

VENETA



oregon

Inc. 1962

ADOPTED
BUDGET DOCUMENT
FOR
FISCAL YEAR 2019 – 2020

Also includes the
Veneta Urban Renewal Agency

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Veneta
Oregon**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Veneta, Oregon**, for its Annual Budget for the fiscal year beginning **July 1, 2018**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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CITY
OF
VENETA

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BUDGET OVERVIEW

SECTION 1

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City of Veneta

Fiscal Year 2019-20 Budget Message

I am pleased to present to you the proposed budget document for Fiscal Year 2019-20. For the most part this budget and document do not vary much from the current year's budget and document. Notable exceptions are discussed below.

The Citywide beginning fund balance is estimated to be \$4.6 million less than the current year's beginning balance. The expected reduction is attributable to the significant capital projects completed, or nearly completed, in fiscal year 2018-19.

New revenue is expected to be \$1.5 million less primarily due to a decrease in the amount of internal transfers and the amount expected from grant awards.

On the expenditure side, personal services, and materials and services are expected to be higher; however, the large decrease in capital expenditures and internal transfers offsets the increases for a total reduction of \$5.2 million.

Every two years the staff develops and the council approves a work plan. The most recent work plan, approved by Council in early 2019, is, for the first time, being included in the budget document. The list of projects/objectives from the work plan is on page 13 as part of the budget overview in Section 1. The full plan is located in Appendix D pages 189-211. The work plan includes all projects/objectives regardless of whether or not they require direct expenditure. It also shows how they relate to the Council's priorities and previously adopted master plans. Finally, a timeline has been developed for each project/objective and/or stages within. The timelines can be used as a performance measure and for the preliminary development of next year's budget (2020-21).

The City budgets for and completes capital projects every year. In the past the focus has been on the improvements themselves. This year's document includes discussion on how three of the recently completed or nearly completed projects will likely affect the operating budget. More specifically, the operation of the multi-use pool will increase electricity, propane, chemicals, and wages costs; the relocated and expanded sewer lift station may increase electricity costs and propane if it is necessary to operate the back-up generators; and finally the improvements made to City Park have the potential to increase landscape maintenance supplies, electricity and play equipment maintenance costs.

Finally the Council’s priorities, shown below in chart form, are being addressed differently in some regards. The specifics, by priority, are as follows:



<p>1. Create community and economic development opportunities for business and industry to retain and create jobs.</p>	<p>2. Improve community safety through enhanced community policing, emergency preparedness, and code enforcement efforts.</p>	<p>3. Promote parks and recreation projects and improvements that support healthy and active lifestyles for all ages.</p>	<p>4. Urbanize City streets in order to improve bicycle and pedestrian connectivity and continue to develop multi-use paths for the betterment of the community.</p>	<p>5. Improve community awareness of City issues and public engagement opportunities.</p>
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Priority #1: The fiscal year 2019-20 budget includes money (\$23,250) to continue the RARE intern position and (\$24,000) to support Veneta Works and Popup business development. This is being made possible by a Business Oregon Rural Opportunity Incentive grant recently awarded to the City. The proposed budget also includes \$40,000 to provide economic incentives, \$285,000 to install fiber lines from Eugene to Veneta and \$32,200 to have an analysis done on the City’s transportation SDC methodology and rate and for multi-family housing.

Priority #2: The City has and will continue to contract with the Lane County Sheriff’s Office for the equivalent of four full-time deputies and one-half sergeant exclusively to the City. The expenditures included in the Law Enforcement Fund are sufficient to maintain that level of service. The total expenditures budgeted for the Public Safety Department, within the General Fund, of \$33,634 will continue to support the portion of staff time devoted to emergency preparedness, traffic and law enforcement activity data collection and reporting, and other Public Safety related work. Money is also being budgeted for Neighborhood Watch Program support.

Priority #3: The proposed budget for fiscal year 2019-20 includes expenditures sufficient to complete design work for Phase II of the renovation to Veneta’s City Park on E. Broadway. Other work will include an update of the Parks, Recreation and Open Space Master Plan, and remodeling and/or updating of the Community Center.

Priority #4: Money is included in the budget to cover the City’s share of planned engineering and environmental work by Lane County on the Veneta-Elmira multi-use

path, a sidewalk project at the railroad crossing on Territorial Road and to cover the installation of street lights in the downtown area. This priority is also being addressed indirectly by much of the street work included in the budget including, but not limited to the continuing commitment to do \$425,000 of pavement preservation work.

Priority #5: This priority does not require significant expenditures, rather it is being addressed by dedicating staff time to preparing a monthly newsletter, continuing to expand the use of the City's website and Facebook page, and reviewing the City's communication plan. The City will also continue to support local events and organizations especially those that promote community and education.

The development of this budget document was a combined effort of staff from all departments. I would like to thank Darci Henneman for creating and compiling the budget documents. I would like to also thank Ric Ingham, Kyle Schauer, Kay Bork, Jenna Boyd, and Corum Ketchum for the time they spent developing information for the budget and/or reviewing draft budget materials. Finally, I would like to extend my gratitude to the budget committee members for their willingness to serve.

Questions and requests for additional information are always welcome.

Positively,

Shauna Hartz
Finance Director

BUDGET OVERVIEW

The fiscal year 2019-20 budget was prepared in collaboration with the Community Development Director, Kay Bork; Finance Director, Shauna Hartz; City Administrator, Ric Ingham; and Public Works Director, Kyle Schauer.

BUDGET SUMMARY

The budget, summarized in the table below, is reflective of anticipated changes in the day-to-day operations or services provided, infrastructure and equipment needs, the Council's most recent priorities, the approved work plan and financial assumptions. Each of these factors are discussed on the next page.

FUNDS BY TYPE	BEGINNING FUND BALANCE PROJECTED FUND BALANCE @ 7-1-2019	TOTAL NEW REVENUE	TOTAL RESOURCES (Beginning Fund Balance + New Revenue)	TOTAL EXPEN- TURES	ENDING FUND BALANCE PROJECTED FUND BALANCE @ 6-30-2020	TOTAL REQUIRE- MENTS (Expenditures + Ending Fund Balance)
GENERAL FUND:						
GENERAL	1,335,416	963,349	2,298,764	1,400,586	898,178	2,298,764
SPECIAL REVENUE FUNDS:						
LAW ENFORCEMENT	218,037	920,160	1,138,197	916,007	222,190	1,138,197
PARKS & RECREATION	332,891	546,805	879,696	683,029	196,667	879,696
PLANNING	222,390	217,455	439,845	297,825	142,020	439,845
STREETS	1,241,728	1,404,849	2,646,577	1,601,002	1,045,575	2,646,577
STORMWATER	197,963	69,925	267,889	75,875	192,014	267,889
BUILDING INSPECTION PROGRAM	60,036	116,050	176,086	114,289	61,797	176,086
CONSTRUCTION - GOVERNMENTAL GRANT	1,156,443	104,839	1,261,282	687,200	574,082	1,261,282
ZUMWALT	-	185,000	185,000	185,000	-	185,000
BUSINESS ASSIST LOAN/GRANT	146,137	79,430	225,566	81,793	143,773	225,566
LOCAL IMPROVEMENT	126,677	1,392	128,070	45,050	83,020	128,070
ENTERPRISE FUNDS:						
WATER	319,761	5,727	325,488	18,643	306,845	325,488
SEWER	2,226,197	1,228,924	3,455,121	1,606,982	1,848,139	3,455,121
WATER SDC	1,713,835	1,229,619	2,943,454	1,277,159	1,666,295	2,943,454
SEWER SDC	46,320	93,224	139,544	45,141	94,403	139,544
CAPITAL PROJECT FUNDS:						
CAPITAL PROJECT-NEW POOL DEVELOPMENT	844	1,440	2,284	25	2,259	2,284
CAPITAL PROJECT- W BRDWAY DEVELOPMENT	55,300	145	55,445	6,050	49,395	55,445
DEBT SERVICE FUND:						
DEBT SERVICE	150,584	88,671	239,255	92,884	146,371	239,255
RESERVE FUNDS:						
PW EQUIPMENT	211,695	16,668	228,363	35,000	193,363	228,363
GOVERNMENTAL RESERVE	653,100	15,052	668,152	150,000	518,152	668,152
ENTERPRISE RESERVE	216,844	11,825	228,669	-	228,669	228,669
TOTALS	\$10,942,396	\$7,399,770	\$18,342,167	\$9,490,331	\$8,851,836	\$18,342,167

DAY TO DAY OPERATIONS

The improvements made to City Park, the construction of the Multi-Use Pool, and the relocation of the Sewer Lift Station have the potential to increase maintenance needs and staff time.

SERVICES PROVIDED

The only change in services will be the programming associated with having the Multi-Use Pool.

INFRASTRUCTURE AND EQUIPMENT

The largest need in the upcoming year are completion of the sewer lift station relocation, pavement preservation projects, phase two of the City Park improvement, a new vehicle and equipment related to emergency preparedness.

COUNCIL PRIORITIES



Create community and economic development opportunities for business and industry to retain and create jobs.

Improve community safety through enhanced community policing, emergency preparedness, and code enforcement efforts.



Promote parks and recreation projects and improvements that support healthy and active lifestyles for all ages.

Urbanize city streets in order to improve bicycle and pedestrian connectivity and continue to develop multi-use paths for the betterment of the community.



Improve community awareness of city issues and public engagement opportunities.

WORK PLAN

In early 2019 staff developed and council approved a two-year work plan. A listing, by department, of all the projects in the plan is shown below. Where applicable the specific projects have been incorporated into the budget. The work plan can be found in Appendix D.

Department	Project Title
Administration	Update Communication Plan
	Broadband Implementation
	Pop-Up Retail District
	Rural Opportunity Initiative/VenetaWorks
	Convert Court Financial Software
Community Development	East Hunter Safe Routes to School Application
	LID Stormwater Manual Implementation
	Northeast Employment Center Amendments
	Parks and Open Space Master Plan
	Sidewalk Infill
	Transportation System Plan Update & Adoption
	Update SDC Methodology and Rate
	Veneta-Elmira Path: 2021-2024 STIP Application
	Veneta-Elmira Path Final Design & Engineering
	Mobile Vending Unit Code Amendments
	Parking Amendments
	Vacant Property Registration
Fiscal & Administrative Services	Continue Financial Software Conversion
	Update Employee Handbook
	Convert Phone System to Direct Dial
Public Safety	Long Term Law Enforcement Funding
	National Night Out
	Implementation of Hazard Mitigation Plan
Public Works	City Park Phase II
	4th Street Improvements, Broadway to McCutcheon
	Design 5th Street & Brooker Lane Extension
	Downtown Parking Lot
	Jeans Road Chip Seal
	Perkins Road Reconstruction
	Street Lights - 2nd & 3rd Streets
	Territorial Railroad Crossing
	Land for New Water Reservoir
	Fermentation Incentive Package
Urban Renewal Agency	Urban Renewal Plan Substantial Amendment

FINANCIAL ASSUMPTIONS AND OBJECTIVES

The development of any budget requires the use of estimates. Estimates prove to be much more useful when a framework of assumptions and objectives are used. The most influential assumptions used in the development of the City's 2019-2020 fiscal budget are listed below.

- Rate increases of 2% for storm water will be approved in July 2019 and increases of 2% for water fees and 7% for sewer fees will be approved in January 2020.
- The taxable values of taxable property will increase by no more than 2%, the uncollectible rate will be 5% and compression will not exceed \$10,000.
- Commercial construction will begin on two large projects, currently in the planning review stage, and 13 residential units will be built.
- The maintenance program to spend \$425,000 per year for preservation of streets will continue.
- New debt will not be needed nor will any additional principal payments be made.
- Participation in the RARE Intern program will continue.
- The City will be awarded grants for the Fiber Optic Project and economic development efforts.
- A 3.1% cost of living increase will be approved and medical insurance premium will not increase more than 6%.
- There will be no promotions or reclassifications.
- The objective in the operating funds are to have an ending fund balance sufficient to pay for four months' of operations plus \$100,000.
- The expected City-wide decrease of about \$2 million in fund balance is acceptable given the expected progress addressing the Council's goals and the expected completion of high priority projects.

CONSOLIDATED BUDGET

Comparing the upcoming year's budget with the current year's budget and actual results for previous years is a useful exercise for developing trends and significant occurrences and observations. The upcoming year's total budget figure is \$18,342,167 compared to last year's budget total of \$24,416,573. The notable changes in individual resource types is an increase in anticipated Grants and Transfers-In. On the requirement side, the most notable increases are in the Capital Outlay and Transfers-Out classifications. In the Four-year Consolidated and Fund Financial Schedule below, the figures for the first two years (far left columns) are actual results; whereas, the figures for 2019 and 2020 are based on the respective budgets. Explanations of significant changes in specific revenue and expenditures follow.

FOUR YEAR CONSOLIDATED AND FUND FINANCIAL SCHEDULE

2017 Actual	2018 Actual	2019 Adopted	Description	2020 Budget
RESOURCES				
\$14,950,490	\$15,287,025	\$15,517,544	BEGINNING FUND BALANCE	\$10,942,396
New Revenue:				
1,476,746	1,570,973	1,584,290	Property Taxes	1,631,263
245,516	259,144	223,810	Franchise Fees	254,328
611,734	910,824	1,167,585	Government Agencies	1,244,661
2,692,380	2,661,025	2,781,648	User Fees	3,007,566
163,357	263,880	130,254	Interest Earnings	131,115
53,853	8,760	1,153,500	Grants and Donations	580,481
130,805	162,598	137,686	Licenses & Permits	142,802
16,178	13,467	16,449	Fines	13,915
392,300	298,409	1,474,500	Transfers	229,000
67,766	65,993	65,650	Rent and Leases	68,755
148,155	106,134	163,657	All Other	95,884
5,998,790	6,321,206	8,899,029	Total New Revenue	7,399,770
\$20,949,280	\$21,608,231	\$24,416,573	TOTAL RESOURCES	\$18,342,166
REQUIREMENTS				
Expenditures:				
1,481,051	\$ 1,538,617	\$ 1,841,536	Personnel Services	\$ 1,974,398
2,357,744	2,665,191	3,623,934	Materials and Services	3,972,435
242,918	480,916	6,401,863	Capital Outlay	1,976,150
1,188,242	799,862	856,562	Debt Service	857,848
392,300	298,409	1,474,500	Transfers	229,000
-	-	430,500	Contingency	480,500
5,662,255	5,782,996	14,628,895	Total Expenditures	9,490,331
15,287,025	15,825,236	9,787,678	ENDING FUND BALANCE	8,851,835
\$20,949,280	\$21,608,231	\$24,416,573	TOTAL REQUIREMENTS	\$18,342,166

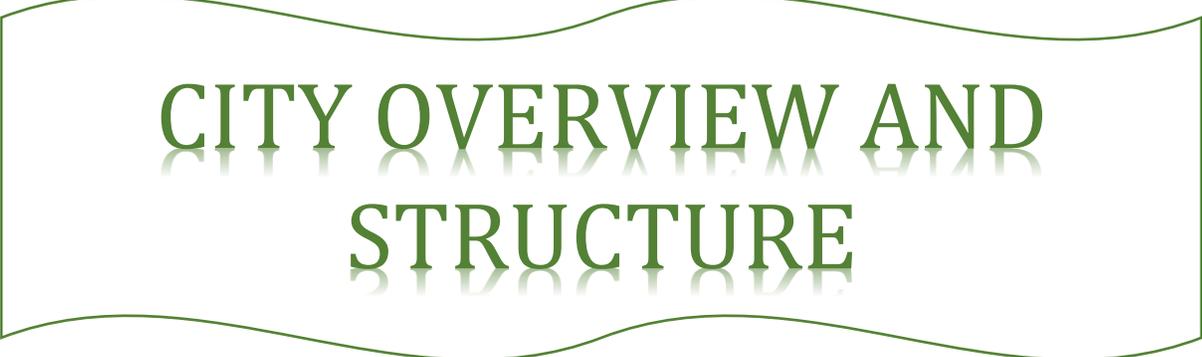
REVENUE:

- Proceeds from "Grants" are expected to be less due to receiving roughly 60% of the \$400,000 grant for housing rehab in the current year, and having completed the multi-use pool within the current year. The unreceived grant proceeds for installation of broadband lines are being carried forward.
- Transfers are expected to be considerable lower than the current year's budget. The decrease is primarily attributable to a one-time transfer from the Enterprise-Reserve Fund to the Sewer Fund in fiscal year 2018-19 for the lift station relocation project.

EXPENDITURES:

- The amount expected to spend on capital outlay is about \$4.45 million less than the fiscal year 2018-19 amount. The decrease is attributable to multiple large projects including, but not limited to, relocation of a sewer lift station, and major improvements to City Park.
- The increase in Transfers is explained in the "Revenue" section above.

The sections entitled "Resources", "Requirements", and "Consolidated Financials" present detailed explanation for the information presented thus far. Additionally, the budget detail pages, by fund, are located in Appendix B.

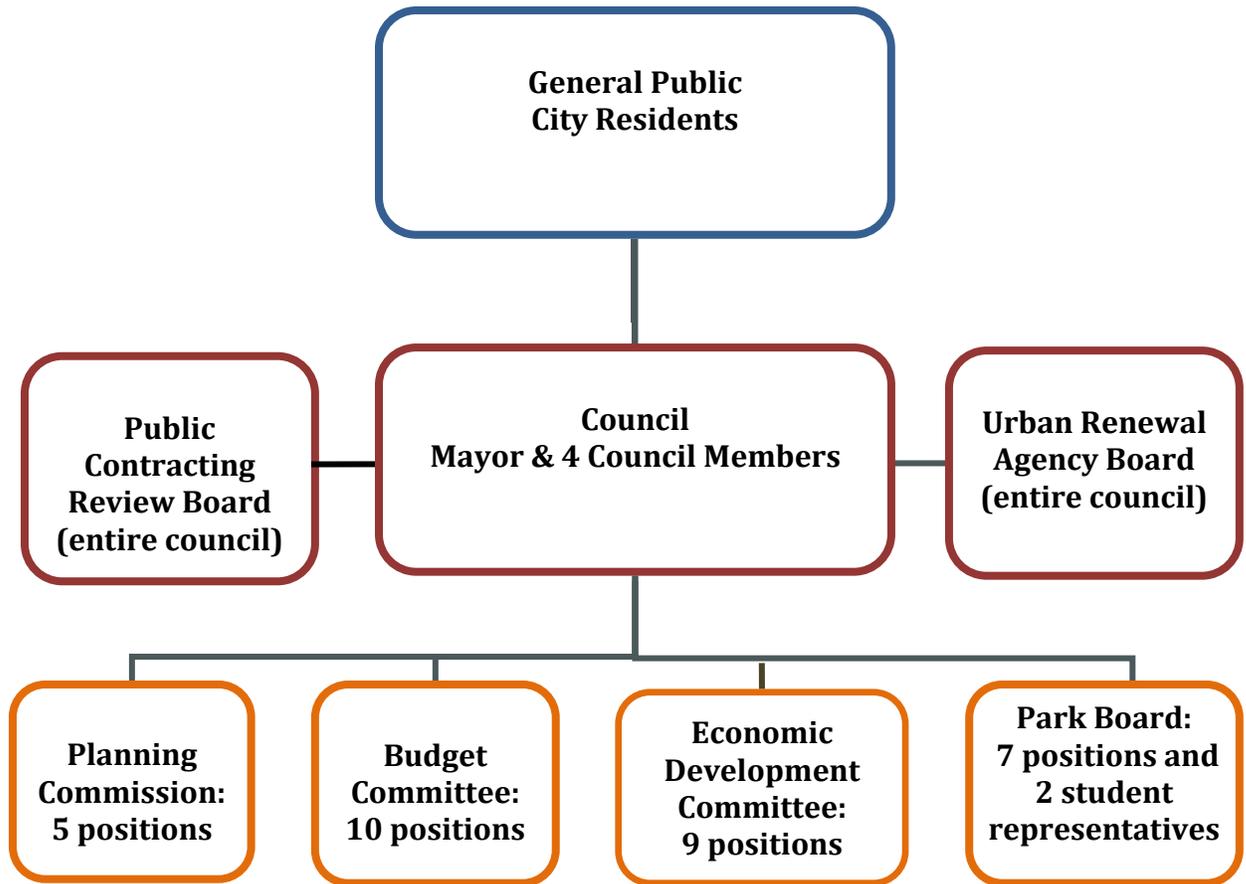


**CITY OVERVIEW AND
STRUCTURE**

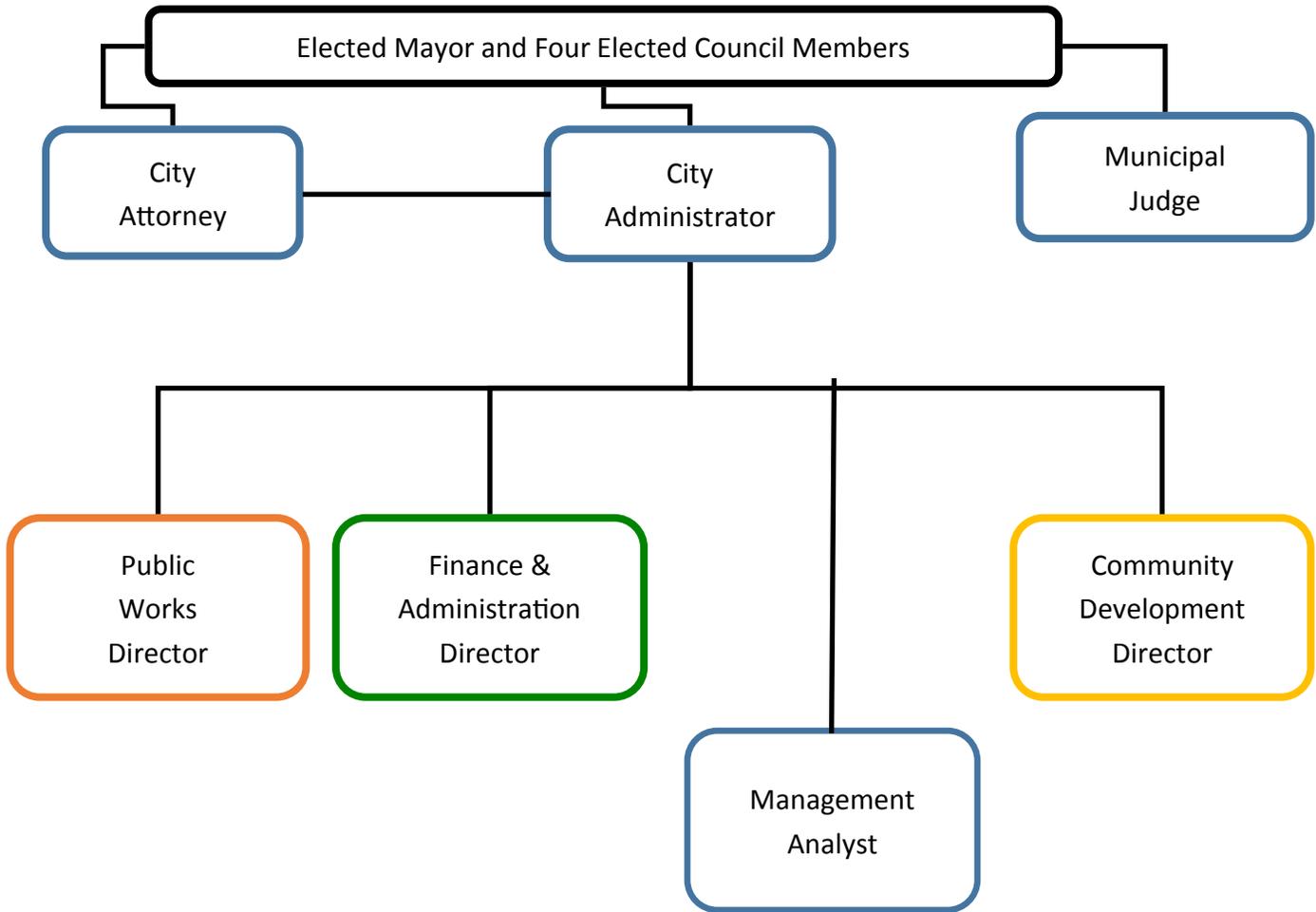
SECTION 2

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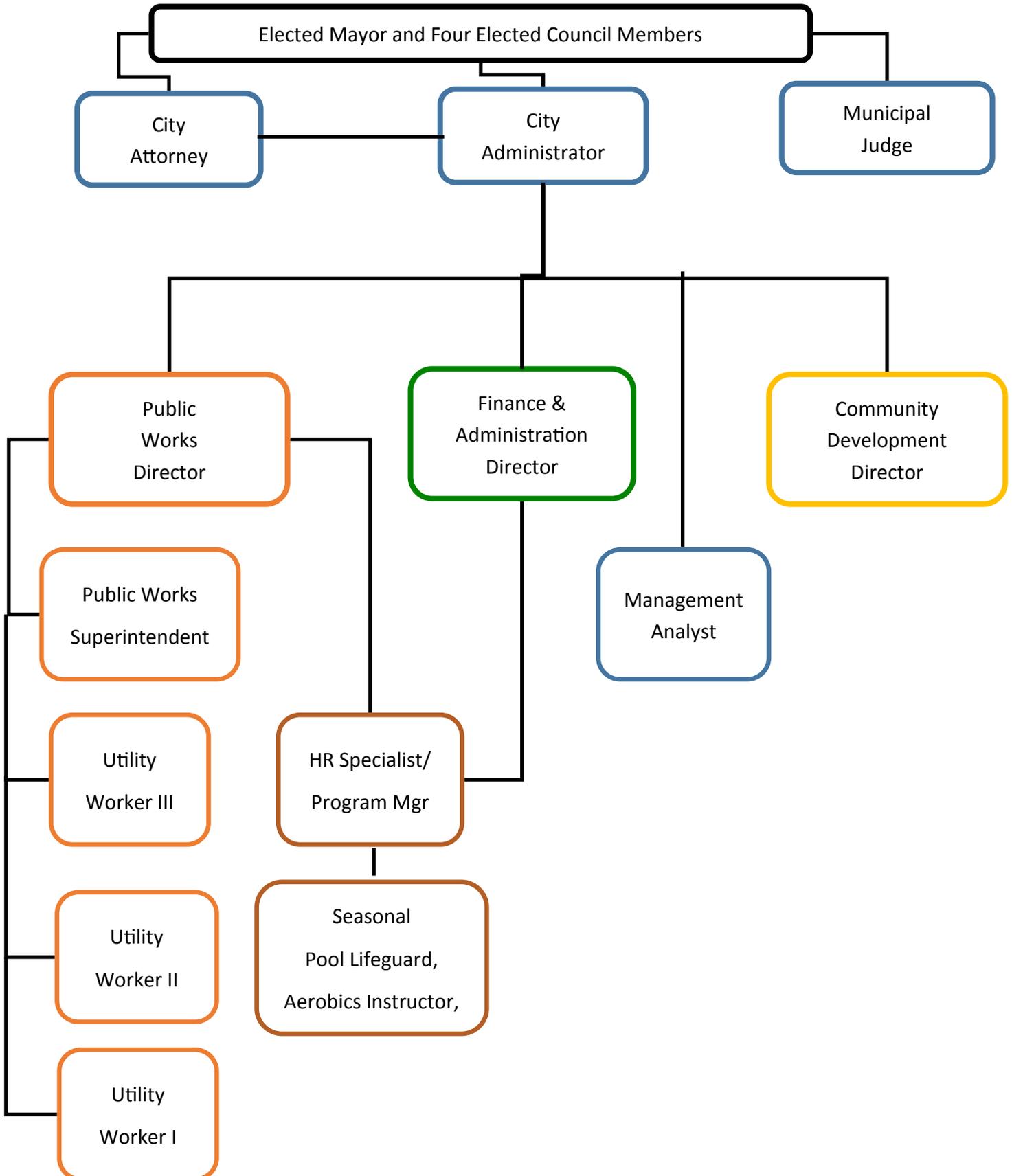
CITY ORGANIZATION CHART



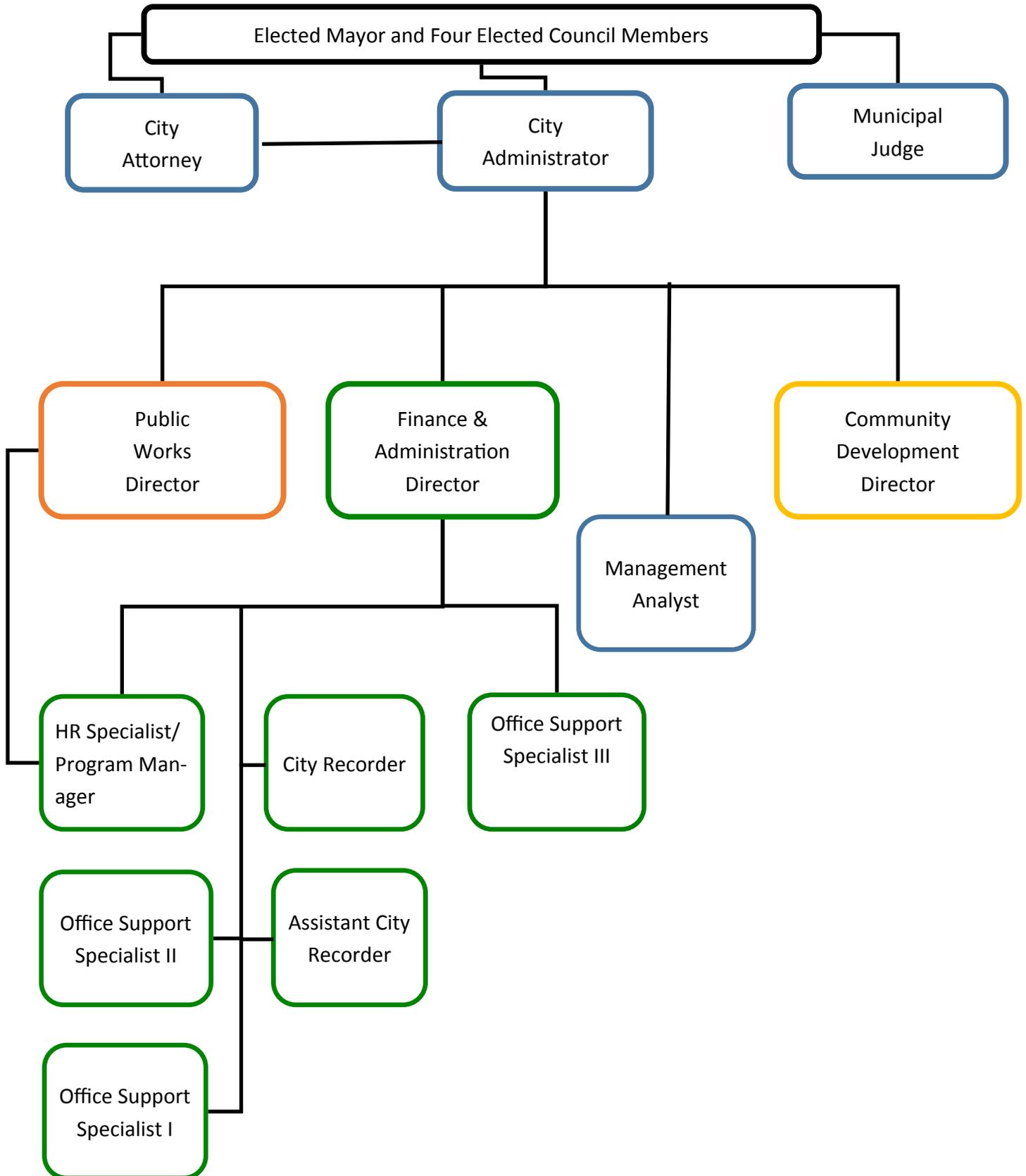
City of Veneta Organization Chart



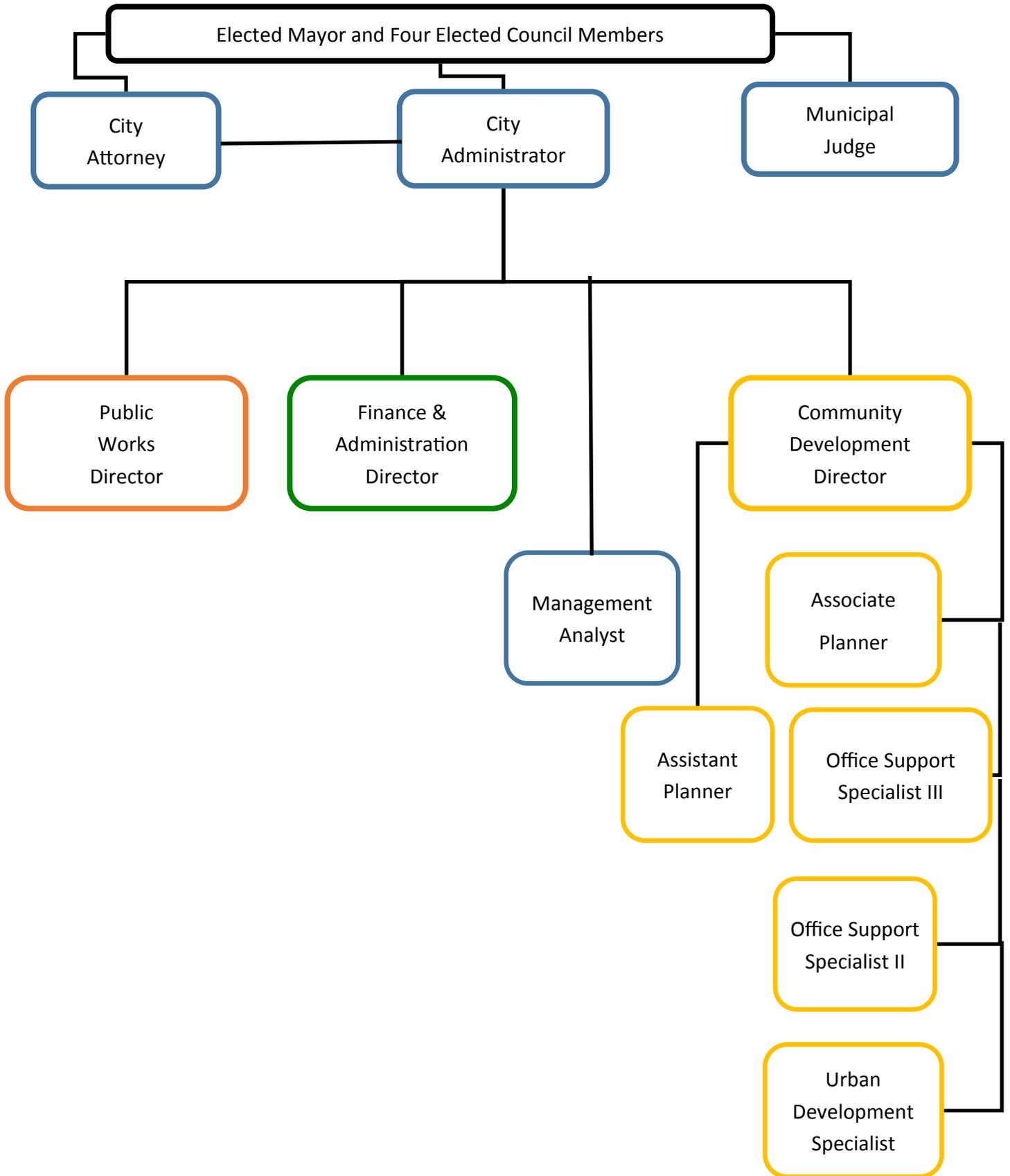
City of Veneta Organization Chart Public Works Department



City of Veneta Organization Chart Finance Department



City of Veneta Organization Chart Community Development Department



OVERVIEW OF FUNDS AND FUNCTIONS

The City budgets using six Fund types: General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Fund, Enterprise Funds, and Reserve Funds. A brief description of each type and the associated primary functions are listed below. The chart on the next page lists all the City's funds by type. Within each fund type the funds are further classified as "Major" or "Non-Major".

For financial reporting purposes, different types of funds are accounted for in different ways, with governmental funds (General, Special Revenue, Capital Construction, Debt Service, and Reserve Funds) using a modified accrual method of accounting and proprietary funds (Enterprise Funds) using a full accrual method of accounting. For budget and long-term financial planning purposes, all funds are presented using a modified accrual basis. Among other things, this means that in the proprietary funds the city does not budget for or show depreciation expenses although depreciation expenses will be recorded during the fiscal years.

General Fund. The General Fund accounts for resources that are generally not dedicated for a specific purpose. Most services provided are basic to the everyday operation of the municipality.

Primary Functions:

- ❖ Administrative
- ❖ Human resources
- ❖ Financial
- ❖ Public safety
- ❖ Economic development
- ❖ Risk management
- ❖ Municipal court
- ❖ Code enforcement

Special Revenue Funds. These funds account for revenues that are to be used for specific purposes. They are created to comply with State Law, meet the terms of agreements or contracts, and/or for internal management purposes. For example gas tax money received from the state can only be used for street operations, maintenance, and improvements.

Primary Functions:

- ❖ Building inspections
- ❖ Street and facilities maintenance
- ❖ Law enforcement
- ❖ Parks and recreation services
- ❖ Community development/planning
- ❖ Improvements and expansions
- ❖ Payment of debt on Local Improvement District (LID) projects

Enterprise Funds. These funds are created to finance and account for acquiring, operating and maintaining facilities and services which are primarily self-supporting.

Primary Functions:

- ❖ Water supply, treatment, and distribution
- ❖ Wastewater collection, treatment, and disposal
- ❖ Infrastructure and facilities maintenance, improvements and expansion

Capital Project Funds. These funds are created to record all revenues and expenditures used to finance the building, acquisition, and/or expansion of capital facilities.

Primary Functions:

- ❖ Acquisition and construction of and major improvements to buildings, utility infrastructure, roads and pathways, and other City owned facilities.

Debt Service Funds. These funds are most commonly set up to account for the payment of principal and interest on bond issues. The revenues used to retire debt can come from taxes or other revenue sources.

Primary Functions:

- ❖ Payment of principal and interest on outstanding general obligation bonds.

Reserve Funds. These funds are used to accumulate money for financing the cost of any future services, projects, and property or equipment acquisitions.

Primary Functions:

- ❖ Pay for future needs without incurring additional significant debt.

LISTING OF FUNDS BY TYPE

CITY OF VENETA:

FUND TYPE

GENERAL FUND:	MAJOR	NON-MAJOR
	GENERAL	
SPECIAL REVENUE FUNDS:	MAJOR	NON-MAJOR
	LAW ENFORCEMENT STREET CAPITAL CONSTRUCTION - GOVT	PARKS & RECREATION PLANNING BUSINESS ASSISTANCE STORM WATER GRANTS BUILDING INSPECTION PROGRAM LOCAL IMPROVEMENTS ZUMWALT
ENTERPRISE FUNDS:	MAJOR	NON-MAJOR
	WATER SEWER CAPITAL CONSTR - WATER CAPITAL CONSTR - SEWER	
CAPITAL PROJECT FUNDS:	MAJOR	NON-MAJOR
		POOL FACILITIES W BROADWAY DEV
DEBT SERVICE FUND:	MAJOR	NON-MAJOR
		DEBT SERVICE
RESERVE FUNDS:	MAJOR	NON-MAJOR
	ENTERPRISE	PW EQUIPMENT GOVERNMENTAL

URBAN RENEWAL AGENCY:

FUND TYPE

GENERAL FUND:	MAJOR	NON-MAJOR
	GENERAL	
DEBT SERVICE FUND:	MAJOR	NON-MAJOR
	DEBT SERVICE	

Function/Department: **Community Development**

The Community Development Department includes Planning, Building, and Code Enforcement. The department is engaged in activities related to improving the livability of Veneta. The department administers codes and ordinances by regulating subdivision development, building construction, and providing municipal code compliance to ensure community safety and livability. The department also engages in long range planning projects such as Comprehensive Plan updates, and the preparation of transportation, park and other specific master plans. Planning provides staff support to the Planning Commission and Urban Renewal Agency.

Current Areas of Focus:

- Implement Long Range Plans –
 - Update the City’s Parks and Open Space Master Plan.
 - SDC analysis to promote affordable housing (multi-family and ADUs) housing.
 - SDC analysis to implement Transportation System Plan, includes the development of Capital Improvement Plan.
 - Identify project and submit Safe Routes to School application for 2019-20.
- Work with Lane County of final design and engineering for Veneta Elmira Multi-use Path (City will take lead on public outreach program).
- Adopt and implement a revised Storm-water Management Manual.
- Address blighted conditions, especially vacant commercial buildings –
 - Continue to implement and evaluate the Vacant Building Registration Program to address commercial building maintenance issues and blighted conditions as a result of abandoned homes. This is the first year of program and may need to revise procedures and/or code.
 - Propose code amendments to address parking issues (RVs and parking on front lawns).
- Assist with Urban Renewal Plan update.

Long-term Objectives:

Long term objectives are to implement the City’s Long range Master Plans. The areas of focus are directly related to the City’s adopted plans. The department also responds to development trends through land use review and amending our codes and ordinances to ensure they are in alignment with Council goals. Each year the focus of the department changes as plans become outdated, and/or opportunities are presented.

Recent Accomplishments:

- ✓ Bid and construction of City Park Phase I.
- ✓ Adoption of updated Transportation System Plan and implementing regulations.
- ✓ Adoption of amendments to Northeast Employment Center: code revisions and Comp Plan and zoning Map amendments (nearly complete).
- ✓ Preparation of code amendments to remove barriers to siting mobile food and mobile retail units.

Function/Department: Economic Development

The City has worked on Economic Development in a variety of ways throughout its history. In fiscal year 2015-16, for the first time, Economic Development became a department within the General Fund. This department, like several others within the City, does not have its own staff; however, the City's efforts in this area are being re-energized and with that significant effort and expenditures are expected. For example, in April 2015 the City Council adopted a 2015-19 Economic Development Strategic Plan (EDSP). The EDSP contains four goals, 13 strategies, and 23 action items.

Current Areas of Focus:

- Continue support for VenetaWorks
- Continue efforts of Venture Catalyst
- Launch Fermentation Package

Long-term Objective(s):

Continue to implement the projects and objective within the Five-Year Economic Development Strategic Plan with the primary focus to aid in business development that will lead to an expanded tax base and generation of family wage jobs in Veneta.

Recent Accomplishments:

- ✓ Secured resources for the design of the Middle Mile project.
- ✓ Developed successful VenetaWorks and Entrepreneurship programs.
- ✓ Completion of Fermentation Report and development of incentive package.
- ✓ Launching of a pilot project to develop a Retail Pop-up District in downtown Veneta.

Function/Department: Finance and Administration

The Finance and Administrative Services Department includes the functions of payroll, general ledger accounting system (including cash receipts, accounts payable, accounts receivable) , financial reporting and reconciling, year-end closing, audit preparation, budget document compilation, utility billing, banking, procurements, investing of funds, human resources, benefits administration, administrative support for the Mayor, City Council, City Administrator, Planning Commission, Urban Renewal Agency, Budget Committee, and Park Board, records management, information technology, communications, public relations, reception, and general office support and management.

Current Area of Focus:

- Improve efficiency of procedures and processes.
- Improve consistency of procedures and processes.

Long-term Objectives:

Cross training on critical tasks.

Recent Accomplishments:

- ✓ Implemented the General Ledger, Payroll, Accounts Payable, Utility Management and Cash Receipts modules of new financial software system (Caselle). This included conversion of historical data, training, creating and implementing new processes and documenting.
- ✓ Completed analysis of staffing need and created a new positions to meet major void and absorbed other tasks previously assigned to an employee who retired.

Function/Department: Law Enforcement

The Law Enforcement function is budgeted and accounted for in its own fund. The City contracts with the Lane County Sheriff's Office for law enforcement services. The current contract provides four full-time deputies and one ½-time sergeant.

Current Areas of Focus:

- Continue to encourage Lane County Sheriff's Office personnel to engage in community policing practices.
- Continue to support efforts to strengthen the relationship between LCSO personnel and Neighborhood Watch groups.

Long-term Objective(s):

Continue to reduce criminal activity in the community.

Recent Accomplishments:

- ✓ Long-term investigations conducted, in part by contracted personnel, resulted in extended incarceration for Veneta criminals.

Function/Department: Public Safety

The Public Safety Department is budgeted and accounted for in the General Fund. This department, like several others within the City, does not have its own staff; however, having a separate department facilitates easier tracking of objectives and expenditures. The purpose of the new department will be to track activity related to Emergency Preparedness and community policing.

Current Areas of Focus:

- Continue to support Neighborhood Watch programs.
- Implement at least one Hazard Mitigation project.
- Actively work on fuel load reduction in Veneta and likely the greater Fern Ridge area.
- Continue to support efforts to address homelessness and other unhoused or poverty programs.

Long-term Objective(s):

Continue efforts to engage the community to prepare for emergencies and to reduce criminal activity.

Recent Accomplishments:

- ✓ Grown Neighborhood Watch program to nine neighborhood groups.
- ✓ Adoption of our Hazard Mitigation Plan by the City, Lane County and FEMA.
- ✓ Provided educational material to the community about emergency preparedness.

Function/Department: Public Works

The Public Works Department includes operations, maintenance, repairs, improvements, and expansions of the City's Water, Sewer, Streets, Parks, Pool, and Storm-water systems and facilities. Maintenance of buildings and vehicles, event coordination and set-up, animal control, and landscaping are also part of this department's responsibilities.

Parks.**Current Areas of Focus:**

- Design and possible construction of Phase II of City Park.
- Develop programming to best utilize the newly constructed multi-use pool.
- Maintain other City parks.

Long-term Objective(s):

Develop safe recreation areas and activities within the City's Park system.

Recent Accomplishments:

- ✓ Construction of improvements to City Park including, but not limited to, a new play area, installation of an underdrain system for the play area and refurbishment of the covered picnic area.
- ✓ Construction of a new multi-use pool.

Streets.**Current Areas of Focus:**

- The development and improvement of the Street and Pedestrian system in the Veneta Downtown area.
- Maintenance and improvement of existing street infrastructure.

Long-term Objectives:

To improve and make safer the City's transportation and pedestrian grid and to protect the City's investment in transportation infrastructure.

Recent Accomplishments:

- ✓ Construction of improvements on 2nd and 3rd Streets between Broadway Avenue and Dunham.
- ✓ Completed full improvement design for East Hunter from Territorial Road to Crystal Street.
- ✓ Completed design for reconstruction of 8th Street.
- ✓ Completion and adoption of a new Pavement Preservation Plan.

Water**Current Areas of Focus:**

- Maintaining existing facilities.
- Assisting with the design and construction of new residential distribution systems as more development occurs.

- Securing a site for a new water reservoir that will create redundant pressure control for the City's largest pressure zone.

Long-term Objectives:

Specific long term objectives are planned out in the 2012 Water Master Plan. The development of a new water reservoir is listed in the Capital Improvement Plan.

Recent Accomplishments:

- ✓ Completed design and released bid for installation of a new 12 inch water main on 8th Street from Dunham Avenue to Bolton Hill Road.

Sewer**Current Areas of Focus:**

- The construction of the Jack Kelley Drive Lift Station and associated piping will be a major focus.
- System maintenance.

Long-term Objectives:

The department's long term objectives are outlined in the 2016 Wastewater Master Plan. The next planned objective will be to upgrade and upsize pumps in the Pine Street Lift Station sometime between 2020-2024.

Recent Accomplishments:

- ✓ Construction of the Jack Kelley Drive Lift station and associated piping.
- ✓ Completed review of the Wastewater System Development Charge methodology and adopted new SDC charge.
- ✓ Provided options for new development (Sarto Village) for sewer collection.

CITY OVERVIEW

VENETA'S SETTING

The City of Veneta, covering 2.66 sq. miles, is located in the midst of a large rural, recreation, and forested area, Fern Ridge Reservoir, the Coastal Mountain Range to the west and the Cascade Mountain Range to the east. More specifically it is 12 miles west of Eugene and 47 miles east of Florence. Forests, wetlands, and agriculture operations, including several award-winning wineries are prevalent in the surrounding areas. The main access roads are Highway 126 (East and West) and Territorial Road (North and South).

VENETA'S WEATHER

The City sits at an elevation of 490'. The average low temperature is 42.6 degrees and the average high is 65 degree with an overall average of 53 degrees; however, much higher and lower temperatures are common. Veneta averages 47 inches of precipitation annually. Snowfall is infrequent and relatively light averaging 4 inches annually.

VENETA'S INCORPORATION

The town, platted in 1912 by Edmund Hunter, was originally named Veneta by Charles Dunham, Mr. Hunter's business partner, after Mr. Hunter's youngest daughter. The two men foresaw growth and prosperity for the City, situated on the railroad being constructed from Eugene to the coast. To encourage business development they gave three lots to any who would start a business in town.

In the late 1940s a group known as the Veneta Improvement Association (VIA) was formed to coordinate community volunteer efforts to build a gym at Veneta Elementary School. Largely through the efforts of the VIA, the town became the incorporated City of Veneta in April of 1962 by a vote of 211 to 168. Veneta was the tenth City, out of twelve, to incorporate in Lane County. The impetus for incorporation was the need for clean water, unpolluted by septic systems after a series of hepatitis outbreaks sickened many citizens. More of the City's and area's history can be found in the Applegate Pioneer Museum on W. Broadway one block east of City Hall.

SERVICES AND FACILITIES

The City currently provides water, sewer, park and seasonal swimming pool, planning, street improvement and maintenance, building and building related permits, storm-water, animal control, and law enforcement services. The City also owns an outdoor sports field, operated by a non-profit organization, that is host to many children's soccer, T-ball and softball games and tournaments and a community center that is available for citizens to rent for large gatherings. Recreational activities include bird watching, water skiing, camping, hiking, cycling, kayaking, fishing, and sailing.

Private businesses in or close to Veneta provide most of the non-governmental amenities needed by citizens. Other amenities, including Eugene, the Eugene Airport

and Interstate 5 are easily accessible within a 16 mile radius. The Lane Transit District provides regular public bus service to, and from, Eugene from many convenient bus stops, including a park and ride facility, throughout the City of Veneta. Due to a strong and active volunteer base there are several non-profit organizations that operate within the City that provide financial assistance, clothing, food, and household goods to City residents. Lane Council of Government also operates programs for senior citizens, including meals on wheels from the City's Fern Ridge Service Center.

Other public facilities inside the City include a fire station, library, Department of Forestry facility and post office. Veneta and surrounding areas are served by the Fern Ridge School District which operates two elementary schools, Fern Ridge Middle School and Elmira High School. There are two higher education facilities within a 40 mile radius of Veneta. One is the University of Oregon in Eugene. It is an easy commute of 25 minutes. The second one, Oregon State University, is located in Corvallis, Oregon. Corvallis is about a 60 minute commute to the north.

DEMOGRAPHICS

According to Portland State University population estimates the population for 2018 is estimated to be 4,790 compared to 4,561 in the last official census 2010. According to the U.S. Census, the median age is 38.1 years young. This same information for Lane County and Oregon can be found in the chart below. The median household income and median owner-occupied home values for all three entities are also included in the chart.

Census Data

Entity	Population: 2010 Census	Population: 2018 Estimates	% of Change	Median Age	Median Household Income	Median Home Value
Veneta	4,561	4,790	5.02%	38.1	\$ 41,743	\$ 180,200
Lane County	351,715	379,611	7.93%	39.4	\$ 47,710	\$ 232,800
State of Oregon	3,831,074	4,190,713	9.39%	39.2	\$ 56,119	\$ 265,700

Sources: Portland State University; census bureau websites, and American FactFinder.

GOVERNMENTAL STRUCTURE

Veneta operates under a Council-City Administrator form of government. The Council sets policies and the City Administrator is responsible for the implementation of and compliance of those policies along with the day-to-day business operations. The City Council is composed of five members; four councilors and a mayor, all elected to four-year terms. The Council meets on the second and fourth Mondays of the month. All meetings are open to the public, except in the case of executive sessions which are closed as allowed by Oregon Revised Statutes (ORS). Neither the Mayor

nor the Councilors receive any compensation for serving on the Council; however, travel and/or training expenses are reimbursed and budgeted accordingly.

The City also has a five position Planning Commission, a nine position Park Board, a Budget Committee that is comprised of the Mayor, Council members and five citizen members and the seven member Economic Development Committee.

VENETA'S VISIONS

In the early years the mission of the City was to maintain its attractiveness as a residential center while improving the service and retail sectors and developing a commercial and light industrial employment base for the entire area. Much of the initial effort and funding were focused on building infrastructure. Construction of the first water system started in 1967 and a major improvement was completed in the early 1980s. The first sewer system was completed in 1972 and the wastewater treatment plant was completed in 1978-79. During the 1960s-1980s numerous streets were created and paved, parks were developed, law enforcement was secured, City Hall was constructed, and plans for the future were written and approved. There was also lots of activity in the private sector during this time with homes being built and businesses developing at a rapid pace.

In the 1990s much of the City's development was hampered by water shortages and use restrictions in 1990, 1992, and 1997 and by a moratorium in 1996 on connections to the City's sewer system as the wastewater plant was at capacity.

The City's Comprehensive Plan, last amended in 2019, includes the following goal statements. These statements provide the major parameters and directions for the Veneta's past and current planning process:

1. Maintain community identity and recognize that Veneta is a community located in an appealing rural setting, in close proximity to the Eugene/Springfield Metropolitan Area and Fern Ridge Reservoir.
2. Maintain Veneta as an attractive residential community while improving the service and retail sector and developing a commercial and light industrial employment base for the entire Fern Ridge area.
3. Plan for a healthy community which is able to provide for a majority of its basic needs.
4. Provide adequate public utilities and services to guide and direct development in the City.

With those goals in mind, the City started to work on both the water and sewer systems. By the end of 2003 the expansion and improvements to the wastewater plant were completed. The completion of the water system expansion occurred in 2005. Also in 2003, the City received a grant to extend Eighth Street and connect it to Highway 126. Having these major basic need projects completed the City once again was on the road to development.

During the period between 2005 and 2011 the City focused on quality of life type projects including, but not limited to, doubling the size of Fern Park, acquiring and improving Territorial Park and the Bolton Hill Sports Complex, constructing a new swimming pool and pool building, and facilitating the construction of a park and ride and significant improvements to W. Broadway. By the end of 2013, the City also completed a 10 mile pipeline from Veneta to Eugene to enable the City to purchase water from the Eugene Water and Electric Board (EWEB) construction Fern Ridge Service Center (FRSC) house the assistance programs operated by numerous non-profit organizations in the area .

ECONOMIC DEVELOPMENT

Developing an employment base within the City and expanding the City's tax base have been the driving forces behind trying to attract businesses to Veneta. Efforts to attract businesses to the downtown area have been and continue to be somewhat hindered by that fact that Veneta is so young and that a typical downtown was never really established. Additionally, in the early 1980s the State realigned Highway 126 in a manner that by-passed the existing main shopping center and allowed traffic to flow uninterrupted just north of all existing development.

The economic picture improved somewhat in 1984 because the realignment created an opportunity for a new shopping center to be built on the North side of Highway 126. This center ultimately shifted most of the commercial activity away from downtown; however, with the potential of twelve retail shops it greatly increased the employment opportunities for City residents.

With the hopes of continuing that commercial growth the City, in 1988, made significant improvements to and installed sewer and water infrastructure along Jeans Road, a road that runs parallel to Highway 126 and ends directly across from the east side entrance to the new shopping center.

The City, in 2005, pursued and was awarded a grant to construct a "business park" on Jeans Road. The City invested about \$525,000 constructing full improvements for about twelve lots, zoned either commercial-industrial or industrial, including a connecting road to Highway 126. In May of 2012 the City designated the business park part of an "Enterprise Zone". This allows a property tax exemption to qualifying businesses within the zone. The progress of attracting new businesses to the park has been slow; however, recently three businesses have located within or near the business park.

In 2015 the City updated its Economic Opportunities Analysis (EOA) and Economic Plan. From that effort Veneta reinvigorated the dormant Economic Development Committee (EDC) with a focus on assisting small and emerging businesses and on expansion of broadband capacity and services in Veneta and the surrounding Fern Ridge community.

Since 2017, the City has been building a “culture of entrepreneurship” in Veneta. Through the efforts of the City’s University of Oregon RARE participant, Veneta was awarded funding from Business Oregon’s Rural Opportunity Initiative program. The City’s ROI programming includes:

- 1) Entrepreneurial Ecosystem development and programing
- 2) Securing the services of an Oregon RAIN Venture Catalyst
- 3) Creating the Popup Retail District, launching summer 2019.
- 4) Supporting the Veneta-Fern Ridge Chamber of Commerce’s Spring Business Showcase.
- 5) Enhancing the services available at the Small Business Assistance Center

All this activity falls under the City’s VenetaWorks program, a partnership between Lane County, Oregon RAIN, Eugene RAIN, the Veneta – Fern Ridge Chamber, The Lane Small Business Development Center and the University of Oregon. Visit VenetaWorks.org to learn more.

Additionally, through urban renewal, the City has aggressively been pursuing downtown placemaking through a comprehensive Fermentation Incentive Package, designed to support the creation of a downtown brewery, wine production facility, or ciderworks. The City is underway with an expansion to the urban renewal district, which is hoped to spur further development by supporting business expansion, and new facilities, like restaurants, office space, coworking space, retail storefronts and more.

BUDGET PROCESS

SECTION 3

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**BUDGET COMMITTEE MEMBERS
April 2019**

Citizen Members

POSITION	NAME	TERM END DATE
#1	Johl Brock	12/31/19
#2	Sharon Brown	12/31/19
#3	Iris Quita	12/31/20
#4	Darlene Harris	12/31/20
#5	Carolyn Heckler	12/31/20

Council Members

POSITION	NAME	TERM END DATE
Mayor	Keith Weiss	12/31/20
Council President	Thomas Cotter	12/31/22
Councilor	Robbie McCoy	12/31/22
Councilor	Calvin Kenney	12/31/20
Councilor	Pat Coy	12/31/20

THE BUDGET PROCESS

The budget process is governed by the City Charter, City Ordinances, and State Budget Laws. The initial tasks such as filling vacancies on the budget committee and setting the date for the first budget committee meeting begin in November. The majority of the budget preparation takes place from January through April. Review and adoption occur in May through June each year.

City department managers are responsible for preparing and submitting information about objectives, personnel changes, proposed projects and purchases, and any changes in daily operations or services within their area of responsibility. This information is reviewed by and discussed with the City Administrator. At the conclusion of the initial reviews and discussions the information is used to create a requested budget.

The requested budget is reviewed by the City Administrator, the Finance Director and the Department Managers and any needed adjustments are made. The end result is the development of a Proposed Budget. The Proposed Budget is submitted to the Budget Committee which consists of the Mayor, City Councilors, and up to five citizen members.

Notice of the first Budget Committee meeting, which will be held on May 23, 2019, is published in the local newspaper at least twice preceding the meeting. For the 2019-20 budget year the publication dates, in the Fern Ridge Review, are May 8, 2019 and May 15, 2019. At the first Budget Committee meeting it is typical for the Budget Officer or City Administrator to deliver the Budget Message, after which the public is given a chance to comment or give testimony and a hearing is conducted on the proposed uses of the money the City receives from the State under the revenue sharing program. Following the public hearing the committee begins their review of the budget document. The budget message explains the proposed budget and any significant changes in the City's financial position. For more information about public involvement, see the "Citizen Involvement Opportunities" section below.

The Budget Committee may meet again after the initial Budget Committee meeting; however, it is not required unless the budget message was not presented and/or public testimony was not allowed at the initial meeting. Typically, the Veneta Budget Committee does not hold additional meetings; however, if one is needed the dates are included in the City's Civic Calendar, announced at other public meetings, and appear in the calendar located on the City's website.

When the Budget Committee is satisfied with the budget, including changes, additions to or deletions from the proposed budget, it approves the budget for submission to the City Council. When approving the budget, the Budget Committee also approves, by motion, the amount or rate of ad valorem taxes, the categorization of the taxes, and how it is to be distributed between funds.

After the budget committee approves the proposed budget, the Budget Officer publishes, in the local newspaper, a financial summary and notice of budget hearing. The hearing is held during a regular City Council meeting (usually the first one in June). The purpose of the public hearing is to receive budget related testimony from citizens and provide an opportunity for citizens to discuss the approved budget with the Mayor and Councilors.

The City Council has the authority to make some changes to the approved budget. The changes can be initiated by receiving new information and/or consideration of the public testimony. The changes allowed include adjusting resources, reducing or eliminating expenditures and/or increasing expenditures on a limited basis. Increases of expenditures over the amounts approved by the budget committee are limited to not more than \$5,000 or 10 percent; whichever is greater, in any fund. Expenditure increases above those limits require a republishing of the budget and a second hearing. In no case, however, may the City Council increase the taxes over the amount approved by the budget committee. The City Council then votes on a resolution, which formally adopts the budget, makes appropriations, and levies and categorizes the taxes, no later than June 30.

After adoption the budget document is finalized, submitted to the County Clerk and the Department of Assessment and Taxation, distributed to all members of the budget committee and City management staff. The document is posted on the City's website www.venetaoregon.gov and a hard copy marked "Public Review" is placed in the lobby of the City's Administrative Center.

CITIZEN INVOLVEMENT OPPORTUNITIES

All meetings of the Budget Committee and City Council are open to the public. Citizens are encouraged to provide comments during any of these meetings during the Public Comment period of the agenda. Citizens may also testify before the City Council during the public hearing on the approved budget. The proposed budget document will be available for review at City Hall and on the City's website beginning on May 14, 2019. Copies of the entire document, or portions thereof, may be requested through the City's public records request process.

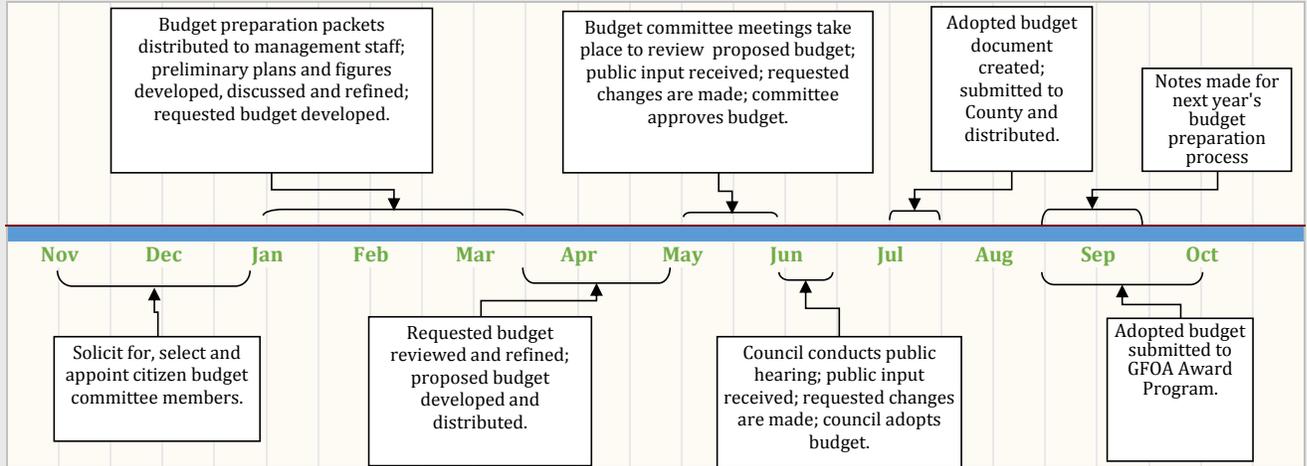
Public comment or testimony may be provided by:

1. Sending a written statement to the Budget Committee or City Council, c/o City of Veneta, 88184 8th Street, P.O. Box 458, Veneta, OR 97487 prior to a committee or council meeting date; or
2. Submitting a written statement at a meeting or public hearing; or
3. Speaking to the Committee or Council at their meetings during public comment opportunities.

CHANGES AFTER ADOPTION

Once the governing body has enacted the resolutions to adopt the budget, expenditures may not be made for any purpose in an amount greater than the amount appropriated, except as allowed by ORS (mainly 294.338, 463, 471, 473, and 478). Changes needed because of emergencies and/or bond proceeds, in most cases, can be made without any formal action. All other changes require formal action in the form of a resolution or a supplemental budget. In some instances a public hearing also has to be held. The ORSs mentioned above provide direction on which formal action is needed depending on the specific situation giving rise to the needed budget change; however, generally speaking, a supplemental budget is needed for general purpose grants, use of more than 15% of contingency within a fund, and reducing appropriations. All other situations can be handled by resolution.

THE BUDGET PROCESS TIMELINE





RESOURCES

SECTION 4

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RESOURCES

The term “Resources” refers to the total amount of “money” available to be used during any given year. Broadly speaking, resources can be split into three types: 1) Beginning Fund Balance (Retained Earnings) 2) New revenue, and 3) Internal Transfers-In.

Beginning Fund Balances

The fund balance can be thought of as retained earnings – the accumulation from one year to the next of the difference between revenues and expenditures. While municipalities are not in business to “grow” retained earnings, the amount can have a huge impact on the City’s ability to operate. This is particularly important for the funds that rely on property taxes for revenue as the new payments do not arrive until November of each year.

Each year, in the budget process, the current year’s activity is reviewed and projections are made, by fund, of the expected ending fund balance. These projected amounts become the beginning fund balances used to prepare the next year’s budget. Actual results can vary depending on the number and significance of unplanned events and needs and the progress made on planned expenditures.

For the upcoming fiscal year the beginning fund balance is estimated to be \$10,942,396. This citywide total is about \$5 million less than the estimated beginning fund balances used in the fiscal year 2018-19 budget. This is the result of using the actual ending fund balance of the most recently completed year, (in this case 2017-18) adjusted by actual results thus far in the current year (2018-19), and by careful determination of likely revenue and expenditures for the remainder of the year, to estimate the ending fund balance of the current year. The decrease in estimated fund balance was an intended consequence of including several major capital outlay projects in the 2018-19 budget for which new revenue alone would not cover the cost. Most of them are either completed or near completion.

New Revenue

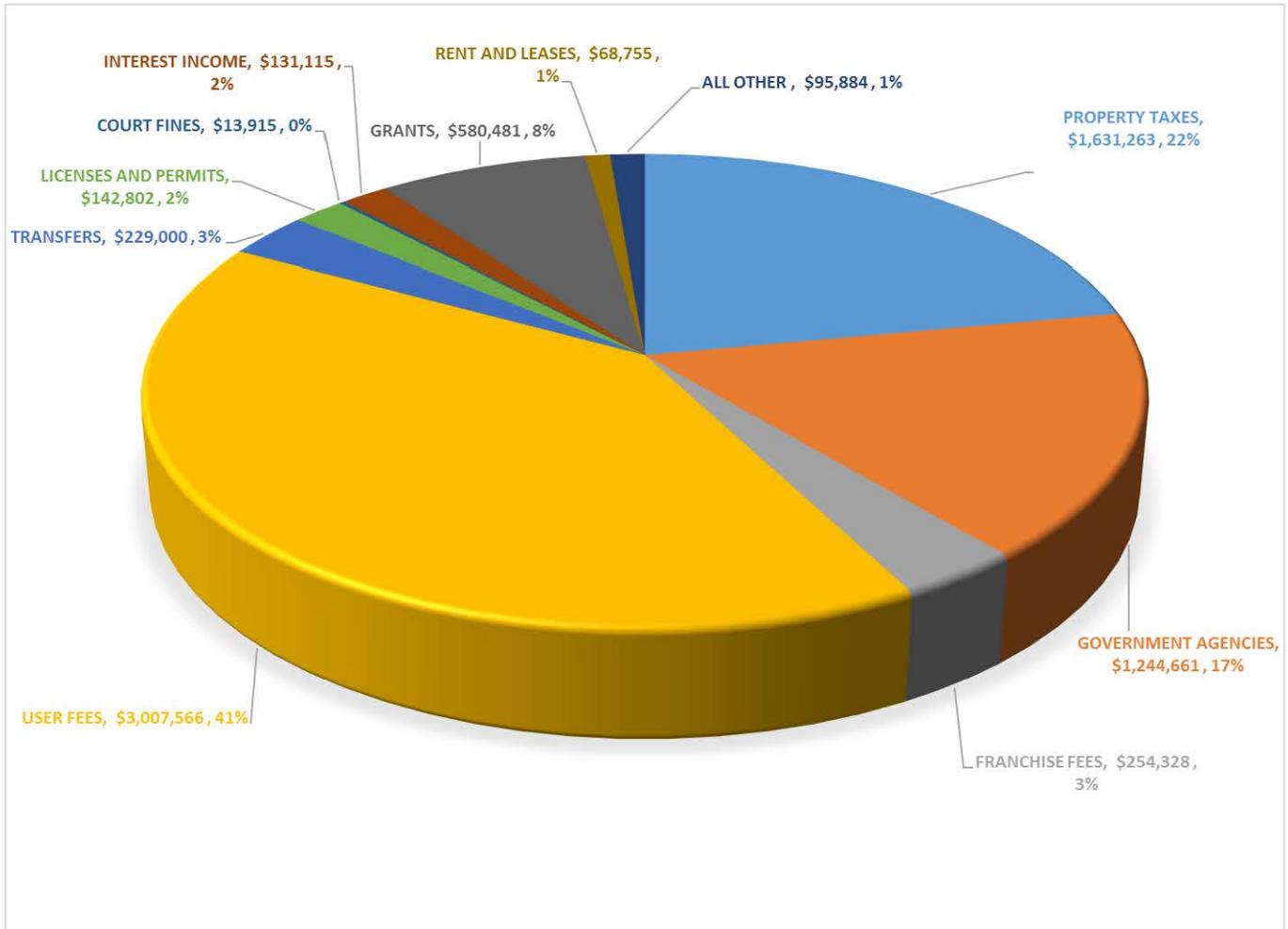
The City’s new revenue is calculated using various methods and factors including, but not limited to, historical amounts, economic trends, population, availability of grant funds, and information obtained from internal and external sources. The major revenue types for the City are Property Taxes, Franchise Fees, Intergovernmental Revenue, and User Fees.

Internal transfers do not add to the resources of the City; however, they do affect the amount of “money” available in both the “giving” and “receiving” funds. The City limits transfers as much as possible. Exceptions arise when a fund is being abolished or created and when money is being taken from or added to reserve funds.

The chart and graph on the next page present the beginning fund balances and new revenue by fund. The new revenue is further separated by type. The rest of this section provides explanation of the major types of revenue and some historical information and figures. The section entitled “Consolidated Financials” includes detailed discussion of the revenues specific to each fund or fund type, followed by individual Consolidated Fund Budgets.

SUMMARY OF RESOURCES

FUNDS BY TYPE	BEGINNING FUND BALANCE												TOTAL NEW REVENUE	TOTAL RESOURCES (Beginning Fund Balance + New Revenue)
	PROJECTED FUND BALANCE @ 7-1-2019	PROPERTY TAXES	GOVERNMENT AGENCIES	FRANCHISE FEES	USER FEES	TRANSFERS	LICENSES AND PERMITS	COURT FINES	INTEREST INCOME	GRANTS	RENT AND LEASES	ALL OTHER		
GENERAL FUND:														
GENERAL	1,335,416	280,623	104,602	127,164	13,620	3,000	6,906	13,915	11,540	295,481	44,179	62,319	963,349	2,298,764
SPECIAL REVENUE FUNDS:														
LAW ENFORCEMENT	218,037	847,568	15,977	-	-	10,000	30,726	-	2,506	-	-	13,383	920,160	1,138,197
PARKS & RECREATION	332,891	246,835	212,727	-	48,800	20,000	-	-	4,836	-	-	13,606	546,805	879,696
PLANNING	222,390	169,539	-	-	45,949	-	-	-	1,917	-	-	50	217,455	439,845
STREETS	1,241,728	-	818,043	127,164	196,321	150,000	1,170	-	11,651	100,000	-	500	1,404,849	2,646,577
STORMWATER	197,963	-	-	-	68,414	-	-	-	1,461	-	-	50	69,925	267,889
BUILDING INSPECTION PROGRAM	60,036	-	-	-	-	25,000	91,000	-	25	-	-	25	116,050	176,086
CONSTRUCTION - GOVERNMENTAL														
GRANT	1,156,443	-	-	-	94,825	-	-	-	10,014	-	-	-	104,839	1,261,282
ZUMWALT	146,137	-	-	-	-	-	-	-	-	185,000	-	0	185,000	185,000
BUSINESS ASSIST LOAN/GRANT	126,677	-	-	-	-	-	-	-	1,048	-	-	263	79,430	225,566
LOCAL IMPROVEMENT	319,761	-	-	-	-	-	-	-	1,372	-	-	20	1,392	128,070
ENTERPRISE FUNDS:														
WATER	2,226,197	-	93,312	-	1,088,241	-	10,400	-	20,497	-	14,976	1,498	1,228,924	3,455,121
SEWER	1,713,835	-	-	-	1,202,114	-	2,600	-	15,280	-	9,600	25	1,229,619	2,943,454
WATER SDC	46,320	-	-	-	91,320	-	-	-	1,904	-	-	-	93,224	139,544
SEWER SDC	310,198	-	-	-	79,844	-	-	-	19,377	-	-	-	99,221	409,420
CAPITAL PROJECT FUNDS:														
CAPITAL PROJECT-NEW POOL	844	-	-	-	-	-	-	-	440	-	-	1,000	1,440	2,284
CAPITAL PROJECT- W BRDWAY DEVELOPMENT	55,300	-	-	-	-	-	-	-	100	-	-	45	145	55,445
DEBT SERVICE FUND:														
DEBT SERVICE	150,584	86,698	-	-	-	-	-	-	1,973	-	-	-	88,671	239,255
RESERVE FUNDS:														
PW EQUIPMENT	211,695	-	-	-	-	15,000	-	-	1,668	-	-	-	16,668	228,363
GOVERNMENTAL RESERVE	653,100	-	-	-	-	6,000	-	-	9,052	-	-	-	15,052	668,152
ENTERPRISE RESERVE	216,844	-	-	-	-	-	-	-	11,825	-	-	-	11,825	228,669
TOTALS	\$10,942,396	\$1,631,263	\$ 1,244,661	\$ 254,328	\$3,007,566	\$ 229,000	\$ 142,802	\$ 13,915	\$ 131,115	\$ 580,481	\$ 68,755	\$ 95,884	\$7,399,770	\$18,342,167



Property Taxes.

The General, three Special Revenue, and the Debt Service Funds receive property tax money for operating and/or to meet debt obligations on voter approved general obligation bonds. While the property taxes are a major resource for these funds (varies from 29% to 100%), overall property taxes are 22% of the total anticipated new revenue during the upcoming fiscal year.

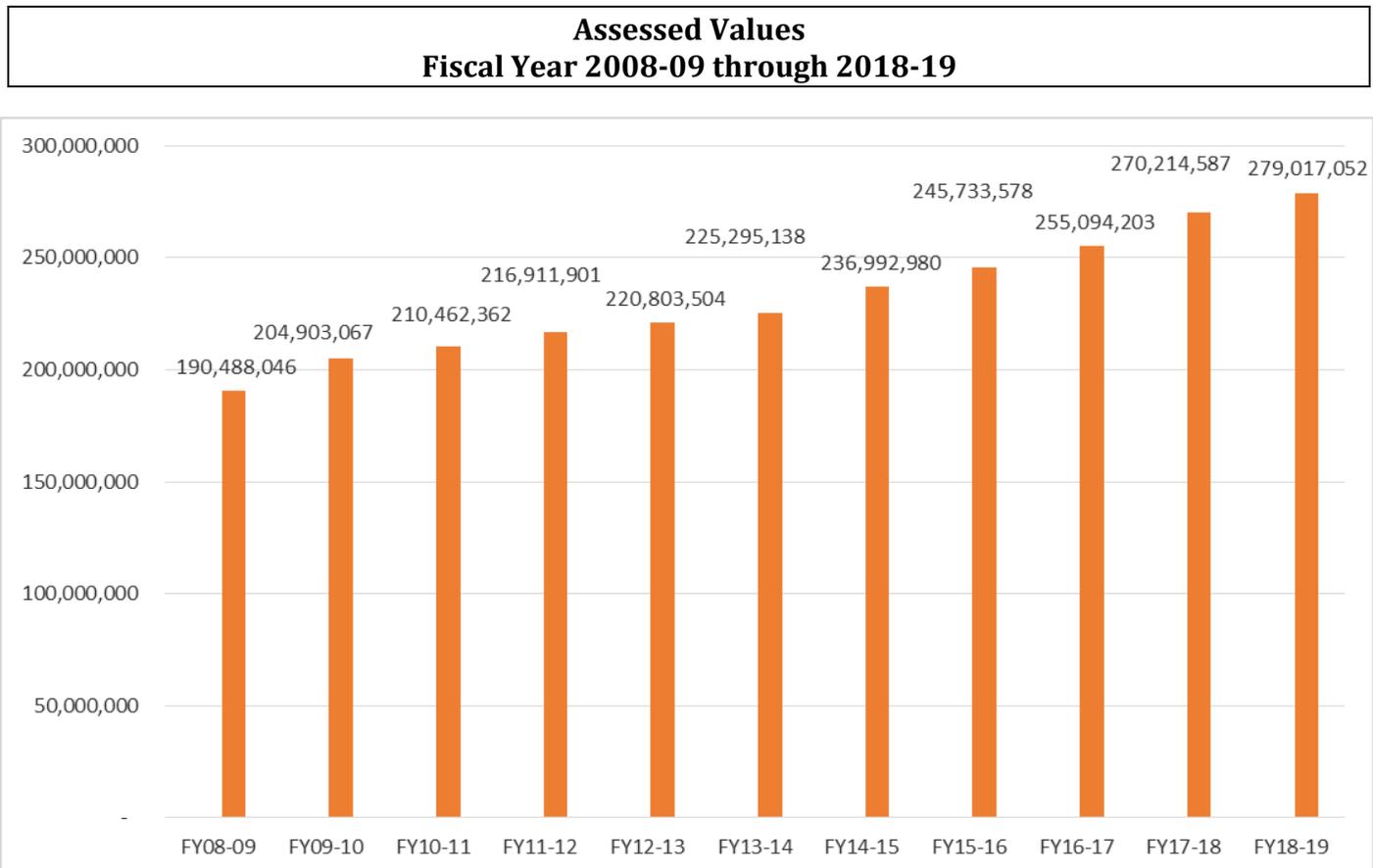
Property Tax Limits and Rates.

Property taxes for operations are levied in accordance with the Oregon constitutional limitations known as Measures 5 (1990) and 50 (1997). Measure 5 places a maximum tax rate for non-education governments of \$10 per \$1,000 of real market value on each parcel of property. Measure 50 set a maximum permanent property tax rate for each governmental entity and developed an assessed value for each parcel of property that is different than real market value for purposes of levying taxes. Taxing agencies cannot ask the voters to increase their maximum permanent tax rate; however, agencies can ask the voters to approve a local option levy.

Property Values.

Assessed value is generally limited to an annual increase of 3% for each parcel of property. In a situation where the property’s real market value decreases to less than the assessed value, the assessed value will also decrease, which is known as “Measure 50 compression.” Increases greater than 3% can occur as the result of new construction. The property within the City’s boundaries had a total assessed value of \$279,017,052 for 2018-19. This is a 3.25% increase from the previous year’s valuation.

The chart below presents the assessed values for the past eleven years.



Exemptions from Measures 5 and 50.

Property taxes levied for voter approved general obligation bonds are exempt from both Measure 5 and Measure 50 limits. Taxes for debt are levied as a total dollar amount, in the amount necessary to pay the principal and interest due during the fiscal year.

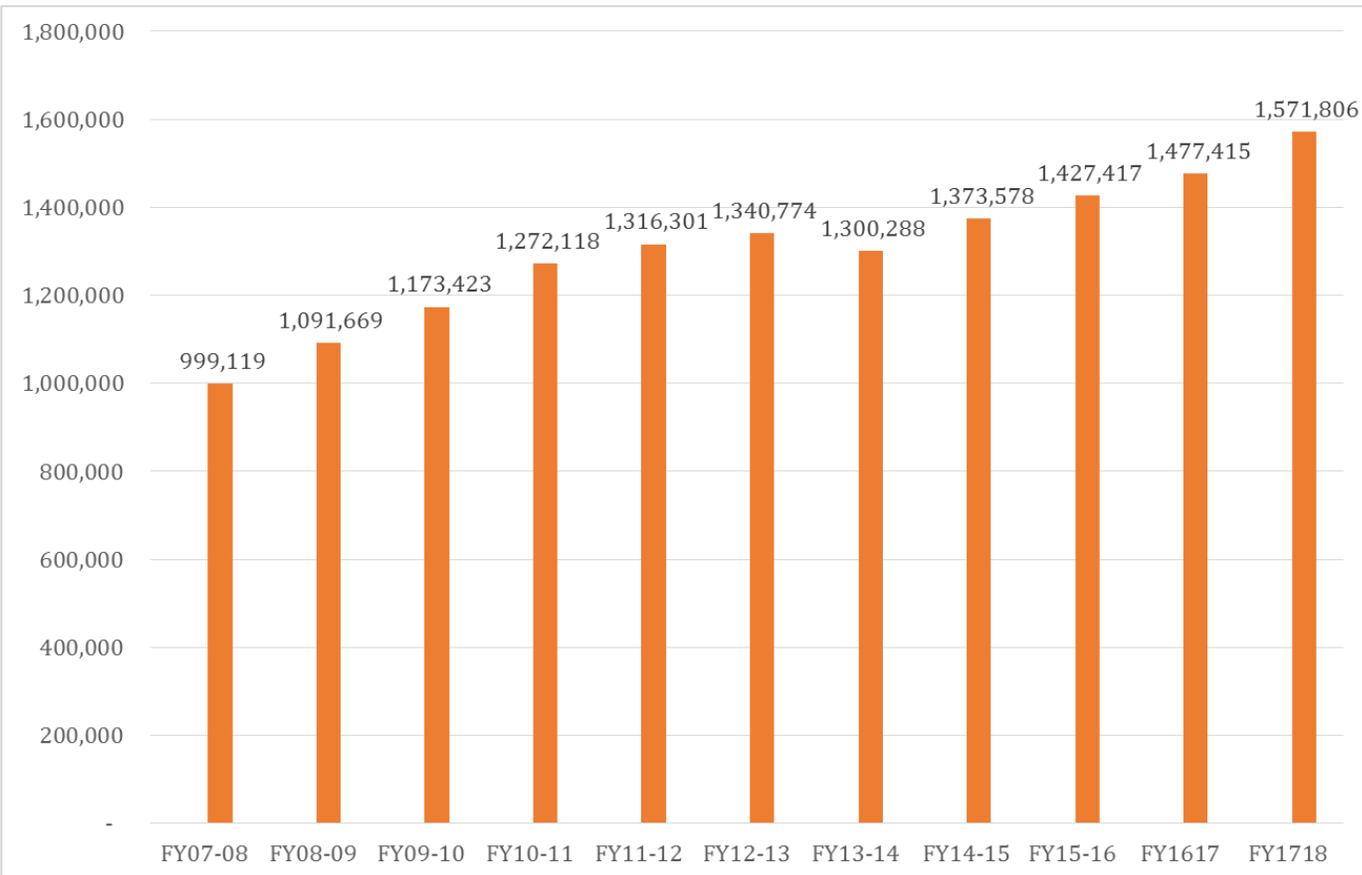
Property Tax Collections.

Property taxes are levied by taxing agency in accordance with Oregon Local Budget Law and certified to the Lane County Assessor. Property taxes are collected by the assessor’s office and distributed to each taxing agency within the district. The taxes are due in three separate payments each year. However, counties are allowed to provide a discount if property owners pay the tax in full in November.

Veneta’s Property Tax Picture.

The City of Veneta’s maximum permanent tax rate is \$5.6364/\$1,000. The calculations for fiscal year 2019-20 assumes that the assessed value will increase 2%, the full rate will be levied, the compression loss will be approximately \$7,500 and the uncollectible rate will be approximately 5%. Given these assumptions the City is conservatively expecting to receive \$1,516,798. The amount of property taxes that the City has received since fiscal year 2007-08 is shown in the chart on the following page by year.

**Property Tax Money Received
Fiscal Year 2007-08 through Fiscal Year 2017-18**



Top Ten Taxpayers (2018).

Listed below, in order by the amount of taxes assessed, are the top ten taxpayers from which the City and other taxing entities receive property tax money.

1.	Lu Lu LLC	111,520
2.	ATR Land	83,075
3.	CenturyLink	48,915
4.	Shalimar Mobile Park	47,953
5.	Holte Ardis	38,318
6.	Hammer-Veneta	37,855
7.	Emerald People's Utility District	31,454
8.	Fern Ridge Self Storage	28,088
9.	Society of St Pius X Southwest District, Inc.	24,461
10.	Peacock I LLC	23,686

User Fees.

User fees in the general fund are minimal and expected to increase slightly in the upcoming year.

The special revenue funds that collect the most in user fees are the Parks and Recreation, Planning, Street and Storm-water Funds. User fees make up 9%, 21%, 16% and 98%, respectively, of total new revenue in these funds.

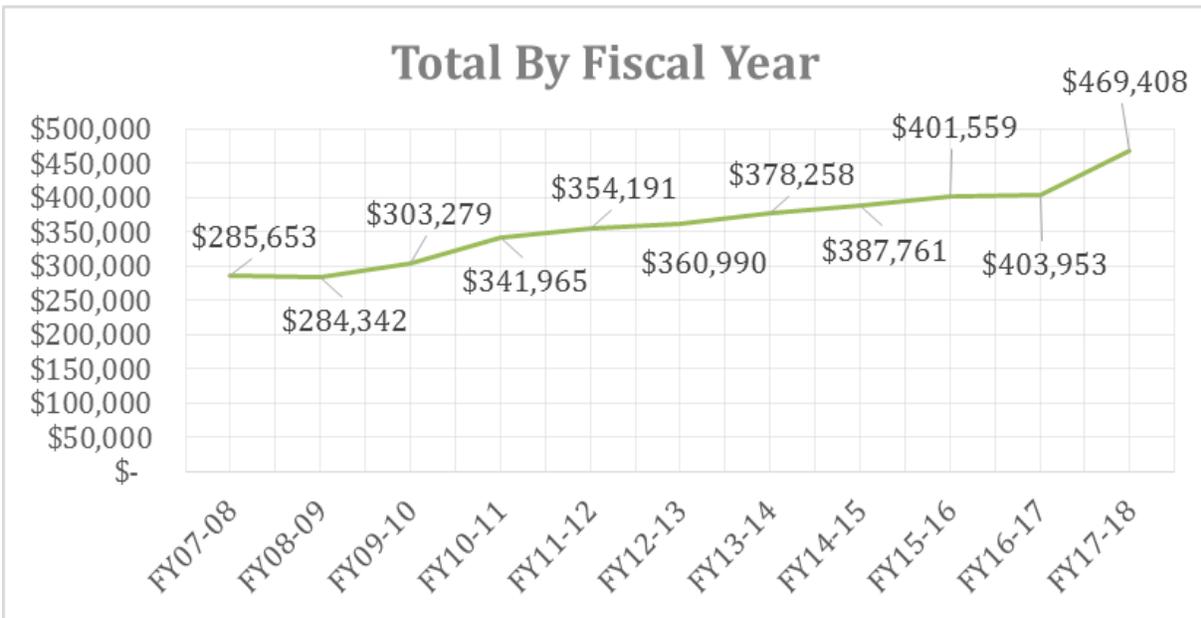
User fees are consistently the main revenue source for the City's enterprise funds. Beginning in 2009, the water rates have been increased semi-annually or annually. The objectives of these increases were to keep pace with the rising operations cost and to build up fund balances for large capital projects. After substantial increases in fiscal year 2013-14, the annual rate increases for water have been relatively low. Up until fiscal year 2013-14, sewer rates were also increased semi-annually in an effort to meet the same objectives. Effective July 1, 2013 the sewer rates were decreased by 5%. Management felt a decrease of this amount would not adversely affect the sewer related operations or capital projects; however, it would offer an offset to the large water rate increase. Last fiscal year the City contracted to have a sewer rate analysis done. Sewer rate increases of 7% for the next several years was the resulting recommendation. Management proposed and council approved a 5% increase effective May 1, 2018 and a 7% increase effective January 1, 2019. The proposed budget includes the revenue from those increases, as well as, an additional increase of 7% that will be proposed for a January 1, 2020 effective date.

Intergovernmental Revenue.

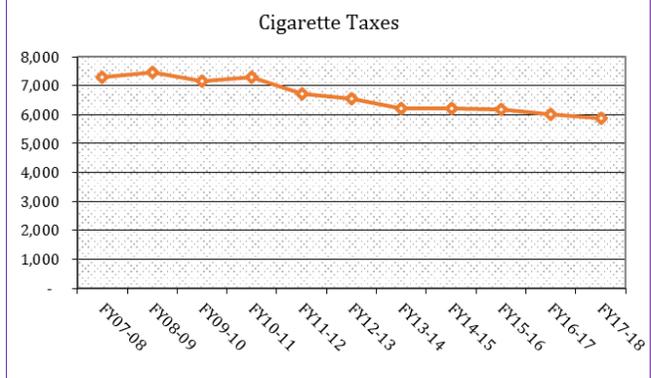
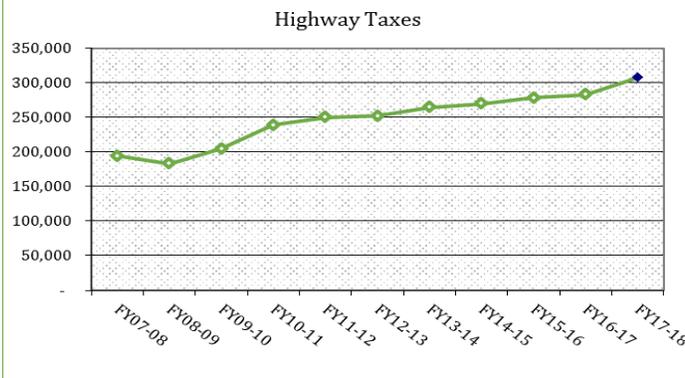
The typical sources of intergovernmental revenue are various departments of the State of Oregon and the Veneta Urban Renewal Agency. The revenues received from the State are a portion of the taxes that the State collects from cigarette, liquor, marijuana, and highway fuel sales. The amount that the City receives is based on the certified population and the State's determination of the "apportionment" factor. Over the past few years the City of Veneta's apportionment of cigarette taxes has decreased, the other apportionments have increased steadily; however, the rate of the increases have been relatively low. For the upcoming fiscal year, these trends are expected to continue. The following charts present, in numerical and graph form, the amounts collected since fiscal year 2007-08 separately and in total.

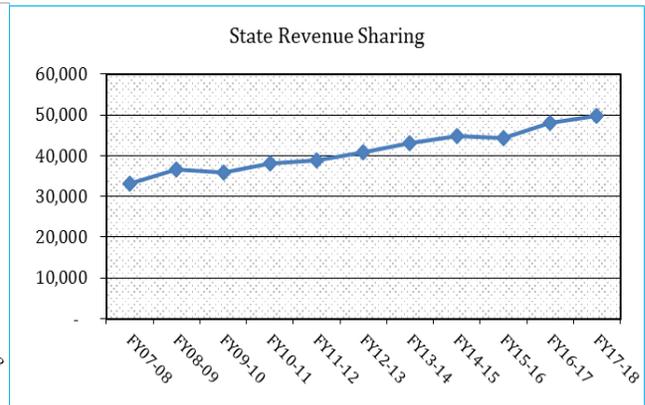
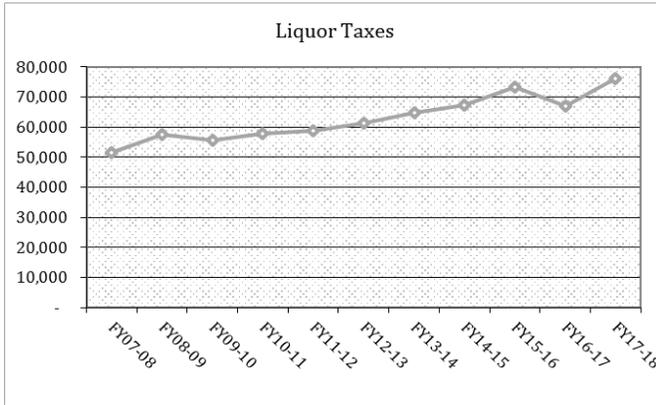
**State Revenue Sharing Total
Fiscal Year 2007-08 through Fiscal Year 2017-18**

Revenue Type	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
Cigarette	7,284	7,448	7,169	7,282	6,708	6,550	6,219	6,223	6,195	6,005	5,886
Liquor	51,388	57,344	55,524	57,695	58,670	61,423	64,774	67,296	73,149	66,893	76,100
Highway	193,752	182,877	204,729	238,814	249,854	252,118	264,225	269,524	277,788	283,036	307,820
State Revenue Sharing	33,229	36,673	35,857	38,174	38,959	40,899	43,040	44,718	44,427	48,019	49,836
Marijuana	-	-	-	-	-	-	-	-	-	-	29,766
Total By Fiscal Year	\$ 285,653	\$ 284,342	\$ 303,279	\$ 341,965	\$ 354,191	\$ 360,990	\$ 378,258	\$ 387,761	\$ 401,559	\$ 403,953	\$ 469,408



State Revenue Sharing By Type

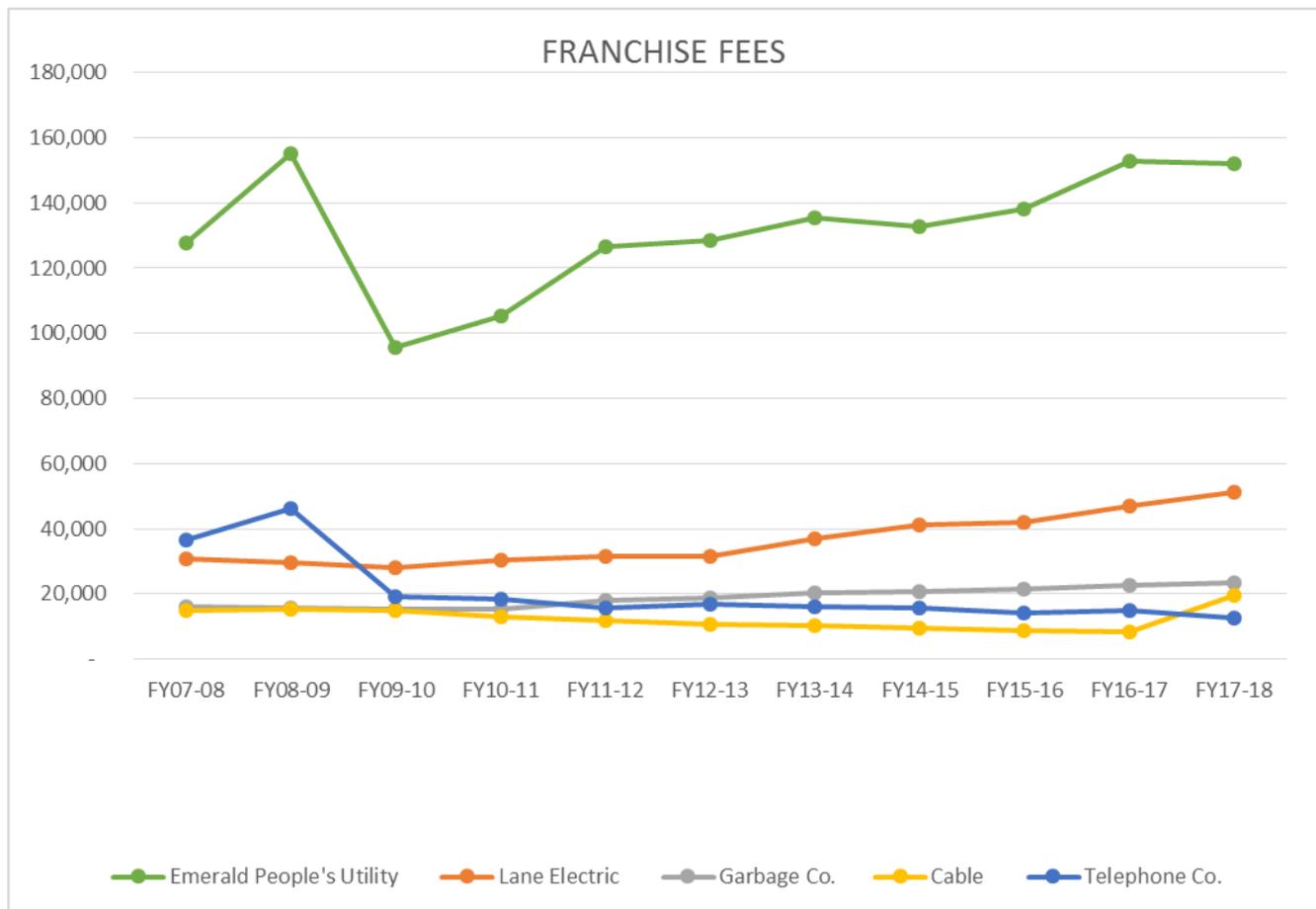




Franchise Fees.

The City collects franchise and communication fees from utilities that provide services within the City's limits. Currently this includes two electricity providers, one garbage service, one cable company, and numerous telephone service providers. The trend over the past few years has been small increases in the amount of electrical and a leveling off or slight decrease in the other type of franchises. Variations to this trend are only expected for the cable franchise in the upcoming fiscal year. Based on the results for fiscal year 2017-18, the budgeted amount is being increased modestly. The following graph showing the actual amounts collected over the past eleven (11) years.

**Franchise Fees Collected
Fiscal Year 2007-08 through Fiscal Year 2017-18**

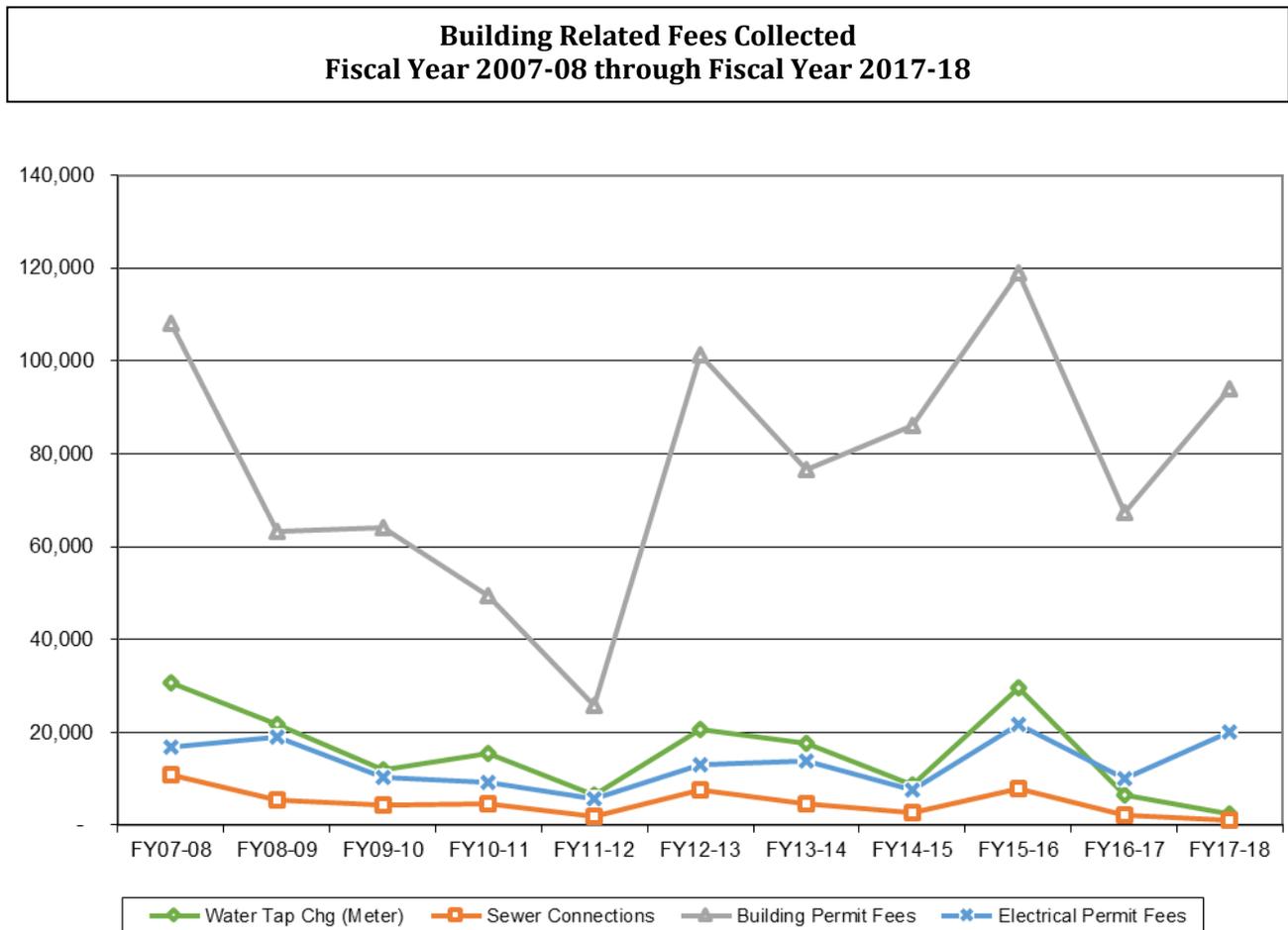


Transfers.

Transfers are used to “reimburse” a fund for costs it incurs for the activities of another fund and to accumulate money for future use. An example of a reimbursement transfer that appears in the City’s budget annually is \$1,000 from the Business Assistance Grant/Loan Fund to the General Fund. The Business Assistance Grant/Loan Fund does not have a separate Personal Services expenditure classification, rather the staff time is expended in the General Fund. The transfer of \$5,000 each from the Street, Water, and Sewer Funds into the Public Works Equipment Fund is an example of a transfer to accumulate money for future purchases of large equipment or vehicles.

Other Revenue.

The City receives, on a regular basis, revenue from Licenses and Permits, Leases, Fines, and Investment Earnings. These sources tend to vary, sometimes significantly, from year to year. The most volatile type is the building and electrical permit fees. For example, as shown in the chart below, the building permit revenue in fiscal year 2011-12 was about \$25,000 compared to \$100,000 in fiscal year 2012-13. Permits for single family residences also affect the amount of revenue in the City’s funds that receive system development charges (SDC).



The City receives on an intermittent basis Grant money, proceeds from Bonds and/or Loans and revenue from miscellaneous sources. The need for grants and loans is determined by the type of the projects carried over from past years or being undertaken in the upcoming year.

REQUIREMENTS

SECTION 5

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REQUIREMENTS

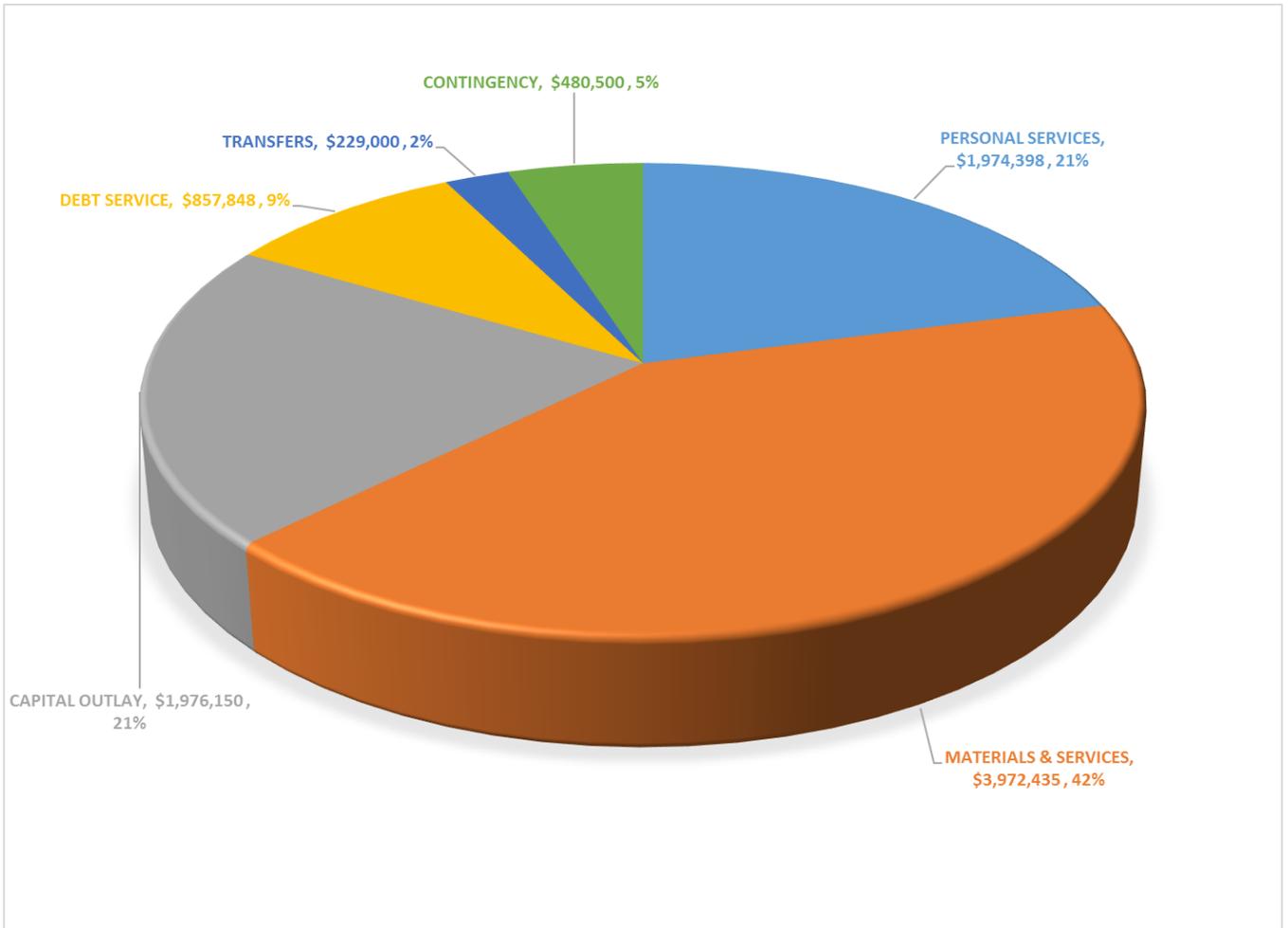
The term "Requirements" refers to the total amount of "money" budgeted to spend (expenditures) and to carry-over for the next year (ending fund balance). These are often also referred to as Appropriated (authority to spend) and Unappropriated (available for the following year). Appropriated expenditures are further separated by the following classifications: 1) Personal Services 2) Materials and Services 3) Capital Outlay 4) Debt Service 5) Contingency, and 6) Internal Transfers Out.

The chart below and graph on the next page present the expected expenditures for the year by classification and fund. Section 6 entitled "Consolidated Financials" provides detailed information about expenditures, by fund, in narrative and in the Consolidated Fund Budget. Additional background, listings of specific items included in the budget, can be found in Appendix D.

SUMMARY OF REQUIREMENTS BY CLASSIFICATION

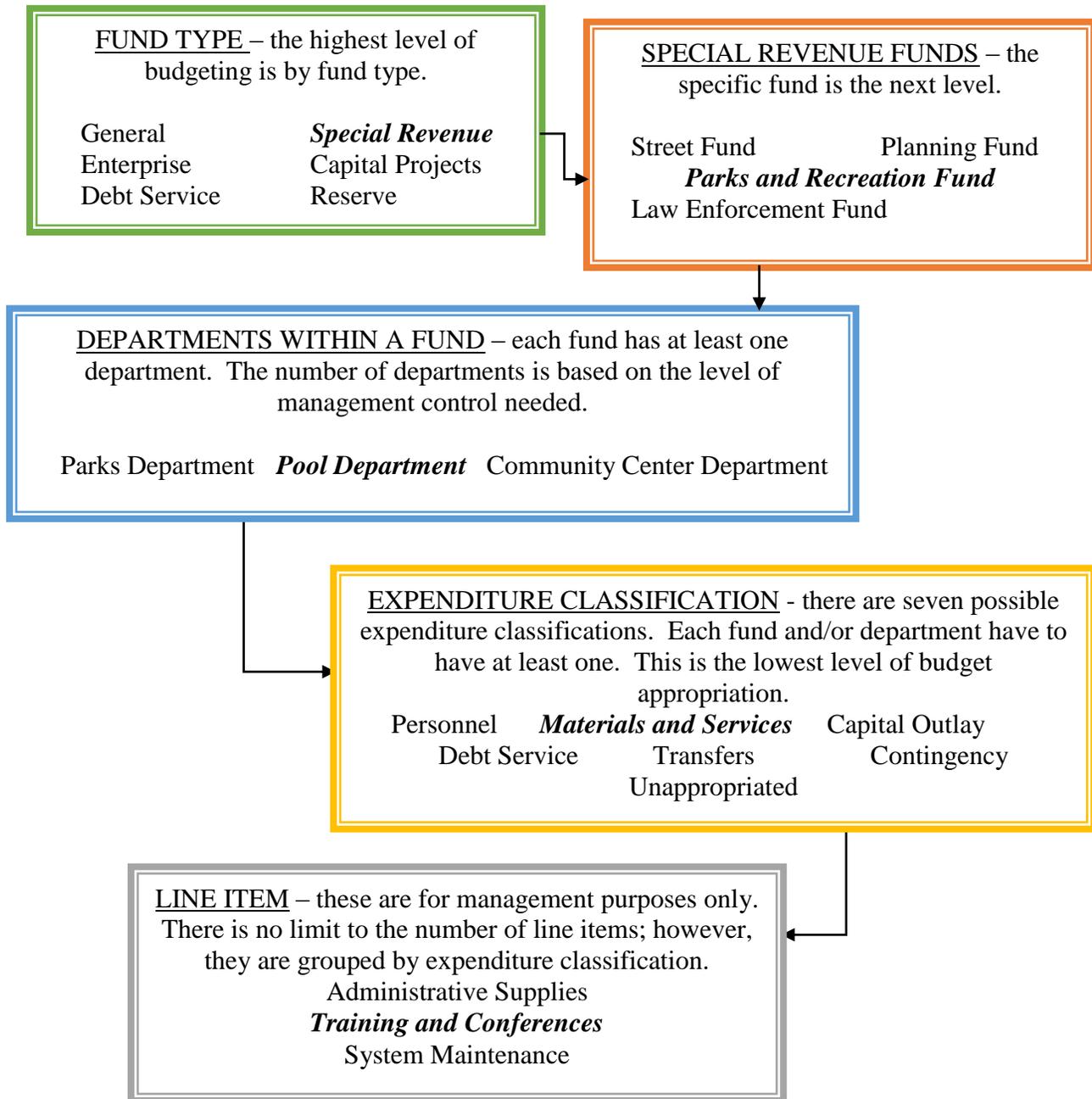
FUNDS BY TYPE	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL EXPENDITURES	ENDING FUND BALANCE PROJECTED FUND BALANCE @ 6-30-2020	TOTAL REQUIREMENTS (Expenditures + Ending Fund Balance)
GENERAL FUND:									
GENERAL	483,554	488,824	328,208	-	25,000	75,000	1,400,586	898,178	2,298,764
SPECIAL REVENUE FUNDS:									
LAW ENFORCEMENT	-	915,507	-	-	-	500	916,007	222,190	1,138,197
PARKS & RECREATION	311,975	193,079	157,975	-	-	20,000	683,029	196,667	879,696
PLANNING	209,423	62,544	858	-	-	25,000	297,825	142,020	439,845
STREETS	171,631	1,045,541	222,830	-	11,000	150,000	1,601,002	1,045,575	2,646,577
STORMWATER	50,974	14,833	68	-	-	10,000	75,875	192,014	267,889
BUILDING INSPECTION PROGRAM	19,089	95,200	-	-	-	-	114,289	61,797	176,086
CONSTRUCTION - GOVERNMENTAL									
GRANT	-	77,200	610,000	-	-	-	687,200	574,082	1,261,282
ZUMWALT	-	185,000	-	-	-	-	185,000	-	185,000
BUSINESS ASSIST LOAN/GRANT	9,978	39,815	-	-	32,000	-	81,793	143,773	225,566
LOCAL IMPROVEMENT	-	44,050	-	-	1,000	-	45,050	83,020	128,070
ENTERPRISE FUNDS:									
WATER	-	275	-	18,368	-	-	18,643	306,845	325,488
ENTERPRISE FUNDS:									
WATER	325,718	408,039	362,185	406,040	5,000	100,000	1,606,982	1,848,139	3,455,121
SEWER	392,056	400,428	254,026	125,649	5,000	100,000	1,277,159	1,666,295	2,943,454
WATER SDC	-	25	-	45,116	-	-	45,141	94,403	139,544
SEWER SDC	-	1,000	-	169,791	-	-	170,791	238,629	409,420
CAPITAL PROJECT FUNDS:									
CAPITAL PROJECT-NEW POOL	-	25	-	-	-	-	25	2,259	2,284
CAPITAL PROJECT- W BRDWAY DEVELOPMENT	-	1,050	5,000	-	-	-	6,050	49,395	55,445
DEBT SERVICE FUND:									
DEBT SERVICE	-	-	-	92,884	-	-	92,884	146,371	239,255
RESERVE FUNDS:									
PW EQUIPMENT	-	-	35,000	-	-	-	35,000	193,363	228,363
GOVERNMENTAL RESERVE	-	-	-	-	150,000	-	150,000	518,152	668,152
ENTERPRISE RESERVE	-	-	-	-	-	-	-	228,669	228,669
TOTALS	\$1,974,398	\$3,972,435	\$1,976,150	\$857,848	\$229,000	\$480,500	\$9,490,331	\$8,851,836	\$18,342,167

EXPENDITURES BY TYPE



For management purposes only, each classification is broken down to one or more line items, or accounts. There are no restrictions on the number of line items. The rule of thumb is to create enough separation to effectively manage each component of daily operations, large projects, and debt service payments.

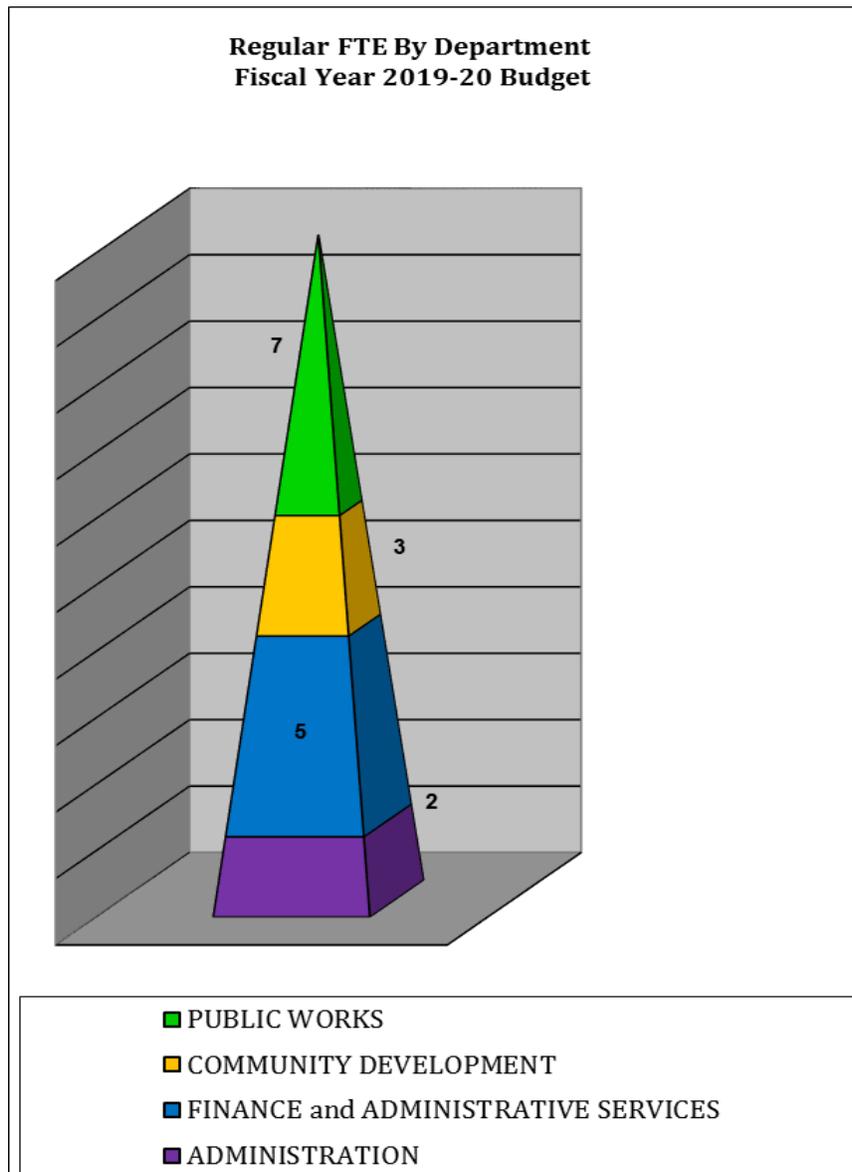
The graphic chart on the next page presents the progression of detail for expenditures beginning with the Fund Type and ending with a line item.



Expenditures

Personal Services

The Personal Services classification includes all wage and benefit costs associated with employees. The budget includes 17 regular, full-time positions (FTE). Although the total number of regular FTE is the same, changes have been made in position structure and responsibilities. Specifically, the duties assigned to the Urban Development Specialist position in the current year’s budget have been assigned to the Management Analyst and one of the Office Support Specialist positions has been changed to a position entitled “Human Resources Specialist/Program Manager”. This position includes all the responsibilities previously assigned to the swimming pool manager. A separate manager will not be hired nor budgeted for in 2019-20. Also included in the budget is 24 seasonal positions that roughly equate to 3.70 FTE. This is a slight increase from the current year’s budget. One reason for the increase is to provide adequate coverage for the new multi-use pool. Another reason is that the City has hired a part-time, seasonal employee to oversee the campground operations at Zumwalt Park during the Oregon Country Fair weekend. The number of FTE per department are shown in the following graph.



The table below shows a comparison of the number of FTE per fiscal year as discussed above.

POSITIONS BY DEPARTMENT	FY2019-20 Budgeted	FY2018-19 Budgeted	FY2017-18 Budgeted
Regular Positions:			
ADMINISTRATION			
City Administrator	1	1	1
Management Analyst	1	1	0
FINANCE and ADMINISTRATIVE SERVICES			
Finance Director	1	1	1
Human Resource Specialist/Program Mgr	1	1	1
Office Support Specialist III	1	0.05	1
City Recorder	1	1	1
Office Support Specialist II	1	1	1
COMMUNITY DEVELOPMENT			
Community Development Director	1	1	1
Associate Planner	1	1	1
Office Support Specialist III	1	1	1
Urban Development Specialist	0	0.5	1
PUBLIC WORKS			
Public Works Director	1	1	1
Public Works Superintendent	1	1	1
Utility Worker I	4	4	4
Utility Worker II	1	1	1
Total FTE	17	16.55	17
Temporary Positions:			
PUBLIC WORKS			
Pool Manager	0	0.38	0.38
Senior Guard	0.31	0.31	0.31
Head Guards	0.46	0.46	0.46
Lifeguards	2.31	1.73	1.73
Aerobics Instructors	0.05	0.05	0.05
Seasonal Grounds Laborer	0.42	0.42	0.42
Recreation and Events Coordinator	0.15	0	0
Total FTE Temporary	3.70	3.35	3.35
Total FTE All Positions	20.70	19.90	20.35

Total wages and benefits are expected to be about \$133,000 higher than the current year's budget. This equates to a 7% overall increase. The largest increases are in wages and retirement contributions. The individual components are discussed below.

Wages:

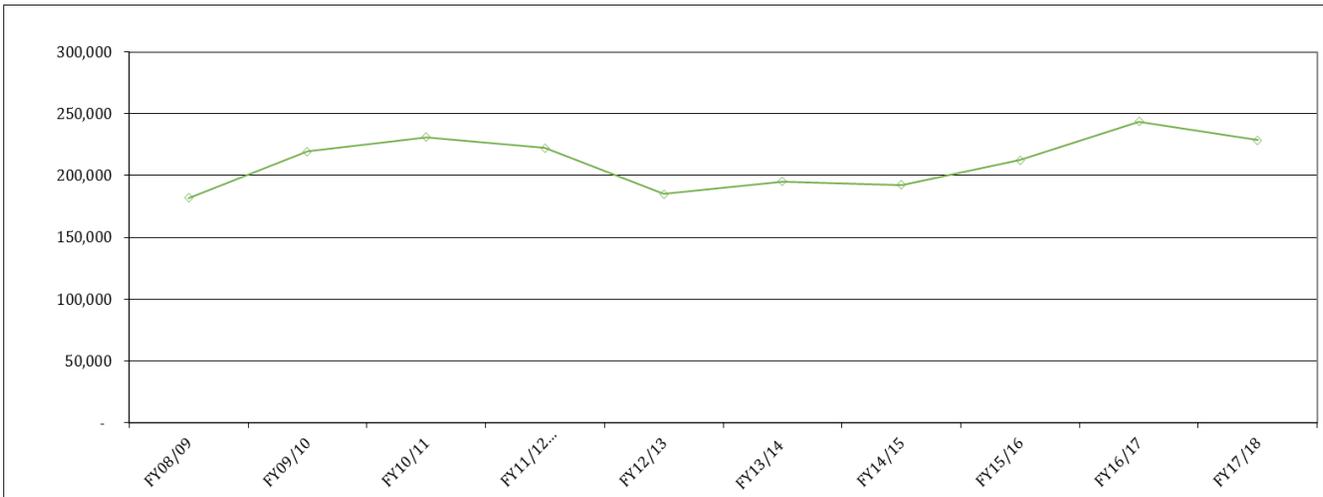
The budget reflects a 3.1% wage cost-of-living-adjustment (COLA) increase to all the City's regular positions. The City uses the CPI-U West Region from the previous calendar year to determine the amount of COLA, if one is being granted. Based on the information known to date, the budget also allows for step increases (4%) that potentially could be awarded to employees, which is determined by annual performance evaluation results, during the upcoming fiscal year.

Benefits:

Premium rates for medical insurance are expected to increase by 6% for the upcoming plan year (January 1, 2020). Vision and Dental insurance rates are expected to increase no more than 1.0% and 1.0%, respectively. The City is continuing with the current high deductible health plan

(HDHP) which has a \$2,500 deductible per person. The budget figures also reflect a continuation of the employees paying 10% of the premium costs and of the City making quarterly contributions to health savings accounts for each employee. The health savings accounts were set up for employees when the City switched to the HDHP.

Actual Health Insurance Costs
Fiscal Year 2007-08 through Fiscal Year 2017-18



The calculations for Workers’ compensation begin with pure rates that are set by the National Council on Compensation Insurance for each class code. The work that the City’s regular and seasonal employees do fall into eight class codes. For 2020 the pure rates did not substantially change from 2019. Life insurance premium is calculated based on the age of each covered employee. The rates for each age grouping is not expected to change from the 2019 rates. Long-Term Disability insurance premium will continue to be .259 per \$100 of covered salary.

The City belongs to the Municipal Government Pool of the Oregon Public Employees Retirement System. The City pays one of two contribution rates depending on each employee’s length of service. The rates change every two years based on the most recent actuarial report. Effective July 1, 2019 the rates will increase from 19.27% to 23.29% for Tier 1/Tier 2 members and from 11.46% to 16.02% for OPSRP. These increases, based on the estimated wages, equate to \$52,898. At this time the City also pays the employee’s “pick-up” portion of 6%.

Allocations:

Consistent with common practices many of the positions are allocated to two or more funds for wage and benefit purposes. The allocations, which are reviewed every year, reflect the estimated amount of time each employee performs tasks within each area or the position’s scope of responsibility. Broadly speaking allocation changes made from one year to the next are reflective of changes in focus. As shown in the chart below, the focus for the upcoming year is being redirected to the areas of code enforcement, public safety, and Zumwalt and less so to admin, water and sewer.

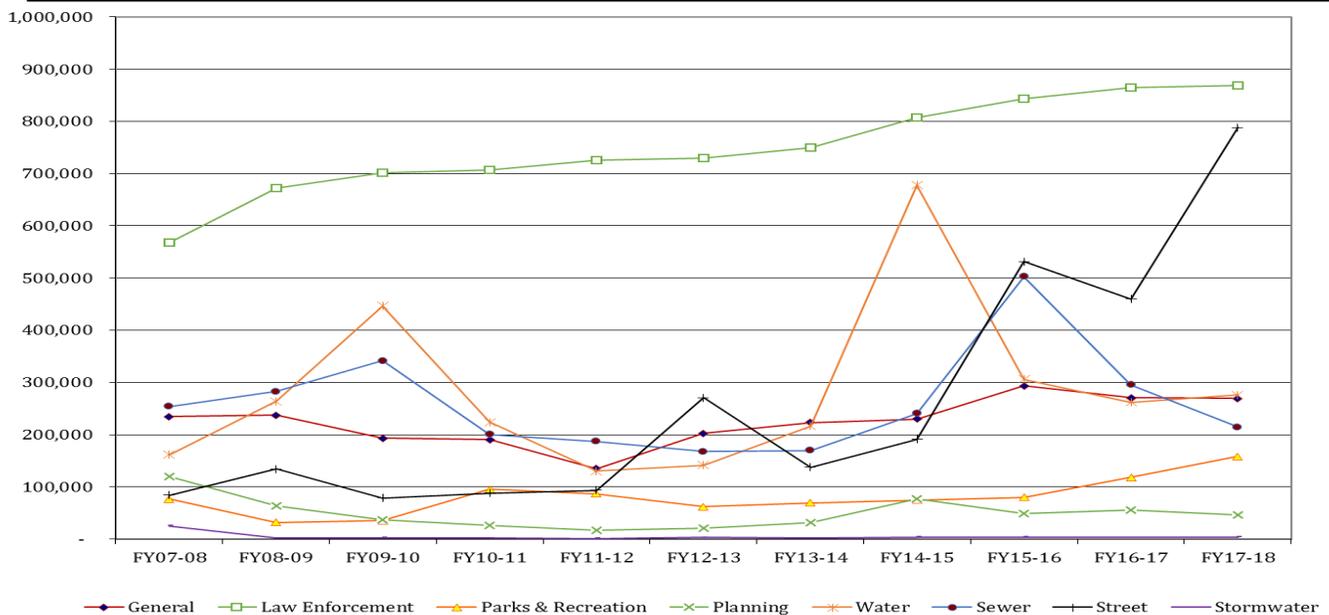
Change in Personal Allocations

	FY2019-20	FY2018-19	Change
Admin/Finance	3.43	4.61	-1.18
Court	0.58	0.63	-0.05
Code Enforcement	0.27	0.07	0.20
Public Safety	0.24	0.19	0.05
Parks	1.82	1.74	0.09
Pool	1.75	2.53	-0.78
Planning	1.82	1.82	0.00
Streets	2.02	2.02	0.00
Stormwater	0.50	0.50	0.00
Building	0.18	0.16	0.03
Water	2.88	3.05	-0.17
Sewer	3.52	3.70	-0.18
Zumwalt	1.00	0.00	1.00
	20.00	21.00	-0.99

Materials and Services

This expenditure classification is used to budget and account for all supplies, maintenance, overhead, and operating needs within each fund. Typically, these remain fairly constant from one year to the next. Exceptions occur when large projects are undertaken that are not capital outlay. The total amount is expected to increase slightly in the upcoming year primarily due to four relatively large street rehabilitation/maintenance projects included in this classification. An example from actual results can be seen in the graph below. In fiscal year 2014-15 the City undertook a water tank rehabilitation project. The street projects, among others of this nature, are listed on the schedule entitled "Listing of Potential Projects" in Appendix D. Equipment with a total cost of less than \$5,000 is also included in Materials and Services. See the schedule entitled "Listing of Potential Asset Purchases", also in the Appendix D, for details.

Historical Materials and Services by Operating Fund
Fiscal Year 2007-08 through Fiscal Year 2017-18



Capital Outlay

Purchases and projects which generally have a useful life of one or more years, extend the useful life or significantly improve an existing asset and/or have a cost of \$5,000 or more, are included in the Capital Outlay classification of expenditure appropriations. For accounting and management purposes, capital outlay is broken down further by the following types:

Expansion or acquisition – newly acquired or built; adds to an existing system or structure.

Improvement – major work done that makes the asset or system function better than it did originally.

Typically the amount of capital outlay varies greatly from one year to the next. The amount budgeted is based on an assessment of priorities and needs for the upcoming year, as well as, the projects previously planned that appear in the City's Master and/or Capital Improvement Plans. Specific purchases and projects included in the budget can be found in schedules within Appendix D. These schedules also present the funding source, project cost, type of project, the fund(s) to be charged, and the specific account numbers.

Debt Service

Under Oregon Revised Statutes (ORS), municipal entities have the authority to borrow money and issue bonds pursuant to limitations. The debt that the City incurs is primarily long-term to finance large capital projects. The principal and interest payments on any outstanding loans and bond issues are included in the Debt Service expenditure category. The payment of inter-fund loans would also be budgeted in this classification.

The debt limit for general obligations property tax bonds is three percent of the entities' real market value. The City only has one obligation subject to this limitation. The original obligation of \$1,100,000 is .21 percent of the 2019 real market value of \$520,670,577, far below the three percent maximum. The chart below presents the total amount of actual debt obligation at the end of fiscal years 2017 and 2018. The amounts for 2019 and 2020 are estimates.

Type of Debt	FY 16-17	FY 17-18	FY 18-19	FY19-20
General Obligation Bonds	\$ 842,975	\$ 792,975	\$ 738,975	\$ 680,975
Revenue Bonds	\$ 13,092,371	\$ 12,850,490	\$ 12,591,300	\$ 12,332,932
Other Loans	\$ 333,323	\$ 285,283	\$ 235,563	\$ 184,060

In fiscal year 2013-14 the City received the proceeds of a 40 year Revenue Bond sale. The financing is being provided by the United States Department of Agriculture Rural Development. Revenue generated from providing water service, system development charges, and some fund balance will be used to make the payments and to comply with reserve requirements. The City has not incurred any additional long-term debt since then. The Debt Service schedule in Appendix D provides detailed information for each debt obligation by fund type.

Contingency

This classification of expenditure is only allowed in operating funds. Expenditure is not allowed directly from this classification. An authorized transfer to another existing appropriation is necessary. This is accomplished by a resolution approved by the governing body.

Transfers

Transfers are defined as moving money from one fund to another or changing expenditure authority from an existing appropriation to another. Only the transfers from one fund to another are included in the budget. Other transfers, if needed, are done later in the fiscal year by resolution of the City Council. The upcoming year's budget includes a total of \$229,000 in transfers compared to \$1,474,500 in the current year. The large decrease is related to removal of the transfer from the Enterprise Reserve Fund to the Sewer Fund. That transfer was budgeted to pay for the work done in fiscal year 2018-19 on the lift station relocation project.

Unappropriated/Ending Fund Balance

This is the 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 beginning in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.

The schedule below presents the budgeted and actual ending fund balances for the past two completed fiscal years and the budgeted ending fund balances for the current year and the upcoming year.

FUNDS BY TYPE	2017 Adopted	2017 Actual	2018 Adopted	2018 Actual	2019 Budget	2020 Budget	Change in budget from 2019 to 2020	
							Dollar	Percentage
GENERAL FUND:								
GENERAL	1,096,716	1,324,822	892,945	1,443,976	1,202,797	898,178	(304,619)	-25%
SPECIAL REVENUE FUNDS:								
LAW ENFORCEMENT	117,186	204,400	107,203	193,046	136,924	222,190	85,266	62%
PARKS & RECREATION	368,520	577,011	244,737	604,244	285,165	196,667	(88,498)	-31%
PLANNING	136,970	239,960	155,578	288,847	182,167	142,020	(40,147)	-22%
STREET	983,102	1,408,695	632,303	1,410,597	1,274,451	1,045,575	(228,876)	-18%
STORM WATER	104,435	169,705	112,924	199,068	163,330	192,014	28,684	18%
BUILDING INSPECTION PROGRAM	-	-	-	-	12,565	61,797	49,232	392%
CAPITAL CONSTR-GOVT	1,209,807	1,250,992	1,184,895	1,327,368	1,000,378	574,082	(426,296)	-43%
GRANT	-	-	-	-	-	-	-	--
INVERSE CONDEMNATION	1,645	5,409	-	-	-	-	-	--
ZUMWALT	105,562	124,703	104,757	134,253	120,799	143,773	22,974	19%
BUSINESS ASSISTANCE	107,422	156,582	52,726	158,282	93,274	83,020	(10,254)	-11%
LOCAL IMPROVEMENTS	4,481	404,629	172,834	327,892	396,865	306,845	(90,020)	-23%
ENTERPRISE FUNDS:								
WATER	2,319,556	2,677,498	2,392,510	2,987,347	2,033,781	1,848,139	(185,642)	-9%
SEWER	1,319,066	1,800,457	1,272,428	2,318,945	1,334,559	1,666,295	331,736	25%
CAPITAL CONSTR-WATER SDC	9,715	86,810	4,399	50,360	9,398	94,403	85,005	905%
CAPITAL CONSTR-SEWER SDC	1,822,481	2,087,717	1,559,255	1,719,480	298,675	238,629	(60,046)	-20%
CAPITAL PROJECT FUNDS:								
POOL FACILITIES	6,415	91,626	7,450	76,907	4,484	2,259	(2,225)	-50%
W. BROADWAY DEVELOPMENT	57,593	58,640	43,118	59,651	54,157	49,395	(4,762)	-9%
DEBT SERVICE FUND:								
DEBT SERVICE	171,342	142,032	137,596	147,670	139,817	146,371	6,554	5%
RESERVE FUNDS:								
PW EQUIPMENT	182,850	192,559	194,816	210,879	205,926	193,363	(12,563)	-6%
GOVERNMENT	911,363	919,594	777,233	785,451	644,759	518,152	(126,607)	-20%
ENTERPRISE	1,351,159	1,363,189	1,364,264	1,386,694	187,040	228,669	41,629	22%
CITYWIDE TOTALS	\$ 12,387,386	\$ 15,287,030	\$ 11,413,971	\$ 15,830,957	\$ 9,781,311	\$ 8,851,836	(929,475)	-10%

When comparing with the current fiscal year's budget, the ending fund balances in most of the funds is expected to decrease. The major factors contributing changes greater than 10% are explained below by fund. Additional explanation can be found in Section 6.

General Fund: A decrease of about \$300,000 is a combination of lower revenue, the reimbursement from the Urban Renewal Agency for a part-time position included in the fiscal year 2018-19 budget is not being carried forward, and higher expected expenses in the MS and CO classifications. More specifically, increases to tourism support for staffing the chamber office, to other professional services for the city administrator recruitment, to assist with a low income housing project, and equipment purchases for emergency preparedness.

Law Enforcement Fund: An increase of about \$86,000 is primarily attributable to the fact that the beginning fund balance in the current year's budget was understated. Additionally property taxes are expected to increase by \$26,000 and the cost of the contract with Lane County Sheriff's Office is only increasing \$22,000.

Park and Recreation Fund: The \$88,000 decrease is due to using fund balance for capital outlay projects in the current year, a discontinuance of financial support from the URA, and increasing operational costs (personnel and materials and services) for the new multi-use pool.

Planning Fund: The decrease of about \$40,000 can be explained by the expectation that new expenditures will exceed new revenue in both the current and upcoming budget years.

Street Fund: A decrease of roughly \$228,000 is expected due to multiple street projects being included in the budget. They include preservation, improvement and expansion,

Storm-water Fund: An increase of 18% is largely being driven by a \$7,000 reduction in the amount needed to complete the Storm-water Template Implementation. This project will be completed by June 30, 2019.

Building Inspection Program Fund: The increase of about \$50,000 is because this fund did not have a beginning balance July 1, 2018; however, it is expected to have one of about \$60,000 July 1, 2019.

Capital Construction-Governmental Fund: A decrease of \$474,000 is attributable to the following projects being planned for the upcoming year: downtown street improvements, Parks, Recreation and Open Space Master Plan update, SDC analysis and methodology for transportation and multi-family housing, and design and construction of City Park Improvements – Phase II. These are all at least partially eligible uses of system development fees previously collected.

Zumwalt Fund: The \$24,000 increase is due in part to an understatement of the beginning fund balance for the current year and in part to the expectation that the campground will be completely sold out in 2019 in recognition of the 50th anniversary of the Oregon Country Fair.

Business Assistance Fund: The decrease is due to a likely overestimated amount for expenditures in the current fiscal year, which causes the upcoming year's beginning fund balance to be artificially low.

Local Improvements Fund: A decrease is expected because the fiscal year 2018-19 beginning fund balance was overstated by about \$83,000 and assessment payments expected are significantly less than the required debt service payment.

Sewer Fund: An increase of approximately \$300,000 is primarily attributable to the substantial completion of the sewer lift station relocation project.

Capital Construction-Water SDC Fund: The fiscal year 2018-19 budget reflects plans to purchase property for locating a future water tank and a total debt service expenditure of \$81,000. The purchase is being carried forward; however, none of the cost will be coming out of this fund and the amount for the

debt service is reduced to approximately half. These factors are expected to increase the fund balance by about \$84,000.

Capital Construction-Sewer SDC Fund: The expected reduction of about \$63,000 is primarily caused by the large capital outlay expenditure in the current year for relocation of the sewer lift station from Jeans Road to Jack Kelley Drive. Thereby reducing the beginning fund balance from \$1.7 million to just above \$300,000.

Capital Projects-Pool Facilities: A decrease of 50% is again attributable to the large expenditure in the current year to construction the multi-use pool.

Reserve-Enterprise Fund: A substantial decrease is expected because \$1,200,000 was transferred to the Sewer Fund to help pay to relocate the sewer lift station.

Reserve-Governmental Fund: The expected 20% decrease is a reflection of five years of transfers out for the pavement preservation program without any offsetting replenishment to this fund.

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CONSOLIDATED FINANCIALS

SECTION 6

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GENERAL FUND

The General Fund is the main operating fund for the City. The General Fund has seven departments based on areas of focus. They are listed and described below.

Administration

This department includes the functions of City management, finance, building, human resources, elections, record retention, risk management, and business registrations.

Fern Ridge Service Center

Expenses related to the maintenance of the building and utilities will be tracked in this department. The building was constructed in 2013 and is being leased to Mid Lane Cares, a community based non-profit.

Public Safety

This department is being created in order to track programs and expenditures related to a renewed emphasis on public safety including, but not limited to, emergency preparedness.

Economic Development

The City's efforts to generate economic development continue to expand. One indication is the continuation of participating in the RARE program.

Municipal Court

The City conducts court once per month. The majority of the citations are traffic related.

Code Enforcement

Enforcement action is primarily complaint driven and includes nuisances, animal control, and other ordinance violations.

Urban Forestry

This department was set up as a means to track tree related activities.

RESOURCES

The main types of financial resources for the General Fund have been, and continue to be, property taxes, intergovernmental revenue, and franchise fees. Overall the amount of revenue in the upcoming fiscal year is not expected to vary significantly from the current fiscal year. Slight increases in rent, franchise fees, grants and user fees will be offset by a slight decrease in property taxes, and court fines. The amounts for both of these types were overstated in the current year's budget, while the amount expected for franchise fees was understated. The most significant change is a reduction of 51% in "All Other" revenue. In fiscal year 2018-19 the amount included reimbursement from the Urban Renewal Agency for a part-time position. That position is empty and there are no plans to fill it in the foreseeable future.

EXPENDITURES

The total expenditures in the General Fund are expected to be up about 10%. The largest increase is in the Materials and Services classification. That and some other noteworthy changes, by expenditure classifications, are discussed on the next page.

Personal Services. Factors affecting the total personal services costs are the re-allocation of wages and benefits (the re-allocation is explained in more detail in the "Requirements" section of this

document), a proposed cost-of-living increase of 3.1%, an anticipated increase of 6% for medical insurance premium and an average increase of 30% in the retirement contribution rate. The net result in the General Fund is an expected increase of about \$4,000 or .8%.

Materials and Services. The total amount being budgeted for materials and services for fiscal year 2019-20 is up 42.3%. The change is being driven by increases to travel for staff to attend the software conference, to tourism support for staffing the chamber office, to other professional services for the city administrator recruitment, and to assist with a low income housing project.

Capital Outlay. The capital outlay amount of \$328,208 equates to a 14.2% increase from last year. The difference is attributable to changes in project costs and planned and unplanned equipment purchases.

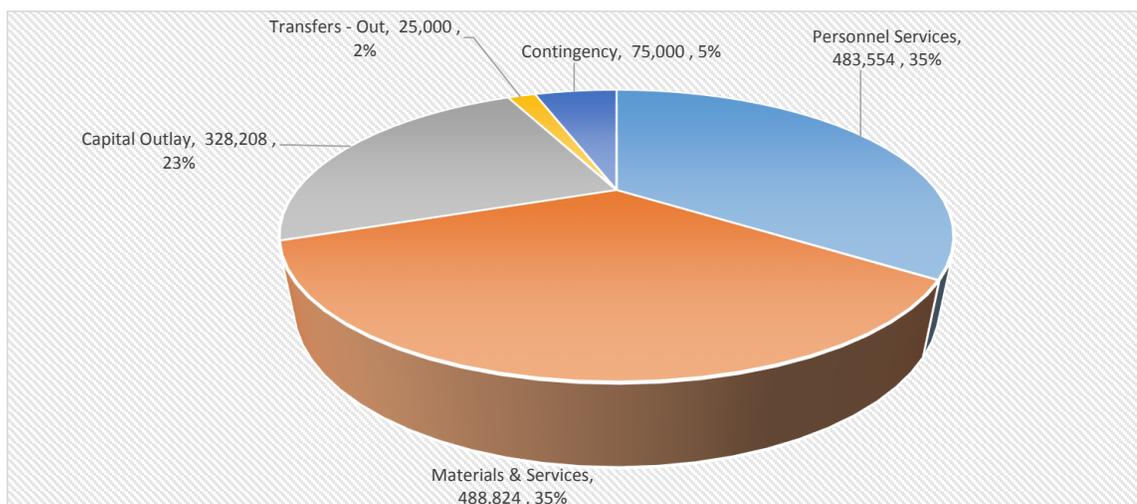
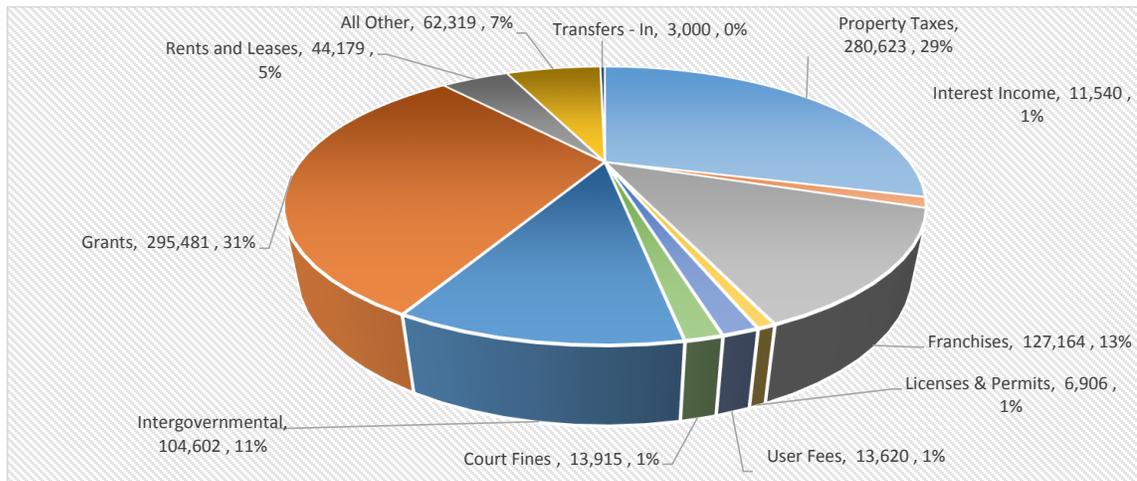
Transfers. In the upcoming fiscal year the transfer to the Building Inspection Program Fund is being carried forward as a precautionary measure in case the expenditures in the that fund exceed the resources.

Contingency. The budget maintains \$75,000 for this appropriation.

GENERAL FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Budget FY1819	Budget FY1920	% Change in Budget from Last Year
Beginning Fund Balance	\$ 1,073,923	\$ 1,242,106	\$ 1,330,505	\$ 1,406,371	\$ 1,335,416	-5.0%
Revenue						
Property Taxes	263,204	265,874	283,964	301,514	280,623	-6.9%
Interest Income	7,031	13,704	23,565	11,540	11,540	0.0%
Franchises	112,329	122,801	129,572	111,905	127,164	13.6%
Licenses & Permits	149,318	83,479	128,450	6,906	6,906	0.0%
User Fees	28,903	13,513	10,910	12,492	13,620	9.0%
Court Fines	20,584	16,178	13,467	16,449	13,915	-15.4%
Intergovernmental	89,344	86,679	81,986	103,690	104,602	0.9%
Grants	25,964	17,749	5,757	271,000	295,481	9.0%
Rents and Leases	45,523	51,759	43,913	41,074	44,179	7.6%
All Other	6,993	8,374	20,402	127,451	62,319	-51.1%
Transfers - In	1,000	3,000	3,000	3,000	3,000	0.0%
Total Revenue	750,193	683,110	744,986	1,007,021	963,349	-4.3%
Expenditures						
Personnel Services	284,766	316,678	354,505	479,737	483,554	0.8%
Materials & Services	293,324	270,743	269,056	343,538	488,824	42.3%
Capital Outlay	3,920	12,973	7,954	287,320	328,208	14.2%
Transfers - Out	-	-	-	25,000	25,000	0.0%
Contingency	-	-	-	75,000	75,000	0.0%
Total Expenditures	582,010	600,394	631,515	1,210,595	1,400,586	15.7%
Ending Fund Balance	\$ 1,242,106	\$ 1,324,822	\$ 1,443,976	\$ 1,202,797	\$ 898,179	-25.3%

The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type, the second graph shows the expenditures by classification. The percent of the totals are also displayed.



SPECIAL REVENUE FUNDS

Currently the City has eleven (11) active funds that are considered Special Revenue Funds, five (5) of which are considered “operating funds” and three (3) of them are also “Major” funds for reporting purposes. Special Revenue Funds are created whenever revenue is legally restricted to specific purposes or whenever it is deemed, by staff and/or council that a particular activity warrants being budgeted and accounted for separately. For example, portions of the revenue in the Street Fund are legally restricted by the State of Oregon. Whereas, the Zumwalt Campground Fund was created by choice. Each of the operating funds are listed and described below followed by notable changes to resources and expenditures.

Law Enforcement Fund.

The City of Veneta does not have a police department; therefore, law enforcement needs are secured by contract with the Lane County Sheriffs Department. The contract commits a certain number of full-time equivalent hours for sheriff deputies and for the Sergeant to cover Veneta.

Parks and Recreation Fund.

This fund is further divided into three (3) departments: 1) Parks 2) Swimming Pool, and 3) Community Center.

Parks

The City currently has seven (7) parks. The park known as “Territorial Park” includes a skateboard complex and basketball courts and the “City Park” includes a large swing set, play structure and is next to the City’s Swimming Pool. The other parks contain benches, picnic tables, and/or built-in play structures.

Swimming Pool

The City’s current pool and pool building were constructed in 2009/2010. The pool operates from mid-June through August each year and employs anywhere from 15 to 20 part-time seasonal lifeguards and instructors.

Community Center

The City does not operate any events or classes out of the community center. It is; however, available to the public to rent for classes, family gatherings, holidays, etc. The center is also used by non-profits on a regular basis. The center has a full kitchen and is located next to the swimming pool and the City Park.

Planning Fund.

The functions administered out of this fund are community development related. Specific areas include current and long-range planning activities, land division and land development, including infrastructure needs, economic development, and urban renewal.

Street Fund.

Activities connected with roadways, right-of-way, streetscapes, and signs are budgeted and accounted for in the Street Fund. The roads within the City that have the heaviest traffic are owned and maintained by the Oregon Department of Transportation. That leaves approximately 21 miles of roadways within the scope of the City’s public works department.

Storm Water Fund.

The functions within the scope of the Storm Water Fund include, but are not limited to, retention ponds, swales, drainage ditches, and underground drainage ways.

RESOURCES

The major types of resources for Special Revenue Funds are user fees, franchise fees, property taxes, and intergovernmental revenue. Other types are interest earnings, licenses and permits, assessments, internal transfers, and grants. The Law Enforcement, Planning, and Park and Recreation Funds are the only Special Revenue Funds that receive a portion of the property tax money that the City collects.

The property taxes are distributed to these funds differently each fiscal year. The amount of distribution is determined by comparing the estimated beginning fund balance with the needs for the first several months. For fiscal year 2019-20 the City is changing the distribution percentage to the Park and Recreation Fund from 15% to 16%, from 10% to 11% in the Planning Fund and from 20% to 18% in the General Fund.

Changes in revenue greater than 15% are listed and explained below by fund.

Law Enforcement Fund: An increase of \$8,000 is expected in the amount the City receives for Marijuana Taxes from the State. Based on actual results, the amount budgeted for the current year was understated.

Park and Recreation Fund: Intergovernmental resources are expected to decrease by 57%. The decrease is attributable to completion of the City Park improvement project to which the Urban Renewal Agency contributed \$440,000 during the current year.

Street Fund: Overall the revenue is expected to increase by about \$600,000. The change is solely attributable to Intergovernmental sources. In fiscal year 2018-19 the Urban Renewal Agency (Agency) contributed to only one street project; however, there are several projects being included in the upcoming year's budget that will require contribution from the Agency. A listing of the projects can be found in Appendix D. The proposed budget does not reflect a Street Utility Fee rate increase during fiscal year 2019-20.

Non-Operating Special Revenue Funds:

For the most part the revenue anticipated in the upcoming budget year for the six non-operating, special revenue funds is not significantly different than last year. Exceptions can be found in the Grants Fund and Zumwalt Fund. In the Grant Fund the revenue is decreasing substantially because the program included in the fiscal year 2018-19 budget is nearly complete which reduces the need for revenue. 2019 will mark the 50th anniversary of the Oregon Country Fair during which the campground at Zumwalt is operated. The campground is located on the shores of Fern Ridge Reservoir which will likely be at full capacity. Both of these factors are expected to result in a 100% sell out of camping tickets which will result in a modest increase in user fees within the Zumwalt Fund.

EXPENDITURES

The total expenditures in the Special Revenue Funds is about \$56,000 more than the amount budgeted in the current year. Even though the total change is relatively small, there are some significant, although offsetting, increases and decreases. The significant changes in each expenditure classification and by fund are discussed below.

Personal Services (PS). The changes in wages and benefits range from 9% to 24% in the funds that have this expenditure classification. The factors driving the increases are the proposed cost of living (3.1%) and the increases in minimum wage, health insurance and retirement contribution rates. The amount being budgeted in each fund compared to last year is also affected by changes made to the allocation percentages.

Materials and Services (MS). As a whole the fiscal year 2019-20 amounts in the Special Revenue operating funds for Materials and Services are 3% more than the adopted budget amounts for fiscal year 2018-19. The increase is primarily due to changes, explained in more detail below, in the Park and Recreation, Storm-water, Street, Business Assistance, Grant, and Building Inspection Program Funds.

Capital Outlay (CO). A decrease of about \$20,000 in Capital Outlay expenditures is expected. The largest decrease in the Park and Recreation Fund is being offset by an increase in the Capital Construction-Governmental Fund. Listings of the specific purchases and projects included in the budget can be found in Appendix D.

Specific expenditure changes of 15% or more are listed and explained below by fund.

Park and Recreation Fund: Personal Services (PS) is expected to increase by 15% largely due to the upcoming \$.50/hour increase in minimum wage and an increase in the number of staff hours. The staff hours are necessary to provide adequate lifeguard coverage for the newly constructed multi-use pool. The multi-use pool and the improvements made to City Park are also driving increases in operating costs, such as maintenance supplies, electricity, chemicals, and propane, in the MS classification. The budget allows for a 22% increase in these types of costs which will need to be evaluated when actual operation costs are known. The MS classification also includes money to update the City's Parks, Recreation and Open Space Master Plan. The amount being budgeted in the CO classification is being reduced by 76% or \$505,000 to reflect the completion of both the multi-use pool and City park improvements.

Planning Fund: The increase in the CO classification is attributable to an increase in the total amount being budgeted for unspecified equipment. The cost of equipment purchased by the City for general purposes (i.e. computer equipment, generators) is typically allocated among the operating funds. The upcoming budget includes \$30,000 compared to \$10,000 in the current year's budget.

Street Fund: Several projects focused on the downtown area and the City's match requirement of \$35,000 for the Multi-Use Pathway to Elmira are driving increases in the budgeted amounts for MS and CO, 49% and 314%, respectively. The full listing can be found in Appendix D. The \$2,000 increase in Transfers is being included to comply with restrictions, if necessary, on the money the City receives for bike and pedestrian pathways. The Contingency appropriation is being increased \$50,000 to allow for unforeseen needs since there are so many projects included in the budget.

Storm Water Fund: The most significant change in the Storm Water Fund is a decrease in MS of roughly \$7,000. The Storm Water Template/Manual development will be completed by June 30, 2019. The increase in unspecified equipment, as explained under the Planning Fund above, is also inflating the CO classifications in this fund. The percentage increase is 113%; however, the dollar change is less than \$50.

Capital Construction – Governmental Fund: The CO appropriation is being proposed at a higher amount than the current fiscal year's budget. Street related projects, professional and construction, that are system development charge eligible are driving this increase. On the other hand, transfers are decreasing to \$0. The current year's transfer was related to the Multi-Use Pool which will be completed by June 30, 2019.

Zumwalt Fund: The upcoming budget includes, for the first time, an appropriation for PS in this fund. In the past, the staff person responsible for the operation of the campground held a regular, full-time position with other responsibilities. The cost of wages and benefits were allocated to the operating funds based on the other responsibilities. Beginning in 2019, the staff person responsible for the campground operations is in a temporary, part-time position with only campground related duties. This lends itself to accurate tracking of hours and will allow the City to determine the full cost of operating the campground within the fund itself.

Business Assistance Fund: The amount available for loans is being reduced from \$50,000 to \$30,000 which is causing a 31% decrease in Materials and Services (MS) expenditures. The City intends to support business development with other programs; however, the lack of past interest in the loan program is dictating this reduction.

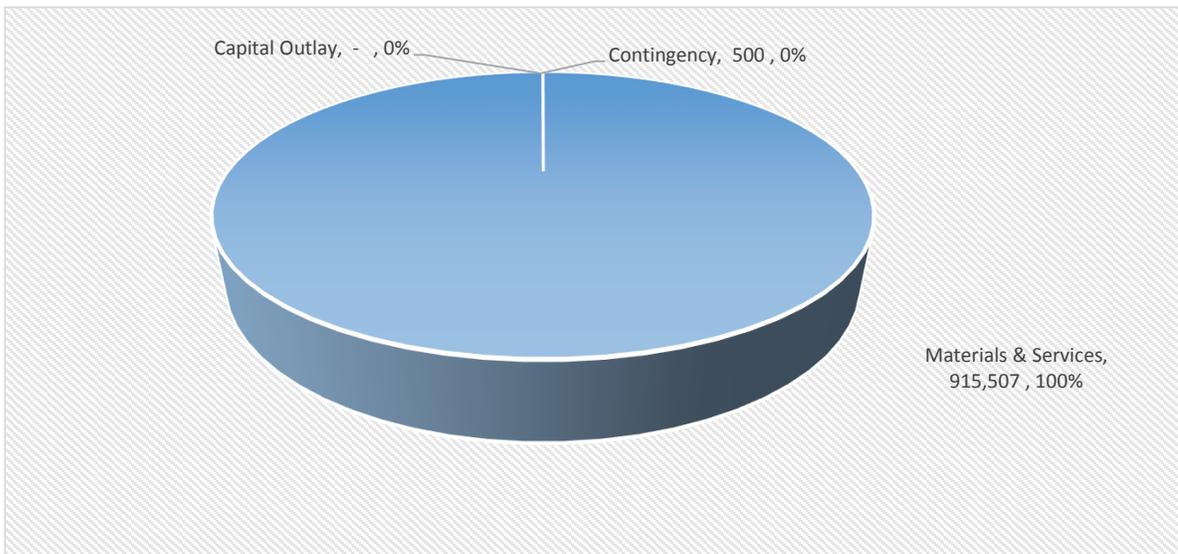
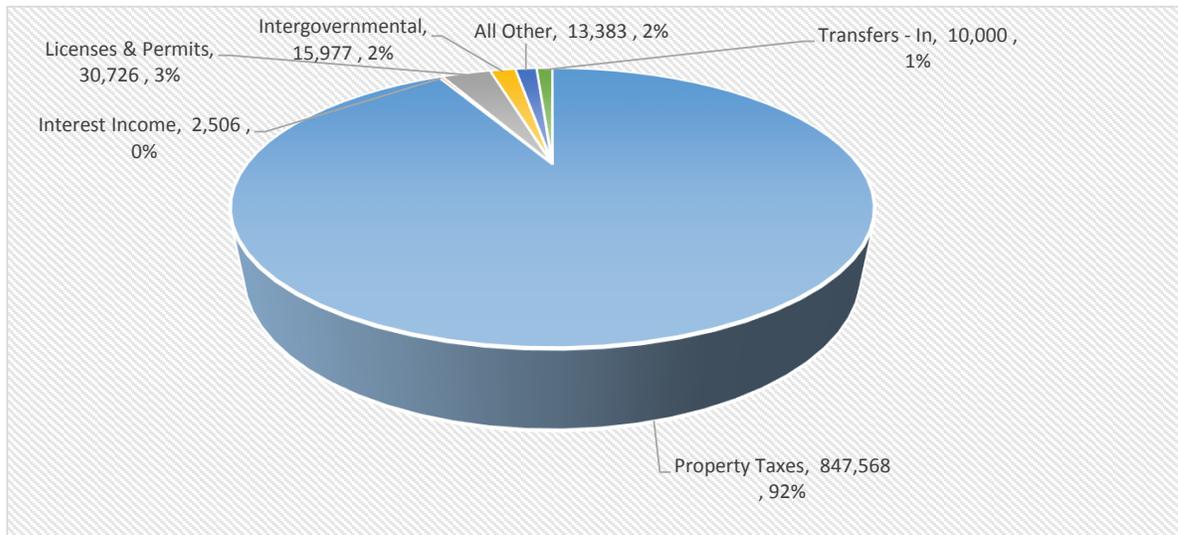
Grant Fund: Expenditures are expected to decrease by \$215,000 or 54% because the Housing Rehab program will be nearly finished. The City was originally awarded a grant of \$400,000 through April 2019 \$215,000 has been used.

Building Inspection Program Fund: The PS and MS classifications are expected to increase, 24% and 17% respectively. The PS increase is attributable to the factors mentioned earlier. The MS change reflects the new City of Cottage Grove contract amount.

LAW ENFORCEMENT FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 358,527	\$ 271,251	\$ 204,399	\$ 139,679	\$ 218,037	56%
Revenue						
Property Taxes	709,261	734,398	782,860	821,650	847,568	3%
Interest Income	2,481	3,300	3,757	2,506	2,506	0%
Licenses & Permits	39,968	38,267	30,607	34,300	30,726	-10%
Intergovernmental	-	-	14,883	7,925	15,977	102%
All Other	-	12,007	15,102	14,630	13,383	-9%
Transfers - In	5,000	10,000	10,000	10,000	10,000	0%
Total Revenue	756,710	797,972	857,209	891,011	920,160	3%
Expenditures						
Materials & Services	843,987	864,823	868,402	893,267	915,507	2%
Capital Outlay	-	-	160	-	-	0%
Contingency	-	-	-	500	500	0%
Total Expenditures	843,987	864,823	868,562	893,767	916,007	2%
Ending Fund Balance	\$ 271,250	\$ 204,400	\$ 193,046	\$ 136,923	\$ 222,190	62%

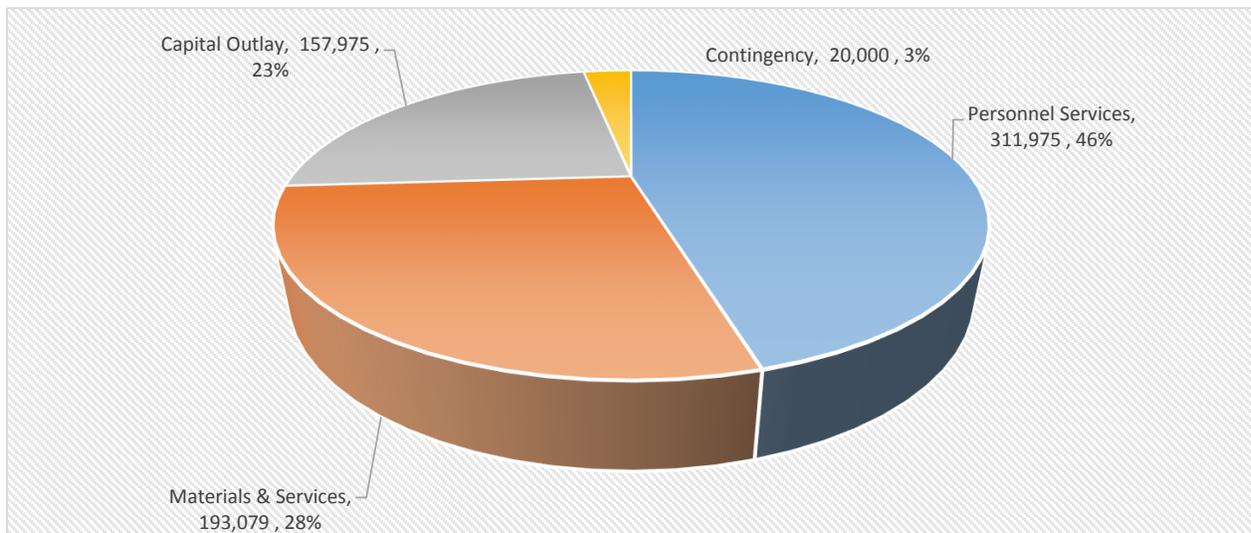
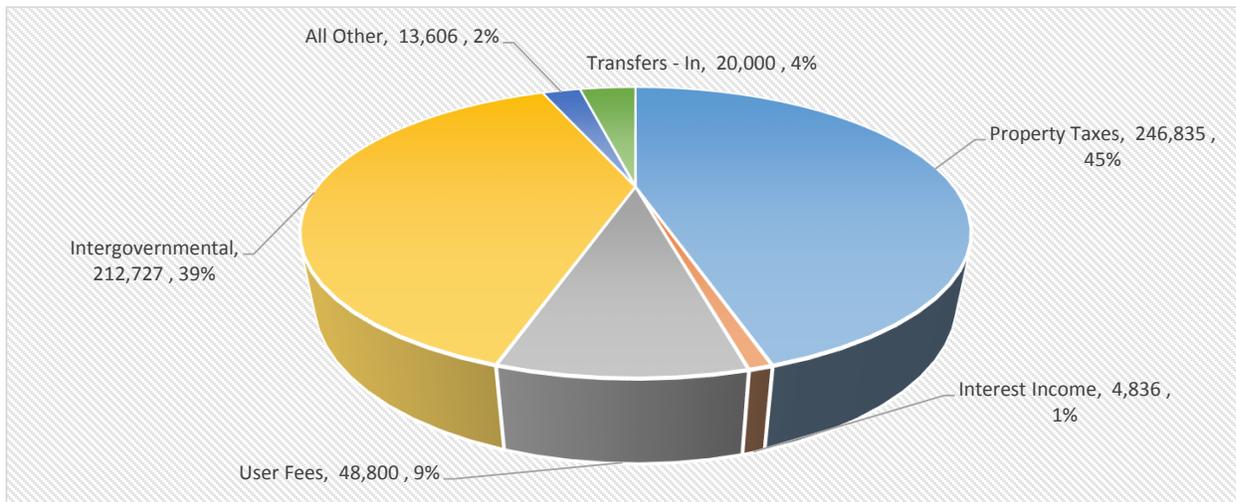
The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type, the second graph shows the expenditures by classification. The percent of the totals are also displayed.



PARK AND RECREATION FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	493,873	563,958	577,013	\$ 593,575	\$ 332,891	-44%
Revenue						
Property Taxes	220,902	208,296	221,741	224,586	246,835	10%
Interest Income	3,253	6,262	9,859	4,836	4,836	0%
User Fees	50,618	56,061	60,580	46,896	48,800	4%
Intergovernmental	44,427	48,019	49,836	492,976	212,727	-57%
All Other	3,213	866	30,375	14,860	13,606	-8%
Transfers - In	20,000	20,000	20,000	20,000	20,000	0%
Total Revenue	342,413	339,504	392,391	804,154	546,804	-32%
Expenditures						
Personnel Services	192,653	205,953	206,258	271,912	311,975	15%
Materials & Services	79,675	117,903	158,260	158,324	193,079	22%
Capital Outlay	-	2,595	642	663,438	157,975	-76%
Contingency	-	-	-	20,000	20,000	0%
Total Expenditures	272,328	326,451	365,160	1,113,674	683,029	-39%
Ending Fund Balance	\$ 563,958	\$ 577,011	\$ 604,244	\$ 284,055	\$ 196,666	-31%

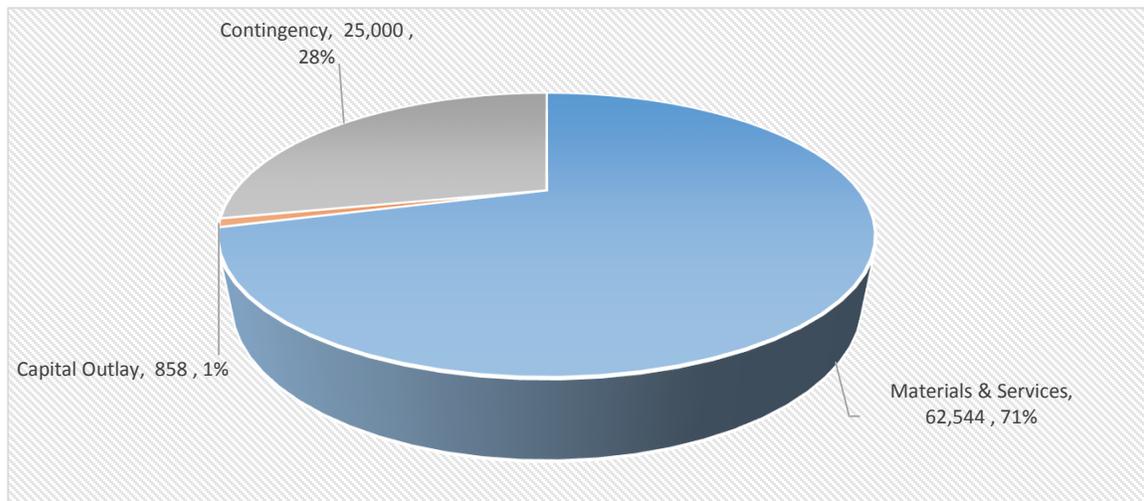
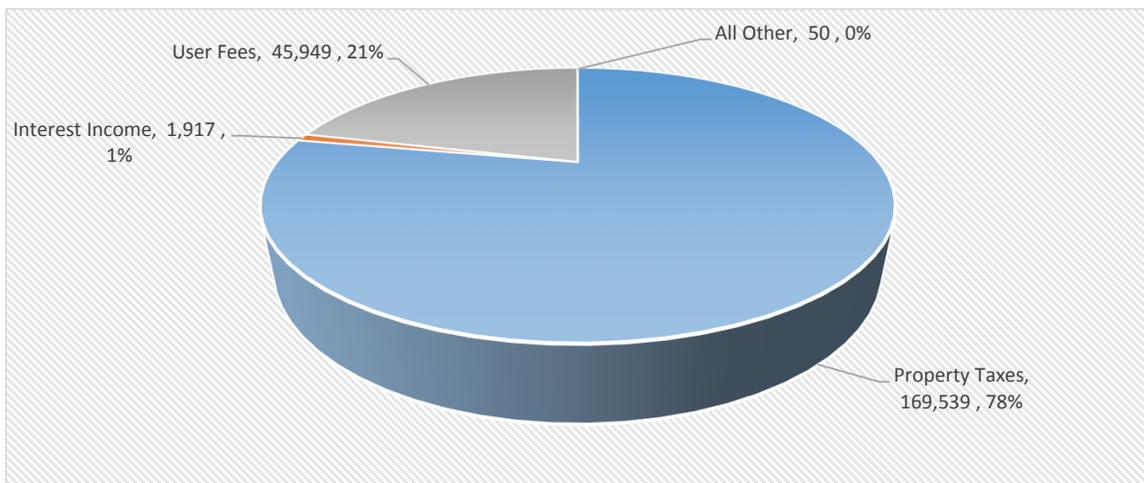
The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type, the second graph shows the expenditures by classification. The percent of the totals are also displayed.



PLANNING FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 212,270	\$ 205,113	\$ 239,960	\$ 258,176	\$ 222,390	-14%
Revenue						
Property Taxes	137,508	179,343	191,705	149,658	169,539	13%
Interest Income	1,408	2,325	4,032	1,917	1,917	0%
User Fees	45,197	71,461	63,845	46,975	45,949	-2%
All Other	7,156	63	120	50	50	0%
Total Revenue	191,269	253,192	259,702	198,600	217,455	9%
Expenditures						
Personnel Services	150,043	158,724	164,885	191,493	209,423	9%
Materials & Services	48,383	55,729	45,609	56,162	62,544	11%
Capital Outlay	-	3,892	321	345	858	149%
Contingency	-	-	-	25,000	25,000	0%
Total Expenditures	198,426	218,345	210,815	273,000	297,825	9%
Ending Fund Balance	\$ 205,113	\$ 239,960	\$ 288,847	\$ 183,776	\$ 142,020	-23%

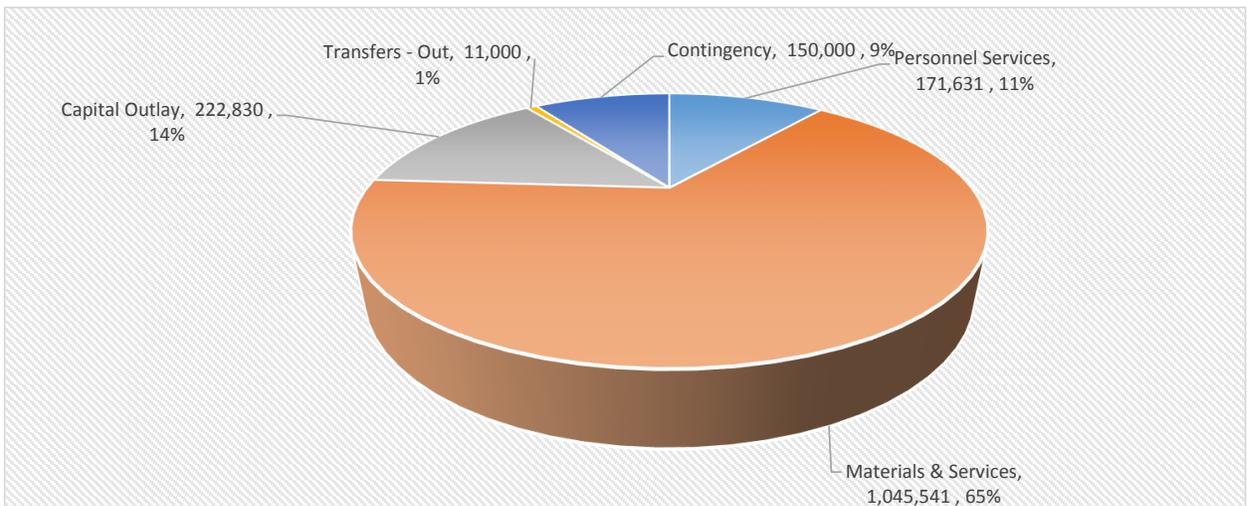
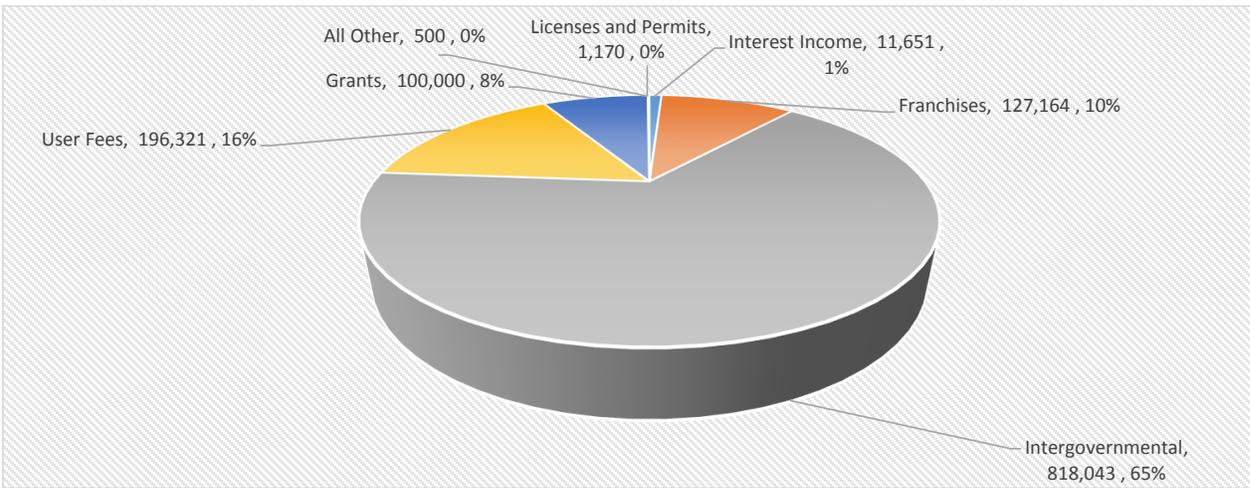
The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type, the second graph shows the expenditures by classification. The percent of the totals are also displayed.



STREET FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 1,366,122	\$ 1,261,406	\$ 1,408,697	\$ 1,450,104	\$ 1,241,728	-14%
Revenue						
Interest Income	8,874	13,795	24,007	11,651	11,651	0%
Franchises	112,329	122,715	129,572	111,905	127,164	14%
Intergovernmental	278,003	283,036	634,520	386,814	818,043	111%
User Fees	113,190	198,952	199,040	184,565	196,321	6%
Grants	-	-	-	-	100,000	0%
Licenses and Permits	1,400	360	40	980	1,170	-49%
All Other	1,791	28,826	806	500	500	-49%
Transfers - In	100,000	150,000	150,000	150,000	150,000	0%
Total Revenue	615,587	797,684	1,137,985	845,915	1,404,849	66%
Expenditures						
Personnel Services	153,941	159,318	170,215	157,982	171,631	9%
Materials & Services	531,229	460,059	788,286	700,726	1,045,541	49%
Capital Outlay	30,133	26,016	172,584	53,860	222,830	314%
Transfers - Out	5,000	5,000	5,000	9,000	11,000	22%
Contingency	-	-	-	100,000	150,000	50%
Total Expenditures	720,303	650,393	1,136,085	1,021,568	1,601,002	57%
Ending Fund Balance	\$ 1,261,406	\$ 1,408,697	\$ 1,410,597	\$ 1,274,451	\$ 1,045,575	-18%

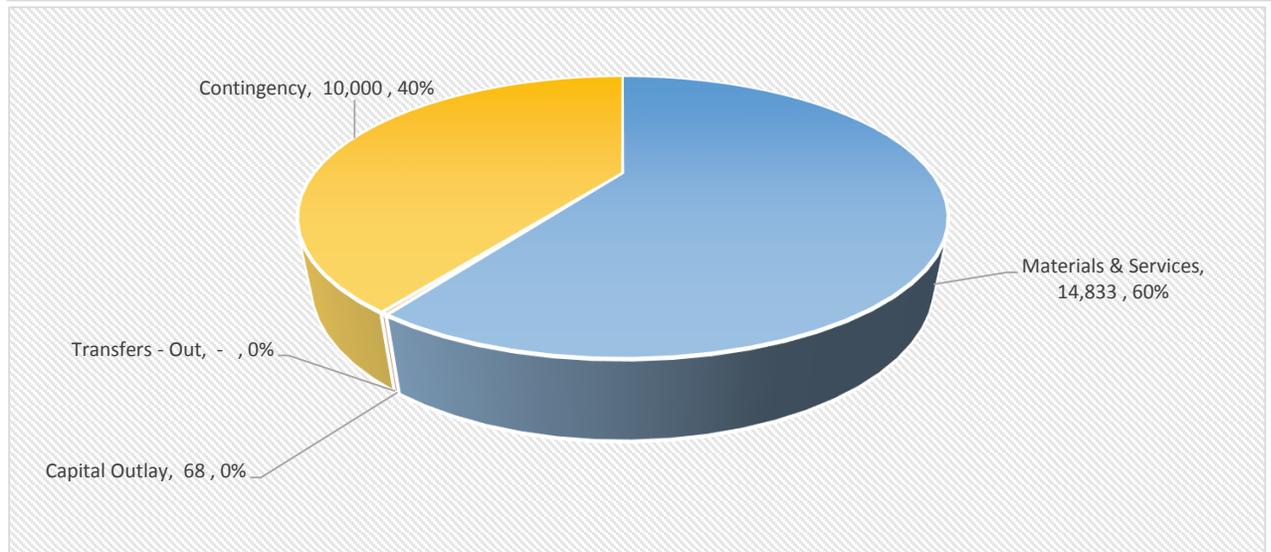
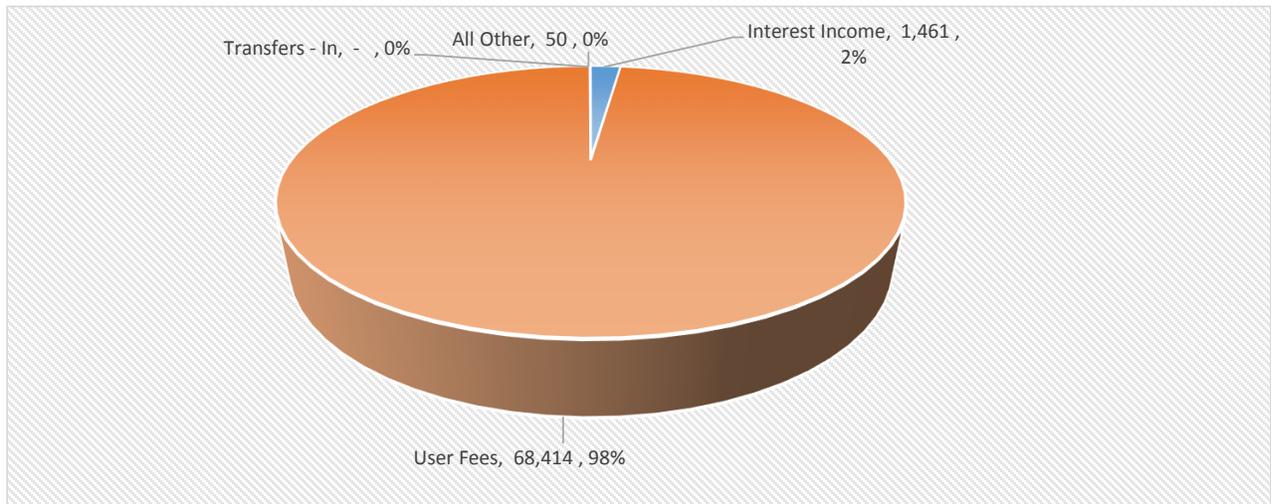
The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type. The graph on the bottom shows the expenditures by classification. The percent of the totals are also displayed.



STORMWATER FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 163,209	\$ 166,388	\$ 169,705	\$ 171,365	\$ 197,963	16%
Revenue						
Interest Income	1,060	1,820	2,933	1,461	1,461	0%
User Fees	61,591	66,738	65,793	68,131	68,414	0%
Transfers - In	-	-	1,190	-	-	0%
All Other	62	60	4	50	50	0%
Total Revenue	62,713	68,618	69,920	69,642	69,925	0%
Expenditures						
Personnel Services	30,496	33,029	36,768	46,207	50,974	10%
Materials & Services	4,038	3,380	3,629	21,439	14,833	-31%
Capital Outlay	-	3,892	160	32	68	113%
Transfers - Out	25,000	25,000	-	-	-	0%
Contingency	-	-	-	10,000	10,000	0%
Total Expenditures	59,534	65,301	40,557	77,678	75,875	-2%
Ending Fund Balance	\$ 166,388	\$ 169,705	\$ 199,068	\$ 163,329	\$ 192,013	18%

The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type. The graph on the bottom shows the expenditures by classification. The percent of the totals are also displayed.



CAPITAL CONSTRUCTION-GOVERNMENTAL

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 935,919	\$ 1,191,100	\$ 1,250,993	\$ 1,316,771	\$ 1,156,443	-12%
Revenue						
Interest Income	6,079	13,026	21,374	10,014	10,014	0%
User Fees	252,143	63,768	56,593	85,056	94,825	11%
All Other	-	-	-	-	-	0%
Total Revenue	258,222	76,794	77,967	95,070	104,839	10%
Expenditures						
Materials & Services	-	-	-	70,150	77,200	10%
Capital Outlay	3,041	2,602	1,591	293,813	610,000	108%
Transfers - Out	-	14,300	-	47,500	-	-100%
Total Expenditures	3,041	16,902	1,591	411,463	687,200	67%
Ending Fund Balance	\$ 1,191,100	\$ 1,250,992	\$ 1,327,369	\$ 1,000,378	\$ 574,082	-43%

ZUMWALT FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 108,300	\$ 122,684	\$ 124,703	\$ 128,532	\$ 146,137	14%
Revenue						
Interest Income	703	1,342	2,150	1,048	1,048	0%
User Fees	67,563	60,579	69,447	67,999	78,118	15%
All Other	540	320	210	303	263	-13%
Total Revenue	68,806	62,241	71,807	69,350	79,429	15%
Expenditures						
Personal Services	-	-	-	-	9,978	
Materials & Services	29,422	28,222	30,257	45,084	39,815	-12%
Transfers - Out	25,000	32,000	32,000	32,000	32,000	0%
Total Expenditures	54,422	60,222	62,257	77,084	81,793	6%
Ending Fund Balance	\$ 122,684	\$ 124,703	\$ 134,253	\$ 120,798	\$ 143,773	19%

LOCAL IMPROVEMENTS

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 100,461	\$ 334,805	\$ 404,628	\$ 410,262	\$ 319,761	-22%
Revenue						
Interest Income	653	3,662	6,974	2,627	2,627	0%
All Other	126,781	83,516	27,282	3,100	3,100	0%
Transfers - In	350,000	-	-	-	-	0%
Total Revenue	477,434	87,178	34,256	5,727	5,727	0%
Expenditures						
Materials & Services	-	-	-	275	275	0%
Debt Service	16,023	16,023	16,023	18,850	18,368	-3%
Capital Outlay	227,066	1,331	-	-	-	0%
Transfers - Out	-	-	95,000	-	-	0%
Total Expenditures	243,089	17,354	111,023	19,125	18,643	-3%
Ending Fund Balance	\$ 334,806	\$ 404,629	\$ 327,861	\$ 396,864	\$ 306,845	-23%

BUSINESS ASSISTANCE

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 155,865	\$ 155,877	\$ 156,582	\$ 156,932	\$ 126,677	-19%
Revenue						
Interest Income	1,012	1,705	2,700	1,372	1,372	0%
All Other	-	-	-	20	20	0%
Total Revenue	<u>1,012</u>	<u>1,705</u>	<u>2,700</u>	<u>1,392</u>	<u>1,392</u>	0%
Expenditures						
Materials & Services	-	-	-	64,050	44,050	-31%
Transfers - Out	1,000	1,000	1,000	1,000	1,000	0%
Total Expenditures	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>65,050</u>	<u>45,050</u>	-31%
Ending Fund Balance	\$ 155,877	\$ 156,582	\$ 158,282	\$ 93,274	\$ 83,019	-11%

GRANTS

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Revenue						
Interest Income	-	-	-	-	-	0%
All Other	-	-	-	400,000	185,000	-54%
Total Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>400,000</u>	<u>185,000</u>	-54%
Expenditures						
Materials & Services	-	-	-	400,000	185,000	-54%
Transfers - Out	-	-	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>400,000</u>	<u>185,000</u>	-54%
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	0%

BUILDING INSPECTION PROGRAM

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 60,036	0%
Revenue						
Interest Income	-	-	-	25	25	0%
Licenses & Permits	-	-	-	84,000	91,000	8%
Transfers - In	-	-	-	25,000	25,000	0%
All Other	-	-	-	25	25	0%
Total Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>109,050</u>	<u>116,050</u>	6%
Expenditures						
Personal Services	-	-	-	15,440	19,089	24%
Materials & Services	-	-	-	81,045	95,200	17%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>96,485</u>	<u>114,289</u>	18%
Ending Fund Balance	\$ -	\$ -	\$ -	\$ 12,565	\$ 61,797	392%

ENTERPRISE FUNDS

The City's Water, Sewer, Capital Construction-Water SDC, and Capital Construction-Sewer SDC Funds are considered Enterprise or Proprietary Funds. All of them are designated as "Major" for annual reporting. The financial activity is accounted for and reported much like a private business.

Two of the City's Enterprise Funds are also operating funds. The Water Fund is used to account for providing water services to City residents and the Sewer Fund is used to account for providing sewer services.

The other two funds are the Capital Construction-Water SDC Fund and the Capital Construction-Sewer SDC Fund. As the name implies these funds are used to track the receipt and use of Water and Sewer System Development Charges (SDC).

RESOURCES

User fees are the primary source of revenue for the Water and Sewer Funds. Other sources are interest earnings, bulk water sales, lease payments, and delinquent fees. The revenue amounts included in the upcoming budget year reflect a 2% water rate increase and a 7% sewer rate increase effective January 1, 2020. Both rate increases will need to be approved by the City Council before they are enacted; however, the increase is a part of the recommendations made from the most recent rate studies and analysis. As with any other business, the revenue generated by the rates needs to cover the costs of operations, system maintenance, debt service, and usually some portion of future system improvements and expansions.

The only significant change in revenue is within the Sewer Fund. In the current fiscal year \$1,200,000 was transferred into the fund to help cover the cost of the lift station relocation project. The project will likely continue into the upcoming fiscal year; however, additional transfers will not be necessary.

EXPENDITURES

Expenditures in the Enterprise Funds, similar to the City's other funds, are grouped by classification. Total expenditures are expected to decrease in all of these funds. The significant (15% or more) increases and decreases, are explained below by classification.

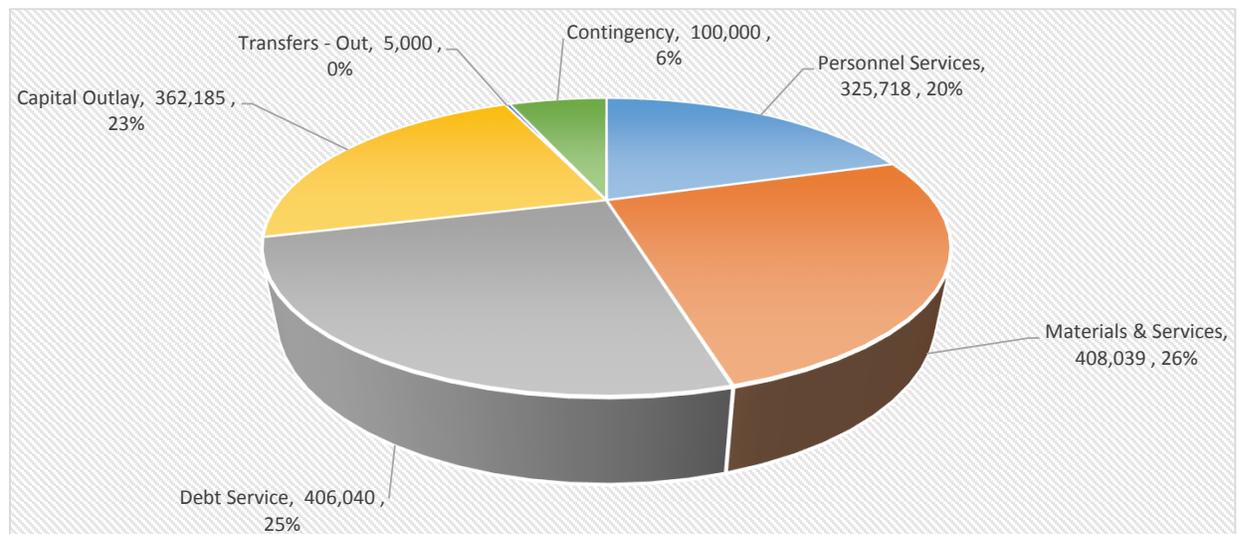
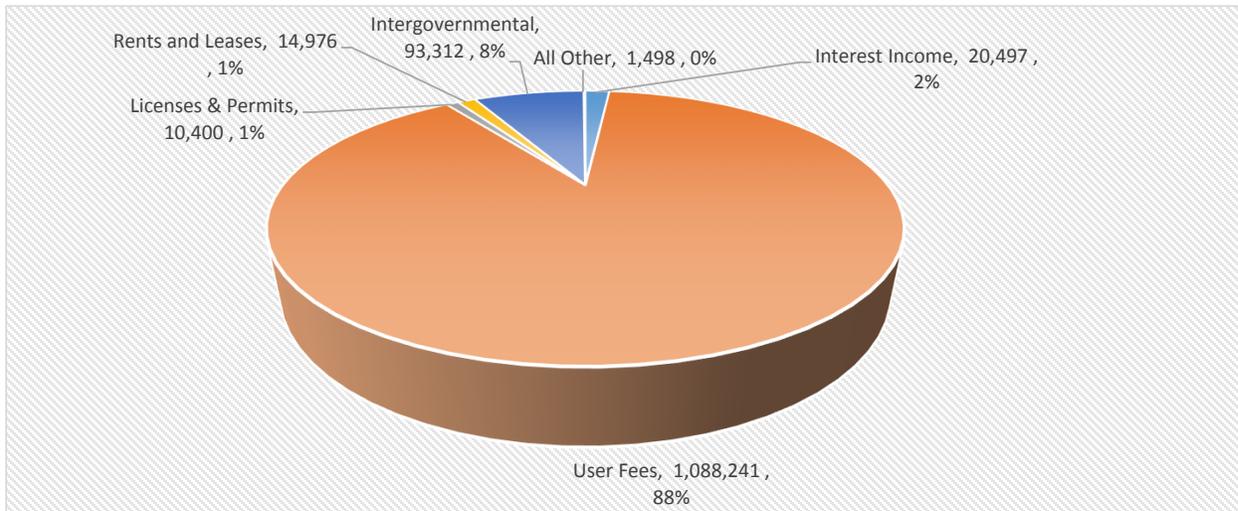
Capital Outlay. The amounts being budgeted in all four funds is substantially less than last year. The decreases are being driven by the progress on projects included in the fiscal year 2018-19 budget. Some have been completed and others are being carried forward at amounts that reflect the percentage of costs incurred thus far.

Debt Service. This classification of expenditures is not changing in total; however, the amount coming out of the Capital Construction-Water SDC Fund is decreasing by 45% or \$36,000. This reduction is being made to ensure that the fund balance does not get too low. The Water Fund is picking up the additional portion of the debt payment obligation.

WATER FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 1,949,897	\$ 2,329,640	\$ 2,677,498	\$ 2,904,494	\$ 2,226,197	-23%
Revenue						
Interest Income	12,661	25,478	45,643	20,497	20,497	0%
User Fees	967,831	1,005,774	1,041,529	1,037,350	1,088,241	5%
Licenses & Permits	29,597	6,500	2,500	9,600	10,400	8%
Rents and Leases	9,443	6,407	12,480	14,976	14,976	
Intergovernmental	180,000	144,000	129,600	103,680	93,312	-10%
All Other	9,504	1,531	1,342	1,612	1,498	-7%
Total Revenue	1,209,036	1,189,690	1,233,094	1,187,715	1,228,924	3%
Expenditures						
Personnel Services	265,927	271,955	270,827	307,900	325,718	6%
Materials & Services	306,098	261,886	275,764	403,586	408,039	1%
Debt Service	243,421	290,018	370,050	369,387	406,040	10%
Capital Outlay	8,846	12,973	1,604	872,555	362,185	-58%
Transfers - Out	5,000	5,000	5,000	5,000	5,000	0%
Contingency	-	-	-	100,000	100,000	0%
Total Expenditures	829,292	841,832	923,245	2,058,428	1,606,982	-22%
Ending Fund Balance	\$ 2,329,641	\$ 2,677,498	\$ 2,987,347	\$ 2,033,781	\$ 1,848,139	-9%

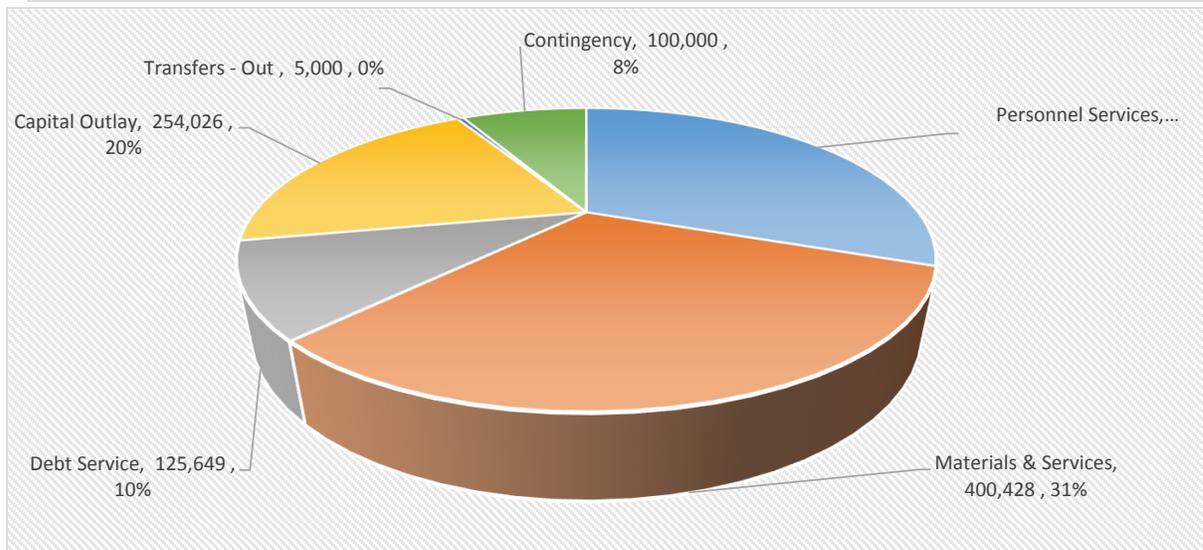
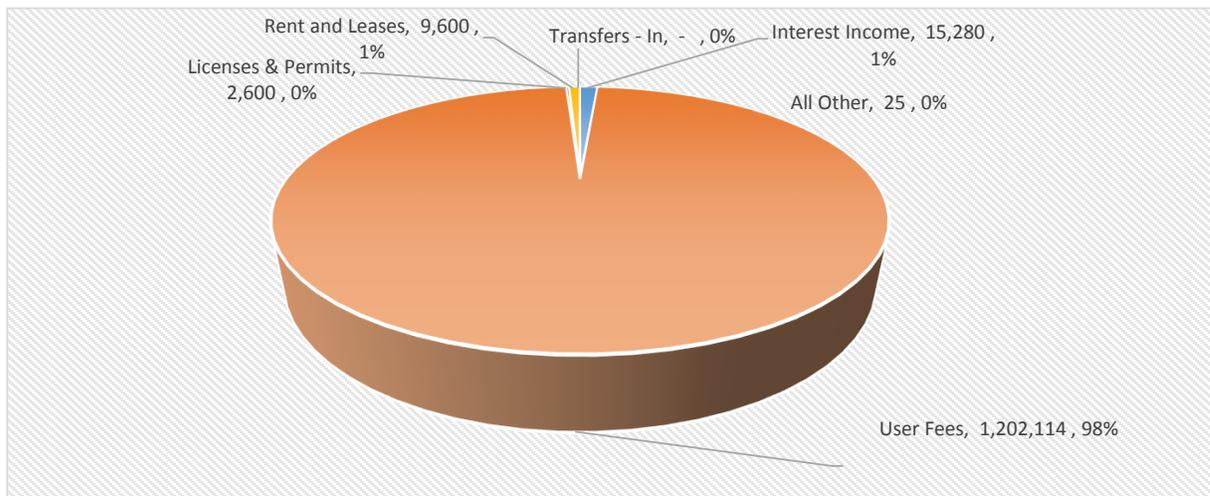
The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type, the second graph shows the expenditures by classification. The percent of the totals are also displayed.



SEWER FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 2,030,536	\$ 1,713,974	\$ 1,800,457	\$ 2,113,199	\$ 1,713,835	-19%
Revenue						
Interest Income	11,333	18,655	30,979	15,280	15,280	0%
User Fees	1,005,365	1,034,266	1,035,693	1,078,624	1,202,114	11%
Licenses & Permits	8,000	2,200	1,000	2,400	2,600	8%
Rent and Leases	9,600	9,600	9,600	9,600	9,600	0%
Transfers - In	-	-	99,219	1,200,000	-	-100%
All Other	21,692	12,591	10,491	25	25	0%
Total Revenue	1,055,990	1,077,312	1,186,982	2,305,929	1,229,619	-47%
Expenditures						
Personnel Services	326,074	335,394	335,159	370,865	392,056	6%
Materials & Services	502,310	294,997	214,122	385,189	400,428	4%
Debt Service	114,168	187,465	112,609	125,649	125,649	0%
Capital Outlay	-	12,973	1,604	2,092,000	254,026	-88%
Transfers - Out	430,000	160,000	5,000	5,000	5,000	0%
Contingency	-	-	-	100,000	100,000	0%
Total Expenditures	1,372,552	990,829	668,494	3,078,703	1,277,159	-59%
Ending Fund Balance	\$ 1,713,974	\$ 1,800,457	\$ 2,318,945	\$ 1,340,425	\$ 1,666,295	24%

The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type, the second graph shows the expenditures by classification. The percent of the totals are also displayed.



CAPITAL CONSTRUCTION-WATER SDC FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 237,828	\$ 293,570	\$ 86,810	\$ 47,376	\$ 46,320	-2%
Revenue						
Interest Income	1,545	3,211	1,450	1,904	1,904	0%
User Fees	214,838	51,261	19,825	81,912	91,320	11%
Transfer In	-	-	-	-	-	0%
Total Revenue	216,383	54,472	21,275	83,816	93,224	11%
Expenditures						
Materials & Services	-	-	-	25	25	0%
Capital Outlay	-	124,956	-	40,000	-	-100%
Debt Service	160,641	136,276	57,724	81,769	45,116	-45%
Total Expenditures	160,641	261,232	57,724	121,794	45,141	-63%
Ending Fund Balance	\$ 293,570	\$ 86,810	\$ 50,361	\$ 9,398	\$ 94,403	905%

CAPITAL CONSTRUCTION-SEWER SDC FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 2,373,445	\$ 2,224,229	\$ 2,087,718	\$ 1,779,477	\$ 310,198	-83%
Revenue						
Interest Income	15,417	24,325	35,943	19,377	19,377	0%
User Fees	200,754	70,008	37,770	71,628	79,844	11%
Transfer In	-	-	-	-	-	0%
Total Revenue	216,171	94,333	73,713	91,005	99,221	9%
Expenditures						
Materials & Services	34,000	-	11,806	1,000	1,000	0%
Capital Outlay	174,000	90	274,248	1,400,000	-	-100%
Debt Service	157,388	230,755	155,897	170,807	169,791	-1%
Total Expenditures	365,388	230,845	441,951	1,571,807	170,791	-89%
Ending Fund Balance	\$ 2,224,228	\$ 2,087,717	\$ 1,719,480	\$ 298,675	\$ 238,628	-20%

CAPITAL PROJECTS FUNDS

The City has a Capital Project Fund for Pool Facilities Construction and for West Broadway Development. The activity in these funds varies considerably; however, they are kept active to allow the City to respond to opportunities as they arise. Specific information about these funds appears below.

Pool Facilities: This fund was created to budget and account for the revenue and expenses related to the construction of a regulation swimming pool and building. The pool was completed in November of 2010; however, due to a shortfall in fundraising, the multi-use (kiddie) pool and spa, that were included in the original designs, were not constructed.

Recently there has been considerable success with fundraising efforts for the multi-use pool. Additionally, the City applied for and received multiple grants. The largest grant included in the fiscal year 2018-19 budget was only partially awarded. Urban Renewal Agency money was used to make up most of the difference so that the pool could be built. Construction will be completed by June 30, 2019 which explains why the revenue and expenditures in the upcoming budget are substantially less.

West Broadway: This fund has been used to budget and account for the revenue and expenses related to construction of a Park and Ride Facility, the Fern Ridge Service Center and major improvements to West Broadway between Territorial Road and 4th Street. One of the underlying objectives of these projects was to encourage development on West Broadway and bring new life to Veneta's Downtown Area.

The revenue and expenditure amounts are relatively unchanged with the exception of interest income of \$100, the current year's budget, erroneously, did not include this resource, and increasing professional services by \$1,000 or 2000%. Although there are no specific plans to be budgeted for at this time, design and/or planning are typically the first steps in any program or project. Including this appropriation allows flexibility if an opportunity presents itself later in the year.

CAPITAL PROJECTS-POOL FACILITIES

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 7,084	\$ 7,780	\$ 91,626	\$ 74,069	\$ 844	-99%
Revenue						
Interest Income	46	85	2,326	440	440	0%
Intergovernmental	-	50,000	-	72,500	-	-100%
Transfers - In	-	14,300	-	47,500	-	-100%
All Other	650	36,103	3,002	483,500	1,000	-100%
Total Revenue	696	100,488	5,328	603,940	1,440	-100%
Expenditures						
Materials & Services	-	-	-	25	25	0%
Capital Outlay	-	16,642	20,047	673,500	-	-100%
Transfers - Out	-	-	-	-	-	0%
Total Expenditures	-	16,642	20,047	673,525	25	-100%
Ending Fund Balance	\$ 7,780	\$ 91,626	\$ 76,907	\$ 4,484	\$ 2,259	-50%

CAPITAL PROJECTS-WEST BROADWAY

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 57,632	\$ 58,006	\$ 58,641	\$ 59,157	\$ 55,300	-7%
Revenue						
Interest Income	374	634	1,011	-	100	0%
All Other	-	-	-	50	45	-10%
Total Revenue	374	634	1,011	50	145	190%
Expenditures						
Materials & Services	-	-	-	50	1,050	2000%
Capital Outlay	-	-	-	5,000	5,000	0%
Transfers - Out	-	-	-	-	-	0%
Total Expenditures	-	-	-	5,050	6,050	20%
Ending Fund Balance	\$ 58,006	\$ 58,640	\$ 59,652	\$ 54,157	\$ 49,395	-9%

DEBT SERVICE FUND

Currently the City has only one Debt Service Fund. This type of fund is used whenever a Local General Obligation Bond is passed by the citizenry. Up until fiscal year 2012-13 the City had two such bonds. One was issued in 1981 to pay for water system improvements, the other one was issued in 2010 to pay for the construction of the swimming pool and building. The 1981 bond was paid off in July of 2012.

RESOURCES

The revenue source for the Debt Service Fund has been, and continues to be, property taxes. The City includes in its request for property taxes the amount needed to make a year's worth of payments plus an appropriate "carry-over" fund balance. The only other revenue source is interest income which has been increased to better reflect the actual amounts currently being earned.

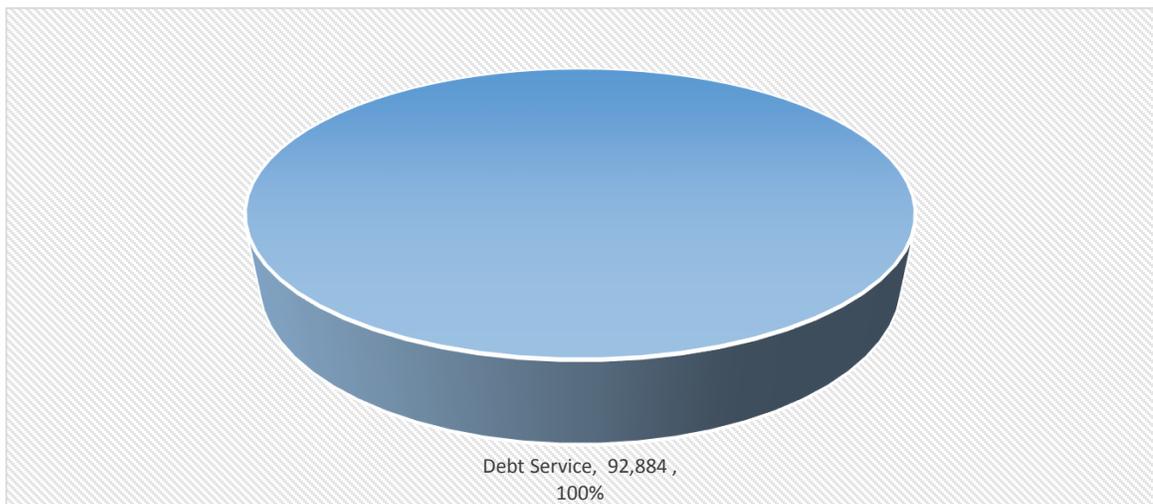
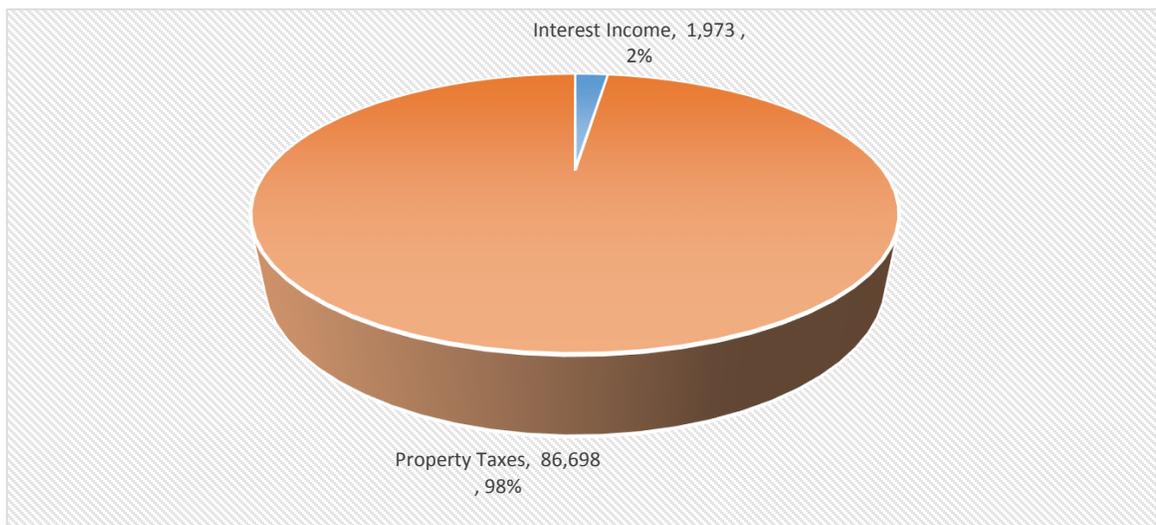
EXPENDITURES

Debt Service is the only expenditure classification in this fund. The amount is roughly the same each budget year.

DEBT SERVICE

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 125,417	\$ 138,247	\$ 142,032	\$ 139,817	\$ 150,584	8%
Revenue						
Interest Income	835	1,552	2,494	1,214	1,973	63%
Property Taxes	96,541	88,837	90,703	86,881	86,698	0%
Total Revenue	<u>97,376</u>	<u>90,389</u>	<u>93,197</u>	<u>88,095</u>	<u>88,671</u>	1%
Expenditures						
Debt Service	84,546	86,604	87,559	90,100	92,884	3%
Total Expenditures	<u>84,546</u>	<u>86,604</u>	<u>87,559</u>	<u>90,100</u>	<u>92,884</u>	3%
Ending Fund Balance	\$ 138,247	\$ 142,032	\$ 147,670	\$ 137,812	\$ 146,371	6%

The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type, the second graph shows the expenditures by classification. The percent of the totals are also displayed.



RESERVE FUNDS

The City has three funds, the Public Works Equipment, Reserve-Governmental, and Reserve-Enterprise, which are considered Reserve Funds. The Public Works Equipment Fund is a “quasi” reserve fund in that it isn’t large enough to officially be deemed a reserve fund; however, money is transferred to this fund with the intent of accumulating a fund balance for future purchases of equipment and/or vehicles.

The other two Reserve Funds are true reserve funds. One was formed to accumulate a fund balance for street and other governmental related purposes and one was formed to accumulate a fund balance for future sewer (Enterprise) projects. These funds were created in 2008 and 2009 and will be reviewed, per ORS, every ten (10) years. The purpose of the review is to determine whether or not the reserve funds are still needed.

RESOURCES

Transfers from other funds, usually operating funds, are the primary source of revenue for the City’s reserve funds. The money in the Governmental Reserve Fund was transferred in from the Street Fund and General Fund and the money in the Enterprise Reserve Fund was transferred in from the Sewer Fund. The 2019-20 budget includes the same transfers into the P.W. Equipment Fund and a small transfer into the Governmental Reserve Fund. This transfer will only be necessary if the money received from the State of Oregon for bike and pedestrian ways is not spent in its entirety. Interest income is the only other revenue source.

EXPENDITURES

The cost of a new vehicle and lifting equipment in the mechanical portion of the pool building is being budgeted as a capital outlay expenditure in the Public Works Equipment Fund. The only other significant change in expenditures is the removal of the transfer out of the Reserve-Enterprise Fund. As stated previously, the \$1,200,000 budgeted in the current year went to the Sewer Fund to help pay for the lift station relocation project. While the City will incur additional expenses on this project, additional transfers will not be needed. The transfer of \$150,000 back to the Street Fund is to support the ongoing pavement preservation program.

PUBLIC WORKS EQUIPMENT

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 176,340	\$ 197,385	\$ 192,560	\$ 209,258	\$ 211,695	1%
Revenue						
Interest Income	1,145	2,159	3,320	1,668	1,668	0%
Transfers In	15,000	15,000	15,000	15,000	15,000	0%
All Other	4,900	-	-	-	-	0%
Total Revenue	21,045	17,159	18,320	16,668	16,668	0%
Expenditures						
Capital Outlay	-	21,985	-	20,000	35,000	75%
Total Expenditures	-	21,985	-	20,000	35,000	75%
Ending Fund Balance	\$ 197,385	\$ 192,559	\$ 210,880	\$ 205,926	\$ 193,363	-6%

RESERVE-ENTERPRISE

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 1,339,739	\$ 1,348,442	\$ 1,363,189	\$ 1,375,215	\$ 216,844	-84%
Revenue						
Interest Income	8,702	14,747	23,505	11,825	11,825	0%
All Other	-	-	-	-	-	0%
Total Revenue	8,702	14,747	23,505	11,825	11,825	0%
Expenditures						
Capital Outlay	-	-	-	-	-	0%
Transfers - Out	-	-	-	1,200,000	-	-100%
Total Expenditures	-	-	-	1,200,000	-	-100%
Ending Fund Balance	\$ 1,348,441	\$ 1,363,189	\$ 1,386,694	\$ 187,040	\$ 228,669	22%

RESERVE-GOVERNMENTAL

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 1,150,549	\$ 1,058,023	\$ 919,594	\$ 781,707	\$ 653,100	-16%
Revenue						
Interest Income	7,473	11,571	15,857	9,052	9,052	0%
Transfers In	-	-	-	4,000	6,000	50%
All Other	-	-	-	-	-	0%
Total Revenue	7,473	11,571	15,857	13,052	15,052	15%
Expenditures						
Transfers Out	100,000	150,000	150,000	150,000	150,000	0%
Total Expenditures	100,000	150,000	150,000	150,000	150,000	0%
Ending Fund Balance	\$ 1,058,022	\$ 919,594	\$ 785,451	\$ 644,759	\$ 518,152	-20%

VENETA
URBAN
RENEWAL
AGENCY

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***Veneta Urban Renewal Agency
Budget Message
For Fiscal Year 2019-20***

Members of the Urban Renewal Agency Budget Committee:

I'm pleased to submit to you the Fiscal Year 2019-20 proposed budget. The combined expenditures for the two funds, within the Veneta Urban Renewal Agency (VURA/Agency), is \$1,793,282; of which, \$911,312 is within the Agency's General Fund and \$881,970 is within the Agency's Debt Service Fund. The purpose and structure of VURA is provided in an Agency Overview on page 99 in your Budget Document.

As indicated in the overview, the Agency, now in its 35th year, was created in 1984; however, the vast majority of expenditure (investment) has taken place in the last 20 years with the majority of the Agency's 13.6 million dollars in Maximum Indebtedness allocated in that time period.

Five-million dollars has been used, or committed, for improvements to the City's water system. In 2002, Agency funds were obligated to meet the debt service on a loan to pay for improvements to the water treatment plant, piping system, and storage facilities. The remainder of the five-million dollars was allocated to the development of new wells, a new treatment plant, and to assist with future debt service payments for the EWEB water pipeline.

Other sizable investments in the last 20 years were directed at improvements to the City's downtown business district and to park and recreational facilities. Slightly over two-million dollars in Agency funds were used between 2009 and 2012 to pay for property acquisition, water and sewer infrastructure, a Park and Ride facility, downtown monumentation, and street and streetscape improvements on West Broadway. Over \$500,000 has been spent on park and aquatic facilities in the last few years.

While some funding, \$150,000, has been budgeted this year to support continued improvements to City Park on E. Broadway, the lion's share of

Agency funding will refocus on investments in the downtown business district. The Agency and the City Council remain committed to achieving the vision of a vibrant retail and commercial business district. In support of that vision, funds are once again being budgeted to support street and streetscape improvements but will also include funding to design a parking lot on the corner of 4th Street and Brooker Lane.

The Downtown Redevelopment Tool Kit funding has been increased this year to support a fermentation incentive package. That incentive program will be rolled out this fall with the intent of attracting a brewery or tasting room to the downtown business district.

To maintain the momentum we have with these downtown efforts, the Agency will once again budget funds to support staffing assistance to the Agency. Last year we combined the prior Urban Renewal Specialist duties into the duties assigned to the new Management Analyst position, making it a full-time position. With a second year of funding to support the permanent position, we hope to leverage and build-off of the efforts from the past several years. During the first few months of the fiscal year that staff person will devote much of their time on completing a substantial amendment to the urban renewal plan. That amendment is projected to increase the maximum indebtedness amount by 20% and increase the overall District size by about 15 acres.

As in the past, Shauna has developed a thorough and concise Agency budget for your review and approval. I thank her for her commitment to the Veneta Urban Renewal Agency and overall City finances. Either she or I can answer any questions you may have.

Respectfully submitted,

Ric Ingham
City Administrator

Veneta Urban Renewal Agency



AGENCY OVERVIEW

(Structure, Budget, Budget Process)

SECTION 7

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AGENCY OVERVIEW

Veneta's Urban Renewal Agency (URA) and associated Urban Renewal Plan ("Plan") were created in October of 1984. The primary objective of creating the Agency was to enable the City to achieve its primary goal of becoming a "mid-Lane service center and suburban residential community with an appealing rural setting." The Plan was developed to assist with achieving six major objectives that were outlined in the Veneta Comprehensive Plan. The objectives, in brief, involved development of a central business district and attractive light industrial park areas, new public facilities, eliminating unsafe or dilapidated buildings, improving the general appearance of the City, and the establishment of long-term financing for the public improvements.

STRUCTURE

The Mayor and City Councilors fill the role of the Agency's board. The board meets on the second Monday of each month. The Agency relies on the City's staff to develop, implement, and operate its programs, projects, etc. In return the Agency has an obligation, through a contract, to reimburse the City for staff, general support, and overhead. The contract includes a fixed amount of \$10,000 and a variable amount based on the number of hours that staff, primarily in the Community Development Department, actually spend on Agency activities and tasks.

The URA has one General Fund type and one Debt Service type fund. They are both considered "Governmental" and "Major" for reporting purposes. Neither of the funds have more than one department.

FUND TYPE AND FUNCTIONS:

General Fund. The General Fund accounts for resources that are generally not dedicated for a specific purpose. Most services provided are basic to the everyday operation of the Agency.

Primary Functions:

- ❖ Administration
- ❖ Non-capital programs and projects
- ❖ Support to the City for qualifying capital improvements

Debt Service Funds. This fund is used to account for the payment of principal and interest on bond issues. The revenues used to retire debt can come from taxes or other revenue sources.

Primary Functions:

- ❖ Payment of principal and interest on outstanding bonds.

BUDGET OVERVIEW

The budget summary appears below. The total budget figure is \$2,602,573. This represents roughly a \$394,000 decrease from the current year's budget total. The decrease can be attributed to a much lower beginning fund balance, then was the case last year due to larger than usual contributions to the City during the current fiscal year. The total revenue and total expenditures in the fiscal year 2019-20 budget are nearly the same as what was originally budgeted for fiscal year 2018-19.

VENETA URBAN RENEWAL AGENCY**SUMMARY OF RESOURCES AND REQUIREMENTS**

FUND	PROJECTED BEGINNING FUND BALANCE @ 7-1-2019	TOTAL REVENUE	TOTAL RESOURCES	TOTAL EXPENDI- TURES	PROJECTED ENDING FUND BALANCE @ 6-30-2020	TOTAL REQUIRE- MENTS
GENERAL	622,257	613,500	1,235,757	911,312	324,445	1,235,757
DEBT SERVICE	692,482	674,334	1,366,816	881,970	484,846	1,366,816
TOTALS	\$1,314,739	\$1,287,834	\$2,602,573	\$1,793,282	\$809,291	\$2,602,573

Over the years extensive work on the objectives mentioned above, including the policy of using property tax revenue as a financing source, has taken place. The work is expected to continue and the 2019-20 budget includes the necessary appropriations. Specifically, the URA will be contributing, through the City, to the payment of water pipeline related debt, park facilities, and improvements to streets and street lighting in the downtown area. Additionally the Agency plans to continue implementation of the Re-Development Toolkit Program, support of the Farmers' Market and to implement programs identified in the Downtown Retail Marketing Analysis.

The sections entitled "Agency Resources" and "Agency Requirements" contain separate schedules and further discussion. Consolidated budget detail, for both of the Agency's funds, can be found in the section entitled "Consolidated Financials". Budget detail pages for each fund are located in the Appendix.

BUDGET PROCESS

The budget process for the URA parallels the process for the City of Veneta. For more details, see the section entitled "Budget Process" in the City's portion of this document.

Veneta Urban Renewal Agency



RESOURCES

SECTION 8

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RESOURCES

The term “Resources” refers to the total amount of “money” available to be used during any given year. Broadly speaking, resources for the Urban Renewal Agency (URA) can be split into two types: 1) Beginning Fund Balance (Retained Earnings) and 2) New revenue (Tax Increment Financing).

BEGINNING FUND BALANCE

The fund balance can be thought of as retained earnings – the accumulation from one year to the next of the difference between revenues and expenditures. While the Urban Renewal Agency is not in business to “grow” retained earnings, the amount can have a huge impact on its ability to operate and meet the objectives of the URA Plan.

Each year in the budget process the current year’s activity is reviewed and projections are made, by fund, of the expected ending fund balance. These projected amounts become the beginning fund balances used to prepare the next year’s budget. Actual results can vary depending on the number and significance of unplanned events and needs and the progress made on planned expenditures.

For the upcoming fiscal year the combined beginning fund balance is estimated to be \$1,314,739. This total is lower than the estimated beginning fund balances used in the fiscal year 2018-19 budget, largely because, the expenditures authorized through a supplemental budget were about \$300,000 more than the new revenue.

NEW REVENUE

The URA’s new revenue is calculated using various methods and factors including, but not limited to historical amounts, economic trends, and information obtained from internal and external sources. Property Taxes are the URA’s only major revenue type; however, the URA does frequently borrow money on a short-term basis. For the upcoming year the short-term loan is expected to be \$600,000. The proceeds support eligible projects being undertaken by the City.

The following chart is a summary of the estimated resources for the upcoming year.

VENETA URBAN RENEWAL AGENCY

SUMMARY OF RESOURCES

FUND	PROJECTED BEGINNING FUND BALANCE @ 7-1-2019	PROPERTY TAXES	LOAN PROCEEDS	INTEREST EARNED	TOTAL REVENUE	TOTAL RESOURCES
GENERAL	622,257	-	600,000	13,500	613,500	1,235,757
DEBT SERVICE	692,482	661,404	-	12,930	674,334	1,366,816
TOTALS	\$1,314,739	\$661,404	\$600,000	\$26,430	\$1,287,834	\$2,602,573

Property Taxes

The Debt Service Fund of the Urban Renewal Agency (URA) receives property tax money. The property tax money is solely used to meet the URA's debt obligations. Most urban renewal plans are funded substantially from portions taken out of local government property tax levies (division of tax revenue). These resources may only be used to pay principal and interest on indebtedness the Agency has incurred for the Urban Renewal Plan.

Urban renewal agencies are subject to Local Budget Law and may request division of tax and special levy calculations be done to raise less than the maximum allowable revenue each year. When these resources have accumulated sufficiently to pay off all approved principal and interest on indebtedness, the URA is required to notify the assessor to stop division of tax.

Tax Increment Revenue and Division of Tax

Division of tax revenue is calculated by splitting local government property taxes between the local governments that levied taxes and the URA. Tax increment revenues are the amount of property taxes generated by the increase in total assessed values in the urban renewal area from the time the urban renewal area is first established. The assessed value of an urban renewal area at the time the plan is adopted is called the "frozen base". Growth above the base is called the "increment".

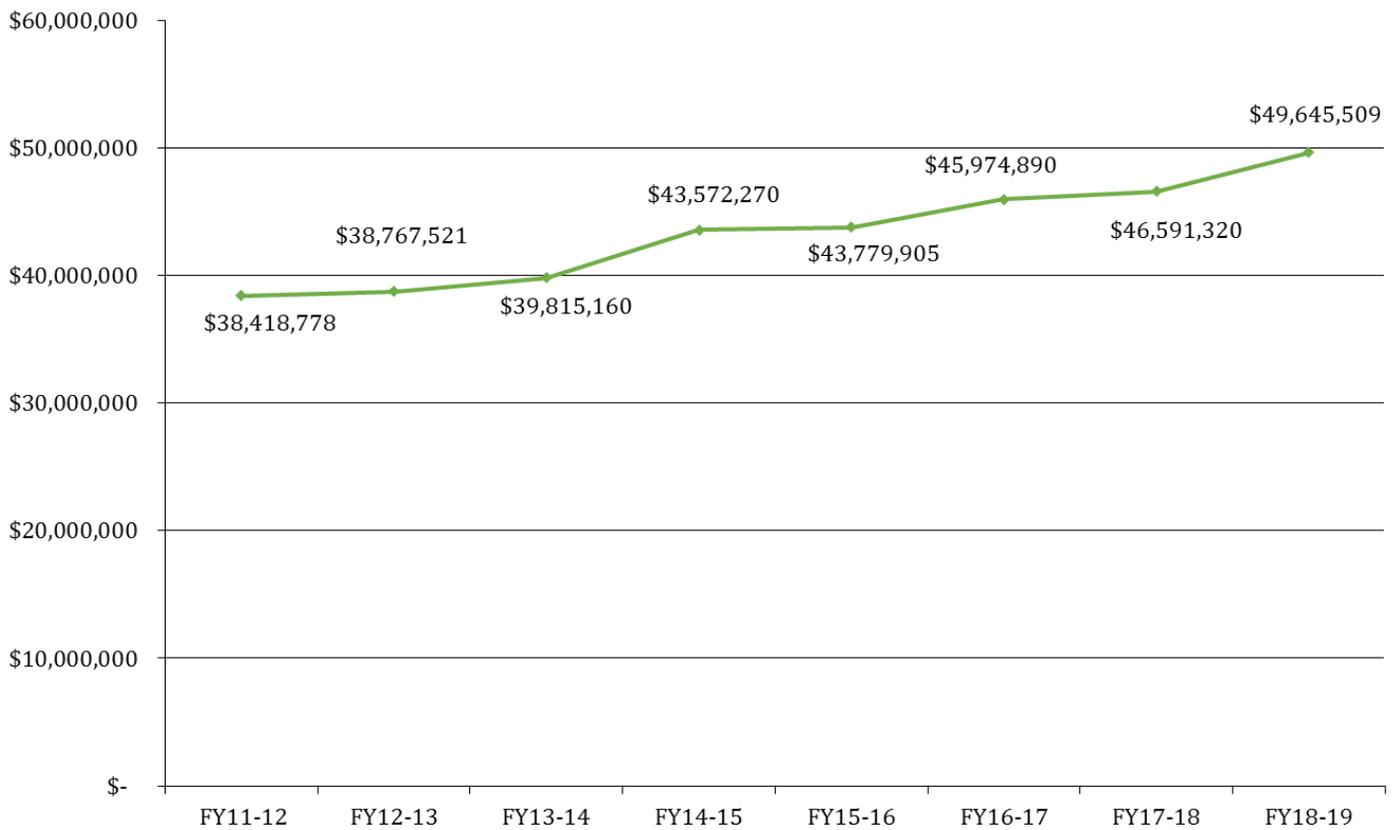
This tax splitting may have a couple different effects depending on the levy type. For operating (permanent rate) levies that are levied at a particular rate, division of tax does not change the tax rate or cause much change in the overall amount of tax billed, but it does reduce the amount that gets distributed to the local governments. In contrast, it affects some bond and local option levies that are levied to raise a particular dollar amount by causing those tax rates to be higher in order to raise enough tax to cover both the levied amount as well as the division of tax amount.

Both the division of tax and urban renewal special levy amounts are subject to constitutional tax limitations (Article XI, section 11b of the Oregon Constitution), and are distributed to the URA.

Excess Values

The excess value for Veneta’s URA was relatively unchanged between fiscal year 2014-15 and fiscal year 2015-16; however, the excess value for 2018-19 increased by \$3,054,189 or 6.5%. The chart below provides the excess values from 2011-12 through 2018-19.

**Excess Value
Fiscal Year 2011-12 through Fiscal Year 2018-19**



Veneta Urban Renewal Agency's Property Tax Picture

The calculation for fiscal year 2019-20 assumes that the excess value will not change significantly and the uncollectible rate will be approximately 5%. Given these assumptions the URA is expecting to receive \$643,958. The amount of property taxes that the URA has received since fiscal year 2011-12 is shown in the chart below by year.

**Property Tax Money Received
Fiscal Year 2010-11 through Fiscal Year 2017-18**



Property Tax Collections

Property taxes are levied by taxing agency in accordance with Oregon Local Budget Law and certified to the Lane County Assessor. Property taxes are collected by the assessor's office and distributed to each taxing agency within the district. The taxes are due in three separate payments each year. However, counties are allowed to provide a discount if property owners pay the tax in full in November.

Other Revenue

The URA also receives Investment Earnings and Loan Proceeds. The need for loans is determined by the types and size of the projects being undertaken in the upcoming year.

Veneta Urban Renewal Agency



REQUIREMENTS

SECTION 9

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REQUIREMENTS

The term “Requirements” refers to the total amount of “money” budgeted to spend (expenditures) and to carry-over for the next year (fund balance). These are often also referred to as Appropriated (authority to spend) and Unappropriated (available for the following year). Appropriated expenditures are further separated by classification. The Urban Renewal Agency (URA) budget typically uses only the following three classifications: 1) Materials and Services, 2) Debt Service, and 3) Transfers Out.

Materials and Services

This expenditure classification is used to budget and account for all supplies, maintenance, overhead, and operating needs within each fund. Typically, these remain fairly constant from one year to the next. Exceptions occur when changes are made to the programs being offered and to the projects being undertaken. Redevelopment continues to be an area of focus. A full description is included in the Appendix.

Debt Service

Amounts needed to make principal and interest payments on any outstanding loans and bond issues are appropriated under this classification. The Agency borrows money on a short-term basis using a “Du Jour” Loan. The amount is driven by the planned projects each budget year. The proposed budget includes a loan of \$600,000. This is the same amount borrowed as last year. As stated previously, this is the amount necessary to support City projects for which using URA resources is allowable.

Transfers

This is an expenditure classification used by the URA to contribute to qualified City capital projects. In broad terms, a project needs to benefit the URA area and be included in the URA’s Official Plan. For the fiscal year 2019-20 the URA is proposing to transfer \$93,312 to the City for debt related to the water pipeline project, \$461,000 for downtown street improvements and programs, and \$150,000 for park improvements.

Unappropriated/Ending Fund Balance

An 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 beginning in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.

Overall, the URA fund balance is expected to decrease by \$505,448. This is expected because the planned expenditures exceed anticipated new revenue by the same amount. The schedule below presents the budgeted and actual ending fund balances for the past two completed fiscal years and the budgeted ending fund balances for the current year and the upcoming year.

The amount and percentages of change refer to the difference between the 2019 and the 2020 budgeted amounts.

HISTORICAL AND ACTUAL FUND BALANCE COMPARISON

FUNDS BY TYPE	2017 Adopted	2017 Actual	2018 Adopted	2018 Actual	2019 Adopted	2020 Budget	Change Dollars	Change %
FUND:								
GENERAL	167,492	872,578	285,090	986,276	628,284	324,445	(303,839)	-48%
DEBT SERVICE	716,046	1,056,912	963,440	869,655	565,753	484,846	(80,907)	-14%
TOTALS	\$1,350,454	\$1,929,490	\$1,248,530	\$1,855,931	\$1,194,037	\$809,291	\$(384,746)	-32%

The schedule below presents the requirements, as they appear in the budget, by fund and classification. The consolidated schedules in the next section present the budget figures in comparison with the past few years.

SUMMARY OF REQUIREMENTS

FUND	MATERIALS & SERVICES	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL EXPENDITURES	PROJECTED ENDING FUND BALANCE @ 6-30-2020	TOTAL REQUIREMENTS
GENERAL	137,000	-	764,312	10,000	911,312	324,445	1,235,757
DEBT SERVICE	-	881,970	-	-	881,970	484,846	1,366,816
TOTALS	\$137,000	\$881,970	\$764,312	\$10,000	\$1,793,282	\$809,291	\$2,602,573

Veneta Urban Renewal Agency



CONSOLIDATED FINANCIALS

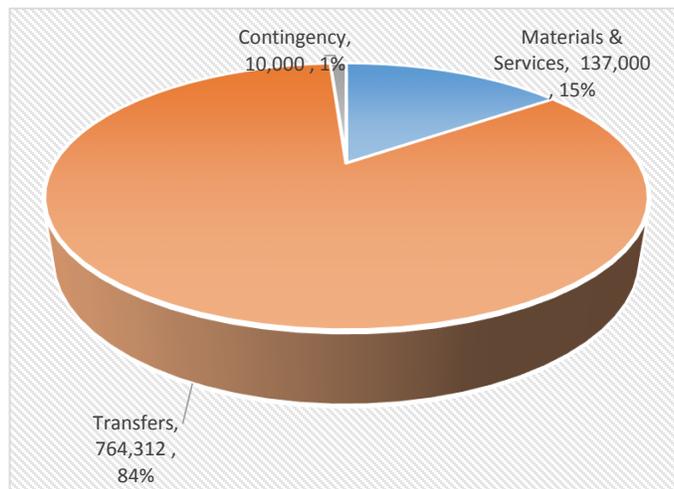
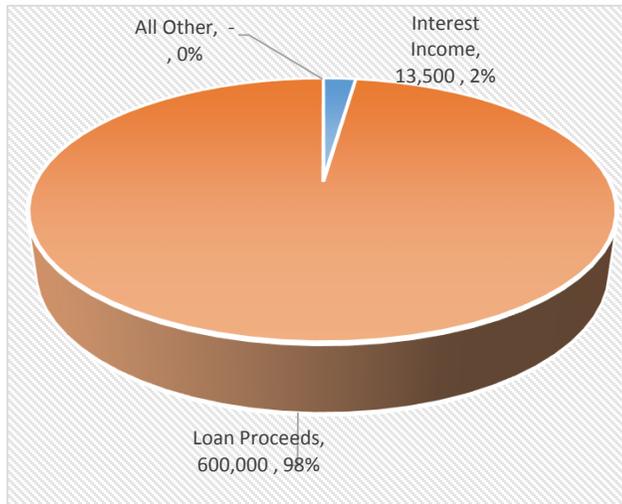
SECTION 10

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GENERAL FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Budget FY1819 to FY1920
Beginning Fund Balance	\$ 390,709	\$ 490,181	\$ 872,576	\$ 919,125	\$ 622,257	-32%
Revenue						
Interest Income	1,675	4,271	13,065	8,000	13,500	69%
Loan Proceeds	300,000	600,000	600,000	600,000	600,000	0%
All Other	-	10,000	-	-	-	0%
Total Revenue	301,675	614,271		608,000	613,500	1%
Expenditures						
Materials & Services	20,580	31,639	31,042	109,552	137,000	25%
Transfers	181,623	200,237	468,326	779,289	764,312	-2%
Contingency	-	-	-	10,000	10,000	0%
Total Expenditures	202,203	231,876	499,368	898,841	911,312	1%
Ending Fund Balance	\$ 490,181	\$ 872,576	\$ 373,208	\$ 628,284	\$ 324,445	-48%

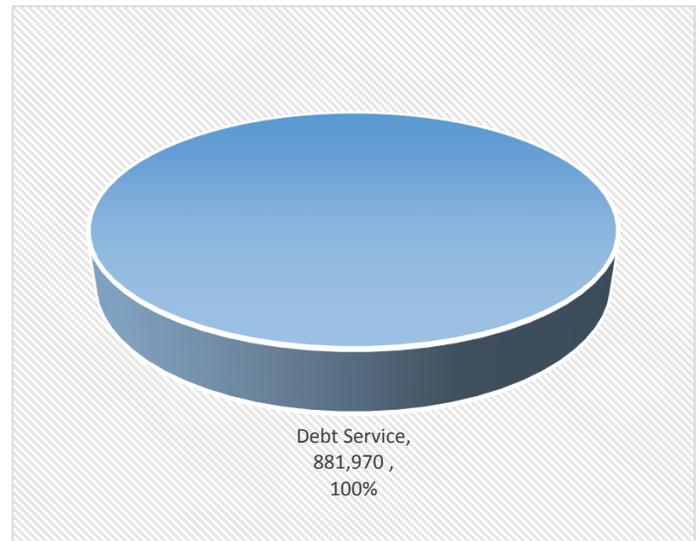
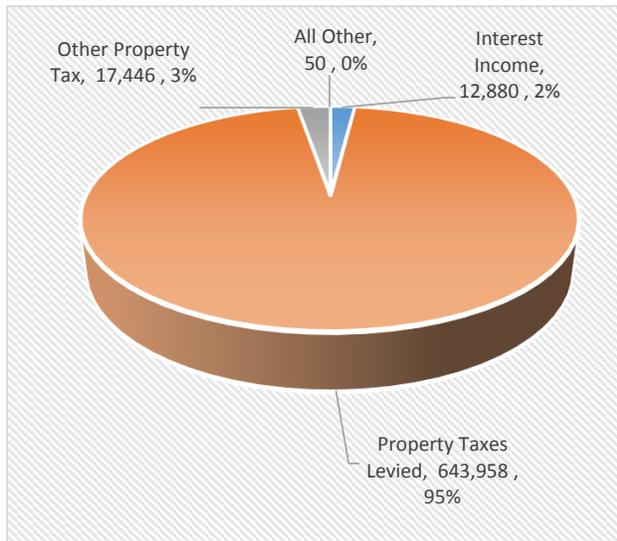
The pie charts below contain figures for this fund as they appear in the upcoming budget year. The chart on the left shows the revenue by type. The chart on the right shows the expenditures by classification. The percent of the totals are also displayed.



DEBT SERVICE FUND

	Actual FY1516	Actual FY1617	Actual FY1718	Adopted Budget FY1819	Budget FY1920	% Change in Budget FY1819 to FY1920
Beginning Fund Balance	\$ 1,156,151	\$ 1,264,368	\$ 1,056,912	\$ 826,458	\$ 692,482	-16%
Revenue						
Interest Income	4,957	11,014	15,825	9,000	12,880	43%
Property Taxes Levied	664,441	648,182	663,161	621,749	643,958	4%
Other Property Tax	17,090	17,102	14,242	12,446	17,446	40%
All Other	144	301	359	50	50	0%
Total Revenue	686,632	676,599	693,587	643,245	674,334	5%
Expenditures						
Debt Service	578,415	882,625	880,844	903,950	881,970	-2%
Total Expenditures	578,415	882,625	880,844	903,950	881,970	-2%
Ending Fund Balance	\$ 1,264,368	\$ 1,058,342	\$ 869,655	\$ 565,753	\$ 484,846	-14%

The pie charts below contain figures for this fund as they appear in the budget document. The chart on the left shows the revenue by type. The chart on the right shows the expenditures by classification. The percent of the totals are also displayed.





APPENDIX A

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GLOSSARY

Accrual Basis:	Method of accounting recognizing transactions when they occur without regard toward cash flow timing.
Adopted Budget:	Financial plan that forms the basis for appropriations.
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.
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.
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. January 1 is the date used to set the real market value of property.
Budget:	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 completed years, and estimated revenues and expenditures for the current and upcoming years.
Budget Message:	Written explanation of the budget and the local government’s financial priorities. It is prepared and presented by the budget officer.
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 Outlay:	<p>Purchases and projects which generally have a useful life of one or more years, extend the useful life or significantly improve an existing asset and/or have a cost of \$5,000 or more. Capital Outlay is one category of expenditure appropriations included in an agencies budget.</p> <p>For budgeting purposes capital outlay is broken down further by the following types:</p> <p><i>Expansion or acquisition</i> – newly acquired or built; addition to existing systems or structures (i.e. land purchase, constructing a new building).</p> <p><i>Rehabilitation</i> – major repairs, maintenance, or re-builds to return asset or system to original function (i.e. street overlay, engine rebuild).</p> <p><i>Improvement</i> – major work done that makes the asset or system function better than it did originally (i.e. system component that increases the effectiveness of the system, adding landscaping to bare land, adding sidewalks to an existing street).</p>

Capital Projects Fund:	A fund used to account for resources and expenditures for a major capital item purchase or construction.
Cash Basis:	System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid.
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.
Compression:	The term used when the taxes to each agency within a taxing district are reduced because of the Measure 5 Constitutional Limits of \$5 per \$1,000 for education and \$10 per \$1,000 for general government.
Constitutional Limits:	The maximum amount of tax on property that can be collected from an individual property in each category of limitation.
Contingency:	A category of expenditure appropriation shown separately within operating fund(s). Expenditure is not allowed directly from this item. An authorized transfer to another existing appropriation is necessary. This is accomplished by a resolution approved by the governing body.
Debt Service Fund:	A fund established to account for payment of general long-term debt principal and interest.
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.
Enterprise Fund:	A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples of enterprise funds are those for water, sewer, and garbage, other utilities, airports, parking garages, transit systems, and ports.
Expenditures:	Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis.
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 1 through June 30 for local governments.
Fund:	A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances, and changes; all segregated for specific, regulated activities and objectives.
Fund Balance:	The excess of the assets of a fund over its liabilities and reserves.
Fund Type:	One of nine fund types: General, special revenue, debt service, capital projects, special assessment, enterprise, internal service, trust and agency, and reserve.
General Fund:	A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund.

Interfund Loans:	Loans made by one fund to another and authorized by resolution or ordinance.
Levy:	Amount of ad valorem tax certified by a local government for the support of governmental activities.
Liability:	Debt or other legal obligation arising from transactions in the past which must be liquidated, renewed, or refunded at a future date.
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.
Materials and Services:	A category of expenditure appropriation used to budget and account for all supplies, maintenance, overhead, and operating needs within each fund.
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.
Measure 5:	A constitutional tax rate limitation (Article XI, Section 11b) passed by the voters in 1990 which restricts the amount an individual property can be taxed. Taxes for schools are limited to \$5 per \$1,000 of real market value. All other general government taxes are limited to \$10 per \$1,000 of real market value.
Measure 50:	Measure 50, passed in 1997, reduced every property's 1995-96 assessed value by 10%, limited annual growth to 3%, and established permanent rate limitations for each taxing district in the state based on the 1997 tax and then reduced by 13%.
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.
Operating Funds:	The City's funds in which most of the daily functions are budgeted and accounted for. The operating funds are the General, Law Enforcement, Parks and Recreation, Planning, Water, Sewer, Streets, and Storm Water Funds. The primary revenue sources in these funds are property taxes, franchise fees, state revenue sharing money, and user fees. The expenditures are primarily personnel, materials and services.
Ordinance:	A formal legislative enactment by the governing board of a municipality.
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.
Personal Services:	A type of expenditure appropriation included in an agencies budget to account for wage and benefit costs associated with employees.

Proposed Budget:	Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.
Real Market Value:	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.
Reserve Fund:	Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment.
Resolution:	A formal order of a governing body; lower legal status than an ordinance.
Resource:	Estimated beginning funds on hand plus anticipated current year revenue.
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.
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.
Tax Rate:	The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.
Transfers:	Moving expenditure authority from an existing appropriation category to another. There are two types: "inter-fund" when the appropriation is being transferred to another fund and "intrafund" when the appropriation is being transferred to another category within the same fund.
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 beginning in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.
Urban Renewal Agency Plan Area:	Written record developed to remove "blight". The plan can include proposed actions and projects. The area where the work is to be done is known as a "plan area."

LISTING OF ACRONYMS

CDBG	Community Development Block Grant
CIP	Capital Improvement Plan
COV	City of Veneta
EPUD	Emerald People's Utility District
FICA	Federal Insurance Contributions Act (General term for Social Security and Medicare Insurance)
FTE	Full-time Equivalents
LGIP	Local Government Investment Pool
LID	Local Improvement District
ODOT	Oregon Department of Transportation
OPSRP	Oregon Public Service Retirement Plan
PERS	Public Employees' Retirement System
RARE	Resource Assistance for Rural Environments
RD	Rural Development
RFP/RFQ	Request for Proposals/Request for Quotes
RTMP	Rural Tourism Marketing Program
SCA	Small Cities Allotment
SDC	System Development Charges
TGM	Transportation Growth Management
TSP	Territorial Sports Program
URA	Urban Renewal Agency
USDA	United States Department of Agriculture
W/C	Workers' Compensation Insurance

FINANCIAL POLICIES

The mission of the Finance Department is to deliver a high level of customer service and support with integrity, approaching obstacles with an open mind. The purpose of our department is to provide accurate, useful, and timely financial information to support the operations of the City, its customers and staff. We will strive to present financial information and customer service in a clear, concise and professional manner.

All financial tasks, procedures, and transactions are conducted in a manner consistent with the mission. We also strive to comply with all state laws governing budgeting and financial transactions, with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standard Board statements (GASB). To this end we have presented, in the form of an ordinance or resolution, financial policy issues to the Council for action on a case by case basis. Some of which are listed, in full or portions of, below. Also listed below are guidelines established by practice. The Council has not been presented with a comprehensive financial management policy; however, staff has this on their work plan.

RECORDING AND REPORTING

- Financial statements of the City are to be prepared in accordance with GAAP.
- GASB Statement #14 was used to determine that the Urban Renewal Agency is a component unit of the City's and, therefore, included in the City's financial statements.
- The City will submit on a timely basis all reports requested by external entities.
- All financial transactions will be entered into the accounting system. Journal entries that are entered manually will be reviewed by the City Administrator or designee prior to final posting.
- Bank reconciliations will be completed and reviewed by the City Administrator monthly.
- As a rule, cash receipt batches will be posted (committed) by someone other than the staff member who entered the cash receipt information.
- As a rule, accounts payable invoices will be entered by someone other than the staff member who prints the checks.
- As a rule, payroll batches will be reviewed by the Finance Director, or designee, prior to the printing of checks.
- An external audit will take place every year.
- Monthly financial reports will be prepared and reviewed by the City Administrator.
- Quarterly fund balance changes report will be prepared and presented to City Council.

- The financial statements and audit report will be completed for each fiscal year and submitted to the State no later than Dec. 31st of the following fiscal year.

BUDGETING

- The budget is to be prepared in accordance with Oregon local budget law. The budget is to be adopted, by resolution, annually no later than June 30th.
- The City will prepare the budget in a conservative manner.

INVESTMENTS

- The City will only invest in the Local Government Investment Pool (LGIP) until an investment policy with other direction is approved by the Council.

REVENUE

- The City will assess property taxes in the amount permitted by law to Lane County each year by July 15th.
- The City will comply annually with requirements to receive State Shared Revenue.
- City staff will seek and apply for grants on a regular basis.
- All checks and cash, with the exception of some community center rental deposits are to be receipted in and deposited into one of the City's bank accounts.
- All rates, charges, and fee will be reviewed periodically to ensure that the costs of providing services is being covered to the extent possible.
- Interest earnings (from bank and LGIP accounts) are allocated to each fund based on its fund balance at the end of the previous fiscal year.

BANKING

- Every City check will be signed by two signers.
- Bank deposits will be done twice per week (currently Tuesdays and Fridays).
- Check signers are prohibited from signing City checks made out to themselves.
- Vendors or other payees are required to sign an acknowledgement if they pick up a check in person.
- The main signers on the City's bank account(s) cannot initiate the direct deposit (electronic payroll) to financial institutions nor can they print checks.
- The Finance Director is not considered a main signer. He/she will only sign checks if the main signers are not available.

OTHER

- Finance staff will continually work on improving internal controls.

- The City's credit cards shall be kept in a locked file cabinet and only checked out if there is sufficient approved documentation (i.e. purchase order, registration form).
- Good faith deposits associated with bids, proposals, and/or quotes should be receipted in and deposited into one of the City's bank accounts. All RFP, RFQ, and bid announcements/packets should make that clear and state that the money will be returned via check from the City when conditions are met.
- The City will provide Workers' Compensation Insurance to City volunteers.

WRITE OFF POLICY

- The Veneta City Council delegates authority to the Finance Director after approval from the City Administrator to write off accounts receivable amounts that meet the following criteria and for which all other collection efforts have been unsuccessful.
 - Must be at least 5 years old.
 - Must be less than \$2,000.
- Unpaid amounts over \$2,000 will be written off only after City Council approval.
- Unpaid amounts less than 5 years old will remain in the accounting records as a component of Accounts Receivable in the appropriate fund.
- Accounts receivable generated by court action, regular-monthly utility billings, and local improvement assessments will not be subject to this write off policy.

FUND BALANCE POLICY

- Fund balance measures the net financial resources available to finance expenditures of future periods.
- The City's unassigned General Fund balance will be maintained to provide the City with sufficient working capital and a margin of safety to address the needs of the City without borrowing. The unassigned General Fund Balance may only be appropriated by resolution of the City Council.
- Fund balances of the City may be committed for a specific purpose by formal action of the City Council. Amendments or modifications of the committed fund balance must also be approved by formal action of the City Council.
- The City Council delegates authority to the City Administrator and the Finance Director to assign fund balance amounts as appropriate.
- In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.
- To the extent possible, the minimum unappropriated fund balance in the operating funds will be equal to four months of operating expenditures plus \$100,000.

CAPITALIZATION POLICY

- All fixed assets purchased and capital projects completed with a cost of \$5,000 or more and with a useful life of more than two years will be capitalized.
- All fixed assets purchased and constructed for and/or by the City of Veneta will be for the City's own use.
- All depreciation on depreciable capitalized assets will be calculated using the straight-line method. That is, the cost of the asset, less any salvage value, divided by the estimated useful life. For depreciation purposes, the estimated useful lives of capitalized assets shall be as follows:

Water System	50 years
Sewer System	40 years
Buildings and Building Improvements	40 - 50 years
Equipment	10 - 20 years
Vehicles	5 - 10 years
Furniture and Office Equipment	5 years
Computers, Printers, Network and Peripherals	3 years
New Road/Street Base	65 years
New Road/Street Surface	35 years
Street Lights, Curbs, Gutters, and Sidewalks	65 years
Overlay on Existing Road/Street	15 years
Play Structures	10 - 20 years
Land Improvements	25 - 50 years
Appliances	10 years
Swimming Pool	50 years
- Depreciation will be calculated and recorded for ½ a year in the year of acquisition and in the year of disposition (unless the asset is fully depreciated), regardless of exact month of purchase, completion, or disposition. Depreciation will not be calculated for work or construction in progress until it is put into full service or use.

PUBLIC CONTRACTING

- Follow the most currently adopted City of Veneta's Public Contracting Rules.

PURCHASING

- Employees shall have the authority to procure and/or purchase goods and/or services or otherwise create a financial obligation in the City's name only after receiving the appropriate level of verbal approval, preparing the required documents and receiving the appropriate level of written approval. The appropriate approval levels and required documents vary depending on the type and amount of the purchase.
- Employees involved in purchasing are also expected to adhere to and follow the City's policies and procedures, as outlined in the employee handbook, applicable administrative procedures, and the Public Contracting rules, prior to, during, and after purchases including, but not limited to, adequate comparisons for value and quality, use of the proper method of solicitation, obtainment of necessary approvals,

preparation of adequate documentation, inspection of goods, and/or monitoring the quality of service.

- Purchases made in urgent or emergency situations. Employees are expected to attempt to contact their supervisor or the City Administrator beforehand; however, there may be situations when this is not possible. In either case the appropriate documentation and approvals should be obtained as soon as the situation has stabilized.
- Employees may not purchase or procure any goods or services or otherwise create a financial obligation in the City's name (i.e. personal long-distance phone calls) for the employee's personal use.
- The processes, policies, and procedures outlined in handbook apply regardless of the method of payment to vendors, contractors, etc. The only approved methods of payment are by check or by the City's credit card.

IDENTITY THEFT PREVENTION (IDTP)

- The processes, policies and procedures for IDTP were recently reviewed and modified by Resolution No. 1157. Most noteworthy is that staff is required to verify identity prior to approving a water/sewer service application, making changes to an existing water/sewer account, and providing information on an existing water/sewer account. Identity that is unverifiable will, in most cases, be considered a "Red-Flag" and is to be reported immediately to the Finance Director and/or City Administrator.
- The IDTP processes, policies and procedures will be reviewed annually by the IDTP Committee.



APPENDIX B

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SUMMARY OF RESOURCES AND REQUIREMENTS

FUNDS BY TYPE	BEGINNING FUND BALANCE												
	PROJECTED FUND BALANCE @ 7-1-2019	PROPERTY TAXES	GOVERNMENT AGENCIES	FRANCHISE FEES	USER FEES	TRANSFERS	LICENSES AND PERMITS	COURT FINES	INTEREST INCOME	GRANTS	RENT AND LEASES	ALL OTHER	TOTAL NEW REVENUE
GENERAL FUND:													
GENERAL	1,335,416	280,623	104,602	127,164	13,620	3,000	6,906	13,915	11,540	295,481	44,179	62,319	963,349
SPECIAL REVENUE FUNDS:													
LAW ENFORCEMENT	218,037	847,568	15,977	-	-	10,000	30,726	-	2,506	-	-	13,383	920,160
PARKS & RECREATION	332,891	246,835	212,727	-	48,800	20,000	-	-	4,836	-	-	13,606	546,805
PLANNING	222,390	169,539	-	-	45,949	-	-	-	1,917	-	-	50	217,455
STREETS	1,241,728	-	818,043	127,164	196,321	150,000	1,170	-	11,651	100,000	-	500	1,404,849
STORMWATER	197,963	-	-	-	68,414	-	-	-	1,461	-	-	50	69,925
BUILDING INSPECTION PROGRAM	60,036	-	-	-	-	25,000	91,000	-	25	-	-	25	116,050
CONSTRUCTION - GOVERNMENTAL	1,156,443	-	-	-	94,825	-	-	-	10,014	-	-	-	104,839
GRANT	-	-	-	-	-	-	-	-	-	185,000	-	-	185,000
ZUMWALT	146,137	-	-	-	78,118	-	-	-	1,048	-	-	263	79,430
BUSINESS ASSIST LOAN/GRANT	126,677	-	-	-	-	-	-	-	1,372	-	-	20	1,392
LOCAL IMPROVEMENT	319,761	-	-	-	-	-	-	-	2,627	-	-	3,100	5,727
ENTERPRISE FUNDS:													
WATER	2,226,197	-	93,312	-	1,088,241	-	10,400	-	20,497	-	14,976	1,498	1,228,924
SEWER	1,713,835	-	-	-	1,202,114	-	2,600	-	15,280	-	9,600	25	1,229,619
WATER SDC	46,320	-	-	-	91,320	-	-	-	1,904	-	-	-	93,224
SEWER SDC	310,198	-	-	-	79,844	-	-	-	19,377	-	-	-	99,221
CAPITAL PROJECT FUNDS:													
CAPITAL PROJECT-NEW POOL	844	-	-	-	-	-	-	-	440	-	-	1,000	1,440
CAPITAL PROJECT- W BRDWAY													
DEVELOPMENT	55,300	-	-	-	-	-	-	-	100	-	-	45	145
DEBT SERVICE FUND:													
DEBT SERVICE	150,584	86,698	-	-	-	-	-	-	1,973	-	-	-	88,671
RESERVE FUNDS:													
PW EQUIPMENT	211,695	-	-	-	-	15,000	-	-	1,668	-	-	-	16,668
GOVERNMENTAL RESERVE	653,100	-	-	-	-	6,000	-	-	9,052	-	-	-	15,052
ENTERPRISE RESERVE	216,844	-	-	-	-	-	-	-	11,825	-	-	-	11,825
TOTALS	\$ 10,942,396	\$ 1,631,263	\$ 1,244,661	\$ 254,328	\$ 3,007,566	\$ 229,000	\$ 142,802	\$ 13,915	\$ 131,115	\$ 580,481	\$ 68,755	\$ 95,884	\$ 7,399,770

SUMMARY OF RESOURCES AND REQUIREMENTS

FUNDS BY TYPE	TOTAL RESOURCES (Beginning Fund Balance + New Revenue)								ENDING FUND BALANCE PROJECTED FUND BALANCE @ 6-30-2020	TOTAL REQUIREMENTS (Expenditures + Ending Fund Balance)
		PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTIN- GENCY	TOTAL EXPENDI- TURES		
GENERAL FUND:										
GENERAL	2,298,764	483,554	488,824	328,208	-	25,000	75,000	1,400,586	898,178	2,298,764
SPECIAL REVENUE FUNDS:										
LAW ENFORCEMENT	1,138,197	-	915,507	-	-	-	500	916,007	222,190	1,138,197
PARKS & RECREATION	879,696	311,975	193,079	157,975	-	-	20,000	683,029	196,667	879,696
PLANNING	439,845	209,423	62,544	858	-	-	25,000	297,825	142,020	439,845
STREETS	2,646,577	171,631	1,045,541	222,830	-	11,000	150,000	1,601,002	1,045,575	2,646,577
STORMWATER	267,889	50,974	14,833	68	-	-	10,000	75,875	192,014	267,889
BUILDING INSPECTION PROGRAM	176,086	19,089	95,200	-	-	-	-	114,289	61,797	176,086
CONSTRUCTION - GOVERNMENTAL	1,261,282	-	77,200	610,000	-	-	-	687,200	574,082	1,261,282
GRANT	185,000	-	185,000	-	-	-	-	185,000	-	185,000
ZUMWALT	225,566	9,978	39,815	-	-	32,000	-	81,793	143,773	225,566
BUSINESS ASSIST LOAN/GRANT	128,070	-	44,050	-	-	1,000	-	45,050	83,020	128,070
LOCAL IMPROVEMENT	325,488	-	275	-	18,368	-	-	18,643	306,845	325,488
ENTERPRISE FUNDS:										
WATER	3,455,121	325,718	408,039	362,185	406,040	5,000	100,000	1,606,982	1,848,139	3,455,121
SEWER	2,943,454	392,056	400,428	254,026	125,649	5,000	100,000	1,277,159	1,666,295	2,943,454
WATER SDC	139,544	-	25	-	45,116	-	-	45,141	94,403	139,544
SEWER SDC	409,420	-	1,000	-	169,791	-	-	170,791	238,629	409,420
CAPITAL PROJECT FUNDS:										
CAPITAL PROJECT-NEW POOL	2,284	-	25	-	-	-	-	25	2,259	2,284
CAPITAL PROJECT- W BRDWAY										
DEVELOPMENT	55,445	-	1,050	5,000	-	-	-	6,050	49,395	55,445
DEBT SERVICE FUND:										
DEBT SERVICE	239,255	-	-	-	92,884	-	-	92,884	146,371	239,255
RESERVE FUNDS:										
PW EQUIPMENT	228,363	-	-	35,000	-	-	-	35,000	193,363	228,363
GOVERNMENTAL RESERVE	668,152	-	-	-	-	150,000	-	150,000	518,152	668,152
ENTERPRISE RESERVE	228,669	-	-	-	-	-	-	-	228,669	228,669
TOTALS	\$ 18,342,167	\$ 1,974,398	\$ 3,972,434	\$ 1,976,150	\$ 857,848	\$ 229,000	\$ 480,500	\$ 9,490,330	\$ 8,851,837	\$ 18,342,167

GENERAL FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
					RESOURCES			
1	1,242,106	1,330,505	1,406,371		BEGINNING FUND BALANCE	1,335,416	1,335,416	1,335,416
2								
3	4,804	4,280	4,224	100-000-41110	Property Taxes-Prior Years	4,224	4,224	4,224
4	704	491	514	100-000-41115	Interest on Property Taxes	514	514	514
5	2,638	3,248	2,861	100-000-41120	Payments in Lieu of Taxes	2,861	2,861	2,861
6	76,421	76,102	67,565	100-000-41210	Emerald PUD Franchise Fees	71,910	71,910	71,910
7	23,443	25,666	25,142	100-000-41220	Lane Electric Franchise Fees	24,639	24,639	24,639
8	7,425	6,315	6,042	100-000-41230	Telephone Co. Franchise Fees	5,921	5,921	5,921
9	4,267	9,720	4,622	100-000-41240	Cable Co. Franchise Fees	12,620	12,620	12,620
10	11,245	11,769	8,534	100-000-41250	Garbage Co. Franchise Fees	12,074	12,074	12,074
11	66,893	76,100	87,900	100-000-41325	State Liquor Tax	88,902	88,902	88,902
12	6,005	5,886	5,790	100-000-41330	State Cigarette Tax	5,700	5,700	5,700
13	3,781	-	-	100-000-41340	Marijuana Tax	-	-	-
14	67,418	93,851	-	100-000-41405	Building Permit Fees	-	-	-
15	9,978	20,096	-	100-000-41410	Electrical Permit Fees	-	-	-
16	7,439	4,179	9,544	100-000-41425	SDC Administrative Fees	10,640	10,640	10,640
17	224	451	300	100-000-41430	Frsd#28J Excise Admin Fees	332	332	332
18	5,850	6,280	2,648	100-000-41435	Lien Search Fees	2,648	2,648	2,648
19	13,704	23,565	11,540	100-000-41790	Interest Income	11,540	11,540	11,540
20	51,759	43,913	41,074	100-000-41810	Land Lease	44,179	44,179	44,179
21	2,000	2,000	2,000	100-000-41945	From Zumwalt	2,000	2,000	2,000
22	1,000	1,000	1,000	100-000-41955	From Business Assistance Loan/Grant Fund	1,000	1,000	1,000
23	11,434	28,535	265,000	100-000-41970	Grant Awards	286,481	286,481	286,481
24	6,237	22,026	123,072	100-000-41995	From URA Staff & Other Reimbursement	60,000	60,000	60,000
25	10,000	-	10,000	100-000-41996	From URA Administrative Agreement	10,000	10,000	10,000
26	16,178	13,467	16,449	100-000-42105	Municipal Court Fines	13,915	13,915	13,915
27	300	9,450	2,425	100-000-42110	Tree Felling Permits/Fines	2,425	2,425	2,425
28	470	-	294	100-000-42115	Ordinance Enf. Reimbursements	157	157	157

GENERAL FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
29	2,570	1,865	1,831	100-000-42120	Animal Control Fees/Licenses	1,831	1,831	1,831
30	2,838	2,763	2,321	100-000-42130	Business Registrations	2,321	2,321	2,321
31	375	425	329	100-000-42135	Regulatory Business Permits	329	329	329
32	621	1,081	435	100-000-42140	Transient Room Tax	1,358	1,358	1,358
33	6,315	(22,778)	6,000	100-000-45110	Grant-Lane Co Tourism (RMTP)	9,000	9,000	9,000
34	1,046	(2,705)	3,650	100-000-49100	Miscellaneous Sources	804	804	804
35	1,667,484	1,799,544	2,119,477		Total Resources, except taxes to be levied	2,025,740	2,025,740	2,025,740
36			293,915	100-000-41105	Taxes estimated to be received	273,024	273,024	273,024
37	257,728	275,945		100-000-41105	Taxes collected in year levied			
38	1,925,212	2,075,489	2,413,392		TOTAL RESOURCES	2,298,764	2,298,764	2,298,764
39								
40					EXPENDITURES			
41					Admin Depart.			
42					Personal Services			
43	184,158	193,726	242,233	100-100-50010	Wages	238,024	238,024	238,024
44	-	-	4,000	100-100-50050	Unemployment Reimbursement	4,000	4,000	4,000
45	19,495	21,328	25,256	100-100-50060	W/C and FICA Benefits	19,625	19,625	19,625
46	42,674	41,689	62,556	100-100-50065	Health/Life Insurance	49,384	49,384	49,384
47	33,277	42,022	59,491	100-100-50070	PERS	58,124	58,124	58,124
48	279,604	298,765	393,536		Admin Personal Services Total	369,157	369,157	369,157
49					Admin Depart.			
50					Materials and Services			
51	11,674	14,528	10,697	100-100-51010	Admin Supplies & Services	13,262	13,262	13,262
52	694	1,387	694	100-100-51015	Postage	993	993	993
53	2,582	2,776	2,492	100-100-51020	Professional Dues	1,675	1,675	1,675
54	1,064	1,602	1,070	100-100-51025	Publishing Costs	1,245	1,245	1,245
55	6,091	6,223	5,885	100-100-51030	Telephone Services	6,010	6,010	6,010
56	4,330	4,348	4,462	100-100-51035	Electricity	4,462	4,462	4,462
57	2,838	2,695	2,649	100-100-51040	City Hall Water/Sewer Fees	3,169	3,169	3,169
58	6,781	9,677	10,661	100-100-51050	Building Maint/Janitorial Sup	12,667	12,667	12,667
59	112	133	396	100-100-51055	Safety Program and Supplies	396	396	396
60	895	553	481	100-100-51060	Office Machine Leases	652	652	652
61	2,604	2,308	2,152	100-100-51065	Office Machine Maintenance	2,660	2,660	2,660
62	1,238	1,525	3,000	100-100-51070	Training & Conferences	4,200	4,200	4,200
63	1,266	1,314	2,531	100-100-51075	Travel - Staff	2,531	2,531	2,531
64	-	-	33	100-100-51080	Election Administration	33	33	33
65	2,990	2,894	2,140	100-100-51085	Miscellaneous/Discretionary	6,715	6,715	6,715

GENERAL FUND

	2017	2018	2019			2020	2020	2020
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
66	2,622	4,958	4,000	100-100-51090	Training & Travel-Officials	4,000	4,000	4,000
67	12,874	14,147	11,206	100-100-51095	Public Relations	13,786	13,786	13,786
68	989	100	551	100-100-51097	Employee Recognition	783	783	783
69	589	695	900	100-100-51098	Wellness Program	900	900	900
70	1,634	1,634	2,089	100-100-51100	Welcome Sign Maintenance	2,089	2,089	2,089
71	1,673	93	2,679	100-100-51105	Refunds	2,679	2,679	2,679
72	975	117	507	100-100-51110	Penalties/Interest/Lien Hosting Fee	533	533	533
73	651	4,304	2,735	100-100-51500	Office Equipment & Furniture	2,833	2,833	2,833
74	364	636	1,530	100-100-51510	Computer Equipment	-	-	-
75	21,691	15,293	21,404	100-100-52010	Attorney & Legal Services	21,404	21,404	21,404
76	9,042	11,612	11,825	100-100-52015	General Property/Liability/Volunteer W/C	9,623	9,623	9,623
77	694	694	863	100-100-52020	Employee Bond Insurance	863	863	863
78	50,556	62,174	-	100-100-52025	Building Permit Inspections	-	-	-
79	6,298	10,820	-	100-100-52030	Electrical Permit Inspections	-	-	-
80	2,717	2,869	3,332	100-100-52035	Audit & Filing Fees	3,332	3,332	3,332
81	8,198	6,344	19,795	100-100-52045	Computer System Support-Maint	16,228	16,228	16,228
82	1,971	2,727	1,845	100-100-52050	Internet & Website Fees	2,515	2,515	2,515
83	5,821	5,853	5,709	100-100-52055	Janitorial Services Contract	5,965	5,965	5,965
84	212	-	71	100-100-52060	Low Income Housing Assistance	85,120	85,120	85,120
85	6,315	4,402	10,000	100-100-52065	Grant: Tourism Support/Projects	18,000	18,000	18,000
86	35,000	-	1,500	100-100-52070	Engineering Fees	12,167	12,167	12,167
87	-	1,250	1,250	100-100-52095	Long Tom Watershed Council	1,250	1,250	1,250
88	-	-	1,000	100-100-52100	Applegate Museum Activities	1,000	1,000	1,000
89	825	1,167	7,187	100-100-52290	Other Professional Services	17,187	17,187	17,187
90	216,868	203,848	161,320		Admin Materials & Services Total	282,927	282,927	282,927
91								
92					Municipal Court Dept.			
93					Personal Services			
94	23,940	35,372	40,268	100-160-50010	Wages	39,426	39,426	39,426
95	2,418	4,023	3,428	100-160-50060	W/C and FICA Benefits	3,289	3,289	3,289
96	5,935	7,822	8,490	100-160-50065	Health/Life Insurance	8,278	8,278	8,278
97	4,781	8,523	8,074	100-160-50070	PERS	9,744	9,744	9,744
98	37,074	55,740	60,260		Court Personal Services Total	60,737	60,737	60,737
99					Municipal Court Dept.			
100					Materials and Services			
101	75	75	75	100-160-51020	Professional Dues	154	154	154
102	99	61	84	100-160-51060	Office Machine Leases	92	92	92

GENERAL FUND

	2017	2018	2019			2020	2020	2020
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
103	42	171	74	100-160-51070	Training & Conferences	173	173	173
104	60	61	76	100-160-51075	Travel - Staff	76	76	76
105	-	-	345	100-160-51105	Refunds - Court	345	345	345
106	-	-	38	100-160-51125	Restitution - Court Ordered	38	38	38
107	-	-	17	100-160-51130	Witness Fees	17	17	17
108	23	460	307	100-160-51210	Municipal Court Supplies	307	307	307
109	19	561	1,552	100-160-52010	Attorney & Legal Services	1,552	1,552	1,552
110	2,352	2,127	2,095	100-160-52045	Computer System Support-Maint	2,575	2,575	2,575
111	53	32	195	100-160-52050	Internet & Web Site Fees	240	240	240
112	4,452	4,452	4,501	100-160-52080	Judicial Services	4,501	4,501	4,501
113	7,174	8,001	9,359		Court Materials & Services Total	10,071	10,071	10,071
114								
115					Code Enforcement Dept.			
116					Personal Services			
117	-	-	6,232	100-170-50010	Wages	18,703	18,703	18,703
118	-	-	384	100-170-50060	W/C and FICA Benefits	1,544	1,544	1,544
119	-	-	951	100-170-50065	Health/Life Insurance	3,888	3,888	3,888
120	-	-	904	100-170-50070	PERS	4,575	4,575	4,575
121	-	-	8,471		Code Enf Personal Services Total	28,710	28,710	28,710
122					Code Enforcement Dept.			
123					Materials and Services			
124	106	65	81	100-170-51060	Office Machine Leases	101	101	101
125	75	251	202	100-170-51070	Training & Conferences	202	202	202
126	-	-	72	100-170-51075	Travel - Staff	72	72	72
127	592	581	626	100-170-51120	Animal Control: Supplies/Admin	626	626	626
128	-	195	255	100-170-51121	Animal Control: Voucher Program	255	255	255
129	434	3,228	5,500	100-170-51122	Animal Control: Feral Program	5,500	5,500	5,500
130	936	448	663	100-170-51125	Ordinance Enforcement: Supplies/Admin	663	663	663
131	-	907	1,919	100-170-52010	Attorney & Legal Services	1,919	1,919	1,919
132	811	587	205	100-170-52045	Computer System Support-Maint	290	290	290
133	53	32	20	100-170-52050	Internet & Website Fees	30	30	30
134	245	475	35,300	100-170-52085	Ordinance Enforcement Services	60,600	60,600	60,600
135	1,600	1,280	3,500	100-170-52110	Animal Control Contract	3,500	3,500	3,500
136	4,851	8,049	48,342		Code Enf Materials & Services Total	73,758	73,758	73,758
137					Urban Forestry Dept.			
138					Materials and Services			
139	1,061	15,455	17,500	100-180-51115	Urban Forestry Activities	17,500	17,500	17,500
140	-	-	250	100-180-52010	Attorney & Legal Services	250	250	250

GENERAL FUND

	2017	2018	2019	Account	Description	2020	2020	2020
	Actual	Actual	Adopted			Proposed	Approved	Adopted
141	1,061	15,455	17,750		Urban Forestry Materials & Services Total	17,750	17,750	17,750
142								
143					Fern Ridge Service Center (FRSC) Depart.			
144					Materials and Services			
145	-	-	17	100-190-51010	Admin Supplies & Services	17	17	17
146	2,000	-	2,000	100-190-51035	Electricity	2,000	2,000	2,000
147	2,349	2,425	2,329	100-190-51045	Water/Sewer Fees	2,481	2,481	2,481
148	238	152	185	100-190-51050	Building Maint & Janitorial	185	185	185
149	48	-	35	100-190-51055	Safety Program & Supplies	35	35	35
150	-	-	17	100-190-51085	Miscellaneous/Discretionary	17	17	17
151	4,634	2,577	4,583		FRSC Materials & Services Total	4,735	4,735	4,735
152								
153					Public Safety Depart.			
154					Personal Services			
155	-	-	11,552	100-195-50010	Wages	16,240	16,240	16,240
156	-	-	1,015	100-195-50060	W/C and FICA Benefits	1,345	1,345	1,345
157	-	-	2,513	100-195-50065	Health/Life Insurance	3,383	3,383	3,383
158	-	-	2,390	100-195-50070	PERS	3,982	3,982	3,982
159	-	-	17,470		Public Safety Personal Services Total	24,950	24,950	24,950
160					Public Safety Depart.			
161					Materials and Services			
162	1,745	3,567	3,000	100-195-51010	Admin Supplies & Services	3,500	3,500	3,500
163	-	-	167	100-195-51075	Travel	167	167	167
164	-	-	17	100-195-51085	Miscellaneous/Discretionary	17	17	17
165	11,000	-	-	100-195-52080	RARE Internships	-	-	-
166	-	-	5,000	100-195-52290	Other Professional Services	5,000	5,000	5,000
167	12,745	3,567	8,184		Public Safety Materials & Services Total	8,684	8,684	8,684
168								
169					Economic Development Depart.			
177					Materials and Services			
178	874	1,714	2,500	100-205-51010	Admin Supplies & Services	10,000	10,000	10,000
179	-	146	500	100-205-51075	Travel	500	500	500
180	536	128	15,000	100-205-51085	Miscellaneous	1,000	1,000	1,000
181	-	-	40,000	100-205-52060	Economic Incentives	40,000	40,000	40,000
182	22,000	23,500	23,500	100-205-52080	RARE Internships	23,250	23,250	23,250
183	-	2,068	12,500	100-205-52290	Other Professional Services	16,150	16,150	16,150
184	23,410	27,557	94,000		Econ Dev Materials & Services Total	90,900	90,900	90,900

GENERAL FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
185								
186					Capital Outlay			
187	-	6,350	285,000	100-100-60130	System Expansion	318,150	318,150	318,150
188	-	1,604	2,320	100-100-63110	Equipment & Furnishings	10,058	10,058	10,058
189	12,973	-	-	100-100-63150	Intangible Assets	-	-	-
190	-	-	-	100-100-63615	Vehicles	-	-	-
191	12,973	7,954	287,320		Capital Outlay Total	328,208	328,208	328,208
192								
193					Transfers			
194	-	-	25,000	100-100-75010	To Building Inspection Program Fund	25,000	25,000	25,000
195	-	-	25,000		Transfers Total	25,000	25,000	25,000
196								
197	-	-	75,000		Contingency	75,000	75,000	75,000
198	600,395	631,513	1,210,595		TOTAL EXPENDITURES	1,400,586	1,400,586	1,400,586
199	1,324,817	1,443,976			ENDING FUND BALANCE			
200			1,202,797		ESTIMATED FUND BALANCE	898,178	898,178	898,178
201	1,925,212	2,075,489	2,413,392		TOTAL REQUIREMENTS	2,298,764	2,298,764	2,298,764

DEBT SERVICE FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
	RESOURCES							
1	138,247	142,032	139,817		BEGINNING FUND BALANCE	150,584	150,584	150,584
2								
3	1,989	1,499	1,639	110-000-41110	Property Taxes-Prior Years	1,499	1,499	1,499
4	328	199	242	110-000-41115	Interest on Property Taxes	199	199	199
5	1,552	2,494	1,214	110-000-41790	Interest Income	1,973	1,973	1,973
6	142,116	146,224	142,912		Total Resources, except taxes to be levied	154,255	154,255	154,255
7			85,000	110-000-41105	Taxes estimated to be received	85,000	85,000	85,000
8	86,520	89,005		110-000-41105	Taxes collected in year levied			
9	228,636	235,229	227,912		TOTAL RESOURCES	239,255	239,255	239,255
10								
11	EXPENDITURES							
12	Debt Service							
13	Bond Principal Payments							
14					Issue Date Payment Date			
15	47,000	50,000	54,000	110-110-65125	2010 Pool Bond January	58,000	58,000	58,000
16								
17	47,000	50,000	54,000		Total Principal	58,000	58,000	58,000
18	Bond Interest Payments							
19					Issue Date Payment Date			
20	39,604	37,559	36,100	110-110-65130	2010 Pool Bond Interest July & Jan	34,884	34,884	34,884
21								
22	39,604	37,559	36,100		Total Interest	34,884	34,884	34,884
23								
24	86,604	87,559	90,100		Debt Service Total	92,884	92,884	92,884
25								
26	86,604	87,559	90,100		TOTAL EXPENDITURES	92,884	92,884	92,884
27	142,032				ENDING FUND BALANCE			
28		147,670	137,812		ESTIMATED ENDING FUND BALANCE	146,371	146,371	146,371
29	228,636	235,229	227,912		TOTAL REQUIREMENTS	239,255	239,255	239,255

LAW ENFORCEMENT FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
	271,251	204,400	139,679		RESOURCES			
					BEGINNING FUND BALANCE	218,037	218,037	218,037
1								
2	13,446	11,767	11,868	120-000-41110	Property Taxes-Prior Years	11,868	11,868	11,868
3	2,025	1,349	1,515	120-000-41115	Interest on Property Taxes	1,460	1,460	1,460
4	38,267	30,607	34,300	120-000-41235	Communication License Fees	30,726	30,726	30,726
5	-	14,883	7,925	120-000-41330	State Marijuana Tax	15,977	15,977	15,977
6	12,007	15,102	14,630	120-000-41340	City Marijuana Tax	13,383	13,383	13,383
7	3,300	3,757	2,506	120-000-41790	Interest Income	2,506	2,506	2,506
8	10,000	10,000	10,000	120-000-41945	Fr Zumwalt	10,000	10,000	10,000
9	350,296	291,866	222,424		Total Resources, except taxes to be levied	303,958	303,958	303,958
10			808,267	120-000-41105	Taxes estimated to be received	834,239	834,239	834,239
11	718,927	769,743		120-000-41105	Taxes collected in year levied			
12	1,069,222	1,061,609	1,030,691		TOTAL RESOURCES	1,138,197	1,138,197	1,138,197
13					EXPENDITURES			
14					Materials and Services			
15	50	-	204	120-120-51010	Admin Supplies & Services	204	204	204
16	283	303	305	120-120-51030	Telephone	305	305	305
17	-	-	58	120-120-51035	Electricity	58	58	58
18	99	26	140	120-120-51050	Building Maint/Janitorial Sup	140	140	140
19	-	-	200	120-120-51095	Public Relations	200	200	200
20	361	240	4,600	120-120-51500	Small Equipment & Furnishings	4,000	4,000	4,000
21	107	-	260	120-120-52050	Internet & Website Fees	100	100	100
22	863,479	866,833	885,000	120-120-52210	Law Enforcement Contract	908,000	908,000	908,000
23	444	1,000	2,500	120-120-52290	Other Professional Services	2,500	2,500	2,500
24	864,823	868,402	893,267		Materials and Services Total	915,507	915,507	915,507
25								
26					Capital Outlay			
27	-	160	-	120-120-63210	Equipment	-	-	-
28	-	160	-		Capital Outlay Total	-	-	-
29								
30	-	-	500	120-120-85100	Contingency	500	500	500
31	864,823	868,563	893,767		TOTAL EXPENDITURES	916,007	916,007	916,007
32	204,400	193,046			ENDING FUND BALANCE			
33			136,924		ESTIMATED ENDING FUND BALANCE	222,190	222,190	222,190
34	1,069,222	1,061,609	1,030,691		TOTAL REQUIREMENTS	1,138,197	1,138,197	1,138,197

PARK AND RECREATION FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
					RESOURCES			
1	563,958	577,013	593,575		BEGINNING FUND BALANCE	332,891	332,891	332,891
2								
3	4,210	3,479	3,704	130-000-41110	Property Taxes-Prior Years	3,704	3,704	3,704
4	616	410	445	130-000-41115	Interest on Property Taxes	443	443	443
5	48,019	49,836	45,051	130-000-41320	State Revenue Sharing	46,750	46,750	46,750
6	-	14,883	7,925	130-000-41330	State Marijuana Taxes	15,977	15,977	15,977
7	-	15,102	14,630	130-000-41340	City Marijuana Tax	13,383	13,383	13,383
8	6,262	9,860	4,836	130-000-41790	Interest Income	4,836	4,836	4,836
9	20,000	20,000	20,000	130-000-41945	From Zumwalt Campground	20,000	20,000	20,000
10	-	-	440,000	130-000-41995	From URA	150,000	150,000	150,000
11	4,267	5,751	4,536	130-000-42205	Community Center Rentals	4,323	4,323	4,323
12	51,794	54,829	42,360	130-000-42210	Pool Use Fees	44,478	44,478	44,478
13	-	-	10	130-000-46110	Park Program Donations	3	3	3
14	100	105	20	130-000-46115	Park Board Fund Raising	20	20	20
15	766	285	200	130-000-49100	Miscellaneous Sources	200	200	200
16	699,993	751,552	1,177,292		Total Resources, except taxes to be levied	637,008	637,008	637,008
17			220,437		Taxes estimated to be received	242,688	242,688	242,688
18	203,470	217,852			Taxes collected in year levied			
19	903,463	969,404	1,397,729		TOTAL RESOURCES	879,696	879,696	879,696
20								
					EXPENDITURES			
21								
22					Park Depart.			
					Personal Services			
23	64,680	64,151	82,743	130-130-50010	Wages	91,824	91,824	91,824
24	7,070	6,171	8,739	130-130-50060	W/C and FICA Benefits	9,473	9,473	9,473
25	22,068	17,875	18,270	130-130-50065	Health/Life Insurance	20,445	20,445	20,445
26	10,750	12,012	18,265	130-130-50070	PERS	24,063	24,063	24,063
27	104,568	100,209	128,017		Park Personal Services Total	145,805	145,805	145,805
28					Park Depart.			
29					Materials and Services			
30	1,214	895	1,606	130-130-51010	Admin Supplies & Services	1,606	1,606	1,606
31	150	122	135	130-130-51015	Postage	135	135	135
32	120	547	525	130-130-51020	Professional Dues	320	320	320
33	64	111	331	130-130-51025	Publishing Costs	331	331	331
34	472	562	503	130-130-51030	Telephone Services	752	752	752
35	-	-	83	130-130-51035	Electricity	87	87	87
36	205	423	672	130-130-51055	Safety Program and Supplies	672	672	672
37	18	11	10	130-130-51060	Office Machine Leases	41	41	41
38	192	252	161	130-130-51070	Training & Conferences	186	186	186
39	130	142	90	130-130-51075	Travel	165	165	165
40	93	-	31	130-130-51095	Public Relations	31	31	31
41	240	855	426	130-130-51105	Refunds	462	462	462

PARK AND RECREATION FUND

	2017	2018	2019	Account	Description	2020	2020	2020
	Actual	Actual	Adopted			Proposed	Approved	Adopted
42	98	398	1,070	130-130-51500	Office Equipment & Furniture	2,266	2,266	2,266
43	142	98	600	130-130-51510	Computer Equipment	-	-	-
44	984	623	1,388	130-130-51515	Tools & Small Equipment	1,388	1,388	1,388
45	-	-	590	130-130-52010	Attorney & Legal Services	590	590	590
46	1,199	3,462	2,350	130-130-52015	General Property/Liability/Volunteer W/C	1,777	1,777	1,777
47	588	1,284	890	130-130-52035	Audit & Filing Fees	891	891	891
48	1,943	591	4,440	130-130-52045	Computer System Support-Maint	3,835	3,835	3,835
49	53	32	415	130-130-52050	Internet & Website Fees	545	545	545
50	12,682	56,846	15,000	130-130-52290	Other Professional Services	28,176	28,176	28,176
51	1,466	1,949	1,630	130-130-53030	Vehicle Operation/Maintenance	1,630	1,630	1,630
52	298	297	258	130-130-53110	Park Electricity	283	283	283
53	951	-	800	130-130-53120	Territorial Park Water	-	-	-
54	8,938	9,447	9,134	130-130-53125	City Park Water/Sewer	10,901	10,901	10,901
55	831	2,587	916	130-130-53130	Equipment Repairs	1,205	1,205	1,205
56	9,118	12,574	21,285	130-130-53210	Park Maintenance	22,349	22,349	22,349
57	153	132	1,464	130-130-53220	Building Maintenance	1,464	1,464	1,464
58	-	-	796	130-130-53240	Play Equipment Maintenance	836	836	836
59	19,941	-	-	130-130-54610	Public Plaza Development	-	-	-
60	1,064	1,675	1,477	130-130-54620	Park Board Events & Activities	1,477	1,477	1,477
61	-	-	410	130-130-54650	Park Board Use of Fundraising	416	416	416
62	63,347	95,915	69,486		Park Materials & Services Total	84,817	84,817	84,817
63								
64					Capital Outlay			
65	-	-	656,438	130-130-60130	Facilities Expansion	150,000	150,000	150,000
66	-	642	7,000	130-130-63110	Equipment/Furniture	7,975	7,975	7,975
67	2,595	-	-	130-130-63150	Intangible Assets	-	-	-
68	2,595	642	663,438		Park Capital Outlay Total	157,975	157,975	157,975

PARK AND RECREATION FUND

	2017	2018	2019			2020	2020	2020
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
69								
70				Pool Depart.				
					Personal Services			
71	79,185	83,371	115,846	130-520-50010	Wages	135,001	135,001	135,001
72	9,130	8,027	9,689	130-520-50060	W/C and FICA Benefits	7,661	7,661	7,661
73	7,194	7,076	7,132	130-520-50065	Health/Life Insurance	10,799	10,799	10,799
74	5,875	7,575	11,228	130-520-50070	PERS	12,709	12,709	12,709
75	101,385	106,050	143,895		Pool Personal Services Total	166,170	166,170	166,170
76				Pool Depart.				
77					Materials and Services			
78	1,433	1,089	1,292	130-520-51010	Administrative Supplies	1,354	1,354	1,354
79	626	144	534	130-520-51025	Advertising and Publishing	534	534	534
80	120	151	443	130-520-51055	Safety Program and Supplies	443	443	443
81	621	748	1,547	130-520-51070	Training & Conferences	1,547	1,547	1,547
82	289	315	233	130-520-51075	Travel	332	332	332
83	-	-	-	130-520-51095	Public Relations	363	363	363
84	152	219	325	130-520-51105	Refunds-Pool	325	325	325
85	-	-	28	130-520-51500	Office Equipment & Furniture	109	109	109
86	47	-	50	130-520-51510	Computer Equipment	-	-	-
87	3,952	3,194	5,578	130-520-51515	Accessories & Small Equipment	5,578	5,578	5,578
88	2,135	1,909	1,935	130-520-52015	General Property/Liability	3,321	3,321	3,321
89	828	587	1,765	130-520-52045	Computer System Support-Maint	3,085	3,085	3,085
90	53	32	165	130-520-52050	Internet & Website Fees	290	290	290
91	2,595	500	1,082	130-520-52290	Other Professional Services	1,392	1,392	1,392
92	11,166	11,718	8,975	130-520-54020	Pool Operating Supplies	13,153	13,153	13,153
93	2,665	2,869	3,713	130-520-54040	Pool Maintenance	9,293	9,293	9,293
94	1,708	610	1,841	130-520-54045	Pool Bldg. Janitorial - Maint	1,841	1,841	1,841
95	12,014	13,705	12,951	130-520-54055	Pool Utilities	14,894	14,894	14,894
96	3,989	12,151	7,332	130-520-54060	Pool Fuel	10,400	10,400	10,400
97	1,000	2,000	1,256	130-520-54070	Concession Supplies	1,285	1,285	1,285
98	600	360	901	130-520-54120	Lifeguard Training	901	901	901
99	8	66	512	130-520-54130	Swim Team and Program Supplies	512	512	512
100	802	1,312	1,103	130-520-54150	Swim Aide Fees	1,260	1,260	1,260
101	629	529	351	130-520-54620	Pool Events	495	495	495
102	47,434	54,207	53,911		Pool Materials & Services Total	72,707	72,707	72,707

PARK AND RECREATION FUND

	2017	2018	2019			2020	2020	2020
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
107								
				Com. Ctr. Dept.				
108					Materials and Services			
109	184	480	208	130-530-51010	Administrative Supplies & Services	255	255	255
110	2,841	3,463	4,298	130-530-51035	Community Center Utilities	4,298	4,298	4,298
111	185	233	340	130-530-52015	General Property/Liability	410	410	410
112	3,889	3,502	3,541	130-530-52055	Janitorial Contract	4,053	4,053	4,053
113	22	459	26,540	130-530-53065	Building Maintenance and Supplies	26,540	26,540	26,540
114	7,122	8,138	34,927		Com. Ctr. Materials & Services Total	35,556	35,556	35,556
115								
116	-	-	20,000	130-130-85100	Contingency	20,000	20,000	20,000
118	326,450	365,159	1,113,674		TOTAL EXPENDITURES	683,029	683,029	683,029
119	577,013	604,244			ENDING FUND BALANCE			
120			284,055		ESTIMATED ENDING FUND BALANCE	196,667	196,667	196,667
121	903,463	969,404	1,397,729		TOTAL REQUIREMENTS	879,696	879,696	879,696

PLANNING FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
RESOURCES								
1	205,113	239,960	258,176		BEGINNING FUND BALANCE	222,390	222,390	222,390
2								
3	2,606	2,641	2,400	140-000-41110	Property Taxes-Prior Years	2,400	2,400	2,400
4	397	258	300	140-000-41115	Interest on Property Taxes	291	291	291
5	27,950	33,305	23,181	140-000-41415	Land Use Fees	22,155	22,155	22,155
6	43,511	30,540	23,794	140-000-41420	Developer Reimbursements	23,794	23,794	23,794
7	2,325	4,033	1,917	140-000-41790	Interest Income	1,917	1,917	1,917
8	63	120	50	140-000-49100	Miscellaneous Sources	50	50	50
9	281,965	310,857	309,818		Total Resources, except taxes to be levied	272,997	272,997	272,997
10			146,958		Taxes estimated to be received	166,848	166,848	166,848
11	176,340	188,806			Taxes collected in year levied			
12	458,305	499,663	456,776		TOTAL RESOURCES	439,845	439,845	439,845
EXPENDITURES								
13					Personal Services			
14								
15	104,918	106,758	133,276	140-140-50010	Wages	141,964	141,964	141,964
16	9,080	9,595	9,982	140-140-50060	W/C and FICA Benefits	10,414	10,414	10,414
17	25,973	25,323	24,723	140-140-50065	Health/Life Insurance	26,204	26,204	26,204
18	18,752	23,209	23,512	140-140-50070	PERS	30,841	30,841	30,841
19	158,724	164,884	191,493		Personal Services Total	209,423	209,423	209,423
20								
21					Materials and Services			
22	1,053	1,245	1,500	140-140-51010	Admin Services & Supplies	1,500	1,500	1,500
23	506	578	542	140-140-51015	Postage	547	547	547
24	498	692	876	140-140-51020	Professional Dues	810	810	810
25	1,108	656	1,087	140-140-51025	Publishing Costs	1,087	1,087	1,087
26	1,197	1,199	1,285	140-140-51030	Telephone	1,488	1,488	1,488
27	1,108	1,096	1,139	140-140-51035	Electricity	1,139	1,139	1,139
28	424	403	457	140-140-51040	Water/Sewer	474	474	474
29	1,287	1,848	3,396	140-140-51050	Building Maint/Janitorial Sup	3,396	3,396	3,396
30	-	-	85	140-140-51055	Safety Program and Supplies	85	85	85
31	1,207	745	596	140-140-51060	Office Machine Lease	799	799	799
32	852	747	706	140-140-51065	Office Machine Maintenance	904	904	904
33	333	371	864	140-140-51070	Training & Conferences	864	864	864
34	326	355	262	140-140-51075	Travel - Staff	414	414	414
35	-	-	100	140-140-51090	Training/Travel - Commission	100	100	100
36	26	-	17	140-140-51095	Public Relations	50	50	50
37	5,800	3,155	2,754	140-140-51105	Refunds-Land Use Applications	4,326	4,326	4,326

PLANNING FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
38	97	199	410	140-140-51500	Office Equipment & Furniture	1,073	1,073	1,073
39	375	302	230	140-140-51510	Computer Equipment	-	-	-
40	11,907	4,694	7,748	140-140-52010	Attorney & Legal Services	7,748	7,748	7,748
41	2,165	2,239	1,765	140-140-52015	General Property/Liability Ins	2,580	2,580	2,580
42	460	482	534	140-140-52035	Audit & Filing Fees	534	534	534
43	3,657	1,180	6,125	140-140-52045	Computer System Support-Maint	7,485	7,485	7,485
44	623	744	575	140-140-52050	Internet & Website Fees	700	700	700
45	1,558	1,520	1,407	140-140-52055	Janitorial Services Contract	1,544	1,544	1,544
46	-	-	500	140-140-52130	Planning Assistance	500	500	500
47	19,163	20,603	19,715	140-140-52140	Technical Review Services	20,910	20,910	20,910
48	-	556	1,487	140-140-52290	Other Professional Services	1,487	1,487	1,487
49	55,729	45,611	56,162		Materials & Services Total	62,544	62,544	62,544
50								
51					Capital Outlay			
52	-	321	345	140-140-63110	Office Equipment & Furniture	858	858	858
53	3,892	-	-	140-140-63150	Intangible Assets	-	-	-
54	3,892	321	345		Capital Outlay Total	858	858	858
55								
56	-	-	25,000	140-140-85100	Contingency	25,000	25,000	25,000
57	218,345	210,816	273,000		TOTAL EXPENDITURES	297,825	297,825	297,825
58	239,960	288,847			ENDING FUND BALANCE			
59			183,777		ESTIMATED ENDING FUND BALANCE	142,020	142,020	142,020
60	458,305	499,663	456,776		TOTAL REQUIREMENTS	439,845	439,845	439,845

STREET FUND

	2017	2018	2019	Account	Description	2020	2020	2020
	Actual	Actual	Approved			Proposed	Approved	Adopted
					RESOURCES			
1	76,420	76,102	67,565	230-000-41210	Emerald PUD Franchise Fees	71,910	71,910	71,910
2	23,443	25,666	25,142	230-000-41220	Lane Electric Franchise Fees	24,639	24,639	24,639
3	7,340	6,315	6,042	230-000-41230	Telephone Co. Franchise Fees	5,921	5,921	5,921
4	4,267	9,720	4,622	230-000-41240	Cable Co. Franchise Fees	12,620	12,620	12,620
5	11,245	11,769	8,534	230-000-41250	Garbage Co. Franchise Fees	12,074	12,074	12,074
6	280,206	304,742	343,349	230-000-41310	State Highway Gas Tax	353,476	353,476	353,476
7	2,830	3,078	3,465	230-000-41315	Bike Path Apportionment	3,567	3,567	3,567
8	360	40	480	230-000-41445	Right-Of-Way Permits	1,170	1,170	1,170
9	122,411	121,972	106,505	230-000-41620	City Gas Tax	120,000	120,000	120,000
10	76,541	76,814	78,060	230-000-41640	Street Utility Fee (aka TUF)	76,321	76,321	76,321
11	13,795	24,007	11,651	230-000-41790	Interest Income	11,651	11,651	11,651
12	-	214	-	230-000-41810	Lease Income	-	-	-
13	-	326,700	40,000	230-000-41995	From Urban Renewal	461,000	461,000	461,000
14	-	-	-	230-000-45110	Grant Proceeds	100,000	100,000	100,000
15	150,000	150,000	150,000	230-000-46010	From Reserve-Governmental	150,000	150,000	150,000
16	28,826	846	500	230-000-49100	Miscellaneous Sources	500	500	500
18	797,685	1,137,985	845,915		Total New Resources	1,404,849	1,404,849	1,404,849
19	1,261,406	1,408,697	1,450,104		BEGINNING FUND BALANCE	1,241,728	1,241,728	1,241,728
20	2,059,091	2,546,682	2,296,019		TOTAL RESOURCES	2,646,577	2,646,577	2,646,577
21					EXPENDITURES			
22					Personal Services			
23					Personal Services			
24	101,674	110,432	104,570	230-230-50010	Wages	111,080	111,080	111,080
25	12,714	11,706	10,195	230-230-50060	W/C and FICA Benefits	10,558	10,558	10,558
26	26,386	24,055	21,667	230-230-50065	Health/Life Insurance	22,965	22,965	22,965
27	18,545	24,022	21,550	230-230-50070	PERS	27,028	27,028	27,028
28	159,318	170,215	157,982		Personal Services Total	171,631	171,631	171,631
29					Materials and Services			
30					Materials and Services			
31	1,393	2,518	1,804	230-230-51010	Admin Supplies & Services	2,389	2,389	2,389
32	210	11	226	230-230-51015	Postage	226	226	226
33	1,319	928	890	230-230-51020	Professional Dues	1,630	1,630	1,630
34	472	527	520	230-230-51030	Telephone Services	520	520	520
35	47,762	47,655	49,454	230-230-51035	Electricity-Street Lights	51,927	51,927	51,927
36	232	390	587	230-230-51055	Safety Program and Supplies	587	587	587
37	-	-	8	230-230-51060	Office Machine Leases	-	-	-
38	237	622	273	230-230-51070	Training & Conferences	439	439	439
39	519	579	382	230-230-51075	Travel	665	665	665
40	74	-	100	230-230-51095	Public Relations	300	300	300

STREET FUND

	2017	2018	2019			2020	2020	2020
	Actual	Actual	Approved	Account	Description	Proposed	Approved	Adopted
41	-	14	901	230-230-51105	Refunds	901	901	901
42	81	199	2,195	230-230-51500	Office Equipment & Furnishings	4,325	4,325	4,325
43	232	73	1,230	230-230-51510	Computer Equipment	-	-	-
44	853	556	879	230-230-51515	Tools & Small Equipment	1,279	1,279	1,279
45	590	-	3,500	230-230-52010	Attorney & Legal Services	3,500	3,500	3,500
46	7,915	6,274	9,490	230-230-52015	General Property/Liability Ins	8,630	8,630	8,630
47	4,137	6,582	7,298	230-230-52035	Audit & Filing Fees	7,298	7,298	7,298
48	1,977	591	5,345	230-230-52045	Computer System Support-Maint.	6,555	6,555	6,555
49	107	53	500	230-230-52050	Internet & Website Fees	615	615	615
50	3,129	1,743	5,000	230-230-52070	Engineering Fees	5,000	5,000	5,000
51	11	611	40,163	230-230-52290	Other Professional Services	36,000	36,000	36,000
52	1,662	2,490	1,853	230-230-53030	Vehicle Operation-Maintenance	2,570	2,570	2,570
53	22,017	19,609	24,669	230-230-53045	Street Maintenance	284,669	284,669	284,669
54	326,637	649,881	500,000	230-230-53050	Street Rehab/Preservation	578,000	578,000	578,000
55	257	148	2,585.00	230-230-53065	Building & Yard Maintenance	2,585	2,585	2,585
56	2,113	3,556	5,571.22	230-230-53070	Landscape Maint. & Supplies	5,571	5,571	5,571
57	668	3,005	1,052	230-230-53130	Equipment Repairs	1,474	1,474	1,474
58	12,297	12,611	12,446	230-230-53135	Water Use/Irrigation	13,629	13,629	13,629
59	23,160	27,060	21,805	230-230-53150	Street Sweeping Contract	24,257	24,257	24,257
60	460,059	788,286	700,726		Materials & Services Total	1,045,541	1,045,541	1,045,541
61								
62					Capital Outlay			
63	-	-	-	230-230-60130	System Expansion	201,000	201,000	201,000
64	23,421	172,263	12,000	230-230-60250	Street System Improvements	15,000	15,000	15,000
65	2,595	-	-	230-230-63150	Intangible Assets	-	-	-
66	-	321	41,860	230-230-63310	Equipment	6,830	6,830	6,830
67	26,016	172,584	53,860		Capital Outlay Total	222,830	222,830	222,830
68								
69					Transfers			
70	5,000	5,000	5,000	230-230-75050	To PW Equipment Fund	5,000	5,000	5,000
71	-	-	4,000	230-230-75085	To Reserve-Governmental Fund	6,000	6,000	6,000
72	5,000	5,000	9,000		Transfers Total	11,000	11,000	11,000
73								
74	-	-	100,000	230-230-85100	Contingency	150,000	150,000	150,000
75	650,393	1,136,085	1,021,568		Appropriated Expenditures	1,601,002	1,601,002	1,601,002
76	1,408,697	1,410,597	1,274,451		ENDING FUND BALANCE	1,045,575	1,045,575	1,045,575
77	2,059,091	2,546,682	2,296,019		TOTAL EXPENDITURES	2,646,577	2,646,577	2,646,577

STORM WATER FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
					RESOURCES			
1	1,820	2,933	1,461	240-000-41790	Interest Income	1,461	1,461	1,461
2	66,738	65,793	68,131	240-000-43140	Storm Water Drainage Fees	68,414	68,414	68,414
3	-	1,190	-	240-000-45080	From Inverse	-	-	-
4	60	4	50		Miscellaneous Income	50	50	50
5	68,618	69,919	69,643		Total New Resources	69,925	69,925	69,925
6	166,388	169,705	171,365		BEGINNING FUND BALANCE	197,963	197,963	197,963
7	235,006	239,624	241,008		TOTAL RESOURCES	267,889	267,889	267,889
8								
9					EXPENDITURES			
10					Personal Services			
11	21,020	24,012	30,872	240-240-50010	Wages	33,284	33,284	33,284
12	2,440	2,474	2,690	240-240-50060	W/C and FICA Benefits	2,802	2,802	2,802
13	5,783	5,248	6,453	240-240-50065	Health/Life Insurance	6,839	6,839	6,839
14	3,786	5,034	6,192	240-240-50070	PERS	8,049	8,049	8,049
15	33,029	36,768	46,207		Personal Services Total	50,974	50,974	50,974
16								
17					Materials and Services			
18	1,776	2,057	2,105	240-240-51010	Admin Supplies & Services	2,327	2,327	2,327
19	-	17	9	240-240-51015	Postage	9	9	9
20	20	32	35	240-240-51020	Professional Dues	58	58	58
21	7	38	70	240-240-51055	Safety Program and Supplies	70	70	70
22	-	-	8	240-240-51060	Office Machine Leases	8	8	8
23	27	98	50	240-240-51070	Training & Conferences	72	72	72
24	65	71	47	240-240-51075	Travel	95	95	95
25	5	-	17	240-240-51095	Public Relations	17	17	17
26	-	3	5	240-240-51105	Refunds	5	5	5
27	37	100	40	240-240-51500	Office Equipment & Furnishings	113	113	113
28	47	60	25	240-240-51510	Computer Equipment	-	-	-
29	-	-	226	240-240-52010	Attorney & Legal Services	226	226	226
30	101	215	165	240-240-52015	General Property/Liability Ins	310	310	310
31	28	-	50	240-240-52035	Audit & Filing Fees	50	50	50
32	1,099	734	1,580	240-240-52045	Computer System Support-Maint	1,930	1,930	1,930
33	53	53	150	240-240-52050	Internet & Website Fees	185	185	185
34	-	-	5,000	240-240-52070	Engineering Fees	5,000	5,000	5,000

STORM WATER FUND

	2017	2018	2019			2020	2020	2020
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
35	-	111	10,000	240-240-52290	Other Professional Services	2,500	2,500	2,500
36	-	-	453	240-240-53045	Drainage Maintenance	453	453	453
37	115	40	404	240-240-53065	Building & Yard Maintenance	404	404	404
38	-	-	1,000	240-240-53190	PW Service Maps - Storm Water	1,000	1,000	1,000
39	3,380	3,628	21,439		Materials & Services Total	14,833	14,833	14,833
40								
41					Capital Outlay			
42	3,892	-	-	240-240-63150	Intangible Assets	-	-	-
43	-	160	32	240-240-63310	Equipment	68	68	68
44	3,892	160	32		Capital Outlay Total	68	68	68
45								
46					Transfers			
47	25,000	-	-	240-240-75080	To Inverse Condemnation Fund	-	-	-
48	25,000	-	-		Transfers Total	-	-	-
49								
50	-	-	10,000	240-240-85100	Contingency	10,000	10,000	10,000
51	65,301	40,556	77,678		Appropriated Expenditures	75,875	75,875	75,875
52	169,705	199,068	163,330		ENDING FUND BALANCE	192,014	192,014	192,014
53	235,006	239,624	241,008		TOTAL EXPENDITURES	267,889	267,889	267,889

BUILDING INSPECTION PROGRAM FUND

2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted	
1				RESOURCES				
2	-	-	25	260-000-41790	Interest Income	25	25	25
3	-	-	76,500	260-110-41405	Building Permit Fees	82,875	82,875	82,875
4	-	-	7,500	260-110-41410	Electrical Permit Fees	8,125	8,125	8,125
5	-	-	25,000	260-000-41910	From General Fund	25,000	25,000	25,000
6	-	-	25	260-000-49100	Miscellaneous Sources	25	25	25
7	-	-	109,050		Total New Resources	116,050	116,050	116,050
8	-	-	-		BEGINNING FUND BALANCE	60,036	60,036	60,036
9	-	-	109,050		TOTAL RESOURCES	176,086	176,086	176,086
10								
11				EXPENDITURES				
12					Personal Services			
13	-	-	10,482	260-110-50010	Wages	12,417	12,417	12,417
14	-	-	850	260-110-50060	W/C and FICA Benefits	1,030	1,030	1,030
15	-	-	2,106	260-110-50065	Health/Life Insurance	2,592	2,592	2,592
16	-	-	2,002	260-110-50070	PERS	3,050	3,050	3,050
17			15,440		Personal Services Total	19,089	19,089	19,089
18								
19					Materials and Services			
20	-	-	100	260-110-51010	Admin Supplies & Services	100	100	100
21	-	-	100	260-110-52010	Attorney & Legal Services	100	100	100
22	-	-	39,295	260-110-52025	Building Permit Inspections	95,000	95,000	95,000
23	-	-	41,550	260-110-52030	Electrical Permit Inspections	-	-	-
24	-	-	81,045		Materials & Services Total	95,200	95,200	95,200
25	-	-	96,485		Appropriated Expenditures	114,289	114,289	114,289
26	-	-	12,565		ENDING FUND BALANCE	61,797	61,797	61,797
27	-	-	109,050		TOTAL EXPENDITURES	176,086	176,086	176,086

CAPITAL CONSTRUCTION - GOVERNMENT FUND

2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
RESOURCES							
1	-	3,916	-	310-000-41470	Parkland Acquisition Fees	-	-
2	5,442	-	-	310-000-41475	ODOT Traffic Impact Fees	-	-
3	13,026	21,374	10,014	310-000-41790	Interest Income	10,014	10,014
4	34,258	4,417	54,744	310-000-44300	SDC - Recreational Facilities	61,030	61,030
5	20,576	36,958	27,984	310-000-44400	SDC - Transportation	31,200	31,200
6	3,492	11,303	2,328	310-000-44500	SDC - Storm Water/Drainage	2,595	2,595
7	76,794	77,967	95,070		Total New Resources	104,839	104,839
8	1,191,100	1,250,992	1,316,771		BEGINNING FUND BALANCE	1,156,443	1,156,443
9	1,267,894	1,328,959	1,411,841		TOTAL RESOURCES	1,261,282	1,261,282
10							
11	EXPENDITURES						
12	Materials and Services						
13	-	-	70,150	310-310-52290	Other Professional Services	77,200	77,200
14	-	-	70,150		Materials & Services Total	77,200	77,200
15							
16	Capital Outlay						
17	2,602	-	-	310-310-60130	System Expansion	610,000	610,000
18	-	-	218,813	310-310-60180	Facility Improvements	-	-
19	-	1,591	75,000	310-310-61610	System Improvements	-	-
20	2,602	1,591	293,813		Capital Outlay Total	610,000	610,000
21							
22	Transfers						
23	14,300	-	47,500	310-310-75060	To Capital Projects-New Pool	-	-
24	14,300	-	47,500		Transfers Total	-	-
25	16,902	1,591	411,463		Appropriated Expenditures	687,200	687,200
26	1,250,992	1,327,368	1,000,378		ENDING FUND BALANCE	574,082	574,082
27	1,267,894	1,328,959	1,411,841		TOTAL EXPENDITURES	1,261,282	1,261,282

GRANT FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
RESOURCES								
1	-	-	-	330-000-41790	Interest Income	-	-	-
2	-	-	400,000	330-000-45210	CDBG-Housing Rehab Program (SVDP)	185,000	185,000	185,000
3	-	-	400,000		Total New Resources	185,000	185,000	185,000
4	-	-	-		BEGINNING FUND BALANCE	-	-	-
5	-	-	400,000		TOTAL RESOURCES	185,000	185,000	185,000
6								
7	EXPENDITURES							
8	Materials and Services							
9	-	-	-	330-330-51010	Admin Supplies & Services	-	-	-
10	-	-	400,000	330-330-52075	CDBG-Housing Rehab Program (SVDP)	185,000	185,000	185,000
11	-	-	400,000		Materials & Services Total	185,000	185,000	185,000
12								
13	Transfers							
14	-	-	-	330-330-75065	To Capital Project: W Broadway	-	-	-
15	-	-	-	330-330-75067	To Parks and Recreation	-	-	-
16	-	-	-		Transfers Total	-	-	-
17	-	-	400,000		Appropriated Expenditures	185,000	185,000	185,000
18	-	-	-		ENDING FUND BALANCE	-	-	-
19	-	-	400,000		TOTAL EXPENDITURES	185,000	185,000	185,000
20								

ZUMWALT CAMPGROUND FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
1					RESOURCES			
2	1,342	2,150	1,048	350-000-41790	Interest Income	1,048	1,048	1,048
3	57,729	65,717	64,881	350-000-42510	Ticket Sales	75,000	75,000	75,000
4	2,470	2,875	2,623	350-000-42520	Shower Sales	2,623	2,623	2,623
5	380	855	495	350-000-42530	T-Shirt Sales	495	495	495
6	50	-	33	350-000-42540	Vendor Fees	33	33	33
7	270	210	270	350-000-49100	Miscellaneous Sources	230	230	230
8	62,241	71,807	69,351		Total New Resources	79,430	79,430	79,430
9	122,684	124,703	128,532		BEGINNING FUND BALANCE	146,137	146,137	146,137
10	184,925	196,510	197,883		TOTAL RESOURCES	225,566	225,566	225,566
11					EXPENDITURES			
12					Personal Services			
13					Personal Services			
14	-	-	-	350-350-50010	Wages	6,608	6,608	6,608
15	-	-	-	350-350-50060	W/C and FICA Benefits	3,370	3,370	3,370
16	-	-	-	350-350-50065	Health/Life Insurance	-	-	-
17	-	-	-	350-350-50070	PERS	-	-	-
18	-	-	-		Personal Services Total	9,978	9,978	9,978
19					Materials and Services			
20					Materials and Services			
21	369	56	355	350-350-51010	Admin Supplies & Services	628	628	628
22	-	-	20	350-350-52010	Attorney & Legal Services	20	20	20
23	-	-	-	350-350-52015	General Property/Liability Ins	231	231	231
24	-	-	6,920	350-350-54410	Park Rental	-	-	-
25	259	140	367	350-350-54415	Operating Supplies	367	367	367
26	1,342	1,750	2,652	350-350-54420	Volunteer Costs	2,652	2,652	2,652
27	210	225	275	350-350-54423	Wristbands for Campers	275	275	275
28	600	1,200	600	350-350-54425	Entertainment	800	800	800
29	2,238	2,427	2,600	350-350-54430	Portable Showers	2,600	2,600	2,600
30	3,983	4,032	4,200	350-350-54440	Portable Toilets	4,380	4,380	4,380
31	738	773	800	350-350-54450	Water Tanker	910	910	910
32	10,132	9,567	11,920	350-350-54460	Security	11,920	11,920	11,920
33	1,411	1,161	1,425	350-350-54465	Cart & Light Tower Rentals	1,425	1,425	1,425
34	5,996	5,996	7,200	350-350-54470	Shuttle Buses	7,800	7,800	7,800
35	445	981	750	350-350-54475	Maintenance & Clean-Up	807	807	807
36	500	1,950	5,000	350-350-54490	Council Discretionary	5,000	5,000	5,000
37	28,222	30,257	45,084		Materials & Services Total	39,815	39,815	39,815

ZUMWALT CAMPGROUND FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
38								
39					Transfers			
40	2,000	2,000	2,000	350-350-75005	To General	2,000	2,000	2,000
41	20,000	20,000	20,000	350-350-75020	To Parks & Recreation	20,000	20,000	20,000
42	10,000	10,000	10,000	350-350-75030	To Law Enforcement	10,000	10,000	10,000
43	32,000	32,000	32,000		Transfers Total	32,000	32,000	32,000
44	60,222	62,257	77,084		Appropriated Expenditures	81,793	81,793	81,793
45	124,703	134,253	120,799		ENDING FUND BALANCE	143,773	143,773	143,773
46	184,925	196,510	197,883		TOTAL EXPENDITURES	225,566	225,566	225,566

BUSINESS ASSISTANCE LOAN/GRANT FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
RESOURCES								
1	1,705	2,700	1,372	360-000-41790	Interest Income	1,372	1,372	1,372
2	-	-	10	360-000-42610	Loan Principal Payments	10	10	10
3	-	-	10	360-000-42620	Loan Interest Payments	10	10	10
4	1,705	2,700	1,392		Total New Resources	1,392	1,392	1,392
5	155,877	156,582	156,932		BEGINNING FUND BALANCE	126,677	126,677	126,677
6	157,582	159,282	158,324		TOTAL RESOURCES	128,070	128,070	128,070
7								
8					EXPENDITURES			
9					Materials and Services			
10	-	-	50	360-360-51010	Admin Supplies & Services	50	50	50
11	-	-	2,000	360-360-52010	Attorney & Legal Services	2,000	2,000	2,000
12	-	-	10,000	360-360-54500	Grants	10,000	10,000	10,000
13	-	-	50,000	360-360-54510	Loans	30,000	30,000	30,000
14	-	-	2,000	360-360-54530	LCOG Administration Fees	2,000	2,000	2,000
15	-	-	64,050		Materials and Services Total	44,050	44,050	44,050
16								
17					Transfers			
18	1,000	1,000	1,000	360-360-75005	To General Fund	1,000	1,000	1,000
19	1,000	1,000	1,000		Transfers Total	1,000	1,000	1,000
20	1,000	1,000	65,050		Appropriated Expenditures	45,050	45,050	45,050
21	156,582	158,282	93,274		ENDING FUND BALANCE	83,020	83,020	83,020
22	157,582	159,282	158,324		TOTAL EXPENDITURES	128,070	128,070	128,070

LOCAL IMPROVEMENTS FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
RESOURCES								
1	3,662	6,974	2,627	430-000-41790	Interest Income	2,627	2,627	2,627
2	16,412	1,107	1,500	430-000-42510	Bolton Hill Sewer Assessments	1,500	1,500	1,500
3	5,750	134	50	430-000-42512	Bolton Hill Assessment Interest	50	50	50
4	59,480	25,578	1,500	430-000-42520	E Bolton Sewer Assessments	1,500	1,500	1,500
5	1,874	463	50	430-000-42522	E Bolton Assessment Interest	50	50	50
6	87,177	34,257	5,727		Total New Resources	5,727	5,727	5,727
7	334,805	404,629	410,262		BEGINNING FUND BALANCE	319,761	319,761	319,761
8	421,983	438,886	415,990		TOTAL RESOURCES	325,488	325,488	325,488
9								
EXPENDITURES								
10	Materials and Services							
11								
12	-	-	25	430-430-51010	Admin Supplies & Services	25	25	25
13	-	-	250	430-430-52010	Attorney & Legal Services	250	250	250
14	-	-	275		Materials & Services Total	275	275	275
15								
16	Capital Outlay							
17	1,331	-	-	430-430-60130	System Expansion	-	-	-
18	1,331	-	-		Capital Outlay Total	-	-	-
19								
20	Debt Service							
21	10,307	10,674	11,500	430-430-65510	Loan Principal-Bolton Hill	11,433	11,433	11,433
22	5,716	5,350	7,350	430-430-65520	Loan Interest-Bolton Hill	6,935	6,935	6,935
23	16,023	16,023	18,850		Debt Service Total	18,368	18,368	18,368
24								
25	Transfers							
26	-	95,000	-	430-430-75035	To Sewer Fund (Reimb BH LID)	-	-	-
27	-	95,000	-		Transfers Total	-	-	-
28	17,354	111,023	19,125		Appropriated Expenditures	18,643	18,643	18,643
29	404,629	327,862	396,865		ENDING FUND BALANCE	306,845	306,845	306,845
30	421,983	438,886	415,990		TOTAL EXPENDITURES	325,488	325,488	325,488

WATER FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
RESOURCES								
1	6,500	2,500	9,600	210-000-41450	Service Connections	10,400	10,400	10,400
2	25,478	45,644	20,497	210-000-41790	Interest Income	20,497	20,497	20,497
3	6,407	12,480	14,976	210-000-41810	Land Lease	14,976	14,976	14,976
4	144,000	129,600	103,680	210-000-41995	Transfer from Urban Renewal Agency	93,312	93,312	93,312
5	977,727	1,007,780	1,009,959	210-000-43110	Water Use Fees	1,059,453	1,059,453	1,059,453
6	19,196	29,029	20,788	210-000-43115	Bulk Water Sales	28,788	28,788	28,788
7	8,851	4,720	6,603	210-000-43120	Delinquent Fees	-	-	-
8	1,531	1,342	1,612	210-000-49100	Miscellaneous Sources	1,498	1,498	1,498
9	1,189,689	1,233,094	1,187,715		Total New Resources	1,228,924	1,228,924	1,228,924
10	2,329,640	2,677,498	2,904,494		BEGINNING FUND BALANCE	2,226,197	2,226,197	2,226,197
11	3,519,330	3,910,592	4,092,209		TOTAL RESOURCES	3,455,121	3,455,121	3,455,121
EXPENDITURES								
12					Personal Services			
13					Personal Services			
14	176,585	175,850	194,344	210-210-50010	Wages	200,623	200,623	200,623
15	20,290	17,768	19,470	210-210-50060	W/C and FICA Benefits	19,310	19,310	19,310
16	43,233	39,958	48,224	210-210-50065	Health/Life Insurance	48,593	48,593	48,593
17	31,847	37,251	45,862	210-210-50070	PERS	57,192	57,192	57,192
18	271,955	270,827	307,900		Personal Services Total	325,718	325,718	325,718
19					Materials and Services			
20					Materials and Services			
21	15,896	16,824	18,163	210-210-51010	Admin Supplies & Services	18,163	18,163	18,163
22	4,675	4,651	4,610	210-210-51015	Postage	4,610	4,610	4,610
23	2,234	2,694	3,095	210-210-51020	Professional Dues	3,810	3,810	3,810
24	3,724	3,485	3,239	210-210-51030	Telephone Services	3,574	3,574	3,574
25	34,640	36,007	36,500	210-210-51035	Electricity	36,500	36,500	36,500
26	200	534	878	210-210-51055	Safety Program and Supplies	878	878	878
27	151	93	560	210-210-51060	Office Machine Leases	560	560	560
28	734	1,869	1,600	210-210-51070	Training & Conferences	2,600	2,600	2,600
29	130	142	95	210-210-51075	Travel	165	165	165
30	455	-	152	210-210-51095	Public Relations	202	202	202
31	-	70	613	210-210-51105	Refunds	613	613	613
32	283	1,026	3,020	210-210-51500	Office Equipment & Furnishings	3,603	3,603	3,603
33	398	461	1,690	210-210-51510	Computer Equipment	-	-	-
34	602	216	511	210-210-51515	Tools & Small Equipment	544	544	544
35	-	-	1,698	210-210-52010	Attorney & Legal Services	1,698	1,698	1,698
36	13,410	13,355	13,055	210-210-52015	General Property/Liability Ins	16,185	16,185	16,185
37	3,385	3,050	4,838	210-210-52035	Audit & Filing Fees	4,838	4,838	4,838

WATER FUND

	2017	2018	2019			2020	2020	2020
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
38	6,636	3,205	13,435	210-210-52045	Computer System Support-Maint	13,655	13,655	13,655
39	1,694	1,455	1,110	210-210-52050	Internet & Website Fees	1,115	1,115	1,115
40	-	6,274	18,904	210-210-52070	Engineering Fees	18,904	18,904	18,904
41	27	1,000	6,153	210-210-52290	Other Professional Services	6,153	6,153	6,153
42	10,031	6,510	9,023	210-210-53020	System Operating Supplies	9,023	9,023	9,023
43	5,009	5,668	6,089	210-210-53030	Vehicle Operation & Maintenance	6,089	6,089	6,089
44	24,586	33,041	104,531	210-210-53040	System Maintenance	104,531	104,531	104,531
45	4,820	5,246	5,347	210-210-53055	System Quality Tests	5,347	5,347	5,347
46	2,652	5,858	8,625	210-210-53065	Building & Yard Maintenance	8,625	8,625	8,625
47	410	341	698	210-210-53130	Equipment Repairs	698	698	698
48	125,105	122,688	121,855	210-210-53135	Water Purchase	121,855	121,855	121,855
49	-	-	5,000	210-210-53145	Minor Water Projects	5,000	5,000	5,000
50	-	-	500	210-210-53165	Secure Water Rights	500	500	500
51	-	-	2,000	210-210-53190	PW Service Maps-Water System	2,000	2,000	2,000
52	-	-	6,000	210-210-53230	Old Well Abandonment	6,000	6,000	6,000
53	261,886	275,764	403,586		Materials & Services Total	408,039	408,039	408,039
54								
55					Capital Outlay			
56	-	-	70,000	210-210-60130	System Expansion	150,000	150,000	150,000
57	-	-	800,000	210-210-61610	System Improvements	207,000	207,000	207,000
58	12,973	-	-	210-210-63150	Intangible Assets	-	-	-
59	-	1,604	2,555	210-210-63410	Equipment	5,185	5,185	5,185
60	12,973	1,604	872,555		Capital Outlay Total	362,185	362,185	362,185
61								
62					Debt Service			
63	104,249	99,162	81,769	210-210-65230	Bonds Principal-RUS	151,232	151,232	151,232
64	185,769	270,889	287,618	210-210-65240	Bonds Interest-RUS	254,808	254,808	254,808
65	290,018	370,050	369,387		Debt Service Total	406,040	406,040	406,040
66								
67					Transfers			
68	5,000	5,000	5,000	210-210-75050	To PW Equipment Fund	5,000	5,000	5,000
69	5,000	5,000	5,000		Transfers Total	5,000	5,000	5,000
70								
71	-	-	100,000	210-210-85100	Contingency	100,000	100,000	100,000
72	841,832	923,245	2,058,428		Appropriated Expenditures	1,606,982	1,606,982	1,606,982
73	2,677,498	2,987,347	2,033,781		ENDING FUND BALANCE	1,848,139	1,848,139	1,848,139
74	3,519,330	3,910,592	4,092,209		TOTAL EXPENDITURES	3,455,121	3,455,121	3,455,121

SEWER FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
RESOURCES								
1	2,200	1,000	2,400	220-000-41460	Sewer Connection Permits	2,600	2,600	2,600
2	18,655	30,977	15,280	220-000-41790	Interest Income	15,280	15,280	15,280
3	9,600	9,600	9,600	220-000-41810	Land Lease	9,600	9,600	9,600
4	1,034,266	1,035,693	1,078,624	220-000-43130	Sewer Use Fees	1,202,114	1,202,114	1,202,114
5	-	95,000	-	220-000-45020	From Local Improvement #430	-	-	-
6	-	4,219	-	220-000-45080	From Inverse	-	-	-
7	-	-	1,200,000	220-000-45090	From Reserve-Enterprise	-	-	-
8	12,591	10,491	25	220-000-49100	Miscellaneous Sources	25	25	25
9	1,077,312	1,186,980	2,305,929		Total New Resources	1,229,619	1,229,619	1,229,619
10	1,713,974	1,800,457	2,113,199		BEGINNING FUND BALANCE	1,713,835	1,713,835	1,713,835
11	2,791,286	2,987,437	4,419,128		TOTAL RESOURCES	2,943,454	2,943,454	2,943,454
12								
13					EXPENDITURES			
14					Personal Services			
15	220,339	219,198	240,469	220-220-50010	Wages	247,922	247,922	247,922
16	25,517	22,532	22,724	220-220-50060	W/C and FICA Benefits	22,677	22,677	22,677
17	48,776	45,417	55,017	220-220-50065	Health/Life Insurance	55,792	55,792	55,792
18	40,763	48,012	52,655	220-220-50070	PERS	65,665	65,665	65,665
19	335,394	335,159	370,865		Personal Services Total	392,056	392,056	392,056
20								
21					Materials and Services			
22	18,189	22,025	18,228	220-220-51010	Admin Supplies & Services	22,486	22,486	22,486
23	6,890	6,901	5,769	220-220-51015	Postage	6,278	6,278	6,278
24	2,239	1,870	2,350	220-220-51020	Professional Dues	2,730	2,730	2,730
25	2,076	2,198	2,064	220-220-51030	Telephone Services	2,104	2,104	2,104
26	54,541	69,211	56,000	220-220-51035	Electricity	59,378	59,378	59,378
27	470	815	1,297	220-220-51055	Safety Program and Supplies	1,297	1,297	1,297
28	151	93	625	220-220-51060	Office Machine Leases	625	625	625
29	1,410	2,034	1,060	220-220-51070	Training & Conferences	2,410	2,410	2,410
30	649	711	481	220-220-51075	Travel	827	827	827
31	111	-	37	220-220-51095	Public Relations	49	49	49
32	-	194	1,502	220-220-51105	Refunds	1,502	1,502	1,502
33	410	1,026	2,355	220-220-51500	Office Equipment & Furnishings	2,954	2,954	2,954
34	460	495	1,320	220-220-51510	Computer Equipment	-	-	-
35	510	217	496	220-220-51515	Tools & Small Equipment	499	499	499
36	601	1,384	1,919	220-220-52010	Attorney & Legal Services	1,919	1,919	1,919
37	10,965	9,478	10,190	220-220-52015	General Property/Liability Ins	10,440	10,440	10,440
38	3,385	2,087	2,595	220-220-52035	Audit & Filing Fees	2,595	2,595	2,595
39	5,018	1,915	13,720	220-220-52045	Computer System Support-Maint	13,975	13,975	13,975
40	1,015	970	1,275	220-220-52050	Internet & Website Fees	1,310	1,310	1,310
41	8,007	-	16,538	220-220-52070	Engineering Fees	16,538	16,538	16,538
42	1,606	13,028	33,434	220-220-52290	Other Professional Services	33,434	33,434	33,434

SEWER FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
43	2,675	1,161	7,429	220-220-53020	System Operating Supplies	7,929	7,929	7,929
44	4,450	5,135	5,375	220-220-53030	Vehicle Operation & Maintenance	5,375	5,375	5,375
45	103,091	26,695	53,257	220-220-53040	System Maintenance	53,257	53,257	53,257
46	29,338	9,440	45,000	220-220-53050	WW Treatment Plant Maintenance	45,000	45,000	45,000
47	17,605	11,777	13,640	220-220-53055	System Quality Tests	13,725	13,725	13,725
48	899	4,726	12,562	220-220-53065	Building & Yard Maintenance	12,562	12,562	12,562
49	276	4,743	2,145	220-220-53130	Equipment Repairs	2,145	2,145	2,145
50	-	-	333	220-220-53135	Minor Sewer Projects	333	333	333
51	14,812	13,202	15,932	220-220-53140	Bio-solids Management/Removal	20,286	20,286	20,286
52	-	591	3,650	220-220-53145	Effluent Area Maintenance	3,650	3,650	3,650
53	1,314	-	50,000	220-220-53150	Inflow & Infiltration Reduction Work	50,000	50,000	50,000
54	1,833	-	611	220-220-53165	NPDES Permit Renewal	815	815	815
55	-	-	2,000	220-220-53175	PW Service Maps-Sewer Lines	2,000	2,000	2,000
56	294,997	214,120	385,189		Materials & Services Total	400,428	400,428	400,428
57								
58					Capital Outlay			
59	-	-	1,906,000	220-220-60130	System Expansion	250,000	250,000	250,000
60	-	-	174,000	220-220-61610	System Improvements	-	-	-
61	12,973	-	-	220-220-63150	Intangible Assets	-	-	-
62	-	1,604	12,000	220-220-63510	Equipment	4,026	4,026	4,026
63	12,973	1,604	2,092,000		Capital Outlay Total	254,026	254,026	254,026
64								
65					Debt Service			
66	113,504	41,360	45,574	220-220-65230	Loan Principal-RUS	47,519	47,519	47,519
67	73,961	71,249	80,075	220-220-65240	Loan Interest-RUS	78,130	78,130	78,130
68	187,465	112,609	125,649		Debt Service Total	125,649	125,649	125,649
69								
70					Transfers			
71	5,000	5,000	5,000	220-220-75050	To PW Equipment Fund	5,000	5,000	5,000
72	-	-	-	220-220-75060	To Local Improvement Fund	-	-	-
73	155,000	-	-	220-220-75080	To Inverse Condemnation Fund	-	-	-
74	160,000	5,000	5,000		Transfers Total	5,000	5,000	5,000
75								
76	-	-	100,000	220-220-85100	Contingency	100,000	100,000	100,000
77	990,829	668,492	3,078,703		Appropriated Expenditures	1,277,159	1,277,159	1,277,159
78	1,800,457	2,318,945	1,340,425		ENDING FUND BALANCE	1,666,295	1,666,295	1,666,295
79	2,791,286	2,987,437	4,419,128		TOTAL EXPENDITURES	2,943,454	2,943,454	2,943,454

CAPITAL CONSTRUCTION - WATER SDC FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
					RESOURCES			
1	3,211	1,450	1,904	312-000-41790	Interest Income	1,904	1,904	1,904
2	51,261	19,826	81,912	312-000-44100	SDC - Water System	91,320	91,320	91,320
3	54,471	21,275	83,816		Total New Resources	93,224	93,224	93,224
4	293,570	86,809	47,376		BEGINNING FUND BALANCE	46,320	46,320	46,320
5	348,041	108,084	131,192		TOTAL RESOURCES	139,544	139,544	139,544
6								
7					EXPENDITURES			
8					Materials and Services			
9	-	-	25	312-312-52290	Other Professional Services	25	25	25
10	-	-	25		Materials and Services Total	25	25	25
11								
12					Capital Outlay			
13	124,956	-	40,000	312-312-60130	System Expansion	-	-	-
14	124,956	-	40,000		Capital Outlay Total	-	-	-
15								
16					Debt Service			
17	50,653	60,000	81,769	312-312-65230	Bond 1 Principal-RUS	45,116	45,116	45,116
18	85,623	(2,276)	-	312-312-65240	Bond 1 Interest-RUS	-	-	-
19	136,276	57,724	81,769		Debt Service Total	45,116	45,116	45,116
20	261,232	57,724	121,794		Appropriated Expenditures	45,141	45,141	45,141
21	86,809	50,360	9,398		ENDING FUND BALANCE	94,403	94,403	94,403
22	348,041	108,084	131,192		TOTAL EXPENDITURES	139,544	139,544	139,544

CAPITAL CONSTRUCTION - SEWER SDC FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
	RESOURCES							
1	24,325	35,943	19,377	314-000-41790	Interest Income	19,377	19,377	19,377
2	70,008	37,770	71,628	314-000-44200	SDC - Sewer System	79,844	79,844	79,844
3	94,333	73,713	91,005		Total New Resources	99,221	99,221	99,221
4	2,224,229	2,087,718	1,779,477		BEGINNING FUND BALANCE	310,198	310,198	310,198
5	2,318,562	2,161,431	1,870,482		TOTAL RESOURCES	409,420	409,420	409,420
6								
7	EXPENDITURES							
8	Materials and Services							
9	-	11,806	1,000	314-314-52290	Other Professional Services	1,000	1,000	1,000
10	-	11,806	1,000		Materials & Services Total	1,000	1,000	1,000
11								
12	Capital Outlay							
13	90	274,248	1,400,000	314-314-60130	System Expansion	-	-	-
14	90	274,248	1,400,000		Capital Outlay Total	-	-	-
15								
16	Debt Service							
17	113,504	41,360	45,574	314-314-65230	Loan Principal-RUS	47,519	47,519	47,519
18	73,961	71,249	80,075	314-314-65240	Loan Interest-RUS	78,130	78,130	78,130
19	36,083	37,366	38,682	314-314-65250	Bank Loan Principal	40,069	40,069	40,069
20	7,207	5,922	6,476	314-314-65260	Bank Loan Interest	4,073	4,073	4,073
21	230,755	155,897	170,807		Debt Service Total	169,791	169,791	169,791
22	230,845	441,951	1,571,807		Appropriated Expenditures	170,791	170,791	170,791
23	2,087,718	1,719,480	298,675		ENDING FUND BALANCE	238,629	238,629	238,629
24	2,318,562	2,161,431	1,870,482		TOTAL EXPENDITURES	409,420	409,420	409,420

CAPITAL PROJECTS - WEST BROADWAY DEVELOPMENT

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
RESOURCES								
1	634	1,011	-	420-000-41790	Interest Income	100	100	100
2	-	-	50	420-000-42000	Developer Reimb-Other	45	45	45
3	634	1,011	50		Total New Resources	145	145	145
4	58,006	58,640	59,157		BEGINNING FUND BALANCE	55,300	55,300	55,300
5	58,640	59,651	59,207		TOTAL RESOURCES	55,445	55,445	55,445
EXPENDITURES								
6					Materials and Services			
7								
8	-	-	50	420-200-51010	Admin Supplies & Services	50	50	50
9	-	-	-	420-200-52290	Other Professional Services	1,000	1,000	1,000
10	-	-	50		Materials & Services Total	1,050	1,050	1,050
11								
12					Capital Outlay			
13	-	-	5,000	420-200-60110	Building Improvements	5,000	5,000	5,000
14	-	-	5,000		Capital Outlay Total	5,000	5,000	5,000
15	-	-	5,050		Appropriated Expenditures	6,050	6,050	6,050
16	58,640	59,651	54,157		ENDING FUND BALANCE	49,395	49,395	49,395
17	58,640	59,651	59,207		TOTAL EXPENDITURES	55,445	55,445	55,445

CAPITAL PROJECTS: POOL FACILITIES

	2017	2018	2019			2020	2020	2020
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
					RESOURCES			
1	85	2,326	440	410-000-41790	Interest Income	440	440	440
2	14,300	-	47,500	410-000-41930	Fr Capital Construction: Gov't	-	-	-
3	16,642	1,702	482,500	410-000-41970	Grant Awards	-	-	-
4	50,000	-	72,500	410-000-41995	From Urban Renewal Agency	-	-	-
5	19,461	1,300	1,000	410-000-46510	Fundraising & Donations	1,000	1,000	1,000
6	100,488	5,329	603,940		Total New Resources	1,440	1,440	1,440
7	7,780	91,626	74,069		BEGINNING FUND BALANCE	844	844	844
8	108,268	96,955	678,009		TOTAL RESOURCES	2,284	2,284	2,284
9								
10					EXPENDITURES			
11					Materials and Services			
12	-	-	25	410-410-52290	Other Professional Services	25	25	25
13	-	-	25		Materials & Services Total	25	25	25
14								
15					Capital Outlay			
16	16,642	20,047	673,500	410-410-60130	Facilities Expansion	-	-	-
17	16,642	20,047.36	673,500		Capital Outlay Total	-	-	-
18	16,642	20,047	673,525		Appropriated Expenditures	25	25	25
19	91,626	76,907	4,484		ENDING FUND BALANCE	2,259	2,259	2,259
20	108,268	96,955	678,009		TOTAL EXPENDITURES	2,284	2,284	2,284

PUBLIC WORKS EQUIPMENT FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
					RESOURCES			
1	2,159	3,320	1,668	250-000-41790	Interest Income	1,668	1,668	1,668
2	5,000	5,000	5,000	250-000-41910	From Street Fund	5,000	5,000	5,000
3	5,000	5,000	5,000	250-000-41915	From Municipal Water	5,000	5,000	5,000
4	5,000	5,000	5,000	250-000-41920	From Municipal Sewer	5,000	5,000	5,000
5	17,159	18,320	16,668		Total New Resources	16,668	16,668	16,668
6	197,385	192,559	209,258		BEGINNING FUND BALANCE	211,695	211,695	211,695
7	214,544	210,879	225,926		TOTAL RESOURCES	228,363	228,363	228,363
8								
9					EXPENDITURES			
10					Capital Outlay			
11	-	-	20,000	250-250-63110	Equipment	10,000	10,000	10,000
12	21,985	-	-	250-250-63615	Vehicles	25,000	25,000	25,000
13	21,985	-	20,000		Capital Outlay Total	35,000	35,000	35,000
14	21,985	-	20,000		Appropriated Expenditures	35,000	35,000	35,000
15	192,559	210,879	205,926		ENDING FUND BALANCE	193,363	193,363	193,363
16	214,544	210,879	225,926		TOTAL EXPENDITURES	228,363	228,363	228,363

RESERVE: ENTERPRISE

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
					RESOURCES			
1	14,747	23,505	11,825	615-000-41790	Interest Income	11,825	11,825	11,825
2	14,747	23,505	11,825		Total New Resources	11,825	11,825	11,825
3	1,348,442	1,363,189	1,375,215		BEGINNING FUND BALANCE	216,844	216,844	216,844
4	1,363,189	1,386,694	1,387,040		TOTAL RESOURCES	228,669	228,669	228,669
5								
6					EXPENDITURES			
7					Transfers			
8	-	-	1,200,000	615-615-75035	To Sewer Fund	-	-	-
9	-	-	1,200,000		Transfers Total	-	-	-
10	-	-	1,200,000		Appropriated Expenditures	-	-	-
11	1,363,189	1,386,694	187,040		ENDING FUND BALANCE	228,669	228,669	228,669
12	1,363,189	1,386,694	1,387,040		TOTAL EXPENDITURES	228,669	228,669	228,669

Created:	July 1, 2009
Reviewed On:	June 2019
Next Review Due:	June 2029

RESERVE: GOVERNMENTAL

	2017 Actual	2018 Actual	2019 Adopted	Account	Description	2020 Proposed	2020 Approved	2020 Adopted
RESOURCES								
1	11,571	15,857	9,052	610-000-41790	Interest Income	9,052	9,052	9,052
2	-	-	4,000	610-000-41910	From Street Fund	6,000	6,000	6,000
3	11,571	15,857	13,052		Total New Resources	15,052	15,052	15,052
4	1,058,023	919,594	781,707		BEGINNING FUND BALANCE	653,100	653,100	653,100
5	1,069,594	935,451	794,759		TOTAL RESOURCES	668,152	668,152	668,152
6								
7					EXPENDITURES			
8					Transfers			
9	150,000	150,000	150,000	610-610-75085	To Street Fund	150,000	150,000	150,000
10	150,000	150,000	150,000		Transfers Total	150,000	150,000	150,000
11	150,000	150,000	150,000		Appropriated Expenditures	150,000	150,000	150,000
12	919,594	785,451	644,759		ENDING FUND BALANCE	518,152	518,152	518,152
13	1,069,594	935,451	794,759		TOTAL EXPENDITURES	668,152	668,152	668,152

Created:	July 1, 2008
Reviewed On:	n/a
Modified On:	June 9 2014
Next Review Due:	May 2024

2007 INVERSE CONDEMNATION FUND

	2017 Actual	2018 Actual	2019 Adopted	Account	Description
					RESOURCES
1	-	-	-	340-000-41790	Interest Income
2	155,000	-	-	340-000-41920	From Municipal Sewer Fund
3	25,000	-	-	340-000-41925	From Storm Water Fund
4	180,000	-	-		Total New Resources
5	66,511	5,409	-		BEGINNING FUND BALANCE
6	246,511	5,409	-		TOTAL RESOURCES
7					
8					EXPENDITURES
9					Materials and Services
10	-	-	-	340-340-51010	Admin Supplies & Services
11			-	340-340-52290	Other Professional Services
12			-		Materials & Services Total
13					
14					Debt Service
15	235,210		-	340-340-65410	Loan Principal-Lot 400/600
16	5,892		-	340-340-65420	Loan Interest-Lot 400/600
17	241,102	-	-		Debt Service Total
18					
19					Transfers
20	-	4,219	-	340-340-75080	To Municipal Sewer Fund
21	-	1,190	-	340-340-75085	To Storm Water Fund
22	-	5,409	-		Transfers Total
23					
24	241,102	5,409	-		Appropriated Expenditures
25	5,409	-	-		ENDING FUND BALANCE
26	246,511	5,409	-		TOTAL EXPENDITURES

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APPENDIX C

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VENETA URBAN RENEWAL AGENCY

SUMMARY OF RESOURCES AND REQUIREMENTS

FUND	PROJECTED BEGINNING FUND BALANCE @ 7-1-2019	PROPERTY TAXES	LOAN PROCEEDS	INTEREST EARNED	TOTAL REVENUE	TOTAL RESOURCES
GENERAL	622,257	-	600,000	13,500	613,500	1,235,757
DEBT SERVICE	692,482	661,404	-	12,930	674,334	1,366,816
TOTALS	\$1,314,739	\$661,404	\$600,000	\$26,430	\$1,287,834	\$2,602,573

VENETA URBAN RENEWAL AGENCY
SUMMARY OF RESOURCES AND REQUIREMENTS

FUND	MATERIALS & SERVICES	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL EXPENDITURES	PROJECTED ENDING FUND BALANCE @ 6-30-2020	TOTAL REQUIREMENTS
GENERAL	137,000	-	764,312	10,000	911,312	324,445	1,235,757
DEBT SERVICE	-	881,970	-	-	881,970	484,846	1,366,816
TOTALS	\$137,000	\$881,970	\$764,312	\$10,000	\$1,793,282	\$809,291	\$2,602,573

URBAN RENEWAL AGENCY - GENERAL FUND

	2017 Actual	2018 Actual	2019 Adopted	Description	2020 Proposed	2020 Approved	2020 Adopted
RESOURCES							
1	490,183	872,578	919,125	Beginning Fund Balance	622,257	622,257	622,257
3	600,000	600,000	865,000	Loan Proceeds	600,000	600,000	600,000
4	10,000	-	-	Grant Proceeds	0	0	0
5	4,271	13,065	8,000	Interest Income (LGIP)	13,500	13,500	13,500
6	1,104,454	1,485,643	1,792,125	Total Resources, except taxes to be levied	1,235,757	1,235,757	1,235,757
7				Taxes estimated to be received			
8				Taxes collected in year levied			
9	1,104,454	1,485,643	1,792,125	TOTAL RESOURCES	1,235,757	1,235,757	1,235,757
EXPENDITURES							
Materials and Services							
13	2,510	2,569	3,000	Administrative Supplies	3,000	3,000	3,000
14	-	-	2,000	Public Relations/Marketing	2,000	2,000	2,000
15	-	191	75,000	Redevelopment Toolkit	91,500	91,500	91,500
16	1,000	1,000	1,000	Debt Issuance Costs	1,000	1,000	1,000
17	2,379	1,254	3,000	Farmer's Market	3,000	3,000	3,000
18	10,000	10,000	10,000	Administration Functions by City	10,000	10,000	10,000
19	-	-	1,106	Legal Fees	1,000	1,000	1,000
20	750	596	446	Audit Fees	500	500	500
21	10,000	15,000	5,000	Downtown Retail Marketing Implementation	5,000	5,000	5,000
22	5,000	432	9,000	Other Professional Services	20,000	20,000	20,000
23	31,639	31,042	109,552	Total Materials & Services	137,000	137,000	137,000
Transfers							
26	144,000	129,600	103,680	COV Water System Expansion	93,312	93,312	93,312
27	50,000	-	777,500	COV Park and Pool Facilities	150,000	150,000	150,000
28	-	326,700	40,000	COV Street Improvements - Downtown Streets	461,000	461,000	461,000
29	6,237	12,026	123,109	COV General Fund	60,000	60,000	60,000
30	200,237	468,326	1,044,289	Total Transfers	764,312	764,312	764,312
32	-	-	10,000	Contingency	10,000	10,000	10,000
33	231,876	499,367	1,163,841	TOTAL EXPENDITURES	911,312	911,312	911,312
34	872,578	986,276		ENDING FUND BALANCE			
35			628,284	ESTIMATED ENDING FUND BALANCE	324,445	324,445	324,445
36	1,104,454	1,485,643	1,792,125	TOTAL REQUIREMENTS	1,235,757	1,235,757	1,235,757

URBAN RENEWAL AGENCY - DEBT SERVICE FUND

	2017 Actual	2018 Actual	2019 Adopted	Description	2020 Proposed	2020 Approved	2020 Approved
	RESOURCES						
1	1,262,939	1,056,912	826,458	Beginning Fund Balance	692,482	692,482	692,482
2							
3	11,014	15,825	9,000	Interest Income (LGIP)	12,880	12,880	12,880
4	13,848	11,174	10,000	Previously Levied Taxes	15,000	15,000	15,000
5	2,007	1,318	1,000	Interest on Taxes	1,000	1,000	1,000
6	301	359	50	Investment Income on Taxes	50	50	50
7	1,247	1,750	1,446	In-Lieu/Other	1,446	1,446	1,446
8	1,291,356	1,087,338	847,954	Total Resources, except taxes to be levied	722,858	722,858	722,858
9			621,749	Taxes estimated to be received	643,958	643,958	643,958
10	648,182	663,161		Taxes collected in year levied			
11	1,939,537	1,750,499	1,469,703	TOTAL RESOURCES	1,366,816	1,366,816	1,366,816
12							
13	EXPENDITURES						
14				Debt Service			
15				Du Jour Loan			
16	600,238	600,550	602,500	Loan Principal & Interest	602,500	602,500	602,500
17							
18				Water Bonds Issued Feb 15, 2001			
19	215,000	225,000	235,000	Series 2001 Bond Principal	250,000	250,000	250,000
20	66,938	54,844	65,950	Series 2001 Bond Interest	28,970	28,970	28,970
21	450	450	500	Bond Agent Fees	500	500	500
22	882,625	880,844	903,950	Total Debt Service	881,970	881,970	881,970
23	882,625	880,844	903,950	TOTAL EXPENDITURES	881,970	881,970	881,970
24	1,056,912	869,655		ENDING FUND BALANCE			
25			565,753	ESTIMATED ENDING FUND BALANCE	484,846	484,846	484,846
26	1,939,537	1,750,499	1,469,703	TOTAL REQUIREMENTS	1,366,816	1,366,816	1,366,816



APPENDIX D

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**CITY OF VENETA
ESTIMATE OF PROPERTY TAX COLLECTIONS**

GENERAL GOVERNMENT LIMITATION:

Permanent Tax Rate:	\$	5.6364
Assessed Value for prior year	\$	279,017,052
Increase Rate (3% maximum)		1.02
Estimated Assessed Value		<u>284,597,393</u>
Assessed Value/1,000:		284,597
Amount Tax Rate Will Raise		1,604,105
Estimated/Actual Loss Due to Limits		(7,500)
Other Adjustments per County		25
Net Tax To Be Imposed		<u>1,596,630</u>
Estimate of % Uncollectible		5%
Estimate of Taxes to Receive	\$	<u>1,516,798</u>

		FY2019-20	FY2018-19	FY2017-18
Estimate Distribution to Funds:	DOLLAR AMOUNT	PERCENT	PERCENT	PERCENT
General	\$ 273,024	18%	20%	20%
Law Enforcement	834,239	55%	55%	55%
Parks & Recreation	242,688	16%	15%	14%
Planning	166,848	11%	10%	11%
Total	\$ 1,516,798	100%	100%	100%

EXCLUDED FROM LIMITATION:

	BONDS AFTER MEASURE 5 2010 G.O. POOL	TOTAL FOR CITY
Amount Needed for Payments	\$ 85,000	\$ 85,000
Estimated/Actual Loss Due to Limits		-
Other Adjustments per County	<u>(20)</u>	<u>(20)</u>
Estimate of % Uncollectible	5%	5%
Net Tax To Be Imposed	<u>\$ 89,453</u>	<u>\$ 89,453</u>

	DOLLAR AMOUNT	PERCENT	PERCENT	PERCENT
Estimate Distribution to Funds:				
Debt Service Fund	\$ 1	100%	100%	100%

FY2019-20 Allocation of Payments	General	0.170448	1,601,798
	Debt Service	0.053065	
	Law Enforcement	0.520814	
	Parks & Recreation	0.151510	
	Planning	0.104163	

VENETA URBAN RENEWAL AGENCY
ESTIMATE OF TAXES

	ESTIMATED FY19-20	Actual FY18-19 Excess Assessed Value & Collections through Feb 2019	Actual FY1718
Current Year Assessed Value	\$ 49,645,509		
Rate of Increase (maximum is 3%)	<u>1.01</u>		
Estimated Assessed Value (for upcoming year)	50,141,964		
Actual Assessed Value		* \$ 49,645,509	\$ 46,591,320
Tax to be Levied **	677,850		
Estimated Collection Rate	<u>95%</u>		
Estimated Tax Collections	\$ 643,958		
Actual Taxes Received		\$ 671,139	\$ 663,161
Implied Rate		0.01351862	0.01423357
* Value increase from previous year	6.5553%		

** Based on the estimated current year Excess Assessed Value multiplied by the implied rate for the estimated tax revenue to be collected for the upcoming fiscal year. Another option would be to use the average of past years collections.

LISTING OF POTENTIAL PROJECTS

PROJECTS	TYPE OF PROJECT	TOTAL PROJECT COST	FUND FOR EXPENDITURE	EXPENDITURE ACCOUNT	DOLLAR AMOUNT PER ACCOUNT	FUND/TYPE OF REVENUE	COMMENTS/DESCRIPTION
4th Street Improvements (Broadway to McCutcheon and Dunham from 3rd to 4th)	Maintenance /Expansion	520,000	Streets	230-230-53045	260,000	URA \$260,000; Transportation SDC \$260,000	50% SDC eligible; other 50% is for an overlay considered to be regular maintenance
			Cap Constr-Gov SDC	310-310-60130	260,000		
5th Street Improvements (Broadway to Brooker Lane) Design Only	Expansion	105,000	Streets	230-230-60130	105,000	URA 100%	Construction tentatively set for summer 2020
8th Street Reconstruction	Rehabilitation	252,000	Streets	230-230-53050	252,000	Street Fund Non-specified;	Pavement preservation project; Project does not include curbs, gutters or sidewalks (45%)
8th Street Waterline	Replacement	207,000	Water	210-210-61610	207,000	Water Fund Non-specified	Might be Materials & Services, need to confirm with auditors (55%)
City Park Phase II	Expansion	500,000	Parks	130-130-60130	150,000	URA \$150,000; Recreation SDC \$350,000	100% SDC eligible however; SDC balance is not quite high enough to cover in full
			Cap Constr-Gov SDC	310-310-60130	350,000		
Community Center Upgrades	Refurbishment	25,000	Parks	130-530-53065	25,000	Park Fund Non-specified	Carry over from FY1819; Includes landscaping, heat pump, lighting, curb stops, new flooring, appliances
Downtown Parking Lot (Between 3rd and 4th) Design Only	Expansion	50,000	Streets	230-230-60130	50,000	URA 100%	Construction tentatively set for summer 2020
Jeans Road Chip Seal	Rehabilitation	11,000	Streets	230-230-53050	11,000	Street Fund Non-specified;	Pavement preservation project
Jeans Road Lift Station Relocation	Replacement/Expansion	250,000	Sewer	220-220-60130	250,000	Sewer Fund Non-specified	95% SDC eligible; however, there is not any more SDC money available
Parks, Recreation and Open Space Master Plan	Professional Services	52,000	Cap Constr-Gov SDC	310-310-52290	52,000	Recreation SDC	100% SDC eligible
Perkins Road Reconstructon	Rehabilitation	315,000	Street	230-230-53050	315,000	Street Fund Non-specified \$165,000; Reserve Fund \$150,000	Pavement preservation project; Project does not include curbs, gutters or sidewalks

LISTING OF POTENTIAL PROJECTS

PROJECTS	TYPE OF PROJECT	TOTAL PROJECT COST	FUND FOR EXPENDITURE	EXPENDITURE ACCOUNT	DOLLAR AMOUNT PER ACCOUNT	FUND/TYPE OF REVENUE	COMMENTS/DESCRIPTION
Reservior Land Acquisition	Acquisition	150,000	Water	210-210-60130	150,000	Water Fund Non-specified	Future water tank site; 100% SDC eligible; however, there is not any SDC money available
SDC Analysis & Methodology for Transportation and Multi-Family Housing	Professional Services	32,200	Cap Constr-Gov SDC	310-310-52290	32,200	Transportation SDC	100% SDC eligible
Sidewalk Territorial RR Crossing	Improvement	15,000	Streets	230-230-60250	15,000	Street Fund Non-specified	ADA Compliance
Storm water Template Implementation	Professional Services	2,000	Storm water	240-240-52290	2,000	Storm Water Fund Non-specified	Carry over from FY2018-19
Street Light Installation (2nd and 3rd Streets)	Expansion	46,000	Streets	230-230-60130	46,000	URA 100%	

URBAN RENEWAL AGENCY - LISTING OF POTENTIAL PROGRAMS

PROGRAMS/SERVICES	AMOUNT TO BUDGET	DESCRIPTION
REDEVELOPMENT TOOLKIT	\$ 91,500	The Redevelopment Toolkit is identified as a redevelopment implementation strategy in the document "Next Step Strategies," prepared as a follow up to the Downtown Master Plan. The toolkit contains multiple financial incentives focused on achieving the vision of the Downtown Master Plan and to reduce urban blight. The toolkit can also be used as an incentive for development which has been identified as an action item in the Economic Development Strategy, adopted by the City Council in April 2015, and recent work by the Economic Development Committee.
FARMERS' MARKET OPERATIONS	\$ 3,000	The Veneta Downtown Farmers' Market (VDFM) continues to provide a spark for economic development in the downtown area. The amount being included in the budget includes money for market activities sponsored by the URA, City and special requests made by the manager. The Agency will continue to provide Buck Sanitation services to the market site.
DOWNTOWN RETAIL MARKET ANALYSIS AND IMPLEMENTATION	\$ 5,000	Many of the action items in the Downtown Master Plan have been completed; however, the downtown commercial district continues to languish even though the community is experiencing strong growth. The long-term outcome is for the downtown area to experience significant development similar to that of Veneta's regional retail center at Hwy. 126 and Territorial Road (West Lane Shopping Center).

LISTING OF POTENTIAL ASSET PURCHASES

ASSETS BY TYPE	TOTAL ASSET COST	AMOUNT TO BUDGET	ALLOCATION PERCENTAGES	FUND(S)	EXPENDITURE ACCOUNT NUMBER
OFFICE AND COMPUTER EQUIPMENT - \$4,999 and Below					
Non-specified needs	\$ 10,000			Operating Funds (see below)	
Replacement computers	4,000			Operating Funds (see below)	
Non-specified needs	4,000	4,000	100%	Law Enforcement	51500
		2,832.74	20%	General	51500
		1,666.23	12%	Park and Recreation	51500
		480.21	3%	Planning	51500
		2,903.39	21%	Water	51500
		2,254.36	16%	Sewer	51500
		3,824.86	27%	Street	51500
		38.20	0%	Stormwater	51500
	<u>\$ 18,000</u>	<u>\$ 18,000</u>			
COMPUTER EQUIPMENT - \$4,999 and Below					
				3-15-19 suggesting to combine office and computer equipment into 51500 for each fund, doesn't seem as though the differentiation is important for management or budget.	
		-		General	51510
		-		Park and Recreation	51510
		-		Planning	51510
		-		Water	51510
		-		Sewer	51510
		-		Street	51510
		-		Stormwater	51510
	<u>\$ -</u>	<u>\$ -</u>			
EQUIPMENT - \$5,000 and Above					
Non-specified needs	\$ 25,000			Operating Funds (see below)	
1/2 ton Pick up	25,000	35,000	100%	P.W. Equipment	63110/63615
Generator	5,000	5,000	100%	General	63110
Lift in Pool Pump room	10,000	5,058	20%	General	63110
		2,975	12%	Park and Recreation	63110
		858	3%	Planning	63110
		5,185	21%	Water	63410
		4,026	16%	Sewer	63510
		6,830	27%	Street	63310
		68	0%	Stormwater	63310
	<u>\$ 65,000</u>	<u>\$ 65,000</u>			

LISTING OF POTENTIAL GRANTS

Name of Granting Agency	Type of Grant	Description of Project/Purpose	Amount to Budget (Expenditure)	Amount of Grant (Revenue)	Amount of Grant Match Remaining	Other Important Information
Lane County	Rural Tourism	Various activities designed to promote tourism.	\$ 18,000	\$ 9,000	\$ -	Amount budgeted includes estimated balance from prior year's grant; very likely to receive grant
		General Fund	52065	45110		
Business Oregon	Economic Dev	Build out of broadband for fiber	\$ 250,000	\$ 250,000	\$ -	Construction; grant not awarded as of March 2019
		General Fund	60130	41970		
Business Oregon (Original grant was \$37,500 part of which was already received)	Economic Dev	Build out of broadband for fiber	\$ 36,470	\$ 29,731	\$ 6,739	Design; work has been started; amount being budgeted is estimate of amount to be carried forward to FY1920 based on no additional expenditures in FY1819 past Dec 2018
Regional Fiber Consortium (Original grant of \$20,000 already received)	Economic Dev	Build out of broadband for fiber	\$ 20,580	\$ -	\$ 580	
Lane County (Original grant of \$6,100 already received)	Economic Dev	Build out of broadband for fiber	\$ 6,100	\$ -	\$ -	
Lane Council of Governments (Original grant of \$5,000 already received)	Economic Dev	Build out of broadband for fiber	\$ 5,000	\$ -	\$ -	
		General Fund	60130	41970		
Oregon Public Health Institute (Original grant of \$5,000 already received)	Livability	Adult fitness equipment for City Park	\$ 5,000	\$ -	\$ -	
		Parks Fund	63110	41970		
Business Oregon-Rural Opportunity Initiative or Kaufman Foundation	Economic Dev	Support entrepreneurial development	\$ 6,750	\$ 6,750	\$ -	This is for VenetaWorks; City will cover difference
		General Fund	Multi	41970		

LISTING OF POTENTIAL GRANTS

Name of Granting Agency	Type of Grant	Description of Project/Purpose	Amount to Budget (Expenditure)	Amount of Grant (Revenue)	Amount of Grant Match Remaining	Other Important Information
STIP Project	Livability	Multi-Use Path (Veneta to Elmira)	\$ 35,000	\$ -	\$ 35,000	This is a Lane County project/grant; however, the City is a co-applicant and needs to contribute \$55,906 in match. About 1/2 of the match will be in-kind staff time and right of way dedication
		Street Fund	52290			
Oregon State Department of Transportation Small City Allotment Program	Transportation	Overlay on 8th Street	\$ 439,000	\$ 100,000	\$ -	The project includes waterline work; however, this grant is just for the street portion
		Street Fund	53050			
Oregon Business Development Department (CDBG)	Livability	Provide small rehabilitation loans to home owners through St. Vincent De Paul	\$ 185,000	\$ 185,000	\$ -	City acts as a pass through agency for grant money; original grant \$400,000
		Grants Fund	52075	41970		
Grand Total			\$ 567,900	\$ 580,481		

DEBT SERVICE OBLIGATIONS - GOVERNMENTAL FUNDS

Debt Description/Fund	Allocation	Date of Issue	Interest Rate	Final Maturity Date	Amount of Issue	Debt Outstanding June 30 2019	Principal Due FY2019-20	Extra Principal	Interest Due FY2019-20	Amount to Budget by Fund/Account	Account #s
Banner Bank: Bolton Hill Sewer L.I.D.											
Sewer System Improvements		6-18-2009	3.475% *	6/15/2029	223,502	132,757	11,433	-	6,935		
Local Improvements	1.0									11,433	430-430-65510
Local Improvements	1.0									6,935	430-430-65520
										Payment Total	\$ 18,368
U.S. Bank: General Obligation Bonds											
Pool Facility Construction		2-12-2010	4.45% *	1/1/2029	1,100,000	738,975	58,000	-	34,884		
Debt Service	1.0									58,000	110-110-65125
Debt Service	1.0									34,884	110-110-65130
										Payment Total	\$ 92,884
TOTALS					\$ 1,323,502	\$ 871,732	\$ 69,433	\$ -	\$ 41,819	\$ 111,252	

* Refinanced in FY12-13 from 4.95% and 5.75% respectively.

DEBT SERVICE OBLIGATIONS - ENTERPRISE FUNDS

Debt Description/Fund	Allocation	Date of Issue	Interest Rate	Final Maturity Date	Amount of Issue	Debt Outstanding 06-30-19	Principal Due FY2019-20	Extra Principal	Interest Due FY2019-20	Amount to Budget by Fund/Account	Account #s
USDA Rural Development:											
Sewer System Improvements		08-08-2000	4.50%	08-08-2041	4,255,700	3,027,998	95,038	-	156,260		
Sewer	0.5									47,519	220-220-65230
Sewer	0.5									78,130	220-220-65240
Cap Construction-Sewer	0.5									47,519	314-314-65230
Cap Construction-Sewer	0.5									78,130	314-314-65240
										Payment Total	\$ 251,298
Banner Bank: North 40											
Purchase of 40 acres with manufactured home		12-15-2011	3.48%	12-15-2022	362,590	102,805	40,069	-	4,073		
Cap Construction-Sewer	1.0									40,069	314-314-65250
Cap Construction-Sewer	1.0									4,073	314-314-65260
										Payment Total	\$ 44,142
USDA Rural Development:											
Water System Expansion		12-01-2013	2.75%	12-01-2053	10,379,269	9,568,008	168,036	-	283,120		
Water	0.9									151,232	210-210-65110
Water	0.9									254,808	210-210-65115
Cap Construction-Water	0.1									16,804	312-312-65230
Cap Construction-Water	0.1									28,312	312-312-65240
										Payment Total	\$ 451,156
GRAND TOTALS:					\$ 14,997,559	\$ 12,698,811	\$ 303,143	\$ -	\$ 443,453	\$ 746,596	

DEBT SERVICE OBLIGATIONS - URBAN RENEWAL AGENCY

Debt Description	Date of Issue	Interest Rate	Final Maturity Date	Amount of Issue	Debt Outstanding 06-30-19	Principal Due FY2019-20	Extra Principal	Interest Due FY2019-20	Amount to Budget
General Obligations Bonds:									
Water System Construction	02/15/2001	5.63%	02/15/20	250,000	250,000	250,000		28,969	278,969
	02/15/2001	5.63%	02/15/21	265,000	265,000				
GRAND TOTALS:				\$ 515,000	\$ 515,000	\$ 250,000	\$ -	\$ 28,969	

SCHEDULE OF TRANSFERS

FUND(S) \$ BEING TRANSFERRED FROM	FUND(S) \$ BEING TRANSFERRED TO	AMOUNTS OUT	AMOUNTS IN	EXPLANATION	ACCOUNT #
Business Assistance	General	1,000	1,000	Staff time spent on loan administration	360-360-75005 100-000-41955
Zumwalt	General	32,000	2,000	Operating support and staff	350-350-75005, 30, 20 100-000-41945
	Law Enforcement		10,000	time spent on campground	120-000-41945
	Park and Recreation		20,000	operation	130-000-41945
Water		5,000		Build up fund balance for	210-210-75050
Street		5,000		future equipment and vehicle	230-230-75050
Sewer		5,000		needs	220-220-75050
	P.W. Equipment		15,000		250-000-41915, 10, 20
Street	Reserve	6,000	6,000	To comply with State Law if full bike/ped \$ is not used	230-230-75085 610-000-41910
Reserve-Governmental	Street	150,000	150,000	Support of Pavement Preservation Program	610-610-75085 230-000-46010
General		25,000		To start new fund entitled	100-100-xxxxx
Building Inspection Program			25,000	"Building Inspection Program Fund"	260-000-xxxxx
		<u>\$ 229,000</u>	<u>\$ 229,000</u>		

From Urban Renewal:

- 260,000 4th Street
- 150,000 City Park
- 93,312 Water Debt
- 46,000 Streetlights for 2nd/3rd
- 50,000 Downtown Parking Lot
- 105,000 5th Street
- 60,000 Staff Reimbursement
- 764,312

PERSONAL SERVICES DISTRIBUTION BY FUND AND DEPARTMENT

Positions	Funds/Departments	ADMIN/F INANCE	ADMIN/ URA	COURT	CODE ENFORCE MENT	PUBLIC SAFETY	BUILDING	PARKS	POOL	PLANNING	WATER	SEWER	STREETS	STORMW ATER	ZUMWALT	TOTAL
REGULAR & TEMPORARY EMPLOYEES:																
City Administrator		0.275	0.025	0.025	0.025	0.025	0.010	0.050	0.025	0.190	0.050	0.250	0.025	0.025		100%
Management Analyst		0.100	0.450	0.025	0.025	0.200		0.025	0.050	0.025	0.025	0.025	0.025	0.025		100%
Finance Director		0.320		0.100	0.010	0.010	0.010	0.025	0.025	0.100	0.150	0.150	0.050	0.050		100%
HR Specialist/Program Manager		0.400		0.025				0.100	0.275	0.050	0.050	0.050	0.025	0.025		100%
Office Support Specialist III AF		0.225		0.050				0.025	0.025	0.025	0.300	0.300	0.025	0.025		100%
Office Support Specialist II		0.250		0.050				0.050	0.050	0.050	0.250	0.250	0.025	0.025		100%
City Recorder		0.425		0.025				0.100		0.200	0.100	0.100	0.050	0.000		100%
Comm Development Director		0.050	0.010	0.025	0.010		0.010	0.120		0.375	0.050	0.050	0.250	0.050		100%
Associate Planner		0.225					0.025			0.700	0.025	0.025				100%
Office Support Specialist III TW		0.175		0.250	0.200		0.125	0.025	0.025	0.105	0.025	0.025	0.020	0.025		100%
PW Director		0.150						0.050	0.050		0.275	0.300	0.150	0.025		100%
PW Superintendent		0.050						0.050	0.025		0.400	0.400	0.050	0.025		100%
Utility Worker I (AF)		0.050						0.050	0.025		0.325	0.375	0.150	0.025		100%
Utility Worker I (SB)								0.300	0.025		0.200	0.200	0.200	0.075		100%
Utility Worker I (JP)		0.250						0.100			0.200	0.125	0.300	0.025		100%
Utility Worker II (JM)											0.400	0.600				100%
Utility Worker I (ME)								0.350	0.150		0.050	0.150	0.250	0.050		100%
On-call pay: PW Employees											0.50	0.50				100%
% Charged to Funds/Dept		2.945	0.485	0.575	0.270	0.235	0.180	1.420	0.750	1.820	3.375	3.875	1.595	0.475	0.000	
SEASONAL EMPLOYEES:																
Pool Staff									1.00							100%
Seasonal Grounds Laborer								0.400				0.150	0.425	0.025		100%
Recreation and Events Coordinator															1.000	100%
% Charged to Funds/Dept		0.000	0.000	0.000	0.000	0.000	0.000	0.400	1.000	0.000	0.000	0.150	0.425	0.025	1.000	
Total % by Funds/Departments		2.945	0.485	0.575	0.270	0.235	0.180	1.820	1.750	1.820	3.875	4.525	2.020	0.500	1.000	

Total FTE Regular positions 17
 Estimate FTE Seasonal positions 3.7

SCHEDULE OF ESTIMATED PERSONNEL COSTS BY DEPT AND TYPE

Fund/Department Name:	ADMIN/FINANCE	URA	COURT	CODE ENFORCEMENT	PUBLIC SAFETY	BUILDING	PARKS	POOL	PLANNING	WATER	SEWER	STREETS	STORM	ZUMWALT	TOTAL BY TYPE
Type of Cost:	100-100	100-100	100-160	100-170	100-195	260-110	130-130	130-520	140-140	210-210	220-220	230-230	240-240	350-350	
Salary/Wages 50010	\$ 206,678	\$ 31,346	\$ 39,426	\$ 18,703	\$ 16,240	\$ 12,417	\$ 91,824	\$ 135,001	\$ 141,964	\$ 200,623	\$ 247,922	\$ 111,080	\$ 33,284	\$ 6,608	1,293,116.21
Insurance Benefits 50065	41,672	6,863	8,136	3,821	3,325	2,547	20,093	10,613	25,753	47,757	54,832	22,570	6,721	-	254,704.52
Life & LTD Insurance Benefits 50065	729	120	142	67	58	45	352	186	451	836	960	395	118	-	4,457.10
Pension - EE & ER 50070	49,905	8,219	9,744	4,575	3,982	3,050	24,063	12,709	30,841	57,192	65,665	27,028	8,049	-	305,023.51
FICA 50060	14,860	2,447	2,901	1,362	1,186	908	8,245	6,483	9,184	17,030	19,958	9,195	2,464	2,699	98,923.39
Workers' Compensation 50060	1,990	328	388	182	159	122	1,228	1,178	1,230	2,280	2,719	1,363	338	671	14,173.27
TOTAL BY TYPE OF FUND/DEPT	\$ 315,835	\$ 49,322	\$ 60,738	\$ 28,710	\$ 24,950	\$ 19,089	\$ 145,804	\$ 166,169	\$ 209,423	\$ 325,718	\$ 392,055	\$ 171,631	\$ 50,974	\$ 9,978	\$ 1,970,398

City of
Veneta

WORK PLAN

2019 - 2020

Adopted March 4, 2019

City Council:
Mayor Keith Weiss
Councilor Thomas Cotter
Councilor Pat Coy
Councilor Calvin Kenney
Councilor Robbie McCoy

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APPENDICES:

Projects by Department

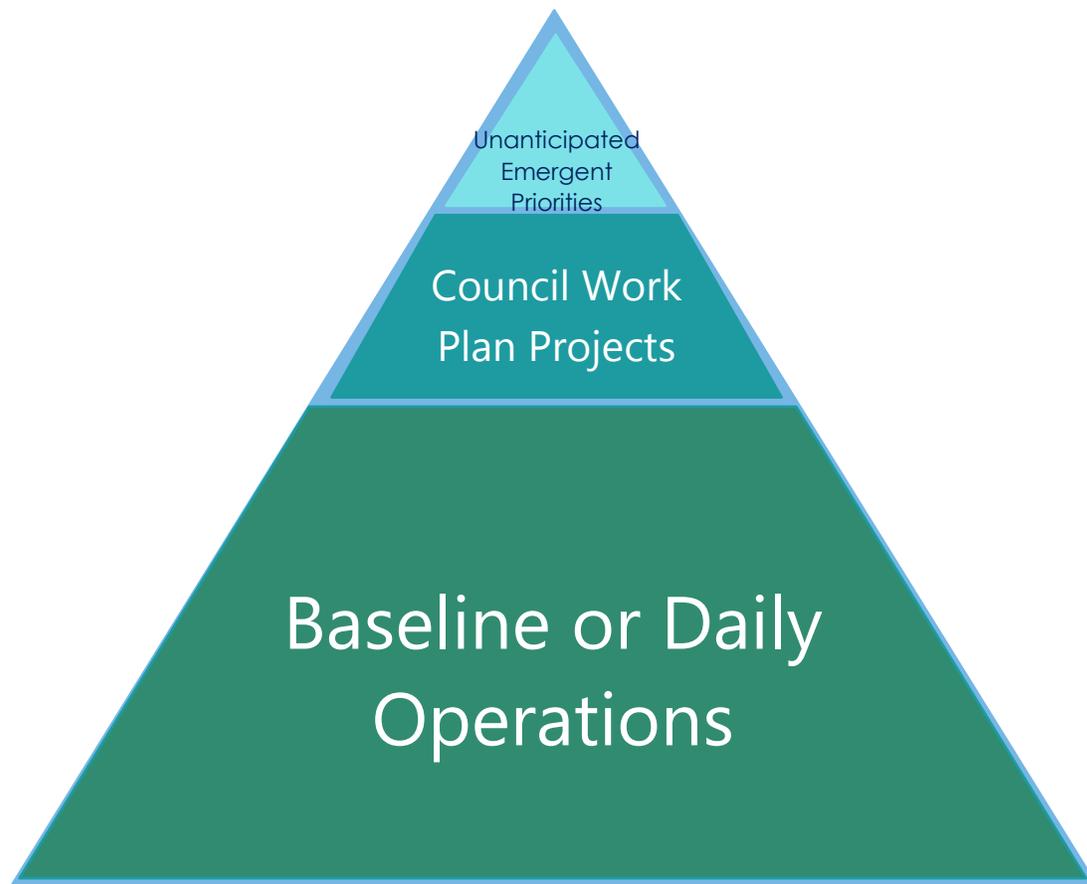
Projects by Council Goals

OVERVIEW

Purpose

The purpose of this Council work plan is to outline projects, based on Council priorities, community need, staff and financial capacity, which have been identified for the next two years. This does not include City staff's routine, ongoing work.

Per John Nalbandian, a local government management expert and professor, roughly 80% of staff capacity should be allocated to ongoing operations and "daily" work, 15% to priority work plan projects, and 5% to unanticipated and emergent priorities, as illustrated in the below diagram.



Council Goals



Create community and economic development opportunities for business and industry to retain and create jobs.



Improve community safety through enhanced community policing, emergency preparedness, and code enforcement efforts.



Promote parks and recreation projects and improvements that support healthy and active lifestyles for all ages.



Urbanize city streets in order to improve bicycle and pedestrian connectivity and continue to develop multi-use paths for the betterment of the community.



Improve community awareness of city issues and public engagement opportunities.

City Plans



Comprehensive Plan



Park, Recreation and Open Space Master Plan



Downtown Master Plan



Pavement Preservation Plan



Economic Development Strategic Plan



Transportation System Plan



Emergency Operations Plan



Urban Renewal Plan



Hazard Mitigation Plan



Wastewater Master Plan



Next Steps Strategies



Water System Master Plan

ADMINISTRATION

Community Engagement

Community Engagement serves to keep the community and its stakeholders informed about key City issues and work. A continual goal of the division is to create a variety of engaging, dynamic, and informative communication streams to meet the needs of all residents.

Project	Update Communication Plan		
Description	The City's Communication Plan was adopted by Council in 2015. This update will begin with initial analysis of the Plan's efficacy and identify opportunities to streamline and improve.		
Timeline	Initial draft and staff review in 2019. Comprehensive draft to Council for review and approval in January 2020.		
Budget	Staff time	Funding Source	
Project Lead	Management Analyst		
Council Goals		City Plans	

Economic Development

Economic Development works to build a "culture of entrepreneurship" in Veneta. The division identifies ways the City can support grassroots economic development while making Veneta an attractive place for existing companies to relocate or expand.

Project	Broadband Implementation		
Description	Design and construction of middle mile fiber optic infrastructure to connect Veneta to the WIX center in downtown Eugene. Once the Middle Mile project has completed construction, the City will develop a process for leasing fiber strands to service providers.		
Timeline	Design to be completed by June 2019 with construction anticipated for fiscal year 2020.		
Budget	\$275,000	Funding Source	Grant, TBD
Project Lead	City Administrator		

Council Goals		City Plans	
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Project	Pop-Up Retail District
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Description	The Popups will be a series of temporary and then permanent tiny retail locations for Veneta entrepreneurs. This will also include community recreation or lounging space.
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Timeline	The pilot project is slated to begin in July 2019 and run through September 2019. After an evaluation period, work will begin on creating a permanent facility beginning December 2019 with the process running through May 2020. Construction is expected to be completed in summer 2020.
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Budget	\$18,500	Funding Source	Business Oregon Grant
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Project Lead	RARE Participant
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Council Goals	 	City Plans	  
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Project	Rural Opportunity Initiative/VenetaWorks
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Description	Building a culture of entrepreneurship in Veneta through events, workshops, business mentorship & resources, including the services of the Oregon RAIN Venture Catalyst. Funds also go to support other projects such as the Spring Showcase.
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Timeline	Funding for the first year grant runs from June 2018 to June 2019.
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Budget	\$5,500	Funding Source	Business Oregon Grant
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Project Lead	RARE Participant
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Council Goals	 	City Plans	
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Municipal Court

The judicial branch of the City government, Municipal Court provides a local forum for the resolution of minor traffic violations, parking citations, and violations of City ordinances.

Project	Convert Court Financial Software		
Description	Replace existing financial software and integrate with the City's more efficient software.		
Timeline	September 2019, review standard letters and forms, verify fine amounts, and complete initial training. November 2019, review and develop new processes, determine scope of conversion and how to handle cases not being converted. February 2020, data entry and verification. April 2020, develop processes for taking payments and training. Go-live in July 2020.		
Budget	Staff time	Funding Source	
Project Lead	Office Support Specialist III		
Council Goals		City Plans	

COMMUNITY DEVELOPMENT

The department is engaged in activities related to improving the livability of Veneta. The department administers codes and ordinances by regulating development, building construction, and providing municipal code compliance to ensure community safety and livability. The department also engages in long range planning projects such as Comprehensive Plan updates and the preparation of transportation, park and other specific master plans.

Long Range Planning

Project	East Hunter Safe Routes to School Application		
Description	Bidding services from engineer for the E. Hunter Rd improvement project. Construction of project is scheduled for summer of 2020.		
Timeline	To be bid in spring of 2020.		
Budget	\$15,000	Funding Source	

Project Lead Public Works Director

Council Goals		City Plans	
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Project	Low Impact Development (LID) Stormwater Manual Implementation
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Description	Work with City Engineer and consultant on modifying DEQ LID template and adopting new standards for stormwater detention and treatment.
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Timeline	Project team to begin work in January with draft manual anticipated by May 2019. Adoption June 2019 or sooner.
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Budget	\$10,300	Funding Source	
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Project Lead Community Development Director

Council Goals		City Plans	
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Project	Northeast Employment Center Amendments
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Description	Prepare code amendments and adoption documents for Northeast Employment Center changes. This will implement the analysis and proposed amendments prepared by the University of Oregon, staff, and stakeholder committee.
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Timeline	Adoption scheduled for May 2019.
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Budget	Staff time	Funding Source	
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Project Lead Community Development Director

Council Goals		City Plans	
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Project	Parks and Open Space Master Plan		
Description	Prepare a Request for Proposals (RFP) and award contract to consultant who will prepare a 20 year Parks and Open Space Master Plan for the City.		
Timeline	RFP to be prepared in February 2019. Work to begin in May and completed in summer 2019. Adoption in fall of 2019.		
Budget	\$45,000	Funding Source	TBD
Project Lead	Community Development Director		
Council Goals	 	City Plans	

Project	Sidewalk Infill		
Description	In 2015, Council held a work session where staff presented a summary of the sidewalk and bike lane inventory and visual survey conducted by Pavement Services, Inc, which helped the City prioritize future sidewalk projects. In 2016, the City updated the municipal code language to clarify abutting property owners' responsibility for sidewalk maintenance and repair, allowing the City to take a more proactive approach in requiring maintenance. The City will identify areas for infill work to be completed, which may also result in a sidewalk LID project.		
Timeline	Process scheduled for fiscal year 2019 – 2020.		
Budget	\$300	Funding Source	TBD
Project Lead	Community Development Director or Associate Planner		
Council Goals	 	City Plans	

Project	Transportation System Plan Update & Adoption		
Description	Work with consultant, Citizen Advisory Committee and Technical Advisory Committee to conduct a comprehensive update to the City's Transportation System Plan.		
Timeline	Adoption scheduled for spring of 2019.		
Budget	\$300	Funding Source	
Project Lead	Community Development Director		
Council Goals	  	City Plans	

Project	Update SDC Methodology and Rate		
Description	Prepare and publish RFP for consultant to analyze and make recommendation on SDC for multi-family and ADU housing types, update transportation SDC methodology, and rate to implement recently adopted TSP.		
Timeline	RFP to be released in May 2019. Analysis and adoption completed in fall of 2019.		
Budget	\$20,200	Funding Source	SDCs
Project Lead	Community Development Director		
Council Goals		City Plans	

Project	Veneta-Elmira Path: 2021-2024 STIP Application		
Description	Prepare STIP application for Veneta-Elmira multi-use path construction.		
Timeline	Programmed for the 2019-2020 Fiscal Year.		

Budget	Staff time	Funding Source	
Project Lead	Community Development Director		
Council Goals	 	City Plans	

Project	Veneta-Elmira Path Final Design & Engineering		
Description	The City, ODOT, and Lane County will enter into an IGA to allow Lane County Engineering to complete the final design and engineering for the Veneta-Elmira Path. As part of this project, the City will prepare and conduct a public outreach and engagement plan. This plan will be required to comply with Federal Title VI requirements. The City will also begin the process of securing easements for construction of the pathway. These activities will count towards the required match for this 2018-2021 STIP Project.		
Timeline	RFP to be released once IGA with Lane County and ODOT has been signed, and project receives a notice to proceed (estimated November 2019).		
Budget	\$250	Funding Source	
Project Lead	Community Development Director		
Council Goals	 	City Plans	

Current Planning

Project	Mobile Vending Unit Code Amendments		
Description	Amend Veneta Land Development Ordinance to streamline process for siting mobile food carts and mobile vendors.		
Timeline	Adoption of code amendments scheduled for March 2019.		
Budget	\$300	Funding Source	TBD

Project Lead Associate Planner

Council Goals		City Plans	
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Code Enforcement

Project	Parking Amendments		
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Description	Amend municipal code to make it possible to cite vehicles parked on front lawns. Amend RV parking standards with provisions that are enforceable.		
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Timeline	Code amendments to begin in January 2019 with adoption anticipated in March or April.		
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Budget	\$300	Funding Source	
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Project Lead Community Development Director

Council Goals		City Plans	
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Project	Vacant Property Registration		
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Description	First year implementing the recently adopted Vacant Property Registration Ordinance. Creation of database to track the status of vacant properties, registration and notifications, and communication with property owners.		
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Timeline	Initial implementation to be completed by spring of 2019.		
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Budget	Staff time	Funding Source	
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Project Lead Management Analyst

Council Goals	 	City Plans	 
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FISCAL & ADMINISTRATIVE SERVICES

Finance

The Finance division works to record and process financial activity efficiently, accurately and timely. The division produces a variety of financial reports to support internal decision makers and to ensure the City's compliance with external regulations.

Project	Continue Financial Software Conversion		
Description	Implement outstanding modules including human resources, accounts receivable, online features, fixed assets, and backflow to improve efficiency and communication.		
Timeline	Training and setup for human resources, backflow, and Accounts receivable in spring 2019. Training and setup for fixed assets in fall 2019.		
Budget	TBD	Funding Source	
Project Lead	Finance Director		
Council Goals		City Plans	

Human Resources

The Human Resources division works to administer employee-related activities and benefits. The division acts as a liaison between applicants and the City, a resource for existing employees, and as a guide to the City as a whole to ensure compliance with laws and best practices.

Project	Update Employee Handbook		
Description	Update handbook to enhance compliance with current laws, clarify language, and incorporate changes made or needed in practice.		
Timeline	Identify, incorporate changes, and have staff review in spring 2019. Comprehensive draft to Council for review and approval in June.		
Budget	Staff time	Funding Source	
Project Lead	Finance Director		

Council Goals		City Plans	
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Information Technology

The Information Technology division works to ensure that the City has sufficient equipment and software for employees to efficiently perform their work tasks and communicate effectively.

Project	Convert Phone System to Direct Dial		
Description	Create direct lines for most common reasons people call the City. Initial list includes Court, Planning, Zumwalt, and Public Works.		
Timeline	Determine costs and scope in July 2019. In September, finalize the scope and obtain approval. October 2019 complete installation.		
Budget	TBD	Funding Source	
Project Lead	Office Support Specialist III		
Council Goals		City Plans	

PUBLIC SAFETY

Community Policing

Community Policing focuses on strengthening the partnerships between the City, Lane County Sheriff's Office, and the local Neighborhood Watch program to reduce crime and create a safer community.

Project	Long Term Law Enforcement Funding		
Description	Identify and analyze options for long term law enforcement funding. Integrate community in the discussion to build support and momentum.		
Timeline	Present options to Council in fiscal year 2019 - 2020.		
Budget	Staff time	Funding Source	

Project Lead Management Analyst

Council Goals	 	City Plans	
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Project	National Night Out		
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Description	National Night Out is an annual community-building campaign that promotes strong police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live and work. This will be the inaugural National Night Out for Veneta.		
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Timeline	Event occurs the first Tuesday in August each year. This year it falls on August 6, 2019.		
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Budget	TBD	Funding Source	
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Project Lead Management Analyst

Council Goals	 	City Plans	
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Emergency Preparedness

Emergency Preparedness works to ensure the whole community is connected and prepared for emergencies and to increase community-wide resiliency. With the adoption of the Hazard Mitigation Plan in 2018, implementing identified projects is a focus of this work plan.

Project	Implementation of Hazard Mitigation Plan		
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Description	Implement activities identified within the Hazard Mitigation Plan including development of a community outreach and engagement plan and amendments to the Veneta Municipal Code with provisions to implement fuel reduction strategies.		
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Timeline	Majority of the work including code amendments will take place in fiscal year 2019 – 2020.		
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Budget	Staff time	Funding Source	
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Project Lead Management Analyst

Council Goals	 	City Plans	
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PUBLIC WORKS

Parks

Parks is responsible for the maintenance of the City’s seven existing parks, the community swimming pool, and the Community Center. The focus during this work plan will be to complete Phase II of City Park, complete construction of the multi-use pool, and develop programming for the multi-use pool.

Project	City Park Phase II		
Description	Design and construct new restroom, raised platform, shade structure, extended pathways (including connection to Hunter), landscape, irrigation, and associated storm control and treatment for City Park.		
Timeline	To be completed in the spring of 2020.		
Budget	\$500,000	Funding Source	Urban Renewal Fund
Project Lead	Public Works Director		
Council Goals	 	City Plans	  

Project	Kiddie Pool Tile Project		
Description	Work with SVDP on creating glass tiles to be installed at pool to honor kiddie pool donors.		
Timeline	Installation will occur in 2019 before pool season opens.		
Budget	\$2,300	Funding Source	Fundraising
Project Lead	Community Development Director		

Council Goals		City Plans	
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Streets

The Streets division is responsible for the maintenance of the road system and right-of-ways that are under the jurisdiction of the City. The focus during this work plan will be to make improvements in the Downtown area for street and pedestrian safety, connectivity, and convenience. Work will also be done to improve, protect, and preserve existing street infrastructure in all areas of town.

Project	4th Street Improvements, Broadway to McCutcheon		
Description	Design full improvements including curb, gutter, sidewalks, and storm treatment on 4 th St between Broadway and Dunham and on Dunham Ave between 3 rd and 4 th Street, north side only.		
Timeline	Design to be completed in the fall of 2019. Construction spring to summer 2020.		
Budget	\$520,000	Funding Source	SDCs, Urban Renewal Fund
Project Lead	Public Works Director		
Council Goals		City Plans	

Project	5th Street & Brooker Lane Extension		
Description	Design the extension of 5 th Street from Broadway to Brooker Lane, includes on-street parking, and Brooker Lane from 4 th to 5 th St.		
Timeline	Design to be completed in the fall of 2019. Construction tentatively scheduled for summer 2020.		
Budget	\$425,000	Funding Source	SDCs, Urban Renewal Fund
Project Lead	Public Works Director		

Council Goals	 	City Plans	 
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Project	Downtown Parking Lot		
Description	Design downtown parking lot on City-owned property between 3 rd and 4 th St.		
Timeline	Design to be completed in the fall of 2019. Construction tentatively scheduled for summer 2020.		
Budget	\$300,000	Funding Source	SDCs, Urban Renewal Fund
Project Lead	Public Works Director		
Council Goals		City Plans	 

Project	Jeans Road Chip Seal		
Description	Install chip seal on Jeans Rd from Cornerstone to City limits going east. City will contract with Lane County when the County is chip sealing the rest of Jeans Rd.		
Timeline	Contingent on Lane County’s project schedule to chip seal County-owned section. Should be complete by September 2019.		
Budget	\$11,000	Funding Source	Street Maintenance Fund
Project Lead	Public Works Director		
Council Goals		City Plans	

Project	Perkins Road Reconstruction		
Description	Council to decide in spring 2019 how to address road issues.		
Timeline	TBD		
Budget	TBD	Funding Source	SDCs, Urban Renewal Fund
Project Lead	Public Works Director		
Council Goals		City Plans	

Project	Street Lights – 2nd & 3rd Streets		
Description	Install street lights on 2 nd and 3 rd St from Broadway to Dunham. Street light infrastructure (pads, conduit, junction boxes) was installed as part of the 2 nd and 3 rd St improvement projects. This project is to purchase and install the fixtures.		
Timeline	To be completed in the fall of 2019.		
Budget	\$46,000	Funding Source	SDCs, Urban Renewal Fund
Project Lead	Public Works Director		
Council Goals		City Plans	

Project	Territorial Railroad Crossing		
Description	Construct new ADA accessible sidewalks at Territorial railroad crossing.		
Timeline	Contingent on other railroad crossing improvements being proposed by the railroad.		

Budget	\$15,000	Funding Source	
Project Lead	Public Works Director		
Council Goals		City Plans	

Water

The Water division is responsible for supplying and delivering safe drinking water to City residents that meets all state and federal requirements. The focus during this work plan will be to develop a site for a new water reservoir to provide redundancy in the City’s distribution system and to continue to provide good, safe water to our residents.

Project	Land for New Water Reservoir		
Description	Acquire land for future construction of redundant one million gallon reservoir for 582ft pressure zone.		
Timeline	Identify desirable property and begin discussions with property owner summer 2019.		
Budget	\$150,000	Funding Source	SDCs
Project Lead	Public Works Director		
Council Goals		City Plans	

URBAN RENEWAL AGENCY

The Urban Renewal Agency will enable the City to achieve its primary goal of becoming a "mid-Lane service center and suburban residential community with an appealing rural setting" by identifying and implementing strategies to address barriers and opportunities for business development.

Project	Fermentation Incentive Package		
Description	The Fermentation Incentive Project is a series of funding incentives and assistance programming with the goal of recruiting a "fermenter" (brewery,		

	winery, cider maker, kombucha, etc.) to downtown Veneta or in the Enterprise Zone, although this limits the aid we could provide to such a business.		
Timeline	The project was adopted by council during the October 29, 2018 City Council work session. This project seeks to have applicants within the 2019 – 2020 budget year. Promotion and outreach activities will begin February 2019 and continue until the City attracts applicants to the program.		
Budget	\$121,500	Funding Source	Urban Renewal Fund, Business Incentive Program
Project Lead	City Administrator		
Council Goals		City Plans	

Project	Urban Renewal Plan Substantial Amendment		
Description	Engage a consultant to assist with completing a substantial amendment to the Urban Renewal Plan which will amend the boundary, increase the maximum indebtedness, and add additional projects.		
Timeline	RFP issued in January 2019. Plan adoption to be completed by November 2019.		
Budget	\$35,000	Funding Source	Urban Renewal Fund
Project Lead	Management Analyst		
Council Goals	  	City Plans	

Department	Project Title	Timeline			Budget	Council Goals	Staff Lead	Page #
		Jan-Jun 2019	Jul 2019-Jun 2020	Jul-Dec 2020				
Administration	Update Communication Plan					5	Management Analyst	4
	Broadband Implementation				\$275,000	1	City Administrator	4
	Pop-Up Retail District				\$ 18,500	1,5	RARE Participant	5
	Rural Opportunity Initiative/VenetaWorks				\$ 5,500	1,5	RARE Participant	5
	Convert Court Financial Software						Office Support Specialist III	6
Community Development	East Hunter Safe Routes to School Application						Community Development Director	6
	LID Stormwater Manual Implementation				\$ 10,300	1	Community Development Director	7
	Northeast Employment Center Amendments					1	Community Development Director	7
	Parks and Open Space Master Plan				\$ 45,000	3,5	Community Development Director	8
	Sidewalk Infill				\$ 300	2,4	Community Development Director or Associate Planner	8
	Transportation System Plan Update & Adoption				\$ 300	1,2,4	Community Development Director	9
	Update SDC Methodology and Rate				\$ 20,200	1	Community Development Director	9
	Veneta-Elmira Path: 2021-2024 STIP Application					3,4	Community Development Director	9
	Veneta-Elmira Path Final Design & Engineering				\$ 250	2,4	Community Development Director	10
	Mobile Vending Unit Code Amendments				\$ 300	1	Associate Planner	10
	Parking Amendments				\$ 300		Community Development Director	11
	Vacant Property Registration					1,2	Management Analyst	11
	Fiscal & Administrative Services	Continue Financial Software Conversion						Finance Director
Update Employee Handbook							Finance Director	12
Convert Phone System to Direct Dial					TBD		Office Support Specialist III	13
Public Safety	Long Term Law Enforcement Funding					2,5	Management Analyst	13
	National Night Out				TBD	2,5	Management Analyst	14
	Implementation of Hazard Mitigation Plan				TBD	2,5	Management Analyst	14
Public Works	City Park Phase II				\$500,000	3,4	Public Works Director	15
	Kiddie Pool Tile Project				\$ 2,300	3,5	Community Development Director	15
	4th Street Improvements, Broadway to McCutcheon				\$520,000	1,4	Public Works Director	16
	5th Street & Brooker Lane Extension				\$425,000	1,4	Public Works Director	16
	Downtown Parking Lot				\$300,000	1	Public Works Director	17
	Jeans Road Chip Seal				\$ 11,000		Public Works Director	17
	Perkins Road Reconstruction		TBD		TBD		Public Works Director	18
	Street Lights - 2nd & 3rd Streets				\$ 46,000	4	Public Works Director	18
	Territorial Railroad Crossing		TBD		\$ 15,000	4	Public Works Director	18
Land for New Water Reservoir				\$150,000		Public Works Director	19	
Urban Renewal Agency	Fermentation Incentive Package				\$121,500	1	City Administrator	19
	Urban Renewal Plan Substantial Amendment				\$ 35,000	1,3,4	Management Analyst	20

Council Goals

1) Economic Development 2) Community Safety 3) Parks and Recreation 4) Urbanize City Streets 5) Public Engagement

Council Goal	Project Title	Timeline			Budget	Staff Lead	Page #
		Jan-Jun 2019	Jul 2019-Jun 2020	Jul-Dec 2020			
Economic Development	Broadband Implementation				\$275,000	City Administrator	4
	Pop-Up Retail District				\$ 18,500	RARE Participant	5
	Rural Opportunity Initiative/VenetaWorks				\$ 5,500	RARE Participant	5
	LID Stormwater Manual Implementation				\$ 10,300	Community Development Director	7
	Northeast Employment Center Amendments					Community Development Director	7
	Transportation System Plan Update & Adoption				\$ 300	Community Development Director	9
	Update SDC Methodology and Rate				\$ 20,200	Community Development Director	9
	Mobile Vending Unit Code Amendments				\$ 300	Associate Planner	10
	Vacant Property Registration					Management Analyst	11
	4th Street Improvements, Broadway to McCutcheon				\$520,000	Public Works Director	16
	5th Street & Brooker Lane Extension				\$425,000	Public Works Director	16
	Downtown Parking Lot				\$300,000	Public Works Director	17
	Fermentation Incentive Package				\$121,500	City Administrator	19
Urban Renewal Plan Substantial Amendment				\$ 35,000	Management Analyst	20	
Community Safety	Sidewalk Infill				\$ 300	Community Development Director or Associate Planner	8
	Transportation System Plan Update & Adoption				\$ 300	Community Development Director	9
	Veneta-Elmira Path Final Design & Engineering				\$ 250	Community Development Director	10
	Vacant Property Registration					Management Analyst	11
	Long Term Law Enforcement Funding					Management Analyst	13
	National Night Out				TBD	Management Analyst	14
	Implementation of Hazard Mitigation Plan				TBD	Management Analyst	14
Parks & Recreation	Parks and Open Space Master Plan				\$ 45,000	Community Development Director	8
	Veneta-Elmira Path: 2021-2024 STIP Application					Community Development Director	9
	City Park Phase II				\$500,000	Public Works Director	15
	Kiddie Pool Tile Project				\$ 2,300	Community Development Director	15
	Urban Renewal Plan Substantial Amendment				\$ 35,000	Management Analyst	20
Urbanize City Streets	Sidewalk Infill				\$ 300	Community Development Director or Associate Planner	8
	Transportation System Plan Update & Adoption				\$ 300	Community Development Director	9
	Veneta-Elmira Path: 2021-2024 STIP Application					Community Development Director	9
	Veneta-Elmira Path Final Design & Engineering				\$ 250	Community Development Director	10
	City Park Phase II				\$500,000	Public Works Director	15
	4th Street Improvements, Broadway to McCutcheon				\$520,000	Public Works Director	16
	5th Street & Brooker Lane Extension				\$425,000	Public Works Director	16
	Street Lights - 2nd & 3rd Streets				\$ 46,000	Public Works Director	18
	Territorial Railroad Crossing		TBD		\$ 15,000	Public Works Director	18
Urban Renewal Plan Substantial Amendment				\$ 35,000	Management Analyst	20	
Public Engagement	Update Communication Plan					Management Analyst	4
	Pop-Up Retail District				\$ 18,500	RARE Participant	5
	Rural Opportunity Initiative/VenetaWorks				\$ 5,500	RARE Participant	5
	Parks and Open Space Master Plan				\$ 45,000	Community Development Director	8
	Long Term Law Enforcement Funding					Management Analyst	13
	National Night Out				TBD	Management Analyst	14
	Implementation of Hazard Mitigation Plan				TBD	Management Analyst	14
Kiddie Pool Tile Project				\$ 2,300	Community Development Director	15	