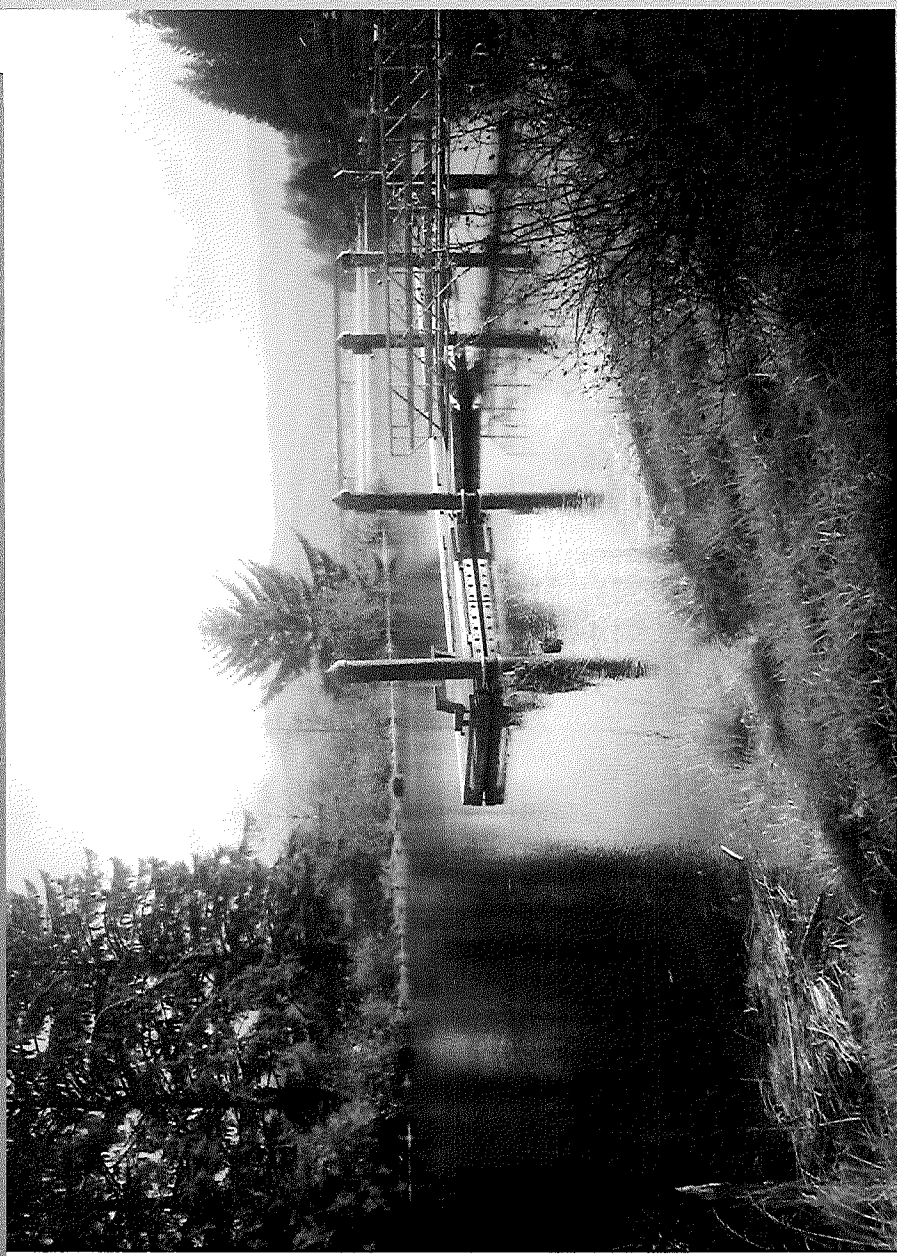




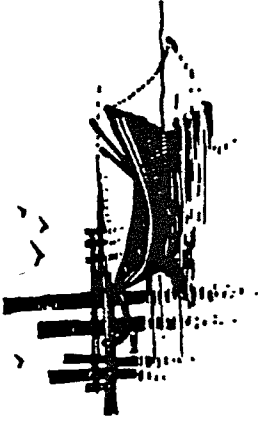
Approved: 05/04/16
Revised:
Adopted: 06/13/16

City of Nehalem 2016-2017 Fiscal Year Budget



35900 8th Street -- PO Box 143
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Budget Message



CITY OF NEHALEM

35900 8th Street - P.O. Box 143

Nehalem, OR 97131

Tel. (503) 368-5627

Fax (503) 368-4175

To the Citizens of the City of Nehalem:

It is my privilege to present to you the Fiscal Year 2016-2017 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, 2016 and ending June 30th, 2017. It is the most comprehensive operating policy adopted by the City of Nehalem.

THE BUDGET DOCUMENT

The FY 2016-2017 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 '16-'17 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 2016-2017

The Budget for FY 16-17 totals \$1,717,891, a decrease of 9%, or \$161,080 from FY '15-'16. The Budget amount includes **\$731,471 in Unappropriated Ending Fund Balances (monies in the budget, but not budgeted to be spent)**. The Budget includes \$20,000 to finish paying for a required new Master Water Plan, and a required Remote Monitoring and Alarming System for the Water Treatment Plant; \$17,000 for a new Public Works meter reading utility vehicle, \$50,000 to stabilize a bank with a water line, \$25,000 for a Park Shelter and basketball court, and \$28,000 in Contingency. We are budgeting only **\$986,420 for actual expenditures of which \$42,000 are for Capital Expenditures (expenditures with a life span of over 5 years)**. With strict fiscal oversight and the benefits of the 2006-2008 Water Distribution Project, the City is continuing to succeed in operating efficiently and effectively. 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, while continuing to serve the needs of their citizens.

Property taxes estimated to be received total \$46,000 and include monies to be received from FY '16-'17's levy (\$44,000) and monies owed from previous tax years (\$2,000). Total property taxes equal less than 3.0% of all Resources for FY 16-17, and comprise 26% of all Resources in the General Fund.

With very few exceptions, overall requirements are held to the same or less amounts as in FY 15-16. The largest categories of Requirements include monies Reserved for Future Expenditure 43%, (of that amount, 42% is in the Timber Fund while another 36% is related to the Water System). It should be noted that the City moved to a new Preferred Provider medical insurance plan in FY '11-'12 that has netted a substantial savings to the City. However total insurance/benefits costs for the City are expected to increase by 21% this coming year due to losses within our self-insured group. The biggest insurance premium increase is in the property and liability policies.

Budget Message (cont.)

Non-routine Requirements include: \$15,600 to continue the Police Services contract with the City of Manzanita for supplemental patrols within the City, \$20,000 for a Remote Monitoring and Alarming System for the Water Treatment Plant as required by Water Resources and engineering for a water right. Also a \$28,000 contingency fund that will allow the City to transfer funds, **only if necessary**, without the expense of a Supplemental Budget; \$17,000 for a utility vehicle to make reading water meters more efficient. There are no other Capital Expenditures in this budget.

Fees, Charges & Monetary Penalties in FY '16-'17

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 '16-'17, 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 2016-2017.

It has been my privilege to present to you the Fiscal Year 2016-2017 Budget. Thank you.

Respectfully submitted,

Dale Shafer,
City Manager

**FORM
LB-20**

**RESOURCES
GENERAL FUND
(Fund)**

(City of Nehalem)

	Historical Data			Adopted Budget This Year 2015-2016	RESOURCE DESCRIPTION	Budget for Next Year 2016-2017		
	Actual		First Preceding Year 2014-2015			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	61,353	66,150	66,856	79,226	79,226	79,226	79,226	1
2								2
3	3,090	1,801	2,000	2,000	2,000	2,000	2,000	3
4	216	313	90	150	150	150	150	4
5	28,643	28,693	30,000	30,000	30,000	30,000	30,000	5
6								6
7	3,509	4,362	3,509	3,509	3,509	3,509	3,509	7
8	373	342	372	375	375	375	375	8
9	3,143	3,338	2,800	1,900	1,900	1,900	1,900	9
10	3,000	2,700	2,600	2,700	2,700	2,700	2,700	10
11	3,709	3,000	1,300	1,300	1,300	1,300	1,300	11
12	815	896	700	750	750	750	750	12
13	887	2,014	1,500	1,500	1,500	1,500	1,500	13
14	200	150	200	150	150	150	150	14
15	9,706	7,907	6,000	6,000	6,000	6,000	6,000	15
16	750	700	500	500	500	500	500	16
17	2,350	0	1,000	1,000	1,000	1,000	1,000	17
18	102	1,392	0	0	0	0	0	18
19	1,096	3	50	50	50	50	50	19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	122942	123761	119477	131110	131110	131110	131110	29
30			46,000	46,000	46,000	46,000	46,000	30
31	45,491	46,345						31
32	168433	170106	165477	177110	177110	177110	177110	32

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

**FORM
LB-30**

**REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND - ADMINISTRATION**
(name of fund)

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS FOR: (Name of Org. Unit or Program)	Budget For Next Year 2016-2017			
	Actual	First Preceding Year 2014-2015	Second Preceding Year 2013-2014			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1		5,331	4,312	5,602	PERSONNEL SERVICES	5,714	5,714	5,714	1
2		4,020	3,348	4,224	1 City Manager/Recorder	4,590	4,590	4,590	2
3		3,509	6,132	6,812	2 Assistant City Recorder	5,150	5,150	5,150	3
4					3 Payroll Expenses				4
5					4				5
6					5				6
7		12,860	13,792	16,638	6	15,454	15,454	15,454	7
8		0.20	0.20	0.20	7 TOTAL PERSONNEL SERVICES	0.20	0.20	0.20	8
9		79,425	64,982	70,528	8 Total Full-Time Equivalent (FTE)	70,797	70,797	70,797	9
10					MATERIALS AND SERVICES				10
11					9 SEE SCHEDULE LB31				11
12					10				12
13					11				13
14					12				14
15					13				15
16					14				16
17					15				17
18		79,425	64,982	70,528	16	70,797	70,797	70,797	18
19					17				19
20					18 TOTAL MATERIALS AND SERVICES				20
21					CAPITAL OUTLAY				21
22					19				22
23					20				23
24					21				24
25		0	0	0	22	0	0	0	25
26		92,285	78,774	87,166	23	86,251	86,251	86,251	26
27					24				27
28					25 TOTAL CAPITAL OUTLAY				28
29					26 ORGANIZATIONAL UNIT / ACTIVITY TOTAL				29
30					27				30
31		92,285	78,774	87,166	28				31
					29				
					30				
					31 TOTAL ORG./PROG. REQUIREMENTS	86,251	86,251	86,251	
					REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				
					27				
					28				
					29				
					30				

DETAILED REQUIREMENTS

GENERAL FUND - ADMINISTRATION

1	Historical Data			Adopted Budget This Year 2015-2016	GENERAL FUND - ADMINISTRATION			Budget for Next Year 2016-2017			
	Actual		First Preceding Year 2014-2015		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	1	2	3	
	Second Preceding Year 2013-2014	2014									
1											
2	4,857	4,085	6,301	6,301	5,802	5,802	5,802	5,802	5,802	5,802	5,802
3	2,076	3,531	4,275	4,275	5,150	5,150	5,150	5,150	5,150	5,150	5,150
4	2,021	0	0	0	0	0	0	0	0	0	0
5	13,816	12,764	16,500	16,500	17,000	17,000	17,000	17,000	17,000	17,000	17,000
6	122	30	200	200	200	200	200	200	200	200	200
7	747	766	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
8	0	550	550	550	700	700	700	700	700	700	700
9	3,265	6,939	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
10	309	127	150	150	175	175	175	175	175	175	175
11	0	0	50	50	50	50	50	50	50	50	50
12	14,400	14,400	15,000	15,000	15,600	15,600	15,600	15,600	15,600	15,600	15,600
13	0	44	500	500	500	500	500	500	500	500	500
14	4,821	5,371	3,000	3,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500
15	6,099	8,013	6,000	6,000	6,500	6,500	6,500	6,500	6,500	6,500	6,500
16	2,378	4,241	4,000	4,000	4,500	4,500	4,500	4,500	4,500	4,500	4,500
17	168	288	200	200	300	300	300	300	300	300	300
18	6,000	4,637	0	0	0	0	0	0	0	0	0
19	413	413	450	450	450	450	450	450	450	450	450
20	730	0	0	0	0	0	0	0	0	0	0
21	2,970	369	3,900	3,900	2,370	2,370	2,370	2,370	2,370	2,370	2,370
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33	65192	66568	70076	70076	70797	70797	70797	70797	70797	70797	70797

* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

FORM LB-30 **REQUIREMENTS SUMMARY**
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND - TRANSIENT LODGING
CITY OF NEHALEM

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS FOR: (Name of Org. Unit or Program)	Budget For Next Year 2016-2017			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1									1
2									2
3									3
4									4
5									5
6									6
7	0	0	0	0	0	0	0	0	7
8									8
PERSONNEL SERVICES									
9	518	518	540	540		540	540	540	9
10	250	250	250	250		250	250	250	10
11	1,000	1,000	1,000	1,000		1,000	1,000	1,000	11
12									12
13									13
14									14
15									15
16									16
17									17
18	1,768	1,768	1,790	1,790		1,790	1,790	1,790	18
MATERIALS AND SERVICES									
CAPITAL OUTLAY									
19									19
20									20
21									21
22									22
23									23
24									24
25	0	0	0	0		0	0	0	25
26	1,768	1,768	1,790	1,790		1,790	1,790	1,790	26
ORGANIZATIONAL UNIT / ACTIVITY TOTAL									
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS									
27									27
28									28
29									29
30									30
31	1,768	1,768	1,790	1,790		1,790	1,790	1,790	31

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND - COMMUNITY DEVELOPMENT
CITY OF NEHALEM

	Historical Data			Adopted Budget This Year 2020-15-2016	REQUIREMENTS FOR: <u>Community Development</u>	Budget For Next Year 2016-2017			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1					PERSONNEL SERVICES				1
2									2
3									3
4									4
5									5
6									6
7	0	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0	7
8					8 Total Full-Time Equivalent (FTE)				8
					MATERIALS AND SERVICES				
9	0	0	1,000	1,000	9 Planning Consultant	1,000	1,000	1,000	9
10	0	0	500	500	10 Advertising & Public Notice	500	500	500	10
11									11
12									12
13									13
14									14
15									15
16									16
17									17
18	0	0	1,500	1,500	18 TOTAL MATERIALS AND SERVICES	1,500	1,500	1,500	18
					CAPITAL OUTLAY				
19									19
20									20
21									21
22									22
23									23
24									24
25	0	0	0	0	25 TOTAL CAPITAL OUTLAY	0	0	0	25
26	0	0	1,500	1,500	26 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,500	1,500	1,500	26
					REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				
27									27
28									28
29									29
30									30
31	0	0	1,500	1,500	31 TOTAL ORG./PROG. REQUIREMENTS	1,500	1,500	1,500	31

**FORM
LB-30**

**REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND - PARKS & RECREATION
CITY OF NEHALEM**

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS FOR: <u>PARKS & RECREATION</u>	Budget For Next Year 2016-2017			
	Actual		First Preceding Year 2014-2015			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014								
1									1
2									2
3									3
4									4
5									5
6									6
7	0	0	0	0	0	0	0	0	7
8									8
MATERIALS AND SERVICES									
9	670	620	700	700	700	700	700	700	9
10	650	3,422	3,000	4,000	4,000	4,000	4,000	4,000	10
11	597	479	600	650	650	650	650	650	11
12	48	2,000	2,000	2,000	2,000	2,000	2,000	2,000	12
13	4,521	3,575	4,000	4,000	4,000	4,000	4,000	4,000	13
14									14
15									15
16									16
17									17
18	6,486	10,096	10,300	10,300	11,350	11,350	11,350	11,350	18
CAPITAL OUTLAY									
19									19
20									20
21									21
22									22
23									23
24									24
25	0	0	0	0	0	0	0	0	25
26	6,486	10,096	10,300	10,300	11,350	11,350	11,350	11,350	26
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS									
27									27
28									28
29									29
30									30
31	6,486	10,096	10,300	10,300	11,350	11,350	11,350	11,350	31

**FORM
LB-30**

**REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
GENERAL FUND - NON-DEPARTMENTAL
CITY OF NEHALEM**

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS FOR: Non-Departmental	Budget For Next Year 2016-2017			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1									1
2									2
3									3
4									4
5									5
6									6
7	0	0	0	0	0	0	0	0	7
8									8
PERSONNEL SERVICES									
9	500	500	500	500	500	500	500	500	9
10	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	10
11	206	206	225	225	225	225	225	225	11
12	198	198	250	200	200	200	200	200	12
13	550	500	500	500	500	500	500	500	13
14				0	0	1,000	1,000	1,000	14
15									15
16									16
17									17
18	2,954	2,904	2,975	2,975	2,925	3,925	3,925	3,925	18
MATERIALS AND SERVICES									
19									19
20									20
21									21
22									22
23									23
24									24
25	0	0	0	0	0	0	0	0	25
26	2,954	2,904	2,975	2,975	2,925	3,925	3,925	3,925	26
CAPITAL OUTLAY									
27	78,784	79,425	87,164	87,164	86,251	86,251	86,251	86,251	27
28	1,768	1,768	1,790	1,790	1,790	1,790	1,790	1,790	28
29	0	0	1,500	1,500	1,500	1,500	1,500	1,500	29
30	6,484	10,193	10,300	10,300	11,350	11,350	11,350	11,350	30
31	89,990	94,290	103,729	103,729	103,816	104,816	104,816	104,816	31
TOTAL PERSONNEL SERVICES									
TOTAL MATERIALS AND SERVICES									
TOTAL CAPITAL OUTLAY									
ORGANIZATIONAL UNIT / ACTIVITY TOTAL									
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS									
27									27
28									28
29									29
30									30
31									31

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
 GENERAL FUND
 (name of fund)

	Historical Data		Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1				PERSONNEL SERVICES NOT ALLOCATED				1
2								2
3	0	0	0	3 TOTAL PERSONNEL SERVICES	0	0	0	3
4				Total Full-Time Equivalent (FTE)				4
5				MATERIALS AND SERVICES NOT ALLOCATED				5
6								6
7	0	0	0	7 TOTAL MATERIALS AND SERVICES	0	0	0	7
8				CAPITAL OUTLAY NOT ALLOCATED				8
9								9
10	0	0	0	10 TOTAL CAPITAL OUTLAY	0	0	0	10
11				DEBT SERVICE				11
12								12
13	0	0	0	13 TOTAL DEBT SERVICE	0	0	0	13
14				SPECIAL PAYMENTS				14
15								15
16	0	0	0	16 TOTAL SPECIAL PAYMENTS	0	0	0	16
17				INTERFUND TRANSFERS				17
18								18
19								19
20								20
21								21
22	0	0	0	22 TOTAL INTERFUND TRANSFERS	0	0	0	22
23				OPERATING CONTINGENCY				23
24	0	0	12,000	23 TOTAL OPERATING CONTINGENCY	12,000	12,000	12,000	24
25	89,990	94,196	103,779	24 Total Requirements Not Allocated	12,000	12,000	12,000	25
26				25 Total Org./Prog. Requirements	103,816	104,816	104,816	26
27	78,443	89,226		26 Reserved for future expenditure				27
28			49,698	27 Ending balance (prior years)				28
29	168,433	183,422	165,477	28 UNAPPROPRIATED ENDING FUND BALANCE	61,294	60,294	60,294	29
				29 TOTAL REQUIREMENTS	177,110	177,110	177,110	30

**FORM
LB-20**

**RESOURCES
STREET FUND**

CITY OF NEHALEM

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2016-2017			
	Actual		Adopted Budget This Year 2015-2016		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	32,392	48,883	35,000		42,925	42,925	42,925	1
2				1. Available cash on hand* (cash basis) or				2
3				2. Net working capital (accrual basis)				3
4	144	202	100	3. Previously levied taxes estimated to be received			180	4
5	10,000	10,000	52,502	4. Interest			10,000	5
6				5. Transferred IN, from other funds				6
7	15,790	15,924	16,000	6 OTHER RESOURCES				7
8	1,879	2,000	1,800	7 ODOT Gas Tax			15,700	8
9	3,555	3,573	3,000	8 Nehalem Telephone Franchise Fee			1,800	9
10	2,466	2,591	2,500	9 Charter Communications Franchise Fee			3,200	10
11	12,708	12,674	12,800	10 Recology (WOW) Franchise Fee			2,500	11
12	1,618	1,719	1,780	11 PUD Service Agreement			12,800	12
13	0	0	375	12 Merchants Parking Lot Lease			1,820	13
14	0	0	1,200	13 Miscellaneous			375	14
15				14 CCIS Grant			1,200	15
16				15				16
17				16				17
18				17				18
19				18				19
20				19				20
21				20				21
22				21				22
23				22				23
24				23				24
25				24				25
26				25				26
27				26				27
28				27				28
29	80552	97566	127057	28				29
30				29. Total resources, except taxes to be levied			92500	30
31				30. Taxes estimated to be received				31
32	80552	97566	127057	31. Taxes collected in year levied			92500	32
				32. TOTAL RESOURCES			92500	33

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

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
STREET FUND
CITY OF NEHALEM

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS FOR: (Name of Org. Unit or Program)	Budget For Next Year 2016-2017		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	4,516	5,581	5,866	5,982	5,982	5,982	5,982	1
2	3,037	3,838	4,047	4,129	4,129	4,129	4,129	2
3	4,936	5,212	8,775	8,775	8,775	8,775	8,775	3
4								4
5								5
6								6
7	12,489	14,631	18,688	18,886	18,886	18,886	18,886	7
8				0.40	0.40	0.40	0.40	8
PERSONNEL SERVICES								
9	7,589	7,215	9,000	9,000	9,000	9,000	9,000	9
10	4,956	6,300	7,095	7,735	7,735	7,735	7,735	10
11	1,081	5,667	4,000	5,500	5,500	5,500	5,500	11
12	0	0	2,500	2,500	2,500	2,500	2,500	12
13	585	316	1,000	1,000	1,000	1,000	1,000	13
14	1,619	1,719	1,780	1,820	1,820	1,820	1,820	14
15	0	2,150	15,000	15,000	15,000	15,000	15,000	15
16	3,350	1,643	2,000	2,000	2,000	2,000	2,000	16
17								17
18	19,180	25,010	42,375	44,555	44,555	44,555	44,555	18
MATERIALS AND SERVICES								
19	0	0	52,502	0	0	0	0	19
20								20
21								21
22								22
23								23
24								24
25	0	0	52,502	0	0	0	0	25
26	31,669	39,641	113,565	63,441	63,441	63,441	63,441	26
CAPITAL OUTLAY								
27								27
28								28
29								29
30								30
31	31,669	39,641	113,565	63,441	63,441	63,441	63,441	31
TOTAL ORGANIZATIONAL UNIT / ACTIVITY TOTAL								
27								27
28								28
29								29
30								30
31	31,669	39,641	113,565	63,441	63,441	63,441	63,441	31
REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS								
27								27
28								28
29								29
30								30
31	31,669	39,641	113,565	63,441	63,441	63,441	63,441	31

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
 STREET FUND
 CITY OF NEHALEM

	Historical Data		Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017		
	Actual Second Preceding Year 2013-2014	First Preceding Year 2014-2015			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1				PERSONNEL SERVICES NOT ALLOCATED			
2							
3	0	0	0	3 TOTAL PERSONNEL SERVICES	0	0	0
4				Total Full-Time Equivalent (FTE)			
5				MATERIALS AND SERVICES NOT ALLOCATED			
6							
7	0	0	0	7 TOTAL MATERIALS AND SERVICES	0	0	0
8				CAPITAL OUTLAY NOT ALLOCATED			
9							
10	0	0	0	10 TOTAL CAPITAL OUTLAY	0	0	0
11				DEBT SERVICE			
12							
13	0	0	0	13 TOTAL DEBT SERVICE	0	0	0
14				SPECIAL PAYMENTS			
15							
16	0	0	0	16 TOTAL SPECIAL PAYMENTS	0	0	0
17				INTERFUND TRANSFERS			
18							
19							
20							
21							
22	0	0	0	22 TOTAL INTERFUND TRANSFERS	0	0	0
23			4,000	OPERATING CONTINGENCY			
24	0	0	4,000	23 TOTAL OPERATING CONTINGENCY	4,000	4,000	4,000
25	31,669	39,641	111,565	24 Total Requirements Not Allocated	4,000	4,000	4,000
26				25 Total Org./Prog. Requirements	63,441	63,441	63,441
27	48,883	57,925		26 Reserved for future expenditure			
28			11,492	27 Ending balance (prior years)			
29	80,552	97,566	127,057	28 UNAPPROPRIATED ENDING FUND BALANCE	25,059	25,059	25,059
				29 TOTAL REQUIREMENTS	92,500	92,500	92,500

**FORM
LB-20**

**RESOURCES
WATER FUND**

CITY OF NEHALEM

	Historical Data			Adopted Budget This Year 2015-2016	RESOURCE DESCRIPTION	Budget for Next Year 2016-2017		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	196,852	226,607	206,000	251,000	251,000	251,000	251,000	1
2								2
3								3
4	766	1,042	800	1,000	1,000	1,000	1,000	4
5								5
6								6
7	483,659	489,186	478,000	478,000	478,000	478,000	478,000	7
8	1,125	5,150	2,500	2,500	2,500	2,500	2,500	8
9	45	45	50	50	50	50	50	9
10	2,321	31	100	100	100	100	100	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	684,768	722,061	687,450	732,650	732,650	732,650	732,650	29
30								30
31								31
32	684,768	722,061	687,450		732,650	732,650	732,650	32

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

**FORM
LB-30**

**REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
WATER FUND
CITY OF NEHALEM**

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS FOR: (Name of Org. Unit or Program)	Budget For Next Year 2016-2017		
	Second Preceding Year 2013-2014	Actual First Preceding Year 2014-2015				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1	47,698	47,977	50,414	PERSONNEL SERVICES	51,430	51,430	51,430	1
2	26,569	36,180	38,016	1 City Manager/Recorder	40,502	40,502	40,502	2
3	49,939	50,234	52,790	2 Assistant City Recorder	53,847	53,847	53,847	3
4	33,395	34,706	36,429	3 Public Works Superintendent	37,157	37,157	37,157	4
5	75,335	73,877	90,449	4 Maintenance Worker	92,350	92,350	92,350	5
6				5 Payroll Expense				6
7	232,936	242,974	268,098	6	275,286	275,286	275,286	7
8	3.60	3.60	3.60	7 TOTAL PERSONNEL SERVICES	3.60	3.60	3.60	8
9				8 Total Full-Time Equivalent (FTE)				
10	89,201	77,422	117,855	MATERIALS AND SERVICES	123,145	123,145	123,145	9
11				See Schedule on LB 31				10
12				10 Materials & Services				11
13				11				12
14				12				13
15				13				14
16				14				15
17				15				16
18	89,201	77,422	117,855	16	123,145	123,145	123,145	17
19	0	0	15,000	17				18
20				18 TOTAL MATERIALS AND SERVICES				
21				CAPITAL OUTLAY				
22				19 Equipment	17,000	17,000	17,000	19
23				20				20
24				21				21
25	0	0	15,000	22				22
26	322,137	320,396	400,953	23				23
27				24				24
28				25 TOTAL CAPITAL OUTLAY	17,000	17,000	17,000	25
29				26 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	415,431	415,431	415,431	26
30				REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS				
31	322,137	320,396	400,953	27				27
				28				28
				29				29
				30				30
				31 TOTAL ORG./PROG. REQUIREMENTS	415,431	415,431	415,431	31

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
WATER FUND
CITY OF NEHALEM

FORM LB-30

Line Item	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017		
	Actual	Adopted Budget This Year 2015-2016			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015					
1				PERSONNEL SERVICES NOT ALLOCATED			
2							
3	0	0	0	3 TOTAL PERSONNEL SERVICES	0	0	0
4				Total Full-Time Equivalent (FTE)			
5				MATERIALS AND SERVICES NOT ALLOCATED			
6							
7	0	0	0	7 TOTAL MATERIALS AND SERVICES	0	0	0
8				CAPITAL OUTLAY NOT ALLOCATED			
9							
10	0	0	0	10 TOTAL CAPITAL OUTLAY	0	0	0
11				DEBT SERVICE			
12							
13	0	0	0	13 TOTAL DEBT SERVICE	0	0	0
14				SPECIAL PAYMENTS			
15							
16	0	0	0	16 TOTAL SPECIAL PAYMENTS	0	0	0
17	125,932	125,932	125,932	INTERFUND TRANSFERS	125,932	125,932	125,932
18				Transfer to Debt Service Fund			
19							
20							
21							
22	125,932	125,932	125,932	22 TOTAL INTERFUND TRANSFERS	125,932	125,932	125,932
23				OPERATING CONTINGENCY			
24	125,932	125,932	12,000	23 TOTAL OPERATING CONTINGENCY	12,000	12,000	12,000
25	332,229	320,396	400,963	24 Total Requirements Not Allocated	137,932	137,932	137,932
26				25 Total Org./Prog. Requirements	415,431	415,431	415,431
27	226,607	244,128		26 Reserved for future expenditure			
28			148,565	27 Ending balance (prior years)	179,287	179,287	179,287
29	684,768	690,456	687,450	28 UNAPPROPRIATED ENDING FUND BALANCE	732,650	732,650	732,650
				29 TOTAL REQUIREMENTS			

DETAILED REQUIREMENTS

WATER FUND

FORM LB-31

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017		
	Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015	This Year 2015-2016				
1							1
2							2
3	7,000	12,203	13,780	15,020	15,020	15,020	3
4	3,981	3,852	4,500	5,500	5,500	5,500	4
5	10,868	8,440	14,000	16,050	16,050	16,050	5
6	3,615	3,800	5,000	5,000	5,000	5,000	6
7	777	440	1,000	1,000	1,000	1,000	7
8	1,383	1,504	4,000	4,000	4,000	4,000	8
9	5,941	4,518	7,000	7,000	7,000	7,000	9
10	16,625	8,148	17,000	17,000	16,000	16,000	10
11	433	55	1,500	1,500	1,500	1,500	11
12	16,158	16,024	16,000	17,000	17,000	17,000	12
13	11,497	8,148	14,000	14,000	14,000	14,000	13
14	0	0	5,000	4,000	5,000	5,000	14
15	1,530	0	4,000	4,000	4,000	4,000	15
16	146	1,290	1,000	1,000	1,000	1,000	16
17	128	170	750	750	750	750	17
18	797	646	825	825	825	825	18
19	8,414	8,277	9,500	9,500	9,500	9,500	19
20	10,000	0	0				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
33	99293	77515	118855	123145	123145	123145	33

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

**FORM
LB-10**

CITY OF NEHALEM

TIMBER FUND

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017		
	Actual		Adopted Budget This Year 2015-2016		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015					
1	377,128	294,898	275,890	RESOURCES	349,279	349,279	349,279
2				1. Cash on hand * (cash basis), or			
3				2. Working Capital (accrual basis)			
4	1,211	1,231	1,000	3. Previously levied taxes estimated to be received			
5				4. Interest	1,000	1,000	1,000
6	594,242	5,821	350,000	5. Transferred IN, from other funds			
7	0	0	25,000	6. Timber Sales	100,000	100,000	100,000
8				7. Timber Sale Deposit	0	0	0
9	972581	301950	651890	8			
10				9. Total Resources, except taxes to be levied	450279	450279	450279
11				10. Taxes estimated to be received			
12	972581	301950	651890	11. Taxes collected in year levied			
13	48,750	23,477	65,000	12. TOTAL RESOURCES	450279	450279	450279
14	3,000	0	3,000	REQUIREMENTS **			
15	0	0	25,000	13. Timber Consultant & Reforestation	60,000	60,000	60,000
16	2,290	2,850	2,500	14. Timber Roads M/R	3,000	3,000	3,000
17	28,643	28,693	30,000	15. Timber Sale Deposit Refund	25,000	0	0
18	10,000	10,000	52,502	16. Fire Protection, Watershed	3,200	3,200	3,200
19	0	0	0	17. Transfer to General Fund	30,000	30,000	30,000
20	585,000	0	50,000	18. Transfer to Street Fund	10,000	10,000	10,000
21				19. Transfer to Cemetery Fund	4,000	4,000	4,000
22				20. Transfer to Building Reserve Fund	10,000	10,000	10,000
23				21			
24				22			
25				23			
26				24			
27	294,898	236,930	423,888	25			
28				26			
29	972581	301950	651890	27. Ending balance (prior years)			
				28. UNAPPROPRIATED ENDING FUND BALANCE	305,079	330,079	330,079
				29. TOTAL REQUIREMENTS	450279	450279	450279

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

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

**FORM
LB-10**

CITY OF NEHALEM

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017		
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015	Adopted Budget This Year 2015-2016				
1	6,457	16,220	10,431	RESOURCES	60,571	60,571	60,571
2				1. Cash on hand * (cash basis), or			
3				2. Working Capital (accrual basis)			
4	74	60	60	3. Previously levied taxes estimated to be received	100	100	100
5	585,000	0	50,000	4. Interest	10,000	10,000	10,000
6				5. Transferred in, from other funds			
7				6			
8				7			
9	591531	16280	60491	8			
10				9. Total Resources, except taxes to be levied	70671	70671	70671
11				10. Taxes estimated to be received			
12	591531	16280	60491	11. Taxes collected in year levied			
13	581,134	0	0	12. TOTAL RESOURCES	70671	70671	70671
14	0	0	0	REQUIREMENTS **			
15				13. New City Hall	0	0	0
16				14. Park Shelter & Basketball Court	25,000	25,000	25,000
17				15			
18				16			
19				17			
20				18			
21				19			
22				20			
23				21			
24				22			
25				23			
26				24			
27	10,397	16,280	60,491	25			
28				26			
29	591531	16280	60491	27. Ending balance (prior years)			
				28. UNAPPROPRIATED ENDING FUND BALANCE	45,671	45,671	45,671
				29. TOTAL REQUIREMENTS	70671	70671	70671

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
CEMETERY FUND**

**FORM
LB-10**

CITY OF NEHALEM

(Name of Municipal Corporation)

(Fund)

Line Item	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Actual	Adopted Budget This Year 2015-2016					
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015	Budget for Next Year 2016-2017				
1	26,969	32,590	36,100	RESOURCES	35,000	35,000	35,000
2				1. Cash on hand * (cash basis), or			
3				2. Working Capital (accrual basis)			
4	117	150	80	3. Previously levied taxes estimated to be received	95	95	95
5	0	0	0	4. Interest	4,000	4,000	4,000
6	8,000	5,000	2,000	5. Transferred IN, from other funds	2,000	2,000	2,000
7				6 Plot Sales			
8				7			
9	35086	37740	38180	8			
10				9. Total Resources, except taxes to be levied	41095	41095	41095
11				10. Taxes estimated to be received			
12	35086	37740	38180	11. Taxes collected in year levied			
13	2,020	1,008	0	12. TOTAL RESOURCES	41095	41095	41095
14	10	457	1,000	REQUIREMENTS **			
15	475	0	4,500	13 Grounds M/R	0	1,500	1,500
16				14 Materials & Supplies	5,000	5,000	5,000
17				15 Professional Services	4,600	4,600	4,600
18				16			
19				17			
20				18			
21				19			
22				20			
23				21			
24				22			
25				23			
26				24			
27	32,590	36,275	32,580	25			
28				26			
29	35095	37740	38080	27. Ending balance (prior years)			
				28. UNAPPROPRIATED ENDING FUND BALANCE	31,495	29,995	29,995
				29. TOTAL REQUIREMENTS	41095	41095	41095

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-10**

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

CITY OF NEHALEM

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017		
	Actual		Adopted Budget This Year 2015-2016		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015					
1	151,560	159,110	140,911	RESOURCES	145,961	145,961	145,961
2				1. Cash on hand * (cash basis), or			
3				2. Working Capital (accrual basis)			
4	580	715	375	3. Previously levied taxes estimated to be received	450	450	450
5				4. Interest			
6	6,970	22,645	6,000	5. Transferred in from other funds	6,000	6,000	6,000
7				6 System Development Charges			
8				7			
9	159110	182470	147286	8			
10				9. Total Resources, except taxes to be levied	152411	152411	152411
11				10. Taxes estimated to be received			
12	159110	182470	147286	11. Taxes collected in year levied			
13	0	20,612	48,000	12. TOTAL RESOURCES	152411	152411	152411
14	0	0	0	REQUIREMENTS **			
15				13 Water Master Plan & Monitoring System	20,000	20,000	20,000
16				14 Bank & Water Line Stabilization	50,000	50,000	50,000
17				14			
18				15			
19				16			
20				17			
21				18			
22				19			
23				20			
24				21			
25				22			
26				23			
27	159,110	161,858	99,286	24			
28				25			
29	159110	182470	147286	26			
				27. Ending balance (prior years)			
				28. UNAPPROPRIATED ENDING FUND BALANCE	82,411	82,411	82,411
				29. TOTAL REQUIREMENTS	152411	152411	152411

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

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

**FORM
LB-10**

CITY OF NEHALEM

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017		
	Actual		Adopted Budget This Year 2015-2016		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015					
1	1,396	1,129	1,130	RESOURCES	1,165	1,165	1,165
2				1. Cash on hand * (cash basis), or			
3				2. Working Capital (accrual basis)			
4	19	16	10	3. Previously levied taxes estimated to be received	10	10	10
5				4. Interest			
6				5. Transferred IN, from other funds			
7				6			
8				7			
9	1415	1145	1140	8	1175	1175	1175
10				9. Total Resources, except taxes to be levied			
11				10. Taxes estimated to be received			
12	1415	1145	1140	11. Taxes collected in year levied	1175	1175	1175
13	286	0	350	12. TOTAL RESOURCES	1175	1175	1175
14				REQUIREMENTS **			
15				13. Materials & Supplies	350	350	350
16				14			
17				15			
18				16			
19				17			
20				18			
21				19			
22				20			
23				21			
24				22			
25				23			
26				24			
27	1,129	1,145	790	25			
28				26			
29	1415	1145	1140	27. Ending balance (prior years)	825	825	825
				28. UNAPPROPRIATED ENDING FUND BALANCE	1175	1175	1175
				29. TOTAL REQUIREMENTS	1175	1175	1175

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-40**

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

CITY OF NEHALEM

	POSITION DESCRIPTION	No. of Emps	Range	Total Salary	Detailed Salary			Detailed Salary			Detailed Salary					
					Page	Line	Amount	Page	Line	Amount	Page	Line	Amount			
1	City Manager	1		57,144	5	1	5714	16	1	51430						1
2	Assistant City Recorder	1		45,062	5	2	4506	16	2	40556						2
3	Public Works Director	1		59,829	13	1	5982	16	3	53847						3
4	Maintenance Worker	1		41,286	13	2	4129	16	4	37157						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
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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].

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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.

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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

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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]