

City of College Place 2019 Budget



Estimated 2018 and 2019 Revenues
and 2019 Departmental Expenditure
Requests

Budget Calendar

- **July 2, 2018** - Clerk requests department heads to provide 2019 expenditure estimates
- **July 31** – Department heads return 2019 expenditure estimates to clerk.
- **July 31-October 1** – Clerk prepares preliminary budget showing expenditures requested by each department and sources of revenue by which each program will be financed.

Budget Calendar, continued

- **October 9** – City administrator provides city council with current estimates of 2018 revenues, 2019 departmental expenditure requests, and sources of revenue by which each program will be financed.
- **October 23** – Public hearing on 2019 revenue sources and consideration of possible increases in property tax revenues. After the hearing an ordinance may be passed authorizing a property tax increase.

Budget Calendar, continued

- **November 27** – Preliminary budget and budget message presented to city council. Preliminary budget hearing is conducted.
- **December 11** – Conduct final budget hearing.
- **December 11** – Adopt final budget.

Budget Basics

- Cash Basis
 - Revenues are recognized when cash is received
 - Expenditures are recognized when paid (when check is issued).
 - Only exception is 20 day open period after year end to provide for fiscal year expenses which were not invoiced until the following year.

Budget Basics, continued

- Budget by Fund
 - Beginning fund balance is accounted for as a revenue
 - Ending fund balance is accounted for as an expenditure
 - This results in each fund being budgeted in full.

Budget Basics, continued

- Fund Types
 - Governmental Funds
 - Current Expense (000s)
 - Special Revenue Funds (100s)
 - Debt Service Funds (200s)
 - Capital Project Funds (300s)
 - Permanent Funds (700s) – We do not have any of these

Budget Basics, continued

- Fund Types, continued
 - Proprietary Funds
 - Enterprise Funds (400s)
 - Internal Service Funds (500s)
 - Fiduciary Funds
 - Investment Trust Funds (600-609) – Don't have these
 - Pension Trust Funds (610-619) – Don't have these
 - Private-Purpose Trust Funds (620-629)
 - Agency Funds (630-699) – Don't have these

2018 Projected Revenues

(does not include beginning balances)

Sales taxes \$150k
CJTC \$48k

\$500,000
transfer from
Fund 330 has
not happened

Utility tax
collections

\$100,000+
rebate; utility
tax collections

Don't anticipate
all Well #1
project loan
draw
reimbursements

Fund	Description	Revenues		Diff
		2018 Annualized	2018 Budgeted	
1	Current Expense Fund	6,427,124.70	6,160,627.00	266,497.70
12	Technology Reserve Fund	146,642.35	145,500.00	1,142.35
61	Employee Benefit Reserve Fund	26,855.39	25,500.00	1,355.39
100	Street Fund	667,588.44	659,800.00	7,788.44
120	Criminal Justice Fund	12,775.52	12,950.00	(174.48)
121	Forfeited Proceeds Fund	1,578.11	2,525.00	(946.89)
130	Hotel/Motel Tax	8,643.35	4,000.00	4,643.35
201	ULTGO Bond Fund	489,761.29	489,765.00	(3.71)
202	South End Bond Fund	52,037.49	52,031.00	6.49
235	Commercial Dr. Bond Debt Service Fund	141,570.43	140,684.00	886.43
301	Street Capital Contribution Fund	85,903.15	160,015.00	(74,111.85)
305	Capital Improvement Fund (REET)	161,093.52	120,300.00	40,793.52
306	Capital Improvement Fund (REET 2)	262,724.91	230,138.00	32,586.91
311	Street Improvement Fund	1,516,250.36	2,117,626.00	(601,375.64)
315	Facility Maintenance Reserve Fund	50,816.68	50,750.00	66.68
320	Equipment Reserve Fund	448,744.89	446,620.00	2,124.89
330	Economic Development Fund	74,131.40	85,050.00	(10,918.60)
340	Economic Development Reserve Fund	-	-	-
400	Water Fund	1,508,520.29	1,269,144.00	239,376.29
401	Wastewater Fund	2,388,293.52	1,927,758.00	460,535.52
402	Stormwater Fund	-	-	-
410	Water Capital Reserve Fund	4,517,037.88	4,684,858.00	(167,820.12)
411	Wastewater Capital Reserve Fund	520,255.81	415,836.00	104,419.81
412	Wastewater Debt Service Fund	731,932.67	796,000.00	(64,067.33)
413	Water Capital Improvement Reserve/Fund	842,282.51	827,500.00	14,782.51
425	Water/Sewer Revenue Bond Fund	2,640.99	10.00	2,630.99
426	Water/Sewer Bond Reserve Fund	304,862.65	303,670.00	1,192.65
431	Water System Construction Fund	1,100,185.20	4,600,000.00	(3,499,814.80)
500	Equipment Rental & Replacement Fund	302,538.21	325,910.00	(23,371.79)
625	Flexible Benefits Plan Fund	15,157.65	13,000.00	2,157.65
		22,807,949.36	26,067,567.00	(3,259,617.64)

2018 Projected Ending Fund Balances

Fund	Title	1/1/2018 Actual Beg. Bals.	2018 Annualized Revenues	2018 Annualized Expenditures	Estimated 12/31/2018 Balance
1	Current Expense Fund	2,141,295.48	6,427,124.70	6,250,320.46	2,318,099.72
12	Technology Reserve Fund	265,155.90	146,642.35	120,358.58	291,439.67
61	Employee Benefit Reserve Fund	266,453.33	26,855.39	12,108.94	281,199.78
100	Street Fund	144,258.23	667,588.44	554,248.28	257,598.39
120	Criminal Justice Fund	29,391.90	12,775.52	16,698.06	25,469.36
121	Forfeited Proceeds Fund	12,016.52	1,578.11	12,500.29	1,094.34
130	Hotel/Motel Tax	2,399.12	8,643.35	1,001.00	10,041.47
201	ULTGO Bond Fund	15,122.72	489,761.29	489,750.00	15,134.01
202	South End Bond Fund	51,974.53	52,037.49	52,021.00	51,991.02
235	Commercial Dr. Bond Debt Service Fund	141,428.94	141,570.43	140,490.00	142,509.37
301	Street Capital Contribution Fund	16,033.62	85,903.15	85,000.00	16,936.77
305	Capital Improvement Fund (REET)	126,471.82	161,093.52	72,596.68	214,968.66
306	Capital Improvement Fund (REET 2)	85,906.16	262,724.91	116,005.00	232,626.07
311	Street Improvement Fund	150,997.30	1,516,250.36	1,662,177.31	5,070.35
315	Facility Maintenance Reserve Fund	158,982.58	50,816.68	147,273.24	62,526.02
320	Equipment Reserve Fund	337,100.61	448,744.89	255,010.00	530,835.50
330	Economic Development Fund	405,512.95	74,131.40	336,559.35	143,085.01
340	Economic Development Reserve Fund	64.86	-	5.00	59.86
400	Water Fund	819,712.50	1,508,520.29	1,364,144.80	964,087.99
401	Wastewater Fund	751,705.92	2,388,293.52	1,704,049.82	1,435,949.62
402	Stormwater Fund	-	-	-	-
410	Water Capital Reserve Fund	418,830.32	4,517,037.88	880,010.00	4,055,858.20
411	Wastewater Capital Reserve Fund	962,369.91	520,255.81	305,020.00	1,177,605.72
412	Wastewater Debt Service Fund	551,545.82	731,932.67	771,162.00	512,316.49
413	Water Capital Improvement Reserve/Debt Fund	1,255,923.08	842,282.51	844,881.00	1,253,324.59
425	Water/Sewer Revenue Bond Fund	343,709.42	2,640.99	10.00	346,340.41
426	Water/Sewer Bond Reserve Fund	81,402.51	304,862.65	257,679.08	128,586.08
431	Water System Construction Fund	-	1,100,185.20	1,000,003.00	100,182.20
500	Equipment Rental & Replacement Fund	175,997.37	302,538.21	270,629.22	207,906.36
625	Flexible Benefits Plan Fund	7,930.14	15,157.65	15,000.00	8,087.79
		→ 9,719,693.56	22,807,949.36	17,736,712.12	→ 14,790,930.80

What does 2019 look like?

2019 Estimated Revenues and Expenditure Requests by Fund

Fund	Estimated Beginning Fund Balance	Estimated Revenues	Proposed Expenditures	Net Change in Fund Balance	Estimated Ending Fund Balance
1 Current Expense Fund	2,318,100	6,217,584	5,779,120	438,464	2,756,564
12 Technology Reserve Fund	291,440	3,200	127,720	(124,520)	166,920
61 Employee Benefit Reserve Fund	281,200	3,500	13,065	(9,565)	271,635
100 Street Fund	257,598	420,200	675,688	(255,488)	2,110
120 Criminal Justice Fund	25,469	13,325	33,631	(20,306)	5,163
121 Forfeited Proceeds Fund	1,094	1,570	2,505	(935)	159
130 Hotel/Motel Tax	10,041	8,050	-	8,050	18,091
201 ULTGO Bond Fund (CARS)	15,134	489,070	489,050	20	15,154
202 LTGO Bond Fund (Fire Truck)	51,127	51,127	51,127	30	52,021
235 Commercial Drive Bond Debt Service Fund	140,495	140,495	140,495	1,989	144,498
301 Street Capital Contribution Fund	16,937	75,020	-	75,020	91,957
305 Capital Improvement Fund (REET)	214,969	162,000	80,000	82,000	296,969
306 Capital Improvement Fund (REET 2)	232,626	211,488	400,000	(188,512)	44,114
311 Street Improvement Fund	5,070	2,432,465	2,603,843	(171,378)	(166,308)
315 Facility Maintenance Reserve Fund (CE)	62,526	1,600	184,100	(182,500)	(119,974)
320 Equipment Reserve Fund	530,836	5,000	149,000	(144,000)	386,836
330 Economic Development Fund	143,085	250	250,000	(249,750)	(106,665)
340 Economic Development Reserve Fund	60	-	-	-	60
400 Water Fund	964,088	1,659,044	1,423,713	235,331	1,199,419
401 Wastewater Fund	1,435,950	2,251,500	2,130,421	121,079	1,557,029
402 Stormwater Fund	-	396,000	285,909	110,091	110,091
403 Stormwater Capital Reserve	-	526,025	640,797	(114,772)	(114,772)
410 Water Capital Reserve Fund	4,055,858	3,672,500	5,393,262	(1,720,762)	2,335,096
411 Wastewater Capital Reserve Fund	1,177,606	1,495,000	4,129,611	(2,634,611)	(1,457,005)
412 Wastewater Debt Service Fund	512,316	757,500	259,194	498,306	1,010,622
413 Water Capital Improvement Reserve Fund	1,253,325	2,378,500	2,464,969	(86,469)	1,166,856
425 Water & Sewer Revenue Bond Fund	346,340	5,000	-	5,000	351,340
426 2017 Water Revenue Bond Reserve Fund	128,586	305,041	299,126	5,915	134,501
431 Water System Construction Fund	100,182	4,523,487	4,523,352	135	100,317
500 Equipment Rental & Replacement	207,906	339,398	344,400	(5,002)	202,904
625 Flexible Benefits Plan Fund	8,088	14,000	14,500	(500)	7,588
	14,790,931	28,560,958	32,888,598	(4,327,640)	10,463,291

We have work to do!

(166,308)

(119,974)

(106,665)

110,091

(114,772)

2,335,096

(1,457,005)

28,560,958

32,888,598

(4,327,640)

DEPARTMENTAL REQUESTS

2019 REQUESTED EXPENDITURES BY PROGRAM		
24	Capital Improvements	-
25	Miscellaneous	760
30	Contr & Donations Priv Sources	-
41	Employee Benefits	-
48	Maintenance	-
70	Operating Transfers	1,131,775
81	Non-Expenditures	-
101	Indirect Federal Grants	-
105	State Grants	-
110	Federal Loans	-
111	State Loans	-
511	Legislative	91,932
512	Municipal Court	125,000
513	Executive	148,929
514	Finance & Clerk's Office	149,737
515	Legal	65,000
516	Personnel	135,261
517	Employee Benefit Program	-
518	Data Processing Services	127,670
519	Other General Gov Services	-
520	City Clerk/Records	112,993
521	Law Enforcement	2,315,226
522	Fire Control	940,640
523	Detention & Correction	-
524	Building Inspection	419,325
525	Emergency Services	7,988
526	Emergency Medical Services	-
532	Public Works & Engineering	220
534	Water Utilities	1,423,663
535	Wastewater Utilities	2,430,221
539	Animal Control	-
542	Road & Street Maintenance	595,224
543	Road & Street General Admin.	-
547	Transportation/Transit Systems	-
548	Equipment Rental & Replacement	368,137
558	Planning/Community Development	362,447
560	Equipment Replacement	-
562	Employee Benefit Reserve	-
565	Welfare	-
567	Alcoholism	3,000
572	Library Services	1,400
573	Spectator & Community Events	15,800
575	Cultural & Recreational	-
576	Parks & Recreation	160,967
580	Non-Expenditures	8,100
590	Interest & Debt Service	3,401,585
594	Capital Improvements	-
596	Capital Expenditures	17,313,873
		31,856,873

Not shown, but included again this year will be:

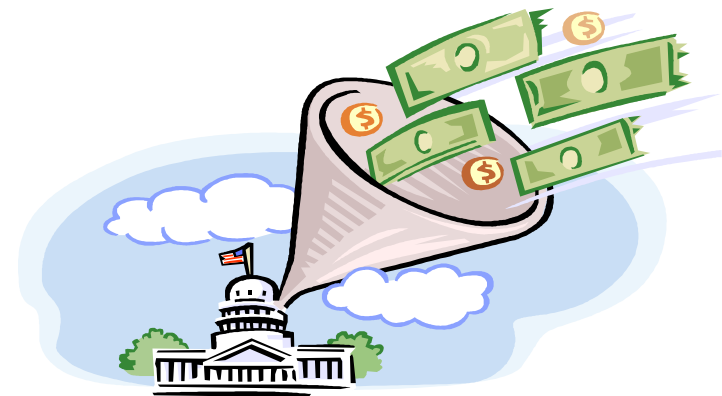
Departmental transfers to ER&R for future replacement of equipment

\$17,313,873 in capital shown separately

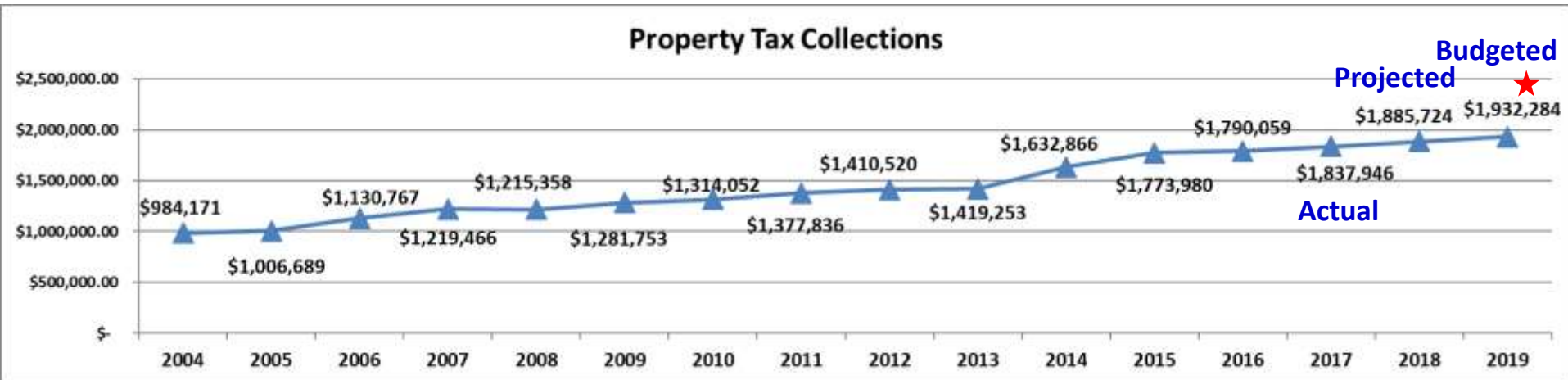
How are we going to fund it all?

2019 Current Expense Revenues

- ***General city services*** including public safety are funded from Current Expense Fund.
- Current Expense is primarily funded by:
 - Property Tax
 - Retail Sales Tax
 - Utility Tax
 - Permits

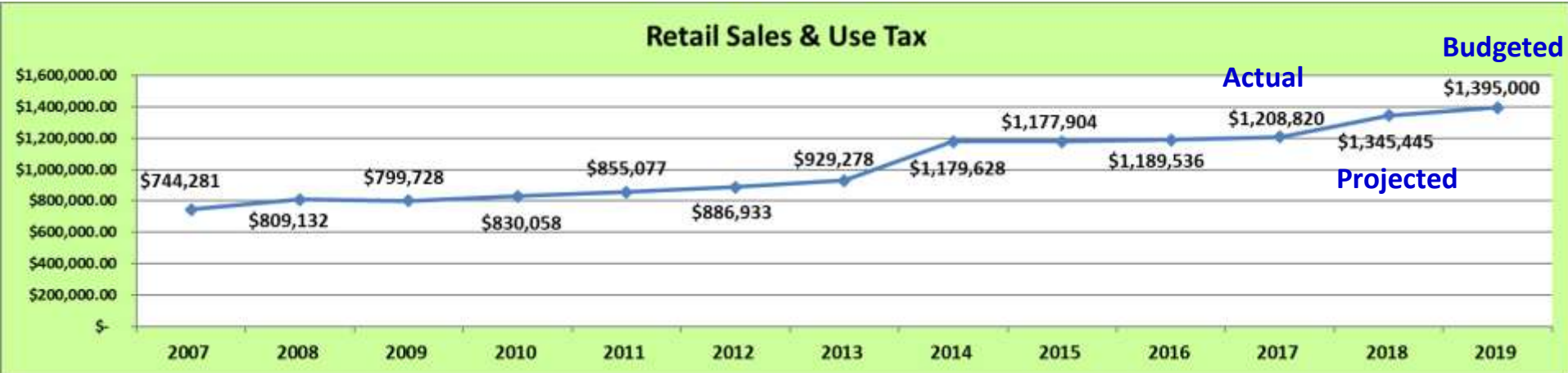


Property Tax



★ Includes 1% increase and \$18,878,500 New Construction tax base, which equates to approximately \$42,000 in new revenue.

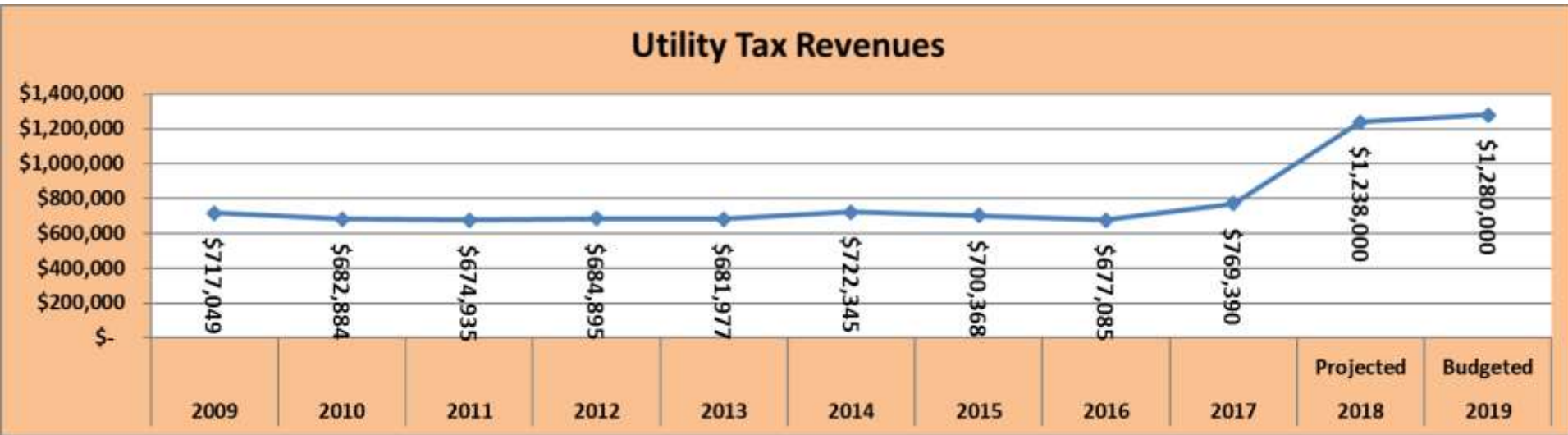
Retail Sales Tax



The spike between 2013 and 2014 was due to one time sales tax resulting from new construction (primarily schools).

Budgeted figure includes \$45,000 in Marketplace Fairness Act revenue.

Utility Tax



Utility tax revenue is somewhat dependent on weather/usage.

Permitting Revenues



The spike in 2013 was due to the College Place Public School District projects.

Funding of Capital Expenditures

- **Fund Balances**
- **Rate-funding** of some of the Water and Wastewater Capital
- **Debt** funding (all belonging to the Water and Wastewater Utilities)
 - *DOH Loans*
 - *Water Revenue Bond Issuance (2017)*
 - *Possible Sewer Revenue Bond Issuance*
- **Grants**
- **REET 1 & 2**

In Summary:

- Revenues Expected: **\$28,560,958**
- Expenditures Requested: **\$32,888,598**
- Net Spend Down: **(\$4,327,640)**