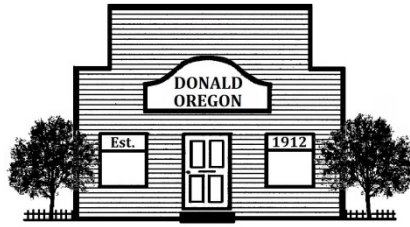


City of
DONALD
Oregon



Adopted
2019 - 2020
Budget



Donald Budget Committee

Elected Members

Mayor Brad Oxenford
President Gloria Nicholson
Councilor Sheryl Glenn
Councilor/Chair Katie Gonzalez
Councilor Troy Hellickson
Councilor Rod Scott
Councilor Gerry Waller

Citizen Members

Donna Hammang (19-20)
Lauren Ostrander (19-20)
Andrea Herbst (20-21)
Dawn Scheller (20-21)
Daroll Nicholson (21-22)
Don Saxton (21-22)
Mike Scott (21-22)

Staff Members

Heidi Bell, City Manager and Budget Officer
Alonso Limones, Public Works Director
Lisa Hassel, Accountant
Randi Meadors, City Clerk
Jesus Rios, Public Works Operator

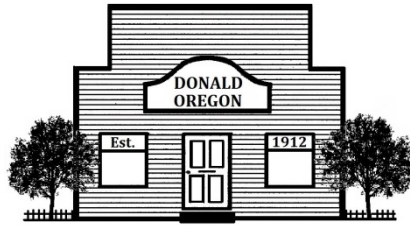
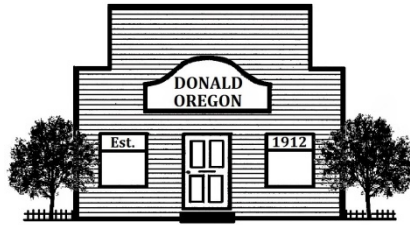


Table of Contents

- Budget Calendar
- Budget Message
- Organizational Chart
- Budget Overview
- Adopted Budget
 - General Fund: Administration, Planning and Building, Public Safety, Parks and Community Development
 - Street Fund
 - Debt Service Fund
 - Water Fund
 - Sewer Fund
 - System Development Fund – Water
 - System Development Fund – Sewer
 - System Development Fund – Park
 - System Development Fund – Stormwater
 - System Development Fund – Transportation
- Transfer Schedule
- Notice of Budget Hearing: LB-1
- Certification: Intent to Impose Tax: LB-50
- Budget Committee Agenda & Minutes
- Resolutions

10710 Main Street NE * PO Box 388
503-678-4443
www.donaldoregon.gov



Budget Calendar

- | | |
|--|-------------------|
| 1. Council to appoint Budget Officer | February 12 |
| 2. Budget Calendar submitted to Council for review | February 12 |
| 3. Prepare Proposed Budget | March – May |
| 4. Council to appoint Budget Committee Members | March 12 |
| 5. Send Budget Committee Meeting notice to Pamplin Media | May 3 |
| 6. Publication date: | May 3 |
| 1 st Notice of Budget Committee Meeting on City website | |
| 7. Publication date: | May 8 |
| 2 nd Notice of Budget Committee Meeting in Woodburn Independent | |
| 8. Budget Training Class – for those needing a refresher course | May 9 at 6:00pm |
| 9. Proposed Budget delivered to Committee Members and posted on website | May 17 |
| 10. Budget Committee Meeting (schedule subsequent meetings if needed) | May 21 at 6:00pm |
| 11. Send Notice of Budget Hearing (LB-1) to Pamplin Media for publishing | May 24 |
| 12. Publication date: Notice of Budget Hearing in the Woodburn Independent | May 29 |
| 13. Budget Hearing | June 11 at 6:45pm |
| Enact resolutions to adopt budget, make appropriation and impose tax | |
| 14. Submit resolution and LB-50 to Marion County | by July 15 |
| 15. Submit State Share Revenue documents to Dept. of Administrative Services | by July 30 |
| 16. Send copy of Adopted Budget to Marion County | by September 30 |

10710 Main Street NE * PO Box 388
503-678-4443
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Budget Message

Dear Mayor, City Councilors, Budget Committee Members and Community:

I am pleased to submit to you for your consideration a proposed budget for fiscal year 2019-2020. The purpose of this budget message is to provide both internal leaders and external stakeholders a detailed picture regarding the state of the City of Donald's finances; as well as guidance to the upcoming fiscal year's needs. Oregon Budget Law states that a local government's budget will balance. Staff is proposing a balanced budget for the Budget Committee's review.

Donald City Council Mission Statement

"The City of Donald is committed to serving the community in a professional and fiscally responsible manner by providing a safe environment and encouraging involvement of its citizens"

The Meaning of a Budget

Annually, local government leaders are charged with approving and adopting a budget. This process is typically time-consuming yet thought provoking. The budget is important because it involves a lot of consideration for the next year, as well as the future. When done well, city budgets can help to keep everyone working harmoniously. Budgets are powerful tools for running an effective and efficient government.

As I see it, this budget document is intended to serve four main purposes:

- 1) To define public policy set forth by the City Council and as seen in their goals.
- 2) To serve as a guide for management to aid in the control of financial resources.
- 3) To outline the City's financial resource allocation plan for the fiscal year, illustrating projected revenues and appropriations that are to be funded.
- 4) To serve as the City's fundamental communication document for the citizens of Donald who wish to understand how the City operates and provides its services; and the methods and amounts used to finance those operations and services.

The Council & Planning Commission Goals

The City Council's Mission Statement and City Goals helped to guide the creation of this proposed budget. Together the Councilors and Planning Commissioners set the City's Goals. Throughout this budget, you will see activities planned that encompass these goals.

- ❖ Maintain and repair municipal facilities and infrastructure to support current operations, future improvements and growth.
- ❖ Create an atmosphere that attracts businesses to locate and/or expand in Donald.
- ❖ Improve the community's aesthetics.
- ❖ Develop and enhance the livability of Donald to include cultural and recreational activities.
- ❖ Provide efficient, effective and transparent government and promote civic involvement.

Budget Basics

This fiscal year the total of all funds combined is roughly \$4.2 million. Each of the City's ten funds are discussed more thoroughly on their particular budget sheet in this document. Please note that each fund is separated because there are particular budget laws, statutes and local codes that limit how expenditures are spent and revenues are collected. Since funds operate essentially as their own entity this means that monies between funds **cannot** be comingled. In municipal budgeting, revenues are called *resources* and expenditures are called *requirements*. Municipal educational materials can be found on the State of Oregon Department of Revenue's Local Budget Law website <https://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>.



Property Taxes in Relation to Donald's Budget

There are two types of property taxes that are collected to fund Donald's budget. One is a *permanent* property tax that supplements the General Fund and the other is a *time-sensitive* tax to satisfy the outstanding bond. Citizens and City leaders occasionally ask why Donald has such a low property tax rate and why it can't be changed.

In the 1990's, Measures 5, 47 and 50 established a *permanent* tax rate on local governments and this is still in effect today. The *Oregonian* created a helpful short video to help explain Oregon's property tax system history. It is only about three and half minutes and it can be found at: <https://www.youtube.com/watch?v=gtaIhnmxnZU>.

Donald's *permanent* property tax rate is \$0.8752 per \$1,000 of assessed value. The City's estimated assessed value for 2019-2020 is \$95,865,000. This is a 4.1% increase over last year's valuation of \$92,082,013. This year it is estimated that five percent of property taxes will not be collected. All of this means that we are estimating to collect approximately \$79,700 in property taxes. Property taxes are the largest revenue source for the General Fund. The other tax collected, which is also based on a property's assessed value, is to pay off the City's outstanding bond principal and interest payments, this money is accounted for in the Debt Service Fund.

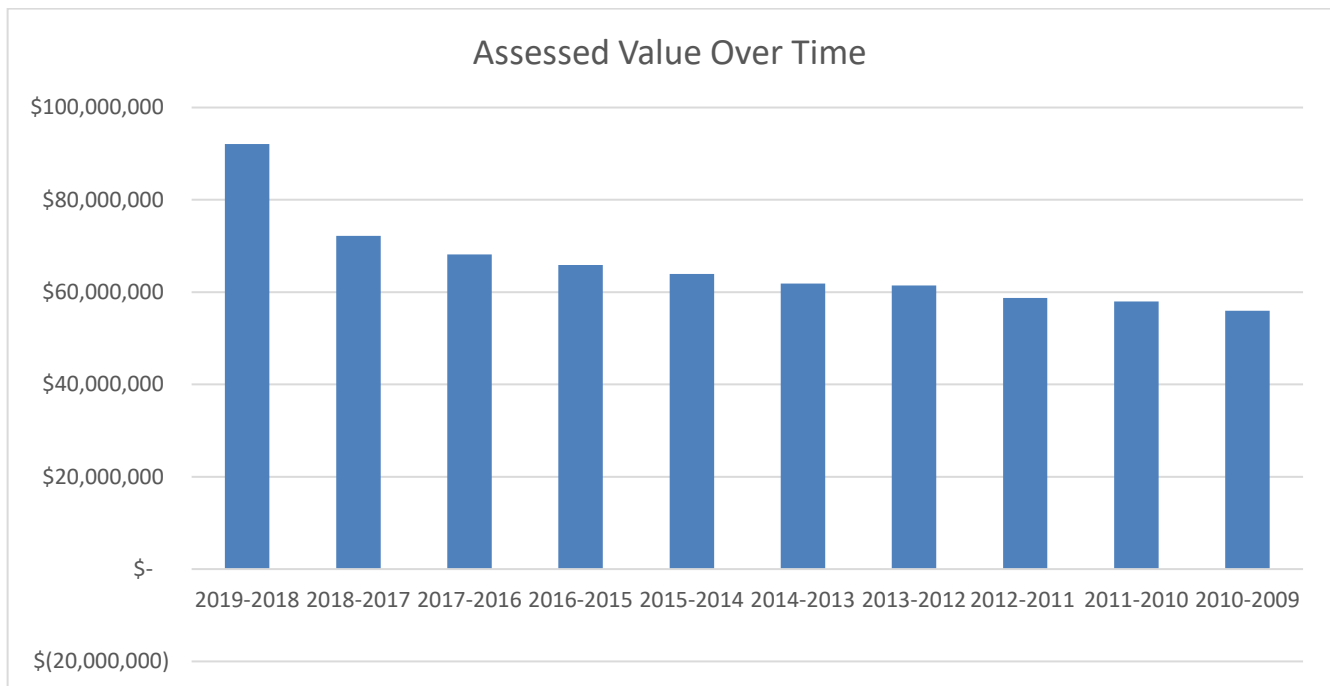
The chart below *Tax Rate Over Time* provides insight into how taxes have changed in Donald over the last decade. The “Total Tax Rate” equals the City’s permanent rate of \$0.8752 plus the varying bond rate. Prior to 2012, the City had two outstanding bonds to repay loans for water and sewer infrastructure projects. This chart shows that last year the City’s worth (assessed value) jumped 27.53% but its tax rate dipped by 9.14% to \$1.06 per \$1,000 of assessed value.

Tax Rate Over Time					
Year	Assessed Value	% Change/Time	Bond Rate	Total Tax Rate	% Change
2019-2018	\$ 92,082,013	27.53%	0.1851	1.0603	-9.14%
2018-2017	\$ 72,205,677	5.88%	0.2917	1.1669	14.59%
2017-2016	\$ 68,198,636	3.54%	0.1431	1.0183	-13.21%
2016-2015	\$ 65,867,593	2.97%	0.2981	1.1733	34.06%
2015-2014	\$ 63,964,957	3.45%	0	0.8752	-36.82%
2014-2013	\$ 61,831,298	0.59%	0.51	1.3852	5.59%
2013-2012	\$ 61,471,319	4.66%	0.4431	1.31183	-40.71%
2012-2011	\$ 58,735,336	1.25%	1.3372	2.2124	-0.75%
2011-2010	\$ 58,011,595	3.69%	1.3539	2.2291	-2.19%
2010-2009	\$ 55,947,994		1.4038	2.279	

2018 Marion County Composite Tax Rate by Incorporated City		
City	Tax Code Area	Composite Rate
SALEM	92401000	19.8652
WOODBURN	10303030	19.4781
WOODBURN	10303035	19.4360
GERVAIS	00110030	18.9001
MT ANGEL	09115150	17.7499
SILVERTON	00402028	16.8785
KEIZER	92452222	16.6757
AURORA	01506065	16.1111
AUMSVILLE	00505050	15.8837
TURNER	00519190	15.7133
STAYTON	02904040	15.4134
MILL CITY	12914140	15.0512
HUBBARD	01511110	14.4989
JEFFERSON	81413130	14.4668
IDANHA	12912120	14.1307
SAINT PAUL	04516160	13.9875
SCOTTS MILLS	00417028	13.3086
SUBLIMITY	02918180	12.8045
DETROIT	12907120	12.7799
GATES	12909090	11.8710
✓ DONALD	01508060	11.8432

The chart, *Marion County Composite Tax Rate by Incorporated City* reports that when all taxing districts rates are calculated together, Donald tax payers pay \$11.84/ \$1,000 of assessed value. The City of Donald is the lowest rate in Marion County. Although this graph only shows 2018, Donald has been the lowest since 2014. Prior to that time Donald had a second bond that it was repaying and was about the fourth lowest.

The collection of tax rate is based on the assessed value, which is assigned by the Marion County Tax Assessor’s Office. Since 2009, the City’s assessed value has increased. Recently the value had a significant increase, partly due to the expiration of the Enterprise Zone program for at least one business. There are other businesses that utilizes this opportunity and in the next few years they will be added back to the tax roll.



The City is in a joint Enterprise Zone with the cities of Hubbard and Aurora, called the North Marion Enterprise Zone. The Enterprise Zone rules are set by the State and SEDCOR processes them. An Enterprise Zone exempts some industrial businesses from paying any property taxes on newly added buildings or capital equipment for three to five years. Upon expiration they join the tax roll, which increases the amount of property taxes received by the City. The businesses that benefit from the Enterprise Zone do not pay taxes for any taxing district, including North Marion School District, the Fire District, library service districts, community colleges, etc.

There just a few ways to increase the tax rate since property taxes are based on assessed values. (Remember, the rate is permanent).

- Through the passing of a bond.
 - These are voted on by property owners.
 - For a specific purpose.
 - For a limited duration of time. After expiration the taxpayers are usually asked to renew the bond.
 - Overall, this makes it an unstable rate raising mechanism.
- Expiration of the City's Enterprise Zone and the business rejoins the tax rolls, like GK Machine or the Donald Industrial Park's Hazelnut Growers of Oregon or Wilco/Valley Agronomics.
- Ending of the Enterprise Zone program (meaning no longer offered by the City).
- Adding properties, homes or businesses to the City's tax roll.
 - In 2018, the City completed an urban growth boundary expansion project. In the coming years, property owners could choose to apply to the City to annex their property into the City's limits. As the City gains more land in its

limits, the assessed value increases, and thereby increasing the amount of tax revenue for the General Fund. (However, there will be infrastructure obstacles that must be addressed before the City can handle all 20 years of housing.)

- Within the next few years, there are three Employment Industrial lots to be developed at the Donald Industrial Park and two Employment Industrial lots on south Matthieu Street that are subject for development. All of these developments will increase the City's assessed value.

According to Marion County Tax Assessor, on average the City collects 95% of property taxes which, in comparison to other cities, is a high collection rate. I believe this is because of two factors. One, the City has a higher median income compared to the rest of Marion County. Coupled with Donald's low permanent tax rate, which lends to a high number of people that can afford paying their property taxes. Next year, 2020, there will be a Census conducted and these numbers should be edited and compared to the City's budget.

	Marion County, Oregon	City of Donald, Oregon
% Living in Poverty	12%	9%
Median Household Income	\$50,775	\$58,594
Mean Household Income	\$63,871	\$68,883
Largest Population Age Grp	5 to 9 years old at 7.4%	45-49 years old at 9.8%

*Table Source: *American Fact Finder*: Stats from 2012-2016 and reported in 2016 dollars.

However, before people start thinking about what to do with the newly generated tax revenue, remember that Donald's tax rate is so low that a \$250,000 house generates about \$217 for the year. In Donald, the General Fund receives the tax dollars and this fund pays for administration, planning and building services, parks, policing and community development. As the City grows, I hope to see that more of these services are offered to the public. The leadership will have to balance more public programming with an increase in staffing levels.

Arriving at the Numbers: Estimations, Assumptions and Plans

Being fiscally conservative is critical to making Donald's budget work. As the staff prepares the budget they get price quotes for projects so that the estimates for supplies, services and materials are practical. All revenues that the City receives are estimated modestly, which helps to reduce expenditures, plan for future repair and maintenance expenditures and build savings for the future. Staff also estimates the beginning balances of funds practically and conservatively, which helps save money for future years.

The City of Donald proudly provides the most fundamental services for human survival including clean water and waste removal; additionally, the City provides safe parks and streets which are critical to safe urban living. But these systems continue to age and we all need to make sure there is money set aside to pay for their maintenance. In the last few years, the City staff and Council have placed a priority on maintaining the existing infrastructure and repairing it when needed

instead of replacing it later. I am happy to report that over the last several years there have been fewer emergency repairs or unpredicted expenses.

In 2016, the City Council adopted the professional water and sewer study that was prepared by Steve Donovan of Donovan Enterprises. The study provides a rate schedule with the appropriate levels of needed revenue until the year 2021. As per the plan, staff used these rates to budget for water and sewer revenues. Last year the Water Fund set aside \$22,500 for a water mainline improvement project on Blake Court; this year an additional \$22,500 will be set aside again. The project is estimated to cost \$67,500 and to be completed in 2021.



In 2019, the City completed an inventory of the City owned and maintained streets with a company based out of Salem called Capitol Asset and Pavement Services. The study gave the City a rating of 72% for all City streets. The report determined that it would cost \$442,462 to get the optimal rating of 84%. If nothing is done then in five years the rating will drop to 67% and it could cost nearly double to do the same work. The independent report suggested starting a monthly collection to fund streets and to seek grant funds to help get started on this problem. Just as a gauge, if this street fee was set at \$10 a month from 400 accounts then it would generate \$48,000 a year and would take 11 years to reach the goal of \$442,462, but this is without using any of the Street Fund's yearly gas tax money. This will be left to the determination of the Budget Committee and final approval of the City Council. Staff has not included it in this edition of the budget.

[Grant Work and Partnerships for 2019-2020](#)

Partnerships with Marion County for Sidewalk Design, Bid, Construction and Project

Management: The City continues working with Marion County engineering staff on the sidewalk program to construct sidewalks on Main Street downtown. Currently, the project is out for bid by Marion County, it is estimated that the work will start this summer. Property owners will be responsible for the costs for the sidewalk but the City will initially pay for the costs upfront. The City set up a payment plan program for property owners whose sidewalks are in the poorest conditions and other property owners have to pay upfront. You will see that \$200,000 is committed to this program in the Street Fund. Eventually, this money will be refunded to the Street Fund, but it could be years if some end up as liens.

ADA Curbs: The City received a Small Cities Allotment grant from ODOT for \$50,000 for the installation of ADA curbs for downtown Donald. This project will be completed in conjunction with the sidewalk program (above) and help offset the costs for ADA curbs for property owners who own a corner property. It is estimated that the \$50,000 will not be enough to cover the cost. The City owns two corner lots in the improvement area including City Hall and the Donald

Community Center. The budget allows for the City to pay for the full estimated costs for the ADA ramps, allowing for private owners to benefit from the grant funds.



Park Grants: Councilor Gerry Waller spearheaded a grant writing campaign to get playground equipment and an ADA restroom at the Little City Park. The Oregon Parks Grant funded \$72,634 and the City has to match 20% at \$18,500 and the match can be made up in volunteer hours. The project should be completed in the fall of 2019.

The leadership of the Donald Beautification Group (DBG) and the City Council Parks and Recreation Focus Group are driven to find more grants for the year to benefit parks like replacing the sand at the Little City Park. The DBG also approached the City to begin writing a grant for a part-time employee to get the City designated, and the DBG operating as, an Oregon Main Street. This budget includes the wage and employment taxes for a temporary (one year) part-time worker. The grant plans to request money for traveling expenses for this position too. This will only happen if the grant is successful.

Infrastructure Grant: The City was chosen as Governor Kate Brown's top award for the Workforce Housing Pilot Project, at \$750,000 for both the City and GK Machine. Together with GK Machine the City hopes to add some housing for the local workers at an affordable rate. It is also hoped to help reduce the amount of local traffic and answer some of the housing crisis that is problematic to Oregonians. The money will be used for engineering and to building infrastructure to handle the new urban growth boundary area. This grant money will help offset the costs to builders, which in turn will reduce the price of the new homes. This program is highly monitored by two State departments: Community Housing Authority and Business Oregon. Governor Brown has hopes that this program's success can be replicated in the future to other jurisdictions that need workforce housing.

What Are the Big Fixed Costs?

Labor: As with any private company's budget, the City's biggest expenses is labor. This budget is adding a full-time employee to the Public Works Department. The new position is titled Maintenance Worker. This will bring the City to six full-time employees. Each of the employees' salaries, benefits, employer taxes and employer-related expenses are divided between funds (General, Street, Water and Sewer). To support the additional position, the budget includes a used pickup truck (anticipated purchase from the State Surplus), increase in gasoline, an increase in uniform expenses and adding another City cell phone. The budget follows the adopted salary schedule.

Liability, Workers' Compensation, and Property Insurance: The City (like most cities and counties in Oregon) is insured for liability, auto physical damage, workers' compensation, volunteers and property insurances through City-County Insurance Services (CIS). All cities and counties that participate in CIS are treated as one entity; meaning we are in a pool for insurance. Donald (knock on wood) has had no losses in the last years. At their annual conference, CIS releases the "not to exceed" values for the next fiscal year and we use these numbers to develop the budget. Each of these costs are split over the City's different funds that have employee expenses. The only rate with any noticeable difference is the property insurance, which could go up by five percent.

A Couple of the BIG Projects:

On each Fund's page, you will see information about various projects that are budgeted to be completed during the fiscal year. However, here are a few projects for your attention that require a lot of labor and/or money.

Policing: The General Fund is budgeted \$34,000 on policing with Marion County Sheriff's Office. The PGE Privilege Tax is expected to bring in \$17,800 next year, which means that the General Fund revenues will need to pitch in \$16,200. Policing costs continue to rise because of the increase in wages.

Code Enforcement and a Judge: For years, the Council has entertained the idea of how to be better at code enforcement. This year, the City is going to reinstate a local municipal court system for code enforcement. The Public Works Director and City Manager will develop a code enforcement program. The budget includes money to pay for a municipal court judge, which must be paid out of the same budget lines as an employee and taxed the same too.

Water Fund: The exciting news is that the Water Fund has set aside \$175,000 to fund for a second working well. Also included is \$10,000 for engineering costs, \$15,000 for permitting, and \$2,000 for testing. The City staff will begin working to go out for bids, which will enable the City's leadership to better understand the costs.

Sewer Fund: The budget contains money to pay for expanding irrigation to the far westside of the Sewer Treatment Plant property, which will help to provide more land for this critical need. There are also several tests that will be performed this fiscal year including sludge testing in the lagoons (every five years) and soil sampling in the irrigation fields. The City provides wastewater services for the Fargo District and the service contract needs to be renegotiated, which requires work by the City Attorney and City Engineer.



Final Comments

I predict that this will be the best year for the City since I first started the job in 2012. For several reasons:

- Demands on staff will be better met with the addition of a full-time Maintenance Worker.
- More tax revenue for the General Fund will allow the City to start a code enforcement program with a municipal judge.
- The City will get a second working well that will be utilized as back-up well in an emergency. (If the price is right!)
- A review of the system development charges to collect and reimburse the appropriate amounts for new developments for servicing the new UGB area.

The budget is tight and it is critical for the staff and leadership to remain vigilant on reducing fixed costs and only buying items that are required. If the City grows, there will be a chance for the leadership to set priorities about how to spend the increase in property tax revenues on services such as policing or parks.

As always, it is my recommendation that the Council and staff continue to diligently work together to find new revenue streams and build efficiency with Donald's limited resources. The staff continues to develop infrastructure and replacement plans for city-owned buildings and expensive equipment. This will help to budget in the future by minimizing surprises. The public should constantly be made aware of the restrictive budget and that with comparatively low property taxes and utility rates, the only way more services can be offered is through a tax levy, expanding the City's boundaries to increase population or increasing the current fees. This public education takes a full commitment from staff, councilors and city leaders.

Thank you for taking your time to review this message. Please let me know if you have any questions or comments; I am always happy to be of service.

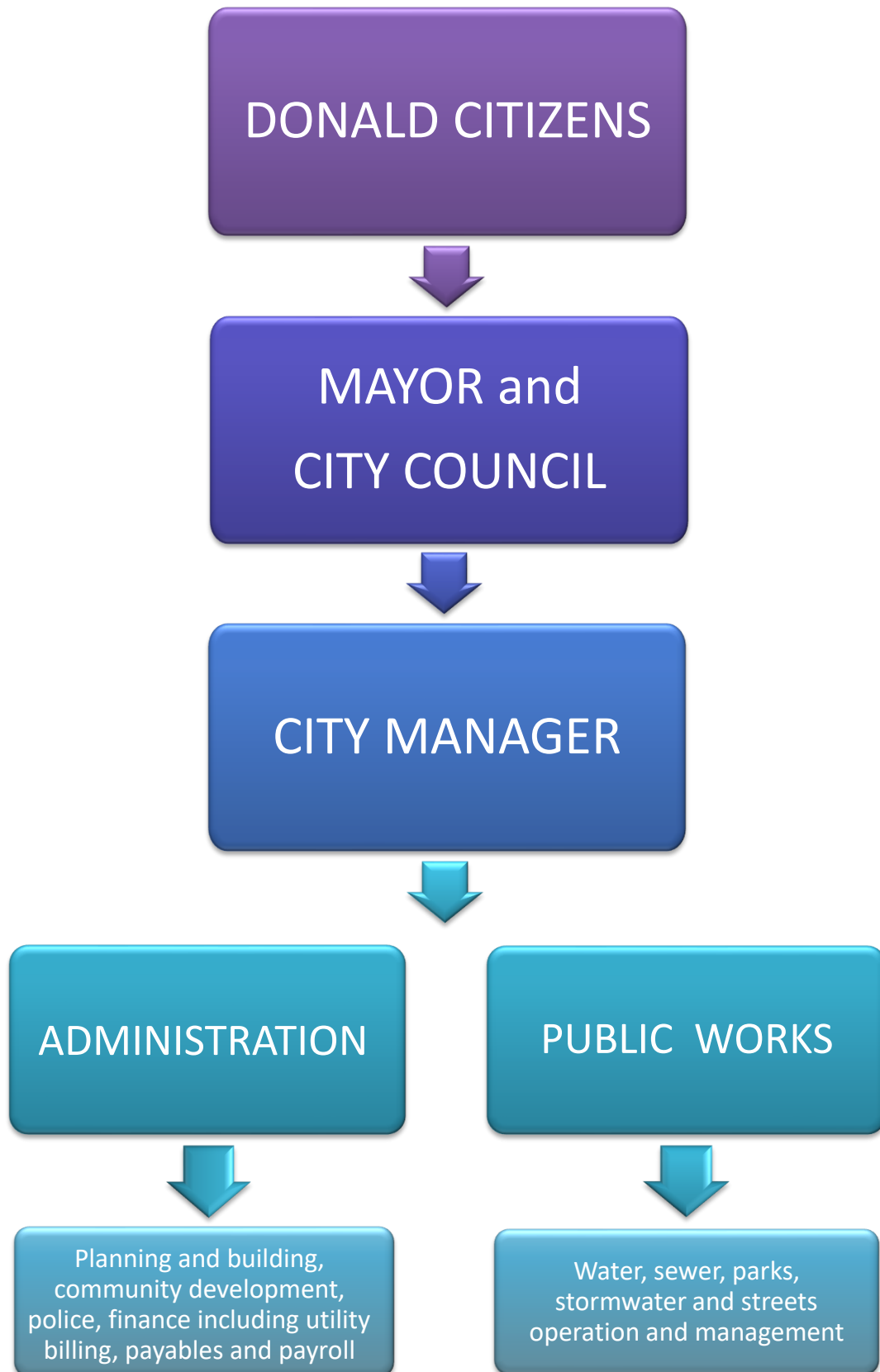
Respectfully Submitted By:
Heidi Bell,
City Manager



City of Donald

Fiscal Year 2020

ORGANIZATIONAL CHART

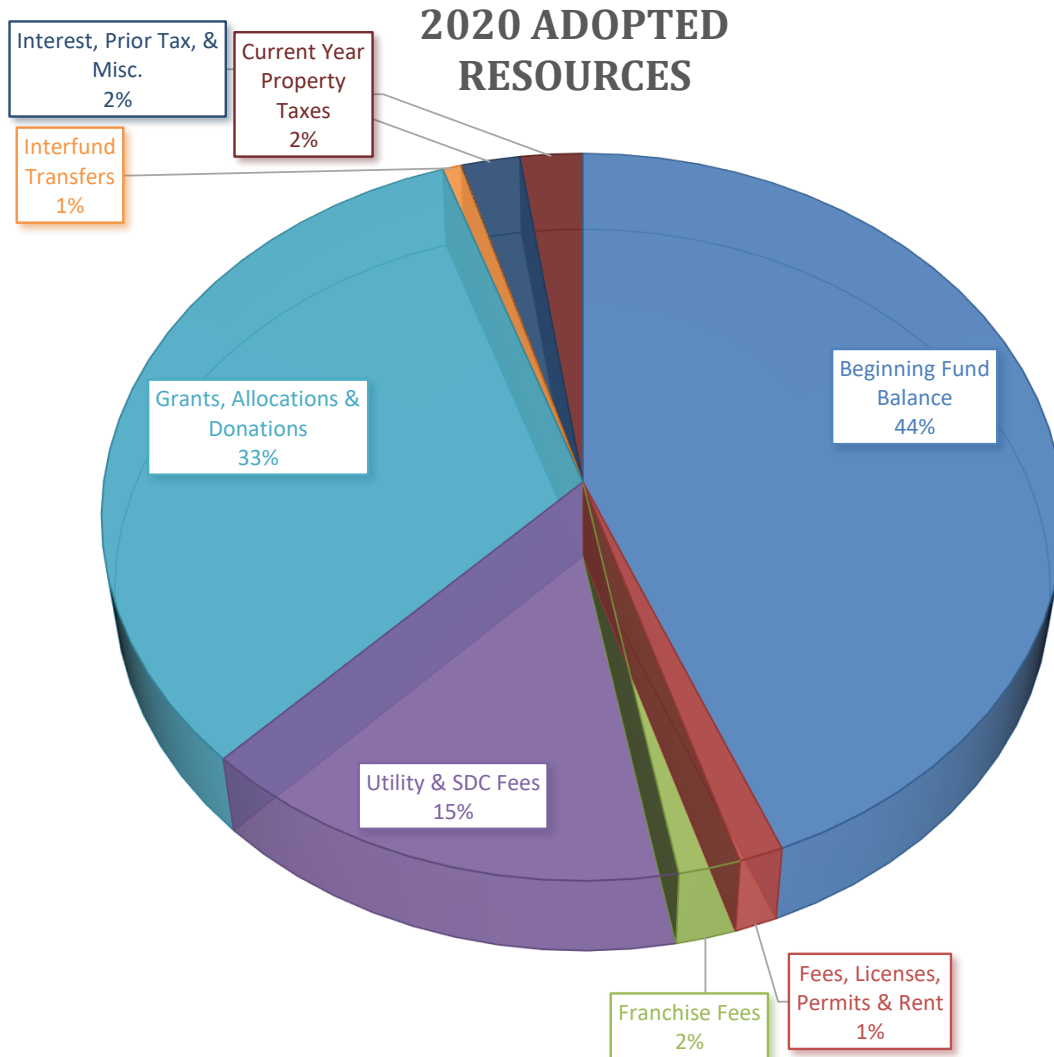


City of Donald

Fiscal Year 2020

OVERVIEW

2017 Actual	2018 Actual	2019 Budget	Resources Summary	2020 Proposed	2020 Approved	2020 Adopted
1,446,216	1,562,473	1,682,725	Beginning Fund Balance	1,866,130	1,866,130	1,866,130
51,828	67,007	57,294	Fees, Licenses, Permits & Rent	58,000	58,000	58,000
54,722	68,405	70,500	Franchise Fees	81,250	81,250	81,250
609,795	570,197	629,719	Utility & SDC Fees	647,440	647,440	647,440
336,610	93,592	914,215	Grants, Allocations & Donations	1,384,370	1,384,370	1,384,370
27,858	29,312	29,026	Interfund Transfers	29,674	29,674	29,674
18,345	28,320	23,135	Interest, Prior Tax, & Misc.	92,675	92,675	92,675
71,274	80,054	79,595	Current Year Property Taxes	97,862	98,374	98,374
2,616,648	2,499,361	3,486,209	Total	4,257,401	4,257,913	4,257,913



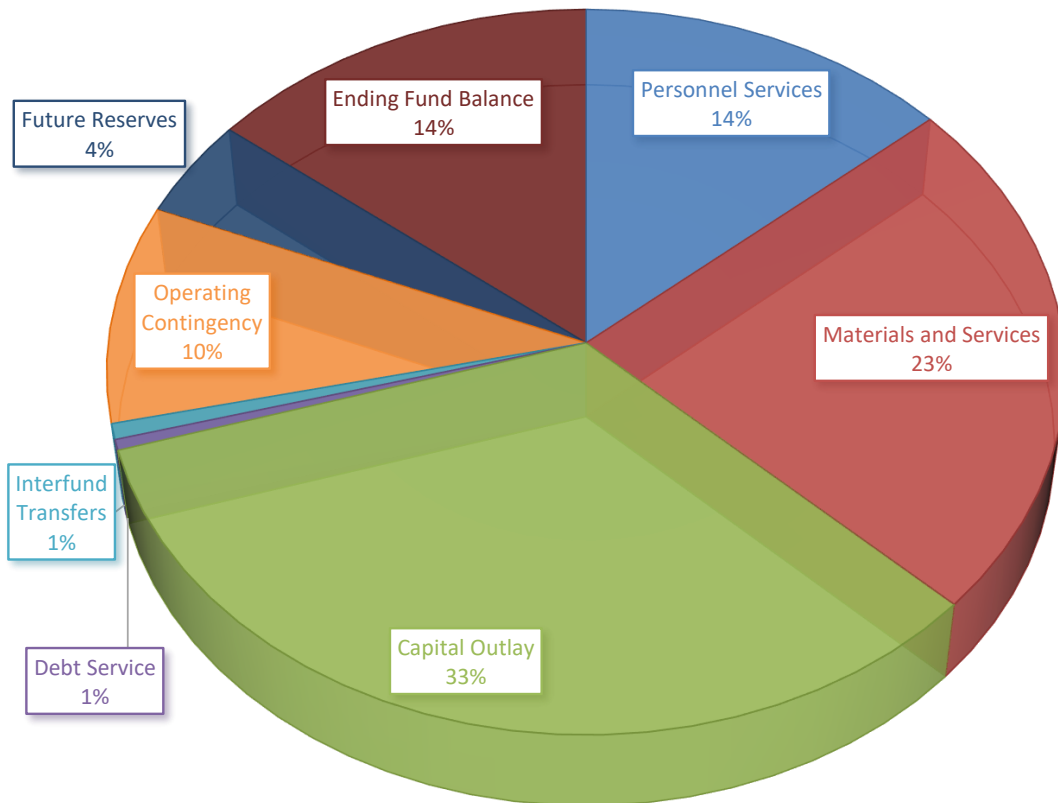
City of Donald

Fiscal Year 2020

OVERVIEW

2017 Actual	2018 Actual	2019 Budget	Requirements Summary	2020 Proposed	2020 Approved	2020 Adopted
382,886	401,491	492,642	Personnel Services	582,879	582,879	582,879
267,200	312,586	785,692	Materials and Services	993,505	993,505	993,505
357,573	36,596	898,220	Capital Outlay	1,416,800	1,416,800	1,416,800
18,658	21,066	20,566	Debt Service	20,066	20,066	20,066
27,858	29,312	29,026	Interfund Transfers	29,674	29,674	29,674
0	0	488,500	Operating Contingency	415,600	415,600	415,600
0	0	143,033	Future Reserves	188,899	188,899	188,899
1,562,473	1,698,310	628,530	Ending Fund Balance	609,978	610,490	610,490
2,616,648	2,499,361	3,486,209	Total	4,257,401	4,257,913	4,257,913

2020 ADOPTED REQUIREMENTS



General Fund

The General Fund provides funding for several programs including administration, planning and building, parks, community development and public safety. The principal sources of revenues are property taxes, franchise fees and the City's share of State revenues.

Revenue Highlights

Property Taxes: Donald's permanent property tax rate is \$0.8752 per \$1,000 of a property's assessed value which is one of the lowest permanent rates in Marion County. The estimated assessed value of the City of Donald for Fiscal Year 2019-2020 is \$95,865,000. It is anticipated that roughly five percent of the property taxes will go uncollected. It is estimated that \$79,700 in property taxes will be collected.



Donations: It is critical that the Donald Community Center (DCC) collects donations for its operations, which are received under the Donations line and monitored by city staff. Although the DCC is free to rent, donations are requested from the renters. The deposit is \$1/person for private events or \$31 if the event is open to the general public.

DBG Revenue: With the success of the Donald Beautification Group (DBG) the Council decided to support the group. The budget shows an anticipated revenue and resources from their events at \$100. The expenses are accounted for under the Community Development Department.

Planning and Building Fees: As always, it is difficult to estimate the amount of development applications the City will receive in a year. Application and service fees for developers are collected at City Hall, a portion is kept for administrative costs and then the remaining amount is sent to the contracted agency (City Attorney, City Planner, City Engineer or Marion County Public Works for building inspections).

State Revenue: Cities receive portions of state taxes based on population. For details on the how these are calculated please reference the League of Oregon Cities *2019 State Shared Revenue Report* on their website*. The number used for Donald's population is 985.

It is anticipated that \$1.19 per person for **cigarette taxes** will be received by cities, last year it was \$1.20, about the same as numbers from previous years but it is anticipated to continue to decline as people quit smoking or switch to vaping. Vaping is not taxed. For every pack of cigarettes sold \$1.33 is paid in taxes, and two pennies of that are split amongst cities.

Liquor tax is also received based on population and over time, liquor shares have increased. Perhaps it is due to either more people drinking, tourism, or the cost of liquor increasing. Cities are distributed 14% of the state's collected taxes on liquor. Last year we estimated to receive \$18,095 and this year we increased it to \$18,200, meaning that the City expects to receive \$19.39 for each Donald'te. The League of Oregon Cities projects that liquor tax revenues will continue to grow in the future.

Marijuana tax: At the November 2016 Election, Donald voters confirmed that marijuana business sales would be allowed in the City limits. The State imposes a 17% tax on recreational marijuana products. The City of Donald has a city tax of an extra three percent but there is no local marijuana business to impose the tax on. The State distributes 10% of the total tax amount to cities. The distribution formula for splitting the ten percent of the tax is below. Donald is included in the 75% calculation since we don't currently have a licensee. The State economist underpredicted the amount of marijuana sales, so cities are collecting more than what was predicted. However, the State encourages conservative budgeting practices for this new revenue stream, especially since the price of marijuana products continues to drop due to large supplies. The anticipated collection amount for Donald is \$2,900.

Marijuana Tax Calculation:

75% of the 10% share will be distributed per capita (based on population of eligible cities).
25% of the 10% share will be distributed based on licensure numbers in the city compared to the total licenses in all eligible cities for the quarter.

** League of Oregon State Share Revenue Reports:*

<http://www.orcities.org/Publications/Library/tabid/6518/language/en-US/Default.aspx>

PGE "Privilege" Tax: In 2016, the City Council approved the collection of an additional 1.5% on Donald customer's PGE electric bills. The Council set this program up to only fund for police services. Last year the City estimated to receive \$14,400 and this year we anticipate that \$17,800 will be collected this fiscal year. This is a good supplement because in prior years the police funding was draining the City's General Fund.

Administration Fees: This line tracks fees that are collected for administration services like lien searches, NSF charges and local business's OLCC fees.

Permits and Fees: This line tracks the 30% administration fee that the City receives when developers submit a planning and/or building application. The additional fee helps to offset City staff hours and materials for processing these applications. This is not a predictable revenue stream since it relies on the number of planning or building applications received in a year.

Grants: The General Fund is predicting to receive \$150,000 for parks from grants. In the fall the City will wrap up the State Parks Grant for \$72,634 and the City will match the required 20%, at

\$18,500. This grant will add an ADA restroom and playground equipment to the Little City Park. The Donald Beautification Group (DBG) and the Council's Grant Focus Group will continue to apply for other grants to support the betterment of City parks. The DBG plans to apply for a \$25,000 grant to support a part-time temporary position as a Main Street Coordinator to complete the foundational work to set the group up as a Main Street Oregon program. This is included in the budget at \$14.50 per hour, 20 hours per week and includes the taxes under the payroll services line. The grant request will also include \$5,000 travel and workshop expenses.



Mayor Brad Oxenford

Transfers In: The Water and Sewer Fund each reimburse the General Fund \$9,747 to pay for their portions of costs associated with operating out of City Hall. This year the overhead payment increased by 2.6%, which represents the Consumer Price Index-U Pacific-Size Class B/C, February for 2019. This is reflected on the Transfer Schedule. Also, System Development Charge Funds allow for a 2% transfer to the General Fund of the previous year's fees received to cover administrative costs. The Transfer

Sheet provides the details.

State Revenue Share: City councils can elect to receive a portion of the State Shared Revenue. It is estimated that it will be \$6,400 for this coming year. These funds are budgeted to pay for the activities that are listed in the Community Development Department, see table below.

Expense Highlights

Advertising: The Donald Newsletter, *Monthly Record*, is expanding! This year it will be grow from a legal size to a ledger size of paper. The extra costs will be associated with buying larger, more expensive paper and the extra cost for folding them up for stuffing into the water and sewer bills.

Sidewalks: This year the City Hall, Little City Park and the Donald Community Center properties will pay for sidewalks to be installed. The ADA grant of \$50,000 may not be enough to pay for all the ADA ramps in the downtown area so it is budgeted for the city properties to forgo the grant money and pay the full amount for the installation of the ADA ramps at the DCC and City Hall.

Public Safety: Outside Services: Police services are provided by Marion County Sheriff's Office. Annually the overtime police rates are increased, meaning less policing for the same money. The line is up to \$34,000 this year. Since January 1, 2014 the City has had an enhanced service contract. The PGE Privilege Tax helps to pay for the policing costs.



Parks: Playground Equipment: The Council directed that the budget included \$700 for a tetherball and the remaining money needed to fund the climbing structure at the Little Park. Because of the cost for the ADA restroom and contractor coming in higher than what was anticipated the grant funding was short.

Parks: Community Center: The Donald Community Center operations and costs are partially offset by donations. The City leadership should continue to convey the

importance of renters donating their deposit. The costs are budgeted at \$2,500 for the year.

Parks: Gazebo Project with North Marion School: This year the North Marion National Art Society will install a gazebo at the Skate Park with walking tiles. This joint project has become a fun tradition for the students and the City. It is anticipated that the project will cost \$1,200.

Parks: Repairs to Park Shed and Camera: At the Little City Park there is a need for a new security camera to be installed estimated at \$500. The Park's shed is falling in to a state of disrepair and needs general repair work to keep it maintained for years to come. This is estimated at \$3,000 and that the work will be completed by the new P.W. Maintenance Worker.

Transfers Out: The General Fund continues to repay the Water and Sewer Funds back on its loan to purchase the City Hall building. This payback ends in 2022.

Contingency: This amount is appropriated in the budget in case there are unforeseen operating expenditures that might occur during the year.

Unappropriated: This amount will be used as a cash carryover to the next year's budget until tax money is received from the county treasurer in November.



Line #	Name of Line	Activity	Cost
01-1-610	Admin/Personnel Services	Grant: Main Street Coordinator Wage & Tax	\$16,650
01-1-610	Admin/Personnel Services	Municipal Judge: Wage + Tax	\$1,250
01-1-701	Admin/Advertising	Newsletter Expansion	\$350
01-1-709	Admin/Municipal Court	Municipal Court Expenses	\$500
01-1-705	Admin/Materials & Supplies	Computer for City Manager	\$900
01-1-755	Admin/Repair & Maint.	ADA Outdoor Walkway to Council Chamber	\$5,000
01-1-805	Admin/City Hall Improvement	Sidewalks and ADA Ramp at City Hall	\$8,600
01-5-705	Park/Materials & Supplies	Gazebo at Skate Park with N. Marion School	\$1,200
01-5-705	Park/Materials & Supplies	Playground Equipment for Little City Park	\$700
01-5-707	Park/Vehicle Op & Maint.	Pickup Truck for Public Works	\$550
01-5-710	Park/Outside Services	Security Camera at Little City Park	\$500
01-5-755	Park/Repair & Maint.	Little City Park Shed: General Repairs	\$3,000
01-5-805	Park Improvements	Sidewalks: Park & DCC ADA Ramp: DCC	\$18,200

Community Development Department Expenses: 01-6-800			Cost
Oregon Mayor Association Membership Dues and Conferences			\$175
Meetings & Travel Expenses: Mayor, Councilors & Planning Commissioners			\$400
Donald Hazelnut Festival Donation			\$500
Street Flower Baskets/Flowers at City Hall			\$725
Council Discretionary			\$400
Mayor's Quarterly Business Leaders Meetings Expenses			\$100
City Wide Clean-Up Day			\$2,300
City Events: Meet and Greet, Santa's Sing-a-Long			\$300
5x Councilor Tablets			\$1,100
Saving for Insulation/Siding at Donald Community Center			\$500
Holiday Lighting Competition and Replacement of Decoration			\$200
Donald Beautification Group			\$100
Mayor Cell Phone			\$600
DBG: Main Street Coordinator Position's Travel, Conference Expenses (dependent on grant)			\$5,000
			*Total \$12,400
*Partially funded by State Share Revenue			

City of Donald

Fiscal Year 2020

GENERAL FUND

		Historical Data			Budget for Next Year		
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Resources							
01-0-500	Beginning Fund Balance	159,709	166,977	165,857	187,710	187,710	187,710
Revenues							
01-0-501	Property Taxes - Current	61,258	60,042	62,550	79,700	79,700	79,700
01-0-502	Property Taxes - Prior	1,847	1,580	1,500	1,700	1,700	1,700
01-0-503	Planning & Building Fees	11,533	32,270	25,000	25,000	25,000	25,000
01-0-505	Business License	3,600	3,900	3,750	2,150	2,150	2,150
01-0-506	Permits & Fees	12,558	6,817	5,000	5,000	5,000	5,000
01-0-507	Franchise Fees	50,173	54,658	56,100	63,450	63,450	63,450
01-1-509	• Municipal Court Revenue	N/A	N/A	N/A	200	200	200
01-0-514	Grants	2,004	1,000	100,000	175,000	175,000	175,000
01-0-515	Donations	370	1,231	180	300	300	300
01-0-530	State Cigarette Tax	1,327	1,236	1,190	1,170	1,170	1,170
01-0-531	State Liquor Tax	14,782	14,657	18,095	18,200	18,200	18,200
01-0-532	State Marijuana Tax	0	4,887	2,400	2,900	2,900	2,900
01-0-590	Miscellaneous	222	102	100	100	100	100
01-0-591	Interest Income	1,659	2,796	2,300	3,000	3,000	3,000
01-0-592	Copy & Fax Service Fees	179	151	100	100	100	100
01-0-593	Administration Fees	714	625	200	300	300	300
01-0-594	PGE Privilege Tax	4,549	13,747	14,400	17,800	17,800	17,800
01-0-596	State Revenue Sharing	9,260	8,062	6,000	6,400	6,400	6,400
01-0-598	Transfers In	17,858	19,312	19,026	19,674	19,674	19,674
Total Revenues		193,893	227,073	317,891	422,144	422,144	422,144
Total Resources		353,602	394,050	483,748	609,854	609,854	609,854
Administration Department							
Personnel Services							
01-1-610	Administrative Salaries	43,464	45,417	48,460	67,537	67,537	67,537
01-1-615	Payroll Taxes/Benefits	24,090	25,814	36,622	42,544	42,544	42,544
Total Personnel Services		67,554	71,231	85,082	110,081	110,081	110,081
Total Full-Time Equivalent (FTE)							1.31
Materials & Services							
01-1-701	Advertising	727	400	700	1,000	1,000	1,000
01-1-705	Materials & Supplies	1,272	2,333	4,100	4,000	3,800	3,800
01-1-706	Postage	350	446	600	600	600	600
01-1-708	Legal	1,319	2,609	16,000	5,000	5,000	5,000
01-1-709	Accounting	2,967	3,100	3,234	4,435	4,435	4,435
01-1-710	Outside Services	13,331	12,100	15,500	14,000	14,000	14,000
01-1-712	Dues & Subscriptions	2,769	3,013	3,400	3,400	3,400	3,400
01-1-713	Travel, Meetings, Education	335	776	2,000	2,000	2,000	2,000
01-1-714	• Municipal Court	N/A	N/A	N/A	500	500	500
01-1-751	Permits & Fees	20	20	100	100	100	100
01-1-753	Insurance & Bonds	3,748	3,596	3,870	2,560	2,560	2,560
01-1-755	Repair & Maintenance	5,332	2,795	7,000	10,000	10,000	10,000
01-1-757	Utilities	4,252	4,564	4,800	5,800	5,800	5,800
01-1-758	Bank Charges	1,831	1,474	1,800	1,800	1,800	1,800
01-1-760	Refunds & Misc.	0	0	100	100	100	100
Total Materials & Services		38,253	37,226	63,204	55,295	55,095	55,095
Capital Outlay							
01-1-805	• City Hall Improvements	N/A	N/A	N/A	8,600	8,600	8,600
Total Capital Outlay		0	0	0	8,600	8,600	8,600
Total Administration Requirements		105,807	108,457	148,286	173,976	173,776	173,776

GENERAL FUND - Continued

		Historical Data			Budget for Next Year		
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Planning & Building Department							
Materials & Services							
01-2-701	Advertising	27	197	200	200	200	200
01-2-705	Materials & Supplies	40	270	200	200	200	200
01-2-710	Outside Services	3,836	7,925	15,000	13,000	13,000	13,000
01-2-711	Grant Funded Outside Services	0	14,700	0	0	0	0
01-2-751	Planning & Building Fees	10,221	32,713	25,000	25,000	25,000	25,000
01-2-760	Refunds & Misc.	0	0	100	100	100	100
Total Materials & Services		14,124	55,806	40,500	38,500	38,500	38,500
Total Planning & Build. Requirements		14,124	55,806	40,500	38,500	38,500	38,500
Public Safety Department							
Materials & Services							
01-4-710	Outside Services	24,035	22,715	35,000	34,000	34,000	34,000
Total Materials & Services		24,035	22,715	35,000	34,000	34,000	34,000
Total Public Safety Requirements		24,035	22,715	35,000	34,000	34,000	34,000
Parks Department							
Personnel Services							
01-5-605	Maintenance Wages	11,751	12,223	13,415	14,644	14,644	14,644
01-5-615	Payroll Taxes/Benefits	6,385	6,526	8,380	11,667	11,667	11,667
Total Personnel Services		18,136	18,749	21,795	26,311	26,311	26,311
Total Full-Time Equivalent (FTE)		0.30					
Materials & Services							
01-5-705	Materials & Supplies	2,899	3,591	3,000	8,500	8,500	8,500
01-5-707	• Vehicle Op and Maintenance	N/A	N/A	N/A	1,450	1,450	1,450
01-5-710	Outside Services	4,182	4,810	4,900	4,500	4,500	4,500
01-5-716	• Uniforms	N/A	N/A	N/A	170	170	170
01-5-753	• Insurance & Bonds	N/A	N/A	N/A	1,025	1,025	1,025
01-5-755	Repair & Maintenance	2,305	722	3,000	5,000	5,000	5,000
01-5-757	Utilities	1,301	772	1,200	1,400	1,400	1,400
01-5-760	Refunds & Misc.	0	0	50	50	50	50
01-5-790	Community Center	0	870	1,500	2,500	2,500	2,500
Total Materials and Services		10,687	10,765	13,650	24,595	24,595	24,595
Capital Outlay							
01-5-805	• Park Improvements	N/A	N/A	N/A	18,200	18,200	18,200
01-5-806	Grants	0	0	100,000	150,000	150,000	150,000
Total Capital Outlay		0	0	100,000	168,200	168,200	168,200
Total Parks Requirements		28,823	29,514	135,445	219,106	219,106	219,106
Community Development Department							
Materials & Services							
01-6-800	Community Development	3,836	6,182	6,000	12,200	12,400	12,400
Total Materials & Services		3,836	6,182	6,000	12,200	12,400	12,400
Total Comm. Devel. Requirements		3,836	6,182	6,000	12,200	12,400	12,400

GENERAL FUND - Continued

	Historical Data			Budget for Next Year		
	Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
General Fund Requirements						
Administration Dept.	105,807	108,457	148,286	173,976	173,776	173,776
Planning & Building Dept.	14,124	55,806	40,500	38,500	38,500	38,500
Public Safety Dept.	24,035	22,715	35,000	34,000	34,000	34,000
Parks Dept.	28,823	29,514	135,445	219,106	219,106	219,106
Community Development Dept.	3,836	6,182	6,000	12,200	12,400	12,400
Total Allocated Requirements	176,625	222,674	365,231	477,782	477,782	477,782
Requirements Not Allocated						
Interfund Transfers						
01-1-784 Transfers to Water Fund	5,000	5,000	5,000	5,000	5,000	5,000
01-1-785 Transfers to Sewer Fund	5,000	5,000	5,000	5,000	5,000	5,000
Total Interfund Transfers	10,000	10,000	10,000	10,000	10,000	10,000
01-1-900 Operating Contingency			50,000	50,000	50,000	50,000
Total Requirements Not Allocated	10,000	10,000	60,000	60,000	60,000	60,000
Ending Balance (prior years)	166,977	161,376				
01-1-950 Unappropriated Ending Fund Balance			58,517	72,072	72,072	72,072
Total Requirements	353,602	394,050	483,748	609,854	609,854	609,854

Key: • New Line
N/A Line is not applicable for year

Street Fund

The State Highway Tax Apportionment is the sole funding for the Street Fund. This money is collected through gasoline sales tax and DMV type fees by the State and then divvied up amongst governments in Oregon depending on population size. The Street Fund budgets for repair, maintenance, transportation operation and lighting of the City's streets and roadways. (City streets do not include Butteville RD or Main ST)



Revenue Highlights

Highway funds can only be expended as per the regulations stated in Oregon Constitution Article IX, Section 3a. Since the legislature approved House Bill 2017 "the transportation package" there is a significant change in the highway taxing system. For details on the transportation taxing please reference the League of Oregon Cities *2018 State Shared Revenue Report* website*. The League of Oregon cities estimates that cities should receive \$74.54 for each Donald'te from the Highway Trust Fund Revenue; up from last year at \$71.56. The City estimates to receive \$74,400.

Expense Highlights:

The Street Fund has several unique projects for the year. The most expensive is the Sidewalk Program. The City is working jointly with Marion County Public Works, who has provided engineering and design of sidewalks on Main Street from Butteville to the railroad tracks. This year they will continue their support and oversee the bid and construction contracts. The City will gather money up-front from some of the property owners but the owners of the sidewalks in the worst condition have the option of a payment plan. The City will pay the contractor and setup repayment schedules. The City received a \$50,000 ODOT SCA grant to help offset the cost of ADA curbs to the property owners. There are several other smaller items that are funded for the addition of the new P.W. Maintenance Worker but the lion's share of the money is spent on the Sidewalk Program. As this money gets refunded the City needs to spend it on repairs to the streets, as per the 2019 Pavement Management Budget Options Report. The annual membership for the Pavement Management software is included. This Fund will split the costs for the saws and the pickup with the Water and Sewer Funds as well as the Parks Department.

Line #	Name of Line	Activity	Cost
02-1-705	Materials & Supplies	Chain saw & concrete saw	\$400
02-1-707	Vehicle Op & Maint.	Pickup for Public Works	\$550
02-1-710	Outside Services	Annual Software: Pavement Mgmt	\$750
02-1-755	Repair & Maintenance	Street Striping	\$2,000
02-1-804	Sidewalk Improvements	Sidewalk Program	\$200,000
02-1-807	SCA Grant	ADA Curbs	\$50,000

City of Donald

Fiscal Year 2020

STREET FUND

		Historical Data			Budget for Next Year		
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Resources							
02-0-500	Beginning Fund Balance	153,605	170,304	194,731	223,824	223,824	223,824
Revenues							
02-0-509	State Gas Tax	58,867	62,519	71,350	74,400	74,400	74,400
02-0-510	SCA Grant Funds	0	0	50,000	50,000	50,000	50,000
02-0-520	* Sidewalk Program	N/A	0	100	60,000	60,000	60,000
02-0-590	Miscellaneous	34	1	100	100	100	100
02-0-591	Interest Income	1,581	2,831	2,400	3,580	3,580	3,580
02-0-593	• Administration Fees	N/A	N/A	N/A	900	900	900
Total Revenues		60,482	65,351	123,950	188,980	188,980	188,980
Total Resources		214,087	235,655	318,681	412,804	412,804	412,804
Requirements							
Personnel Services							
02-1-605	Maintenance Wages	11,750	12,223	13,415	14,644	14,644	14,644
02-1-615	Payroll Taxes/Benefits	6,385	6,526	8,380	11,667	11,667	11,667
Total Personnel Services		18,135	18,749	21,795	26,311	26,311	26,311
Total Full-Time Equivalent (FTE)							0.30
Materials & Services							
02-1-705	Materials & Supplies	1,255	1,146	3,000	2,000	2,000	2,000
02-1-707	Vehicle Op and Maintenance	725	626	1,000	1,450	1,450	1,450
02-1-708	Legal	N/A	212	10,000	2,500	2,500	2,500
02-1-710	Outside Services	4,455	5,476	9,500	8,550	8,550	8,550
02-1-716	Uniforms	263	286	305	170	170	170
02-1-725	Engineering	N/A	0	1,500	500	500	500
02-1-751	Permits & Fees	61	20	100	100	100	100
02-1-753	Insurance & Bonds	1,324	1,260	1,365	365	365	365
02-1-755	Repair & Maintenance	5,946	3,384	6,000	5,200	5,200	5,200
02-1-757	Utilities	6,702	6,747	7,000	7,500	7,500	7,500
02-1-760	Refunds & Misc.	0	0	50	50	50	50
Total Materials & Services		20,731	19,157	39,820	28,385	28,385	28,385
Capital Outlay							
02-1-804	Sidewalk Improvements	N/A	N/A	100,000	200,000	200,000	200,000
02-1-806	Equipment	4,917	0	2,400	0	0	0
02-1-807	* SCA Grant	0	0	50,000	50,000	50,000	50,000
Total Capital Outlay		4,917	0	152,400	250,000	250,000	250,000
Total Allocated Requirements		43,783	37,906	214,015	304,696	304,696	304,696
02-1-900	Operating Contingency			75,000	75,000	75,000	75,000
	Ending Balance (prior years)	170,304	197,749				
02-1-950	Unappropriated Ending Fund Balance			29,666	33,108	33,108	33,108
Total Requirements		214,087	235,655	318,681	412,804	412,804	412,804

Key:

• New Line

* Line renamed

N/A Line is not applicable for year

Debt Service Fund

A Debt Service Fund is established to account for the payment of general long-term debt principal and interest. The City of Donald has one outstanding general obligation bond that was issued for \$375,000 on March 8, 2005 to finance improvements to the City's water storage capacity, drinking water system and sewer system upgrades. This bond matures on December 7, 2025. The principal and interest for the bond are paid by property owners and collected by Marion County's Tax Assessor's Office. This tax is collected in addition to the permanent property taxes. Debt service funds are regulated by OAR 150-294.352(1) and ORS 287A.



Three Mayors: Left to Right: Daroll Nicholson, Brad Oxenford (current), Rick Olmsted

The outstanding balance as of June 30, 2019 is \$144,294.06. This year the principal payment is \$15,000 and the interest payment is \$5,065.44. The total to be called for payment of the bond is \$18,162.

In December 2015, the City switched banking institutions, from Wells Fargo to U.S. Bank and at this time the bond was also moved to U.S. Bank. This reduced the interest rate from 5.25% to 3.29%. Overtime, the calculated savings of interest will be about \$24,120.

Below is a simplified bond repayment schedule.

Year	Payment	Interest Due	Total
'19-20	15,000	5,065.44	20,065.44
'20-21	15,000	4,576.90	19,576.90
'21-22	15,000	4,064.73	19,064.73
'22-23	20,000	3,564.38	23,564.38
'23-24	20,000	2,981.32	22,981.32
'24-25	25,000	2,319.60	27,319.60
'25-26	34,294.06	1,965.49	36,259.55
Totals	\$144,294.06	\$24,537.86	\$168,831.92

City of Donald

Fiscal Year 2020

DEBT SERVICE FUND

		Historical Data			Budget for Next Year		
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Resources							
06-0-500	Beginning Fund Balance	16,787	8,940	8,112	5,384	5,384	5,384
Revenues							
06-0-501	Property Taxes - Current	10,016	20,012	17,045	18,162	18,674	18,674
06-0-502	Property Taxes - Prior	622	341	350	500	500	500
01-0-591	Interest Income	173	148	125	85	85	85
Total Revenues		10,811	20,501	17,520	18,747	19,259	19,259
Total Resources		27,598	29,441	25,632	24,131	24,643	24,643
Requirements							
Bond Principal Payments					Budgeted Payment Date: Feb. 2020		
06-3-751	US Bank Loan - Principal	15,000	15,000	15,000	15,000	15,000	15,000
Total Principal		15,000	15,000	15,000	15,000	15,000	15,000
Bond Interest Payments					Budgeted Payment Date: Aug. 2019		
06-3-752	US Bank Loan - Interest	3,658	6,066	5,566	5,066	5,066	5,066
Total Interest		3,658	6,066	5,566	5,066	5,066	5,066
Unappropriated Balance for Following Year					Projected Payment Date: Aug. 2020		
	US Bank Loan			5,066	4,065	4,577	4,577
Ending Balance (prior years)		8,940	8,375				
Total Unappropriated Ending Fund Balance				5,066	4,065	4,577	4,577
Total Requirements		27,598	29,441	25,632	24,131	24,643	24,643

Water Fund

The Water Fund collects fees for the operation and maintenance of the water treatment and distribution processes. The Water Fund is an enterprise fund meaning it is self-supported through water bills.



Revenue Highlights

The Water Fund's principal revenue source is the collection of the monthly water bills. There are approximately 394 in-town accounts comprised of both residential and commercial users. The Fund is also supplemented by customer fees such as late fees, door hanging fees, and new account fees. A rate study completed in 2016 by Donovan Enterprises Incorporated indicated

that a 3% increase in the water rates each year is needed to keep pace with the costs and repairs associated with providing the water service. This increase is in lieu of an annual inflation rate adjustment and goes to fiscal year 2020-2021. Note: The revenue line *New Installations* is offset by the expense line *Installations*. Developers pay for the water parts and labor for new construction. This inflates the Fund by \$40,000.

Future Reserve Fee Schedule

In 2014 the Budget Committee voted to collect an extra \$3 a month to save money for future maintenance projects to the water system. The Donovan Rate Study recommended keeping the future reserve fee. The total is preserved in the *Reserved for Future Expenditures* (07-1-811) line of the Fund. However, this year it is budgeted to deplete this line to pay for a back-up well for the water system.

Expense Highlights

The biggest expense is moving forward with the funding for a back-up well for the City. The cost includes \$175,000 for construction (believed to be too little), \$10,000 for engineering, \$15,000 for reports or permitting and \$2,000 for testing. If the bids come in lower. A bioswale will replace a ditch at Water Treatment Plant for the backwash process. There are some costs that will be split between Water and Sewer Funds for the new Maintenance Worker position like a pickup and uniforms. Other costs split between funds include repairs to the PW Office, a computer and tools. Also, it is time for the regular cleaning and inspection of Reservoir #1. The Water Treatment Plant was built in the 1980's and it is time to repair the siding and repaint the south side of the building. At the time of writing this budget it is unknown if the City Council will choose to add chlorine or fluoride to the water, \$8,460 is included just in case. Again, money is saved for next fiscal year's Blake Court project.

FY	Future Reserve Fee
'19-20	\$14,250 <i>Proposed</i>
'18-19	\$14,250 <i>Anticipated</i>
'17-18	\$14,507 <i>Actual</i>
'16-17	\$14,147 <i>Actual</i>
'15-16	\$13,981 <i>Actual</i>
'14-15	\$5,612 <i>Actual</i>
Total	\$76,747
FY End	\$0.00

Line #	Name of Line	Activity	Cost
07-1-705	Materials & Supplies	Chain saw & concrete saw	\$800
07-1-705	Materials & Supplies	Computer for Public Works	\$320
07-1-707	Vehicle Op & Maint.	Pickup truck	\$2,200
07-1-725	Engineering	Well: Engineering/Bid	\$10,000
07-1-730	Water Testing	Well: Testing for Water Quality	\$2,000
07-1-751	Permits & Fees	Well: Permits/Reports for Well	\$15,000
07-1-755	Repair & Maintenance	Repair Siding at Water Treatment Plant	\$7,000
07-1-755	Repair & Maintenance	Siding, Windows, Flooring at PW Office	\$3,500
07-1-755	Repair & Maintenance	Bioswale: Construction	\$5,000
07-1-755	Repair & Maintenance	Paint level on exterior of Reservoir #2	\$2,000
07-1-755	Repair & Maintenance	Clean and Inspect Reservoir #1	\$3,000
07-1-805	Improvements	Well: Construction	\$175,000
07-1-950	Unappropriated	Blake Court Project: FY 2020-2021	\$45,000

City of Donald

Fiscal Year 2020

WATER FUND

		Historical Data			Budget for Next Year		
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Resources							
07-0-500	Beginning Fund Balance	392,636	411,063	471,090	483,229	483,229	483,229
Revenues							
07-0-520	Water Revenue	230,111	239,895	249,500	256,900	256,900	256,900
07-0-521	Hook-Up Fee	995	1,105	850	850	850	850
07-0-523	Future Reserve Fee	14,147	14,507	14,250	14,250	14,250	14,250
07-0-550	New Installations	1,898	3,933	40,000	40,000	40,000	40,000
07-0-551	Late Fees, Red Tags, Shut Offs	4,483	3,850	3,600	3,750	3,750	3,750
07-0-553	Sale of Recyclable Materials	88	125	100	100	100	100
07-0-590	Miscellaneous	269	5	100	100	100	100
07-0-591	Interest Income	4,043	6,835	5,500	7,740	7,740	7,740
07-0-598	Transfer In	5,000	5,000	5,000	5,000	5,000	5,000
Total Revenues		261,034	275,256	318,900	328,690	328,690	328,690
Total Resources		653,670	686,319	789,990	811,919	811,919	811,919
Requirements							
Personnel Services							
07-1-605	Maintenance Wages	47,002	48,891	53,658	63,089	63,089	63,089
07-1-610	Administrative Salaries	44,479	46,403	58,270	61,510	61,510	61,510
07-1-615	Payroll Taxes/Benefits	48,050	51,087	70,057	85,489	85,489	85,489
Total Personnel Services		139,531	146,381	181,985	210,088	210,088	210,088
Total Full-Time Equivalent (FTE)							2.30
Materials & Services							
07-1-701	Advertising	535	539	500	600	600	600
07-1-705	Materials & Supplies	3,008	7,476	10,000	10,000	10,000	10,000
07-1-706	Postage	1,572	1,340	1,525	1,595	1,595	1,595
07-1-707	Vehicle Op and Maintenance	1,450	1,251	2,000	5,080	5,080	5,080
07-1-708	Legal	240	629	1,500	4,500	4,500	4,500
07-1-709	Accounting	2,967	3,100	3,234	4,435	4,435	4,435
07-1-710	Outside Services	4,624	4,660	14,700	15,000	15,000	15,000
07-1-712	Dues & Subscriptions	479	1,008	1,500	1,200	1,200	1,200
07-1-713	Travel, Meetings, Education	1,183	523	2,000	2,000	2,000	2,000
07-1-716	Uniforms	263	286	305	680	680	680
07-1-720	Chemicals	564	846	1,200	3,000	3,000	3,000
07-1-725	Engineering	0	857	8,000	20,000	20,000	20,000
07-1-728	Backflow Testing	8,363	8,579	9,500	9,500	9,500	9,500
07-1-730	Water Testing	1,766	396	3,000	7,900	7,900	7,900
07-1-751	Permits & Fees	60	2,103	300	18,200	18,200	18,200
07-1-752	Installations	2,020	3,478	40,000	40,000	40,000	40,000
07-1-753	Insurance & Bonds	4,814	4,645	5,030	6,075	6,075	6,075
07-1-755	Repair & Maintenance	9,584	6,043	15,000	27,500	27,500	27,500
07-1-757	Utilities	15,008	15,238	18,000	19,000	19,000	19,000
07-1-760	Refunds & Misc.	12	278	500	500	500	500
Total Materials & Services		58,512	63,275	137,794	196,765	196,765	196,765
Capital Outlay							
07-1-805	Improvements	25,800	0	5,610	175,000	175,000	175,000
07-1-806	Equipment	9,834	0	4,800	0	0	0
Total Capital Outlay		35,634	0	10,410	175,000	175,000	175,000
Total Allocated Requirements		233,677	209,657	330,189	581,853	581,853	581,853

WATER FUND - Continued

		Historical Data		Budget for Next Year			
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Requirements Not Allocated							
Interfund Transfers							
07-1-785	Transfers to General Fund	8,929	9,117	9,500	9,747	9,747	9,747
Total Interfund Transfers		8,929	9,117	9,500	9,747	9,747	9,747
07-1-900	Operating Contingency			150,000	70,000	70,000	70,000
Total Requirements Not Allocated		8,929	9,117	159,500	79,747	79,747	79,747
07-1-811	Reserved Future Expenditures			61,990	0	0	0
	Ending Balance (prior years)	411,064	467,545				
07-1-950	Unappropriated Ending Fund Balance			238,311	150,319	150,319	150,319
Total Requirements		653,670	686,319	789,990	811,919	811,919	811,919

Sewer Fund

The Sewer Fund collects fees for the operation and maintenance of the sewer collection and treatment processes. The Sewer Fund is an enterprise fund meaning it is self-supported through sewer bills.



Revenue Highlights

The Sewer Fund's principal revenue source is the collection of monthly sewer bills. There are approximately 393 in-town sewer accounts comprised of both residential and commercial users. The Fund is also supplemented by late fees, door hanging fees, and a fee for setting up new accounts. Revenue also comes from two land leases and a contract to provide the Fargo District with raw sewer treatment services. A rate study

completed in 2016 by Donovan Enterprises Incorporated indicated that a 3% increase in the water rates each year is needed to keep pace with the costs and repairs associated with providing the sewer service. This increase is in lieu of an annual inflation rate adjustment and goes to fiscal year 2020-2021. Note: The revenue line *New Installations* is offset by the expense line *Installations*; developers pay for the septic tank, parts and labor for new buildings. This inflates the Fund by \$50,000.

Future Reserve Fee Schedule

In 2014, the Budget Committee voted to collect an extra \$2 a month to save money for future maintenance projects to the sewer system. The Donovan rate study recommended keeping the future reserve fee and eventually increasing it. At the 17-18 Budget Committee meeting the members chose to increase it by a quarter until it reaches \$3; this year it is proposed at \$2.75. The total is preserved in the *Reserved for Future Expenditures* (08-1-811) line of the Fund.

FY	Future Reserve Fee
'19-20	\$13,050 <i>Proposed</i>
'18-19	\$10,690 <i>Anticipated</i>
'17-18	\$10,441 <i>Actual</i>
'16-17	\$9,360 <i>Actual</i>
'15-16	\$9,301 <i>Actual</i>
'14-15	\$3,735 <i>Actual</i>
Total	\$56,577

Expense Highlights

Septic tanks are pumped annually; this year is Zone 3 of 5. Legal expenses for renegotiation of the Fargo contract are included. The Sewer Treatment Plant is showing its age. This year the windows, siding and flooring will be replaced. These costs are split with the Water Fund since it houses the Public Works Office. Other funds will split the cost of a new PW computer and tools. The Sewer Fund pays for a portion of the labor, uniforms and a pickup truck associated with the new PW Maintenance Worker. Two tests need to be completed this year 1) soil sampling which requires materials and supplies as well as lab costs, and 2) sludge level testing in the lagoons.

Line #	Name of Line	Activity	Cost
08-1-705	Materials & Supplies	Chain saw & concrete saw	\$800
08-1-705	Materials & Supplies	Computer for Public Works	\$320
08-1-707	Vehicle Op & Maint.	Pickup Truck	\$2,200
08-1-708	Legal	Legal Fees: Fargo Contract	\$8,000
08-1-714	Septic Tank Pumping	Zone 3: Pumping 65 tanks	\$24,000
08-1-715	Sewer Lab Testing	Sewer Lagoon Sludge Profiling	\$3,400
08-1-755	Repair & Maintenance	Siding, Windows, Flooring at PW Office	\$3,500
08-1-805	Improvements	Westside irrigation expansion	\$35,000

City of Donald

Fiscal Year 2020

SEWER FUND

		Historical Data			Budget for Next Year		
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Resources							
08-0-500	Beginning Fund Balance	427,313	508,790	541,591	652,146	652,146	652,146
Revenues							
08-0-520	Sewer Revenue	283,108	283,545	247,400	254,800	254,800	254,800
08-0-521	Hook-Up Fee	995	1,105	850	850	850	850
08-0-523	Future Reserve Fee	9,360	10,441	10,690	13,050	13,050	13,050
08-0-530	Lease of Land	23,244	23,244	23,244	24,350	24,350	24,350
08-0-550	New Installations	6,300	6,720	50,000	50,000	50,000	50,000
08-0-551	Late Fees, Red Tags, Shut Offs	4,483	3,850	3,600	3,750	3,750	3,750
08-0-553	Sale of Recyclable Materials	88	125	100	100	100	100
08-0-590	Miscellaneous	269	45	100	100	100	100
08-0-591	Interest Income	4,401	8,458	6,500	10,445	10,445	10,445
08-0-598	Transfer In	5,000	5,000	5,000	5,000	5,000	5,000
Total Revenues		337,248	342,533	347,484	362,445	362,445	362,445
Total Resources		764,561	851,323	889,075	1,014,591	1,014,591	1,014,591
Requirements							
Personnel Services							
08-1-605	Maintenance Wages	47,002	48,891	53,658	63,089	63,089	63,089
08-1-610	Administrative Salaries	44,479	46,403	58,270	61,510	61,510	61,510
08-1-615	Payroll Taxes/Benefits	48,049	51,086	70,057	85,489	85,489	85,489
Total Personnel Services		139,530	146,380	181,985	210,088	210,088	210,088
Total Full-Time Equivalent (FTE)							2.30
Materials & Services							
08-1-701	Advertising	251	266	300	300	300	300
08-1-705	Materials & Supplies	12,007	15,329	20,000	17,000	17,000	17,000
08-1-706	Postage	1,565	1,340	1,525	1,595	1,595	1,595
08-1-707	Vehicle Op and Maintenance	1,450	1,251	2,000	5,080	5,080	5,080
08-1-708	Legal	300	1,063	10,000	15,000	15,000	15,000
08-1-709	Accounting	2,967	3,100	3,234	4,435	4,435	4,435
08-1-710	Outside Services	2,333	2,008	12,200	12,500	12,500	12,500
08-1-712	Dues & Subscriptions	494	493	600	600	600	600
08-1-713	Travel, Meetings, Education	1,233	188	2,000	2,000	2,000	2,000
08-1-714	Septic Tank Pumping	14,450	25,676	30,000	24,000	24,000	24,000
08-1-715	Sewer Lab Testing	1,068	1,026	1,500	6,000	6,000	6,000
08-1-716	Uniforms	263	286	305	680	680	680
08-1-720	Chemicals	5,040	6,878	10,000	9,000	9,000	9,000
08-1-725	Engineering	180	1,377	10,000	10,000	10,000	10,000
08-1-751	Permits & Fees	1,373	1,391	1,500	1,700	1,700	1,700
08-1-752	Installations	6,865	7,385	50,000	50,000	50,000	50,000
08-1-753	Insurance & Bonds	4,845	4,666	5,060	6,075	6,075	6,075
08-1-755	Repair & Maintenance	10,987	13,816	25,000	24,500	24,500	24,500
08-1-757	Utilities	9,561	9,919	12,000	11,800	11,800	11,800
08-1-760	Refunds & Misc.	794	0	500	500	500	500
Total Materials & Services		78,026	97,460	197,724	202,765	202,765	202,765
Capital Outlay							
08-1-805	Improvements	19,452	36,596	5,610	35,000	35,000	35,000
08-1-806	Equipment	9,834	0	4,800	0	0	0
Total Capital Outlay		29,286	36,596	10,410	35,000	35,000	35,000
Total Allocated Requirements		246,842	280,436	390,119	447,853	447,853	447,853

SEWER FUND - Continued

		Historical Data		Budget for Next Year			
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Requirements Not Allocated							
Interfund Transfers							
08-1-785	Transfers to General Fund	8,929	9,117	9,500	9,747	9,747	9,747
Total Transfers		8,929	9,117	9,500	9,747	9,747	9,747
08-1-900	Operating Contingency			150,000	150,000	150,000	150,000
Total Requirements Not Allocated		8,929	9,117	159,500	159,747	159,747	159,747
08-1-811	Reserved Future Expenditures			42,486	56,577	56,577	56,577
	Ending Balance (prior years)	508,790	561,770				
08-1-950	Unappropriated Ending Fund Balance			296,970	350,414	350,414	350,414
Total Requirements		764,561	851,323	889,075	1,014,591	1,014,591	1,014,591

System Development Funds

Oregon Revised Statue 223.307 is the main law regarding the collection and expenditure of these funds. On May 10, 2016 the City Council approved Resolution No. 403-16, which approved three new system development funds and updated the water and sewer SDCs. This is the fourth year that money will be collected from developers to fund the future systems for Parks, Storm Drains and Transportation. These funds are collected when new developments are added to the City and are collected to pay for the additional needed capacity on the City's infrastructure systems to accommodate the new growth. Money is expended according to the capital improvement plans, which are included in the resolution. Annually, the City Council considers adjusting the amounts based on the *Engineering News of Record Construction Cost Index* the increase was 3% and this change was adopted at the April 9, 2019 meeting by Resolution No. 472-19.

Revenue Highlights

It is anticipated to receive one residential SDC fee, per fund, this year.

Grants: Both the Water and Sewer System Development Funds will close out grants for funding the Water Master Plan and the Sewer Master Plan. The projects started in FY 2018-2019 and payments were made throughout that period. This year, the final \$3,000 is budgeted. The awarded amount for each Fund was \$20,000 from Business Oregon's Infrastructure Finance Authority program.



The City was awarded the top grant from Governor Kate Brown's new pilot project for Workforce Housing Initiative Grant. There is a \$195,000 grant from Oregon Housing and Community Services Department to be used for engineering and design. Business Oregon's grant is for \$330,000 and can be used for infrastructure construction. The grant is setup to allow for the money to be used for either (or both) water and sewer needs; this is reflected in the System Development Charge Funds for Water and Sewer. As the Master Plans for Water and Sewer are finished, the City will have a better understanding of how to expend these grant revenues.

Expense Highlights

With the completion of the Master Plans and the Urban Growth Boundary Expansion Project it is now time to update the System Development Charges so that they accurately reflect the appropriate amounts to collect from developers to serve the needs of the new area.

Transfers: Each fund is allowed to transfer 2% to the City's General Fund to offset the costs associated with accounting and administration.

City of Donald

Fiscal Year 2020

SYSTEM DEVELOPMENT FUND - WATER

		Historical Data			Budget for Next Year		
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Resources							
09-0-500	Beginning Fund Balance	53,908	12,854	12,823	12,847	12,847	12,847
Revenues							
09-0-510	Grants	250,000	0	345,000	528,000	528,000	528,000
09-0-560	Improvement Fee	4,532	0	1,469	1,513	1,513	1,513
09-0-570	Reimbursement Fee	7,266	0	2,355	2,426	2,426	2,426
09-0-591	Interest Income	555	213	160	205	205	205
Total Revenues		262,353	213	348,984	532,144	532,144	532,144
Total Resources		316,261	13,067	361,807	544,991	544,991	544,991
Requirements							
Materials & Services							
09-1-710	Outside Services	15,672	0	32,000	199,000	199,000	199,000
Total Materials & Services		15,672	0	32,000	199,000	199,000	199,000
Capital Outlay							
09-1-805	Improvements	287,736	0	325,000	330,000	330,000	330,000
Total Capital Outlay		287,736	0	325,000	330,000	330,000	330,000
Total Allocated Requirements		303,408	0	357,000	529,000	529,000	529,000
Requirements Not Allocated							
Interfund Transfers							
09-1-780	Transfers to General Fund	0	236	0	76	76	76
Total Interfund Transfers		0	236	0	76	76	76
09-1-900	Operating Contingency			3,500	10,000	10,000	10,000
Total Requirements Not Allocated		0	236	3,500	10,076	10,076	10,076
Ending Balance (prior years)		12,853	12,831				
09-1-901	Reserved Future Expenditures			1,307	5,915	5,915	5,915
Total Requirements		316,261	13,067	361,807	544,991	544,991	544,991

City of Donald

Fiscal Year 2020

SYSTEM DEVELOPMENT FUND - SEWER

		Historical Data			Budget for Next Year		
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Resources							
10-0-500	Beginning Fund Balance	242,258	253,415	257,263	267,696	267,696	267,696
Revenue							
10-0-510	Grants	N/A	N/A	320,000	528,000	528,000	528,000
10-0-560	Improvement Fee	5,301	0	1,719	1,769	1,769	1,769
10-0-570	Reimbursement Fee	6,686	0	2,166	2,232	2,232	2,232
10-0-591	Interest	2,494	4,213	3,200	4,285	4,285	4,285
Total Revenue		14,481	4,213	327,085	536,286	536,286	536,286
Total Resources		256,739	257,628	584,348	803,982	803,982	803,982
Requirements							
Materials & Services							
10-1-710	Outside Services	3,324	0	220,000	199,000	199,000	199,000
Total Materials & Services		3,324	0	220,000	199,000	199,000	199,000
Capital Outlay							
10-1-805	Improvements	0	0	300,000	450,000	450,000	450,000
Total Capital Outlay		0	0	300,000	450,000	450,000	450,000
Total Allocated Requirements		3,324	0	520,000	649,000	649,000	649,000
Requirements Not Allocated							
Interfund Transfers							
10-1-780	Transfers to General Fund	0	240	0	78	78	78
Total Interfund Transfers		0	240	0	78	78	78
10-1-900	Operating Contingency			60,000	60,000	60,000	60,000
Total Requirements Not Allocated		0	240	60,000	60,078	60,078	60,078
Ending Balance (prior years)		253,415	257,388				
10-1-901	Reserved Future Expenditures			4,348	94,904	94,904	94,904
Total Requirements		256,739	257,628	584,348	803,982	803,982	803,982
Key:		N/A Line is not applicable for year					

Fiscal Year 2020

SYSTEM DEVELOPMENT FUND - PARK

		Historical Data			Budget for Next Year		
		Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Resources							
11-0-500	Beginning Fund Balance	0	0	493	998	998	998
Revenues							
11-0-560	Improvement Fee	0	493	503	518	518	518
11-0-591	Interest	0	0	10	20	20	20
Total Revenues		0	493	513	538	538	538
Total Resources		0	493	1,006	1,536	1,536	1,536
Requirements							
Materials & Services							
11-1-710	• Outside Services	N/A	N/A	N/A	1,000	1,000	1,000
Total Materials & Services		0	0	0	1,000	1,000	1,000
Total Allocated Requirements		0	0	0	1,000	1,000	1,000
Requirements Not Allocated							
Interfund Transfers							
11-1-780	Transfers to General Fund	0	0	10	10	10	10
Total Interfund Transfers		0	0	10	10	10	10
11-1-900	Operating Contingency				200	200	200
Total Requirements Not Allocated		0	0	10	210	210	210
Ending Balance (prior years)		0	493				
11-1-901	Reserved Future Expenditures			996	326	326	326
Total Requirements		0	493	1,006	1,536	1,536	1,536
• New line							

City of Donald

Fiscal Year 2020

SYSTEM DEVELOPMENT FUND - STORMWATER

	Historical Data			Budget for Next Year		
	Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Resources						
12-0-500 Beginning Fund Balance	0	17,912	18,026	18,660	18,660	18,660
Revenues						
12-0-560 Improvement Fee	15,278	156	159	164	164	164
12-0-570 Reimbursement Fee	2,634	26	27	28	28	28
12-0-591 Interest	0	299	230	300	300	300
Total Revenues	17,912	481	416	492	492	492
Total Resources	17,912	18,393	18,442	19,152	19,152	19,152
Requirements						
Materials & Services						
12-1-710 • Outside Services	N/A	N/A	N/A	1,000	1,000	1,000
Total Materials & Services	0	0	0	1,000	1,000	1,000
Total Allocated Requirements	0	0	0	1,000	1,000	1,000
Requirements Not Allocated						
Interfund Transfers						
12-1-780 Transfers to General Fund	0	358	4	4	4	4
Total Interfund Transfers	0	358	4	4	4	4
12-1-900 Operating Contingency				200	200	200
Total Requirements Not Allocated	0	358	4	204	204	204
Ending Balance (prior years)	17,912	18,035				
12-1-901 Reserved Future Expenditures			18,438	17,948	17,948	17,948
Total Requirements	17,912	18,393	18,442	19,152	19,152	19,152

• New line

Key: N/A Line is not applicable for year

City of Donald

Fiscal Year 2020

SYSTEM DEVELOPMENT FUND - TRANSPORTATION

	Historical Data			Budget for Next Year		
	Actual 2017	Actual 2018	Budget 2019	Proposed 2020	Approved 2020	Adopted 2020
Resources						
13-0-500 Beginning Fund Balance	0	12,218	12,739	13,636	13,636	13,636
Revenues						
13-0-560 Improvement Fee	4,082	476	486	495	495	495
13-0-570 Reimbursement Fee	8,136	95	95	95	95	95
13-0-591 Interest	0	203	160	215	215	215
Total Revenues	12,218	774	741	805	805	805
Total Resources	12,218	12,992	13,480	14,441	14,441	14,441
Requirements						
Materials & Services						
13-1-710 • Outside Services	N/A	N/A	N/A	1,000	1,000	1,000
Total Materials & Services	0	0	0	1,000	1,000	1,000
Total Allocated Requirements	0	0	0	1,000	1,000	1,000
Requirements Not Allocated						
Interfund Transfers						
13-1-780 Transfers to General Fund	0	244	12	12	12	12
Total Interfund Transfers	0	244	12	12	12	12
13-1-900 Operating Contingency				200	200	200
Total Requirements Not Allocated	0	244	12	212	212	212
Ending Balance (prior years)	12,218	12,748				
13-1-901 Reserved Future Expenditures			13,468	13,229	13,229	13,229
Total Requirements	12,218	12,992	13,480	14,441	14,441	14,441

• New line

Key: N/A Line is not applicable for year

City of Donald

Fiscal Year 2020

TRANSFER SCHEDULES

	In	Out	Purpose
General Fund		10,000.00	Repayment of capital loan for purchase of City Hall
General Fund	19,494.00		City Hall overhead
Water Fund	5,000.00		Repayment of capital loan for purchase of City Hall
Water Fund		9,747.00	*City Hall overhead
Sewer Fund	5,000.00		Repayment of capital loan for purchase of City Hall
Sewer Fund		9,747.00	*City Hall overhead
Total	\$ 29,494.00	\$ 29,494.00	

*CPI-U of 2.6%

2% for administration	In	Out
General Fund	180.00	
Water SDC		76.00
Sewer SDC		78.00
Park SDC		10.00
Storm Water SDC		4.00
Transportation SDC		12.00
Total	\$ 180.00	\$ 180.00

Based on SDC payments received by 5/17/2019

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Donald City Council will be held on June 11, 2019 at 6:45pm at Donald City Hall, 10710 Main Street NE, Donald, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the City of Donald Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Donald City Hall, between the hours of 8:00 a.m. and 4:00 p.m. Monday through Thursday, 8:00 a.m. to 12:00 p.m. Fridays or online at www.donaldoregon.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Heidi Bell, City Manager

Telephone: 503-678-5543

Email: manager@donaldoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2017-2018	Adopted Budget This Year: 2018-2019	Approved Budget Next Year: 2019-2020
Beginning Fund Balance/Net Working Capital	1,562,473	1,682,725	1,866,130
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	705,609	757,513	786,690
Federal, State & all Other Grants, Gifts, Allocations & Donations	93,592	914,215	1,384,370
Revenue from Bonds & Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	29,312	29,026	29,674
All Other Resources Except Current Year Property Taxes	28,320	23,135	92,675
Current Year Property Taxes Estimated to be Received	80,054	79,595	98,374
Total Resources	\$2,499,361	\$3,486,209	\$4,257,913

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	401,491	492,642	582,879
Materials and Services	312,586	785,692	993,505
Capital Outlay	36,596	898,220	1,416,800
Debt Service	21,066	20,566	20,066
Interfund Transfers	29,312	29,026	29,674
Contingencies	0	488,500	415,600
Special Payments	0	0	0
Unappropriated Ending Balance & Reserved for Future Expenditure	1,698,310	771,563	799,389
Total Requirements	\$2,499,361	\$3,486,209	\$4,257,913

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
General Fund	394,050	483,748	609,854
FTE	1.02	1.02	1.61
Street Fund	235,655	318,681	412,804
FTE	0.22	0.22	0.30
Debt Service Fund	29,441	25,632	24,643
Water Fund	686,319	789,990	811,919
FTE	1.73	1.98	2.30
Sewer Fund	851,323	889,075	1,014,591
FTE	1.73	1.98	2.30
System Development Fund - Water	13,067	361,807	544,991
System Development Fund - Sewer	257,628	584,348	803,982
System Development Fund - Park	493	1,006	1,536
System Development Fund - Stormwater	18,393	18,442	19,152
System Development Fund - Transportation	12,992	13,480	14,441
Total Requirements	\$2,499,361	\$3,486,209	\$4,257,913
Total FTE	4.70	5.20	6.51

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *	
The City is anticipating receiving and expending \$1,281,000 in grant funds effecting the General Fund, Street Fund, Water SDC and Sewer SDC Funds. The Public Works part-time Seasonal position will be replaced with a full-time Maintenance position. The downtown sidewalk program will lend \$200,000 to local property owners. Also, a Municipal Court Judge will be added.	

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2017-2018	Rate or Amount Imposed This Year 2018-2019	Rate or Amount Approved Next Year 2019-2020
Permanent Rate Levy (rate limit .8752 per \$1,000)	0.8752	0.8752	0.8752
Levy For General Obligation Bonds	\$21,066	\$17,045	\$18,674

STATEMENT OF INDEBTEDNESS		
Long Term Debt	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, but not Incurred on July 1
General Obligation Bonds	\$144,000	\$0
Other Bonds	\$0	\$0
Total	\$144,000	\$0

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

150-504-073-2 (Rev. 11-18)

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Marion County

FORM LB-50
2019-2020

☐ Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Donald has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Marion County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>PO Box 388</u>	<u>Donald</u>	<u>OR</u>	<u>97020</u>	<u>June 13, 2019</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Heidi Bell</u>	<u>City Manager</u>	<u>503-678-5543</u>	<u>manager@donaldoregon.gov</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.8752	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2. Local option operating tax	2		
3. Local option capital project tax	3		
4. City of Portland Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.	0	
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	18,674	
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	18,674	

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.8752
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

**The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.



CITY OF DONALD

10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388

Phone 503-678-5543 • Fax 503-678-2750

www.donaldoregon.gov

Budget Committee Meeting

Agenda

Tuesday, May 21, 2019 at 6:00 pm at Donald City Hall

Open Meeting and Welcome: Mayor Brad Oxenford

Pledge of Allegiance

Roll Call

Self-Introductions of Members

Election of a Budget Committee Chairperson

Adoption of the Budget Committee Operating Rules of Order

Presentations: None

Public Hearings:

- I. Fiscal Year 2019-2020 State Revenue Sharing Funds
- II. Fiscal Year 2019-2020 Proposed Budget

Committee Business Items:

- I. Budget Message Presentation
- II. Annual Review of Fees: from Resolution No. 455-18
 - a. Business Licenses
 - b. Code Compliance
 - c. Water and Sewer flat and consumption rates: Donovan Enterprises Study from June 2016
 - d. Water and Sewer reserve rates
 - e. Street Maintenance Fee
- III. Committee Discussion on Proposed Budget
- IV. **Citizen Comments (3 minutes per speaker)**
 - a. In-person speakers
 - b. On-line City Feedback Forms regarding budget topics read aloud -> due 5/21 by 2pm

Votes:

- I. Fiscal Year 2019-2020 State Revenue Sharing Funds
- II. Fiscal Year 2019-2020 Proposed Budget
- III. Imposing and Categorizing Taxes
 - a. Property Taxes for the 2019-2020 fiscal year at the rate of \$0.8752/\$1,000 of assessed value for the permanent rate tax levy; and
 - b. \$19,200 for the General Obligation Bond Levy

Adjourn

POSTED: 5/15/2019



CITY OF DONALD
10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388
Phone 503-678-5543 • Fax 503-678-2750
www.donaldoregon.gov

**Budget Committee Meeting
Action Agenda Summary
Tuesday, May 21, 2019 at 6:00pm at City Hall**

Open Meeting and Welcome: Mayor Oxenford opened the meeting for the Budget Committee at 6:00pm on Tuesday, May 21, 2019.

Pledge of Allegiance

Roll Call:

Council: Mayor Oxenford, Council President Nicholson, Councilors: Sheryl Glenn, Katie Gonzalez, Troy Hellickson (arrived at 6:05 pm), Rod Scott and Gerry Waller.

Budget Committee Members: Donna Hammang, Andrea Herbst, Daroll Nicholson, Don Saxton, Dawn Scheller, and Marlene (Mike) Scott

Absent: Budget Committee Member Lauren Ostrander (excused)

Staff Members Present: Accountant/Building Clerk Lisa Hassel, Public Works Director Alonso Limones, and City Manager Heidi Bell

Self-Introduction of Members

Election of Budget Committee Chairperson:

- ✓ Councilor Waller motioned and Councilor Glenn seconded to nominate Councilor Gonzalez to serve as the Budget Committee Chair. Gonzalez accepted the nomination. She will serve in this role into her successor spring 2020. Vote: 13-0-0. Motion carried.

Adoption of the Budget Committee Operating Rules of Order:

- ✓ Hellickson motioned and G. Nicholson seconded to accept the Budget Committee Ground Rules as presented. No discussion. Vote: 13-0-0. Motion carried.

Presentations: None

Public Hearings:

- I. *Fiscal Year 2019-2020 State Revenue Sharing Funds:* Chair Gonzalez read the script and opened the public hearing at 6:13pm. There were no objections to the publication. There were no objections for this body to hear and consider this matter. There were no conflicts and/or biases declared. There was no oral or written testimony submitted. No comments from the Budget Committee. Chair Gonzalez closed the public hearing at 6:15pm.

- II. *Public Hearing – City of Donald Budget for Fiscal Year 2019-2020:* Chair Gonzalez read the script and opened the public hearing at 6:15pm. There were no objections to the publication. There were no objections for this body to hear and consider this matter. Chair Gonzalez stated that her in-law currently works for the City as the seasonal worker (this position is removed in the fiscal year 2019-2020 budget). No written testimony received. Oral Testimony: Rick Olmsted, Chantal Street: the budget contains provisions for a municipal court judge and he believes that this is a step in the right direction for enforcement issues and having people be held accountable for their actions. He also expressed that he is hopeful that the City can establish a second working well and that the process goes well and does not exceed the budget much, if at all. It will be one more positive step in the right direction for moving forward to respond to emergencies. No comments from the Budget Committee. Chair Gonzalez closed the public hearing at 6:19pm.

Committee Business Items:

- I. *Budget Message Presentation:*
- ✓ D. Nicholson motioned and Waller seconded to forgo the reading of the budget message since everyone read it and is a responsible person. No discussion. Vote: 13-0-0. Motion carried.
- II. *Annual Review of Fees:* The Budget Committee reviewed the enclosed memo and discussed each of the review items.
- a. *Business License Fees:* Mayor Oxenford declared an actual conflict of interest and recused himself from the discussion since his wife has a business license.
- ✓ Hellickson motioned and N. Nicholson seconded to create a business license fee of \$100 for new businesses, this is to help offset the labor that is needed for processing new business licenses, and to keep the annual business license renewal fee at \$75. Discussion of home occupation or business license occurred. There was discussion about the delinquency process and the \$10 late fee that is assessed to business owners that don't pay on time. The Budget Committee discussed that \$75 a year is a reasonable amount for businesses to pay. Vote: 12-0-1 (Oxenford abstained). Motion carried.
- Home Occupation Permit Fees:* Mayor Oxenford declared an actual conflict of interest and recused himself from the discussion since his wife has a home occupation permit. The Budget Committee discussed whether home occupation permit holders should also be subject to the annual \$75 fee or if it is too steep for the small business owners. Home Occupation Permits are processed as a land-use application, which has a \$75 review fee. The Budget Committee decided that since the home occupation permit holders oftentimes were not lucrative businesses ventures, like an Etsy or crafting business that the annual fee didn't make sense to charge. The Budget Committee agreed that they should continue to be regulated through the land-use application process and be required to obtain a home occupation permit.

- ✓ R. Scott motioned and Saxton seconded to remove the annual \$75 business license fee for home occupation business licenses: 12-0-1 (Mayor Oxenford). No discussion. Motion carried.

Mayor Oxenford mentioned that businesses are also required to obtain a State of Oregon business license and pay those fees as well. You can look at business' licenses on the State's website.

- b. *Code Compliance*: There was discussion about the proposed addition of a municipal court system in the budget. Discussion included adding the judge position, start-up program costs, no expectations for the revenues to offset the costs, staff labor and the process. Overall, the Budget Committee is looking forward to testing this program out next fiscal year.
- c. *Water and Sewer Rates*: There was discussion about the 2016 Rate Study completed by Donovan Enterprises. The Budget Committee agreed that keeping the rates set to match the recommendation of an annual 3% increase was appropriate. The Rate Study provides rates until 2020-2021. Bell suggested that fiscal year 2020-2021's budget should contain provisions to pay for a new rate study, it will be especially interesting to study the rates to look at the effects of the possible annexation of new homes.
- d. *Water and Sewer reserve rates*: The Budget Committee was content with keeping the monthly water reserve fee at \$3 per month and setting the sewer reserve fee at \$2.75 per month. No motions needed since all these rates were approved at prior year's Budget Committee meetings.
- e. *Street Maintenance Fee*: Bell stated that the Council had recently had an independent company complete an inventory of the City-owned street system. The amount of money that the street fund takes in yearly, doesn't keep up with the amount needed to maintain the streets. Although they are not in poor condition currently, if something is not done in five years then the costs will double. Bell said that this year there is no staff proposed fee, but she was looking for input from the Budget Committee. The Budget Committee discussed the importance of road maintenance and the mechanism of collecting the fee.
 - ✓ Mayor Oxenford motioned and Scheller seconded to take a break. Chair Gonzalez granted the break until 7:30pm.

D. Nicholson – left at 7:30pm

Street Maintenance Fee: continued...

- ✓ R. Scott motioned and Hellickson seconded that the City Council look into adding a street fee. No discussion. Vote: 12-0-0. Motion carried.

- III. *Committee Discussion on Proposed Budget*: Bell reviewed each page of the proposed fiscal year 2019-2020 budget that was hand-delivered to all members of the Budget Committee on Friday, May 17, 2019 and posted on the City's website. Major expenditures for each fund were discussed. Bell answered questions from Committee members. Chair Gonzalez requested discussion of increasing the Community Development Program by \$200 in anticipation of adding a City event and/or for money for Focus Group work for the year. Bell stated that it can go in the grid for the Council

Discretionary as requested but in the actual budget pages it will show up under line #01-6-800.

- ✓ Gonzalez motioned and G. Nicholson seconded to increase the Community Development Program by \$200 and decrease the Administration Program's Materials and Services by \$200. Vote: 12-0-0. Motion carried.

IV. Citizen Comments (3 minutes per speaker)

- a. In-person speakers: Rick Olmsted, Chantal ST: He stated that for seven years he has read the budget document in full and every year it is a joy to read. He stated that he has read other cities' budgets and that they are horrible. This is a good budget to read.

Chair Gonzalez concurred and thanked the staff for their hard work

Waller stated her respect for the staff and the process they do for the budget. She stated her appreciation for keeping a balanced budget and thanks everyone for the hard work.

- b. Online City Feedback Forms regarding budget topics read aloud -> due 5/21 by 2pm. None received. No paper City Feedback Forms were received either.

Votes:

- I. Fiscal Year 2019-2020 State Revenue Sharing Funds:
 - ✓ Mayor Oxenford motioned and R. Scott seconded that the Donald Budget Committee elects to receive State Revenue Share Funds. No discussion. Vote: 12-0-0. Motion carried.
- II. Fiscal Year 2019-2020 Proposed Budget:
 - ✓ Hellickson motioned and R. Scott seconded that that Donald Budget Committee approve the budget for the 2019-2020 fiscal year in the amount of \$4,257,913. No discussion. Vote: 12-0-0. Motion carried.
- III. Imposing and Categorizing Taxes:
 - ✓ Waller motioned and Mayor Oxenford seconded that the Donald Budget Committee approve property taxes for the 2019-2020 fiscal year at the rate of \$0.8752/\$1,000 of assessed value for the permanent tax levy and in the amount of \$18,674 for the General Obligation Bond Levy. No discussion. Vote: 12-0-0. Motion carried.

Mayor Oxenford thanked everyone for being a part of the budget process including the staff, citizen and volunteers. He encouraged others to get involved with the City. He also appreciated the transparency of the City's budget.

- ✓ Hellickson motioned and G. Nicholson motioned to adjourn the Budget Committee Meeting at 8:25pm. No discussion. Vote: 12-0-0. Motion carried.

Respectfully submitted by:



Heidi Bell
City Manager/Budget Officer

RESOLUTION No. 480-19

A RESOLUTION CERTIFYING THAT THE CITY OF DONALD PROVIDES FOUR OR MORE MUNICIPAL SERVICES IN ORDER TO BE ELIGIBLE TO RECEIVE STATE SHARED REVENUES FOR FISCAL YEAR 2019-2020

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services

And

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760

NOW, THEREFORE, THE CITY OF DONALD RESOLVES AS FOLLOWS:

That the City of Donald hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:


- (1) Water service
- (2) Police protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning and subdivision control

PASSED and ADOPTED by the City Council of the City of Donald at their regular meeting on this 11th day of June 2019 by the vote of 6 ayes and 0 nays.

DATE: June 11, 2019


Brad Oxenford, Mayor

ATTEST by the City Manager this 11th day of June, 2019


Heidi Bell, City Manager

RESOLUTION No. 481-19

A RESOLUTION DECLARING THE CITY OF DONALD'S ELECTION TO RECEIVE STATE REVENUES

WHEREAS, ORS 221.770 requires cities to pass a resolution each year stating that they want to receive state revenue sharing funds; and


WHEREAS, two public hearings were held to give citizens the opportunity to comment on the use of State Revenue Sharing; one meeting by the Donald Budget Committee was held on May 21, 2019 and the other on June 11, 2019 by the Donald City Council.

NOW, THEREFORE, THE CITY OF DONALD RESOLVES AS FOLLOWS:


That pursuant to ORS 221.770, the City of Donald hereby elects to receive state revenues for fiscal year 2019-2020.

PASSED and ADOPTED by the City Council of the City of Donald at their regular meeting on the 11th day of June 2019 by the vote of 6 ayes and 0 nays.

DATE: June 11, 2019


Brad Oxenford, Mayor

ATTEST by City Manager this 11th day of June, 2019


Heidi Bell, City Manager

I certify that a public hearing before the Budget Committee was held on May 21st, 2019 and a public hearing before the City Council was held on June 11th, 2019, giving citizens opportunity to comment on the use of State Revenue Sharing.


Heidi Bell, City Manager

Resolution No. 482-19

A RESOLUTION ADOPTING THE 2019-2020 BUDGET, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES

WHEREAS, the Donald Budget Committee met on May 21, 2019 and held a public hearing prior to approving the budget for fiscal year 2019-2020;

WHEREAS, the Donald City Council held a public hearing on the approved budget on June 11, 2019; and

WHEREAS, ad valorem taxes are necessary to be levied in Marion County, Oregon in support of this budget.

RESOLUTION ADOPTING THE BUDGET

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Donald hereby adopts the budget for fiscal year 2019-2020 in the total amount of \$4,257,913* This budget is now on file at 10710 Main Street NE in Donald, Oregon.

RESOLUTION MAKING APPROPRIATIONS

AND BE IT FURTHER RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2019, for the following purposes:

General Fund		System Development Fund - Water	
Administration	173,776	Operations	529,000
Planning & Building	38,500	Transfers Out	76
Public Safety	34,000	Contingency	10,000
Parks	219,106	Total	539,076
Community Development	12,400		
<i>Not Allocated to Organizational Unit or Program</i>			
Transfers Out	10,000	System Development Fund - Sewer	
Contingency	50,000	Operations	649,000
Total	537,782	Transfers Out	78
		Contingency	60,000
		Total	709,078
Street Fund			
Operations	304,696	System Development Fund - Park	
Contingency	75,000	Operations	1,000
Total	379,696	Transfers Out	10
		Contingency	200
		Total	1,210
Water Fund			
Operations	581,853	System Development Fund - Stormwater	
Transfers Out	9,747	Operations	1,000
Contingency	70,000	Transfers Out	4
Total	661,600	Contingency	200
		Total	1,204
Sewer Fund			
Operations	447,853	System Development Fund - Transportation	
Transfers Out	9,747	Operations	1,000
Contingency	150,000	Transfers Out	12
Total	607,600	Contingency	200
		Total	1,212
Debt Service Fund			
Debt Service	20,066		
Total	20,066		
Total APPROPRIATIONS, All Funds			\$ 3,458,524
Total Unappropriated and Reserve Amounts, All Funds			\$ 799,389
TOTAL ADOPTED BUDGET			* \$ 4,257,913

(*amounts with asterisks must match)

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2019-2020

- (1) At the rate of \$0.8752 per \$1,000 of assessed value for permanent rate tax; and
- (2) In the amount of \$18,674 for debt service for general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax..... \$ 0.8752/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service..... \$18,674

The above resolution statements were approved and declared adopted on June 11, 2019.
Passed by a vote of 10 ayes and 0 nays.

APPROVED:



Brad Oxenford
Mayor

ATTEST:



Heidi Bell, MPA
City Manager