





Budget Committee Process

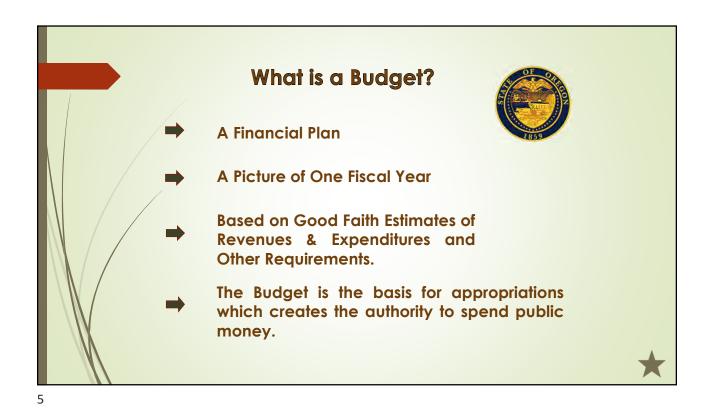
→ Meetings Subject to Public Meetings Law

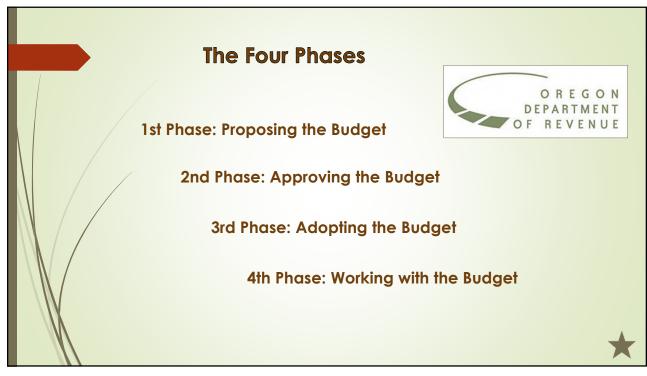
→ Quorum Required to Conduct Business

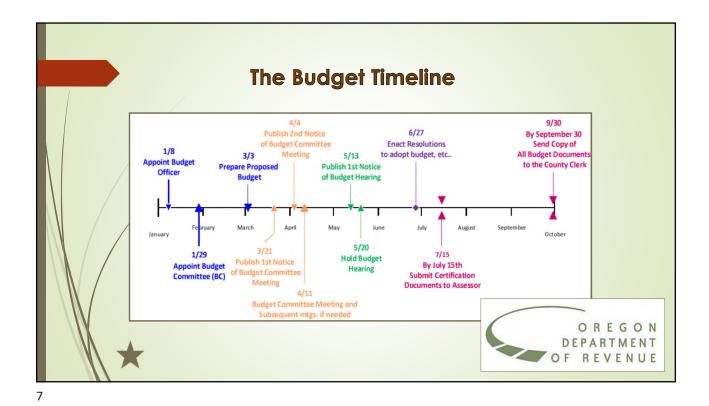
→ May Request Additional Information from Budget Officer

→ Budget Document is a Public Document When Released to Members

→ Take Public Comment







**Budget 2019-2020 Budgetary Timeline & Process** 01.22.2019 Council authorizes advertisements for Budget Committee business. Advertisement in *The Times*; February 27th & March 13th for members. The First Advertisement in The Times; April 10th (Oregon law requires published advertisement 5-30 days prior to Meeting.) The Second Advertisement in *The Times*; April 17th (Oregon law requires published advertisement at least 5 days after the 1st notice, but not less than 5 days before the meeting.)

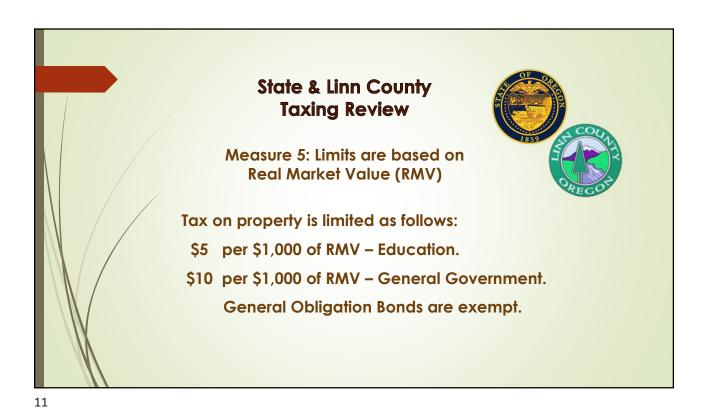
Advertise the Possible Uses of State Revenue Sharing Hearing — (Oregon law requires published advertisement at least 5 – 10 days before the meeting) The first Budget Committee Meeting set for April 25<sup>th</sup> Staff Deadline to forward requests. 03.15.2019 Budget Officer Finalizes Draft Budget and forwards to Budget Committee Members for 04.25.2019 04.25.2019 Budget Officer finalizes initial 2019-2020 Budget proposal. 04.25.2019 Budget Committee Meeting - 7:00 p.m. Elect Budget Committee Chair Discussion of Budget & Budget Message Publish Notice of Proposed Uses for State Revenue Sharing; May 9th (Depends on # of meetings)

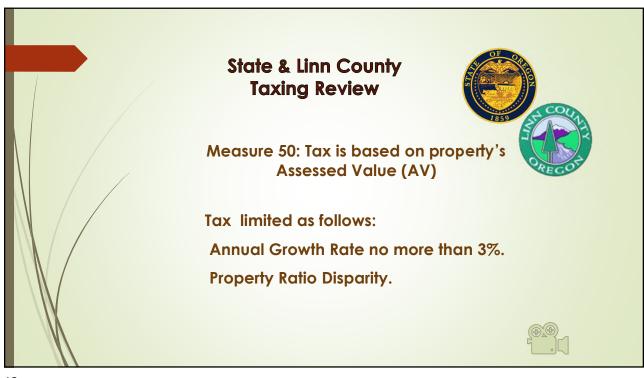


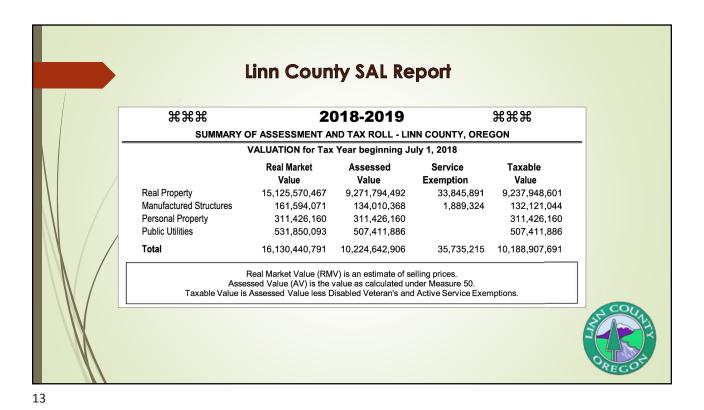
Rudget 2019-2020

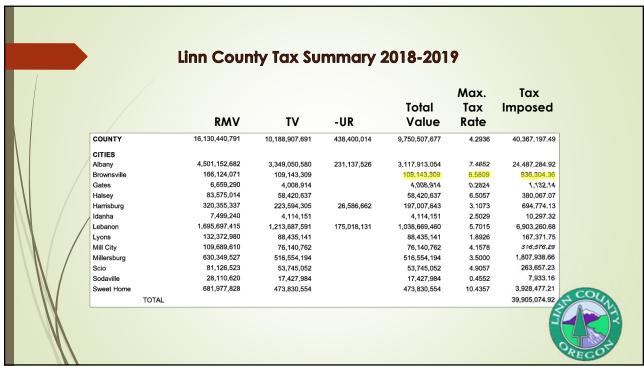


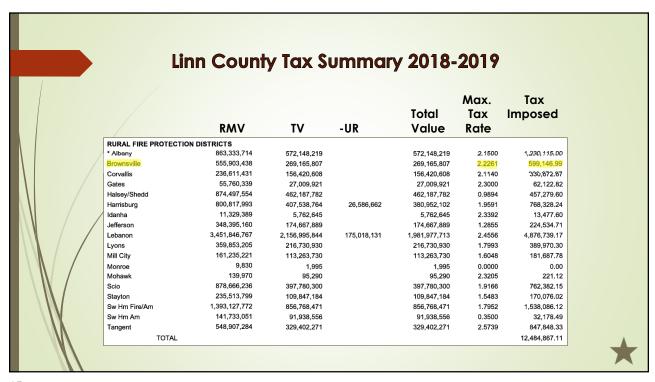
	Date 06.04.2019	Action Special Session of Council if Budget is approved on May 16th.
	06.25.2019	Regular Council Meeting Resolutions to Enact:  1. Adopt Budget 2. Tax Rate 3. Proposed Tax Levy
		<ul> <li>Submit Tax Certification Documents to the County Assessor.</li> </ul>
	07.12.2019	Deadline for Filing Budget; and Deadline certify necessary Resolutions.
	and seven re	Budget Committee is required by State Law to consist of the seven members of Council gistered voters of Brownsville. Currently the Budget Committee Roster is as follows:  acil: Don Ware, Doug Block, Carla Gerber, Lynda Chambers, Mike Neddeau, Tricia
\ /		pson and Dave Hansen.

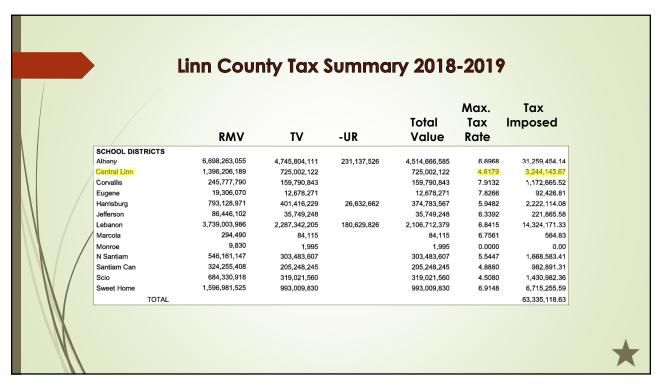


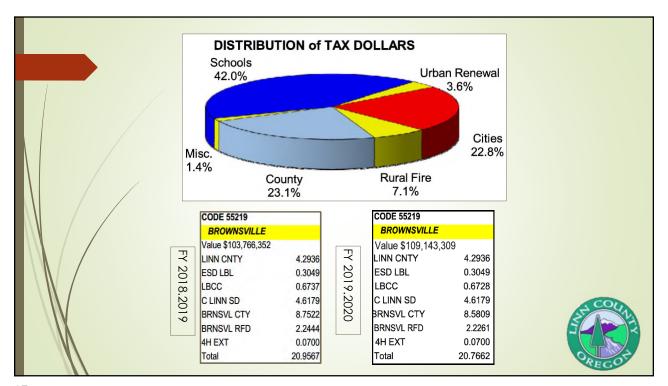


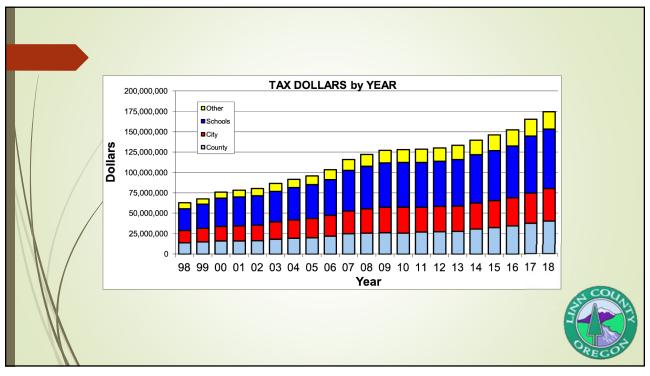


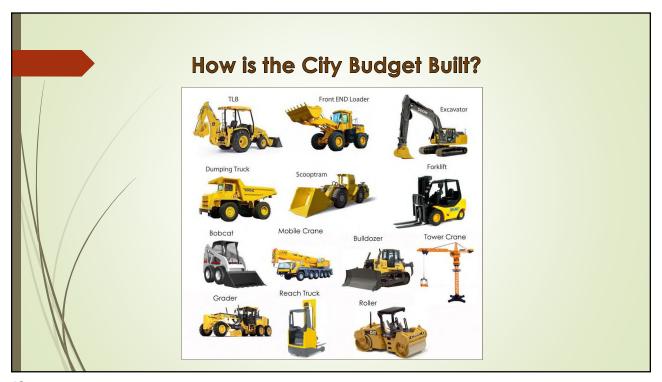


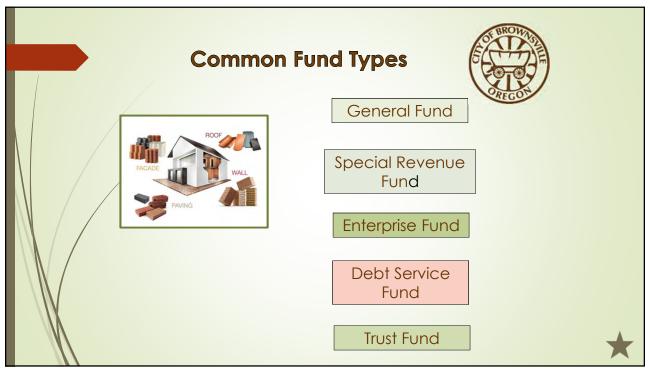














#### **General Fund**

General governmental purposes & operations; no restrictions on how resources are used.

Resources may be transferred in and out.

Major fund for operations.

#### Includes:

Planning, Court, LCSO, Parks, Cemetery, Central Linn Recreation Center, Library, City Hall, Picture Gallery, Administration & Operations.



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# **Enterprise Funds**

Revenues generated from 'business-like' operations.

Consumer supported funds.

Resources may be transferred in or out.

Resources must be self-supporting from user charges and fees to cover operational costs and capital outlay.

#### Related Funds include:

Water, Sewer, Water Construction Reserve, Sewer Construction Reserve, Water & Sewer Bond, Water SDC, Sewer SDC & Storm SDC.





## **Special Revenue Funds**

Specific purposes and earmarked or segregated for statue or specific uses.

Resources may be transferred in or out.

Related Funds include:

Street, Buildings & Equipment, Housing Rehab., Bikeway/Footpath, Land Acquisition.



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# **Special Revenue Sources**

**STREET:** Gasoline tax, fees, licenses & state shared money.

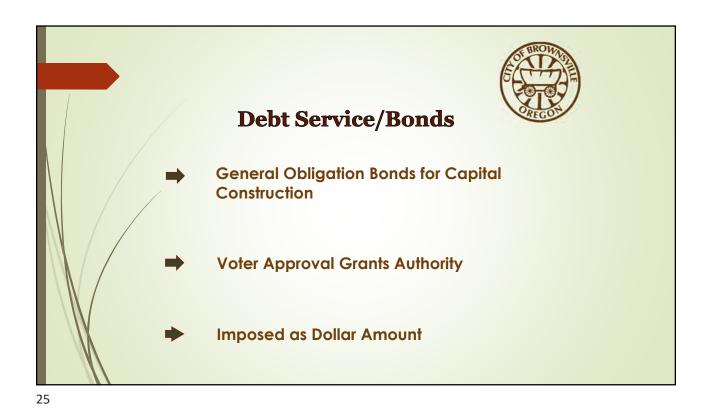
**BUILDINGS & EQUIPMENT:** Transfers.

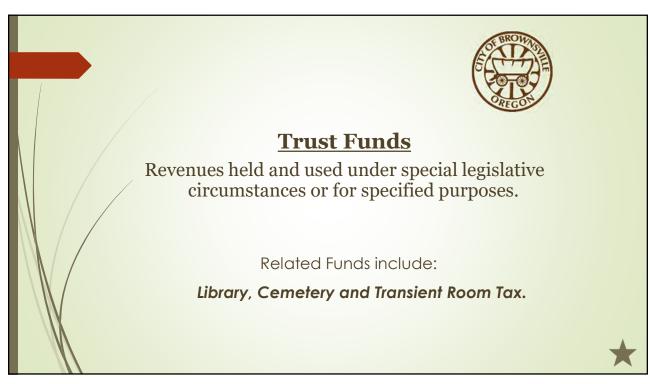
**HOUSING REHABILITATION:** Loan Repayments.

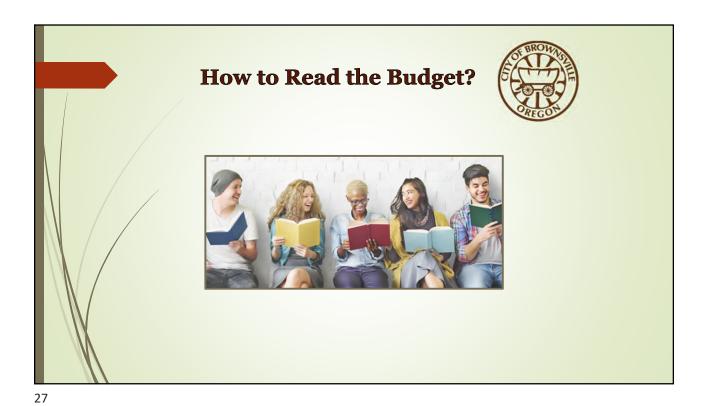
**BIKEWAY/FOOTPATH:** Transfers.

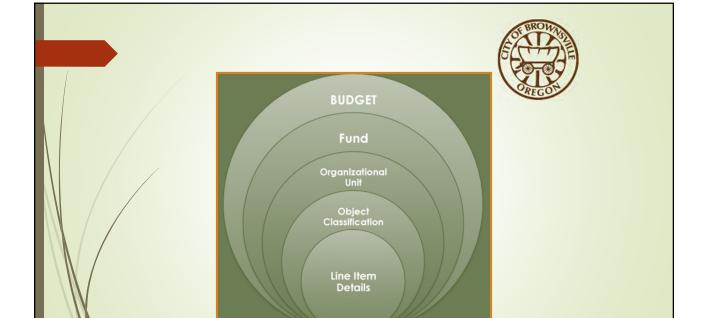
LAND ACQUISITION: Transfers.

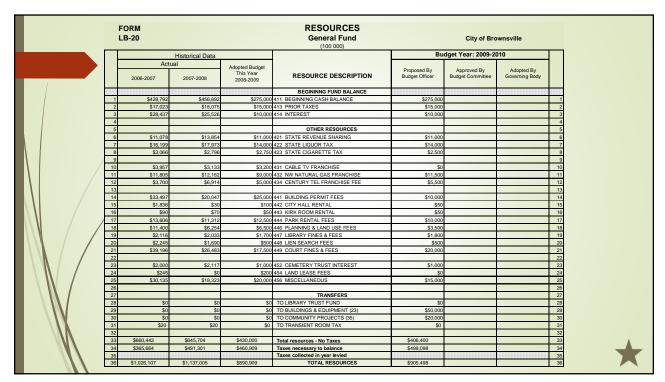
**COMMUNITY PROJECTS:** Transfers.





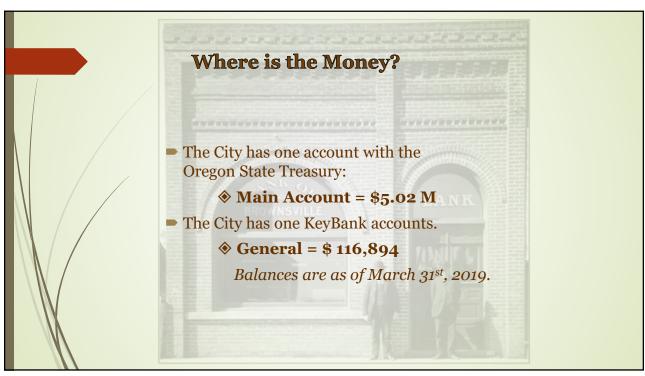


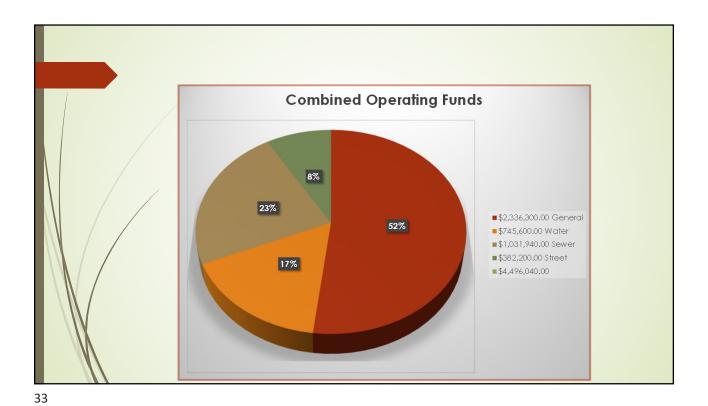


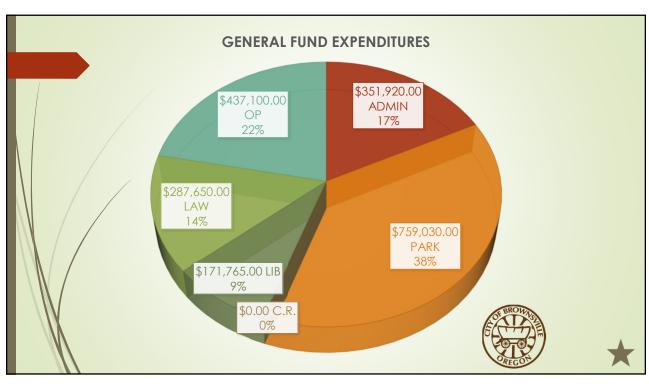


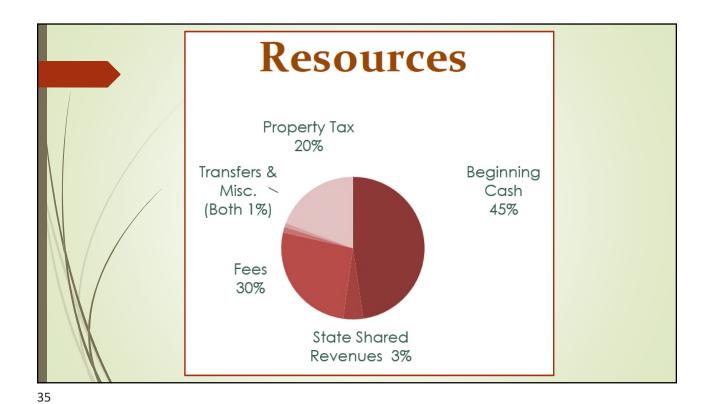
		B-30			REQUIREMENTS SUMMARY General Fund: Administration (100-010)		City of Brownsvil	le	
			Historical Data			Pos	dget Year: 2009-2	010	
		Actu	ıal	Adopted Budget	EXPENDITURE DESCRIPTION		ager rear. 2005-2	7.77	
		2006-2007	2007-2008	This Year 2008-2009	EXI ENDITORE DESCRIPTION	Proprosed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	333333				PERSONAL SERVICES				
	1	\$71,736	\$73,383		510 SALARIES	\$85,968			1
	2	\$27,882	\$33,199	\$40,700	540 BENEFITS	\$47,293			2
	3	\$99,618	\$106,582	\$120,300	TOTAL PERSONAL SERVICES	\$133,261			3
	4				MATERIALS AND SERVICES				4
					FEES				8888
	5	\$0	\$0	\$0	611 FILING FEES	\$0			5
	6	\$1,250	\$500	\$1,300	612 RECORDING FEES	\$650			6
	7	\$250	\$1,520	\$500	613 AUDIT FEES	\$1,000			7
	8	50	\$0	50	614 EASEMENT FEES	\$100			8
	9	\$82	\$195	\$150	619 MISCELLANEOUS	\$100			9
	/ 88888				NOTICES				
	10	\$180	\$0	\$300	621 ELECTION NOTICES	\$150			10
	11	\$755	\$519	\$900	623 BUDGET NOTICES	\$700			11
	12	\$811	\$180	\$500	624 PUBLIC HEARINGS	\$500			12
	13	50	\$0	\$200	625 BIDS	\$200			13
	14	\$664	\$400	\$1,200	626 ADVERTISEMENTS	\$1,000			14
	15	\$1,270	\$1,057	\$1,200	627 LEGAL	\$1,350			15
	16	\$204	5100	\$300	629 MISCELLANEOUS	5300			16
	/888888				CONTRACTED SERVICES - PROFESSIONAL				3333
/ /	17	\$544	\$734	\$600	639 MISCELLANEOUS	\$600			17
	33333				OPERATING SUPPLIES				
	18	\$931	\$1,277	\$1,000	665 OFFICE SUPPLIES	\$1,200			18
	19	\$164	\$163	\$200	666 COMPUTER SUPPLIES	\$250			19
/ /	20	\$836	\$1,034	\$1,500	667 POSTAGE	\$1,575			20
	21	\$26	\$0	\$200	668 COPIER SUPPLIES	\$200			21
	33333				MISCELLANE OUS EXPENSES				
	22	\$2,244	\$3,202	\$3,500		\$3,500			22
	23	\$65	\$371	\$300	672 SUBSCRIPTIONS	\$450			23
\ /	24	50	\$0	\$2,500	673 ORS REVISIONS/MAPS	\$1,500			24
	25	\$3,767	\$1,011		674 CONFERENCES	\$4,000			25
	26	\$750	\$35	\$5,000	675 ECONOMIC DEVELOPMENT	\$5,000			26
W	27	50	\$45	\$2,500	677 HRB/PLANNING COM/GIS	\$1,500			27
I W	28	\$14,793	\$12,343	\$27,850	TOTAL MATERIALS AND SERVICES	\$25,825			28
N A	29				CAPITAL OUTLAY				29
IN IN	30	\$234	\$2,500	\$1,500		\$1,500			30
WWW	31	\$234	\$2,128	\$1,500	TOTAL CAPITAL OUTLAY	\$1,500			31
	32	\$32.050	\$0	\$26,500	950 General Operating Contingency	\$20,500			32
	33				eonangene	,			33
	34	\$146,695	\$121,053	\$176,150	TOTAL EXPENDITURES	\$181,086			34

		Cit	ty of Brownsvil	le	INCLUSIVE - GENERAL (100 000)				
		Actual	Actual	BUDGETED		Bud	get Year: 2009-	2010	
		2006-2007	2007-2008	AMOUNT 2008-2009	EXPENDITURE DESCRIPTION	Proposed By	Approved By	Adopted By	
	1	2006-2007	2007-2006	2006-2009		Budget Officer	Budget Committee	Governing Body	-
	2	\$113,400	\$121,053	\$176,150	ADMINISTRATION	\$160,586			2
	3	,,,,,,,,	,,	¥11.0,100		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			3
	4	\$28,051	\$36,340	\$621,600	PARKS/REC/CEMETERY	\$60,177			4
	5								5
	6	\$1,929	\$0	\$8,600	FIRE DEPARTMENT	\$8,800			6
	7	210 500	250.005	205 500	LIBBARY	***			7
	8	\$49,533	\$50,265	\$85,528	LIBRARY	\$80,350			8
	10	\$127,816	\$134,313	\$185,950	LAW	\$179,910			10
	11	\$127,010	ψ104,010	ψ100,000	LAW	\$173,310			11
	12	\$169,864	\$85,691	\$292,500	OPERATIONS	\$215,550			12
	13								13
/ /					TRANSFERS				
	14	\$10,000	\$15,000	\$15,000	909 TO STREET FUND	\$20,000			14
/ /	15	\$17,000	\$1,500	\$15,000	905 TO BUILDING & EQUIPMENT FUND	\$50,000			15
	16	\$5,050	\$2,800	\$0	TO LIBRARY TRUST FUND	\$0			16
	17	\$0	\$0	\$28,460	908 TO COMMUNITY PROJECTS FUND	\$20,000			17
	18	\$0	\$0	\$0	TO BIKEWAY FUND				18
	19	\$0	\$0	\$0	TO STORM SDC FUND				19
	20	<b>ATT</b> 000			CONTINUENCY	<b>A</b> TTO 000			20
<b>\\</b> /	21	\$75,000	per sub-fund	per sub-fund	CONTINGENCY	\$73,200			21
W	-					2005 100			22
/ X	23 24				TOTAL RESOURCES	\$905,498			23
MM	25	\$597,643	\$799,888	\$869,348	TOTAL EXPENDITURES	\$868.573			25
WI	26	\$358,821	\$161,567	\$21,561	975 UNAPPROPRIATED FUND BALANCE	\$36,925			26
	27	\$778.634	\$961,455	\$890,909	TOTAL	\$905,498			27









Bonded Debt

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BONDS



### **Bonds**

September 2016: The City refunded all USDA General Obligation Bonds combining water and wastewater obligations. Since the bonds were combined, the City had to create a factor to determine the ratio that should be applied to both the Water and Sewer Bond funds. Below is the ratio used:

- > Water = 0.1419305
- > Sewer = 0.8580695

The City did not refund the obligation due to the State's Infrastructure Finance Authority (IFA), formerly known as the Oregon Economic & Community Development Department (OECDD) when the obligation was originated, because the obligation is a revenue bond. Due to the amount remaining on the loan, the associated refinancing costs were higher than any potential savings.

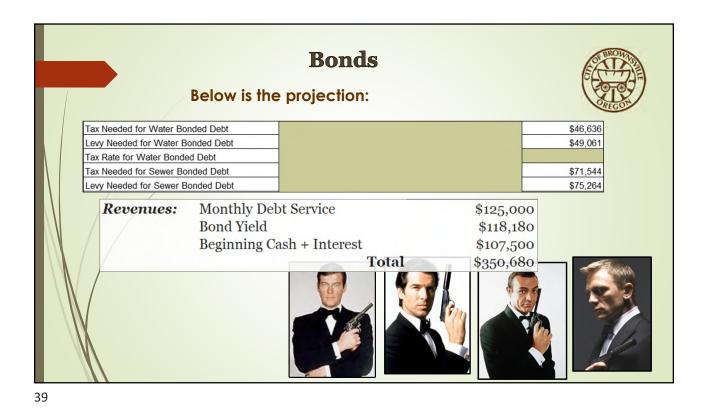
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## **Bonds**

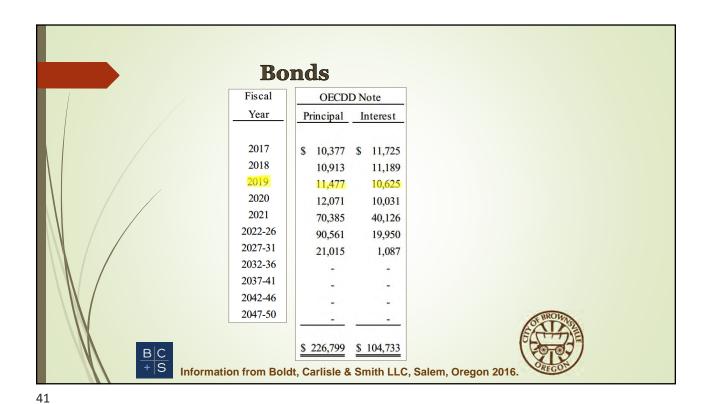
The City will need to levy and collect annual taxes for these obligations. Council instituted a \$15 debt service fee, in 2007, which is applied monthly to the utility bill. The debt service fee yields approximately \$125,000 per year based on current households on the system.

The amount of \$75,264 will be assessed to the tax rolls for the City to adequately meet the obligation. Yield projected to be \$71,544.

١				Principle	Interest	Total Check
V	Expenses:	Refinance Bonds	\$328,575	\$125,000	\$203,575	\$328,575
I			Water	\$17,741	\$28,894	
V			Sewer	\$107,259	\$174,681	
1			Total Check	\$125,000	\$203,575	
	OECDD Loan (All Sewer)	\$22,103	Principle \$11,477	Interest \$10,625	\$22,103	
	///	Tota	l \$350,678	\$118,736	\$185,306	\$350,678
	111		Total	\$304,042	\$46,635	\$350,677



			Bonds			
			ted Date ivery Date	09/14/2016 09/14/2016		
	Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
	08/01/2017	40,000	3.000%	185,268.89	225,268.89	
	02/01/2018			104,600.00	104,600.00	
	06/30/2018	407.000				329,868.89
	08/01/2018	125,000	3.000%	104,600.00	229,600.00	
	02/01/2019 06/30/2019			102,725.00	102,725.00	222 225 00
	08/01/2019	125,000	3.000%	102,725.00	227,725.00	332,325.00
	02/01/2020	123,000	3.000 //	100,850.00	100,850.00	
	06/30/2020			100,030.00	100,000.00	328,575.00
	08/01/2020	130,000	3.000%	100,850.00	230,850.00	520,070100
\\\ /	02/01/2021	,		98,900.00	98,900.00	
	06/30/2021					329,750.00
\ \\\ /	08/01/2021	130,000	3.000%	98,900.00	228,900.00	
/ / / /	02/01/2022			96,950.00	96,950.00	
///	06/30/2022					325,850.00



Adjustment Numbers

Medical Insurance: Modified; 6%; Dental 0%; Vision 0%

General Liability: 0%; Property 0%; Auto 0%

COLA: 2.8% SSI; CPI – Western Region 3.3%

Salaries: Modified; 4% (Step Increase 2.5%)

Worker's Comp: 0%\* (Experience Rated)

Gasoline: Flat

Law Enforcement: 4.5% (Placeholder)

Electricity: 0% (Lower)

Natural Gas: 0% (Flat)

Telephone: 0% (Flat)

Valuation: 5.1%

Utility Rates: 3%



**Capital Improvements Plan Summary** Infrastructure Replacement Units/Physical Condition Cost Total Units Critical Component \$7,652,699 2,760 17,240 49,090 Bridges \$74,828 X Water Supply System \$2,993,111 X X Water Distribution \$6,485,074 60,442 \$5,237,945 Wastewater Collectio \$9,808,924 23,764 32,416 56,180 Stormwater Collectio X X \$3,529,377 17,010 \$6,307,608 Facilities Totals \$42,089,566 **Socio-Economic Characteristics** 2010 Census Information Population Population 1,668 % LMI 49.4% 1,762 Total Total Households 685 8.8% Households 2.9% мні \$35,486 % Unemploy 7.1% % Unemployment \* Inflation Calculator: www.bls.gov



**Projects** GENERAL FUND ✓ Mowers p. 4 35,000 ✓ Park Rock p. 4 5,000 → Park Utilities Relocation p. 4 5,000 ✓ Move Playground 30,000 ✓ Move Propane Tank p. 4 1,500 ✓ Park Board: Remington Park p. 4 10,000 ✓ Pioneer Park & Rec Center Facilities Reserve p. 4 \$400,000 ✓ Library Improvements Schedule p. 6 9,000 ✓ CLRC Structural Engineer p. 8 10,000 ✓ Backup Generator City Hall p. 8 20,000  $\checkmark$  Land Use Inventory p.830,000

Projects	REGOVER	
WATER FUND  ✓ Water Meters Money Loan Retirement  (Water SDC) p.26  (Water Reserve)  ✓ WTP Telemetry p.12  ✓ Re-investigate Water Plant Generator  ✓ Karl's Furniture p. 11 & 15  ✓ Water Management & Conservation Plan p.12	\$ 45,000 \$ 100,000 \$ 30,000 \$ 7,500 \$ 3,500 \$ 20,000	
SEWER FUND  Downtown Sewers p.16 Dump Truck p. 12 & 16  STREET FUND	\$ 380,000 \$ 50,000	
<ul> <li>✓ Pickup Truck (W \$5 K, S \$5 K, St \$10 K, GF \$10K)</li> <li>p. 8, p. 12, p. 16, p. 19</li> <li>✓ Street Signs p.19</li> <li>✓ Sidewalk Program p. 19</li> </ul>	\$ 30,000 \$ 3,500 \$ 10,000	

Reconvene
May 2<sup>nd</sup> 7:00 p.m. at City Hall

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