

VENETA



oregon

Inc. 1962

ADOPTED
BUDGET DOCUMENT
FOR
FISCAL YEAR 2017 – 2018

Also includes the
Veneta Urban Renewal Agency

This page intentionally left blank

TABLE OF CONTENTS

CITY OF VENETA

SECTION 1: OVERVIEW

Distinguished Budget Award 2016	Page 3
Budget Message	Page 6
Budget Overview	Page 9

SECTION 2: STRUCTURE

City Organization Chart	Page 14
Staff Organization Chart	Page 15
Overview of Funds and Functions	Page 19
Funds by Type	Page 20
Dept. Descriptions & Objectives	Page 21
City Overview	Page 28

SECTION 3: BUDGET PROCESS

Budget Committee Members	Page 34
Budget Process	Page 35
Budget Process Timeline	Page 37

SECTION 4: RESOURCES

Beginning Fund Balances	Page 41
New Revenue:	Page 42
Chart of New Revenue	Page 43
New Revenue Graph	Page 44
Property Taxes	Page 44
User Fees	Page 47
Intergovernmental Revenue	Page 48
Franchise Fees	Page 49
Transfers	Page 50
Other Revenue	Page 50

SECTION 5: REQUIREMENTS

Expenditures:	
Chart of Expenditures	Page 53
Expenditure Graph	Page 54
Budget Structure of Expenditures	Page 55
Personal Services	Page 56
Materials and Services	Page 59
Capital Outlay	Page 59
Debt Service	Page 60
Contingency	Page 60
Transfers	Page 60
Unappropriated/Ending Balance	Page 60

SECTION 6: CONSOLIDATED FINANCIALS

General Fund:	
Narrative	Page 63
Consolidated Budget	Page 65

Special Revenue Funds:	
Narrative	Page 66
Consolidated Budgets:	
Law Enforcement Fund	Page 70
Park and Recreation Fund	Page 71
Planning Fund	Page 72
Street Fund	Page 73
Storm-water Fund	Page 74
Capital Construction-Government Fund	Page 75
Zumwalt Campground Fund	Page 75
Local Improvements Fund	Page 75
Inverse Condemnation Fund	Page 76
Business Assistance Loan/Grant Fund	Page 76
Grants	Page 76
Enterprise Funds:	
Narrative	Page 77
Consolidated Budgets:	
Water Fund	Page 78
Sewer Fund	Page 79
Capital Construction-Water	Page 80
Capital Construction-Sewer	Page 80
Capital Project Funds:	
Narrative	Page 81
Consolidated Budgets:	
Capital Projects-Pool Facilities Fund	Page 82
Capital Projects-West Broadway Fund	Page 82
Debt Service Fund:	
Narrative	Page 83
Consolidated Budget	Page 84
Reserve Funds:	
Narrative	Page 85
Consolidated Budgets:	
P.W. Equipment Fund	Page 86
Reserve-Enterprise Fund	Page 86
Reserve-Governmental Fund	Page 86

URBAN RENEWAL AGENCY

SECTION 7: AGENCY OVERVIEW

Agency Budget Message	Page 91
Agency Overview	Page 93
Agency Structure	Page 93
Budget Overview	Page 93
Budget Process	Page 94

SECTION 8: RESOURCES	
Beginning Fund Balances	Page 97
New Revenue:	Page 97
Summary of Resources	Page 98
Property Taxes	Page 98
Other Revenue	Page 100
SECTION 9: REQUIREMENTS	
Materials and Services	Page 103
Debt Service	Page 103
Transfers	Page 103
Unappropriated/Ending Balance	Page 103
Summary of Requirements	Page 104
SECTION 10: CONSOLIDATED FINANCIALS	
General Fund	Page 107
Debt Service	Page 108
APPENDIX A:	
Glossary of Terms	Page 111
Listing of Acronyms	Page 115
Financial Policies	Page 116
APPENDIX B: City's Detailed Budget Pages by Fund	
General Fund	Page 123
Special Revenue Funds	Page 128
Enterprise Funds	Page 147
Capital Projects Funds	Page 155
Debt Service Fund	Page 157
P.W. Equipment Fund	Page 158
Reserve –Governmental Fund	Page 159
Reserve- Enterprise Fund	Page 160
Capital Construction Fund (Inactive)	Page 161
APPENDIX C: Agency's Detailed Budget Pages by Fund	
General Fund	Page 165
Debt Service	Page 166
APPENDIX D: Supporting Schedules	
Property Tax Estimates (City and Agency)	Page 169
Planned Projects/Programs (City and Agency)	Page 171
Personal Distribution Allocations	Page 174
Estimate of Personal Service Costs	Page 175
Debt Service Obligations	Page 176
Budgeted Transfers	Page 179
Potential Asset Purchases	Page 180
APPENDIX E: Adopting Resolutions	
City of Veneta	Page 183
Urban Renewal Agency	Page 185

This page intentionally left blank



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Veneta
Oregon**

For the Fiscal Year Beginning

July 1, 2016

A handwritten signature in black ink, which appears to read 'Jeffrey R. Emmer', is positioned below the date.

Executive Director

CITY
OF
VENETA

BUDGET OVERVIEW

SECTION 1

City of Veneta

Fiscal Year 2017-18 Budget Message

I am pleased to present to you the proposed budget for Fiscal Year 2017-18. The development of this budget was a combined effort from management staff and the City Recorder. Broadly speaking the proposed budget is reflective of the council’s most recent priorities and influenced by several financial assumptions.

COUNCIL’S PRIORITIES

During the past few months of 2017 the City Council reviewed and re-prioritized the previously set goals. The results are shown in the following chart.

2017 Goal Ranking					
1	2	3	4	5	6
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.	Address high priority infrastructure issues.

The upcoming fiscal year’s budget reflects these goals as follows:

Goal #1: In the current fiscal year the City continued the implementation of the 2015 adopted Economic Development Strategy – Five Year Action Plan by using the services of an intern. Most of the focus thus far has been on the Business Retention and Expansion Program. The fiscal year 2017-18 budget includes money for a half-time staff person (\$31,000) and money (\$22,000) to continue the intern position. In practice, the City will be doing one or the other. Either way the focus will continue to be on small business development activities. The proposed budget also includes \$40,000 to provide economic incentives and \$82,000 to expand the local fiber network.

Goal #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 \$7,183 is substantial lower than the current year’s because the services of an intern are not necessarily needed to complete the remaining emergency preparedness related work. Money is also being budgeted to continue the City’s support of the Neighborhood Watch Groups and for the possible abatement of dangerous buildings.

Goal #3: The proposed budget for fiscal year 2017-18 includes expenditures to continue work related to Veneta's City Park on E. Broadway. The most notable work is completion of the master plan, removal of trees, conducting a land survey and beginning design work. Final design and construction of a multi-use (kiddie) pool, remodeling and/or updating of the Community Center and improving the drainage and fall protection in the play structure area of Territorial Park are also included in the budget.

Goal #4: Although money is not being included in the budget to address this goal directly, it is indirectly addressed by much of the street work included in the budget. The goal is also being addressed by dedicating staff time to the City's Transportation System Plan update and to the regional bike tourism studio. Staff is also taking steps, as necessary, to ensure that the Veneta-Elmira multi-use path, from the North side of Veneta to the neighboring community of Elmira, the Southern Alignment multi-use path, Highway 126 improvements and improvements to the intersection of the highway and Territorial continue to be discussed and considered for funding. Elmira is home to the Fern Ridge Middle School and Elmira High School. Veneta's school aged residents attend those schools.

Goal #5: This goal does not require significant expenditures, rather it is being addressed by dedicating staff time to restructuring the monthly newsletter, expanding the use of the City's website and Facebook page, and producing a "Budget Brochure". The City will also continue to support local events and organizations especially those that promote community and education.

Goal #6: The \$425,000 proposed for Materials and Services in the Street Fund is similar to the current year, specifically for pavement preservation work. This work plan was the outcome of a Pavement Assessment study done in 2014-15. The plan requires expenditure of this level for a total of six years. Also in the Street Fund money is being budgeted to continue improvements to downtown streets that intersect with West Broadway and E. Hunter.

FINANCIAL ASSUMPTIONS

The development of any budget requires the use of estimates. Estimates prove to be much more useful when a framework of assumptions is used. The most influential assumptions used in the development of the City's 2017-18 fiscal budget are listed below.

- Revenue from user fees will increase slightly based on an increase in the number of single family homes, a 2% storm water rate increase and a 2% water rate increase.
- Property taxes will increase slightly based on adding lots developed in 2016 to the taxable value. It is also assumed that the values of all property will increase by 2%, the uncollectible rate will be 5% and compression will not exceed \$10,000.
- Revenue from permits is expected to decrease slightly because additional development work is needed to create more buildable lots.
- Minimal growth in state shared revenue and franchise fees and a slight decrease in lease income.
- Continue maintenance program to spend \$425,000 per year for preservation of streets.
- Debt service appropriation decrease to reflect pay-off of a bank loan in the current year. Continue to budget for making an additional principal payment of \$150,000 on the sewer bond.
- Continue RARE Intern program at a cost of \$22,000.

- A decrease in EWEB fees, virtually no increase in the law enforcement contract, 1.6% increase in general liability, property and auto insurance premium, and a slight increase in electricity rates.
- Telecommunications fees will continue to decrease making it necessary to maintain the amount of money being transferred into the Law Enforcement Fund from the Zumwalt Fund.
- The City will receive about \$29,000 from the newly enacted local Recreational Marijuana Tax and about \$9,000 from the State.
- Personnel costs will increase based on a 2.1% cost of living increase, a 5% increase in health and dental insurance premium, a 28% or 34% increase in PERS rates (depends on each employees hire date) and a 7% increase in workers' compensation premium.
- There will be no promotions, reclassifications; however, there could be the addition a one full-time temporary position.
- The amount of money needed for the majority of operating supplies and routine maintenance and services will be consistent with the last three years.
- The objective in the operating funds is to have an ending fund balance sufficient to pay for four months of operations plus \$100,000. This is sometimes referred to as the Minimum Fund Balance.
- The expected City-wide decrease of \$1,722,138 in fund balance is acceptable given the expected progress addressing the Council's goals.

I would like to thank Darci Henneman for reviewing, creating and compiling the budget documents. I would like to also thank Ric Ingham, Kyle Schauer, and Kay Bork for the time they spent developing information for the budget and 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 2017-18 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.

The budget, as a whole, reflects no significant changes in the day-to-day operations or services provided. The schedule below presents the budget in summary form by fund.

FUNDS BY TYPE	BEGINNING FUND BALANCE PROJECTED FUND BALANCE @ 7-1-2017	TOTAL NEW REVENUE	TOTAL RESOURCES (Beginning Fund Balance + New Revenue)	TOTAL EXPENDITURES	ENDING FUND BALANCE PROJECTED FUND BALANCE @ 6-30-2018	TOTAL REQUIREMENTS (Expenditures + Ending Fund Balance)
GENERAL FUND:						
GENERAL	1,140,670	712,646	1,853,316	960,371	892,945	1,853,316
SPECIAL REVENUE FUNDS:						
LAW ENFORCEMENT	162,600	820,370	982,970	875,767	107,203	982,970
PARKS & RECREATION	425,420	348,926	774,346	529,609	244,737	774,346
PLANNING	185,453	232,038	417,491	261,913	155,578	417,491
STREETS	911,541	1,051,808	1,963,349	1,331,046	632,303	1,963,349
STORMWATER	154,144	67,491	221,635	108,711	112,924	221,635
CONSTRUCTION -						
GOVERNMENTAL	1,229,962	109,933	1,339,895	155,000	1,184,895	1,339,895
GRANT	-	400,000	400,000	400,000	-	400,000
INVERSE CONDEMNATION	5,733	-	5,733	5,733	(0)	5,733
ZUMWALT	109,780	68,813	178,593	73,835	104,757	178,593
BUSINESS ASSIST LOAN/GRANT	116,818	958	117,776	65,050	52,726	117,776
LOCAL IMPROVEMENT	380,407	4,225	384,632	211,798	172,834	384,632
ENTERPRISE FUNDS:						
WATER	2,417,605	1,185,272	3,602,877	1,210,367	2,392,510	3,602,877
SEWER	1,314,466	1,139,800	2,454,266	1,181,839	1,272,428	2,454,266
WATER SDC	73,385	101,039	174,424	170,025	4,399	174,424
SEWER SDC	1,878,891	100,756	1,979,647	420,392	1,559,255	1,979,647
CAPITAL PROJECT FUNDS:						
CAPITAL PROJECT-NEW POOL	21,425	336,050	357,475	350,025	7,450	357,475
CAPITAL PROJECT- W BRDWAY						
DEVELOPMENT	58,050	40,368	98,418	55,300	43,118	98,418
DEBT SERVICE FUND:						
DEBT SERVICE	140,250	87,346	227,596	90,000	137,596	227,596
RESERVE FUNDS:						
PW EQUIPMENT	183,741	16,075	199,816	5,000	194,816	199,816
GOVERNMENTAL RESERVE	918,752	8,481	927,233	150,000	777,233	927,233
ENTERPRISE RESERVE	1,357,017	7,247	1,364,264	-	1,364,264	1,364,264
TOTALS	\$ 13,186,109	\$ 6,839,643	\$ 20,025,752	\$ 8,611,781	\$ 11,413,971	\$ 20,025,752

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 \$20,025,752 compared to last year's budget total of \$20,299,254. While there are some notable changes in individual resource types and requirement classifications, the net change is relatively small. 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 2017 and 2018 are based on the respective budgets. Explanations of notable changes in revenue and expenditures follow.

FOUR YEAR CONSOLIDATED AND FUND FINANCIAL SCHEDULE

2015 Actual	2016 Actual	2017 Adopted	Description	2018 Adopted
\$13,975,953	\$14,473,155	\$14,423,127	BEGINNING FUND BALANCE	\$13,186,109
			New Revenue:	
1,373,286	1,427,417	1,447,750	Property Taxes	1,504,670
219,614	224,658	210,918	Franchise Fees	225,820
597,761	591,558	903,458	Government Agencies	947,302
2,528,300	3,007,993	2,663,025	User Fees	2,751,507
73,651	92,451	56,482	Interest Earnings	82,528
18,306	26,614	28,210	Grants and Donations	672,020
211,337	228,283	46,863	Licenses & Permits	108,313
22,503	20,584	13,000	Fines	18,696
3,483,785	591,000	431,300	Transfers	382,708
169,998	247,423	75,121	All Other	146,079
8,698,541	6,457,981	5,876,127	Total New Revenue	6,839,643
\$22,674,494	\$20,931,136	\$20,299,254	TOTAL RESOURCES	\$20,025,752
			REQUIREMENTS	
			Expenditures:	
1,285,863	\$ 1,403,900	\$ 1,583,947	Personnel Services	\$ 1,783,237
2,341,189	2,672,466	3,057,876	Materials and Services	3,832,010
204,081	447,006	911,025	Capital Outlay	1,105,505
886,421	866,274	1,535,021	Debt Service	1,077,821
3,483,785	591,000	431,300	Transfers	382,708
-	-	432,500	Contingency	430,500
8,201,339	5,980,646	7,951,669	Total Expenditures	8,611,781
14,473,155	14,950,490	12,347,585	ENDING FUND BALANCE	11,413,971
\$22,674,494	\$20,931,136	\$20,299,254	TOTAL REQUIREMENTS	\$20,025,752

REVENUE:

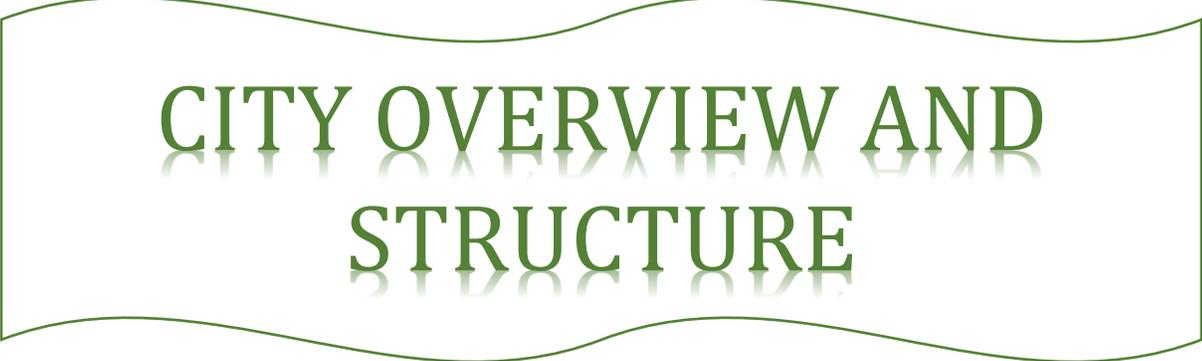
- Property taxes are expected to increase by 2-3%. The increase is due to a rise in assessed values and the addition of developed properties within the City.
- The amount expected for Franchise Fees is slightly higher than the current year's amount attributable to increased revenue from the electric providers.
- Revenue from "Government Agencies" is higher than the current year's budget largely because of increases in the amount of planned transfers from the Urban Renewal Agency. This amount varies from one year to the next based on the type of projects and/or needs.
- User fees are expected to increase based on proposed rate increases and an increase in the number of users.
- Interest earnings are expected to increase because the interest earnings rate is considerably higher than this time last year.
- Proceeds from "Grants" are expected to be more largely due to a pending \$400,000 grant from the State for a housing rehabilitation program. St. Vincent de Paul is administering the program; however, the city is the official grant recipient.
- Revenue labeled "Licenses and Permits" is expected to be less than the past few years because of the lack of buildable lots expected during the upcoming fiscal year.
- There is a slight increase expected in the amount the City receives from Municipal Court fines.
- The fiscal year 2017-18 budget does not include the receipt of loan proceeds.
- Transfers are expected to be slightly less than the current year's budget. The decrease is primarily attributable to removal of the transfers to the Inverse Condemnation Fund. Those transfers were needed to meet debt service obligations. The loan was paid in full in the current fiscal year, thus eliminating the need for transfers.
- Revenue classified as "Other" varies greatly from one year to the next. The amount included is conservatively estimated at about half of the amount typically received.

EXPENDITURES:

- Personal services are expected to increase significantly. Contributing factors include a 2.1% cost of living increase, a 2.5% increase in medical and vision insurance, a 5.4% increase in dental insurance, an increase of 28% or 34% (depends on classification of each employee) for retirement contributions, a 7.2% increase in workers' compensation insurance and the possible addition of a full-time temporary position.
- The total materials and services expenditure for fiscal year 2017-18 is significantly higher than the fiscal year 2016-17 amount. The amounts per fund do vary based on the types of projects or work being planned; however, the housing rehabilitation program and street rehabilitation projects are driving most of the planned increase.
- The amount expected to spend on capital outlay is about \$190,000 more than the fiscal year 2016-17 amount. The increase is primarily attributable to the potential broadband installation project and construction of a multi-use pool.

- The fiscal year 2017-18 amount for debt service is substantially less than the fiscal year 2016-17 budget. The City paid off some loans in the current year thereby reducing the payment obligation going forward. Money to make another additional principal payment on the 2001 Sewer Bond issue of \$150,000 is included.
- The decrease in Transfers is explained in the “Revenue” section above.
- The contingency appropriation is virtually unchanged.

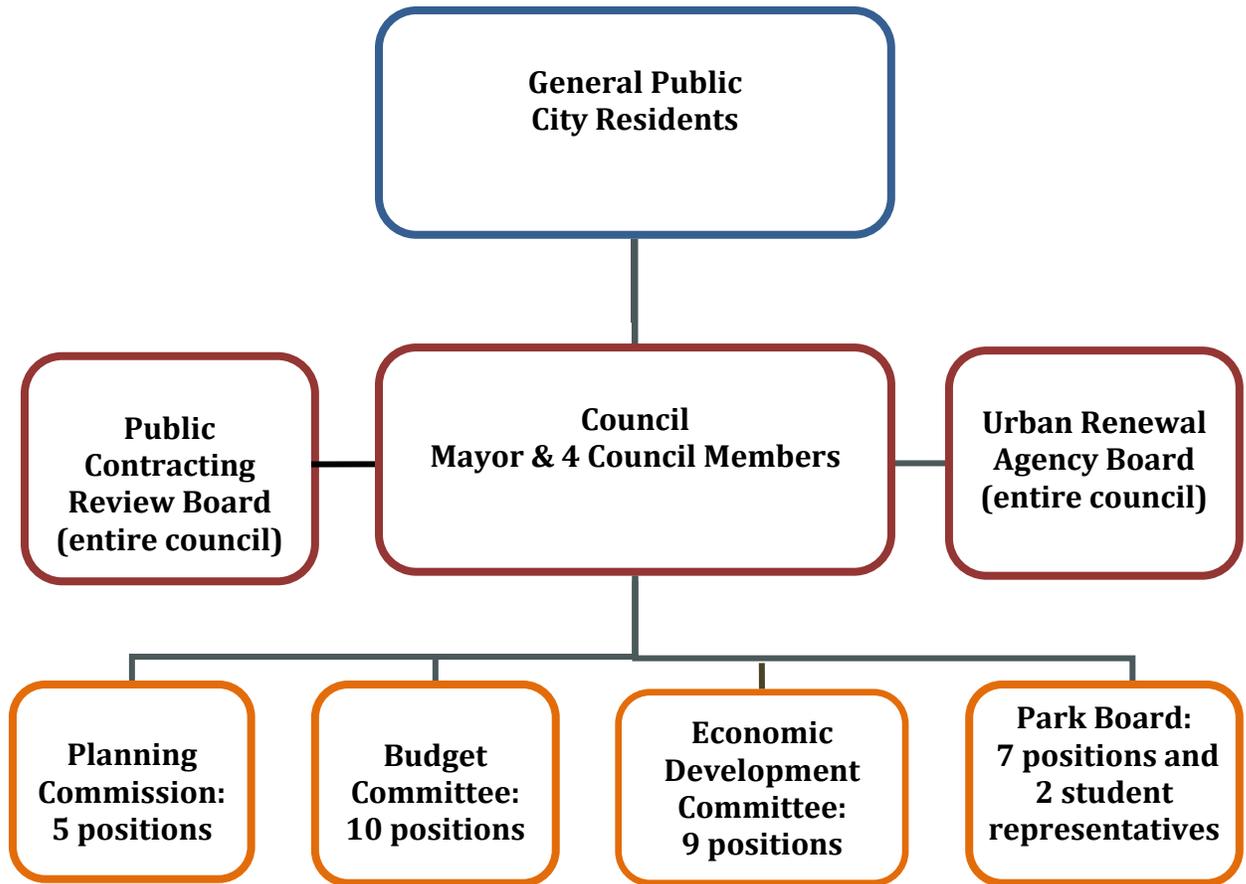
The sections entitled “Resources”, “Requirements”, and “Consolidated Financials” present detailed explanation for the information presented thus far. Additionally, the budget detail pages, by fund, are located in Appendix B.



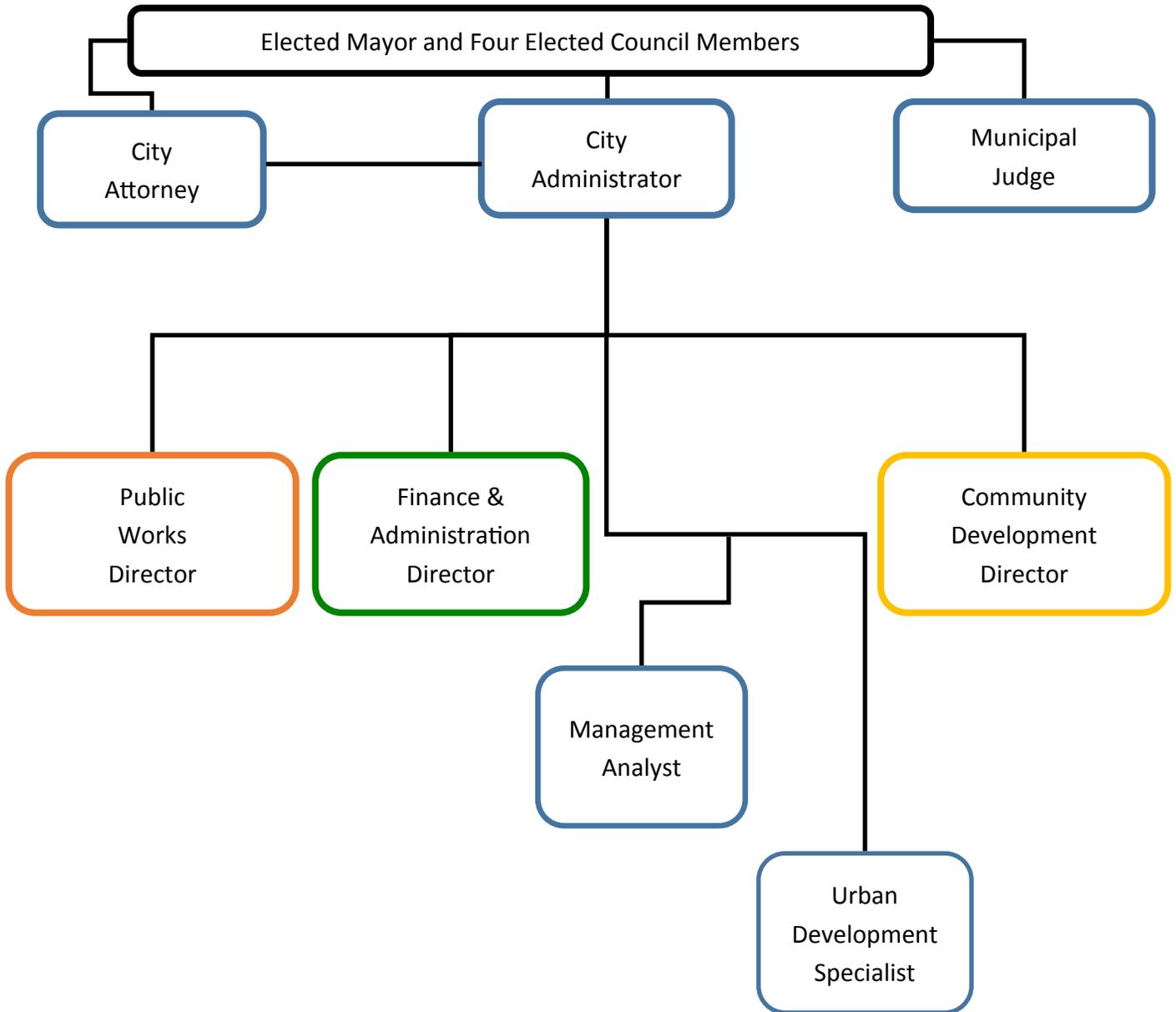
**CITY OVERVIEW AND
STRUCTURE**

SECTION 2

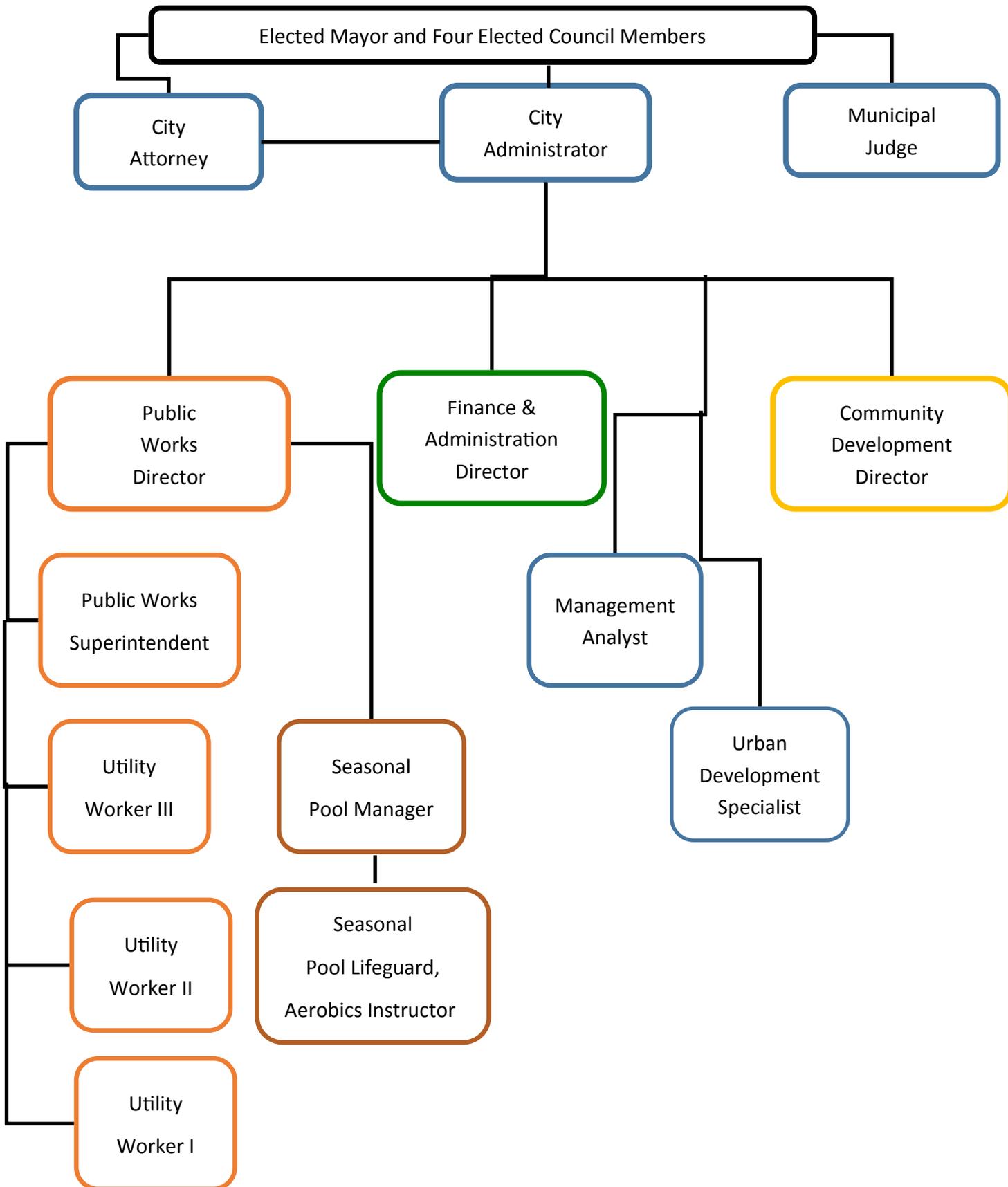
CITY ORGANIZATION CHART



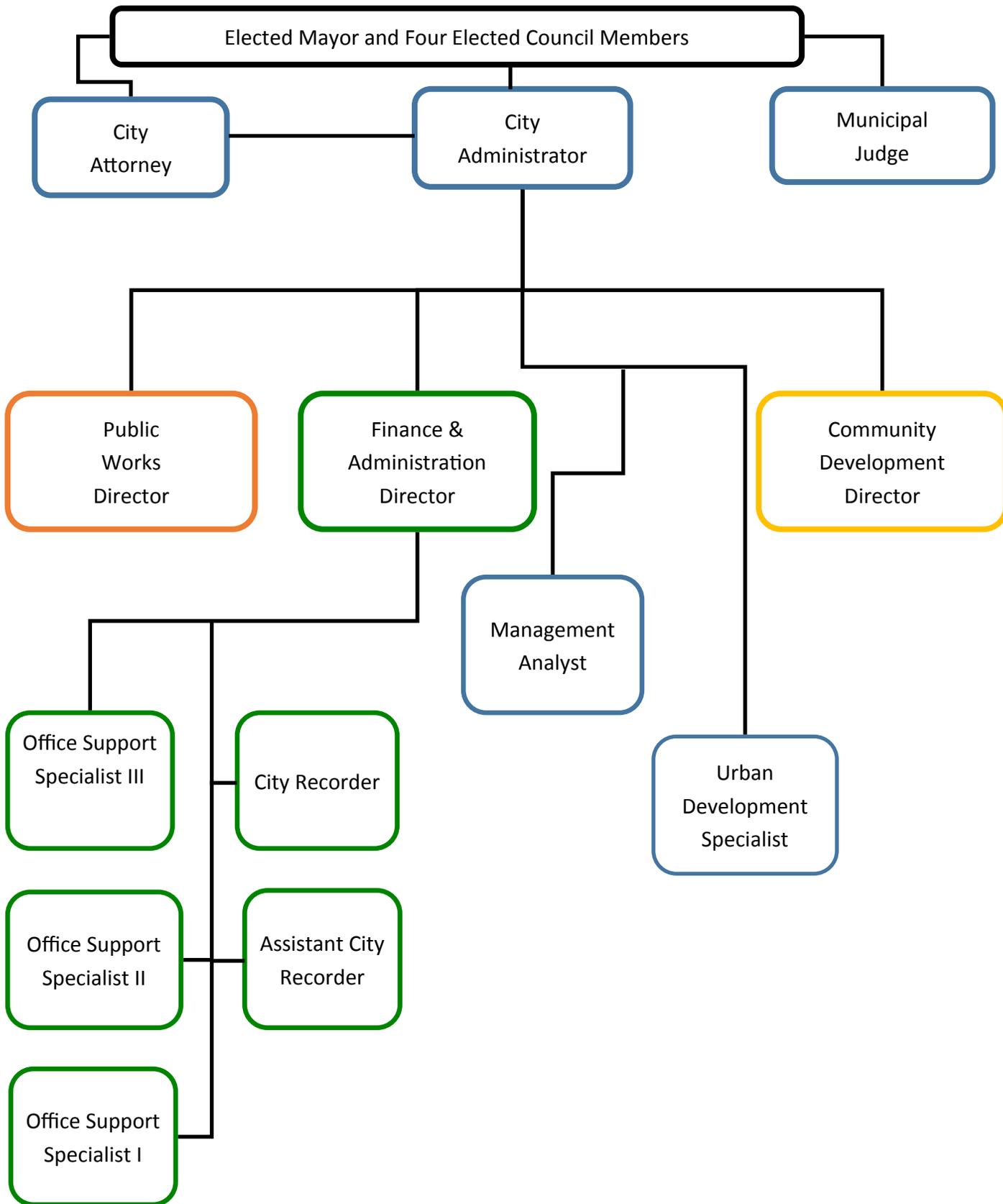
City of Veneta Organization Chart



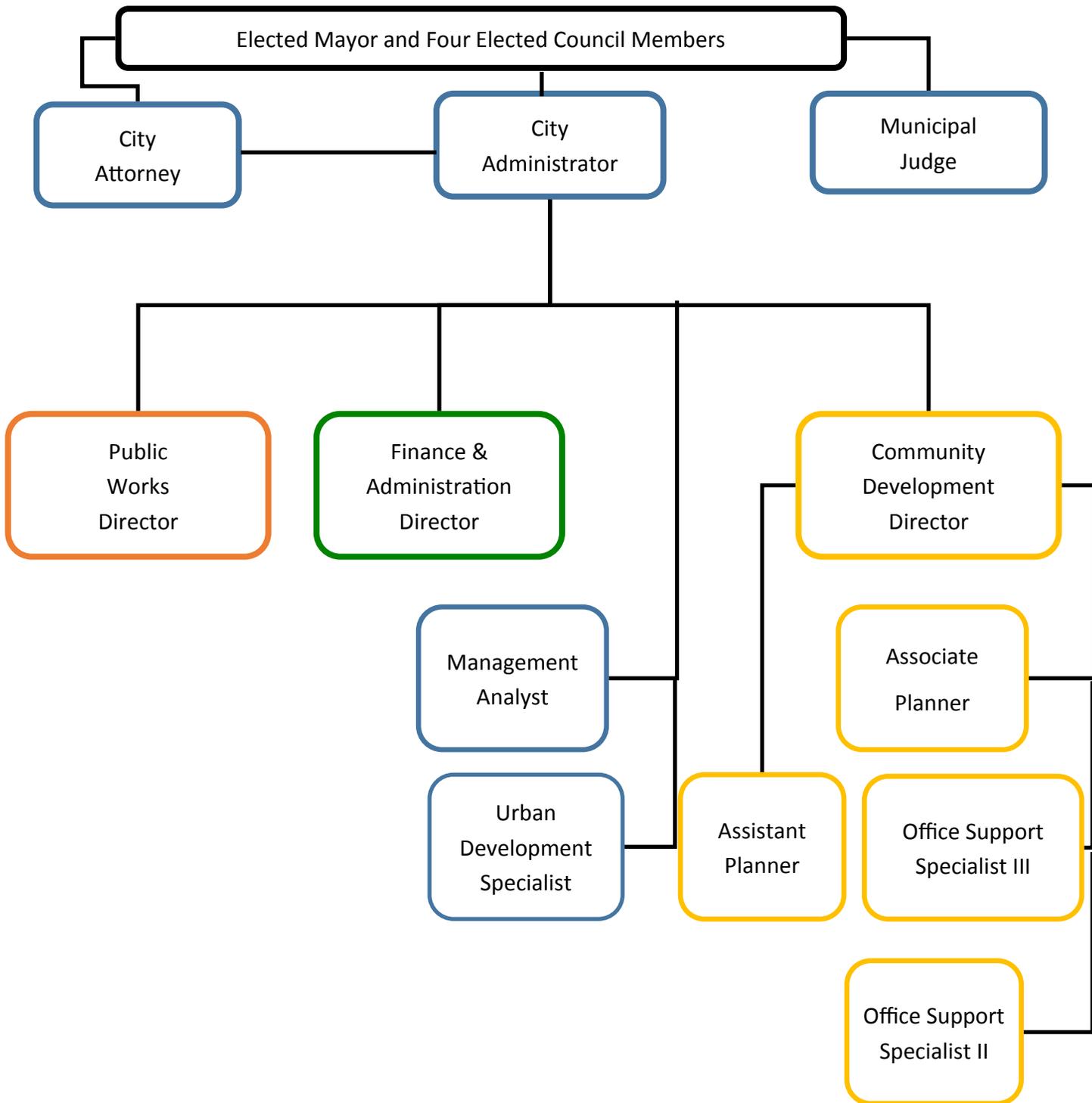
City of Veneta Organization Chart Public Works Department



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 and the primary functions of each type of fund 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
- ❖ Building inspections

Special Revenue Funds. These funds account for revenues that are to be used for a specific purpose. 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:

- ❖ 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
	PARKS & RECREATION STREET LAW ENFORCEMENT LOCAL IMPROVEMENTS	PLANNING CAPITAL CONSTRUCTION - GOVT BUSINESS ASSISTANCE STORM WATER GRANTS 2007 INVERSE CONDEMNATION ZUMWALT
ENTERPRISE FUNDS:	MAJOR	NON-MAJOR
	WATER SEWER CAPITAL CONSTR - SEWER	CAPITAL CONSTR - WATER
CAPITAL PROJECT FUNDS:	MAJOR	NON-MAJOR
		POOL FACILITIES W BROADWAY DEV
DEBT SERVICE FUND:	MAJOR	NON-MAJOR
		DEBT SERVICE
RESERVE FUNDS:	MAJOR	NON-MAJOR
		GOVERNMENTAL PW EQUIPMENT ENTERPRISE

URBAN RENEWAL AGENCY:

FUND TYPE

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

Department Descriptions and Objectives

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.

The focus for the upcoming year is to continue supporting the City Council goals while keeping up with the daily demands of the department as the development activity increases.

Current Objectives:

- Implement new municipal court software
- Respond to increasing number of inquiries and land use applications being submitted
- Complete and adopt the updated Transportation System Plan
- Northeast Employment Center analysis and code amendment adoption
- Kiddie Pool construction
- Finalize City Park Master Plan and begin implementation
- Urban Renewal: Implementation of Next Steps Strategy
- Small City Stormwater Template implementation
- Contract with a consultant to help develop a Low Impact Development Storm Manual.

Long-term Objectives:

- Revise legal land use notifications to be more user friendly to the public
- Other objectives and projects as outlined in the Transportation System Plan, Downtown Master Plan Next Steps Strategies, , Urban Renewal Plan, Parks Master Plan, Wastewater Master Plan, and Water Master Plan

Recent Accomplishments:

- Reviewed 27 single family building permits and 51 land use applications.
- Adopted Comp Plan Diagram and major Zoning Code Amendments.
- Secured \$10,000 grant and consultant to work on Downtown Retail Market Strategy.
- Secured \$175,000 Oregon Parks and Recreation Grant for Kiddie Pool.
- Secured STIP funding for environmental and preliminary design work for HWY 126 Southern alignment multi-use path (\$140,000).
- City Park Master Plan (adoption this spring).
- Secured ODOT funding for Transportation System Plan update (\$285,000). Prioritized Urban Renewal Projects with City Council.
- Facilitated the 8th Street LID project.
- Secured \$400,000 in CDBG funding for Rural Housing Rehabilitation Program partnering with St. Vincent DePaul who will administer grant.

Department: **Administration and Finance**

The Finance and Administrative Services Department includes the functions of payroll, general ledger accounting system (including includes 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, risk management, 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.

The focus for the department is to improve efficiency of handling routine financial-related tasks, improve quality of reporting and effectiveness of the department as a whole. The current and long-term objectives support this focus and are listed below. The objectives are followed by a list of recent accomplishments.

Current Objectives:

1. Financial software conversion.
 - Timeline: This process was started in fiscal year 2016-17; however, the bulk of the work will take place in fiscal year 2017-18. Aiming for a full implementation date of July 1, 2018.
 - Major barriers: Limited staff time.
 - Major steps: Select vendor, develop the project plan, steps and timeline, set up new system, extract data from old system, review data once it is converted, test new system, training, and creation of written procedures.
 - Major favorable factors: This is the only large project being undertaken by the department during this time and the functionality of software has increased substantially.
 - Performance measures: The accomplishment of each step in the project once the plan has been fully developed.

2. Development and/or refinement of written procedures and processes for Critical Functions.
 - Timeline: This process also started in fiscal year 2016-17 and will continue into 2017-18.
 - Major barriers: Limited staff time.
 - Major steps: Review current procedures or develop new ones, revise, test and finalize.
 - Major favorable factors: We have started with the critical functions and most of them are in written form already.
 - Performance measures: The accomplishment of each step as listed above.

3. Update Employee Handbook.
 - Timeline: Some preliminary work has been done in fiscal year 2016-17 and will continue into 2017-18.
 - Major barriers: Limited staff time.
 - Major steps: Review current handbook for areas needing more clarification, merge with most recent version of CIS's handbook, insert language specific to Veneta, provide for management and then employee review and input, finalize at management, staff and council level.

- Major favorable factors: Our current handbook was adopted in 2013 and updated in 2014 so fairly current.
- Performance measures: Review, merge and insert chapter by chapter, then management and employee review phase and finally presentation and approval by council.

4. Submit Adopted Budget Document for Distinguished Budget Presentation Award

Long-term Objectives:

- Refinement of existing written procedures and processes for Non-Critical Functions.
- Development of written procedures and processes for Non-Critical Functions.
- Review and research “Best Practices” modify above as needed.

Recent Accomplishments:

- Received Distinguished Budget Presentation Award
- Create “lay persons” Pamphlet for budget information
- Reviewed and revised the VMC, policies and procedures relating to the entire Utility Billing cycle.
- Secured the services of a new auditing firm and insurance agent.
- Reorganized areas of responsibility within the department.
- Reorganized personnel files.
- Developed and implemented financial processes for Transient Room and Marijuana Taxes, the reporting of liens, and the E. Bolton local improvement district.
- Created and implemented new website and Facebook account and page.
- Revised forms, policies and procedures for renting of the City’s Community Center, preparing council meeting packets,
- Updated council rules.

Department: Public Works

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

The majority of the department's focus is and needs to be maintenance of all the City's systems and facilities. Secondly, work will be done to make needed improvements and plan for the future.

Current Objectives:

- Continued maintenance in City owned detention ponds, swales, piping systems, and ditches.
- Facilitate construction of a multi-use pool in September after the pool closes for the 2017 season.
- Assist with the completion of the Master Plan for City Park.
- Remove trees in City Park.
- Repair the drainage system and replace safety chips in Territorial Park play structure enclosure.
- Work with consultant to identify and track unknown substance entering WWTP.
- Develop Preliminary Engineering plan for the replacement and relocation of the Jeans Lift Station.
- Secure contract for a sewer rate study and evaluation of current system development charges.
- Facilitate the third year of the Pavement Preservation Plan.
- Complete final design for the Improvement of East Hunter Road from Territorial to Crystal.
- Determine site requirements and begin procurement of land to construct new one million gallon reservoir in the 583 foot pressure zone of the City's water system.
- Develop a preliminary design report for the possible replacement of water mains in 8th Street. The mains located in 8th Street are Asbestos Concrete material and will eventually need replacement. Plans to reconstruct 8th Street in the next few years necessitate having to develop a plan to either replace or bolster those water mains.

Long-term Objectives:

- Develop process to better treat and control storm water runoff.
- Develop safe recreation areas and activities within the City Park system.
- Implement projects included in the 2016 Wastewater Master Plan. For example: replace and resize the Jeans Road Lift Station to accommodate future flows from the proposed development of the East side of the City.

- Improve and make safer the City's transportation grid and protect the City's investment in transportation infrastructure. All projects listed will preserve the City's investment in transportation infrastructure and make the affected areas safer.
- Implement projects included in the 2012 Water Master Plan. For example: develop a new water reservoir.
- Construction of East Hunter Road from Territorial to Crystal.

Recent Accomplishments:

- Substantial maintenance performed on City systems has helped to control storm water runoff and prevent potential flooding.
- Rebuilt pedestrian bridge at Oak Island Park.
- Purchased new swing set for City Park. Will install when master plan gives direction.
- Completed the Air Piping Replacement Project at the WWTP.
- Finalized the 2016 Wastewater Master Plan which was adopted by the City Council.
- Completed the 2016 Pavement Preservation Projects which included asphalt overlays to Street sections of: Parkside Avenue, 9th Street, 5th Street, Broadway Avenue, East Broadway Avenue, Cheney Drive, and Cheney Court.
- A street design was completed for 2nd and 3rd Streets between Broadway Avenue and Dunham Avenue. The City decided not to construct the sections at this time due to high bid.
- Completed the 3rd Street waterline project to increase fire flow potential in the downtown core.

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.

The focus of staff work is to continue to improve the City's overall emergency preparedness and support the Neighborhood Watch groups.

Current Objectives:

- Adopt a Hazard Mitigation Plan (HMP).
- Seek grants to pay for implementations of the HMP.

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 Objectives:

- Continue implementation of the EDSP 23 action items
- Secure another interim to continue working with the Economic Development Committee
- Promote and market commercial and industrial development opportunities
- Increase broadband infrastructure

Long-term Objectives:

- Continue to strengthen partnerships and collaboration
- Continue implementation of action items.
- Economic Development Five Year Strategic Plan

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).

HOW VENETA STARTED

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 building 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 adult and 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, fishing, and hunting.

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 census information the population for 2016 is estimated to be 4,755 compared to 4,561 in the last official census 2010. The median age is 34 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: 2016 Estimates	% of Change	Median Age	Median Household Income	Median Home Value
Veneta	4,561	4,755	4.25%	34.3	\$ 41,558	\$ 189,368
Lane County	351,715	369,519	5.06%	39	\$ 44,103	\$ 215,300
State of Oregon	3,831,074	4,093,465	6.85%	36.7	\$ 51,243	\$ 237,300

Sources: Portland State University; census bureau websites.

WEATHER CONDITIONS

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.

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 2015, includes the following goal statements. These statements provide the major parameters and directions for the Veneta 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. In 2005 the population was 3,660. By 2008 the population was recorded at 4,640.

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 has been the driving force 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.

In 2005 the City 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 park part of an “Enterprise Zone”. This allows a property tax exemption to qualifying businesses within the zone. Today, despite these efforts, the City has been unable to attract new businesses to the park.

This page intentionally left blank

BUDGET PROCESS

SECTION 3

**BUDGET COMMITTEE MEMBERS
April 2017**

Citizen Members

POSITION	NAME	TERM END DATE
#1	Johl Brock	12/31/19
#2	Calvin Kenney	12/31/19
#3	George Hageman	12/31/17
#4	Darlene Harris	12/31/17
#5	Carolyn Heckler	12/31/17

Council Members

POSITION	NAME	TERM END DATE
Mayor	Sandra Larson	12/31/20
Council President	Thomas Cotter	12/31/18
Councilor	Robbie McCoy	12/31/18
Councilor	Thomas Laing	12/31/20
Councilor	Keith Weiss	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 18, 2017, is published in the local newspaper at least twice preceding the meeting. For the 2017-18 budget year the publication dates, in the Fern Ridge Review, are May 3, 2017 and May 10, 2017. 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. Following the public comments 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 holds one additional meeting. Meeting dates are included in the City's Civic Calendar, announced at the Budget Committee 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 16, 2017. Copies of the entire document, or portions thereof, may be requested through the normal process of requesting public records.

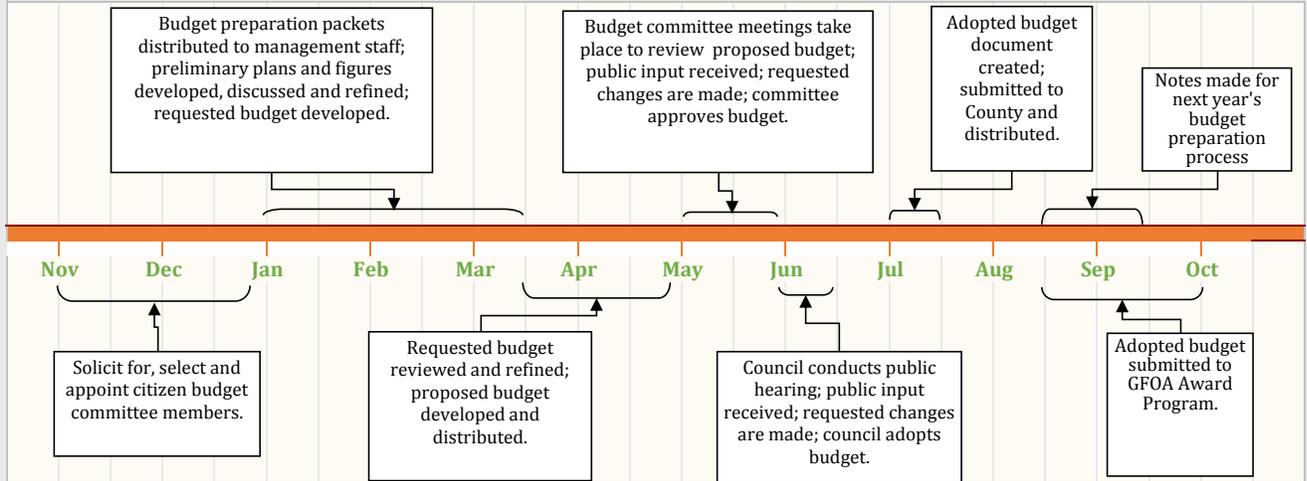
Public comment or testimony may be provided by:

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



This page intentionally left blank



RESOURCES

SECTION 4

This page intentionally left blank

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.

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 years’ 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. 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	2015 Adopted	2015 Actual	2016 Adopted	2016 Actual	2017 Adopted	2018 Adopted	Change in budget from 2017 to 2018	
							Dollar	Percentage
GENERAL FUND:								
GENERAL	602,109	1,073,923	689,186	1,242,105	1,096,716	892,945	(203,771)	-19%
SPECIAL REVENUE FUNDS:								
LAW ENFORCEMENT	322,039	358,526	231,245	271,251	117,186	107,203	(9,983)	-9%
PARKS & RECREATION	359,229	493,871	302,365	563,958	368,520	244,737	(123,783)	-34%
PLANNING	109,701	212,257	95,067	205,113	136,970	155,578	18,608	14%
STREET	1,097,741	1,366,122	1,107,573	1,261,406	983,102	632,303	(350,799)	-36%
STORM WATER	128,652	163,209	114,029	166,388	104,435	112,924	8,489	8%
CAPITAL CONSTR-GOVT	701,780	935,919	967,247	1,191,101	1,209,807	1,184,895	(24,912)	-2%
GRANT	-	-	-	-	-	-	-	-
INVERSE CONDEMNATION	9,088	56,233	28,898	66,511	1,645	-	(1,645)	-100%
ZUMWALT	90,084	108,300	129,175	122,684	105,562	104,757	(805)	-1%
BUSINESS ASSISTANCE	31,165	155,865	116,766	155,877	107,422	52,726	(54,696)	-51%
LOCAL IMPROVEMENTS	55,795	100,460	158,077	334,805	4,481	172,834	168,353	3757%
ENTERPRISE FUNDS:								
WATER	1,319,498	1,949,894	1,657,385	2,329,640	2,319,556	2,392,510	72,954	3%
SEWER	1,215,480	2,030,534	1,122,372	1,713,975	1,319,066	1,272,428	(46,638)	-4%
CAPITAL CONSTR-WATER SDC	229,422	237,828	94,666	293,570	9,715	4,399	(5,316)	-55%
CAPITAL CONSTR-SEWER SDC	2,350,868	2,373,445	1,818,989	2,224,229	1,822,481	1,559,255	(263,226)	-14%
CAPITAL PROJECT FUNDS:								
POOL FACILITIES	1,823	7,084	6,525	7,780	6,415	7,450	1,035	16%
W. BROADWAY DEVELOPMEN	8,290	57,633	44,650	58,007	57,593	43,118	(14,475)	-25%
DEBT SERVICE FUND:								
DEBT SERVICE	104,277	125,717	105,329	138,248	171,342	137,596	(33,746)	-20%
RESERVE FUNDS:								
PW EQUIPMENT	170,600	176,340	174,733	197,385	182,850	194,816	11,966	7%
GOVERNMENT	1,149,169	1,150,549	1,051,807	1,058,023	911,363	777,233	(134,130)	-15%
ENTERPRISE	1,338,113	1,339,740	1,342,919	1,348,442	1,351,159	1,364,264	13,105	1%
CITYWIDE TOTALS	\$ 11,394,923	\$ 14,473,449	\$ 11,359,003	\$ 14,950,498	\$ 12,387,386	\$ 11,413,971	(973,415)	-9%

City-wide a decrease of \$923,415 in fund balance is expected. The funds with the most significant changes are listed below along with a brief explanations. Detailed explanations are provided in Section 6 by fund.

General Fund: Decrease due to addition of one full-time position, broadband project, increase in personal services (primarily benefits) and software maintenance costs without offsetting increases to revenue.

Parks and Recreation Fund: Decrease due to increase in personal services (primarily benefits)

Planning Fund: Increase due to expectation that land use fees will continue at current level.

Street Fund: Decrease because of continued implementation of the pavement preservation program and significant preliminary engineering work for E. Hunter.

Inverse Condemnation: Loan previously budgeted and accounted for in this fund has been paid off. The fund is being closed out.

Business Assistance Fund: Decrease due to increasing the amount of money available for loans.

Local Improvements Fund: An increase is expected because the 8th Street sewer line installation project has been canceled.

Capital Construction-Water SDC Fund: The fiscal year 2017-18 budget reflects the actual reduction in fund balance due to capital outlay expenditures in the current year.

Capital Construction-Sewer SDC Fund: This change of about \$263,000 is primarily caused by the increase in the capital outlay appropriation for relocation of the sewer lift station currently on Jeans Road.

Capital Projects-Pool Facilities: Small increase reflects the substantial increase in beginning fund balance due to successful fundraising efforts during the current year.

Capital Projects-W. Broadway: Decrease due to the solar panel installation project at the Fern Ridge Service Center. A grant is expected to cover \$40,000 of the \$50,000 estimated cost.

Debt Service: Decrease better reflects actual results. The fiscal year 2016-17 budget overstated the beginning fund balance by about \$31,000.

Reserve-Governmental Fund: Decrease is a reflection of three years of transfers out for the pavement preservation program without any offsetting replenishment to this fund.

The beginning fund balance is estimated to be \$13,186,109 which is just slightly less than the estimated beginning fund balances in the current year budget. The beginning fund balances by fund are shown in the far left column of the chart below.

New Revenue

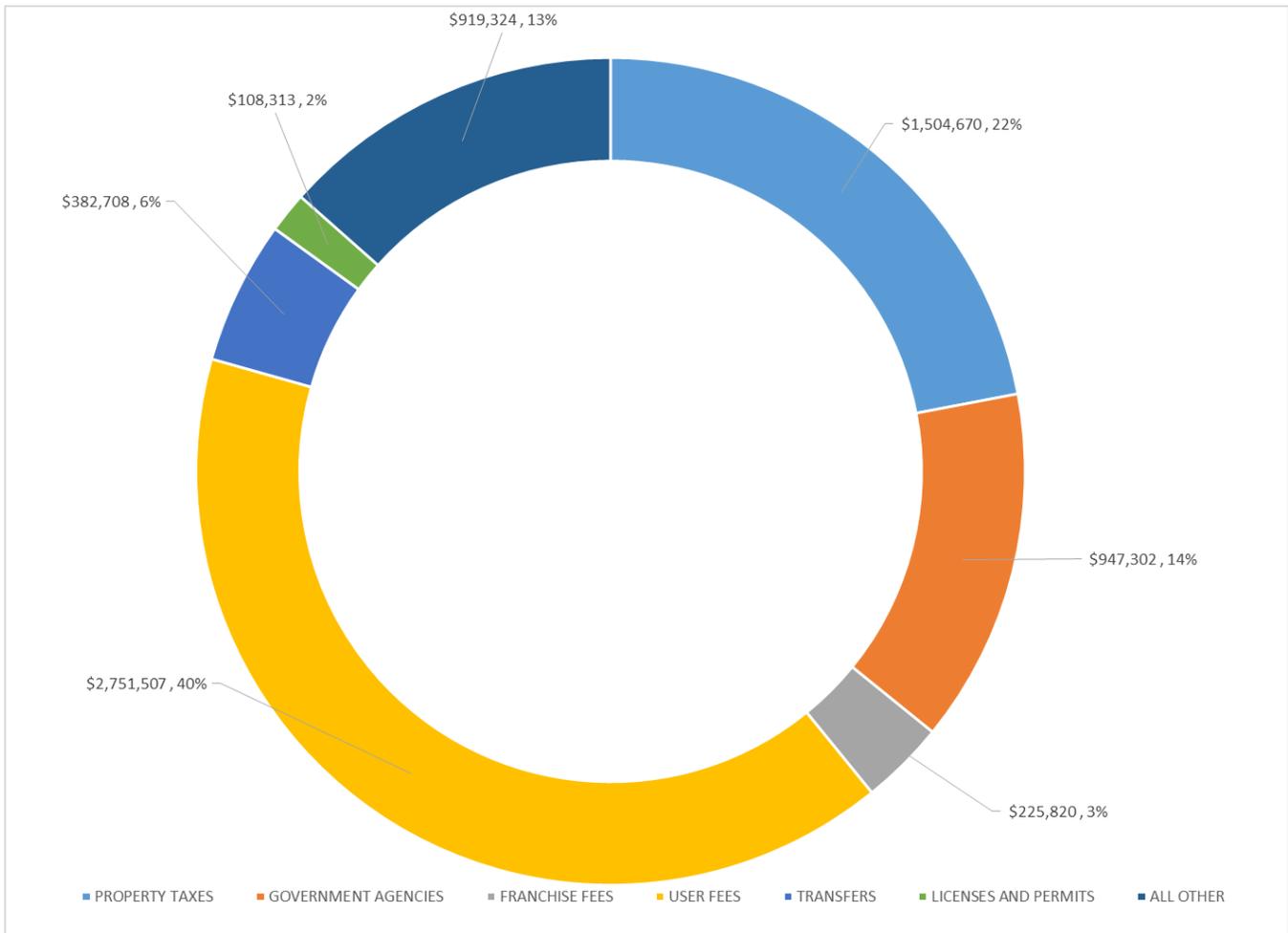
The City's new revenue is calculated using various methods and factors including, but not limited to historical amounts, economic trends, population, availability of grant funds, and information obtained from internal and external sources. The major revenue types for the City are Property Taxes, Franchise 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 transfer as much as possible. Exceptions arise when a fund is being abolished or when reserve funds are created or added to.

The chart below and graph on the next page present the new revenue by type and by fund with totals. 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 BY TYPE AND FUND

FUNDS BY TYPE	BEGINNING FUND BALANCE	PROJECTED FUND							TOTAL NEW REVENUE
	BALANCE @ 7-1-2017	PROPERTY TAXES	GOV. AGENCIES	FRANCHISE FEES	USER FEES	TRANSFERS	LICENSES AND PERMITS	ALL OTHER	
GENERAL FUND:									
GENERAL	1,140,670	271,615	89,266	112,910	14,572	3,000	56,465	164,818	712,646
SPECIAL REVENUE FUNDS:									
LAW ENFORCEMENT	162,600	751,880				10,000	36,848	21,642	820,370
PARKS & RECREATION	425,420	210,733	47,803		50,510	20,000		19,880	348,926
PLANNING	185,453	183,560			46,975			1,503	232,038
STREETS	911,541		600,633	112,910	178,930	150,000		9,335	1,051,808
STORMWATER	154,144				65,070	1,208		1,213	67,491
CONSTRUCTION - GOVERNMENTAL	1,229,962				102,930			7,003	109,933
GRANT	-							400,000	400,000
INVERSE CONDEMNATION	5,733								-
ZUMWALT	109,780				67,841			972	68,813
BUSINESS ASSIST LOAN/GRANT	116,818				20			938	958
LOCAL IMPROVEMENT	380,407							4,225	4,225
ENTERPRISE FUNDS:									
WATER	2,417,605		129,600		1,020,617		12,000	23,055	1,185,272
SEWER	1,314,466				1,018,236	99,500	3,000	19,064	1,139,800
WATER SDC	73,385				99,135			1,904	101,039
SEWER SDC	1,878,891				86,670			14,086	100,756
CAPITAL PROJECT FUNDS:									
CAPITAL PROJECT-NEW POOL	21,425		80,000			80,000		176,050	336,050
CAPITAL PROJECT- W BRDWAY DEVELOPMENT	58,050							40,368	40,368
DEBT SERVICE FUND:									
DEBT SERVICE	140,250	86,881						465	87,346
RESERVE FUNDS:									
PW EQUIPMENT	183,741					15,000		1,075	16,075
GOVERNMENTAL RESERVE	918,752					4,000		4,481	8,481
ENTERPRISE RESERVE	1,357,017							7,247	7,247
TOTALS	\$ 13,186,109	\$ 1,504,670	\$ 947,302	\$ 225,820	\$ 2,751,507	\$ 382,708	\$ 108,313	\$ 919,324	\$ 6,839,643



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 42% to 99%), overall property taxes are 22% of the total anticipated new revenue during the upcoming fiscal year.

Property Tax Limits and Rates.

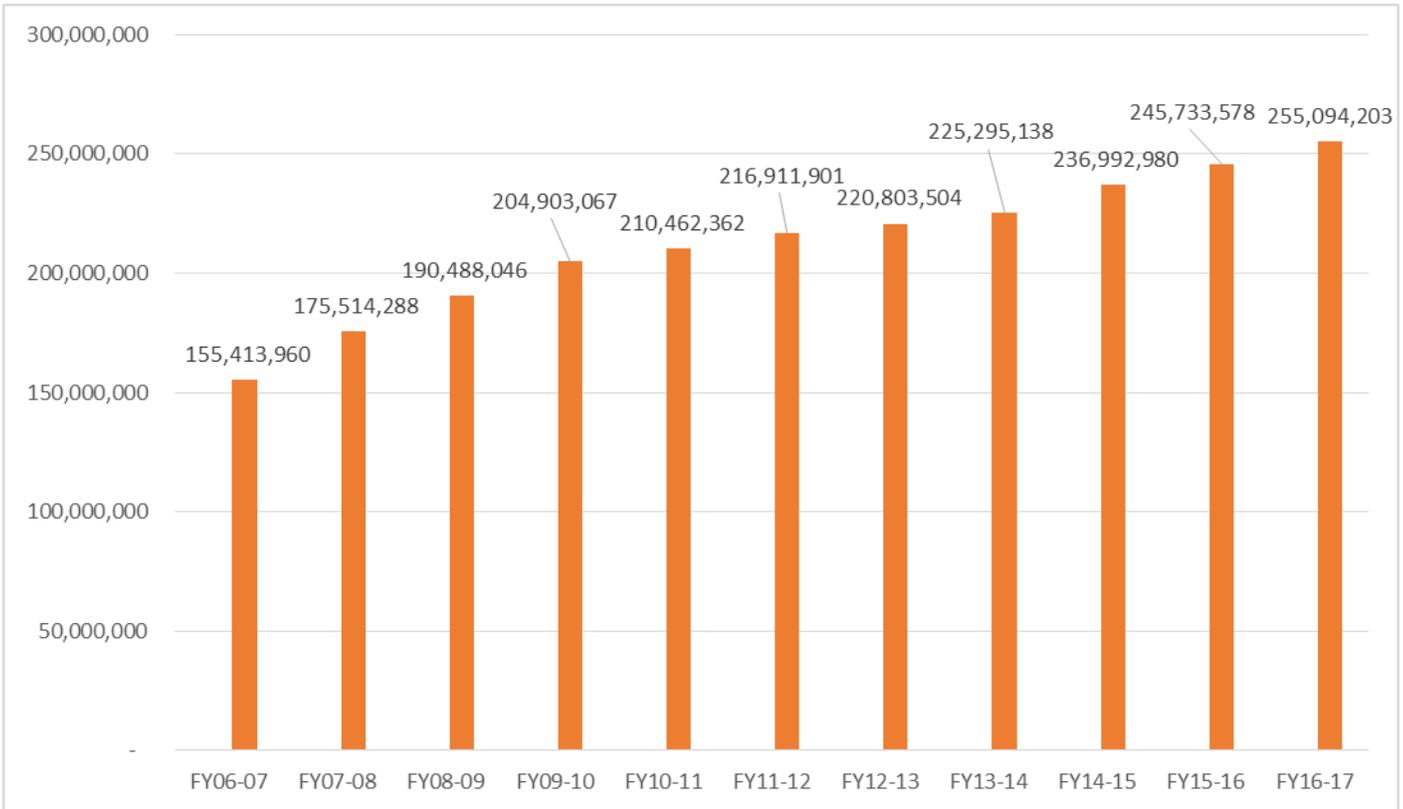
Property taxes for operations are levied in accordance with the Oregon constitutional limitations known as Measures 5 (1990) and 50 (1997). Measure 5 places a maximum tax rate for non-education governments of \$10 per \$1,000 of real market value on each parcel of property. Measure 50 set a maximum permanent 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.” The property within the City’s boundaries had a total assessed value of \$255,094,203 for 2016-17. This is a 4% increase from the previous year’s valuation.

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

**Assessed Values
Fiscal Year 2006-07 through Fiscal Year 2016-17**



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.

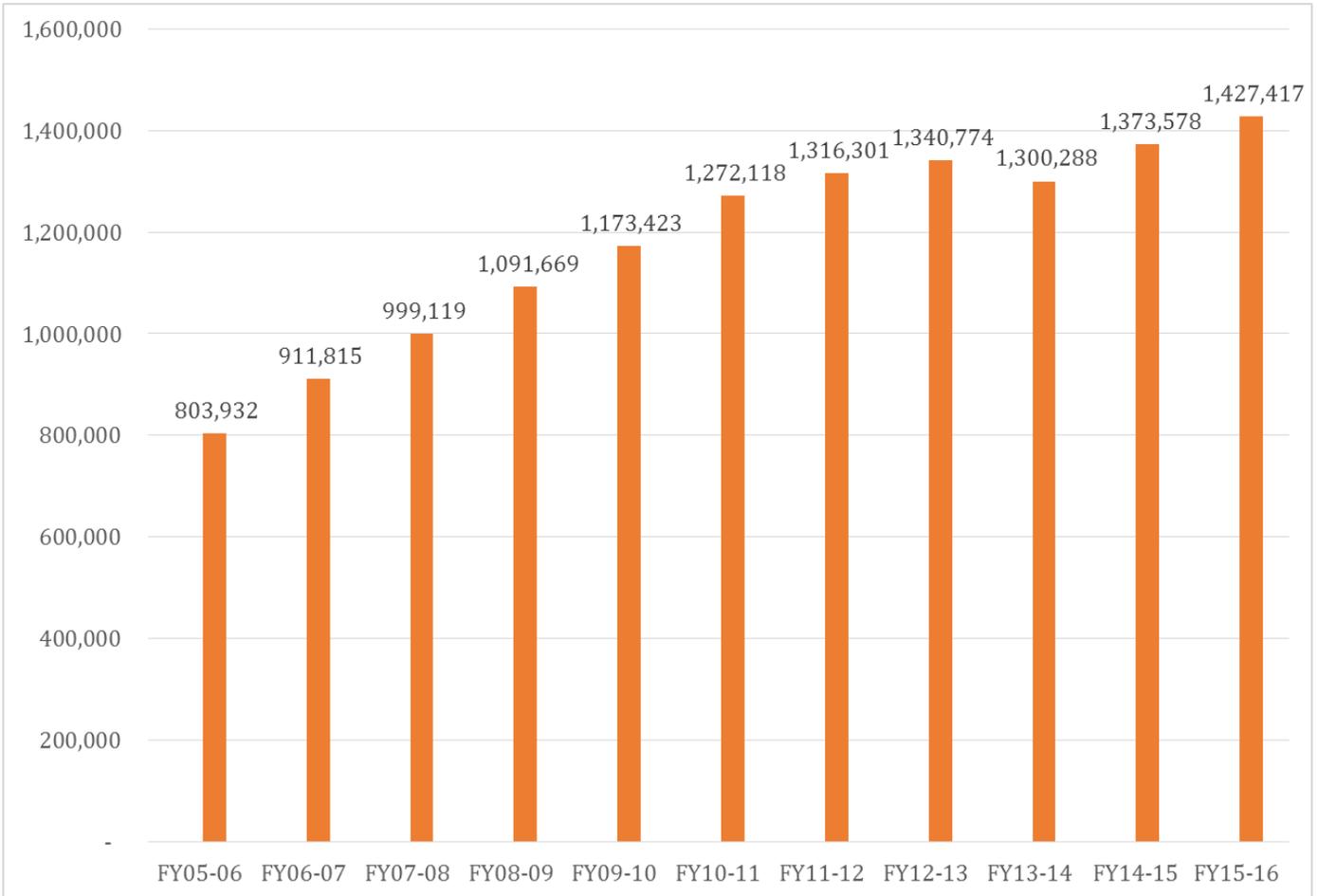
Property Tax Collections.

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 2017-18 assumes that the assessed value will increase 2%, the full rate will be levied, the compression loss will be approximately \$6,600 and the uncollectible rate will be approximately 5%. Given these assumptions the City is conservatively expecting to receive \$1,471,995. The amount of property taxes that the City has received since fiscal year 2005-06 is shown in the chart on the following page by year.

**Property Tax Money Received
Fiscal Year 2005-06 through Fiscal Year 2015-16**



Top Ten Taxpayers (2016).

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	109,308
2.	ATR Land	79,745
3.	Shalimar Mobile Park	44,505
4.	Holte Ardis	37,076
5.	Hammer-Veneta	35,133
6.	Hayden Homes	30,782
7.	Centurylink	28,895
8.	Emerald People’s Utility District	27,846
9.	Fern Ridge Self Storage	23,223
10.	Society of St Pius X Southwest District, Inc.	22,704

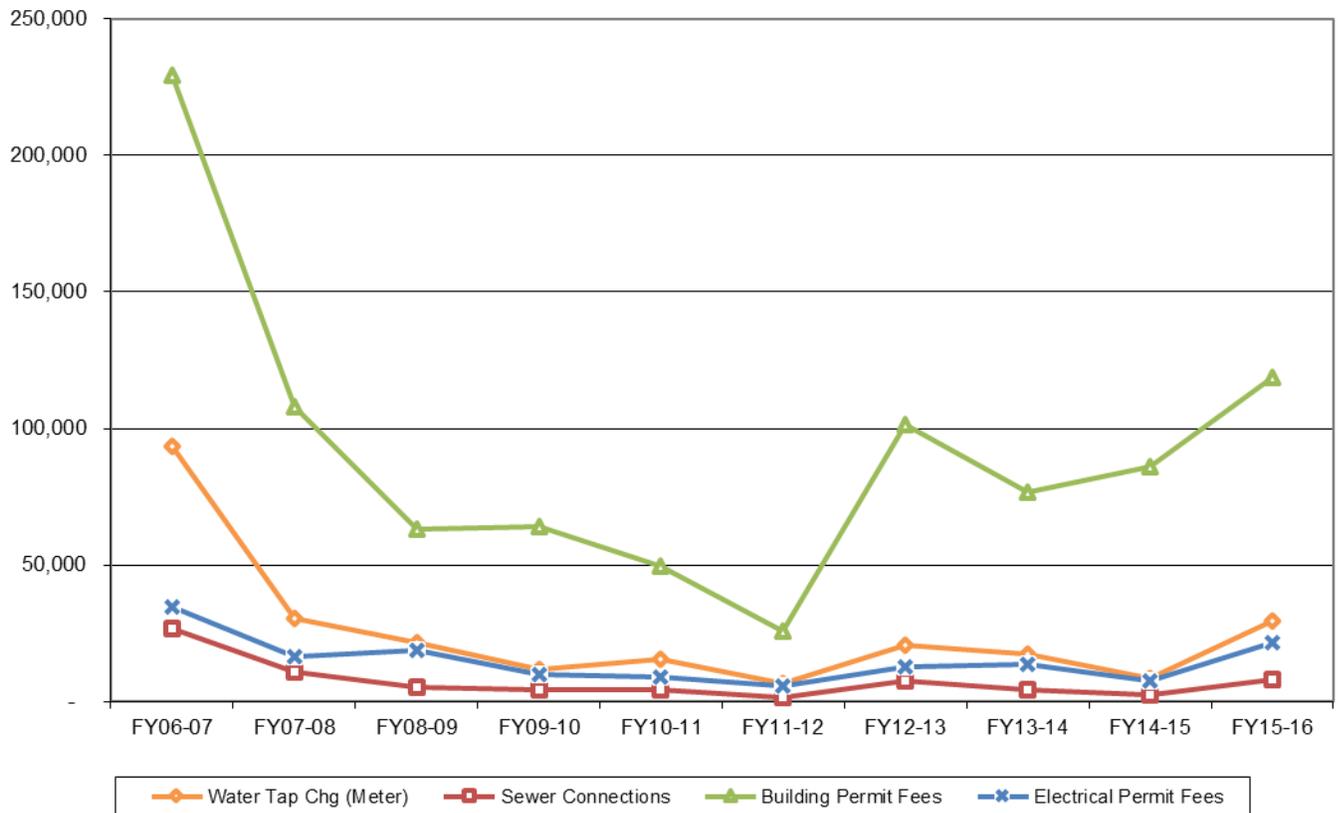
User Fees.

User fees in the general fund are primarily building and electrical permit fees. Building and electrical permit fees vary significantly and; therefore, are considered inconsistent. 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 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 14%, 20%, 20% and 96%, 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 as though 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.

**Building Related Fees
Fiscal Year 2006-07 through Fiscal Year 2015-16**

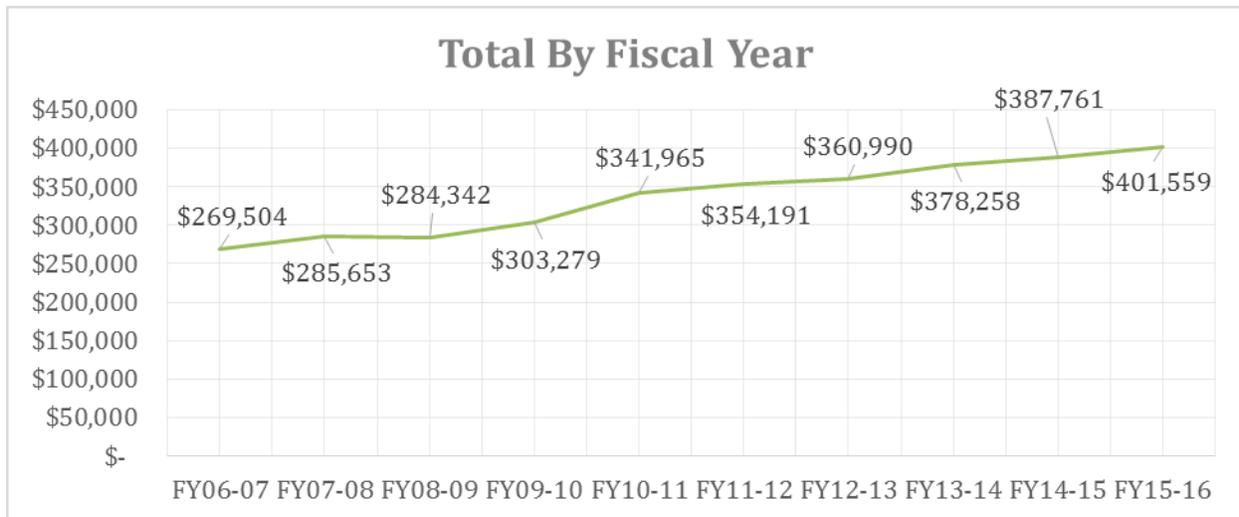


Intergovernmental Revenue.

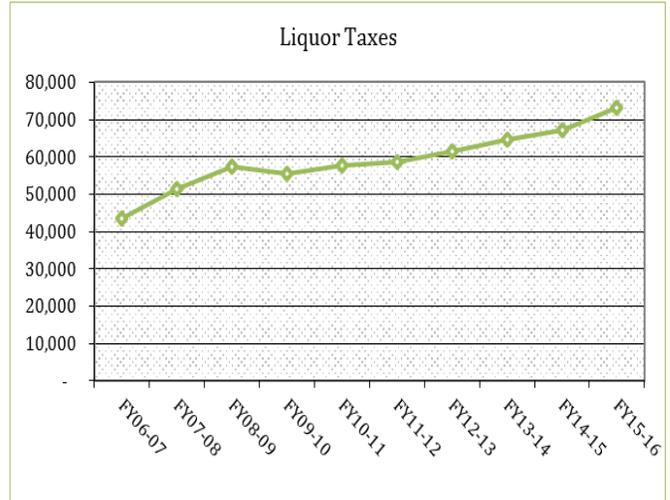
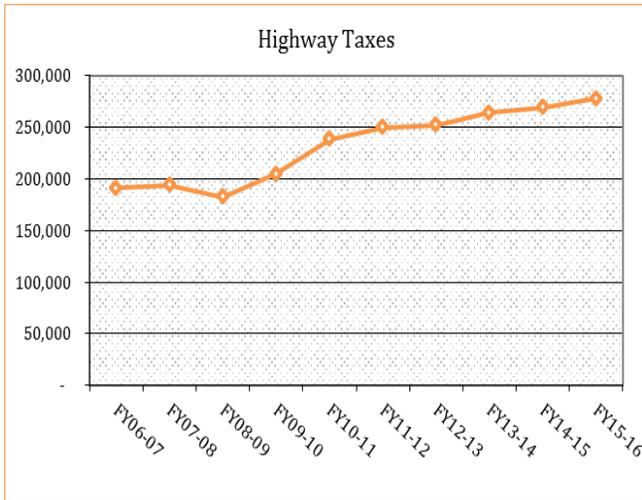
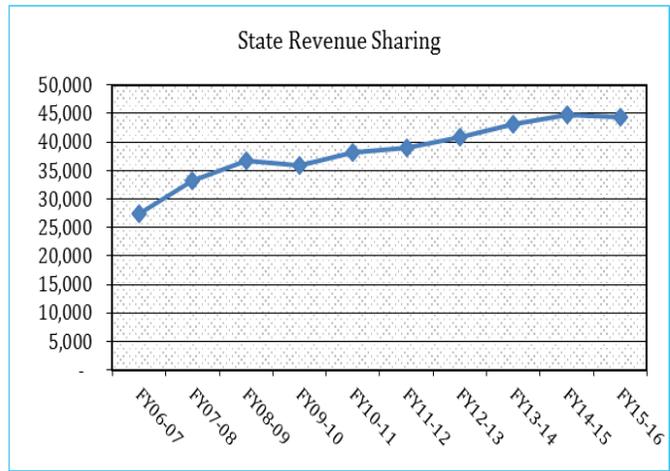
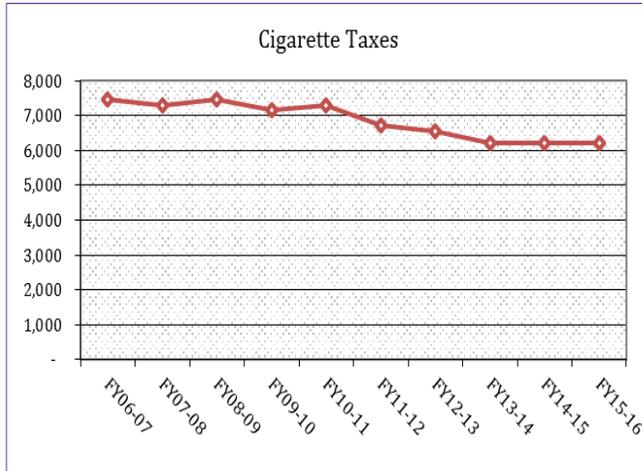
The typical sources of intergovernmental revenue are various departments of the State of Oregon and the Veneta Urban Renewal Agency. The revenues received from the State are a portion of the taxes that the State collects from cigarette, liquor, and highway fuel sales. The amount that the City receives 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, with the exception of the state revenue sharing amount, these trends are expected to continue. The following three charts present, in numerical and graph form, the amounts collected since fiscal year 2006-07 separately and in total.

**State Revenue Sharing Total
Fiscal Year 2006-07 through Fiscal Year 2015-16**

Revenue Type	FY06-07	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16
Cigarette	7,457	7,284	7,448	7,169	7,282	6,708	6,550	6,219	6,223	6,195
Liquor	43,655	51,388	57,344	55,524	57,695	58,670	61,423	64,774	67,296	73,149
Highway	191,075	193,752	182,877	204,729	238,814	249,854	252,118	264,225	269,524	277,788
State Revenue Sharing	27,317	33,229	36,673	35,857	38,174	38,959	40,899	43,040	44,718	44,427
Total By Fiscal Year	\$ 269,504	\$ 285,653	\$ 284,342	\$ 303,279	\$ 341,965	\$ 354,191	\$ 360,990	\$ 378,258	\$ 387,761	\$ 401,559



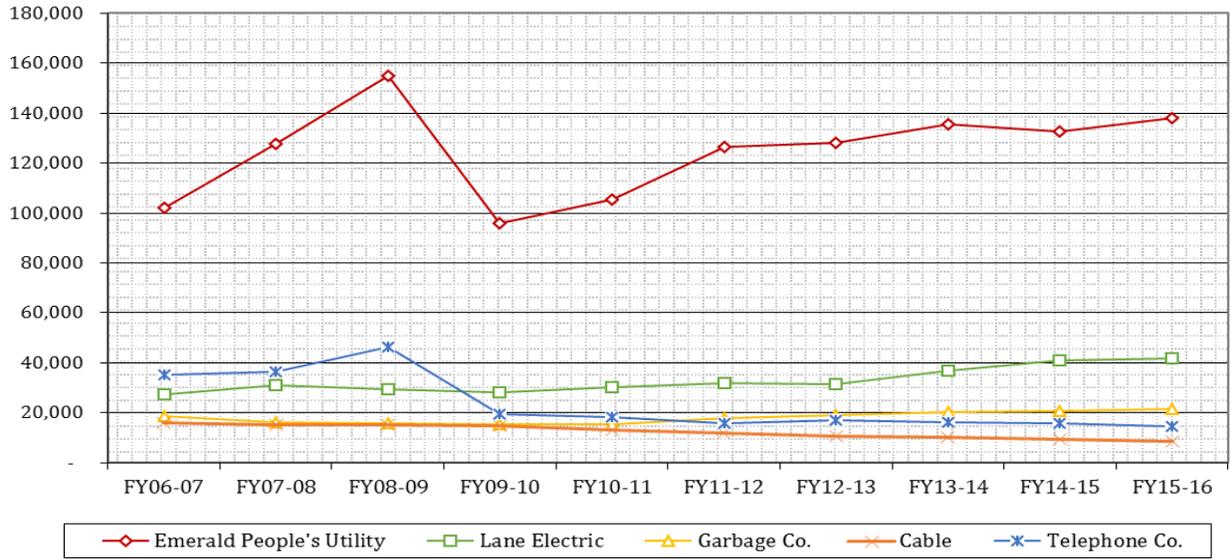
State Revenue Sharing By Type



Franchise Fees.

The City collects franchise and telecommunication 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 not expected in the upcoming fiscal year. The following graph showing the actual amounts collected over the past ten (10) years.

**Franchise Fees Collected
Fiscal Year 2006-07 through Fiscal Year 2015-16**



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. 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

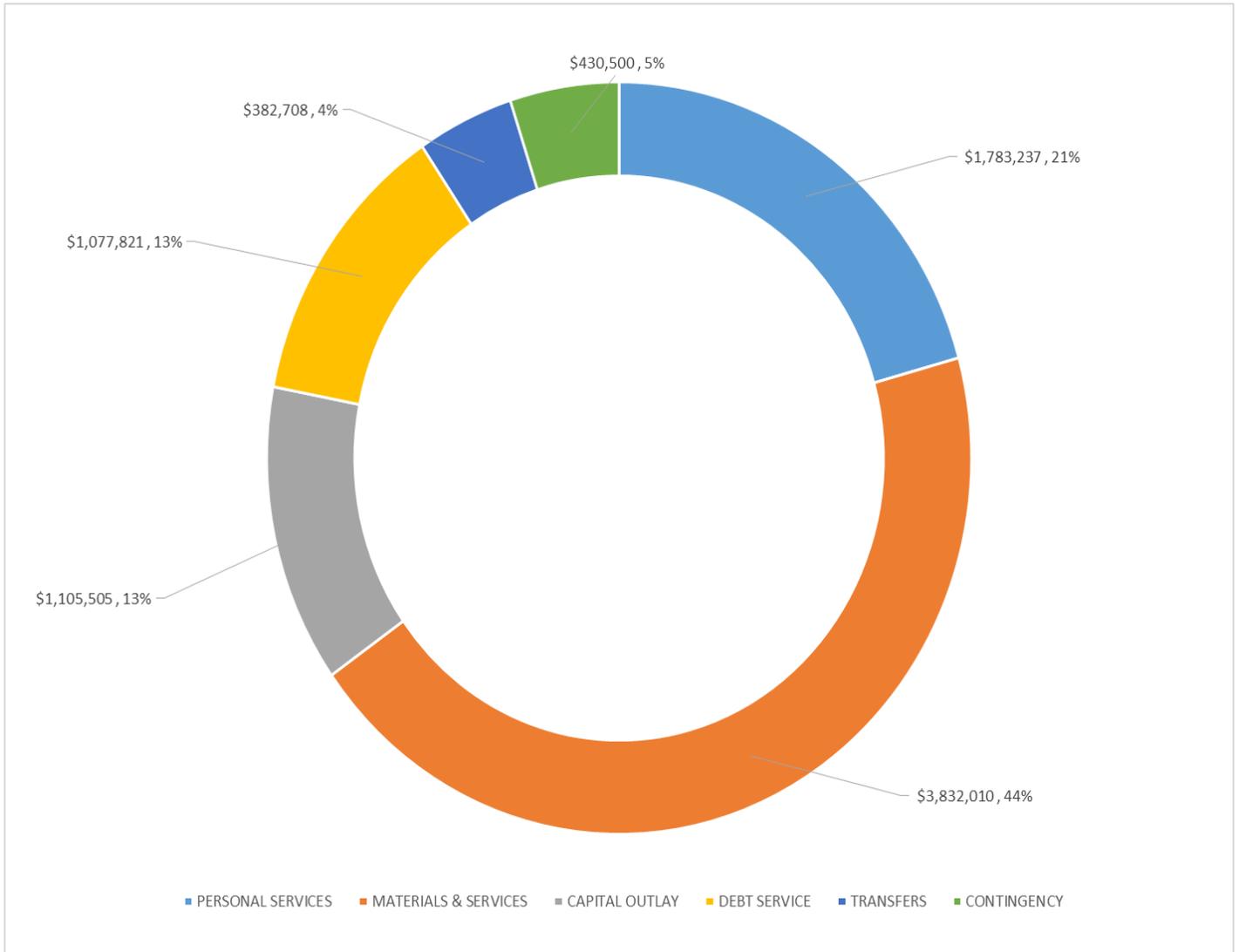
This page intentionally left blank

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 the following classifications: 1) Personal Services 2) Materials and Services 3) Capital Outlay 4) Debt Service 5) Contingency, and 6) Internal Transfers Out.

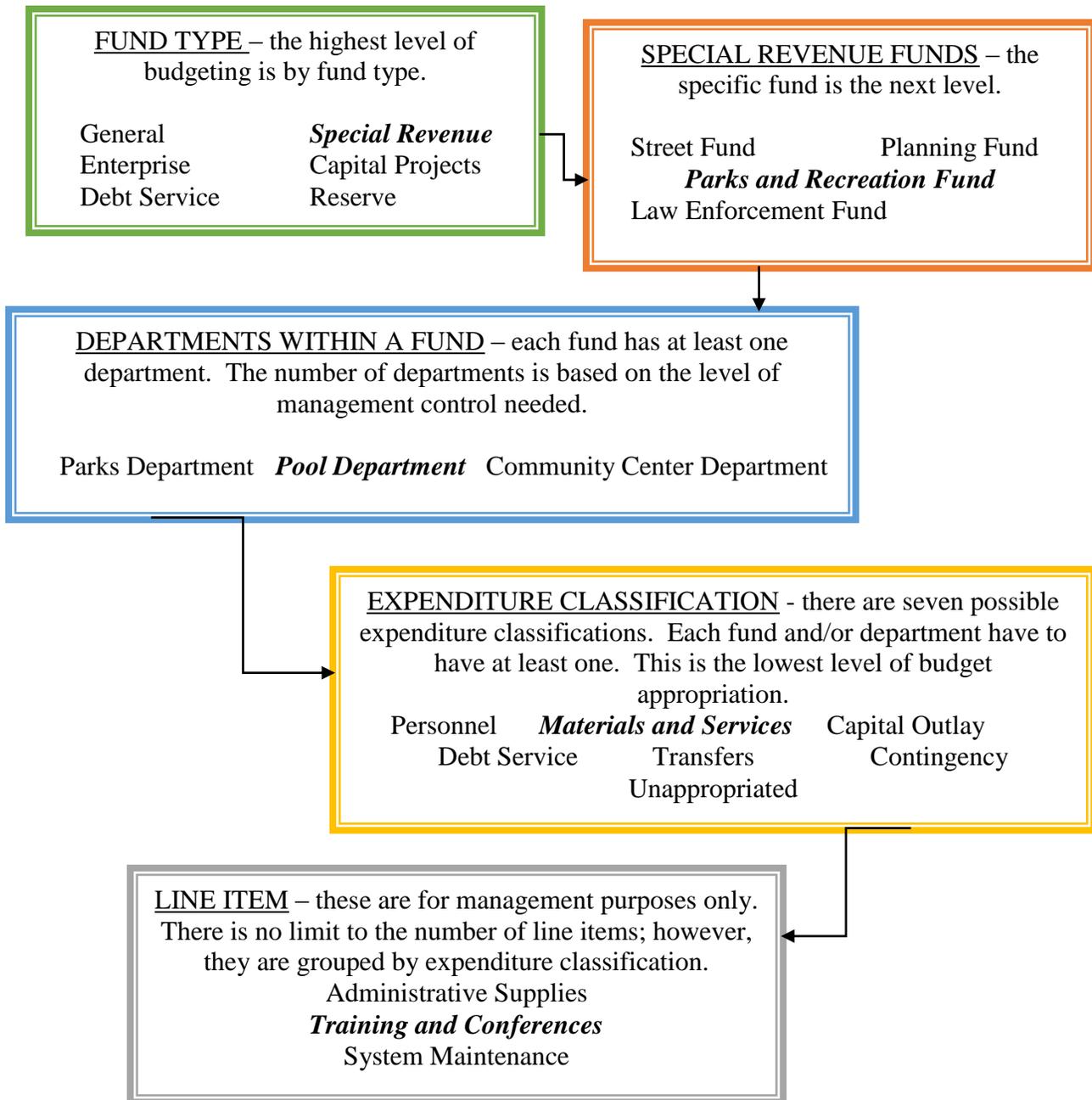
SUMMARY OF REQUIREMENTS BY CLASSIFICATION

FUNDS BY TYPE	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL EXPENDITURES	ENDING FUND BALANCE	TOTAL REQ.
								PROJECTED FUND BALANCE @ 6-30-2018	(Expenditures + Ending Fund Balance)
GENERAL FUND:									
GENERAL	430,698	341,243	113,430			75,000	960,371	892,945	1,853,316
SPECIAL REVENUE FUNDS:									
LAW ENFORCEMENT		874,817	450			500	875,767	107,203	982,970
PARKS & RECREATION	265,082	229,922	14,605			20,000	529,609	244,737	774,346
PLANNING	170,264	60,139	6,510			25,000	261,913	155,578	417,491
STREETS	193,878	843,463	184,705		9,000	100,000	1,331,046	632,303	1,963,349
STORMWATER	42,345	53,671	2,695		-	10,000	108,711	112,924	221,635
GOVERNMENTAL-SDC			75,000		80,000		155,000	1,184,895	1,339,895
GRANT		400,000					400,000	-	400,000
INVERSE CONDEMNATION		25			5,708		5,733	(0)	5,733
ZUMWALT		41,835			32,000		73,835	104,757	178,593
BUSINESS ASSISTANCE		64,050			1,000		65,050	52,726	117,776
LOCAL IMPROVEMENT		275		116,523	95,000		211,798	172,834	384,632
ENTERPRISE FUNDS:									
WATER	305,838	406,018	12,355	381,156	5,000	100,000	1,210,367	2,392,510	3,602,877
SEWER	375,132	496,202	12,355	193,150	5,000	100,000	1,181,839	1,272,428	2,454,266
WATER SDC		25	110,000	60,000			170,025	4,399	174,424
SEWER SDC		20,000	163,400	236,992			420,392	1,559,255	1,979,647
CAPITAL PROJECT FUNDS:									
CAPITAL PROJECT-NEW POOL		25	350,000				350,025	7,450	357,475
CAPITAL PROJECT- W BRDWAY DEVELOPMENT		300	55,000				55,300	43,118	98,418
DEBT SERVICE FUND:									
DEBT SERVICE				90,000			90,000	137,596	227,596
RESERVE FUNDS:									
PW EQUIPMENT			5,000				5,000	194,816	199,816
GOVERNMENTAL RESERVE					150,000		150,000	777,233	927,233
ENTERPRISE RESERVE							-	1,364,264	1,364,264
TOTALS	\$ 1,783,237	\$ 3,832,010	\$ 1,105,505	\$ 1,077,821	\$ 382,708	\$ 430,500	\$ 8,611,781	\$ 11,413,971	\$ 20,025,752



The chart and graph above present the expected expenditures for the year by classification and fund. The section entitled “Consolidated Financials” provides detailed information about expenditures, by fund, in narrative form and in the Consolidated Fund Budget. Additional background, listings of specific items included in the budget can be found in Appendix D.

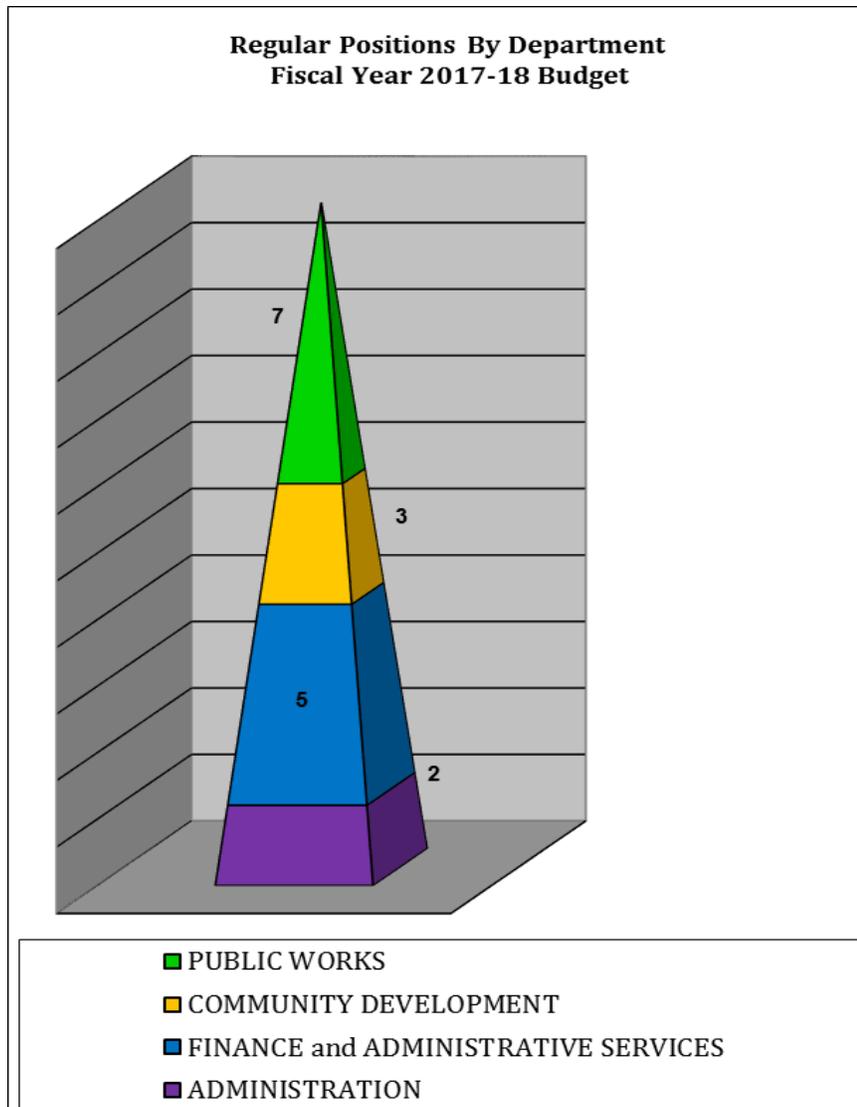
For management purposes only, each classification is broken down to one or more line items, or accounts. There are no restrictions on the number of line items. The rule of thumb is to create enough separation to effectively manage each component of daily operations, large projects, and debt service payments. The following chart 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 16 regular positions or full-time equivalents (FTE), 1 full-time temporary and 21 seasonal positions that roughly equate to 3.35 FTE. The City's regular FTE has remained steady the past few years. The change for the upcoming year is the possible addition of the full-time temporary (one to two years) position. This position will only be necessary if the City is unsuccessful in obtaining a RARE participant. The responsibilities of the new position, entitled "Urban Development Specialist" will focus on economic development and urban renewal programs. The number of FTE per department are shown in the following graph.



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

POSITIONS BY DEPARTMENT	FY2017-18 Budgeted	FY2016-17 Budgeted	FY2015-16 Budgeted
Regular Positions:			
ADMINISTRATION			
City Administrator	1	1	1
Urban Development Specialist	1	0	0
FINANCE and ADMINISTRATIVE SERVICES			
Finance Director	1	1	1
Office Support Specialist	1	1	1
Office Support Specialist	1	1	1
City Recorder	1	1	1
Office Support Specialist	1	1	1
COMMUNITY DEVELOPMENT			
Community Development Director	1	1	1
Associate Planner	1	1	1
Office Support Specialist	1	1	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 Regular Positions	17	16	16
Temporary Positions:			
PUBLIC WORKS			
Pool Manager	0.38	0.38	0.33
Senior Guard	0.31	0.31	0.31
Head Guards	0.46	0.46	0.46
Lifeguards	1.73	1.51	1.41
Aerobics Instructors	0.05	0.09	0.09
Seasonal Grounds Laborer	0.42	0.42	0.42
Total FTE Temporary Positions	3.35	3.18	3.03
Total FTE All Positions	20.35	19.18	19.03

Total wages and benefits are expected to be nearly \$200,000 higher than the current year's budget. This equates to a 13% overall increase. Approximately \$62,000 of the difference can be attributed to the new position. The other components of the increase are discussed below.

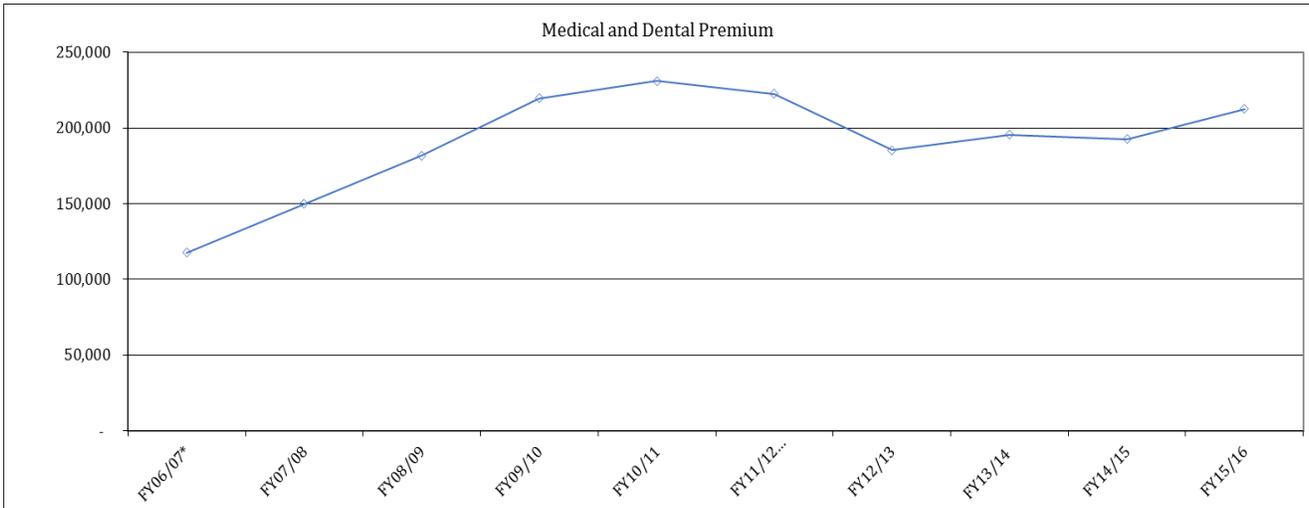
Wages:

The budget reflects a 2.1% wage cost-of-living-adjustment (COLA) increase to all the City's regular positions. The City's uses the CPI-U Portland 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:

Insurance premium rates for Medical and Vision are expected to increase by 5% for the upcoming plan year (January 1, 2018). Dental insurance rates are expected to increase by 4.5%. 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 2006-07 through Fiscal Year 2015-16**



*Estimated from records other than actual payments. Beginning in fiscal year 2011-12 the amounts include the City’s contributions to employees’ Health Savings Accounts.

The rates for Workers’ Compensation are expected to increase by 7% effective July 1, 2017; however, the Life and Long-Term Disability insurance are not expected to increase for the upcoming year.

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. July 1, 2017 the rates will change from 15.06% to 19.27% for Tier 1/Tier 2 and from 8.53% to 11.46% for OPSRP employees. The next rate increases will occur on July 1, 2019 and it is also expected to be substantial. At this time the City also pays the employee’s “pick-up” portion of 6%.

Allocations:

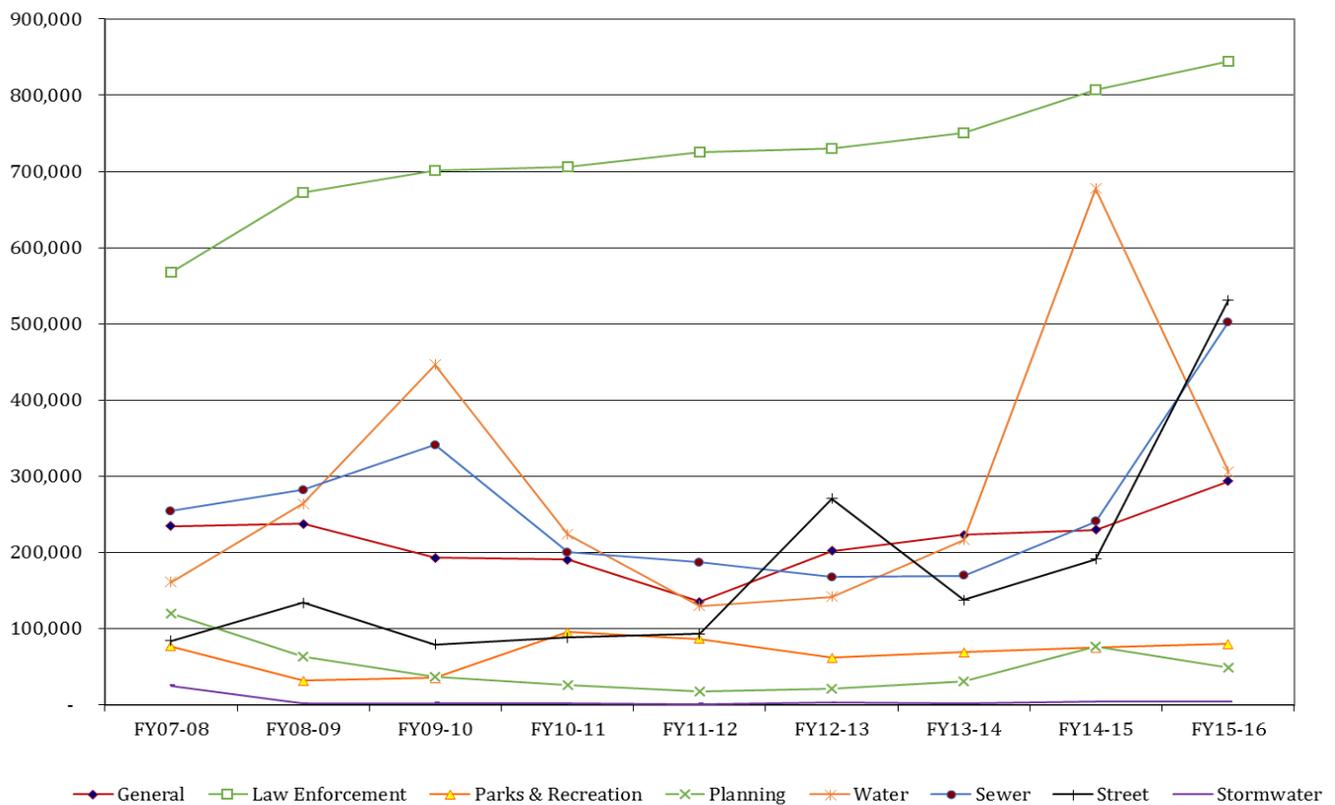
Consistent with common practice many of the positions are allocated to two or more funds for wage and benefit purposes. The allocations, which are reviewed every year, reflect the estimated amount of time each employee performs tasks within each area or the position’s scope of responsibility. Broadly 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 increased in water and sewer. The change in admin/finance reflects the new temporary position.

	FY2017-18	FY2016-17	Change
Admin/Finance	4.05	3.13	0.92
Court	0.6	0.45	0.15
Parks	1.70	1.70	0.00
Pool	2.48	2.45	0.03
Planning	1.66	1.76	-0.10
Streets	2.22	2.13	0.09
Stormwater	0.45	0.40	0.05
Water	3.58	3.13	0.45
Sewer	4.28	3.88	0.40
	21.02	19.03	1.99

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. An example in the fiscal year 2017-18 budget is the continued street preservation work. 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 preservation project 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 2015-16



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. Capital Outlay is one category of expenditure appropriations included in an agencies budget; however, for accounting and management purposes capital outlay is broken down further by the following types:

Expansion or acquisition – newly acquired or built; adds on 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 .26 percent of the 2017 real market value of \$431,162,983, far below the three percent maximum. The chart below presents the total amount of actual debt obligation at the end of fiscal years 2015 and 2016. The amounts for 2017 and 2018 are estimates. The 2017 balance of the “Other Loans” was expected to be zero because the City had planned on paying them off. Thus far, only one of them has been paid off.

Type of Debt	FY 14-15	FY 15-16	FY 16-17	FY 17-18
General Obligation Bonds	\$ 932,975	\$ 889,975	\$ 842,975	\$ 792,975
Revenue Bonds	\$ 13,735,905	\$ 13,512,479	\$ 13,131,612	\$ 12,893,068
Other Loans	\$ 739,452	\$ 614,941	\$ 0	\$ 185,265

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

Moving expenditure authority from an existing appropriation to another. There are two types of transfers: “Inter-fund” when the appropriation is being transferred to another fund and “intra-fund” when the appropriation is being transferred to another classification within the same fund. The upcoming year’s budget includes a total of \$382,708 in transfers compared to \$431,300 in the current year.

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.

CONSOLIDATED FINANCIALS

SECTION 6

This page intentionally left blank

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 center 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 addition of Personal Services classification within the department. This will be used to budget and account for half of a proposed new position.

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. The amount of revenue from these types in the upcoming fiscal year are expected to change only slightly from the current fiscal year. The other types of revenue including but, not limited to building-related permits, land leases, interest earnings, and court fines are expected, on average, to increase slightly. An increase is expected in building permit revenue because even though the number of permits are low, the budgeted fiscal year 2016-17 amount proved to be very conservative. This is the case with court fines as well. The other significant change in the General Fund revenue is a \$50,000 increase for a potential grant and a \$31,207 increase in the amount expected to be reimbursed from the Urban Renewal Agency for personal services.

EXPENDITURES

The total expenditures in the General Fund are up nearly 28%. The largest increase is in the Capital Outlay classification. That and some other noteworthy changes, by expenditure classifications, are discussed on the next page.

Personal Services. Factors affecting the total personal services cost 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 2.15%, increases in health, workers' compensation insurance premium and retirement contributions and the addition of a full-time position. Even though half of the cost will be reimbursed to the City, the entire expenditure is budgeted. The net result in the General Fund is an expected increase of about \$104,000 or 31.7%.

Materials and Services. The total amount being budgeted for materials and services for fiscal year 2017-18 is approximately \$17,000 higher than the amount adopted in fiscal year 2016-17. Management is anticipating slightly higher premium for general liability and property insurance; however, the bulk of the increase is due to the financial software upgrade. Software maintenance agreements have increased in scope and cost since our last upgrade. Additionally the City is switching to a hosted (Cloud) version of the software. This decreased the purchase cost considerably; however, it increases the maintenance costs. Money is also being carried forward to convert two offices to the built-in style, continue the remodel of the City Administrative Center (City Hall) and to replace four work stations and a server.

Capital Outlay. The capital outlay amount of \$113,430 equates to a 363% increase from last year. The largest difference is the possible installation of Broadband service lines. The project is expected to cost \$82,000; however, most of the cost will be covered by grant revenue.

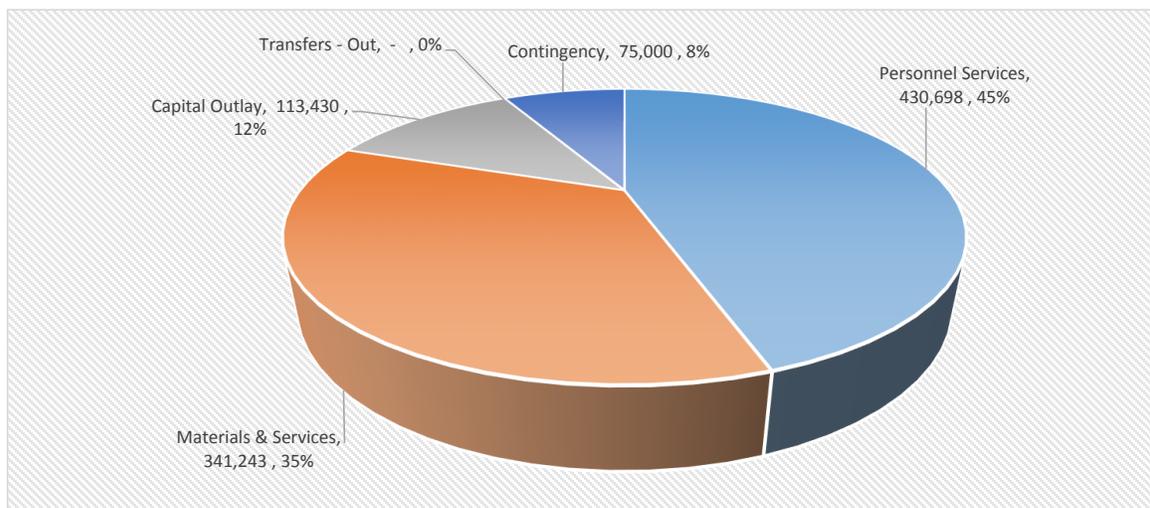
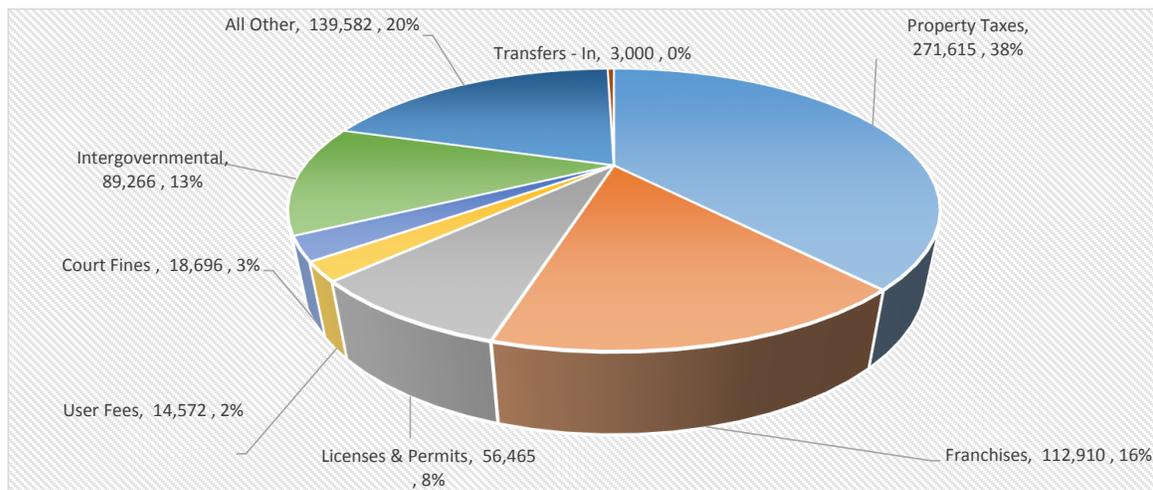
Transfers. In the upcoming fiscal year, similar to the fiscal year 2016-17 no transfers are being budgeted.

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

GENERAL FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Budget from Last Year
Beginning Fund Balance	\$ 788,721	\$ 888,230	\$ 1,073,923	\$ 1,230,620	\$ 1,140,670	-7.3%
Revenue						
Property Taxes	218,336	255,143	263,204	259,452	271,615	4.7%
Interest Income	4,306	4,684	7,031	4,152	6,540	57.5%
Franchises	109,398	109,807	112,329	105,459	112,910	7.1%
Licenses & Permits	96,146	161,014	149,318	47,763	56,465	18.2%
User Fees	30,974	17,713	28,903	11,279	14,572	29.2%
Court Fines	13,068	22,503	20,584	13,000	18,696	43.8%
Intergovernmental	80,993	83,519	89,344	84,253	89,266	5.9%
All Other	89,121	84,691	78,480	88,716	139,582	57.3%
Transfers - In	1,000	1,000	1,000	3,000	3,000	0.0%
Total Revenue	643,342	740,074	750,193	617,074	712,646	15.5%
Expenditures						
Personnel Services	289,209	287,926	284,766	326,910	430,698	31.7%
Materials & Services	223,122	229,920	293,324	324,568	341,243	5.1%
Capital Outlay	31,499	11,535	3,920	24,500	113,430	363.0%
Transfers - Out	-	25,000	-	-	-	0.0%
Contingency	-	-	-	75,000	75,000	0.0%
Total Expenditures	543,830	554,381	582,010	750,978	960,371	27.9%
Ending Fund Balance	\$ 888,233	\$ 1,073,923	\$ 1,242,106	\$ 1,096,716	\$ 892,945	-18.6%

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 graph on the bottom shows the expenditures by classification. The percent of the totals are also displayed.



SPECIAL REVENUE FUNDS

Currently the City has ten (10) active funds that are considered Special Revenue Funds, five (5) of which are considered “operating funds” and two of those are also “Major” funds for reporting purposes. Special Revenue Funds are created whenever revenue is legally restricted to specified 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 sheriffs’ deputies FTE and Sergeant’s FTE 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 10 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 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, 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 2017-18 the City is changing the percentage going to the Law Enforcement Fund from 53% to 55%, Park and Recreation Fund from 15% to 14%, and from 13% to 11% in the Planning Fund.

Other changes worth noting in the operating funds are listed below by fund.

Law Enforcement Fund: An increase of \$15,000 is expected in the amount the City receives for Marijuana Taxes (includes tax from the State and the City's local tax of 3%). The marijuana taxes are included in the "All Other" revenue type. Other than the increase in property taxes, mentioned above, it is expected that the other revenue sources will not vary significantly from the current year's budget.

Park and Recreation Fund: Small increases are expected in interest income, user fees, and state revenue sharing revenue types. The approximately \$13,000 increase in "All Other" is expected to result from the City's local and the State's collection of marijuana taxes.

Planning Fund: The total revenue is expected to increase by 21%. The increase can be attributed to a more realistic estimate of the amount of developer reimbursements. Whenever a developer's land use application requires review and input from the City's engineer and/or attorney, the City initially incurs those costs. The developer is then required to reimburse the City.

Street Fund: Overall the revenue is expected to increase slightly. Franchise fees and intergovernmental sources show the largest increases; however, they are reflective of more realistic estimates rather than actual increases in the amounts received over the past two years. The proposed budget does not reflect a Street Utility Fee rate increase during fiscal year 2017-18.

Storm-Water Fund: The upcoming fiscal year includes an increase in the storm-water surcharge of 2%. It is estimated that this increase will generate an additional \$5,000 in revenue for this fund.

Non-Operating Special Revenue Funds:

The total revenue anticipated in the upcoming budget year for the six non-operating, special revenue funds is \$187,963 higher than last year. The largest contributing factors listed and explained below:

- The opening of the "Grant Fund" to budget and account for a potential \$400,000 grant from the State of Oregon Business Development Department. The money will flow through the City to St. Vincent de Paul to finance a Housing Rehabilitation Program in Veneta.
- The closing of the Inverse Condemnation Fund. The fund existed to budget and account for a loan that was paid in full during the current year. The money to make the debt service payments, transfers from the Sewer and Storm-water Funds, will no longer be needed.
- Lastly, the Local Improvements Fund revenue is expected to decrease by \$40,000. The past few fiscal years included transfers into this fund to extend sewer services to

properties not currently served. The projects have been completed or abandoned; therefore, additional transfers into this fund are not needed.

EXPENDITURES

The total expenditures in the Special Revenue Funds is about \$306,000 more than the amount budgeted in the current year. Much of the increase is being driven by the Housing Rehabilitation Program mentioned earlier; however, there are some other significant, although offsetting, increases and decreases. The significant changes in each expenditure classification and by fund are discussed below.

Personal Services. The per fund increases in wages and benefits range from 3% to 22%. The increases are due to the proposed cost of living (2.1%) and anticipated increases in workers' compensation insurance (7%), health insurance (5%), and retirement contributions 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. As a whole the fiscal year 2017-18 amounts in the Special Revenue operating funds for Materials and Services are 37% more than the adopted budget amounts for fiscal year 2016-17. The increase is primarily due to changes, explained in more detail below, in the Planning, Street, Storm-water, Business Assistance and Grant Funds.

Capital Outlay. A decrease of about 52% in Capital Outlay expenditures is expected. The largest decreases are in the Street and Local Improvement Fund. Listings of the specific purchases and projects included in the budget can be found in Appendix D.

Specific noteworthy expenditure changes by fund are listed below.

Law Enforcement Fund: The amount of the Contingency expenditure is being reduced from \$2,500 to \$500 because that appropriation has not been used at all in the past five years.

Park and Recreation Fund: The amount for Materials and Services (MS) is expected to increase slightly due to the work being done to develop a master plan for City Park. Capital Outlay (CO) is expected to decrease because the \$5,000 for play equipment budgeted in fiscal year 2016-17 is not being carried forward.

Planning Fund: The amount budgeted in fiscal year 2017-18 for MS is being increased slightly to better reflect the amount attributable to technical review services. The CO amount is virtually unchanged.

Street Fund: The net change in expenditures is expected to be an increase of 5%. This is the result of MS increasing by about \$240,000 and CO decreasing \$200,000. Street rehabilitation projects (E. Hunter and 2nd and 3rd Streets) on top of the pavement preservation program are driving the increase. A closer review of the planned work on 2nd and 3rd Streets revealed that less of it qualifies as a CO than previously thought. This accounts for the reduction in total CO within the Street Fund.

Storm-water Fund: The amount of MS is being increased approximately \$12,000 to cover the cost of developing a storm-water plan template. The other significant change in the expenditures is the Transfers Out. The amount being budgeted is zero compared to \$25,000 for the past three years. The transfer is no longer needed as it was used to support debt service payments on a loan that has now been paid in full.

Local Improvement Fund: The net change is a 31% decrease. The reduction in the amounts being budgeted for debt service and CO (total of \$189,176) is being offset by an increase in the transfer classification of \$95,000. The transfer is putting the money back to the Sewer Fund where it originally came from.

Inverse Condemnation Fund: The decrease of 98% in expenditures is attributable to the bank loan being paid off during fiscal year 2016-17 as budgeted.

Capital Construction – Governmental Fund: Both the CO and Transfer appropriations are being proposed at a higher amount than the current fiscal year's budget. Design and construction of streets and the multi-use pool that are system development charge eligible are driving this increase.

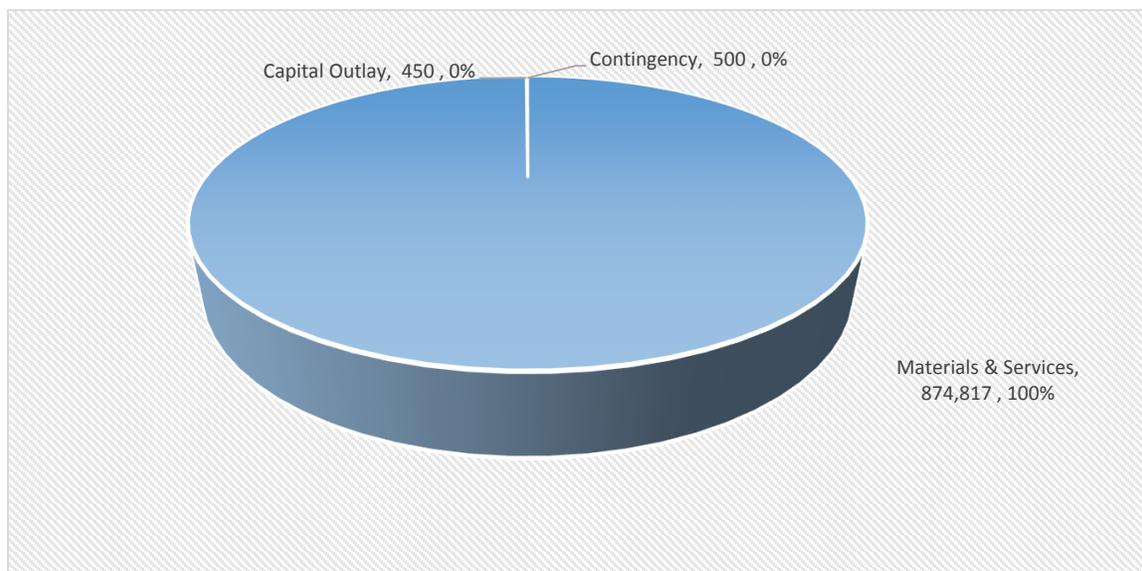
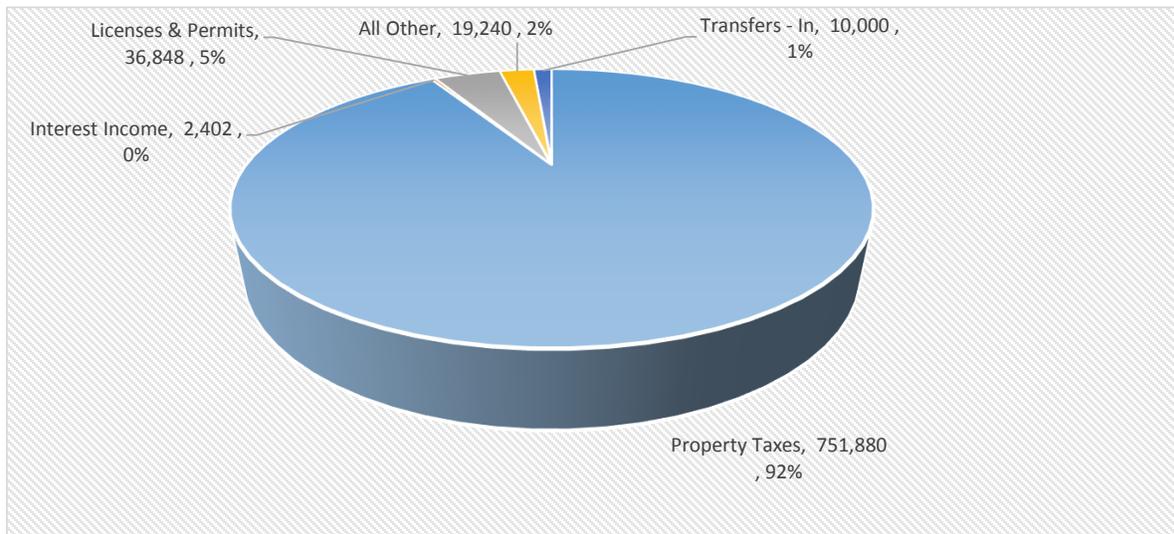
Business Assistance Fund: The amount being made available for loans is \$25,000 higher than budgeted in fiscal year 2016-17.

Grant Fund: The net impact on the budget from this new fund will be minimal; however, it does increase the City's total revenue and total expenditures by \$400,000.

LAW ENFORCEMENT FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 508,017	\$ 449,513	\$ 358,527	\$ 218,192	\$ 162,600	-25%
Revenue						
Property Taxes	628,133	663,419	709,261	722,680	751,880	4%
Interest Income	2,994	2,489	2,481	2,236	2,402	7%
Licenses & Permits	60,749	49,923	39,968	35,000	36,848	5%
All Other	-	-	-	4,025	19,240	378%
Transfers - In	-	-	5,000	10,000	10,000	0%
Total Revenue	691,876	715,831	756,710	773,941	820,370	6%
Expenditures						
Materials & Services	750,379	806,818	843,987	871,997	874,817	0%
Capital Outlay	-	-	-	450	450	0%
Contingency	-	-	-	2,500	500	-80%
Total Expenditures	750,379	806,818	843,987	874,947	875,767	0%
Ending Fund Balance	\$ 449,514	\$ 358,526	\$ 271,250	\$ 117,186	\$ 107,203	-9%

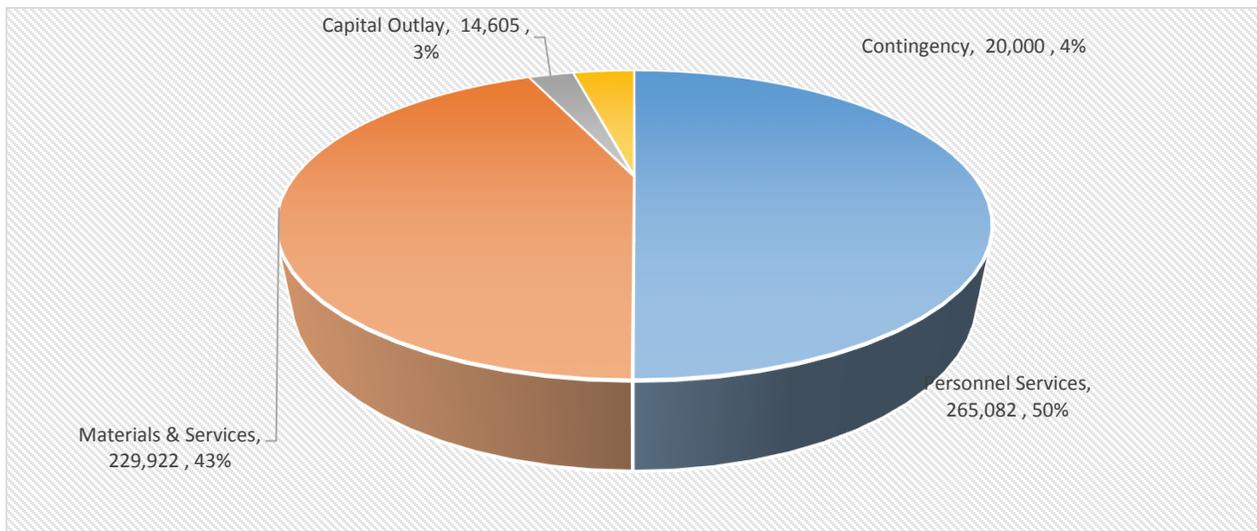
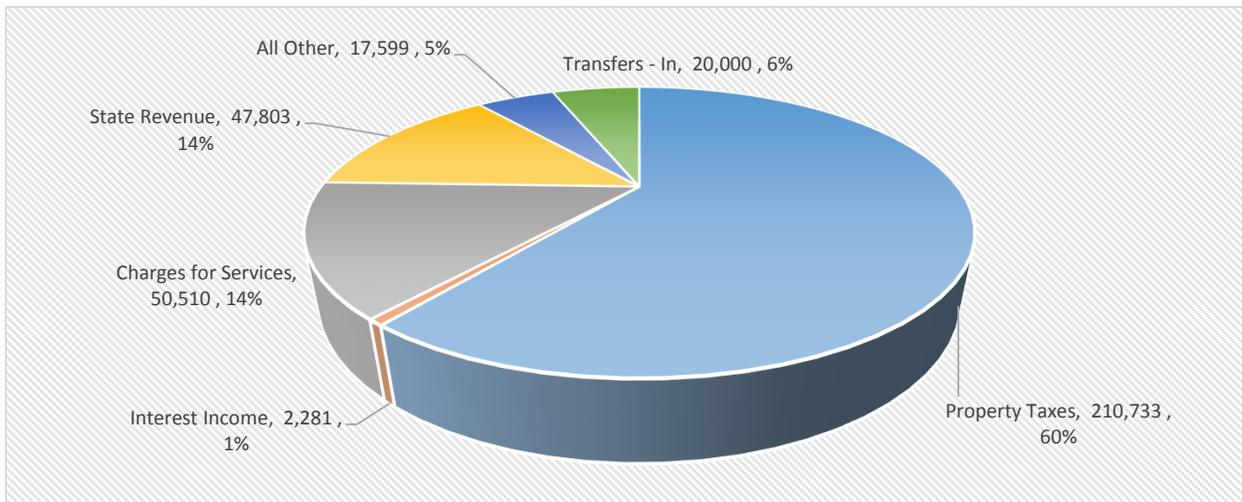
The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type. The graph on the bottom shows the expenditures by classification. The percent of the totals are also displayed.



PARK AND RECREATION FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	261,870	380,515	493,871	\$ 523,913	\$ 425,420	-19%
Revenue						
Property Taxes	237,865	229,554	220,902	201,646	210,733	5%
Interest Income	1,480	2,032	3,253	1,000	2,281	128%
Charges for Services	46,577	54,213	50,618	46,700	50,510	8%
State Revenue	43,039	44,718	44,427	41,904	47,803	14%
All Other	505	511	3,213	5,060	17,599	248%
Transfers - In	20,790	25,000	20,000	20,000	20,000	0%
Total Revenue	350,256	356,028	342,413	316,310	348,926	10%
Expenditures						
Personnel Services	162,400	166,810	192,653	235,895	265,082	12%
Materials & Services	69,211	74,862	79,675	195,008	229,922	18%
Capital Outlay	-	1,000	-	20,800	14,605	-30%
Contingency	-	-	-	20,000	20,000	0%
Total Expenditures	231,611	242,672	272,328	471,703	529,609	12%
Ending Fund Balance	\$ 380,515	\$ 493,871	\$ 563,956	\$ 368,520	\$ 244,737	-34%

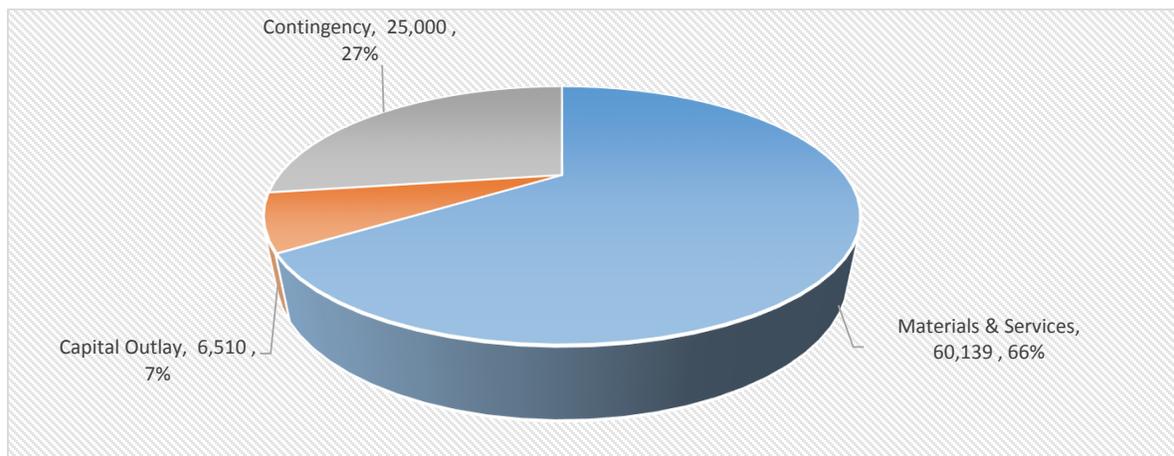
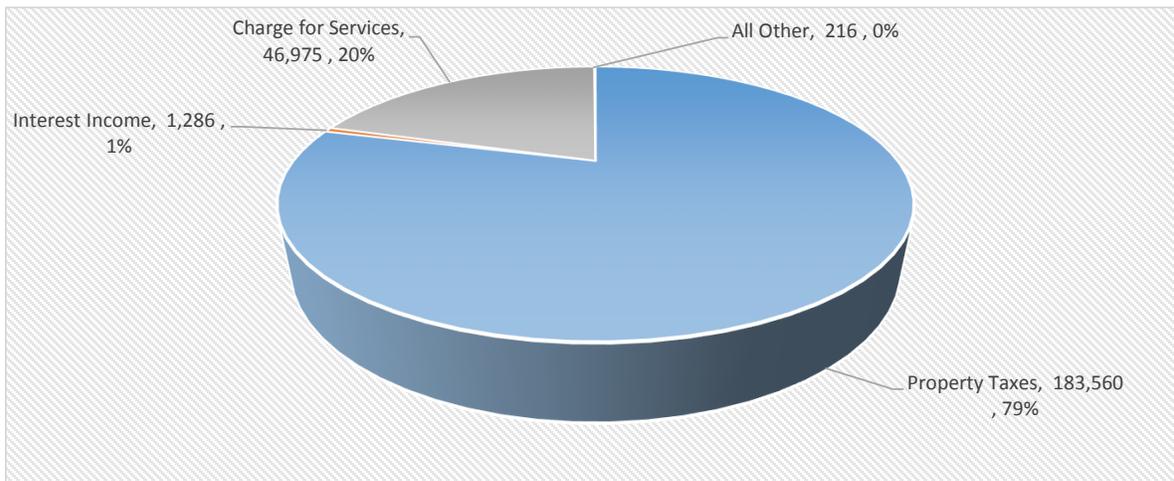
The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type. The graph on the bottom shows the expenditures by classification. The percent of the totals are also displayed.



PLANNING FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 210,930	\$ 215,913	\$ 212,270	\$ 186,880	\$ 185,453	-1%
Revenue						
Property Taxes	121,182	127,790	137,508	176,185	183,560	4%
Interest Income	1,448	1,142	1,408	1,023	1,286	26%
Charge for Services	7,653	11,491	45,197	5,000	46,975	840%
All Other	14,875	46,182	7,168	10,213	216	-98%
Total Revenue	145,158	186,605	191,281	192,421	232,037	21%
Expenditures						
Personnel Services	109,255	112,788	150,043	165,144	170,264	3%
Materials & Services	30,920	76,460	48,383	45,287	60,139	33%
Capital Outlay	-	1,000	-	6,900	6,510	-6%
Contingency	-	-	-	25,000	25,000	0%
Total Expenditures	140,175	190,248	198,426	242,331	261,913	8%
Ending Fund Balance	\$ 215,913	\$ 212,270	\$ 205,125	\$ 136,970	\$ 155,577	14%

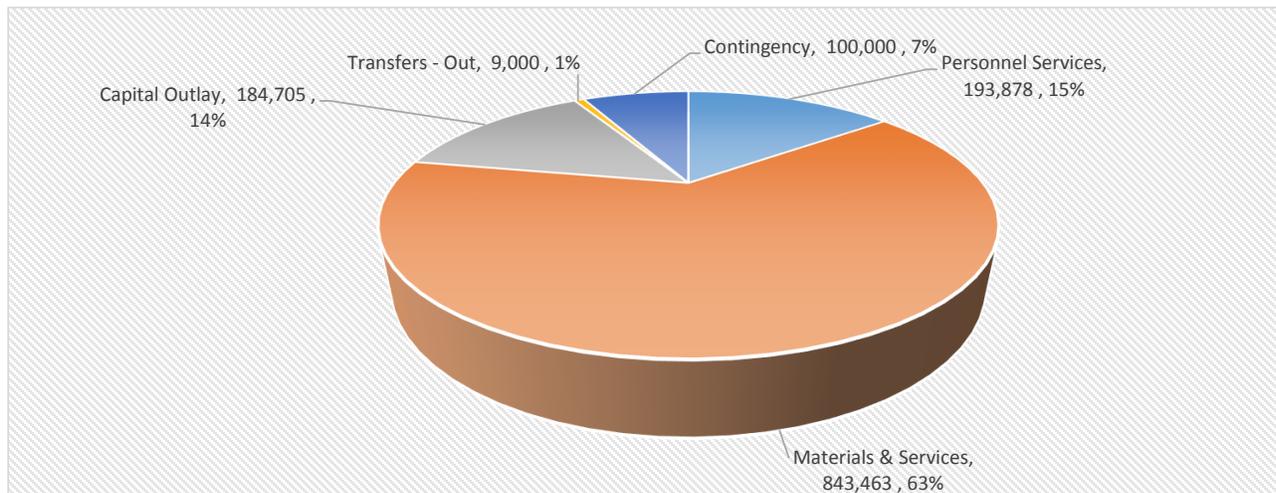
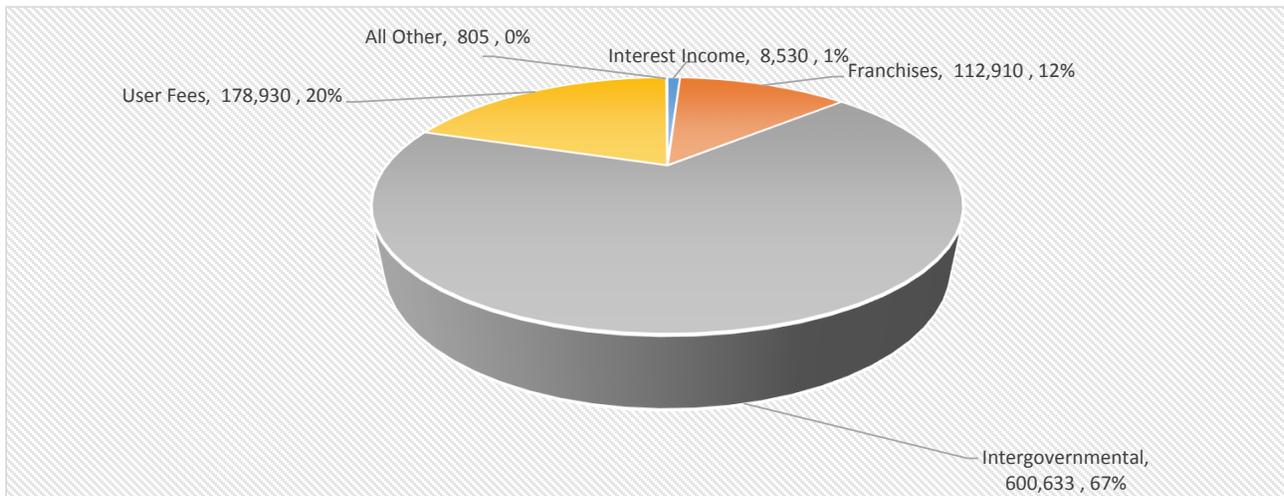
The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type. The graph on the bottom shows the expenditures by classification. The percent of the totals are also displayed.



STREET FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1617	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 1,490,921	\$ 1,672,571	\$ 1,366,122	\$ 1,226,370	\$ 911,541	-26%
Revenue						
Interest Income	8,500	8,695	8,874	7,499	8,530	14%
Franchises	109,398	109,807	112,329	105,459	112,910	7%
Intergovernmental	264,225	269,524	277,787	583,301	600,633	3%
User Fees	97,274	101,067	113,190	177,355	178,930	1%
All Other	51,023	7,973	3,405	595	805	35%
Transfers - In	-	-	100,000	150,000	150,000	0%
Total Revenue	530,420	497,066	615,585	1,024,209	1,051,808	3%
Expenditures						
Personnel Services	113,213	116,876	153,941	170,615	193,878	14%
Materials & Services	137,430	191,201	531,229	604,762	843,463	39%
Capital Outlay	93,129	90,438	30,133	383,100	184,705	-52%
Transfers - Out	5,000	405,000	5,000	9,000	9,000	0%
Contingency	-	-	-	100,000	100,000	0%
Total Expenditures	348,772	803,515	720,303	1,267,477	1,331,046	5%
Ending Fund Balance	\$ 1,672,569	\$ 1,366,122	\$ 1,261,404	\$ 983,102	\$ 632,303	-36%

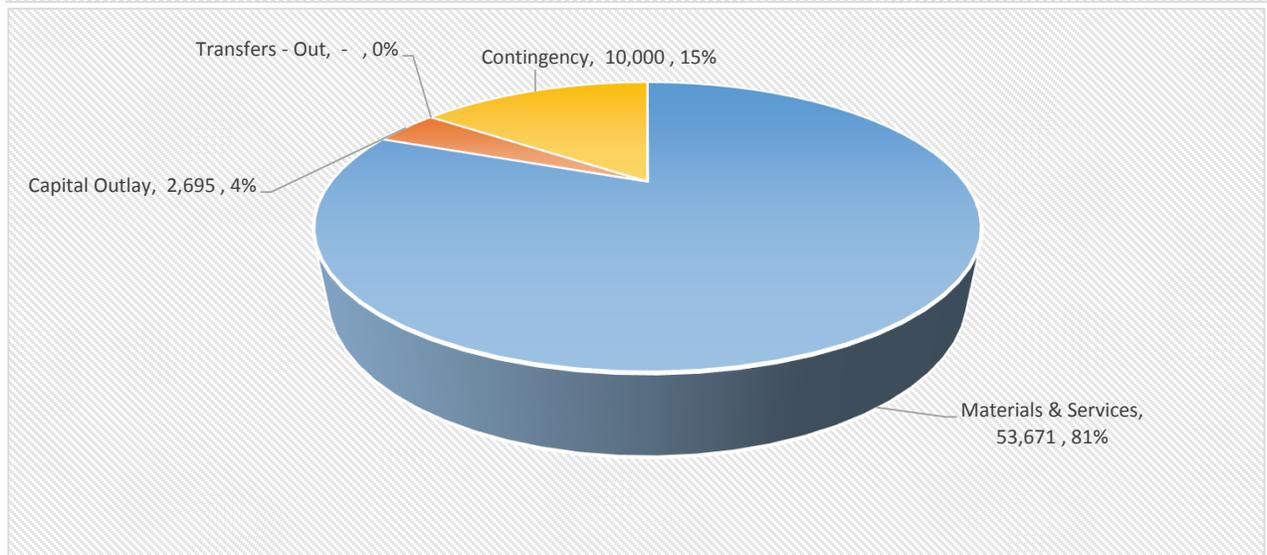
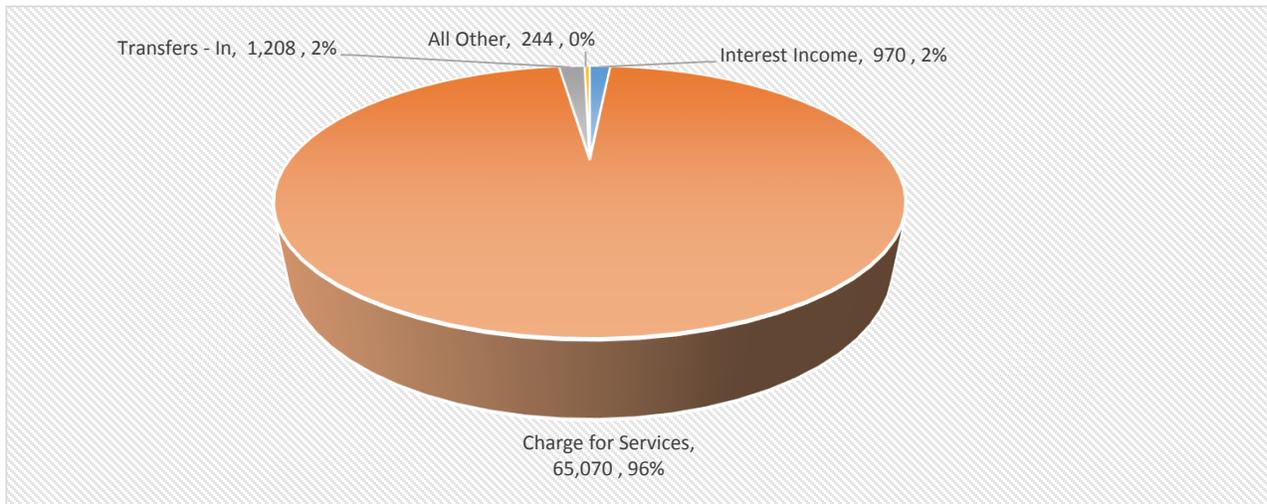
The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type. The graph on the bottom shows the expenditures by classification. The percent of the totals are also displayed.



STORMWATER FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 145,314	\$ 148,502	\$ 163,209	\$ 160,107	\$ 154,144	-4%
Revenue						
Interest Income	708	790	1,060	689	970	41%
Charge for Services	56,027	59,737	61,591	60,851	65,070	7%
Transfers - In	-	-	-	-	1,208	0%
All Other	-	578	62	25	244	876%
Total Revenue	56,735	61,105	62,713	61,565	67,492	10%
Expenditures						
Personnel Services	16,946	16,644	30,496	34,653	42,345	22%
Materials & Services	1,601	3,754	4,038	11,134	53,671	382%
Capital Outlay	-	1,000	-	6,450	2,695	-58%
Transfers - Out	35,000	25,000	25,000	25,000	-	-100%
Contingency	-	-	-	10,000	10,000	0%
Total Expenditures	53,547	46,398	59,534	87,237	108,711	25%
Ending Fund Balance	\$ 148,502	\$ 163,209	\$ 166,388	\$ 134,435	\$ 112,925	-16%

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 FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 623,213	\$ 839,034	\$ 935,919	\$ 1,120,541	\$ 1,229,962	10%
Revenue						
Interest Income	3,542	4,356	6,079	3,857	6,003	56%
Charge for Services	198,674	85,273	252,143	86,099	102,930	20%
All Other	13,605	7,256	-	13,610	1,000	-93%
Total Revenue	215,821	96,885	258,222	103,566	109,933	6%
Expenditures						
Materials & Services	-	-	-	-	-	0%
Capital Outlay	-	-	3,041	39,800	75,000	88%
Transfers - Out	-	-	-	14,300	80,000	459%
Total Expenditures	-	-	3,041	54,100	155,000	187%
Ending Fund Balance	\$ 839,034	\$ 935,919	\$ 1,191,100	\$ 1,170,007	\$ 1,184,895	1%

ZUMWALT FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 92,809	\$ 101,533	\$ 108,300	\$ 113,655	\$ 109,780	-3%
Revenue						
Interest Income	708	523	703	400	669	67%
Charge for Services	63,935	69,059	67,563	66,025	67,841	3%
All Other	100	300	540	50	303	506%
Total Revenue	64,743	69,882	68,806	66,475	68,813	4%
Expenditures						
Materials & Services	36,020	38,115	29,422	42,568	41,835	-2%
Transfers - Out	20,000	25,000	25,000	32,000	32,000	0%
Total Expenditures	56,020	63,115	54,422	74,568	73,835	-1%
Ending Fund Balance	\$ 101,532	\$ 108,300	\$ 122,684	\$ 105,562	\$ 104,758	-1%

LOCAL IMPROVEMENTS

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 124,905	\$ 113,847	\$ 100,461	\$ 265,285	\$ 380,407	43%
Revenue						
Interest Income	708	592	653	360	1,125	213%
Assessments	4,257	2,044	126,781	10,085	3,100	-69%
Transfer In	-	-	350,000	35,000	-	-100%
Total Revenue	4,965	2,636	477,434	45,445	4,225	-91%
Expenditures						
Materials & Services	-	-	-	550	275	-50%
Debt Service	16,023	16,023	16,023	170,699	116,523	-32%
Capital Outlay	-	-	227,066	135,000	-	-100%
Transfers - Out	-	-	-	-	95,000	0%
Total Expenditures	16,023	16,023	243,089	306,249	211,798	-31%
Ending Fund Balance	\$ 113,847	\$ 100,460	\$ 334,806	\$ 4,481	\$ 172,834	3757%

INVERSE CONDEMNATION

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 26,178	\$ 46,090	\$ 56,233	\$ 64,735	\$ 5,733	-91%
Revenue						
Interest Income	-	231	365	10	-	-100%
Transfers - In	110,000	100,000	100,000	180,000	-	-100%
Total Revenue	110,000	100,231	100,365	180,010	-	-100%
Expenditures						
Materials & Services	-	-	-	100	25	-75%
Debt Service	90,088	90,088	90,088	243,000	-	-100%
Transfers - Out	-	-	-	-	5,708	0%
Total Expenditures	90,088	90,088	90,088	243,100	5,733	-98%
Ending Fund Balance	\$ 46,090	\$ 56,233	\$ 66,510	\$ 1,645	\$ -	-100%

BUSINESS ASSISTANCE

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 156,346	\$ 156,054	\$ 155,865	\$ 147,002	\$ 116,818	-21%
Revenue						
Interest Income	708	811	1,012	450	938	108%
Charge for Services	-	-	-	20	20	0%
Total Revenue	708	811	1,012	470	958	104%
Expenditures						
Materials & Services	-	-	-	39,050	64,050	64%
Transfers - Out	1,000	1,000	1,000	1,000	1,000	0%
Total Expenditures	1,000	1,000	1,000	40,050	65,050	62%
Ending Fund Balance	\$ 156,054	\$ 155,865	\$ 155,877	\$ 107,422	\$ 52,726	-51%

GRANTS

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Revenue						
Interest Income	-	-	-	-	-	0%
All Other	-	-	-	-	400,000	0%
Total Revenue	-	-	-	-	400,000	0%
Expenditures						
Materials & Services	-	-	-	-	400,000	0%
Transfers - Out	-	-	-	-	-	0%
Total Expenditures	-	-	-	-	400,000	0%
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	0%

ENTERPRISE FUNDS

The City's Water, Sewer, Capital Construction-Water SDC and Capital Construction-Sewer SDC Funds are considered Enterprise or Proprietary Funds. All except the Capital Construction-Water SDC are also 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 effective January 1, 2018 and no changes to the sewer rates. The water rate increase will need to be approved by the City Council before it is enacted; however, the increase is a part of the recommendations made from the most recent rate study 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.

EXPENDITURES

Expenditures in the Enterprise Funds, similar to the City's other funds, are grouped by classification. Overall there is a 6% decrease in the total expenditure amount for 2017-18 compared to the expenditures in 2016-17. The significant changes, increases and decreases, are explained below by classification.

Personal Services. The increase in wage and benefits costs is consistent the increases in the other operating funds.

Material and Services. The amount of 2017-18 expenditures in this classification for the enterprise funds is about \$30,000 more than the 2016-17 amounts. A portion of the increase is in the Water Fund for a study regarding the 8th Street water lines. Another portion is in the Cap. Construction-Sewer SDC Fund to pay for a rate (monthly use rates and system development charges) study.

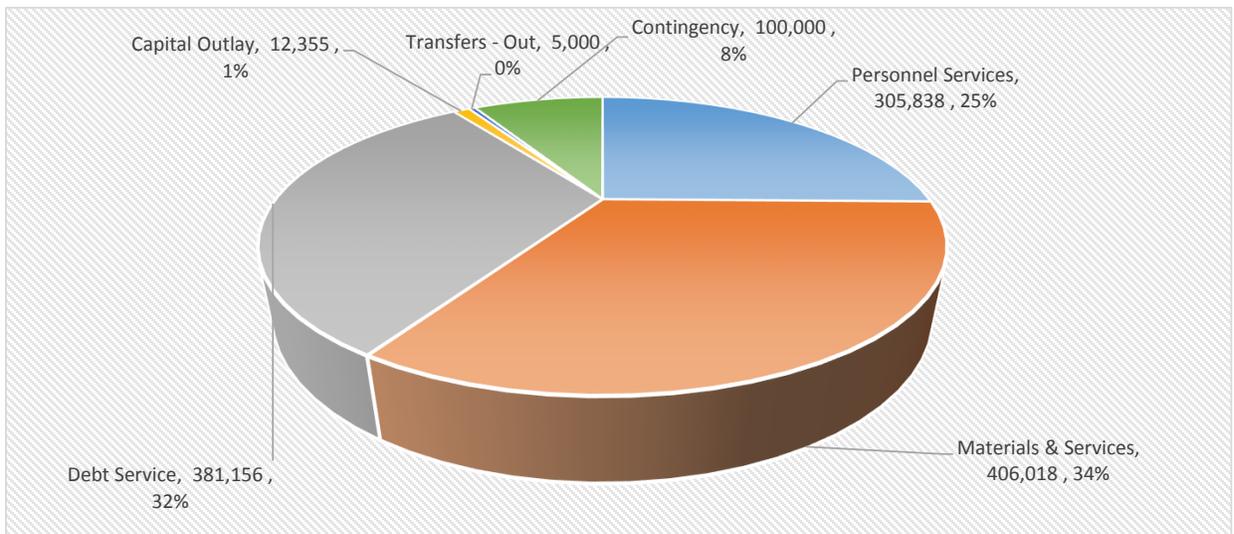
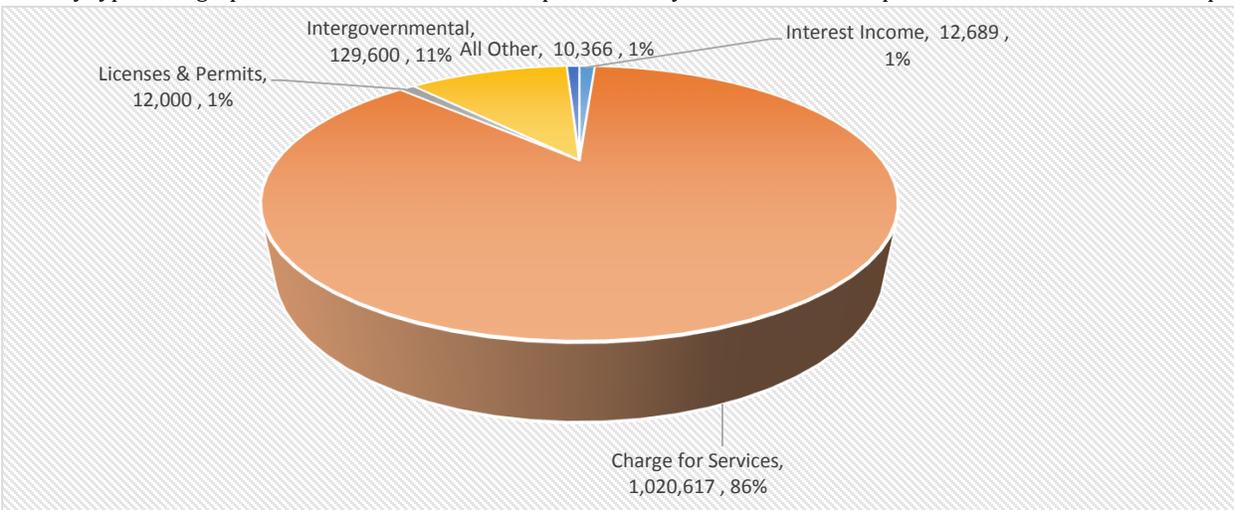
Capital Outlay. Overall the amount being budgeted is up slightly from last year. This increase is being driven by the project to relocate a sewer lift station. This will be a multi-year very expensive project.

Debt Service. This classification of expenditures is decreasing by \$163,000 or 16%. The City had budgeted in fiscal year 2016-17 to pay off three bank loans. One of the three has been paid in full. The plans have changed regarding the other two. Money is being budgeted to make extra principal payments totaling \$250,000 split between one loan and one bond.

WATER FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 1,528,753	\$ 1,866,911	\$ 1,949,897	\$ 2,287,023	\$ 2,417,605	6%
Revenue						
Interest Income	8,500	10,590	12,661	8,863	12,689	43%
Charge for Services	924,115	988,757	967,831	960,499	1,020,617	6%
Licenses & Permits	17,600	8,800	29,597	10,400	12,000	15%
Intergovernmental	-	200,000	180,000	144,000	129,600	-10%
All Other	207,802	9,803	18,947	9,244	10,366	12%
Total Revenue	1,158,017	1,217,950	1,209,036	1,133,006	1,185,272	5%
Expenditures						
Personnel Services	308,166	308,825	265,927	292,155	305,838	5%
Materials & Services	216,461	677,530	306,098	389,239	406,018	4%
Debt Service	245,548	137,894	243,421	289,579	381,156	32%
Capital Outlay	44,684	5,718	8,846	24,500	12,355	-50%
Transfers - Out	5,000	5,000	5,000	5,000	5,000	0%
Contingency	-	-	-	100,000	100,000	0%
Total Expenditures	819,859	1,134,967	829,292	1,100,473	1,210,367	10%
Ending Fund Balance	\$ 1,866,911	\$ 1,949,894	\$ 2,329,641	\$ 2,319,556	\$ 2,392,510	3%

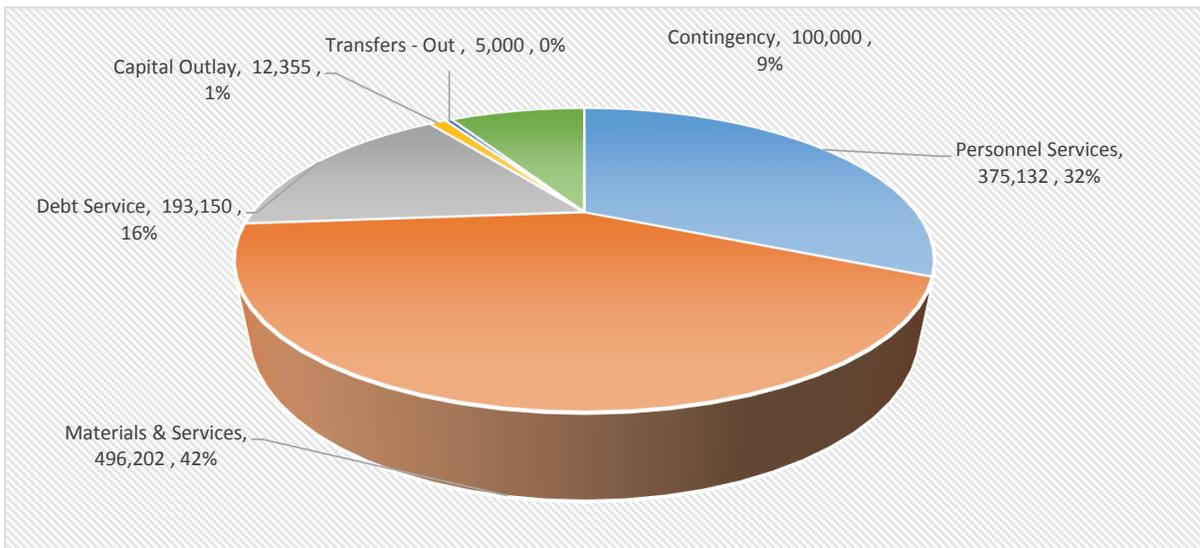
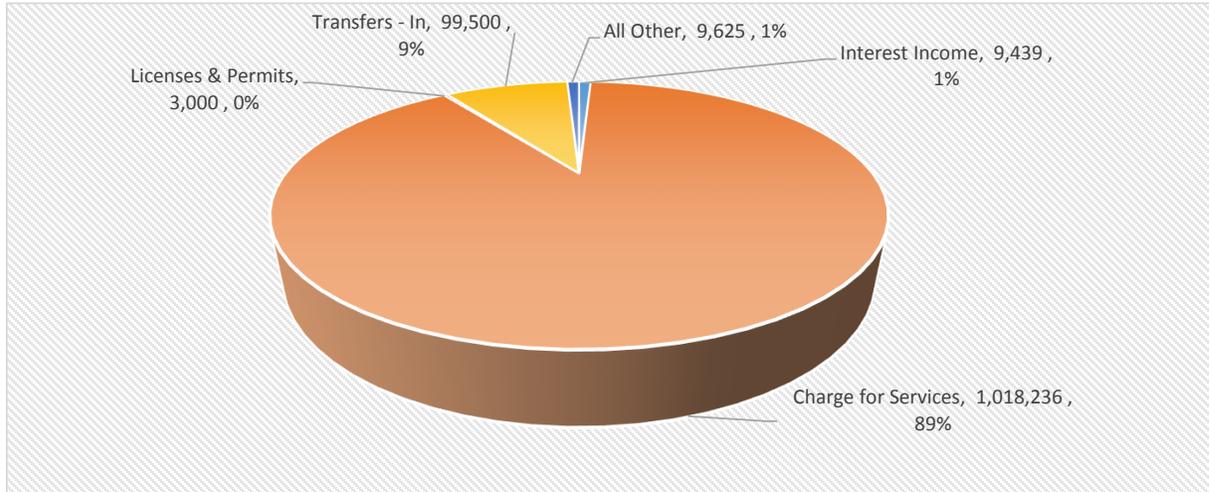
The graphs below contain figures for this fund as they appear in the upcoming fiscal year budget. The first graph shows the revenue by type. The graph on the bottom shows the expenditures by classification. The percent of the totals are also displayed.



SEWER FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 1,389,312	\$ 1,789,527	\$ 2,030,536	\$ 1,674,208	\$ 1,314,466	-21%
Revenue						
Interest Income	7,792	9,266	11,333	7,719	9,439	22%
Charge for Services	1,067,037	987,847	1,005,365	996,876	1,018,236	2%
Licenses & Permits	4,600	2,600	8,000	2,600	3,000	15%
Transfers - In	-	-	-	-	99,500	0%
All Other	15,162	18,535	31,292	9,625	9,625	0%
Total Revenue	1,094,591	1,018,248	1,055,990	1,016,820	1,139,800	12%
Expenditures						
Personnel Services	267,247	275,994	326,074	358,575	375,132	5%
Materials & Services	169,414	240,305	502,310	503,238	496,202	-1%
Debt Service	114,293	114,232	114,168	190,649	193,150	1%
Capital Outlay	63,422	66,710	-	24,500	12,355	-50%
Transfers - Out	80,000	80,000	430,000	195,000	5,000	-97%
Contingency	-	-	-	100,000	100,000	0%
Total Expenditures	694,376	777,241	1,372,552	1,371,962	1,181,839	-14%
Ending Fund Balance	\$ 1,789,527	\$ 2,030,534	\$ 1,713,974	\$ 1,319,066	\$ 1,272,427	-4%

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-WATER SDC FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ -	\$ -	\$ 237,828	\$ 217,276	\$ 73,385	-66%
Revenue						
Interest Income	-	2,300	1,545	1,116	1,904	71%
Charge for Services	-	74,207	214,838	82,927	99,135	20%
Transfer In	-	451,136	-	-	-	0%
Total Revenue	-	527,643	216,383	84,043	101,039	20%
Expenditures						
Materials & Services	-	-	-	25	25	0%
Capital Outlay	-	-	-	150,000	110,000	-27%
Debt Service	-	289,815	160,641	141,579	60,000	-58%
Total Expenditures	-	289,815	160,641	291,604	170,025	-42%
Ending Fund Balance	\$ -	\$ 237,828	\$ 293,570	\$ 9,715	\$ 4,399	-55%

CAPITAL CONSTRUCTION-SEWER SDC FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ -	\$ -	\$ 2,373,445	\$ 2,160,585	\$ 1,878,891	-13%
Revenue						
Interest Income	-	12,694	15,417	7,331	14,086	92%
Charge for Services	-	77,796	200,754	72,501	86,670	20%
Transfer In	-	2,466,649	-	-	-	0%
Total Revenue	-	2,557,139	216,171	79,832	100,756	26%
Expenditures						
Materials & Services	-	-	34,000	25	20,000	79900%
Capital Outlay	-	26,560	174,000	5,000	163,400	3168%
Debt Service	-	157,134	157,388	412,911	236,992	-43%
Total Expenditures	-	183,694	365,388	417,936	420,392	1%
Ending Fund Balance	\$ -	\$ 2,373,445	\$ 2,224,228	\$ 1,822,481	\$ 1,559,255	-14%

CAPITAL PROJECTS FUNDS

The City has a Capital Project Fund for Pool Facilities Construction and for West Broadway Development. During the past couple of years the activity in these funds has been insignificant; however, they are being kept active because projects are likely in the near future. 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 some interest in renewing the fundraising efforts for the multi-use pool. Additionally, the City has applied for multiple grants. The outcome of most of the grant applications will not be known until after the fiscal year 2017-18 is adopted; however, the City has been awarded two grants totaling \$200,000. The grant shows as a revenue source along with transfers in from the Capital Construction-Government SDC Fund and the Urban Renewal Agency. The construction, estimated to be \$350,000 is the sole Capital Outlay expenditure in this fund.

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 were to encourage development on West Broadway and bring new life to Veneta's Downtown business district.

For the upcoming year the receipt and expenditure of a potential grant is being included in the budget. The grant money of \$40,000 will be combined with a match from the City to install solar panels on the roof of the Fern Ridge Service Center. The objective is to reduce the electrical costs for operating the center.

CAPITAL PROJECTS-POOL FACILITIES

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Adopted Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 4,529	\$ 6,529	\$ 7,084	\$ 7,115	\$ 21,425	201%
Revenue						
Interest Income	-	55	46	-	50	0%
Intergovernmental	-	-	-	-	80,000	0%
Transfers - In	-	-	-	-	80,000	0%
All Other	2,000	500	650	64,325	176,000	174%
Total Revenue	2,000	555	696	64,325	336,050	422%
Expenditures						
Materials & Services	-	-	-	25	25	0%
Capital Outlay	-	-	-	65,000	350,000	438%
Transfers - Out	-	-	-	-	-	0%
Total Expenditures	-	-	-	65,025	350,025	438%
Ending Fund Balance	\$ 6,529	\$ 7,084	\$ 7,780	\$ 6,415	\$ 7,450	16%

CAPITAL PROJECTS-WEST BROADWAY

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 39,015	\$ 59,603	\$ 57,632	\$ 57,718	\$ 58,050	1%
Revenue						
Interest Income	396	303	374	150	348	132%
All Other	485,035	71	-	50	40,020	79940%
Total Revenue	485,431	374	374	200	40,368	20084%
Expenditures						
Materials & Services	11,719	2,224	-	300	300	0%
Capital Outlay	453,124	120	-	25	55,000	219900%
Transfers - Out	-	-	-	-	-	0%
Total Expenditures	464,843	2,344	-	325	55,300	16915%
Ending Fund Balance	\$ 59,603	\$ 57,633	\$ 58,006	\$ 57,593	\$ 43,118	-25%

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.

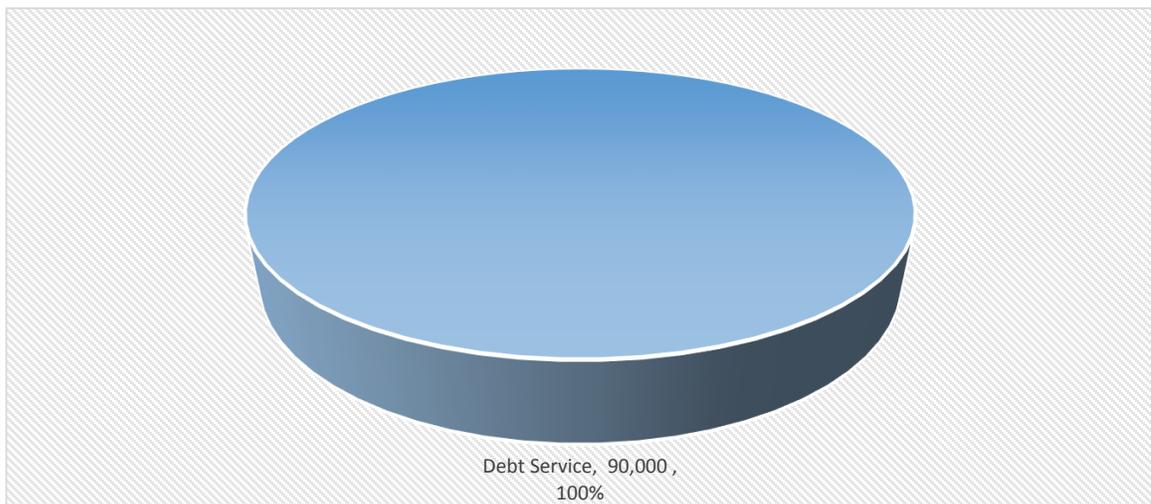
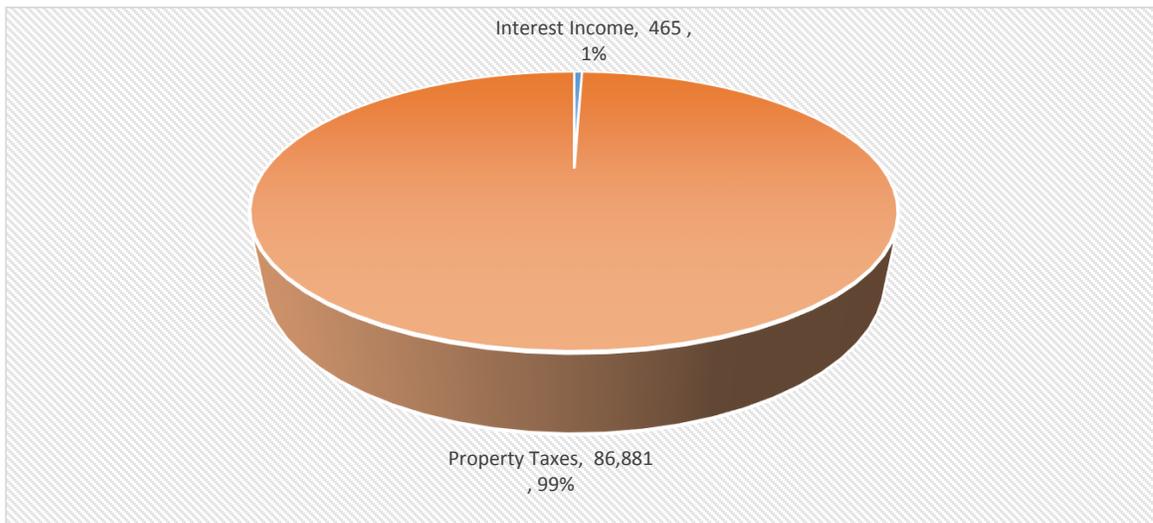
EXPENDITURES

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

DEBT SERVICE

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1617	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 94,317	\$ 108,674	\$ 125,417	\$ 169,598	\$ 140,250	-17%
Revenue						
Interest Income	732	598	835	561	465	-17%
Property Taxes	94,440	97,380	96,541	87,787	86,881	-1%
Total Revenue	<u>95,172</u>	<u>97,978</u>	<u>97,376</u>	<u>88,348</u>	<u>87,346</u>	-1%
Expenditures						
Debt Service	80,815	81,235	84,546	86,604	90,000	4%
Total Expenditures	<u>80,815</u>	<u>81,235</u>	<u>84,546</u>	<u>86,604</u>	<u>90,000</u>	4%
Ending Fund Balance	\$ 108,674	\$ 125,417	\$ 138,247	\$ 171,342	\$ 137,596	-20%

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.



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 2017-18 budget includes 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

A new truck was purchased in the current budget year so the total expenditure of \$5,000 budgeted in the Public Works Equipment Fund is a place holder in case an unknown need arise. The fiscal year 2017-18 budget for the other two reserve funds only include an expenditure of \$150,000. This money is being transferred back to the Street Fund to support the ongoing pavement preservation program.

PUBLIC WORKS EQUIPMENT

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 163,011	\$ 160,516	\$ 176,340	\$ 192,117	\$ 183,741	-4%
Revenue						
Interest Income	708	824	1,145	733	1,075	47%
Transfers In	15,000	15,000	15,000	15,000	15,000	0%
Total Revenue	15,708	15,824	16,145	15,733	16,075	2%
Expenditures						
Capital Outlay	18,204	-	-	25,000	5,000	-80%
Total Expenditures	18,204	-	-	25,000	5,000	-80%
Ending Fund Balance	\$ 160,515	\$ 176,340	\$ 192,485	\$ 182,850	\$ 194,816	7%

RESERVE-ENTERPRISE

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 1,325,736	\$ 1,332,820	\$ 1,339,739	\$ 1,345,040	\$ 1,357,017	1%
Revenue						
Interest Income	7,084	6,920	8,702	6,119	7,247	18%
All Other	-	-	-	-	-	0%
Total Revenue	7,084	6,920	8,702	6,119	7,247	18%
Expenditures						
Capital Outlay	-	-	-	-	-	0%
Transfers - Out	-	-	-	-	-	0%
Total Expenditures	-	-	-	-	-	0%
Ending Fund Balance	\$ 1,332,820	\$ 1,339,740	\$ 1,348,441	\$ 1,351,159	\$ 1,364,264	1%

RESERVE-GOVERNMENTAL

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Adopted Budget from Last Year
Beginning Fund Balance	\$ 717,543	\$ 721,793	\$ 1,150,549	\$ 1,055,149	\$ 918,752	-13%
Revenue						
Interest Income	4,250	3,756	7,473	2,214	4,481	102%
All Other	-	425,000	-	4,000	4,000	0%
Total Revenue	4,250	428,756	7,473	6,214	8,481	36%
Expenditures						
Transfers Out	-	-	100,000	150,000	150,000	0%
Total Expenditures	-	-	100,000	150,000	150,000	0%
Ending Fund Balance	\$ 721,793	\$ 1,150,549	\$ 1,058,022	\$ 911,363	\$ 777,233	-15%

VENETA
URBAN
RENEWAL
AGENCY

This page intentionally left blank

Veneta Urban Renewal Agency



AGENCY OVERVIEW

(Structure, Budget, Budget Process)

SECTION 7

This page intentionally left blank

***Veneta Urban Renewal Agency
Budget Message
For Fiscal Year 2017-18***

Members of the Urban Renewal Agency Budget Committee:

I'm pleased to submit to you the Fiscal Year 2017-18 proposed budget. The combined expenditures for the two funds, within the Veneta Urban Renewal Agency, (VURA) is \$1,737,509; of which, \$733,559 is within the General Fund and \$1,003, 950 is within the Debt Service Fund. The purpose and structure of VURA is provided in an Agency Overview on page 87 in your Budget Document.

As indicated in the VURA overview, the Agency was created in 1984; however, the vast majority of expenditure (investment) has taken place in the last 15 years with over 7.3 million dollars of the Agency's 13.6 million dollars in Maximum Indebtedness allocated in that time period.

Of the 7.3 million dollars, 5.1 million dollars has been used, or committed, for improvements to the City's water system. In 2002, Urban Renewal funds were obligated to meet the debt service on a United States Department of Agriculture Rural Development loan. Those loan proceeds paid for improvements to the water treatment plant, piping system and storage facilities. The remainder of the 5.1 million dollars was allocated, over a ten-year period, beginning in 2014 to assist with future debt service payments for the EWEB water pipeline.

The other sizable investment in the last 15 years was directed at improvements to the City's downtown business district. Slightly over two-million dollars in Urban Renewal funds were used between 2009 and 2012 to pay for property acquisition, water and sewer infrastructure, a Park and Ride facility, downtown monumentation, street and streetscape improvements.

Looking to the future, the Urban Renewal Agency will continue to invest in the downtown business district to achieve the vision of a vibrant retail and commercial business district. Funds are being allocated this

year to support sidewalk and street improvements in the District. Additionally, the Downtown Redevelopment Tool Kit has been revised to be a more viable program in assisting eligible businesses with needed improvement projects. Along with the implementation of the Tool Kit the Agency will be implementing findings from the Downtown Retail Market Analysis. To accelerate the Agency's focus to create and revitalize new retail space in the downtown business district funds have been budgeted to support a half-time Urban Renewal Coordinator. If funding is approved for that position the hope is a staff person will be in place by September.

Other items to note in the proposed budget include funding towards construction of the multi-use or Kiddie Pool. Urban Renewal funding of \$80,000 has been budgeted to support that \$350,000 project. Fundraising has secured \$260,000, with an additional \$70,000 in pending grants. Staff hopes the final funding gap to be less than \$50,000, which would be split between Urban Renewal and Parks SDCs.

As in the past, Shauna has developed a thorough and concise Urban Renewal 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

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 then current 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 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. 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 bonds.

BUDGET OVERVIEW

The budget summary appears below. The total budget figure is \$2,986,039. This represents roughly a \$344,000 change from the current year's budget total. Contributing factors to the increase are an adjustment to the beginning fund balance to better reflect actual results from past fiscal years and the possible addition of staff time. The position will be budgeted and accounted under the City of Veneta; however, half of the costs (wages and benefits) will be paid by the Agency through reimbursement.

SUMMARY OF RESOURCES AND REQUIREMENTS

FUND	PROJECTED BEGINNING FUND BALANCE @ 7-1-2017	TOTAL REVENUE	TOTAL RESOURCES	TOTAL EXPENDI- TURES	PROJECTED ENDING FUND BALANCE @ 6-30-2018	TOTAL REQUIRE- MENTS
GENERAL	417,492	601,157	1,018,649	733,559	285,090	1,018,649
DEBT SERVICE	1,272,067	695,323	1,967,390	1,003,950	963,440	1,967,390
TOTALS	\$1,689,559	\$1,296,480	\$2,986,039	\$1,737,509	\$1,248,530	\$2,986,039

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 2017-18 budget includes the necessary appropriations. Specifically, the URA will be contributing, through the City, to the payment of water pipeline related debt, street improvements in the downtown area, and pool facilities. Additionally the Agency plans to implement the recently revised Re-Development Toolkit Program, support 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

This page intentionally left blank

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).

FUND BALANCE

The beginning fund balances used to prepare the next year’s budget are projected based on the activity in the current year in each fund. The table below shows actual and adopted fund balances for fiscal years 2014-15 and 2015-16, adopted for fiscal year 2016-17 and projected ending fund balance for 2017-18. The amount and percentages of change refer to the difference between the 2017 and the 2018 budgeted amounts.

HISTORICAL AND ACTUAL FUND BALANCE COMPARISON								
FUNDS BY TYPE	2015 Adopted	2015 Actual	2016 Adopted	2016 Actual	2017 Adopted	2018 Adopted	Change Dollars	Change %
FUND:								
GENERAL	217,192	313,054	252,442	490,183	167,492	285,090	117,598	70%
DEBT SERVICE	970,178	1,156,152	1,098,012	1,264,368	716,046	963,440	247,394	35%
TOTALS	\$1,187,370	\$1,331,397	\$1,350,454	\$1,754,551	\$883,538	\$1,248,530	\$364,992	41%

Expectations are that the ending fund balances in both funds will increase by the end of fiscal year 2017-18. In both cases the increase is expected because of the adjustment in the estimated beginning fund balances to more closely reflect the results over the past few years.

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.

SUMMARY OF RESOURCES BY TYPE

FUND	PROJECTED BEGINNING FUND BALANCE @ 7-1-2017	PROPERTY TAXES	LOAN PROCEEDS	ALL OTHER	TOTAL REVENUE	TOTAL RESOURCES
GENERAL	417,492	-	-	601,157	601,157	1,018,649
DEBT SERVICE	1,272,067	692,286	-	3,037	695,323	1,967,390
TOTALS	\$1,689,559	\$692,286	\$0	\$604,194	\$1,296,480	\$2,986,039

Property Taxes

The Debt Service Fund of the 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 urban renewal agency is required to notify the assessor to stop division of tax.

Division of Tax

Division of tax revenue is calculated by splitting local government property taxes between the local governments that levied taxes and the urban renewal agency. The split is recalculated each year based on value growth within the Urban Renewal Plan area.

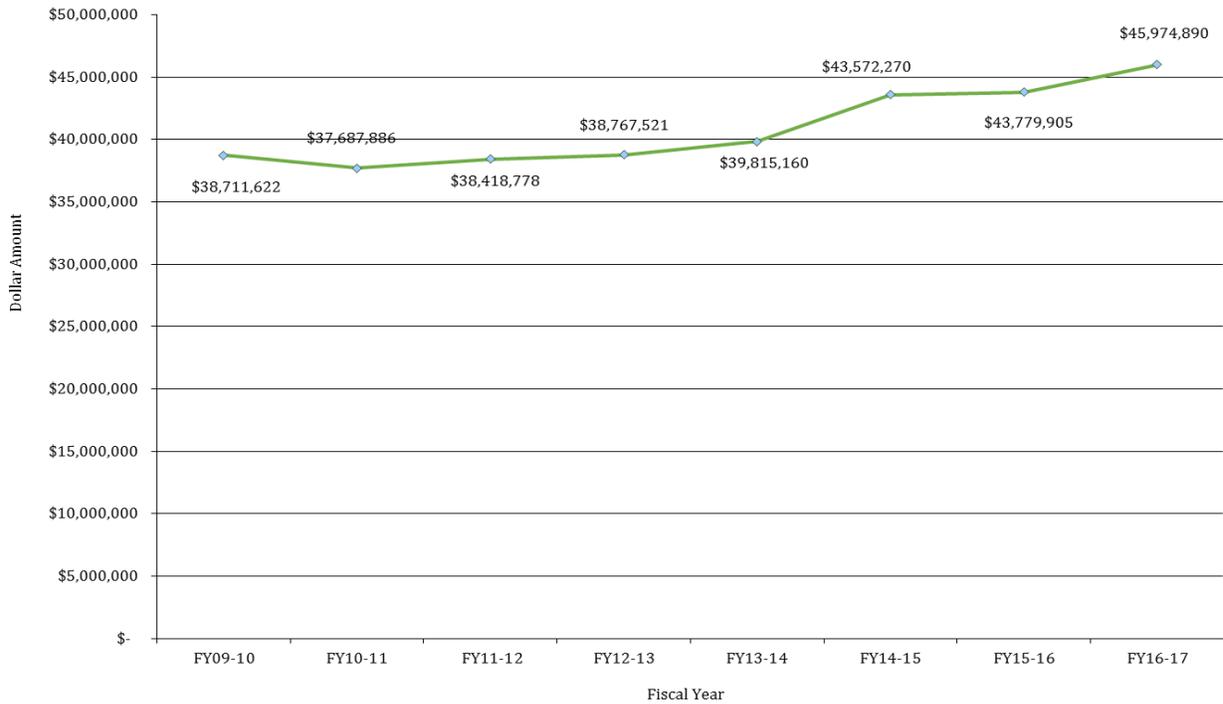
This tax splitting may have a couple different effects depending on the levy type. For operating (permanent rate) levies that are levied at a particular rate, division of tax does not change the tax rate or cause much change in the overall amount of tax billed, but it does reduce the amount that gets 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 urban renewal agency.

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 2016-17 increased by \$2,194,985 or 5%. The chart below provides the excess values from 2009-10 through 2016-17.

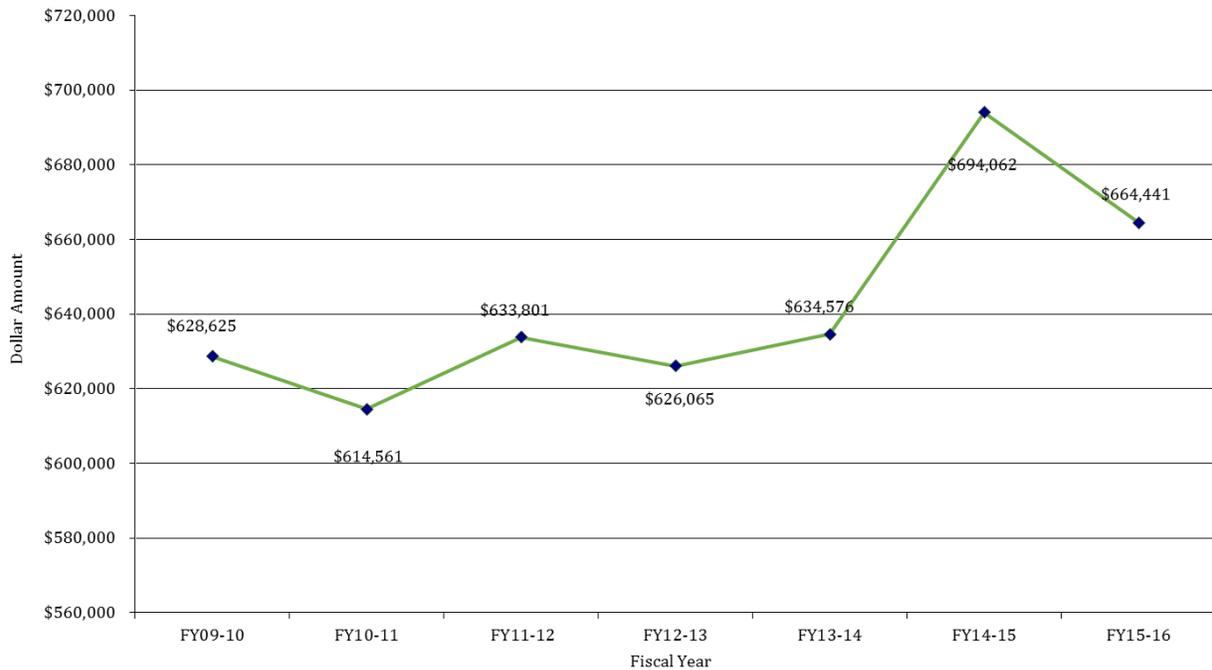
**Excess Value
Fiscal Year 2009-10 through Fiscal Year 2016-17**



Veneta Urban Renewal Agency’s Property Tax Picture

The calculation for fiscal year 2017-18 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 \$676,124. The amount of property taxes that the URA has received since fiscal year 2009-10 is shown in the chart below by year.

**Property Tax Money Received
Fiscal Year 2009-10 through Fiscal Year 2015-16**



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

This page intentionally left blank

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 double the amount borrowed in the past two years. As stated previously, the increase is necessary to support City projects for which using URA resources is allowable. An appropriation large enough to make the regular payment plus an extra \$100,000 worth of principal on the long-term bond is included in the upcoming fiscal year’s budget.

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 2017-18 the URA is proposing to transfer \$129,600 to the City for debt related to the water pipeline project, \$326,700 for downtown street improvements, and \$80,000 for expanding pool facilities.

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.

The schedule on the next page 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 BY CLASSIFICATION

FUND	MATERIALS & SERVICES	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL EXPENDI- TURES	PROJECTED ENDING FUND BALANCE @ 6-30-2018	TOTAL REQUIRE- MENTS
GENERAL	106,052	-	577,507	50,000	733,559	285,090	1,018,649
DEBT SERVICE	-	1,003,950	-	-	1,003,950	963,440	1,967,390
TOTALS	\$106,052	\$1,003,950	\$577,507	\$50,000	\$1,737,509	\$1,248,530	\$2,986,039

Veneta Urban Renewal Agency



CONSOLIDATED FINANCIALS

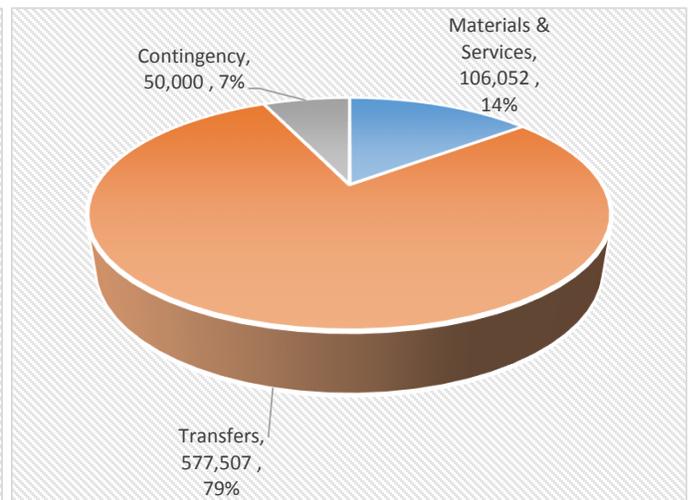
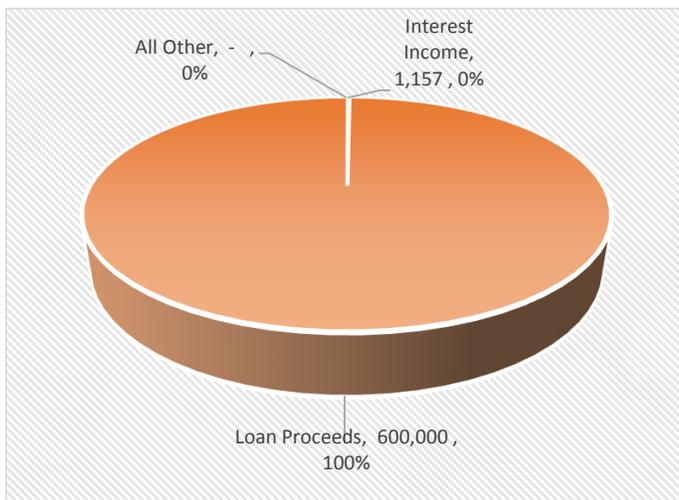
SECTION 10

This page intentionally left blank

GENERAL FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Budget FY1617 to FY1718
Beginning Fund Balance	\$ 341,667	\$ 313,052	\$ 390,709	\$ 252,442	\$ 417,492	65%
Revenue						
Interest Income	680	1,046	1,675	750	1,157	54%
Loan Proceeds	-	300,000	300,000	600,000	600,000	0%
All Other	-	-	-	-	-	0%
Total Revenue	680	301,046	301,675	600,750	601,157	0%
Expenditures						
Materials & Services	18,935	16,522	20,580	150,000	106,052	-29%
Transfers	10,360	206,867	181,623	530,700	577,507	9%
Contingency	-	-	-	5,000	50,000	900%
Total Expenditures	29,295	223,389	202,203	685,700	733,559	7%
Ending Fund Balance	\$ 313,052	\$ 390,709	\$ 490,181	\$ 167,492	\$ 285,090	70%

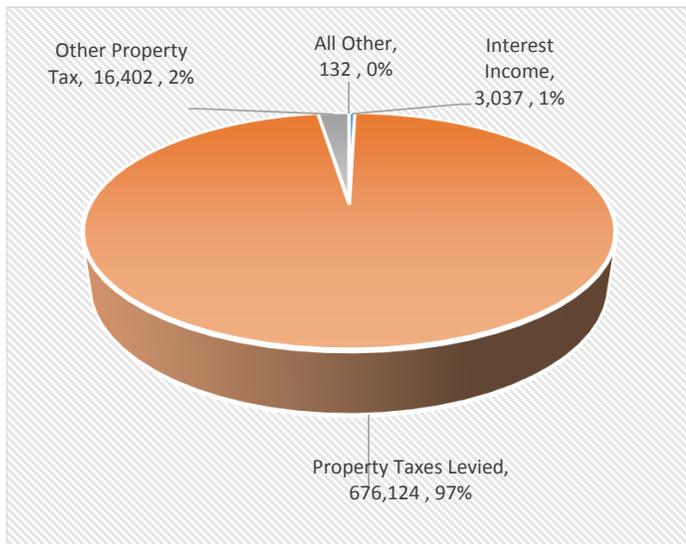
The pie charts below contain figures for this fund as they appear in the upcoming budget year. The chart on the left shows the revenue by type. The chart on the right shows the expenditures by classification. The percent of the totals are also displayed.



DEBT SERVICE FUND

	Actual FY1314	Actual FY1415	Actual FY1516	Adopted Budget FY1617	Budget FY1718	% Change in Budget FY1617 to FY1718
Beginning Fund Balance	\$ 638,778	\$ 1,018,344	\$ 1,156,151	\$ 1,098,012	\$ 1,272,067	16%
Revenue						
Interest Income	1,271	3,405	4,957	750	3,037	305%
Property Taxes Levied	653,559	710,368	664,441	675,751	676,124	0%
Other Property Tax	2,594	2,312	17,090	13,500	16,402	21%
All Other	168	152	144	100	132	32%
Total Revenue	657,592	716,237	686,632	690,101	695,695	1%
Expenditures						
Debt Service	278,025	578,429	578,415	1,072,067	1,003,950	-6%
Total Expenditures	278,025	578,429	578,415	1,072,067	1,003,950	-6%
Ending Fund Balance	\$ 1,018,345	\$ 1,156,152	\$ 1,264,368	\$ 716,046	\$ 963,812	35%

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

This page intentionally left blank

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.
Personnel 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
EPUD	Emerald People's Utility District
FICA	Social Security and Medicare Insurance
ODOT	Oregon Department of Transportation
OPSRP	Oregon Public Service Retirement Plan
PERS	Public Employees' Retirement System
RD	Rural Development
RTMP	Rural Tourism Marketing Program
SCA	Small Cities Allotment
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.
- Signers on the City's bank account(s) cannot initiate the direct deposit (electronic payroll) to financial institutions nor can they print checks.

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 \$5,000.00 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

This page intentionally left blank

GENERAL FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
					RESOURCES			
1	888,231	1,073,923	1,230,620		BEGINNING FUND BALANCE	1,140,670	1,140,670	1,140,670
2	4,839	5,060	4,000	100-000-41110	Property Taxes-Prior Years	4,633	4,633	4,633
3	704	575	500	100-000-41115	Interest on Property Taxes	593	593	593
4	2,167	3,778	1,750	100-000-41120	Payments in Lieu of Taxes	2,861	2,861	2,861
5	66,283	69,032	65,611	100-000-41210	Emerald PUD Franchise Fees	68,600	68,600	68,600
6	20,537	20,978	19,030	100-000-41220	Lane Electric Franchise Fees	22,540	22,540	22,540
7	7,856	7,164	6,770	100-000-41230	Telephone Co. Franchise Fees	6,635	6,635	6,635
8	4,774	4,328	4,444	100-000-41240	Cable Co. Franchise Fees	4,355	4,355	4,355
9	10,357	10,826	9,604	100-000-41250	Garbage Co. Franchise Fees	10,780	10,780	10,780
10	67,296	73,149	68,940	100-000-41325	State Liquor Tax	73,560	73,560	73,560
11	6,223	6,195	5,313	100-000-41330	State Cigarette Tax	5,706	5,706	5,706
12	-	-	1,000	100-000-41340	Marijuana Tax	-	-	-
13	86,169	118,872	39,650	100-000-41405	Building Permit Fees	45,000	45,000	45,000
14	7,589	21,733	3,413	100-000-41410	Electrical Permit Fees	4,500	4,500	4,500
15	9,546	25,349	9,661	100-000-41425	SDC Administrative Fees	11,549	11,549	11,549
16	211	739	325	100-000-41430	Frsd#28J Excise Admin Fees	375	375	375
17	1,300	2,815	1,293	100-000-41435	Lien Search Fees	2,648	2,648	2,648
18	4,684	7,031	4,152	100-000-41790	Interest Income	6,540	6,540	6,540
19	68,554	45,523	45,520	100-000-41810	Land Lease	43,396	43,396	43,396
20	-	-	2,000	100-000-41945	From Zumwalt	2,000	2,000	2,000
21	1,000	1,000	1,000	100-000-41955	From Business Assistance Loan/Grant Func	1,000	1,000	1,000
22	6,426	20,755	22,000	100-000-41970	Grant Awards	50,000	50,000	50,000
23	6,867	1,623	10,000	100-000-41995	Fr URA Staff Time Reimbursement	35,000	35,000	35,000
24	10,000	10,000	10,000	100-000-41996	URA Administrative Agreement	10,000	10,000	10,000
25	22,503	20,584	13,000	100-000-42105	Municipal Court Fines	18,696	18,696	18,696
26	62,200	3,850	1,000	100-000-42110	Tree Felling Permits/Fines	2,425	2,425	2,425
27	699	412	200	100-000-42115	Ordinance Enf. Reimbursements	460	460	460
28	2,156	1,938	1,400	100-000-42120	Animal Control Fees/Licenses	1,831	1,831	1,831
29	2,400	2,413	2,150	100-000-42130	Business Registrations	2,321	2,321	2,321
30	500	513	150	100-000-42135	Regulatory Business Permits	388	388	388
31	-	-	-	100-000-42140	Transient Room Tax	435	435	435
32	4,880	5,209	6,000	100-000-45110	Grant-Lane Co Tourism (RMTP)	6,000	6,000	6,000
33	3,921	4,958	3,996	100-000-49100	Miscellaneous Sources	4,292	4,292	4,292
34	1,380,872	1,570,324	1,594,492		Total Resources, except taxes to be levie	1,589,788	1,589,788	1,589,788
35			253,202	100-000-41105	Taxes estimated to be received	263,528	263,528	263,528
36	247,433	253,792		100-000-41105	Taxes collected in year levied			
37	1,628,305	1,824,116	1,847,694		TOTAL RESOURCES	1,853,316	1,853,316	1,853,316

GENERAL FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description RESOURCES	2018 Proposed	2018 Approved	2018 Adopted
38								
39					EXPENDITURES			
40				Admin Department	Personal Services			
41	181,011	166,125	188,171	100-100-50010	Wages	222,032	222,032	222,032
42	-	-	4,000	100-100-50050	Unemployment Reimbursement	4,000	4,000	4,000
43	18,000	17,753	18,236	100-100-50060	W/C and FICA Benefits	18,970	18,970	18,970
44	39,840	37,390	42,442	100-100-50065	Health/Life Insurance	45,884	45,884	45,884
45	25,796	29,122	35,603	100-100-50070	PERS	49,825	49,825	49,825
46	264,648	250,390	288,452		Admin Personal Services Total	340,711	340,711	340,711
47								
48				Admin Department	Materials and Services			
49	10,526	13,147	14,580	100-100-51010	Admin Supplies & Services	8,412	8,412	8,412
50	718	451	850	100-100-51015	Postage	692	692	692
51	8,188	1,329	1,472	100-100-51020	Professional Dues	2,170	2,170	2,170
52	929	857	793	100-100-51025	Publishing Costs	1,070	1,070	1,070
53	5,732	5,923	6,000	100-100-51030	Telephone Services	5,885	5,885	5,885
54	4,433	4,601	4,351	100-100-51035	Electricity	4,462	4,462	4,462
55	2,511	2,639	2,327	100-100-51040	City Hall Water/Sewer Fees	2,649	2,649	2,649
56	5,708	11,820	7,452	100-100-51050	Building Maint/Janitorial Sup	6,995	6,995	6,995
57	74	54	250	100-100-51055	Safety Program and Supplies	396	396	396
58	173	135	390	100-100-51060	Office Machine Leases	241	241	241
59	1,792	1,953	1,627	100-100-51065	Office Machine Maintenance	1,933	1,933	1,933
60	7,035	3,383	5,300	100-100-51070	Training & Conferences	5,239	5,239	5,239
61	2,998	1,914	2,680	100-100-51075	Travel - Staff	2,531	2,531	2,531
62	-	-	100	100-100-51080	Election Administration	33	33	33
63	1,008	2,241	2,000	100-100-51085	Miscellaneous/Discretionary	2,000	2,000	2,000
64	2,812	3,407	3,786	100-100-51090	Training & Travel-Officials	4,000	4,000	4,000
65	8,636	10,074	8,318	100-100-51095	Public Relations	9,009	9,009	9,009
66	215	452	200	100-100-51097	Employee Recognition	551	551	551
67	897	803	1,000	100-100-51098	Wellness Program	900	900	900
68	2,372	1,894	2,000	100-100-51100	Welcome Sign Maintenance	2,089	2,089	2,089
69	2,030	3,617	2,390	100-100-51105	Refunds	2,679	2,679	2,679
70	533	1	985	100-100-51110	Penalties/Interest/Lien Hosting Fee	507	507	507
71	2,406	2,476	10,417	100-100-51500	Office Equipment & Furniture	16,050	16,050	16,050
72	1,552	300	1,340	100-100-51510	Computer Equipment	3,058	3,058	3,058
73	19,300	20,598	18,313	100-100-52010	Attorney & Legal Services	19,404	19,404	19,404
74	10,155	6,984	9,371	100-100-52015	General Property/Liability/Volunteer W/C	11,678	11,678	11,678
75	694	694	1,200	100-100-52020	Employee Bond Insurance	863	863	863
76	65,586	85,907	39,738	100-100-52025	Building Permit Inspections	34,313	34,313	34,313

GENERAL FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
					RESOURCES			
77	5,402	15,886	2,559	100-100-52030	Electrical Permit Inspections	3,375	3,375	3,375
78	6,934	3,220	3,062	100-100-52035	Audit & Filing Fees	3,332	3,332	3,332
79	4,645	7,896	10,896	100-100-52045	Computer System Support-Maint	27,545	27,545	27,545
80	5,902	1,899	1,694	100-100-52050	Internet & Web Site Fees	2,655	2,655	2,655
81	5,511	5,615	6,000	100-100-52055	Janitorial Services Contract	5,709	5,709	5,709
82	2,890	5,209	10,000	100-100-52065	Grant: Tourism Support/Projects	10,000	10,000	10,000
83	-	-	31,500	100-100-52070	Engineering Fees	1,500	1,500	1,500
84	-	1,250	1,250	100-100-52095	Long Tom Watershed Council	1,250	1,250	1,250
85	-	-	1,000	100-100-52100	Applegate Museum Activities	1,000	1,000	1,000
86	8,097	-	10,000	100-100-52290	Other Professional Services	7,187	7,187	7,187
87	208,395	228,632	227,191		Admin Materials & Services Total	213,360	213,360	213,360
88				Municipal Court Dept.				
89					Personal Services			
90	15,121	22,533	24,979	100-160-50010	Wages	38,326	38,326	38,326
91	1,135	2,073	2,380	100-160-50060	W/C and FICA Benefits	3,208	3,208	3,208
92	4,721	5,471	5,887	100-160-50065	Health/Life Insurance	7,744	7,744	7,744
93	2,302	4,299	5,212	100-160-50070	PERS	9,502	9,502	9,502
94	23,278	34,376	38,458		Court Personal Services Total	58,780	58,780	58,780
95				Municipal Court Dept.				
96					Materials and Services			
97	50	-	100	100-160-51020	Professional Dues	50	50	50
98	96	57	100	100-160-51060	Office Machine Leases	84	84	84
99	2	14	205	100-160-51070	Training & Conferences	74	74	74
100	-	29	200	100-160-51075	Travel - Staff	76	76	76
101	36	-	1,000	100-160-51105	Refunds - Court	345	345	345
102	-	-	113	100-160-51125	Restitution - Court Ordered	38	38	38
103	-	-	50	100-160-51130	Witness Fees	17	17	17
104	431	92	400	100-160-51210	Municipal Court Supplies	307	307	307
105	850	2,226	1,580	100-160-52010	Attorney & Legal Services	1,552	1,552	1,552
106	1,873	2,332	2,406	100-160-52045	Computer System Support-Maint	2,370	2,370	2,370
107	409	40	186	100-160-52050	Internet & Web Site Fees	125	125	125
108	4,452	4,452	4,600	100-160-52080	Judicial Services	4,501	4,501	4,501
109	8,198	9,241	10,940		Court Materials & Services Total	9,540	9,540	9,540

GENERAL FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description RESOURCES	2018 Proposed	2018 Approved	2018 Adopted
110				Code Enforcement Dept.				
111					Materials and Services			
112	71	87	75	100-170-51060	Office Machine Leases	78	78	78
113	175	-	300	100-170-51070	Training & Conferences	158	158	158
114	-	15	200	100-170-51075	Travel - Staff	72	72	72
115	757	387	734	100-170-51120	Animal Control: Supplies/Admin	626	626	626
116	90	175	500	100-170-51121	Animal Control: Voucher Program	255	255	255
117	5,882	5,835	8,000	100-170-51122	Animal Control: Feral Program	6,572	6,572	6,572
118	791	597	600	100-170-51125	Ordinance Enforcement-Admin	663	663	663
119	2,336	1,466	1,725	100-170-52010	Attorney & Legal Services	1,919	1,919	1,919
120	470	792	1,091	100-170-52045	Computer System Support-Maint	2,370	2,370	2,370
121	572	40	186	100-170-52050	Internet & Web Site Fees	125	125	125
122	250	-	9,000	100-170-52085	Ordinance Enforcement Services (Abateme	9,000	9,000	9,000
123	1,663	1,300	3,500	100-170-52110	Animal Control Contract	3,500	3,500	3,500
124	13,057	10,692	25,911		Code Enf Materials & Services Total	25,337	25,337	25,337
125				Urban Forestry Dept.:				
126					Materials and Services			
127	270	973	5,500	100-180-51115	Urban Forestry Activities	17,500	17,500	17,500
128	-	-	250	100-180-52010	Attorney & Legal Services	250	250	250
129	270	973	5,750		Urban Forestry Materials & Services Tot:	17,750	17,750	17,750
130								
131				Fern Ridge Service Center (FRSC) Department:				
132	New department FY1516				Materials and Services			
133	-	-	50	100-190-51010	Admin Supplies & Services	17	17	17
134	-	-	2,500	100-190-51035	Electricity	2,000	2,000	2,000
135	-	1,987	5,000	100-190-51045	Water/Sewer Fees	2,329	2,329	2,329
136	-	56	500	100-190-51050	Building Maint & Janitorial	185	185	185
137	-	5	100	100-190-51055	Safety Program & Supplies	35	35	35
138	-	-	50	100-190-51085	Miscellaneous/Discretionary	17	17	17
139	-	2,048	8,200		FRSC Materials & Services Total	4,583	4,583	4,583
140								
141				Public Safety Department:				
142	New department FY1516				Materials and Services			
143	-	592	2,000	100-195-51010	Admin Supplies & Services	2,000	2,000	2,000
144	-	-	500	100-195-51075	Travel	167	167	167
145	-	-	50	100-195-51085	Miscellaneous/Discretionary	17	17	17
146	-	11,000	15,000	100-195-52080	RARE Internships	-	-	-
147	-	6,722	5,000	100-195-52290	Other Professional Services	5,000	5,000	5,000
148	-	18,314	22,550		Public Safety Materials & Services Total	7,183	7,183	7,183

GENERAL FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
150					Economic Development Department:			
151					Personal Services			
152	-	-	-	100-205-50010	Wages	21,485	21,485	21,485
153	-	-	-	100-205-50060	W/C and FICA Benefits	1,675	1,675	1,675
154	-	-	-	100-205-50065	Health/Life Insurance	4,180	4,180	4,180
155	-	-	-	100-205-50070	PERS	3,867	3,867	3,867
156	-	-	-		Economic Dev Personal Services Total	31,207	31,207	31,207
157								
158					Materials and Services			
159	-	468	500	100-205-51010	Admin Supplies & Services	546	546	546
160	-	31	500	100-205-51075	Travel	177	177	177
161	-	169	25	100-205-51085	Miscellaneous	181	181	181
162	-	-	40,000	100-205-52060	Economic Incentives	40,000	40,000	40,000
163	-	22,000	22,000	100-205-52080	RARE Internships	22,000	22,000	22,000
164	-	756	1,000	100-205-52290	Other Professional Services	585	585	585
165	-	23,423	64,025		Econ Dev Materials & Services Total	63,490	63,490	63,490
166								
167					Capital Outlay			
168	2,361	3,920	-	100-100-60130	System Expansion	82,000	82,000	82,000
169	-	-	4,500	100-100-63110	Office Equipment & Furnishings	4,500	4,500	4,500
170	-	-	20,000	100-100-63150	Intangible Assets	26,930	26,930	26,930
171	9,174	-	-	100-100-63615	Vehicles	-	-	-
172	11,535	3,920	24,500		Capital Outlay Total	113,430	113,430	113,430
173								
174					Transfers			
175	25,000	-	-	100-100-75035	To Reserve - Governmental	-	-	-
176	25,000	-	-		Transfers Total	-	-	-
177								
178	-	-	35,000		Contingency	75,000	75,000	75,000
179	554,381	582,010	750,977		TOTAL EXPENDITURES	960,371	960,371	960,371
180	1,073,923	1,242,106			ENDING FUND BALANCE			
181			1,096,717		ESTIMATED FUND BALANCE	892,945	892,945	892,946
182	1,628,305	1,824,116	1,847,694		TOTAL REQUIREMENTS	1,853,316	1,853,316	1,853,316

LAW ENFORCEMENT FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
	449,514	358,527	218,192		RESOURCES			
					BEGINNING FUND BALANCE	162,600	162,600	162,600
1								
2	15,339	14,413	14,681	120-000-41110	Property Taxes-Prior Years	14,811	14,811	14,811
3	2,386	1,786	1,700	120-000-41115	Interest on Property Taxes	1,962	1,962	1,962
4	49,923	39,968	35,000	120-000-41235	Telecommunication License Fees	36,848	36,848	36,848
5	-	-	-	120-000-41330	State Marijuana Tax	4,532	4,532	4,532
6	-	-	4,000	120-000-41340	City Marijuana Tax	14,700	14,700	14,700
7	2,489	2,481	2,236	120-000-41790	Interest Income	2,402	2,402	2,402
8	-	5,000	10,000	120-000-41945	Fr Zumwalt	10,000	10,000	10,000
9	-	-	25	120-000-49100	Miscellaneous Sources	8	8	8
10	519,651	422,175	285,834		Total Resources, except taxes to be levied	247,863	247,863	247,863
11			706,299	120-000-41105	Taxes estimated to be received	735,107	735,107	735,107
12	645,694	693,063		120-000-41105	Taxes collected in year levied			
13	1,165,345	1,115,238	992,133		TOTAL RESOURCES	982,970	982,970	982,970
14					EXPENDITURES			
15					Materials and Services			
16	84	228	300	120-120-51010	Admin Supplies & Services	204	204	204
17	427	260	222	120-120-51030	Telephone	305	305	305
18	-	-	175	120-120-51035	Electricity	58	58	58
19	-	44	2,870	120-120-51050	Building Maint/Janitorial Sup	140	140	140
20	-	-	200	120-120-51095	Public Relations	200	200	
			2,500	120-120-51500	Small Equipment & Furnishings	4,150	4,150	4,150
22	-	80	230	120-120-52050	Internet & Web Site Fees	260	260	260
23	806,306	843,375	865,000	120-120-52210	Law Enforcement Contract	867,000	867,000	867,000
24	-	-	500	120-120-52290	Other Professional Services	2,500	2,500	2,500
25	806,818	843,987	871,997		Materials and Services Total	874,817	874,817	874,817
26								
27					Capital Outlay			
28	-	-	450	120-120-63210	Equipment	450	450	450
29	-	-	450		Capital Outlay Total	450	450	450
30								
31	-	-	2,500	120-120-85100	Contingency	500	500	500
32	806,818	843,987	874,947		TOTAL EXPENDITURES	875,767	875,767	875,767
33	358,527	271,251			ENDING FUND BALANCE	107,203	107,203	107,203
34			117,186		ESTIMATED ENDING FUND BALANCE			
35	1,165,345	1,115,238	992,133		TOTAL REQUIREMENTS	982,970	982,970	982,970

PARK AND RECREATION FUND

	2015	2016	2017			2018	2018	2018
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
RESOURCES								
1	380,517	493,873	523,913		BEGINNING FUND BALANCE	425,420	425,420	425,420
2								
3	4,582	4,608	1,500	130-000-41110	Property Taxes-Prior Years	2,412	2,412	2,412
4	552	481	250	130-000-41115	Interest on Property Taxes	272	272	272
5	44,718	44,427	41,904	130-000-41320	State Revenue Sharing	43,271	43,271	43,271
6	-	-	-	130-000-41330	State Marijuana Taxes	4,532	4,532	4,532
7	-	-	-	130-000-41340	City Marijuana Tax	14,700	14,700	14,700
8	2,032	3,253	1,000	130-000-41790	Interest Income	2,281	2,281	2,281
9	25,000	20,000	20,000	130-000-41945	From Zumwalt Campground	20,000	20,000	20,000
10	5,308	4,781	4,200	130-000-42205	Community Center Rentals	4,763	4,763	4,763
11	48,905	45,837	42,500	130-000-42210	Pool Use Fees	45,747	45,747	45,747
12	-	-	10	130-000-46110	Park Program Donations	10	10	10
13	70	50	50	130-000-46115	Park Board Fund Raising	20	20	20
14	441	3,163	5,000	130-000-49100	Miscellaneous Sources	2,868	2,868	2,868
15								
16	512,125	620,473	640,327		Total Resources, except taxes to be levied	566,297	566,297	566,297
17			199,896		Taxes estimated to be received	208,049	208,049	208,049
18	224,420	215,813			Taxes collected in year levied			
19	736,545	836,286	840,223		TOTAL RESOURCES	774,346	774,346	774,346
20								
21	EXPENDITURES							
22	Park Department: Personal Services							
23	57,966	63,911	70,631	130-130-50010	Wages	77,288	77,288	77,288
24	7,057	7,936	9,007	130-130-50060	W/C and FICA Benefits	7,801	7,801	7,801
25	16,171	20,387	21,955	130-130-50065	Health/Life Insurance	22,659	22,659	22,659
26	8,010	10,051	11,671	130-130-50070	PERS	15,184	15,184	15,184
27	89,204	102,285	113,264		Park Personal Services Total	122,932	122,932	122,932
28								
29	Materials and Services							
30	2,369	2,991	2,595	130-130-51010	Admin Supplies & Services	1,427	1,427	1,427
31	18	161	65	130-130-51015	Postage	135	135	135
32	-	204	172	130-130-51020	Professional Dues	700	700	700
33	311	433	250	130-130-51025	Publishing Costs	331	331	331
34	478	481	550	130-130-51030	Telephone Services	503	503	503
35	-	-	250	130-130-51035	Electricity	83	83	83

PARK AND RECREATION FUND

	2015	2016	2017			2018	2018	2018
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
36	250	130	450	130-130-51055	Safety Program and Supplies	672	672	672
37	7	4	10	130-130-51060	Office Machine Leases	7	7	7
38	46	81	250	130-130-51070	Training & Conferences	126	126	126
39	-	17	-	130-130-51075	Travel	36	36	36
40	-	-	50	130-130-51095	Public Relations	17	17	17
41	132	237	200	130-130-51105	Refunds	190	190	190
42	464	187	4,550	130-130-51500	Office Equipment & Furniture	4,604	4,604	4,604
43	128	-	100	130-130-51510	Computer Equipment	426	426	426
44	2,470	533	1,160	130-130-51515	Tools & Small Equipment	1,388	1,388	1,388
45	70	-	500	130-130-52010	Attorney & Legal Services	190	190	190
46	3,586	1,271	2,191	130-130-52015	General Property/Liability/Volunteer W/C	3,910	3,910	3,910
47	2,327	833	356	130-130-52035	Audit & Filing Fees	890	890	890
48	744	1,841	2,542	130-130-52045	Computer System Support-Maint	1,784	1,784	1,784
49	449	40	186	130-130-52050	Internet & Web Site Fees	125	125	125
50	342	6	22,000	130-130-52290	Other Professional Services	38,984	88,984	88,984
51	1,409	1,481	2,000	130-130-53030	Vehicle Operation/Maintenance	1,630	1,630	1,630
52	207	259	193	130-130-53110	Territorial Park Electricity	240	240	240
53	-	-	2,400	130-130-53120	Territorial Park Water	800	800	800
54	8,722	8,200	8,008	130-130-53125	City Park Water/Sewer	9,134	9,134	9,134
55	183	1,384	742	130-130-53130	Equipment Repairs	770	770	770
56	4,753	6,100	17,000	130-130-53210	Park Maintenance	21,285	21,285	21,285
57	-	273	1,420	130-130-53220	Building Maintenance	564	564	564
58	587	-	1,800	130-130-53240	Play Equipment Maintenance	796	796	796
59	-	-	20,000	130-130-54610	Public Plaza Development	-	-	-
60	1,320	1,112	2,000	130-130-54620	Park Board Events & Activities	1,477	1,477	1,477
61	229	-	1,000	130-130-54650	Park Board Use of Fundraising	410	410	410
62	31,602	28,259	94,990		Park Materials & Services Total	93,632	143,632	143,632
63								
64					Capital Outlay			
65	-	-	16,800	130-130-63110	Equipment/Furniture	11,800	11,800	11,800
			4,000	130-130-63150	Intangible Assets	2,805	2,805	2,805
67	1,000	-	-	130-130-63615	Vehicles	-	-	-
68	1,000	-	20,800		Park Capital Outlay Total	14,605	14,605	14,605

PARK AND RECREATION FUND

	2015	2016	2017			2018	2018	2018
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
69								
70				Pool Department: Personal Services				
71	61,694	68,410	93,609	130-520-50010	Wages	110,217	110,217	110,217
72	8,717	9,153	12,188	130-520-50060	W/C and FICA Benefits	11,512	11,512	11,512
73	3,440	6,599	7,178	130-520-50065	Health/Life Insurance	7,621	7,621	7,621
74	3,755	6,206	9,656	130-520-50070	PERS	12,800	12,800	12,800
75	77,606	90,368	122,631		Pool Personal Services Total	142,150	142,150	142,150
76								
77					Materials and Services			
78	862	1,337	1,000	130-520-51010	Administrative Supplies	1,105	1,105	1,105
79	306	832	400	130-520-51025	Advertising and Publishing	513	513	513
80	93	197	200	130-520-51055	Safety Program and Supplies	443	443	443
81	2,831	731	1,079	130-520-51070	Training & Conferences	1,547	1,547	1,547
82	-	271	-	130-520-51075	Travel	191	191	191
83	-	-	-	130-520-51095	Public Relations	-	-	-
84	236	239	500	130-520-51105	Refunds-Pool	325	325	325
85	-	4	81	130-520-51500	Office Equipment & Furniture	28	28	28
86	93	-	31	130-520-51510	Computer Equipment	50	50	50
87	2,289	6,703	7,743	130-520-51515	Accessories & Small Equipment	5,578	5,578	5,578
88	1,958	1,543	2,166	130-520-52015	General Property/Liability	1,935	1,935	1,935
89	297	792	1,091	130-520-52045	Computer System Support-Maint	2,520	2,520	2,520
90	327	40	186	130-520-52050	Internet & Web Site Fees	295	295	295
91	2	192	500	130-520-52290	Other Professional Services	1,082	1,082	1,082
92	5,185	8,877	6,582	130-520-54020	Pool Operating Supplies	6,881	6,881	6,881
93	1,569	1,570	8,000	130-520-54040	Pool Maintenance	3,713	3,713	3,713
94	1,726	1,799	2,000	130-520-54045	Pool Bldg. Janitorial - Maint	1,841	1,841	1,841
95	10,534	10,321	18,000	130-520-54055	Pool Utilities	12,951	12,951	12,951
96	5,541	6,106	8,000	130-520-54060	Pool Fuel	6,549	6,549	6,549
97	1,067	1,201	1,500	130-520-54070	Concession Supplies	1,256	1,256	1,256
98	329	375	2,000	130-520-54120	Lifeguard Training	901	901	901
99	566	459	512	130-520-54130	Swim Program Supplies	512	512	512
100	1,158	552	1,600	130-520-54150	Swim Aide Fees	1,103	1,103	1,103
101	-	52	1,000	130-520-54620	Pool Events	351	351	351
102	36,968	44,191	64,171		Pool Materials & Services Total	51,672	51,672	51,672

PARK AND RECREATION FUND

	2015	2016	2017			2018	2018	2018
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
107								
108					Materials and Services			
109	-	(41)	50	130-530-51010	Administrative Supplies & Services	3	3	3
110	2,918	2,975	7,000	130-530-51035	Community Center Utilities	4,298	4,298	4,298
111	354	292	191	130-530-52015	General Property/Liability	236	236	236
112	3,019	3,998	3,605	130-530-52055	Janitorial Contract	3,541	3,541	3,541
113	-	-	25,000	130-530-53065	Building Maintenance and Supplies	26,540	26,540	26,540
114	6,292	7,225	35,846		Com Ctr Materials & Services Total	34,618	34,618	34,618
115								
116	-	-	20,000	130-130-85100	Contingency	20,000	20,000	20,000
118	242,672	272,328	471,702		TOTAL EXPENDITURES	479,609	529,609	529,609
119	493,873	563,958			ENDING FUND BALANCE			
120			368,521		ESTIMATED ENDING FUND BALANCE	294,737	244,737	244,737
121	736,545	836,286	840,223		TOTAL REQUIREMENTS	774,346	774,346	774,346

PLANNING FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	215,900	212,257	186,880		BEGINNING FUND BALANCE	185,453	185,453	185,453
2								
3	3,118	2,835	2,500	140-000-41110	Property Taxes-Prior Years	2,818	2,818	2,818
4	500	359	442	140-000-41115	Interest on Property Taxes	434	434	434
5	11,491	45,197	5,000	140-000-41415	Land Use Fees	23,181	23,181	23,181
6	45,803	7,085	10,000	140-000-41420	Developer Reimbursements	23,794	23,794	23,794
7	1,142	1,408	1,023	140-000-41790	Interest Income	1,286	1,286	1,286
8	379	82	188	140-000-49100	Miscellaneous Sources	216	216	216
9								
10	278,334	269,224	206,033		Total Resources, except taxes to be l	237,182	237,182	237,182
11			173,243		Taxes estimated to be received	180,309	180,309	180,309
12	124,172	134,314			Taxes collected in year levied			
13	402,506	403,538	379,276		TOTAL RESOURCES	417,491	417,491	417,491
14	EXPENDITURES							
15								
		99,663	109,919	140-140-50010	Wages	111,783	111,783	111,783
17	6,943	8,651	9,081	140-140-50060	W/C and FICA Benefits	8,788	8,788	8,788
18	16,182	24,050	25,712	140-140-50065	Health/Life Insurance	25,056	25,056	25,056
19	11,504	17,678	20,432	140-140-50070	PERS	24,637	24,637	24,637
20	112,788	150,043	165,144		Personnel Services Total	170,264	170,264	170,264
21								
22	Materials and Services							
23	2,841	2,631	2,390	140-140-51010	Admin Services & Supplies	897	897	897
24	205	663	500	140-140-51015	Postage	542	542	542
25	275	819	575	140-140-51020	Professional Dues	735	735	735
26	910	1,352	1,000	140-140-51025	Publishing Costs	1,087	1,087	1,087
27	1,163	1,191	1,500	140-140-51030	Telephone	1,285	1,285	1,285
28	1,138	1,181	1,098	140-140-51035	Electricity	1,139	1,139	1,139
29	375	394	600	140-140-51040	Water/Sewer	457	457	457
30	1,211	2,942	1,355	140-140-51050	Building Maint/Janitorial Sup	3,096	3,096	3,096
31	-	4	100	140-140-51055	Safety Program and Supplies	85	85	85
32	71	23	300	140-140-51060	Office Machine Lease	218	218	218

PLANNING FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
33	594	655	547	140-140-51065	Office Machine Maintenance	637	637	637
34	221	872	1,500	140-140-51070	Training & Conferences	864	864	864
35	77	151	300	140-140-51075	Travel - Staff	176	176	176
36	-	-	300	140-140-51090	Training/Travel - Commission	100	100	100
37	-	-	50	140-140-51095	Public Relations	17	17	17
38	3,426	50	800	140-140-51105	Refunds-Land Use Applications	2,754	2,754	2,754
39	2,903	1,315	4,468	140-140-51500	Office Equipment & Furniture	4,940	4,940	4,940
40	513	-	210	140-140-51510	Computer Equipment	1,530	1,530	1,530
41	5,593	7,165	6,000	140-140-52010	Attorney & Legal Services	6,254	6,254	6,254
42	853	3,153	2,197	140-140-52015	General Property/Liability Ins	2,270	2,270	2,270
43	550	454	587	140-140-52035	Audit & Filing Fees	534	534	534
44	1,781	3,416	4,722	140-140-52045	Computer System Support-Maint	6,575	6,575	6,575
45	2,164	557	748	140-140-52050	Internet & Web Site Fees	840	840	840
46	1,378	1,404	1,440	140-140-52055	Janitorial Services Contract	1,407	1,407	1,407
47	18,750	-	-	140-140-52070	Comprehensive Plan-Public Fac	-	-	-
48	-	-	1,500	140-140-52130	Planning Assistance	500	500	500
49	29,157	17,992	18,000	140-140-52140	Technical Review Services	19,715	19,715	19,715
50	310	-	2,500	140-140-52290	Other Professional Services	1,487	1,487	1,487
51	76,460	48,383	55,287		Materials & Services Total	60,139	60,139	60,139
52								
53					Capital Outlay			
54	-	-	900	140-140-63110	Office Equipment & Furniture	900	900	900
55	-	-	6,000	140-140-63150	Intangible Assets	5,610	5,610	5,610
56	1,000	-	-	140-140-63615	Vehicles	-	-	-
57	1,000	-	6,900		Capital Outlay Total	6,510	6,510	6,510
58								
59	-	-	15,000	140-140-85100	Contingency	25,000	25,000	25,000
60								
61	190,248	198,425	242,331		TOTAL EXPENDITURES	261,913	261,913	261,913
62	212,257	205,113			ENDING FUND BALANCE			
63			136,945					155,578
64	402,506	403,538	379,276		TOTAL REQUIREMENTS	417,491	417,491	417,491

STREET FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	66,283	69,032	65,611	230-000-41210	Emerald PUD Franchise Fees	68,600	68,600	68,600
2	20,537	20,978	19,030	230-000-41220	Lane Electric Franchise Fees	22,540	22,540	22,540
3	7,856	7,164	6,770	230-000-41230	Telephone Co. Franchise Fees	6,635	6,635	6,635
4	4,774	4,328	4,444	230-000-41240	Cable Co. Franchise Fees	4,355	4,355	4,355
5	10,357	10,826	9,604	230-000-41250	Garbage Co. Franchise Fees	10,780	10,780	10,780
6	266,829	275,010	254,038	230-000-41310	State Highway Gas Tax	271,196	271,196	271,196
7	2,695	2,778	2,563	230-000-41315	Bike Path Apportionment	2,737	2,737	2,737
8	400	1,400	520	230-000-41445	Right-Of-Way Permits	600	600	600
9	101,067	113,190	118,855	230-000-41620	City Gas Tax	102,174	102,174	102,174
10	-	-	58,500	230-000-41640	Street Utility Fee (aka TUF)	76,156	76,156	76,156
11	8,695	8,874	7,499	230-000-41790	Interest Income	8,530	8,530	8,530
12	-	215	326,700	230-000-41995	From Urban Renewal	326,700	326,700	326,700
13	7,000	-	50	230-000-45110	Grant Proceeds	-	-	-
14	-	100,000	150,000	230-000-46010	Fr Reserve-Governmental	150,000	150,000	150,000
15	573	1,791	25	230-000-49100	Miscellaneous Sources	804	804	804
16								
17	497,066	615,585	1,024,209		Total New Resources	1,051,807	1,051,807	1,051,807
18	1,672,572	1,366,123	1,226,370		BEGINNING FUND BALANCE	911,541	911,541	911,541
19	2,169,638	1,981,709	2,250,579		TOTAL RESOURCES	1,963,348	1,963,348	1,963,348
20								
21					EXPENDITURES			
22					Personnel Services			
23	77,621	98,489	110,415	230-230-50010	Wages	125,984	125,984	125,984
24	9,676	13,220	13,444	230-230-50060	W/C and FICA Benefits	12,248	12,248	12,248
25	18,270	24,546	26,451	230-230-50065	Health/Life Insurance	28,021	28,021	28,021
26	11,309	17,687	20,305	230-230-50070	PERS	27,625	27,625	27,625
27	116,876	153,941	170,615		Personnel Services Total	193,878	193,878	193,878

STREET FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
28								
29					Materials and Services			
30	824	1,510	1,510	230-230-51010	Admin Supplies & Services	1,804	1,804	1,804
31	-	363	-	230-230-51015	Postage	226	226	226
32	-	1,369	1,894	230-230-51020	Professional Dues	1,190	1,190	1,190
33	478	481	600	230-230-51030	Telephone Services	520	520	520
34	44,528	46,219	45,366	230-230-51035	Electricity-Street Lights	45,371	45,371	45,371
35	232	150	300	230-230-51055	Safety Program and Supplies	587	587	587
36	-	-	25	230-230-51060	Office Machine Leases	8	8	8
37	96	89	359	230-230-51070	Training & Conferences	181	181	181
38	-	123	50	230-230-51075	Travel	162	162	162
39	0	150	150	230-230-51095	Public Relations	100	100	100
40	1,697	-	1,007	230-230-51105	Refunds	901	901	901
41	816	345	5,761	230-230-51500	Office Equipment & Furnishings	8,207	8,207	8,207
42	82	-	100	230-230-51510	Computer Equipment	341	341	341
43	882	594	807	230-230-51515	Tools & Small Equipment	879	879	879
44	1,432	3,873	1,477	230-230-52010	Attorney & Legal Services	2,261	2,261	2,261
45	5,991	7,938	8,403	230-230-52015	General Property/Liability Ins	6,360	6,360	6,360
46	3,876	2,462	3,952	230-230-52035	Audit & Filing Fees	7,298	7,298	7,298
47	993	1,840	2,542	230-230-52045	Computer System Support-Maint	2,370	2,370	2,370
48	245	80	375	230-230-52050	Internet & Web Site Fees	125	125	125
49	0	0	7500	230-230-52070	Engineering Fees	5,000	5,000	5,000
50	54,093	4,115	5,000	230-230-52290	Other Professional Services	5,163	5,163	5,163
51	1,591	1,824	2,000	230-230-53030	Vehicle Operation-Maintenance	1,805	1,805	1,805
52	16,223	10,269	15,000	230-230-53045	Street Maintenance	17,169	17,169	17,169
53				230-230-53050	Street Rehabilitation/Preservati	681,000	681,000	681,000
54	189	392	634	230-230-53065	Building & Yard Maintenance	685	685	685
55	16,550	2,083	32,000	230-230-53070	Landscape Maint & Supplies	18,878	18,878	18,878
56	696	1,446	950	230-230-53130	Equipment Repairs	1,031	1,031	1,031
57	9,902	14,106	10,000	230-230-53135	Water Use/Irrigation	12,446	12,446	12,446
58	21,960	21,960	20,000	230-230-53150	Street Sweeping Contract	21,395	21,395	21,395
59	191,201	531,229	604,762		Materials & Services Total	843,463	843,463	843,463

STREET FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
60								
61					Capital Outlay			
62	88,438	30,133	378,200	230-230-60250	Street System Improvements	181,000	181,000	181,000
63	-	-	4,000	230-230-63150	Intangible Assets	2,805	2,805	2,805
64	-	-	900	230-230-63310	Equipment	900	900	900
65	2,000	-	-	230-230-63615	Vehicles	-	-	-
66	90,438	30,133	383,100		Capital Outlay Total	184,705	184,705	184,705
67								
68					Transfers			
69	5,000	5,000	5,000	230-230-75050	To PW Equipment Fund	5,000	5,000	5,000
70	400,000	-	4,000	230-230-75085	To Reserve-Governmental Fund	4,000	4,000	4,000
71	405,000	5,000	9,000		Transfers Total	9,000	9,000	9,000
72								
73	-	-	100,000	230-230-85100	Contingency	100,000	100,000	100,000
74								
75	803,514	720,303	1,267,477		Appropriated Expenditures	1,331,046	1,331,046	1,331,046
76	1,366,123	1,261,406	983,102		ENDING FUND BALANCE	632,303	632,303	632,303
77	2,169,638	1,981,709	2,250,579		TOTAL EXPENDITURES	1,963,348	1,963,348	1,963,348

STORM WATER FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
	RESOURCES							
1	790	1,060	689	240-000-41790	Interest Income	970	970	970
2	59,737	61,591	60,851	240-000-43140	Storm Water Drainage Fees	65,070	65,070	65,070
3	-	-	-	240-000-45080	From Inverse	1,208	1,208	1,208
4	578	62	25		Miscellaneous Income	244	244	244
5								
6	61,105	62,713	61,565		Total New Resources	67,491	67,491	67,491
7	148,502	163,209	160,107		BEGINNING FUND BALANCE	154,144	154,144	154,144
8	209,607	225,922	221,672		TOTAL RESOURCES	221,635	221,635	221,635
9								
10	EXPENDITURES							
11	Personnel Services							
12	11,307	19,446	22,177	240-240-50010	Wages	27,193	27,193	27,193
13	1,193	2,412	2,611	240-240-50060	W/C and FICA Benefits	2,602	2,602	2,602
14	2,508	5,189	5,735	240-240-50065	Health/Life Insurance	6,520	6,520	6,520
15	1,636	3,449	4,130	240-240-50070	PERS	6,030	6,030	6,030
16	16,644	30,496	34,653		Personnel Services Total	42,345	42,345	42,345
17								
18	Materials and Services							
19			1,670	240-240-51010	Admin Supplies & Services	2,105	2,105	2,105
20	-	10	-	240-240-51015	Postage	3	3	3
21	-	37	28	240-240-51020	Professional Dues	40	40	40
22	10	25	100	240-240-51055	Safety Program and Supplies	70	70	70
23	-	-	25	240-240-51060	Office Machine Leases	8	8	8
24	6	45	100	240-240-51070	Training & Conferences	50	50	50
25	-	15	25	240-240-51075	Travel	20	20	20
26	-	-	50	240-240-51095	Public Relations	17	17	17
27	-	11	5	240-240-51105	Refunds	5	5	5
28	154	73	1,174	240-240-51500	Office Equipment & Furnishings	1,152	1,152	1,152
29	47	-	50	240-240-51510	Computer Equipment	144	144	144
30	53	524	100	240-240-52010	Attorney & Legal Services	226	226	226
31	69	215	104	240-240-52015	General Property/Liability Ins	218	218	218
32	44	33	53	240-240-52035	Audit & Filing Fees	50	50	50
33	277	1,113	1,452	240-240-52045	Computer System Support-Maint	2,870	2,870	2,870
34	163	40	186	240-240-52050	Internet & Web Site Fees	125	125	125

STORM WATER FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
35	-	-	500	240-240-52070	Engineering Fees	167	167	167
36	2,548	4	32,500	240-240-52290	Other Professional Services	44,594	44,594	44,594
37	-	360	1,000	240-240-53045	Drainage Maintenance	453	453	453
38	-	50	1,012	240-240-53065	Building & Yard Maintenance	354	354	354
39	-	-	1000	240-240-53190	PW Service Maps - Storm water	1,000	1,000	1,000
40	3,754	4,038	41,134		Materials & Services Total	53,671	53,671	53,671
41								
42					Capital Outlay			
43	-	-	6,000	240-240-63150	Intangible Assets	2,245	2,245	2,245
44	-	-	450	240-240-63310	Equipment	450	450	450
45	1,000	-	-	240-240-63615	Vehicles	-	-	-
46	1,000	-	6,450		Capital Outlay Total	2,695	2,695	2,695
47								
48					Transfers			
49	25,000	25,000	25,000	240-240-75080	To Inverse Condemnation Fund	-	-	-
50	25,000	25,000	25,000		Transfers Total	-	-	-
51								
52	-	-	10,000	240-240-85100	Contingency	10,000	10,000	10,000
53								
54	46,398	59,534	117,237		Appropriated Expenditures	108,711	108,711	108,711
55	163,209	166,388	104,435		ENDING FUND BALANCE	112,924	112,924	112,924
56	209,607	225,922	221,672		TOTAL EXPENDITURES	221,635	221,635	221,635

BUSINESS ASSISTANCE LOAN/GRANT FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	811	1,012	450	360-000-41790	Interest Income	938	938	938
2	-	-	10	360-000-42610	Loan Principal Payments	10	10	10
3	-	-	10	360-000-42620	Loan Interest Payments	10	10	10
4								
5	811	1,012	470		Total New Resources	958	958	958
6	156,054	155,865	147,002		BEGINNING FUND BALANCE	116,818	116,818	116,818
7	156,865	156,877	147,472		TOTAL RESOURCES	117,776	117,776	117,776
8								
9	EXPENDITURES							
10	Materials and Services							
11	-	-	50	360-360-51010	Admin Supplies & Services	50	50	50
12	-	-	2,000	360-360-52010	Attorney & Legal Services	2,000	2,000	2,000
13	-	-	10,000	360-360-54500	Grants	10,000	10,000	10,000
14	-	-	25,000	360-360-54510	Loans	50,000	50,000	50,000
15	-	-	2,000	360-360-54530	LCOG Administration Fees	2,000	2,000	2,000
16	-	-	39,050		Materials and Services Total	64,050	64,050	64,050
17								
18	Transfers							
19	1,000	1,000	1,000	360-360-75005	To General Fund	1,000	1,000	1,000
20	1,000	1,000	1,000		Transfers Total	1,000	1,000	1,000
21								
22	1,000	1,000	40,050		Appropriated Expenditures	65,050	65,050	65,050
23	155,865	155,877	107,422		ENDING FUND BALANCE	52,726	52,726	52,726
24	156,865	156,877	147,472		TOTAL EXPENDITURES	117,776	117,776	117,776

LOCAL IMPROVEMENTS FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	592	653	360	430-000-41790	Interest Income	1,125	1,125	1,125
2	-	350,000	35,000	430-000-41920	Transfer fr Sewer Fund	-	-	-
3	1,422	18,939	1,600	430-000-42510	Bolton Hill Sewer Assessments	1,500	1,500	1,500
4	622	5,114	385	430-000-42512	Bolton Hill Assessment Interest	50	50	50
5	-	102,394	8,100	430-000-42520	E Bolton Sewer Assessments	1,500	1,500	1,500
6	-	334	-	430-000-42522	E Bolton Assessment Interest	50	50	50
7								
8	2,636	477,433	45,445		Total New Resources	4,225	4,225	4,225
9	113,848	100,461	265,285		BEGINNING FUND BALANCE	380,407	380,407	380,407
10	116,484	577,894	310,730		TOTAL RESOURCES	384,632	384,632	384,632
11								
12					EXPENDITURES			
13					Materials and Services			
14	-	-	50	430-430-51010	Admin Supplies & Services	25	25	25
15	-	-	500	430-430-52010	Attorney & Legal Services	250	250	250
16	-	-	550		Materials & Services Total	275	275	275
17								
18					Capital Outlay			
19	-	227,066	135,000	430-430-60130	System Expansion	-	-	-
20	-	227,066	135,000		Capital Outlay Total	-	-	-
21								
22					Debt Service			
23	9,630	9,938	165,000	430-430-65510	Loan Principal-Bolton Hill	110,676	110,676	110,676
24	6,393	6,086	5,699	430-430-65520	Loan Interest-Bolton Hill	5,847	5,847	5,847
25	16,023	16,023	170,699		Debt Service Total	116,523	116,523	116,523
26								
27					Transfers			
28	-	-	-		To Sewer Fund	95,000	95,000	95,000
29	-	-	-	430-430-7xxxx	Transfers Total	95,000	95,000	95,000
30								
31	16,023	243,089	306,249		Appropriated Expenditures	211,798	211,798	211,798
32	100,461	334,805	4,481		ENDING FUND BALANCE	172,834	172,834	172,834
33	116,484	577,894	310,730		TOTAL EXPENDITURES	384,632	384,632	384,632

ZUMWALT CAMPGROUND FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
1					RESOURCES			
2	523	703	400	350-000-41790	Interest Income	669	669	669
3	65,804	65,039	63,800	350-000-42510	Ticket Sales	64,881	64,881	64,881
4	2,575	2,524	2,000	350-000-42520	Shower Sales	2,523	2,523	2,523
5	680	250	200	350-000-42530	T-Shirt Sales	437	437	437
6	-	50	25	350-000-42540	Vendor Fees	33	33	33
7	300	240	50	350-000-49100	Miscellaneous Sources	270	270	270
8								
9	69,882	68,806	66,475		Total New Resources	68,813	68,813	68,813
10	101,532	108,299	113,655		BEGINNING FUND BALANCE	109,780	109,780	109,780
11	171,414	177,105	180,130		TOTAL RESOURCES	178,593	178,593	178,593
12								
13					EXPENDITURES			
14					Materials and Services			
15	-	639	239	350-350-51010	Admin Supplies & Services	346	346	346
16	-	-	50	350-350-52010	Attorney & Legal Services	20	20	20
17	10,359	-	10,400	350-350-54410	Park Rental	6,920	6,920	6,920
18	627	74	400	350-350-54415	Operating Supplies	367	367	367
19	2,359	3,597	2,000	350-350-54420	Volunteer Costs	2,652	2,652	2,652
20	237	210	250	350-350-54423	Wristbands for Campers	275	275	275
21	600	600	600	350-350-54425	Entertainment	600	600	600
22	2,238	2,238	2,125	350-350-54430	Portable Showers	2,300	2,300	2,300
23	3,231	3,510	3,375	350-350-54440	Portable Toilets	4,000	4,000	4,000
24	738				Water Tanker	750	750	750
25	8,400	8,940	9,000	350-350-54460	Security	10,500	10,500	10,500
26	1,835	1,684	1,629	350-350-54465	Cart & Light Tower Rentals	1,425	1,425	1,425
27	5,396	5,996	6,000	350-350-54470	Shuttle Buses	6,200	6,200	6,200
28	445	497	500	350-350-54475	Maintenance & Clean-Up	481	481	481
29	1,650	700	5,000	350-350-54490	Council Discretionary	5,000	5,000	5,000
30	38,115	29,422	42,568		Materials & Services Total	41,835	41,835	41,835

ZUMWALT CAMPGROUND FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
31								
32					Transfers			
33	-	-	2,000	350-350-75005	To General	2,000	2,000	2,000
34	25,000	20,000	20,000	350-350-75020	To Parks & Recreation	20,000	20,000	20,000
35	-	5,000	10,000	350-350-75030	To Law Enforcement	10,000	10,000	10,000
36	25,000	25,000	32,000		Transfers Total	32,000	32,000	32,000
37								
38	63,115	54,422	74,568		Appropriated Expenditures	73,835	73,835	73,835
39	108,299	122,683	105,562		ENDING FUND BALANCE	104,757	104,757	104,757
40	171,414	177,105	180,130		TOTAL EXPENDITURES	178,593	178,593	178,593

GRANT FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
					RESOURCES			
1	-	-	-	330-000-41790	Interest Income	-	-	-
2								
3	-	-	-	330-000-45190	Fed Economic Stimulus Program	-	-	-
4	-	-	-	330-000-45200	ODOT-SCA: W Broadway Develop	-	-	-
5	-	-	-	330-000-45210	CDBG-Housing Rehab Program (SVDP)	400,000	400,000	400,000
6								
7								
8	-	-	-		Total New Resources	400,000	400,000	400,000
9	-	-	-		BEGINNING FUND BALANCE	-	-	-
10	-	-	-		TOTAL RESOURCES	400,000	400,000	400,000
11								
					Materials and Services			
14	-	-	-	330-330-51010	Admin Supplies & Services	-	-	-
15	-	-	-	330-330-52075	CDBG-Housing Rehab Program (SVDP)	400,000	400,000	400,000
16	-	-	-	330-330-52530	Neighborhood Econ Development	-	-	-
17	-	-	-		Materials & Services Total	400,000	400,000	400,000
18								
19					Transfers			
20	-	-	-	330-330-75065	To Capital Project: W Broadway	-	-	-
21	-	-	-	330-330-75067	To Parks and Recreation	-	-	-
22	-	-	-		Transfers Total	-	-	-
23								
24	-	-	-		Appropriated Expenditures	400,000	400,000	400,000
25	-	-	-		ENDING FUND BALANCE	-	-	-
26	-	-	-		TOTAL EXPENDITURES	400,000	400,000	400,000
27								

2007 INVERSE CONDEMNATION FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	231	365	10	340-000-41790	Interest Income	-	-	-
2	75,000	75,000	155,000	340-000-41920	From Municipal Sewer Fund	-	-	-
3	25,000	25,000	25,000	340-000-41925	From Storm Water Fund	-	-	-
4								
5	100,231	100,365	180,010		Total New Resources	-	-	-
6	46,090	56,233	64,735		BEGINNING FUND BALANCE	5,733	5,733	5,733
7	146,321	156,599	244,745		TOTAL RESOURCES	5,733	5,733	5,733
8								
EXPENDITURES								
9					Materials and Services			
10					Materials and Services			
11	-	-	50	340-340-51010	Admin Supplies & Services	25	25	25
12	-	-	50	340-340-52290	Other Professional Services	-	-	-
13	-	-	100		Materials & Services Total	25	25	25
14								
15					Debt Service			
16	77,258	80,007	236,000	340-340-65410	Loan Principal-Lot 400/600	-	-	-
17	12,830	10,081	7,000	340-340-65420	Loan Interest-Lot 400/600	-	-	-
18	90,088	90,088	243,000		Debt Service Total	-	-	-
19								
20					Transfers			
21	-	-	-	340-340-75080	To Municipal Sewer Fund	4,500	4,500	4,500
22	-	-	-	340-340-75085	To Storm Water Fund	1,208	1,208	1,208
23	-	-	-		Transfers Total	5,708	5,708	5,708
24								
25	90,088	90,088	243,100		Appropriated Expenditures	5,733	5,733	5,733
26	56,233	66,511	1,645		ENDING FUND BALANCE	-	-	-
27	146,321					5,733	5,733	5,733

CAPITAL CONSTRUCTION - GOVERNMENT FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
	RESOURCES							
1	-	-	1,000	310-000-41470	Parkland Acquisition Fees	-	-	-
2	7,256	29,024	12,610	310-000-41475	ODOT Traffic Impact Fees	1,000	1,000	1,000
3	4,356	6,079	3,857	310-000-41790	Interest Income	6,003	6,003	6,003
4	53,773	143,579	55,419	310-000-44300	SDC - Recreational Facilities	66,240	66,240	66,240
5	27,515	73,401	28,327	310-000-44400	SDC - Transportation	33,870	33,870	33,870
6	3,985	6,138	2,353	310-000-44500	SDC - Storm Water/Drainage	2,820	2,820	2,820
7								
8								
9	96,885	258,222	103,566		Total New Resources	109,933	109,933	109,933
10	839,034	935,919	1,120,541		BEGINNING FUND BALANCE	1,229,962	1,229,962	1,229,962
11	935,919	1,194,141	1,224,107		TOTAL RESOURCES	1,339,895	1,339,895	1,339,895
12								
13					EXPENDITURES			
14					Capital Outlay			
15	-	3,041	39,800	310-310-60130	System Expansion	-	-	-
16	-	-	-	310-310-60180	Facility Improvements	-	-	-
17	-	-	-	310-310-61610	System Improvements	75,000	75,000	75,000
18	-	3,041	39,800		Capital Outlay Total	75,000	75,000	75,000
19								
20					Transfers			
21	-	-	14,300	310-310-75060	To Capital Projects-New Pool	80,000	80,000	80,000
22	-	-	14,300		Transfers Total	80,000	80,000	80,000
23								
24	-	3,041	54,100		Appropriated Expenditures	155,000	155,000	155,000
25	935,919	1,191,100	1,170,007		ENDING FUND BALANCE	1,184,895	1,184,895	1,184,895
26	935,919	1,194,141	1,224,107		TOTAL EXPENDITURES	1,339,895	1,339,895	1,339,895

WATER FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	8,800	29,597	10,400	210-000-41450	Service Connections	12,000	12,000	12,000
2	10,590	12,661	8,863	210-000-41790	Interest Income	12,689	12,689	12,689
3	8,433	9,443	8,744	210-000-41810	Land Lease	8,754	8,754	8,754
4	200,000	180,000	144,000	210-000-41995	Transfer from Urban Renewal Agenc	129,600	129,600	129,600
5	958,643	946,890	940,499	210-000-43110	Water Use Fees	994,220	994,220	994,220
6	19,854	20,941	15,000	210-000-43115	Bulk Water Sales	18,788	18,788	18,788
7	10,260	6,998	5,000	210-000-43120	Delinquent Fees	7,609	7,609	7,609
8	1,370	2,505	500	210-000-49100	Miscellaneous Sources	1,612	1,612	1,612
9	1,217,950	1,209,036	1,133,006		Total New Resources	1,185,272	1,185,272	1,185,272
10	1,866,913	1,949,896	2,287,023		BEGINNING FUND BALANCE	2,417,605	2,417,605	2,417,605
11	3,084,863	3,158,932	3,420,029		TOTAL RESOURCES	3,602,877	3,602,877	3,602,877
12	EXPENDITURES							
13	Personal Services							
14	210,045	173,044	189,194	210-210-50010	Wages	197,629	197,629	197,629
15	26,075	21,717	24,034	210-210-50060	W/C and FICA Benefits	20,111	20,111	20,111
16	42,333	40,624	43,487	210-210-50065	Health/Life Insurance	44,962	44,962	44,962
17	30,372	30,542	35,440	210-210-50070	PERS	43,136	43,136	43,136
18	308,825	265,927	292,155		Personal Services Total	305,838	305,838	305,838
19	Materials and Services							
20			11,310	210-210-51010	Admin Supplies & Services	18,163	18,163	18,163
22	5,044	4,405	4,381	210-210-51015	Postage	4,610	4,610	4,610
23	644	2,917	3,067	210-210-51020	Professional Dues	3,050	3,050	3,050
24	3,208	3,418	3,083	210-210-51030	Telephone Services	3,239	3,239	3,239
25	30,077	33,891	41,000	210-210-51035	Electricity	34,989	34,989	34,989
26	675	233	750	210-210-51055	Safety Program and Supplies	878	878	878
27	497	564	620	210-210-51060	Office Machine Leases	560	560	560
28	1,470	813	2,000	210-210-51070	Training & Conferences	1,428	1,428	1,428
29	-	31	100	210-210-51075	Travel	44	44	44
30	-	-	129	210-210-51095	Public Relations	145	145	145

WATER FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
31	38,200	725	500	210-210-51105	Refunds	613	613	613
32	1,796	756	7,761	210-210-51500	Office Equipment & Furnishings	12,952	12,952	12,952
33	467	-	100	210-210-51510	Computer Equipment	1,278	1,278	1,278
34	492	292	750	210-210-51515	Tools & Small Equipment	511	511	511
35	1,521	2,075	1,500	210-210-52010	Attorney & Legal Services	1,698	1,698	1,698
36	9,057	13,050	13,639	210-210-52015	General Property/Liability Ins	13,540	13,540	13,540
37	5,812	4,091	4,610	210-210-52035	Audit & Filing Fees	4,838	4,838	4,838
38	8,398	6,538	7,116	210-210-52045	Computer System Support-Maint	10,630	10,630	10,630
39	3,058	1,726	657	210-210-52050	Internet & Web Site Fees	725	725	725
40	712	-	2,000	210-210-52070	Engineering Fees	18,904	18,904	18,904
41	8,171	60	7,260	210-210-52290	Other Professional Services	6,153	6,153	6,153
42	3,955	9,114	14,000	210-210-53020	System Operating Supplies	9,023	9,023	9,023
43	6,380	4,888	7,000	210-210-53030	Vehicle Operation & Maintenance	6,089	6,089	6,089
44	370,925	59,668	108,000	210-210-53040	System Maintenance	104,531	104,531	104,531
45	3,922	6,509	4,230	210-210-53055	System Quality Tests	5,347	5,347	5,347
46	1,939	2,754	5,822	210-210-53065	Building & Yard Maintenance	6,025	6,025	6,025
47	117	478	1,500	210-210-53130	Equipment Repairs	698	698	698
48	158,552	133,472	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	-	-	1,500	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	677,530	306,098	389,240		Materials & Services Total	406,018	406,018	406,018
54								
55					Capital Outlay			
56	718	8,846	-	210-210-60130	System Expansion	-	-	-
57			-	210-210-61610	System Improvements	-	-	-
58	-	-	20,000	210-210-63150	Intangible Assets	7,855	7,855	7,855
59	-	-	4,500	210-210-63410				4,500
60	5,000	-	-	210-210-63615	Vehicles	-	-	-
61	5,718	8,846	24,500		Capital Outlay Total	12,355	12,355	12,355
62								

WATER FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
63					Debt Service			
64	46,983	87,570	76,926	210-210-65230	Bonds Principal-RUS	98,082	98,082	98,082
65	90,911	155,851	222,653	210-210-65240	Bonds Interest-RUS	283,074	283,074	283,074
66	137,894	243,421	299,579		Debt Service Total	381,156	381,156	381,156
67								
68					Transfers			
69	5,000	5,000	5,000	210-210-75050	To PW Equipment Fund	5,000	5,000	5,000
70	5,000	5,000	5,000		Transfers Total	5,000	5,000	5,000
71								
72	-	-	90,000	210-210-85100	Contingency	100,000	100,000	100,000
73								
74	1,134,967	829,292	1,100,474		Appropriated Expenditures	1,210,367	1,210,367	1,210,367
75	1,949,896	2,329,639	2,319,555		ENDING FUND BALANCE	2,392,510	2,392,510	2,392,510
76	3,084,863	3,158,932	3,420,029		TOTAL EXPENDITURES	3,602,877	3,602,877	3,602,877

SEWER FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	2,600	8,000	2,600	220-000-41460	Sewer Connection Permits	3,000	3,000	3,000
2	9,266	11,333	7,719	220-000-41790	Interest Income	9,439	9,439	9,439
3	10,600	9,600	9,600	220-000-41810	Land Lease	9,600	9,600	9,600
4	987,847	1,005,365	996,876	220-000-43130	Sewer Use Fees	1,018,236	1,018,236	1,018,236
5	-	-	-	220-000-45080	From Inverse	4,500	4,500	4,500
6	-	-	-	220-000-xxxx	From Local Improvement	95,000	95,000	95,000
7	7,935	21,692	20,025	220-000-49100	Miscellaneous Sources	25	25	25
8	-	-	-					
9	1,018,248	1,055,990	1,036,820	Total New Resources		1,139,800	1,139,800	1,139,800
10	1,789,529	2,030,537	1,674,208	BEGINNING FUND BALANCE		1,314,466	1,314,466	1,314,466
11	2,807,777					2,454,266	2,454,266	2,454,266
12								
13	EXPENDITURES							
14	Personal Services							
15	187,801	214,577	235,788	220-220-50010	Wages	245,271	245,271	245,271
16	22,771	26,958	28,516	220-220-50060	W/C and FICA Benefits	24,168	24,168	24,168
17	37,766	45,754	49,151	220-220-50065	Health/Life Insurance	50,809	50,809	50,809
18	27,656	38,785	45,120	220-220-50070	PERS	54,884	54,884	54,884
19	275,994	326,074	358,575	Personal Services Total		375,132	375,132	375,132
20								
21	Materials and Services							
22	12,995	15,646	14,800	220-220-51010	Admin Supplies & Services	18,228	18,228	18,228
23	6,296	5,454	5,223	220-220-51015	Postage	5,769	5,769	5,769
24	473	2,118	2,498	220-220-51020	Professional Dues	2,250	2,250	2,250
25	1,983	2,010	2,200	220-220-51030	Telephone Services	2,064	2,064	2,064
26	52,946	55,547	51,709	220-220-51035	Electricity	53,401	53,401	53,401
27	309	158	500	220-220-51055	Safety Program and Supplies	1,297	1,297	1,297
28	575	621	680	220-220-51060	Office Machine Leases	625	625	625
29	1,676	464	1,026	220-220-51070	Training & Conferences	1,056	1,056	1,056
30	-	177	100	220-220-51075	Travel	210	210	210

SEWER FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
31	-	-	100	220-220-51095	Public Relations	33	33	33
32	-	3,175	1,331	220-220-51105	Refunds	1,502	1,502	1,502
33	1,397	620	10,574	220-220-51500	Office Equipment & Furnishings	13,039	13,039	13,039
34	653	-	100	220-220-51510	Computer Equipment	1,369	1,369	1,369
35	254	435	800	220-220-51515	Tools & Small Equipment	496	496	496
36	1,680	2,578	1,500	220-220-52010	Attorney & Legal Services	1,919	1,919	1,919
37	7,179	9,447	11,263	220-220-52015	General Property/Liability Ins	9,265	9,265	9,265
38	4,631	3,094	5,180	220-220-52035	Audit & Filing Fees	2,314	2,314	2,314
39	4,320	5,072	6,536	220-220-52045	Computer System Support-Maint	10,145	10,145	10,145
40	2,980	973	984	220-220-52050	Internet & Web Site Fees	980	980	980
41	6,651	32,962	10,000	220-220-52070	Engineering Fees	16,538	16,538	16,538
42	7,606	4,067	25,000	220-220-52290	Other Professional Services	33,434	33,434	33,434
43	1,392	1,433	1,161	220-220-53020	System Operating Supplies	7,429	7,429	7,429
44	5,868	4,257	6,000	220-220-53030	Vehicle Operation & Maintenance	5,375	5,375	5,375
45	28,225	20,230	115,000	220-220-53040	System Maintenance	44,752	44,752	44,752
46	8,649	284,371	200,000	220-220-53050	WW Treatment Plant Maintenance	164,340	164,340	164,340
47	13,748	11,909	10,931	220-220-53055	System Quality Tests	13,640	13,640	13,640
48	2,238	789	6,542	220-220-53065	Building & Yard Maintenance	10,170	10,170	10,170
49	613	2,822	3,000	220-220-53130	Equipment Repairs	2,145	2,145	2,145
50	-	-	1,000	220-220-53135	Minor Sewer Projects	333	333	333
51	17,848	10,948	19,000	220-220-53140	Bio-solids Management/Removal	15,932	15,932	15,932
52	-	950	10,000	220-220-53145	Effluent Area Maintenance	3,650	3,650	3,650
53	47,120	19,983	50,000	220-220-53150	Inflow & Infiltration Reduction Work	50,000	50,000	50,000
54	-	-	1,500	220-220-53165	NPDES Permit Renewal	500	500	500
55	-	-	2,000	220-220-53175	PW Service Maps-Sewer Lines	2,000	2,000	2,000
56	240,305					496,202	496,202	496,202

SEWER FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
57								
58					Capital Outlay			
59	17,879	-	-	220-220-60130	System Expansion	-	-	-
60	11,331	-	-	220-220-61610	System Improvements	-	-	-
61	-	-	20,000	220-220-63150	Intangible Assets	7,855	7,855	7,855
62	32,500	-	4,500	220-220-63510	Equipment	4,500	4,500	4,500
63	5,000	-	-	220-220-63615	Vehicles	-	-	-
64	66,710	-	24,500		Capital Outlay Total	12,355	12,355	12,355
65								
66					Debt Service			
67	35,259	36,846	113,504	220-220-65230	Loan Principal-RUS	115,237	115,237	115,237
68	78,973	77,322	87,145	220-220-65240	Loan Interest-RUS	77,913	77,913	77,913
69	114,232	114,168	200,649		Debt Service Total	193,150	193,150	193,150
70								
71					Transfers			
72	5,000	5,000	5,000	220-220-75050	To PW Equipment Fund	5,000	5,000	5,000
73	-	350,000	35,000	220-220-75060	To Local Improvement Fund	-	-	-
74	75,000	75,000	155,000	220-220-75080	To Inverse Condemnation Fund	-	-	-
75	80,000	430,000	195,000		Transfers Total	5,000	5,000	5,000
76								
77	-	-	35,000	220-220-85100	Contingency	100,000	100,000	100,000
78								
79	777,240	1,372,552	1,391,962		Appropriated Expenditures	1,181,839	1,181,839	1,181,839
80	2,030,537	1,713,975	1,319,066		ENDING FUND BALANCE	1,272,427	1,272,427	1,272,427
81	2,807,777	3,086,527	2,711,028		TOTAL EXPENDITURES	2,454,266	2,454,266	2,454,266

CAPITAL CONSTRUCTION - WATER SDC FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
	RESOURCES							
1	2,300	1,545	1,116	312-000-41790	Interest Income	1,904	1,904	1,904
2	451,136	-	-	312-000-41912	From Cap Constr-Enterprise	-	-	-
3	74,207	214,838	82,927	312-000-44100	SDC - Water System	99,135	99,135	99,135
4								
5	527,643	216,383	84,043		Total New Resources	101,039	101,039	101,039
6	-	237,828	217,276		BEGINNING FUND BALANCE	73,385	73,385	73,385
7	527,643	454,211	301,319		TOTAL RESOURCES	174,424	174,424	174,424
8								
9	EXPENDITURES							
10					Materials and Services			
11	-	-	25	312-312-52290	Other Professional Services	25	25	25
12	-	-	25		Materials and Services Total	25	25	25
13								
14					Capital Outlay			
15	-	-	150,000	312-312-60130	System Expansion	110,000	110,000	110,000
16	-	-	-	312-312-61610	System Improvements	-	-	-
17	-	-	150,000		Capital Outlay Total	110,000	110,000	110,000
18								
19					Debt Service			
20	98,744	62,164	76,926	312-312-65230	Bond 1 Principal-RUS	60,000	60,000	60,000
21	191,071	98,477	64,653	312-312-65240	Bond 1 Interest-RUS	-	-	-
22	289,815	160,641	141,579		Debt Service Total	60,000	60,000	60,000
23								
24	289,815	160,641	291,604		Appropriated Expenditures	170,025	170,025	170,025
25	237,828	293,570	9,715		ENDING FUND BALANCE	4,399	4,399	4,399
26	527,643	454,211	301,319		TOTAL EXPENDITURES	174,424	174,424	174,424

CAPITAL CONSTRUCTION - SEWER SDC FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
	RESOURCES							
1	12,694	15,417	7,331	314-000-41790	Interest Income	14,086	14,086	14,086
2	2,466,649	-	-	314-00041914	From Cap Constr-Enterprise	-	-	-
3	77,796	200,754	72,501	314-000-44200	SDC - Sewer System	86,670	86,670	86,670
4								
5	2,557,139	216,171	79,832		Total New Resources	100,756	100,756	100,756
6	-	2,373,445	2,160,585		BEGINNING FUND BALANCE	1,878,891	1,878,891	1,878,891
7	2,557,139	2,589,616	2,240,417		TOTAL RESOURCES	1,979,647	1,979,647	1,979,647
8								
9	EXPENDITURES							
10					Materials and Services			
11	-	34,000	25	314-314-52290	Other Professional Services	20,000	20,000	20,000
12	-	34,000	25		Materials and Services Total	20,000	20,000	20,000
13								
14					Capital Outlay			
15	26,560	174,000	5,000	314-314-60130	System Expansion	163,400	163,400	163,400
16	26,560	174,000	5,000		Capital Outlay Total	163,400	163,400	163,400
17								
18					Debt Service			
19	35,259	36,846	113,504	314-314-65230	Loan Principal-RUS	115,237	115,237	115,237
20	78,973	77,322	77,145	314-314-65240	Loan Interest-RUS	77,913	77,913	77,913
21	33,652	34,752	215,007	314-314-65250	Bank Loan Principal	37,366	37,366	37,366
22	9,250	8,467	7,255	314-314-65260	Bank Loan Interest	6,476	6,476	6,476
23	157,134	157,388	412,911		Debt Service Total	236,992	236,992	236,992
24								
25	183,694	365,388	417,936		Appropriated Expenditures	420,392	420,392	420,392
26	2,373,445	2,224,229	1,822,481		ENDING FUND BALANCE	1,559,255	1,559,255	1,559,255
27					TOTAL EXPENDITURES	1,979,647	1,979,647	1,979,647

CAPITAL PROJECTS - WEST BROADWAY DEVELOPMENT

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	303	374	150	420-000-41790	Interest Income	348	348	348
2	-	-	-	420-000-41970	Grant Awards	40,000	40,000	40,000
3	71	-	-	420-000-42000	Developer Reimb-Other	10	10	10
4	-	-	50	420-000-46510	Fundraising & Donations	10	10	10
5								
6	374	374	200		Total New Resources	40,368	40,368	40,368
7	59,602	57,632	57,718		BEGINNING FUND BALANCE	58,050	58,050	58,050
8	59,976	58,007	57,918		TOTAL RESOURCES	98,418	98,418	98,418
9								
EXPENDITURES								
10					Materials and Services			
11	12	-	50	420-200-51010	Admin Supplies & Services	50	50	50
12	2,193	-	-	420-200-51045	Utilities for FRSC	-	-	-
13	-	-	100	420-200-52010	Attorney & Legal Services	100	100	100
14	19	-	150	420-200-52290	Other Professional Services	150	150	150
15	2,224	-	300		Materials & Services Total	300	300	300
16								
17					Capital Outlay			
18	-	-	-	420-200-60110	Building Improvements	50,000	50,000	50,000
19	120	-	25	420-200-62280	Building Construction	5,000	5,000	5,000
20	120	-	25		Capital Outlay Total	55,000	55,000	55,000
21								
22								
23	2,344	-	325		Appropriated Expenditures	55,300	55,300	55,300
24	57,632	58,007	57,593		ENDING FUND BALANCE	43,118	43,118	43,118
25	59,976	58,007	57,918		TOTAL EXPENDITURES	98,418	98,418	98,418

CAPITAL PROJECTS: POOL FACILITIES

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	55	46	-	410-000-41790	Interest Income	50	50	50
2	-	-	14,300	410-000-41930	Fr Capital Construction: Gov't	80,000	80,000	80,000
3	-	-	-	410-000-41970	Grant Awards	175,000	175,000	175,000
4	-	-	50,000	410-000-41995	Urban Renewal Agency	80,000	80,000	80,000
5	500	650	25	410-000-46510	Fundraising & Donations	1,000	1,000	1,000
6								
7	555	696	64,325		Total New Resources	336,050	336,050	336,050
8	6,529	7,084	7,115		BEGINNING FUND BALANCE	21,425	21,425	21,425
9	7,084	7,780	71,440		TOTAL RESOURCES	357,475	357,475	357,475
10								
EXPENDITURES								
11					Materials and Services			
12					Materials and Services			
13	-	-	25	410-410-52290	Other Professional Services	25	25	25
14	-	-	25		Materials & Services Total	25	25	25
15								
16					Capital Outlay			
17	-	-	65,000	410-410-60130	Facilities Expansion	350,000	350,000	350,000
18	-	-	-	410-410-62245	Construction	-	-	-
19	-	-	65,000		Capital Outlay Total	350,000	350,000	350,000
20								
21	-	-	65,025		Appropriated Expenditures	350,025	350,025	350,025
22	7,084	7,780	6,415		ENDING FUND BALANCE	7,450	7,450	7,450
23	7,084	7,780	71,440		TOTAL EXPENDITURES	357,475	357,475	357,475

DEBT SERVICE FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	108,674	125,417	169,598		BEGINNING FUND BALANCE	140,250	140,250	140,250
2								
3	2,880	2,490	2,427	110-000-41110	Property Taxes-Prior Years	1,639	1,639	1,639
4	490	365	360	110-000-41115	Interest on Property Taxes	242	242	242
5	598	835	561	110-000-41790	Interest Income	465	465	465
6								
7	112,642	129,106	172,946		Total Resources, except taxes to be levied	142,596	142,596	142,596
8			85,000	110-000-41105	Taxes estimated to be received	85,000	85,000	85,000
9	94,010	93,686		110-000-41105	Taxes collected in year levied			
10	206,652	222,792	257,946		TOTAL RESOURCES	227,596	227,596	227,596
11								
12	EXPENDITURES							
13	Debt Service							
14	Bond Principal Payments							
15					Issue Date Payment Date			
16	38,000	43,000	47,000	110-110-65125	2010 Pool Bond January	50,000	50,000	50,000
17								
18	38,000	43,000	47,000		Total Principal	50,000	50,000	50,000
19								
20	Bond Interest Payments							
21					Issue Date Payment Date			
22	43,235	41,546	39,604	110-110-65130	2010 Pool Bond Interest July & Jan	40,000	40,000	40,000
23								
24	43,235	41,546	39,604		Total Interest	40,000	40,000	40,000
25	81,235					90,000	90,000	90,000
26								
27	81,235	84,546	86,604		TOTAL EXPENDITURES	90,000	90,000	90,000
28	125,417	138,247			ENDING FUND BALANCE			
29			171,342		ESTIMATED ENDING FUND BALANCE	137,596	137,596	137,596
30	206,652	222,792	257,946		TOTAL REQUIREMENTS	227,596	227,596	227,596

P.W. EQUIPMENT FUND

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
	RESOURCES							
1	824	1,145	733	250-000-41790	Interest Income	1,075	1,075	1,075
2								
3	5,000	5,000	5,000	250-000-41910	From Street Fund	5,000	5,000	5,000
4	5,000	5,000	5,000	250-000-41915	From Municipal Water	5,000	5,000	5,000
5	5,000	5,000	5,000	250-000-41920	From Municipal Sewer	5,000	5,000	5,000
6								
7	15,824	16,145	15,733		Total New Resources	16,075	16,075	16,075
8	160,516	176,340	192,117		BEGINNING FUND BALANCE	183,741	183,741	183,741
9	176,340	192,486	207,850		TOTAL RESOURCES	199,816	199,816	199,816
10								
11	EXPENDITURES							
12					Capital Outlay			
13	-	-	25,000	250-250-63615	Vehicles	5,000	5,000	5,000
14	-	-	25,000		Capital Outlay Total	5,000	5,000	5,000
15								
16	-	-	25,000		Appropriated Expenditures	5,000	5,000	5,000
17	176,340	192,486	182,850		ENDING FUND BALANCE	194,816	194,816	194,816
18	176,340	192,486	207,850		TOTAL EXPENDITURES	199,816	199,816	199,816
19								

RESERVE: GOVERNMENTAL

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES								
1	3,756	7,473	2,214	610-000-41790	Interest Income	4,481	4,481	4,481
2	25,000	-	-	610-000-41935	From General Fund	-	-	-
3	400,000	-	4,000	610-000-41910	From Street Fund	4,000	4,000	4,000
4								
5	428,756	7,473	6,214		Total New Resources	8,481	8,481	8,481
6	721,793	1,150,549	1,055,149		BEGINNING FUND BALANCE	918,752	918,752	918,752
7	1,150,549	1,158,023	1,061,363		TOTAL RESOURCES	927,233	927,233	927,233
8								
9					EXPENDITURES			
10					Transfers			
11	-	100,000	150,000	610-610-75085	To Street Fund	150,000	150,000	150,000
12	-	100,000	150,000		Transfers Total	150,000	150,000	150,000
13								
14	-	100,000	150,000		Appropriated Expenditures	150,000	150,000	150,000
15	1,150,549	1,058,023	911,363		ENDING FUND BALANCE	777,233	777,233	777,233
16	1,150,549	1,158,023	1,061,363		TOTAL EXPENDITURES	927,233	927,233	927,233

Created:	July 1, 2008
Reviewed On:	n/a
Modified On:	6/9/2014
Next Review Due:	05/01/2024

RESERVE: ENTERPRISE

	2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Proposed	2018 Approved	2018 Adopted
	RESOURCES							
1	6,920	8,702	6,119	615-000-41790	Interest Income	7,247	7,247	7,247
2								
3	6,920	8,702	6,119	Total New Resources		7,247	7,247	7,247
4	1,332,819	1,339,739	1,345,040	BEGINNING FUND BALANCE		1,357,017	1,357,017	1,357,017
5	1,339,739	1,348,441	1,351,159	TOTAL RESOURCES		1,364,264	1,364,264	1,364,264
6								
7	EXPENDITURES							
8								
9	-	-	-	Appropriated Expenditures		-	-	-
10	1,339,739	1,348,441	1,351,159	ENDING FUND BALANCE		1,364,264	1,364,264	1,364,264
11	1,339,739	1,348,441	1,351,159	TOTAL EXPENDITURES		1,364,264	1,364,264	1,364,264

Created: July 1, 2009

Reviewed On: n/a

Next Review Due: June 2019

CAPITAL CONSTRUCTION - ENTERPRISE FUND

	2015 Actual	Account	Description
			RESOURCES
1	-	315-000-41790	Interest Income
2	-	315-000-44100	SDC - Water System
3	-	315-000-44200	SDC - Sewer System
4			
5	-		Total New Resources
6	2,917,785		BEGINNING FUND BALANCE
7	2,917,785		TOTAL RESOURCES
8			
9			EXPENDITURES
10			Materials and Services
11	-	315-315-52290	Other Professional Services
12	-		Materials and Services Total
13			
14			Capital Outlay
15	-	315-315-60130	System Expansion
16	-	315-315-61610	System Improvements
17	-		Capital Outlay Total
18			
19			Debt Service
20	-	315-315-65210	Loan Principal-DEQ
21	-	315-315-65220	Loan Interest-DEQ
22	-	315-315-65230	Loan Principal-RUS
23	-	315-315-65240	Loan Interest-RUS
24	-	315-315-65250	Bank Loan Principal
25	-	315-315-65260	Bank Loan Interest
26	-		Debt Service Total
27			
28			Transfers
29	451,136	315-315-75012	To Capital Constr-Water SDC
30	2,466,649	315-315-75014	To Capital Constr-Sewer SDC
31	2,917,785		Transfers Total
32			
33	2,917,785		Appropriated Expenditures
34	-		ENDING FUND BALANCE
35	2,917,785		TOTAL EXPENDITURES

This page intentionally left blank



APPENDIX C

This page intentionally left blank

URBAN RENEWAL AGENCY - GENERAL FUND

	2015 Actual	2016 Actual	2017 Adopted	Description	2018 Proposed	2018 Approved	2018 Adopted
RESOURCES							
1	313,052	390,710	252,442	Beginning Fund Balance	417,492	417,492	417,492
3	300,000	300,000	600,000	Loan Proceeds	600,000	600,000	600,000
4	1,046	1,675	750	Interest Income (LGIP)	1,157	1,157	1,157
5	614,098	692,385	853,192	Total Resources, except taxes to be levied	1,018,649	1,018,649	1,018,649
6				Taxes estimated to be received			
7				Taxes collected in year levied			
8	614,098	692,385	853,192	TOTAL RESOURCES	1,018,649	1,018,649	1,018,649
9							
EXPENDITURES							
11				Materials and Services:			
12	1,789	3,912	1,800	Administrative Supplies	2,500	2,500	2,500
13	-	5,286	75,000	Re-Development Toolkit	75,000	75,000	75,000
14	1,000	1,000	1,000	Debt Issuance Costs	1,000	1,000	1,000
15	2,000	60	4,100	Farmer's Market	1,000	1,000	1,000
16	10,000	10,000	10,000	Administration Functions by City	10,000	10,000	10,000
17	708	109	2,500	Legal Fees	1,106	1,106	1,106
18	525	213	600	Audit Fees	446	446	446
19	-	-	10,000	Secure Farmer's Market Site	5,000	5,000	5,000
20	-	-	40,000	Downtown Retail Marketing Analysis & Implementation F	5,000	5,000	5,000
21	500	-	5,000	Other Professional Services	5,000	5,000	5,000
22	16522	20,580	150,000	Total Materials and Services	106,052	106,052	106,052
23							
24				Transfers:			
25	200,000	180,000	144,000	COV Water System Expansion	129,600	129,600	129,600
26	-	-	50,000	COV Park and Pool Facilities	80,000	80,000	80,000
27	-	-	326,700	COV Street Improvements - Downtown Streets	326,700	326,700	326,700
28	6,867	1,623	10,000	COV General Fund	41,207	41,207	41,207
29	206,867	181,623	530,700	Total Transfers	577,507	577,507	577,507
30							
31	-	-	5,000	Contingency	50,000	50,000	50,000
32	223,389	202,203	685,700	Total Expenditures	733,559	733,559	733,559
33	390,709	490,182		Ending Fund Balance			
34			167,492	Estimated Ending Fund Balance	285,090	285,090	285,090
35	614,098	692,385	685,700	TOTAL REQUIREMENTS	1,018,649	1,018,649	1,018,649

URBAN RENEWAL AGENCY - DEBT SERVICE FUND

	2015 Actual	2016 Actual	2017 Adopted	Description	2018 Proposed	2018 Approved	2018 Adopted
	RESOURCES						
1	1,018,344	1,156,151	1,098,012	Beginning Fund Balance	1,272,067	1,272,067	1,272,067
2							
3	3,405	4,957	750	Interest Income (LGIP)	3,037	3,037	3,037
4	15,206	14,108	11,000	Previously Levied Taxes	13,438	13,438	13,438
5	2,312	1,778	1,500	Interest on Taxes	1,863	1,863	1,863
6	152	144	100	Investment Income on Taxes	132	132	132
7	1,100	1,204	1,000	In-Lieu/Other	1,101	1,101	1,101
8							
9	1,040,519	1,178,342	1,112,362	Total Resources, except taxes to be levied	1,291,639	1,291,639	1,291,639
10			675,751	Taxes estimated to be received	676,124	676,124	676,124
11	694,062	664,441		Taxes collected in year levied			
12	1,734,581	1,842,783	1,788,113	TOTAL RESOURCES	1,967,763	1,967,763	1,967,763
13							
14	EXPENDITURES						
15				Debt Service:			
16				Du Jour Loan			
17	300,079	300,277	601,867	Loan Principal & Interest	602,500	602,500	602,500
18							
19				Water Bonds: Issued Feb 15, 2001			
20	190,000	200,000	434,750	Series 2001 Bond Principal	325,000	325,000	325,000
21	87,900	77,688	35,000	Series 2001 Bond Interest	76,000	76,000	76,000
22	450	450	450	Bond Agent Fees	450	450	450
23	578,429	578,415	1,072,067	Total Debt Service	1,003,950	1,003,950	1,003,950
24							
25	578,429	578,415	1,072,067	Total Expenditures	1,003,950	1,003,950	1,003,950
26	1,156,152	1,264,368		Ending Fund Balance			
27			716,046	Estimated Ending Fund Balance	963,813	963,813	963,813
28	1,734,581	1,842,783	1,788,113	TOTAL REQUIREMENTS	1,967,763	1,967,763	1,967,763



APPENDIX D

This page intentionally left blank

ESTIMATE OF PROPERTY TAX COLLECTIONS

GENERAL GOVERNMENT LIMITATION:

Permanent Tax Rate:	\$	5.6364
Assessed Value for prior year	\$	255,094,203
Increase Rate (3% maximum)		1.02
Estimated Assessed Value		<u>260,196,087</u>
Assessed Value/1,000:		260,196
Amount Tax Rate Will Raise		1,466,569
Estimated/Actual Loss Due to Limits		(6,600)
Other Adjustments per County		<u>25</u>
Net Tax To Be Imposed		1,459,994
Estimate of % Uncollectible		5%
Estimate of Taxes to Receive	<u>\$</u>	<u>1,386,995</u>

Estimate Distribution to Funds:	FY2017-18		FY2016-17	FY2015-16
	DOLLAR AMOUNT	PERCENT	PERCENT	PERCENT
General	\$ 263,529	20%	19%	21%
Law Enforcement	735,107	55%	53%	52%
Parks & Recreation	208,049	14%	15%	16%
Planning	180,309	11%	13%	11%
Total	\$ 1,386,995	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>

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

* Previous to FY13-14 tax money was being levied to pay 1981 GO Water Bond. The bond was paid off 7-1-2012.

FY2017-18 Allocation of Payments	General	0.179028	1,471,995
	Debt Service	0.057745	
	Law Enforcement	0.499395	
	Parks & Recreation	0.141338	
	Planning	0.122493	

ESTIMATE OF TAXES

	ESTIMATED FY17-18	Actual FY16-17 Excess Assessed Value & Collections through 04-12-17	Actual FY15-16
Current Year Assessed Value	\$ 45,974,890		
Rate of Increase (maximum is 3%)	<u>1.02</u>		
Estimated Assessed Value (for upcoming year)	46,894,388		
Actual Assessed Value		* \$ 45,974,890	\$ 43,779,905
Tax to be Levied **	711,709		
Estimated Collection Rate	<u>95%</u>		
Estimated Tax Collections	\$ 676,124		
Actual Taxes Received		\$ 621,940	\$ 664,441
Implied Rate		0.01352782	0.01517685
* Value increase from previous year	5.0137%		

** 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
2nd and 3rd Street Construction	Improvement/ Rehabilitation	362,000	Street	230-230-53050	181,000	URA 100%	System maint and adding sidewalk, curb and gutter; 50% SDC eligible
				230-230-60250	181,000		
8th Street Waterline	Professional Services	18,000	Water	210-210-52070	18,000	Water Fund Non-specified	Engineering only for FY1718
Appraisal Services	Professional Services	6,000	Parks	130-130-52290	6,000	Park Fund Non-specified	
Broadband Buildout	New Construction	82,000	General	100-100-60130	82,000	\$32,000 grants received previously; \$50,000 potential grant	System expansion (fiber lines)
City Hall Upgrades	Refurbishment	10,000	All operating	xxx-xxx-51500	30,000	General Fund Non-specified	Includes lobby remodel and installation of additional built ins
City Park Master Plan	Professional Services	25,150	Parks	130-130-52290	25,150	Park Fund Non-specified	Includes survey and final design
City Park Tree Removal	Major Repair	12,000	Parks	100-180-51115	12,000	Most operatings fund Non-specified	
Community Center Upgrades	Refurbishment	25,000	Parks	130-530-53065	25,000	Park Fund Non-specified	Includes landscaping, painting, heat pump, cabinet doorts, lighting and/or curb stops
East Hunter Final Design	Improvement/ Rehabilitation	150,000	Street Cap Constr-Gov SDC	230-230-53050	75,000	Street Fund Non-specified; Transportation SDC	Engineering Only for FY1718. Will be rehab and improvement next year; 50% SDC eligible
				310-310-61610	75,000		
Financial Software Conversion	Intangible	50,000	All operating	xxx-xxx-63150	Same allocation as computer system support maint expense	Most operatings fund Non-specified	(\$30,000 software; \$20,000 travel)
Garden Club/Boy Scout Recognition Sign	Professional Services	2,000	Streets	230-230-53070	2,000	Street Fund Non-specified	Deliverable will be a sign that City staff will install
Jeans Road Lift Station Relocation	Improvement	172,000	Sewer	220-220-53040	8,600	Sewer Fund Non-specified; Wastewater SDC	Engineering only for FY1718; 95% SDC eligible
				314-314-60130	163,400		
Multi Use Pool	New Construction	350,000	Parks	410-410-60130	350,000	\$175,000 grants received previously; \$115,000 potential grant; \$15,000 fundraising; \$45,000 Recreation SDC; URA	100% SDC eligible
Nuisance and Dangerous Bldg Abatement	Contracted Services	9,000	General	100-170-52085	9,000	General Fund Non-specified	

Pavement Preservation Projects	Rehabilitation	425,000	Street	230-230-53050	425,000	Street Fund Non-specified	
Reservoir Land Acquisition	Acquisition	110,000	Water	312-312-60130	110,000	Water SDC	Future water tank site; 100% SDC eligible
Roof Replacement Territorial House	Major Repair	6,000	Sewer	220-220-53065	6,000	Sewer Fund Non-specified	
Salary Survey	Professional Services	5,500	All operating	xxx-xxx-52290	Allocation based on FTE	Most operations fund Non-specified	
Sewer Rate and SDC Analysis	Professional Services	40,000	Sewer	220-220-52290 314-314-52290	20,000 20,000	Sewer Fund Non-specified; Wastewater SDC	50% SDC eligible
Solar Panels FRSC	Improvement	50,000	General	100-100-60110	50,000	Potential grant	
Stormwater Template Implementation	Professional Services	32,800	Stormwater	240-240-52290	32,800	Stormwater Fund Non-specified	
Territorial Play Area Replacement and Repair	Major Repair	12,000	Parks	130-130-53210	12,000	Park Fund Non-specified	

* Not eligible for SDC unless specified in column entitled "Comments/Description".

URBAN RENEAL AGENCY - LISTING OF POTENTIAL PROGRAMS

PROGRAMS/SERVICES	AMOUNT TO BUDGET	DESCRIPTION
REDEVELOPMENT TOOLKIT	\$ 75,000	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 recently completed Economic Development Strategy (2015) adopted by the City Council in April 2015 and recent work by the Economic Development Committee.
FARMERS' MARKET OPERATIONS	\$ 6,000	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 PLAN	\$ 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. This analysis and strategy are needed in order to evaluate and address the inadequacy of retail services within the downtown area. 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).

PERSONAL SERVICES DISTRIBUTION BY FUND AND DEPARTMENT

Funds/Departments Positions	GENERAL	COURT	PARKS	STREETS	WATER	SEWER	STORMW ATER	PLANNING	POOL	ECON DEV	URA	TOTAL
REGULAR EMPLOYEES:												
City Administrator	0.250	0.025	0.050	0.200	0.050	0.250	0.025	0.125	0.025	0.000	0.000	100%
POSITION	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.500	0.500	100% 0%
Finance Director	0.300	0.100	0.025	0.100	0.200	0.200	0.025	0.025	0.025	0.000	0.000	100%
Office Support Specialist III MS	0.400	0.025	0.025	0.025	0.200	0.200	0.025	0.050	0.050	0.000	0.000	100%
Office Support Specialist III AF	0.225	0.050	0.025	0.025	0.300	0.300	0.025	0.025	0.025	0.000	0.000	100%
Office Support Specialist I	0.250	0.050	0.050	0.025	0.250	0.250	0.025	0.050	0.050	0.000	0.000	100%
City Recorder	0.425	0.025	0.100	0.050	0.100	0.100	0.000	0.200	0.000	0.000	0.000	100%
Comm Development Director	0.050	0.025	0.100	0.250	0.050	0.100	0.050	0.375	0.000	0.000	0.000	100%
Associate Planner	0.250	0.000	0.000	0.000	0.025	0.025	0.000	0.700	0.000	0.000	0.000	100%
Office Support Specialist III TW	0.400	0.300	0.025	0.020	0.050	0.050	0.025	0.105	0.025	0.000	0.000	100%
PW Director	0.150	0.000	0.050	0.150	0.275	0.300	0.025	0.000	0.050	0.000	0.000	100%
PW Superintendent	0.050	0.000	0.050	0.050	0.400	0.400	0.025	0.000	0.025	0.000	0.000	100%
Utility Worker I (AF)	0.050	0.000	0.050	0.150	0.325	0.375	0.025	0.000	0.025	0.000	0.000	100%
Utility Worker I (RM)	0.000	0.000	0.300	0.200	0.200	0.200	0.075	0.000	0.025	0.000	0.000	100%
Utility Worker I (JP)	0.250	0.000	0.100	0.300	0.200	0.125	0.025	0.000	0.000	0.000	0.000	100%
Utility Worker II (JM)	0.000	0.000	0.000	0.000	0.400	0.600	0.000	0.000	0.000	0.000	0.000	100%
Utility Worker I (ME)	0.000	0.000	0.350	0.250	0.050	0.150	0.050	0.000	0.150	0.000	0.000	100%
% Charged to Funds/Dept	3.050	0.600	1.300	1.795	3.075	3.625	0.425	1.655	0.475	0.500	0.500	
On-call pay: PW Employees	-	-	-	-	0.50	0.50	-	-	-	-	-	100%
TEMPORARY EMPLOYEES:												
Pool Manager	-	-	-	-	-	-	-	-	1.00	0.00	0.00	100%
Pool Staff	-	-	-	-	-	-	-	-	1.00	0.00	0.00	100%
Seasonal Grounds Laborer	-	-	0.400	0.425	-	0.150	0.025	-	-	-	-	100%
% Charged to Funds/Dept	-	-	0.400	0.425	0.000	0.150	0.025	0.000	2.000	0.000	0.000	
Total % by Funds/Departments												
	3.050	0.600	1.700	2.220	3.575	4.275	0.450	1.655	2.475	0.500	0.500	

SCHEDULE OF ESTIMATED PERSONNEL COSTS BY DEPT AND TYPE

Fund/Department Name:	ADMIN and FINANCE	COURT	PARKS	STREETS	WATER	SEWER	STORM	PLANNING	POOL	ECON DEV	ADMIN/URA	
Type of Cost:	100-100	100-160	130-130	230-230	210-210	220-220	240-240	140-140	130-520	100-205	100-100	TOTAL BY TYPE
Salary/Wages 50010	200,547	38,326	77,288	125,984	197,629	245,271	27,193	111,783	110,217	21,485	21,485	1,177,209
Insurance Benefits 50065	40,628	7,546	22,307	27,455	44,034	49,665	6,391	24,513	7,473	4,071	4,071	238,155
Life & LTD Insurance Benefits 50065	1,076	198	352	566	928	1,144	129	543	148	109	109	5,304
Pension - EE & ER 50070	45,958	9,502	15,184	27,625	43,136	54,884	6,030	24,637	12,800	3,867	3,867	247,490
FICA 50060	15,342	2,932	5,913	9,638	15,119	18,763	2,080	8,551	8,432	1,644	1,644	90,056
Workers' Compensation 50060	1,953	276	1,888	2,610	4,992	5,405	522	237	3,080	31	31	21,025
TOTAL BY FUND/DEPT	\$ 305,504	\$ 58,780	\$ 122,932	\$ 193,877	\$ 305,839	\$ 375,132	\$ 42,345	\$ 170,265	\$ 142,151	\$ 31,207	\$ 31,207	\$ 1,779,239

DEBT SERVICE OBLIGATIONS - ENTERPRISE FUNDS

Debt Description	Allocation	Date of Issue	Interest Rate	Final Maturity Date	Amount of Issue	Debt Outstanding 06-30-17	Principal Due FY2017-18	Extra Principal	Interest Due FY2017-18	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	3,201,664	80,473	150,000	155,825			
Sewer	0.5									115,237	220-220-65230	
Sewer	0.5									77,913	220-220-65240	
Cap Construction-Sewer	0.5									115,237	314-314-65230	
Cap Construction-Sewer	0.5									77,913	314-314-65240	
Payment Total										\$ 386,298		
Banner Bank: North 40												
Purchase of 40 acres with manufactured home		12-15-2011	3.48%	12-15-2022	362,590	178,853	37,366	-	6,476			
Cap Construction-Sewer	1.0									37,366	314-314-65250	
Cap Construction-Sewer	1.0									6,476	314-314-65260	
Payment Total										\$ 43,842		
USDA Rural Development:												
Water System Expansion		12-01-2013	2.75%	12-01-2053	10,379,269	9,929,959	158,082	-	283,074			
Water	0.5									79,041	210-210-65110	
Water	0.5									141,537	210-210-65115	
Cap Construction-Water	0.5									79,041	312-312-65230	
Cap Construction-Water	0.5									141,537	312-312-65240	
Payment Total										\$ 441,156		
GRAND TOTALS:						\$ 14,997,559	\$ 13,310,476	\$ 275,921	\$ 150,000	\$ 445,375	\$ 871,296	

DEBT SERVICE OBLIGATIONS - GOVERNMENTAL FUNDS

Debt Description/Fund	Allocation	Date of Issue	Interest Rate	Final Maturity Date	Amount of Issue	Debt Outstanding	Principal Due	Extra	Interest Due	Amount to Budget by Fund/Account	Account #s	
						06-30-17	FY2017-18	Principal	FY2017-18			
Banner Bank: Larson Settlement												
Purchase lots 400 & 600		1-20-2009	3.475% *	1/20/2019	925,000	-	-	-	-			
Inverse Condemnation	1.0									-	340-340-65410	
Inverse Condemnation	1.0									-	340-340-65420	
Paid off in FY2016-17												
Payment Total										\$ -		
Banner Bank: Bolton Hill Sewer L.I.D.												
Sewer System Improvements		6-18-2009	3.475% *	6/15/2029	223,502	154,454	10,676	100,000	5,847			
Local Improvements	1.0									110,676	430-430-65510	
Local Improvements	1.0									5,847	430-430-65520	
Payment Total										\$ 116,523		
U.S. Bank: General Obligation Bonds												
Pool Facility Construction		2-12-2010	4.45%	1/1/2029	1,100,000	842,975	50,000	-	38,512			
Debt Service	1.0									50,000	110-110-65125	
Debt Service	1.0									38,512	110-110-65130	
Payment Total										\$ 88,512		
TOTALS						\$ 2,248,502	\$ 997,429	\$ 60,676	\$ 100,000	\$ 44,359	\$ 205,035	

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

DEBT SERVICE OBLIGATIONS - URBAN RENEWAL AGENCY

Debt Description	Date of Issue	Interest Rate	Final Maturity Date	Amount of Issue	Debt Outstanding 06-30-17	Principal Due FY2017-18	Extra Principal	Interest Due FY2017-18	Amount to Budget	
General Obligations Bonds:										
Water System Construction	02/15/2001	5.63%	02/15/18	225,000	225,000	225,000	100,000	76,000	401,000	
	02/15/2001	5.63%	02/15/19	235,000	235,000					
	02/15/2001	5.63%	02/15/20	250,000	250,000					
	02/15/2001	5.63%	02/15/21	265,000	265,000					
GRAND TOTALS:					\$ 975,000	\$ 975,000	\$ 225,000	\$ 100,000	\$ 76,000	\$ 401,000

SCHEDULE OF TRANSFERS

FUNDS \$ BEING TRANSFERRED FROM	FUND(S) \$ BEING TRANSFERRED TO	AMOUNTS OUT	AMOUNTS IN	JUSTIFICATION	ACCOUNT #
Business Assistance	General Fund	1,000	1,000	Staff time spent on loan administration	360-360-75005 100-000-41955
Zumwalt Campground	General Fund	32,000	2,000	Operating support and staff time spent on campground operation	350-350-750xx 100-000-41945
	Law Enforcement		10,000		120-000-41945
	Park and Recreation		20,000		130-000-41945
Water Fund	P.W. Equipment Fund	5,000	15,000	Build up fund balance for future equipment and vehicle needs	210-210-75050
Street Fund		5,000			230-230-75050
Sewer Fund		5,000			220-220-75050
					250-000-419xx
Street Fund	Reserve Fund	4,000	4,000	To comply with State Law if full bike/ped \$ is not used	230-230-75085 610-000-41910
Reserve-Governmental	Street Fund	150,000	150,000	Support of pavement preservation program	610-610-75085 230-000-46010
Local Improvement	Sewer	95,000	95,000	Partial return of money used for E Bolton	430-430-75090 220-000-45090
Capital Constr-Gov	Capital Projects-Pool	80,000	80,000	SDC eligible portion of multi-use pool	310-310-75060 410-000-41940
Inverse Condemnation	Sewer Fund	5,708	4,500	Closing fund, no longer needed	340-340-750xx 220-000-45080
	Stormwater Fund		1,208		240-000-45080
		<u>\$ 382,708</u>	<u>\$ 382,708</u>		

LISTING OF POTENTIAL ASSET PURCHASES

ASSETS BY TYPE	TOTAL ASSET COST	AMOUNT TO BUDGET	FUND(S)	EXPENDITURE ACCOUNT NUMBER	%
OFFICE EQUIPMENT - \$4,999 and Below					
Non-specified needs	\$ 7,000				
Wireless ceiling mounted projector	1,800	\$ 3,240	General	51500	0.3
Standing work station	2,000	540	Park and Recreation	51500	0.05
		540	Planning	51500	0.05
		540	Water	51500	0.05
		2,700	Sewer	51500	0.25
		2,700	Street	51500	0.25
		540	Stormwater	51500	0.05
	<u>\$ 10,800</u>	<u>\$ 10,800</u>			
COMPUTER EQUIPMENT - \$4,999 and Below					
New PC for lobby	\$ 1,000				
Staff PCs (4)	3,600	\$ 1,994	General	51510	0.34375
Server	1,200	326	Park and Recreation	51510	0.05625
		1,196	Planning	51510	0.20625
		979	Water	51510	0.16875
		979	Sewer	51510	0.16875
		218	Street	51510	0.0375
		109	Stormwater	51510	0.01875
	<u>\$ 5,800</u>	<u>\$ 5,800</u>			1
EQUIPMENT - \$5,000 and Above					
Non-specified needs	\$ 10,000				
Copier	8,000				0.25
Camera system for Skate Park	10,000				0.025
		\$ 4,500	General	63110	0.05
		450	Law Enforcement	63210	0.25
		11,800	Park and Recreation	63110	0.25
		900	Planning	63110	0.05
		4,500	Water	63410	0.025
		4,500	Sewer	63510	1
		900	Street	63310	
		450	Stormwater	63310	
	<u>\$ 28,000</u>	<u>\$ 28,000</u>			



APPENDIX E

This page intentionally left blank

CITY OF VENETA

RESOLUTION NO. 1219

A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2017-2018; SPECIFYING APPROPRIATIONS; IMPOSING TAXES; AND CATEGORIZING TAXES IMPOSED

PART I - ADOPTION:

BE IT RESOLVED that the Veneta City Council hereby adopts the budget, approved by the City of Veneta Budget Committee on May 18, 2017, for the 2017-2018 fiscal year in the total amount of \$20,025,752, of which \$11,413,971 is unappropriated and reserved, now on file at the Veneta Administrative Center, also known as City Hall; and

PART II - APPROPRIATIONS:

BE IT RESOLVED that for the fiscal year beginning July 1, 2017 in the amounts and for the purposes shown on Exhibit "A" a total of \$8,611,781 be appropriated; and

PART III - IMPOSING THE TAX

BE IT FURTHER RESOLVED that the Veneta City Council hereby imposes the taxes provided for in the adopted budget at the rate of \$5.6364 per \$1,000 of assessed value for operations; and in the amount of \$89,453 for bonded debt; and that these taxes are hereby imposed and categorized for the tax year 2017-2018 upon the assessed value of all taxable property within the City as of 1:00 a.m. July 1, 2017.

PART IV - CATEGORIZING THE TAX

	General Government Limitation	Excluded from Limitation
General, Law Enforcement, Planning and Parks & Receptions Funds	\$ 5.6364/1,000	\$ -0-
Debt Service Fund	\$ -0-	\$ 89,453

BE IT ALSO FURTHER RESOLVED that the Veneta City Council directs the Finance Director/Budget Officer to certify to the County Assessor of Lane County, Oregon, the tax levy made by this resolution and shall file required documents by July 15, 2017.

PASSED AND ADOPTED BY THE VENETA CITY COUNCIL this 26 day of June, 2017.

Sandra H. Larson
Sandra H. Larson, Mayor

ATTEST:

Darci Henneman
Darci Henneman, City Recorder

RESOLUTION NO. 1219 - EXHIBIT A

FUNDS BY TYPE	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL TO BE APPROPRIATED
GENERAL FUND:							
GENERAL	430,698	341,243	113,430			75,000	960,371
SPECIAL REVENUE FUNDS:							
LAW ENFORCEMENT		874,817	450			500	875,767
PARKS & RECREATION	265,082	229,922	14,605			20,000	529,609
PLANNING	170,264	60,139	6,510			25,000	261,913
STREETS	193,878	843,463	184,705		9,000	100,000	1,331,046
STORMWATER	42,345	53,671	2,695		-	10,000	108,711
GOVERNMENTAL-SDC GRANT		400,000	75,000		80,000		555,000
INVERSE CONDEMNATION		25			5,708		5,733
ZUMWALT		41,835			32,000		73,835
BUSINESS ASSISTANCE		64,050			1,000		65,050
LOCAL IMPROVEMENT		275		116,523	95,000		211,798
ENTERPRISE FUNDS:							
WATER	305,838	406,018	12,355	381,156	5,000	100,000	1,210,367
SEWER	375,132	496,202	12,355	193,150	5,000	100,000	1,181,839
WATER SDC		25	110,000	60,000			170,025
SEWER SDC		20,000	163,400	236,992			420,392
CAPITAL PROJECT FUNDS:							
CAPITAL PROJECT-NEW POOL		25	350,000				350,025
CAPITAL PROJECT- W BRDWAY DEVELOPMENT		300	55,000				55,300
DEBT SERVICE FUND:							
DEBT SERVICE				90,000			90,000
RESERVE FUNDS:							
PW EQUIPMENT			5,000				5,000
GOVERNMENTAL RESERVE					150,000		150,000
ENTERPRISE RESERVE							-
TOTALS	\$ 1,783,237	\$ 3,832,010	\$ 1,105,505	\$ 1,077,821	\$ 382,708	\$ 430,500	\$ 8,611,781

**VENETA URBAN RENEWAL AGENCY
LANE COUNTY, OREGON**

RESOLUTION NO. 107

**A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2017-2018;
SPECIFYING APPROPRIATIONS; AND IMPOSING TAXES**

PART I - ADOPTION:

BE IT RESOLVED that the Board of the Veneta Urban Renewal Agency hereby adopts the budget, approved by the Veneta Urban Renewal Agency Budget Committee on May 18, 2017 for the 2017-2018 fiscal year in the total amount of \$2,986,412, \$1,248,903 of which is unappropriated, now on file at Veneta Administrative Center; and

PART II - APPROPRIATIONS:

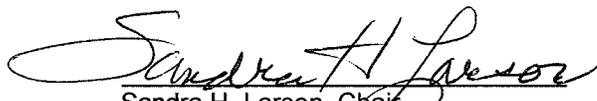
BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2017 and for the purposes shown on Exhibit "A" a total of \$1,737,509 be appropriated; and

PART III – TAX LEVY BY FUND:

BE IT FURTHER RESOLVED that the Board of the Veneta Urban Renewal Agency hereby resolves to certify to the county assessor for the Veneta Urban Renewal Plan Area a request for \$711,709 or the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX, of the Oregon Constitution, and \$0.00 as the amount to be raised through the imposition of a special levy; and

BE IT ALSO FURTHER RESOLVED that the Board of the Veneta Urban Renewal Agency directs the Finance Director/Budget Officer to certify to the County Assessor of Lane County, Oregon, the tax levy made by this resolution and shall file required documents by July 15, 2017.

IN WITNESS WHEREOF, the Veneta Urban Renewal Agency has approved this resolution to be declared adopted on this 12 day of June, 2017


Sandra H. Larson, Chair

Attest:



Darci Henneman, City Recorder

VENETA URBAN RENEWAL AGENCY

RESOLUTION NO. 107 - Exhibit A

FUND	MATERIALS & SERVICES	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL EXPENDITURES
GENERAL	106,052	-	577,507	50,000	733,559
DEBT SERVICE	-	1,003,950	-	-	1,003,950
TOTALS	\$ 106,052	\$ 1,003,950	\$ 577,507	\$ 50,000	\$ 1,737,509