. XI, Sect.11b, Or. Constitution].

Current Assets. Assets which are available to finance current operations or to pay current liabilities.

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

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

Double Majority. A term that refers to an election where at least 50 percent of the registered voters eligible to vote in the election cast a ballot and more than 50 percent voting approve the question.

Education Category. The category for taxes that will be used to support the public school system and are not used to pay exempt bonded indebtedness [ORS 310.150(2)].

Encumbrance. An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(10)].

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

Excluded from Limitation Category. The category for taxes used to pay principal and interest on exempt bonded indebtedness [ORS 310.150(2)].

Exempt Bonded Indebtedness. 1) Bonded indebtedness authorized by a specific provision of

the Oregon Constitution, or 2) bonded indebtedness issued as a general obligation on or before November 6, 1990, incurred for capital construction or capital improvements, or 3) bonded indebtedness issued as a general obligation after November 6, 1990, incurred for capital construction or capital improvements with the approval of the electors of the local government. Bonded indebtedness issued to refund or refinance any bonded indebtedness described above is also included [ORS 310.140(15)].

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(12)].

Fiduciary Funds. Funds that account for resources that governments hold in trust for individuals or other governments.

Fiscal Year. A 12-month period to which the annual operating budget applies. At the end of the period, a government determines its financial position and the results of its operations. It is July 1st through June 30th for local governments [ORS 294.311(13)].

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 fund equity of government funds; that is, the difference between a fund's assets and its liabilities.

Fund Type. One of nine fund types: General, special revenue, debt service, capital projects, special assessments, enterprise, internal service, trust and agency, and reserve [OAR 150-294.352(1) and ORS 280.100].

Gap Bonds. Any portion of a local government's property tax levy that is used to repay qualified taxing district obligations. Qualified taxing district obligations include principal and interest on any bond or formal, written borrowing of moneys issued before December 5, 1996, for which ad valorem property tax revenues have been pledged or explicitly committed or that are secured by a covenant to levy. Also included are pension and disability plan obligations that commit property taxes and impose property taxes to fulfill those obligations.

Glossary(cont.)

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

General Government Category. The category for taxes used to support general government operations that are not for the purposes of paying exempt bonded indebtedness [ORS 310.150(2)].

Governing Body. County court, board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit [ORS 294.311(15)].

Grant. A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose [294.311(16)].

Interfund Loans. Loans made by one fund to another and authorized by resolution or ordinance. Interfund loans must be repaid in the current fiscal year or budgeted to be repaid in the next fiscal year [ORS 294.460].

Internal Service Fund. A fund used to account for fiscal activities when goods or services are provided by one department or agency to other departments or agencies on a cost-reimbursement basis [ORS 294.470].

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

Liabilities. Debt or other legal obligation arising from transactions in the past which must be liquidated, renewed, or refunded at a future date; does not include encumbrances.

Local Government. Any city, county, port, school district, community college, public or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission; a municipal corporation or municipality [ORS 294.311(19)].

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

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

Modified Accrual Basis of Accounting. A form of accrual accounting in which 1) expenditures are recognized when the goods or services are received and 2) revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

Net Working Capital. The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances [ORS 294.311(20)].

Object Classification. A grouping of expenditures, such as personal services, materials and services, capital outlay, debt services, and other types of requirements [ORS 294.311(22)].

Objects of Expenditure. Items to be purchased in an operating budget. The line items in a budget are sometimes called objects of expenditure.

Operating Budget. That portion of a budget that deals with recurring expenditures such as salaries, electric bills, postage, printing and duplicating, paper supplies, and gasoline. The operating budget may be a separate document from the capital budget, or a consolidated document may be prepared that has one section devoted to operating expenditures and another to capital expenditures. Taken together, the operating and capital budgets should equal the total amount of spending for the fiscal period.

Operating Rate. The rate determined by dividing the local government's operating tax amount by the estimated assessed value of the local government. This rate is needed when a local government wants to impose less tax than its permanent rate will raise.

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

Organizational Unit. Any administrative subdivision of the local government, especially one charged with carrying on one or more specific

Glossary(cont.)

functions (such as a department, office or division) [ORS 294.311(23)].

Payroll Expenses. Expenses related to the compensation of salaried employees, such as: Health and accident insurance premiums, Social Security and retirement contributions, and civil service assessments among many others.

Permanent Rate Limit. The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government can increase a permanent rate limit.

Prior Years' Tax Levies. Taxes levied for fiscal years preceding the current one.

Program. A group of related activities to accomplish a major service or function for which the local government is responsible [ORS 294.311(25)].

Program Budget. A budget based on the programs of the local government.

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. It is submitted to the public and the budget committee for review.

Publication. Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the US Postal Service by first class mail to each street address within the boundaries of the local government; and hand delivered to each street address within the boundaries of the local government.

Real Market Value (RMV). The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the values used to test the constitutional limits [ORS 308.205].

Reserve Fund. Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment [ORS 280.100].

Resolution. A formal order of a governing body; lower legal status than an ordinance.

Resource. Estimated beginning funds on hand plus anticipated receipts [ORS 294.361].

Special Levy. A special levy is an ad valorem tax, imposed for an urban renewal plan area. It is not a result of a division of tax but rather imposed directly for the plan area and is attributed to urban renewal on the tax statement, unlike the division of tax amount.

Special Revenue Fund. A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes [OAR 150-294.352(1)].

Supplemental Budget. A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax [ORS 294.480].

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(1)].

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

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

Tax Year. The fiscal year from July 1st through June 30th.

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

Unappropriated Ending Fund Balance. Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency [ORS 294.371]