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City of Nehalem 2020-2021 Fiscal Year Budget



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BUDGET MESSAGE

FISCAL YEAR (FY) 2020-2021

To the Honorable Mayor, Members of the City Council, Citizen Members of the Budget Committee, and Citizens of Nehalem:

It is my privilege to present to you the Fiscal Year 2020-2021 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, 2020 and ending June 30th, 2021. It is the most comprehensive operating policy adopted by the City of Nehalem.

THE BUDGET DOCUMENT

The FY 2020-2021 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 20-21 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 2020-2021

The Budget for FY 20-21 totals \$2,381,460 an increase of \$39,586 from FY 19-20. Both the City Manager and the Public Works Director plan to retire at the end of the 20-21 fiscal year. Therefore, there is money in the budget to hire and train new staff for Administration and Public Works and to pay any remaining vacation time and overtime to the retiring employees, as required by law. The Budget amount includes \$940,576 in Unappropriated Ending Fund Balances (monies included in the Budget, but not appropriated to be spent). These are not "surplus funds." They are Reserve Funds as established in accordance with Oregon Budget Law. These funds function as a savings account for future projects and provide the necessary reserves in case of an emergency. The Budget includes \$30,000 to improve the Public Parking Lot, \$200,000 for water line replacement, \$25,000 for a new cover for a reservoir, \$5,700 for Emergency Management, \$1,200 to extend the cemetery waterline, \$6,000 to remove heather from the cemetery and \$40,000 in Contingency. We are budgeting only \$1,440,884 for actual expenditures of which \$258,700 is for Capital Outlay expenditures. We also have a loan payment of \$125,932 to the Safe Drinking Water Revolving Loan Fund as we are paying back the loan for our 2006-2008 Water Distribution Project.

We have reduced proposed revenues to compensate for the expected results of the COVID-19 shut down of our County and the resulting nationwide financial downturn.

Property taxes estimated to be received total \$46,000 and include monies to be received from FY 20-21's levy (\$44,000) and monies owed from previous tax years (\$2,000).

Financial Practices

The 2020-2021 Proposed Budget has been prepared based on the following City fiscal practices:

- Revenues and expenditures are estimated accurately, but conservatively.
- Reserves should be maintained in each fund that are adequate according to accepted accounting practices and to provide a bridge to cover expenses that are incurred prior to the receipt of significant revenues.
- Ongoing expenses should be covered by ongoing revenue.
- Capital equipment and vehicles should be maintained and/or replaced so they are in proper working order and funds to do so need to be available.
- City buildings also need to be maintained and/or repaired as needed so as not to lose value and funds to do so need to be available.
- While this City budget is a one-year document, a multi-year approach is used to consider the future implications of current fiscal conditions and decisions.

Health Insurance Plan premiums may increase by no more than 5.5%. However other insurance/benefits costs for the City are expected to stay the same due to our experience rating. There are no raises in the proposed budget for city employees.

Non-routine requirements include \$19,000 to continue the Police Services contract with the City of Manzanita for supplemental patrols within the City, and \$18,000 for the new supporting Ordinances for our Comprehensive Plan. We also have a \$40,000 contingency fund that will allow the City to transfer funds, only if necessary, without the expense of a supplemental budget.

Fees, Charges & Monetary Penalties in FY 20-21

Regarding fees, charges or monetary penalties or the establishment of new ones, the City may periodically review them within the coming Fiscal Year. The City does not plan to increase water rates at this time. We have not increased rates since 2010.

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.

It has been my privilege to present to you the Fiscal Year 2020-2021 Budget. Thank you.

Respectfully submitted,

Dale Shafer
City Manager

**RESOURCES
GENERAL FUND**

(Fund)

CITY OF NEHALEM

Historical Data				RESOURCE DESCRIPTION	2020-2021			
Actual		Adopted Budget This Year Year 2019-2020	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2017-2018	First Preceding Year 2018-2019							
1	131,310	120,926	110,000	1 Available cash on hand* (cash basis) or	120,000	120,000	120,000	1
2				2 Net working capital (accrual basis)				2
3	2,130	1,956	1,500	3 Previously levied taxes estimated to be received	1,500	1,500	1,500	3
4	1,211	1,668	800	4 Interest	900	900	900	4
5	30,000	30,000	32,000	5 Transferred IN, from other funds	45,000	45,000	45,000	5
6				6 OTHER RESOURCES				6
7	4,532	4,533	3,500	7 State Liquor Commission	3,500	3,500	3,500	7
8	316	322	200	8 Cigarette Tax	225	225	225	8
9	4,829	4,117	2,100	9 State Revenue Sharing	3,000	3,000	3,000	9
10	2,700	2,700	2,700	10 Marine Assistance Program	2,700	2,700	2,700	10
11	1,101	1,973	1,000	11 Permits, Licenses & Fees	900	900	900	11
12	2,443	2,001	1,700	12 Transient Lodging Tax	1,200	1,200	1,200	12
13	200	200	200	13 ST Rental Fees	100	100	100	13
14	4,094	10,038	6,000	14 Police Fines & Assessments	2,000	2,000	2,000	14
15	1,000	1,150	1,000	15 Hall Rental	800	800	800	15
16	1,000	0	1,000	16 DLCDC Planning Grant	1,000	1,000	1,000	16
17	1,025	1,105	200	17 Miscellaneous	200	200	200	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	187891	182689	163900	29 Total resources, except taxes to be levied	183025	183025	183025	29
30			46,000	30 Taxes estimated to be received	46,000	46,000	46,000	30
31	49,537	50,354		31 Taxes collected in year levied				31
32	237428	233043	209900	32 TOTAL RESOURCES	229025	229025	229025	32

**FORM
LB-30**

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

CITY OF NEHALEM
 (name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget For Next Year 2020-2021				
Actual		Adopted Budget This Year 20_19_ _ 20_ _		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 20_17_ _ 18_ _	First Preceding Year 20_18_ _ 19_ _							
1			1	PERSONNEL SERVICES			1	
2	5,846	6,123	6,480	2	6,480	6,480	6,480	2
3	4,815	5,000	5,400	3	5,400	5,400	5,400	3
4	0	0	0	4	2,050	2,050	2,050	4
5	3,948	3,717	6,600	5	7,400	7,400	7,400	5
6	0	0	0	6	125	125	125	6
7				7				7
8	14,609	14,840	18,480	8	21,455	21,455	21,455	8
9	0.20	0.20	0.20	9	0.30	0.30	0.30	9
10				10	MATERIALS AND SERVICES			10
11	75,144	80,897	97,080	11	108,015	108,015	108,015	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	75,144	80,897	97,080	27	108,015	108,015	108,015	27
28				28	CAPITAL OUTLAY			28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	0	0	0	35	0	0	0	35
36	89,753	95,737	115,560	36	129,470	129,470	129,470	36

DETAILED REQUIREMENTS

**FORM
LB-31**

GENERAL FUND - ADMINISTRATION CITY OF NEHALEM

#	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2020-2021			#
	Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019	This Year 2019-2020					
1				MATERIALS AND SERVICES				1
2	4,723	5,191	6,000	Utilities	6,000	6,000	6,000	2
3	3,916	4,215	6,780	Insurance	6,780	6,780	6,780	3
4	29,359	29,230	29,000	Professional Services	39,000	39,000	39,000	4
5	1,431	513	1,100	Advertising & Public Notices	1,100	1,100	1,100	5
6	700	700	700	Generator	700	700	700	6
7	5,006	5,464	6,000	Materials & Supplies	11,000	11,000	11,000	7
8	17,040	17,040	18,800	Police Services Contract	19,000	19,000	19,000	8
9	-	-	50	Refunds	50	50	50	9
10	-	14	5,700	Emergency Management	5,700	5,700	5,700	10
11	715	796	1,500	Council Expenses	1,500	1,500	1,500	11
12	5,459	7,575	6,000	City Manager Expenses	3,000	3,000	3,000	12
13	4,816	5,476	5,000	Assistant City Manager Expenses	6,000	6,000	6,000	13
14	-	-	-	Deputy City Recorder Expenses	2,500	2,500	2,500	14
15	254	69	300	Dues & Subscriptions	785	785	785	15
16	495	2,163	2,200	Ordinance Codification	2,200	2,200	2,200	16
17	-	380	450	Oregon Government Ethics Commission	450	450	450	17
18	1,230	2,071	2,000	Maintenance & Repair	2,250	2,250	2,250	18
19	0	0	5,500	Website Redevelopment	0	0	0	19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29								29
30				Total full time equivalent (FTE)*				30
31				Ending balance (prior years)				31
32				UNAPPROPRIATED ENDING FUND BALANCE				32
33	75,144	80,897	97,080	TOTAL REQUIREMENTS	108,015	108015	108015	33

150-504-031

*Include schedule of pay ranges

**FORM
LB-30**

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

CITY OF NEHALEM
 (name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: Transient Lodging	Budget For Next Year 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019						
1				1	PERSONNEL SERVICES			1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7				7				7
8	0	0	0	8	TOTAL PERSONNEL SERVICES			8
9				9	Total Full-Time Equivalent (FTE)			9
10				10	MATERIALS AND SERVICES			10
11	540	540	600	11	600	600	600	11
12	250	250	250	12	250	250	250	12
13	1,000	0	0	13	0	0	0	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	1,790	790	850	27	850	850	850	27
28				28	CAPITAL OUTLAY			28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	0	0	0	35	0	0	0	35
36	1,790	790	850	36	850	850	850	36

**FORM
LB-30**

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

CITY OF NEHALEM
 (name of Municipal Corporation)

	Historical Data			REQUIREMENTS FOR: <u>Community Development</u>	Budget For Next Year 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019						
1				1 PERSONNEL SERVICES				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7				7				7
8	0	0	0	8 TOTAL PERSONNEL SERVICES	0	0	0	8
9				9 Total Full-Time Equivalent (FTE)				9
10				10 MATERIALS AND SERVICES				10
11	15,834	17,902	18,000	11 PLANNING CONSULTANT	18,000	18,000	18,000	11
12	0	416	500	12 ADVERTISING & PUBLIC NOTICE	500	500	500	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	15,834	18,318	18,500	27 TOTAL MATERIALS AND SERVICES	18,500	18,500	18,500	27
28				28 CAPITAL OUTLAY				28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	0	0	0	35 TOTAL CAPITAL OUTLAY	0	0	0	35
36	15,834	18,318	18,500	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	18,500	18,500	18,500	36

**FORM
LB-30**

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

CITY OF NEHALEM
 (name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>Parks & Recreation</u>	Budget For Next Year 2020-2021				
Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2017-2018	First Preceding Year 2018-2019	This Year 2019-2020						
1			1	PERSONNEL SERVICES			1	
2			2				2	
3			3				3	
4			4				4	
5			5				5	
6			6				6	
7			7				7	
8	0	0	0	8	0	0	0	8
9				9	Total Full-Time Equivalent (FTE)			9
10			10	MATERIALS AND SERVICES			10	
11	676	517	800	11	800	800	800	11
12	0	650	1,000	12	2,000	2,000	2,000	12
13	823	351	3,000	13	3,000	3,000	3,000	13
14	1,492	975	1,900	14	1,900	1,900	1,900	14
15	2,770	3,175	4,000	15	4,000	4,000	4,000	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	5,761	5,668	10,700	27	11,700	11,700	11,700	27
28				28	CAPITAL OUTLAY			28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	0	0	0	35	0	0	0	35
36	5,761	5,668	10,700	36	11,700	11,700	11,700	36

**FORM
LB-30**

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

CITY OF NEHALEM

(name of fund)

(name of Municipal Corporation)

1	Historical Data			REQUIREMENTS FOR: <u>Non-Departmental</u>	Budget For Next Year 2020-2021			1
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-2018	First Preceding Year 2018-2019						
2				PERSONNEL SERVICES				2
3								3
4								4
5								5
6								6
7								7
8	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0	8
9				Total Full-Time Equivalent (FTE)				9
10				MATERIALS AND SERVICES				10
11	500	500	0	OCZMA	0	0	0	11
12	1,500	1,500	1,500	WOMEN'S CRISIS CENTER	1,500	1,500	1,500	12
13	228	235	250	LEAGUE OF OREGON CITIES	0	0	0	13
14	198	207	200	LOCAL GOVERNMENT PERSONNEL INST.	0	0	0	14
15	550	1,300	650	EVCNB	650	650	650	15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27	2,976	3,742	2,600	TOTAL MATERIALS AND SERVICES	2,150	2,150	2,150	27
28				CAPITAL OUTLAY				28
29								29
30								30
31								31
32								32
33								33
34								34
35	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0	35
36	2,976	3,742	2,600	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	2,150	2,150	2,150	36

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
GENERAL FUND

 (name of fund)

CITY OF NEHALEM

 (name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2020-2021		
Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2017-2018	First Preceding Year 2018-2019					
1			1 PERSONNEL SERVICES NOT ALLOCATED			1
2			2			2
3			3			3
4	0	0	4 TOTAL PERSONNEL SERVICES	0	0	0
5			5 Total Full-Time Equivalent (FTE)			5
6			6 MATERIALS AND SERVICES NOT ALLOCATED			6
7			7			7
8			8			8
9	0	0	9 TOTAL MATERIALS AND SERVICES	0	0	0
10			10 CAPITAL OUTLAY NOT ALLOCATED			10
11			11			11
12			12			12
13	0	0	13 TOTAL CAPITAL OUTLAY	0	0	0
14			14 DEBT SERVICE			14
15			15			15
16			16			16
17	0	0	17 TOTAL DEBT SERVICE	0	0	0
18			18 SPECIAL PAYMENTS			18
19			19			19
20			20			20
21	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0
22			22 INTERFUND TRANSFERS			22
23			23			23
24			24			24
25			25			25
26			26			26
27			27			27
28	0	0	28 TOTAL INTERFUND TRANSFERS	0	0	0
29		12,000	29 OPERATING CONTINGENCY	17,000	17,000	17,000
30		50,800	30 RESERVED FOR FUTURE EXPENDITURE	49,355	49,355	49,355
31			31 UNAPPROPRIATED ENDING BALANCE			31
32	0	0	32 Total Requirements NOT ALLOCATED	66,355	66,355	66,355
33	116,502	124,255	33 Total Requirements for ALL Org.Units/Programs within fund	162,670	162,670	162,670
34	120,926	108,788	34 Ending balance (prior years)			
35	237,428	233,043	35 TOTAL REQUIREMENTS	229,025	229,025	229,025

**RESOURCES
STREET FUND**

(Fund)

CITY OF NEHALEM

Historical Data				RESOURCE DESCRIPTION	2020-2021			
Actual		Adopted Budget This Year Year 2019-2020	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2017-2018	First Preceding Year 2018-2019							
1	75,076	119,982	75,000	1 Available cash on hand* (cash basis) or	98,000	98,000	98,000	1
2				2 Net working capital (accrual basis)				2
3				3 Previously levied taxes estimated to be received				3
4	743	1,920	500	4 Interest	600	600	600	4
5	57,500	93,073	30,000	5 Transferred IN, from other funds	28,000	28,000	28,000	5
6				6 OTHER RESOURCES				6
7	17,772	20,393	15,000	7 ODOT GAS TAX	12,235	12,235	12,235	7
8	2,103	1,839	1,600	8 RTI FRANCHISE FEE	1,800	1,800	1,800	8
9	4,338	4,545	3,500	9 CHARTER COMMUNICATIONS	4,000	4,000	4,000	9
10	3,296	3,423	2,700	10 RECOLOGY FRANCHISE	3,000	3,000	3,000	10
11	14,439	14,305	12,000	11 PUD SERVICE AGREEMENT	13,500	13,500	13,500	11
12	1,836	0	0	12 MERCHANTS PARKING LOT LEASE	0	0	0	12
13	0	0	250	13 MISCELLANEOUS	250	250	250	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	177103	259480	140550	29 Total resources, except taxes to be levied	161,385	161385	161385	29
30				30 Taxes estimated to be received				30
31				31 Taxes collected in year levied				31
32	177103	259480	140550	32 TOTAL RESOURCES	161385	161385	161385	32

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

STREET FUND
(name of fund)

CITY OF NEHALEM
(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>Streets</u>	Budget For Next Year 2020-2021				
Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2017-2018	First Preceding Year 2018-2019							
1			1	PERSONNEL SERVICES			1	
2	6,162	6,480	6,700	2	6,700	6,700	6,700	2
3	4,373	4,668	5,040	3	5,040	5,040	5,040	3
4	0	0	0	4	2,000	2,000	2,000	4
5	6,805	7,505	13,000	5	8,887	8,887	8,887	5
6	0	0	0	6	1,029	1,029	1,029	6
7				7				7
8	17,340	18,653	24,740	8	23,656	23,656	23,656	8
9	0.40	0.40	0.40	9	0.60	0.60	0.60	9
10				10	MATERIALS AND SERVICES			10
11	7,257	7,196	9,500	11	8,500	8,500	8,500	11
12	8,120	5,679	11,150	12	11,150	11,150	11,150	12
13	6,446	7,924	8,000	13	8,000	8,000	8,000	13
14	2,537	522	4,000	14	4,000	4,000	4,000	14
15	1,079	376	1,500	15	1,800	1,800	1,800	15
16	1,837	1,890	1,970	16	2,000	2,000	2,000	16
17	2,495	1,306	10,000	17	8,000	8,000	8,000	17
18	2,230	4,684	6,600	18	6,600	6,600	6,600	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	32,001	29,577	52,720	27	50,050	50,050	50,050	27
28				28	CAPITAL OUTLAY			28
29	3,500	0	0	29	0	0	0	29
30	4,284	124,880	0	30	0	0	0	30
31	0	0	30,000	31	30,000	30,000	30,000	31
32				32				32
33				33				33
34				34				34
35	7,784	124,880	30,000	35	30,000	30,000	30,000	35
36	57,125	173,110	107,460	36	103,706	103,706	103,706	36

FORM
LB-30

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

CITY OF NEHALEM
 (name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2020-2021		
Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2017-2018	First Preceding Year 2018-2019					
1			1 PERSONNEL SERVICES NOT ALLOCATED			1
2			2			2
3			3			3
4	0	0	4 TOTAL PERSONNEL SERVICES	0	0	0
5			5 Total Full-Time Equivalent (FTE)			5
6			6 MATERIALS AND SERVICES NOT ALLOCATED			6
7			7			7
8			8			8
9	0	0	9 TOTAL MATERIALS AND SERVICES	0	0	0
10			10 CAPITAL OUTLAY NOT ALLOCATED			10
11			11			11
12			12			12
13	0	0	13 TOTAL CAPITAL OUTLAY	0	0	0
14			14 DEBT SERVICE			14
15			15			15
16			16			16
17	0	0	17 TOTAL DEBT SERVICE	0	0	0
18			18 SPECIAL PAYMENTS			18
19			19			19
20			20			20
21	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0
22			22 INTERFUND TRANSFERS			22
23			23			23
24			24			24
25			25			25
26			26			26
27			27			27
28	0	0	28 TOTAL INTERFUND TRANSFERS	0	0	0
29		4,000	29 OPERATING CONTINGENCY	5,000	5,000	5,000
30			30 RESERVED FOR FUTURE EXPENDITURE			30
31		29,090	31 UNAPPROPRIATED ENDING BALANCE	52,679	52,679	52,679
32	0	33,090	32 Total Requirements NOT ALLOCATED	57,679	57,679	57,679
33	57,125	173,110	33 Total Requirements for ALL Org.Units/Programs within fund	103,706	103,706	103,706
34	119,978	86,370	34 Ending balance (prior years)			
35	177,103	259,480	35 TOTAL REQUIREMENTS	161,385	161,385	161,385

**RESOURCES
WATER FUND**

(Fund)

CITY OF NEHALEM

Historical Data				RESOURCE DESCRIPTION	2020-2021			
Actual		Adopted Budget This Year Year 2019-2020	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2017-2018	First Preceding Year 2018-2019							
1	270,072	252,834	260,000	1 Available cash on hand* (cash basis) or	276,000	276,000	276,000	1
2				2 Net working capital (accrual basis)				2
3				3 Previously levied taxes estimated to be received				3
4	2,193	3,509	1,000	4 Interest	1,900	1,900	1,900	4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	503,582	515,475	478,000	7 WATER RECEIPTS	503,000	503,000	503,000	7
8	5,500	4,525	2,000	8 WATER CONNECTIONS	2,000	2,000	2,000	8
9	966	178	50	9 MATERIAL SALES	50	50	50	9
10	192	0	100	10 MISCELLANEOUS	100	100	100	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	782505	776521	741150	29 Total resources, except taxes to be levied	783050	783050	783050	29
30				30 Taxes estimated to be received				30
31				31 Taxes collected in year levied				31
32	782505	776521	741150	32 TOTAL RESOURCES	783050	783050	783050	32

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

WATER FUND
(name of fund)

CITY OF NEHALEM
(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: <u>Water</u>	Budget For Next Year 2020-2021				
Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2017-2018	First Preceding Year 2018-2019	This Year 2019-2020						
1			1	PERSONNEL SERVICES			1	
2	53,014	55,101	58,080	2	58,080	58,080	58,320	2
3	43,200	45,004	48,000	3	48,000	48,000	48,600	3
4	55,457	57,600	60,000	4	60,000	60,000	60,000	4
5	39,655	42,012	45,360	5	45,360	45,360	45,360	5
				6	18,000	18,000	18,000	6
				7	18,450	18,450	18,450	7
6	110,114	111,836	123,188	8	142,000	142,000	142,000	8
7	0	0	0	9	10,386	10,386	10,386	9
8	301,440	311,553	334,628	10	400,276	400,276	401,116	10
9	3.60	3.60	3.60	11	4.60	4.60	4.60	11
10				12	MATERIALS AND SERVICES			12
11				13				13
12	84,613	72,906	130,100	14	126,000	126,000	126,000	14
13				15				15
14				16				16
15				17				17
16				18				18
17				19				19
18				20				20
19				21				21
20				22				22
21				23				23
22				24				24
23				25				25
24				26				26
25				27				27
26				28				28
27	84,613	72,906	130,100	29	126,000	126,000	126,000	29
28				30	CAPITAL OUTLAY			30
29	14,273	0	0	31	0	0	0	31
30				32				32
31				33				33
32				34				34
33				35				35
34				36				36
35	14,273	0	0	37	0	0	0	37
36	400,326	384,459	464,728	38	526,276	526,276	527,116	38

DETAILED REQUIREMENTS

WATER FUND
CITY OF NEHALEM

	Historical Data			REQUIREMENTS FOR: Water	Budget for Next Year 2020 - 2021			
	Actual		Adopted Budget This Year Year 2019 - 2020		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2017 - 2018	First Preceding Year 2018 - 2019						
1			1	Object Classification	Detail			
2			2	MATERIALS AND SERVICES				
3	13,663	15,445	19,000	3	Insurance	17,500	17,500	17,500
4	4,489	5,866	6,000	4	Billing Supplies	6,000	6,000	6,000
5	10,115	8,854	18,000	5	Professional Services	18,000	18,000	18,000
6	0	1,756	5,000	6	Engineering/Consulting	3,000	3,000	3,000
7	281	232	1,000	7	Advertising and Public Notice	500	500	500
8	1,944	2,301	4,000	8	Water Testing	4,000	4,000	4,000
9	4,996	3,782	6,500	9	Gas, Oil and Accessories	6,000	6,000	6,000
10	16,201	7,560	17,000	10	Filtration Plant Operation	17,500	17,500	17,500
11	0	688	1,500	11	Chemicals & Supplies	1,000	1,000	1,000
12	12,813	10,702	17,000	12	Materials and Supplies	17,000	17,000	17,000
13	8,930	0	10,000	13	Maintenance and Repair	10,000	10,000	10,000
14	0	0	5,000	14	Maintenance Dam & Dam Road	5,000	5,000	5,000
15	0	0	4,000	15	Reservoir Maintenance & Repair	4,000	4,000	4,000
16	1,381	1,464	1,600	16	Training	1,600	1,600	1,600
17	0	131	600	17	Food and Travel	500	500	500
18	812	714	900	18	Dues and Subscriptions	900	900	900
19	12,420	13,411	13,000	19	Utilities	13,500	13,500	13,500
20				20				
21				21				
22				22				
23				23				
24				24				
25				25				
26				26				
27				27	Total Full Time Equivalent (FTE)*			
28				28	Ending balance (prior years)			
29				29	UNAPPROPRIATED ENDING FUND BALANCE			
30	88,045	72,906	130,100	30	TOTAL REQUIREMENTS	126,000	126,000	126,000

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

FORM
LB-30

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

CITY OF NEHALEM
 (name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2020-2021__		
Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2017-2018	First Preceding Year 2018-2019					
1			1 PERSONNEL SERVICES NOT ALLOCATED			1
2			2			2
3			3			3
4	0	0	4 TOTAL PERSONNEL SERVICES	0	0	0
5			5 Total Full-Time Equivalent (FTE)			5
6			6 MATERIALS AND SERVICES NOT ALLOCATED			6
7			7			7
8			8			8
9	0	0	9 TOTAL MATERIALS AND SERVICES	0	0	0
10			10 CAPITAL OUTLAY NOT ALLOCATED			10
11			11			11
12			12			12
13	0	0	13 TOTAL CAPITAL OUTLAY	0	0	0
14			14 DEBT SERVICE			14
15			15			15
16			16			16
17	0	0	17 TOTAL DEBT SERVICE	0	0	0
18			18 SPECIAL PAYMENTS			18
19			19			19
20			20			20
21	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0
22			22 INTERFUND TRANSFERS			22
23	125,931	125,931	23 Transfer to Debt Service Fund	125,932	125,932	125,932
24			24			24
25			25			25
26			26			26
27			27			27
28	125,931	125,931	28 TOTAL INTERFUND TRANSFERS	125,932	125,932	125,932
29		15,000	29 OPERATING CONTINGENCY	18,000	18,000	18,000
30			30 RESERVED FOR FUTURE EXPENDITURE			30
31		124,703	31 UNAPPROPRIATED ENDING BALANCE	112,842	112,842	112,002
32	125,931	125,931	32 Total Requirements NOT ALLOCATED	256,774	256,774	255,934
33	400,326	384,459	33 Total Requirements for ALL Org.Units/Programs within fund	526,276	526,276	527,116
34	239,337	266,131	34 Ending balance (prior years)			
35	765,594	776,521	35 TOTAL REQUIREMENTS	783,050	783,050	783,050

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

TIMBER FUND
(Fund)

CITY OF NEHALEM
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020 - 2021					
Actual		Adopted Budget Year 2019 -2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2017 -2018	First Preceding Year 2018 -2019								
1			1	RESOURCES			1		
2	277,988	665,658	2	Cash on hand * (cash basis), or	710,000	710,000	710,000	2	
3			3	Working Capital (accrual basis)				3	
4			4	Previously levied taxes estimated to be received				4	
5	6,746	8,919	5	Interest	6,500	6,500	6,500	5	
6			6	Transferred IN, from other funds				6	
7	695,091	209,889	7	Timber Sales				7	
8	0	0	8	Timber Sales Deposit				8	
9			9					9	
10	979825	884466	10	Total Resources, except taxes to be levied	716500	716500	716500	10	
11			11	Taxes estimated to be received				11	
12			12	Taxes collected in year levied				12	
13	979825	884466	13	TOTAL RESOURCES	716500	716500	716500	13	
14			14	REQUIREMENTS **				14	
15			15	Org Unit or Prog & Activity	Object Classification	Detail		15	
16	28,764	31,814	16	Timber	M&S	Consultant & Reforestation	85,000	85,000	85,000
17	0	0	17	Timber	M&S	Timber Roads M&R	4,000	4,000	4,000
18	2,903	2,883	18	Timber	M&S	Watershed Fire Protection	2,900	2,900	2,900
19	25,000	0	19	Timber	M&S	Timber Deposit Return	25,000	25,000	25,000
20	27,500	93,073	20	Timber	M&S	Transfer to Street Fund	28,000	28,000	28,000
21	30,000	30,000	21	Timber	M&S	Transfer to General Fund	45,000	45,000	45,000
22	10,000	0	22	Cemetery	M&S	Transfer to Cemetery Fund	2,000	2,000	2,000
23	150,000	50,000	23	Water Capital	Capital Exp	Transfer to Water Capital Fund	50,000	50,000	50,000
24	10,000	10,000	24	Build. Reserve	Capital Exp	Transfer to Bldg. Reserve Fund	0	0	0
25			25						25
26			26						26
27			27						27
28			28						28
29	665,658	666,696	29	Ending balance (prior years)					29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			474,600	474,600	474,600
31	949825	884466	31	TOTAL REQUIREMENTS			716500	716500	716500

*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
(Fund)

CITY OF NEHALEM
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020 -2021						
Actual		Adopted Budget Year 2019 -2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2017 -2018	First Preceding Year 2018 -2019									
1			1	RESOURCES			1			
2	66,545	62,108	2	Cash on hand * (cash basis), or	72,000	72,000	72,000	2		
3			3	Working Capital (accrual basis)				3		
4			4	Previously levied taxes estimated to be received				4		
5	480	954	5	Interest	600	600	600	5		
6	10,000	10,000	6	Transferred IN, from other funds	0	0	0	6		
7			7					7		
8			8					8		
9			9					9		
10	77025	73062	10	Total Resources, except taxes to be levied	72600	72600	72600	10		
11			11	Taxes estimated to be received				11		
12			12	Taxes collected in year levied				12		
13	77025	73062	13	TOTAL RESOURCES	72600	72600	72600	13		
14			14	REQUIREMENTS **				14		
15			15	Org Unit or Prog & Activity	Object Classification	Detail		15		
16	0	0	16	Facilities	Capital Outlay	Meeting Hall Maint.	0	0	0	16
17	0	0	17	Facilities	Capital Outlay	PW Bld. Maintenance	2500	2500	2500	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	77,025	73062	29	Ending balance (prior years)						29
30				UNAPPROPRIATED ENDING FUND BALANCE			70,100	70,100	70,100	30
31	77025	73062	31	TOTAL REQUIREMENTS			72600	72600	72600	31

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

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

CEMETERY FUND
(Fund)

CITY OF NEHALEM
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020 -2021						
Actual		Adopted Budget Year 2019 -2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2017 -2018	First Preceding Year 2018 -2019									
1			1	RESOURCES			1			
2	43,209	42,483	2	Cash on hand * (cash basis), or	44,000	44,000	44,000	2		
3			3	Working Capital (accrual basis)				3		
4			4	Previously levied taxes estimated to be received				4		
5	403	675	5	Interest	400	400	400	5		
6	10,000	0	6	Transferred IN, from other funds	2,000	2,000	2,000	6		
7	2,000	3,000	7	Plot Sales	1,500	1,500	1,500	7		
8	0	0	8	Grant	4,000	4,000	4,000	8		
9			9					9		
10	55612	46158	10	Total Resources, except taxes to be levied	51900	51900	51900	10		
11			11	Taxes estimated to be received				11		
12			12	Taxes collected in year levied				12		
13	55612	46158	13	TOTAL RESOURCES	51900	51900	51900	13		
14			14	REQUIREMENTS **				14		
15			15	Org Unit or Prog & Activity	Object Classification	Detail		15		
16	1,040	1,196	16	Cemetery	Grounds M/R	Mowing	1,700	1,700	1,700	16
17	609	691	17	Cemetery	Mat. & Supp.	Materials & Supplies	2,000	2,000	2,000	17
18	1,580	598	18	Cemetery	Prof. Serv	Professional Services	2,000	2,000	2,000	18
19	9,898	0	19	Cemetery	Capital Outlay	Fence	0	0	0	19
20	0	0	20	Cemetery	Capital Outlay	Extend Waterline	1,200	1,200	1,200	20
21	0	0	21	Cemetery	Mat/Serv	Remove Heather	6,000	6,000	6,000	21
22			22							22
23			23							23
24			24							24
25			25							25
26			26							26
27			27							27
28			28							28
29	42,485	43,673	29	Ending balance (prior years)						29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			39,000	39,000	39,000	30
31	55612	46158	31	TOTAL REQUIREMENTS			51900	51900	51900	31

*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 2020 -2021						
Actual		Adopted Budget Year 2019 -2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2017 -2018	First Preceding Year 2018 -2019									
1			1	RESOURCES			1			
2	138,083	255,672	2	Cash on hand * (cash basis)	300,000	300,000	300,000	2		
3			3	Working Capital (accrual basis)				3		
4			4	Previously levied taxes estimated to be received				4		
5	1,726	4,171	5	Interest	2,000	2,000	2,000	5		
6	150,000	50,000	6	Transferred IN, from other funds	50,000	50,000	50,000	6		
7	22,645	25,880	7	System Development Charges	15,000	15,000	15,000	7		
8			8					8		
9			9					9		
10	312454	335723	10	Total Resources, except taxes to be levied	367,000	367000	367000	10		
11			11	Taxes estimated to be received				11		
12			12	Taxes collected in year levied				12		
13	312454	335723	13	TOTAL RESOURCES	367000	367000	367000	13		
14			14	REQUIREMENTS **				14		
15			15	Org Unit or Prog & Activity	Object Classification	Detail		15		
16	56,097	0	16	Infrastructure	Capital outlay	Bank & Line Stabilization	0	0	0	16
17	0	5,033	17	Infrastructure	Capital outlay	Water Line Replacement	200,000	200,000	200,000	17
18			18	Infrastructure	Capital outlay	Reservoir Cover	25,000	25,000	25,000	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	256,357	330,690	29	Ending balance (prior years)						29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			142,000	142,000	142,000	30
31	312454	335723	31	TOTAL REQUIREMENTS			367000	367000	367000	31

*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
(Fund)

CITY OF NEHALEM
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020 - 2021			
Actual		Adopted Budget Year 2019 -2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2017 -2018	First Preceding Year 2018 -2019						
1			1	RESOURCES			1
2	1,223	989	2	Cash on hand * (cash basis), or			2
3		1,073	3	Working Capital (accrual basis)			3
4			4	Previously levied taxes estimated to be received			4
5	83	183	5	Interest			5
6		50	6	Transferred IN, from other funds			6
7			7				7
8			8				8
9			9				9
10	1306	1172	10	Total Resources, except taxes to be levied			10
11		1123	11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	1306	1172	13	TOTAL RESOURCES			13
14			14	REQUIREMENTS **			14
15			15	Org Unit or Prog & Activity	Object Classification	Detail	15
16	317	39	16	M/S	Supplies	US & State Flags	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	989	1,133	29	Ending balance (prior years)			29
30		0	30	UNAPPROPRIATED ENDING FUND BALANCE			30
31	1306	1172	31	TOTAL REQUIREMENTS			31

*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.

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].

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.

Glossary

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.

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

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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 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.

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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].