

# Multnomah County Local Budget Law Training

**Presented by: Tax Supervising & Conservation Commission**

Wednesday, January 22, 2020 at Multnomah County Building  
Thursday, January 30, 2020 at Midland Library

## Local Budget Law Training

### **TSCC Staff**

Craig Gibons, Executive Director

[craig.gibons@multco.us](mailto:craig.gibons@multco.us)

Tunie Betschart, Budget Analyst

[tunie.betschart@multco.us](mailto:tunie.betschart@multco.us)

Phone: 503-988-3054

FAX: 503-988-3053



Today's Agenda			
8:30	Welcome, Introductions and District Updates		
8:50	What is TSCC?	Craig	
9:00	Basic Concepts	Craig	4-8
9:05	Budget Process / Budget Calendar	Tunie	9-14
9:30	Technical Background	Craig	15-23
10:00	Proposed Budget (With Property Tax Tangent)	Craig	24-55
10:30	Budget Committee/Approved Budget	Tunie	56-64
11:00	TSCC Budget Review/Adopted Budget	Craig	65-82
11:30	Post-Adoption Actions	Craig	83-86
12:00	16 Questions		
12:30	Resources/Adjournment		

TSCC Local Budget Law Training, January 2020 3

## Key Concepts

**Technical Objective:**  
Create Appropriations

**Control Documents:**  
Statutes and Admin Rules

**Uniform Process:**  
Proposed, Approved, Adopted

**Transparency:**  
Public Discussions

**Public Involvement:**  
Public Hearings

**Consequences:**

TSCC Local Budget Law Training, January 2020 4



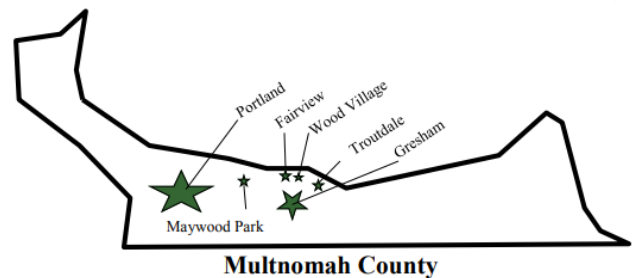
# Tax Supervising & Conservation Commission

## What is the TSCC?

The Tax Supervising and Conservation Commission (TSCC) is a century-young Oregon innovation ensuring accountability and transparency in how public monies are spent. We are community members who care deeply about safeguarding taxpayer funds and helping local governments use their revenues wisely. With the input of our professional staff, we provide independent oversight of the budgets of some of the state's largest governments. We host public hearings each year on tax measures and government budgets and, representing the taxpayers of the County, ask thoughtful and educational questions of public officials.

## Who does TSCC serve?

The Commission has jurisdiction over all local governments in the County that are required to follow local budget law and which have more real market value within Multnomah County than in any other county. Those with a population under 200,000 may opt out from the commission's jurisdiction. Thirty of the 42 taxing districts in Multnomah County are TSCC members. They include



Oregon's largest county, city, school district, community college, education service district, port, mass transit district, regional government, and urban renewal agency. In total, these 30 entities employ 27,100 full time equivalent positions (FTE) and have 2018-19 budgets totaling \$14.6 billion.

## What does TSCC do?

TSCC protects and represents the public interest through four main activities.



### Advocate

We hold public hearings to engage with elected officials and advocate for the public interest in spending of taxpayer dollars.



### Train

We support and train local jurisdictions to adhere to local and state budget law.



### Inform

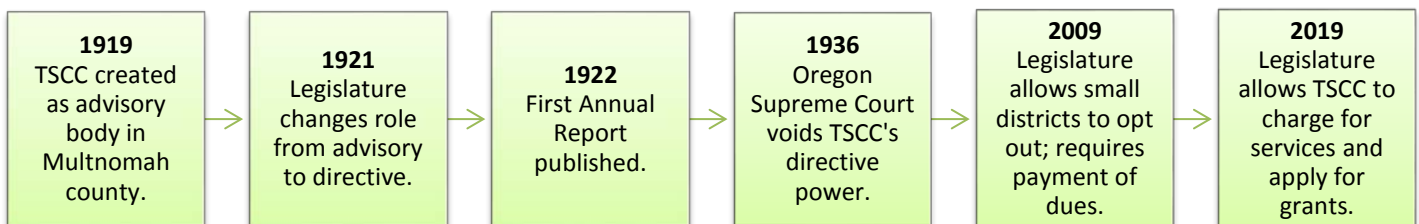
We publish an annual report that informs the public on local government budgets, indebtedness, and property taxes.



### Review

We analyze, review, and certify budgets to ensure adherence to state budget law.

## History of TSCC



## Engage With Us

Explore our website at <http://www.tscmultco.com/>  
Attend a TSCC hearing: <http://www.tscmultco.com/meetings/>

Sign up for the TSCC Update on our website.  
Email us at [TSCC@multco.us](mailto:TSCC@multco.us)

## Key Concepts

### Statutes and Admin Rules

#### **Statute: ORS 294.458(5)(a)**

File a copy of the budget document with County Clerk

#### **Oregon Admin Rule: OAR 150-294-0310**

Identifies contents of budget document

~~The Administrative Rules have been renumbered. See Handout 1 for the changes~~

## Key Concepts

### Process

Three stages of building a municipal government budget in Oregon

**Proposed**

**Staff**

**Approved**

**Budget Committee**

**Adopted**

**Governing Board**

### Renumbered Administrative Rules

OLD	NEW	ISSUE
150-294.311	<b>150-294-0300</b>	Definition of Taxing Authority
150-294.311(6)	<b>150-294-0310</b>	Definition of Budget Document
150-294.311(31)	<b>150-294-0320</b>	Definition of Organizational Unit
150-294.338(2)	<b>150-294-0330</b>	Budgeting Grants, Gifts, Bequests, and Devises
150-294.346	<b>150-294-0340</b>	Establishing a Financial Reserve Fund
150-294.346-(A)	<b>150-294-0350</b>	"Reserved for Future Expenditure" Requirement
150-294.358	<b>150-294-0360</b>	Detail Sheets for Biennial Budgets
150-294.361(1)-(A)	<b>150-294-0370</b>	Resources Are Not Required to Be Budgeted
150-294.361(1)-(B)	<b>150-294-0380</b>	Negative Resources
150-294.361(2)	<b>150-294-0390</b>	Budget Resources
150-294.368(2)	<b>150-294-0400</b>	Estimating Tax Revenue for Biennial Budgets
150-294.388	<b>150-294-0410</b>	Proposed Expenditures-Required Presentation
150-294.388(1)-(A)	<b>150-294-0420</b>	Governmental Fund Definitions
150-294.388(7)	<b>150-294-0430</b>	General Operating Contingencies
150-294.398	<b>150-294-0440</b>	Unappropriated Ending Fund Balance
150-294.414	<b>150-294-0450</b>	Quorum Necessary to Hold Meeting
150-294.426(8)	<b>150-294-0460</b>	Charging for Budget Document Copies
150-294.438	<b>150-294-0470</b>	Reporting Historical Data for Published Budget Summaries
150-294.453(1)	<b>150-294-0480</b>	Quorum Necessary to Hold Meeting
150-294.456(1)-(A)	<b>150-294-0490</b>	Property Taxes Certified
150-294.456(1)-(C)	<b>150-294-0500</b>	Publishing of Amended Budget Document
150-294.456(3)	<b>150-294-0510</b>	Manner of Appropriations
150-294.458(3)-(A)	<b>150-294-0520</b>	Docs to File When Certification Cannot Be Done By July 15
150-294.458(3)-(B)	<b>150-294-0530</b>	Budget Certification Document to Be Submitted
150-294.463(3)	<b>150-294-0540</b>	Transfers of Appropriations
150-294.471	<b>150-294-0550</b>	Supplemental Budget Procedures

## Key Concepts

### Transparency

## Oregon Budget Law Hates Closed Doors.

Mike Jaspin, Multco Budget Director

TSCC Local Budget Law Training, January 2020

7

## Key Concepts

### Consequences

If your district does not follow Local Budget Law...

**Your District Can Not Levy Taxes Or Expend Money.**  
**294.338(1)**

**And any Public Official Who Expend Public Money**

- **In Excess of the Amounts authorized by Law**
- **Or for a Purpose other than Authorized by Law**

**Shall Be Civilly Liable.**  
**294.100**

TSCC Local Budget Law Training, January 2020

8

# Budget Process

## What is a Budget?

A Financial Plan; a Map

An instrument to prioritize spending

Tool to monitor expenditures

Estimate of income and expenditures for a set period of time.

Basis used to establish appropriations



TSCC Local Budget Law Training, January 2020

9

## Budget Process (cont.)

### Objectives of a Budget

- 1) Establish goals for and organization
- 2) Identify organizational parameters
- 3) Provide valuable information to governing body, citizens and investors
- 4) Fulfill legal requirement for public entities

Without a Budget, there are no property tax levies!

TSCC Local Budget Law Training, January 2020

10

## Legislative Intent of Oregon's Local budget Law. ORS 294.321

- ▶ To establish standard procedures and process
- ▶ To describe programs and policies
- ▶ To estimate revenues expenditures
- ▶ To create transparency through citizen input and involvement
- ▶ To provide control over spending
- ▶ To tell the financial story in standardized format

## Budget Cycle

Process evolves over a two year period

- ❖ Starting the Proposed Budget
- ❖ Ending with the publication of the audit.
- ❖ Focal point is the resolution to Adopt, Appropriate and Levy Taxes.

Currently dealing with three budgets at the same time:

- ❖ Finalizing 2018-19 Audit
- ❖ Implementing 2019-20 Budget and monitoring expenditures
- ❖ Preparing of 2020-21 Budget



## Budget Cycle (cont.)

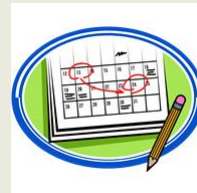


TSCC Local Budget Law Training, January 2020

13

## Budget Calendar

- Prepared by the Budget Officer
- Includes:
  - ✓ Timing of Proposed, Approved and Adopted Budgets
  - ✓ Scheduled meetings and hearings
  - ✓ Dates of required notices (Budget Committee and Public Hearing)
  - ✓ TSCC and other filing requirements
  - ✓ Tax elections, if necessary



**Goal is to ensure all steps are completed prior to July 1!**  
**See Handout 2**

TSCC Local Budget Law Training, January 2020

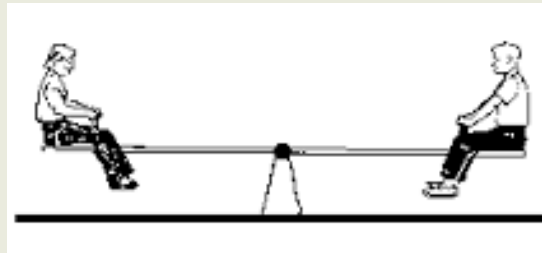
14

Acme Water District 2017-2018 Budget Calendar	Date	Notes
Community notification of need for budget members	Jan 1	
Board Appoints budget officer (ORS 294.331)	Jan 17	
Testimony & appointment of budget committee members	Jan 17	
Budget officer prepares budget		
Send TSCC copy of the budget calendar	Feb 13	(send draft to TSCC for review )
Board Adopts budget calendar	Feb 21	
Publish notice of budget committee meeting (ORS 294.426) in newspaper	March 3	5-30 days before mtg <b>(include website on post)</b>
Publish notice of budget committee meeting (ORS 294.426) on website	March 3	For at least 10 days before mtg
Proposed budget available (ORS 294.426)	March 21	During/After committee meeting
First Budget Committee Meeting (ORS 294.426)*	April 21	
Second Budget Committee Meeting (ORS 294.426)*	April 4	
Third Budget Committee Meeting: Cpmmittee Approves budget & levy*	April 18	
District files Approved Budget with TSCC	April 19	Deadline is May 15 or 30 days before bud hearing
Publish budget hearing notice (LB1)	June 2	5 to 30 days before hearing
Budget hearing held (ORS 294.453)	June 20	Must be 30 days after filing w/TSCC
Board Adopts Budget, and levies and categorizee taxes (ORS 294.456)		
District files adopted budget & response to certification letter with TSCC	June 21	
District informs assessor's office: Send LB-50 & copy of resolutions (ORS 294.458)	June 21	Deadline July 15th

\* Provide opportunity for public testimony at at least one of the budget committee meetings

## Funds

A Fund is a fiscal and accounting entity with *self-balancing* accounts to record cash and other financial resources, related liabilities, and balances and changes, all segregated for specific, regulated activities and objectives.



TSCC Local Budget Law Training, January 2020

15

## Funds

General Fund

**Unrestricted  
Revenues**

**Discretionary  
Spending**

All Other Funds

**Restricted  
Revenues**

Restrictions set by:

Law  
Contracts  
Board Policy

TSCC Local Budget Law Training, January 2020

16

## Funds Per State Statutes 1

Established by Governing Board action

### Internal Service Fund

294.343

Requires stated purpose, means of controlling expenditures, and revenue sources.

### Reserve Fund

294.346 & 280.050

To hold moneys to be accumulated and expended for purposes listed in 280.050.

*Reserves for undefined purposes or projects are not permitted  
150-294-0340*

TSCC Local Budget Law Training, January 2020

17

## Funds Per State Statutes 2

Established by Governing Board action or constitutional/statutory provisions.

### Special Revenue Fund

294.311(39)

“Properly Authorized” and used to finance activities from a dedicated revenue source (statutory language limited to definition)

TSCC Local Budget Law Training, January 2020

18

## Funds Per State Statutes 3

### GO Bond Debt Service Fund

287A.140

Not identified as such in statutes, but implied as means of segregating property taxes levied for debt service payments.

Defined in 150-294-0420(d)

## Other Funds

### (Per Oregon Administrative Rules)

OAR 150-294.0420

- ▶ Capital Projects Fund
  - For major capital expenditures except those financed in proprietary, special assessment, or trust funds
- ▶ Special Assessment Fund
  - Used for improvements paid for by benefiting properties
- ▶ Enterprise Fund
  - Used where an activity operates as a business
- ▶ Trust and Agency Fund
  - Used for funds held in trust or as agent
- ▶ General Fund

See Handout 3

<b>Funds Defined in OAR 150-294.0420</b>	
<b>Government Fund Definitions</b>	
Special Revenue	To account for revenues legally restricted to specific purposes and the expenses from these revenues
Capital Projects	For the acquisition or construction of major capital facilities (other than those financed by Enterprise, Special Assessment, or Trust Funds).
Debt Service	To accumulate revenues for - and pay - debt service
Special Assessment	For the financing of public improvements or services deemed to benefit the properties against which the special assessments are levied
Enterprise	For functions operated like private business or functions for which the governing body wants to periodically determine "profit or loss"
Internal Service Funds	See ORS 294.343
General	To account for all financial resources except those required to be accounted for in another fund
Trust and Agency Funds	To account for assets held by a governmental unit in a trustee capacity or as an agent for other entities

<b>Funds Defined in GAAFR</b>		
Governmental Funds	Used to account for activities primarily supported by taxes, grants, and similar revenue sources	General Fund
		Special Revenue Funds
		Capital Projects Funds
		Debt Service Funds
		Permanent Funds
Proprietary Funds	Used to account for activities that receive significant support from fees and charges	Enterprise
		Internal Service
Fiduciary Funds	Used to account for resource that a government holds as a trustee or agent on behalf of an outside party that cannot be used to support the government's own programs	Agency
		Investment Trust
		Pension and Other Benefits Trust
		Private Purpose Trust

## How many funds should you have?

As few as necessary!

Number of Funds: Governmental units should establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, however, since unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.

National Council on Governmental Accounting Statement 1, Principle 3

TSCC Local Budget Law Training, January 2020

21

## Creating the Budget

**What is the technical objective of this process?**

Creating legal authority to spend money:

**Creating Appropriations**

TSCC Local Budget Law Training, January 2020

22

## The Budget is used to justify your Appropriations

## The Proposed Document

### Budget Detail Sheets

#### Resources and Requirements

Resources are budgeted by fund and source

Requirements are budgeted by fund, function, and use

Budget numbers are good faith effort estimates

Negative resource amounts are contrary to statute

Resources must always equal Requirements



## The Proposed Budget

### Budget Detail Sheets

2017-18 Actual	2018-19 Actual	2019-20 Revised Budget	Line Item	2020-21 Budget			
				FTE	Proposed	Approved	Adopted
\$	\$\$	\$\$\$	Wages	10	\$\$\$\$		

Matches  
numbers from  
respective  
year's audit or  
CAFR

Adopted budget as  
modified by post-  
adoption changes

The Proposed Budget  
as prepared by the  
Budget Officer for  
presentation to the  
Budget Committee

Budget Law Training, January 2019

25

## The Proposed Budget

Each fund must be balanced

**Resources** = **Requirements**

Beginning Fund Balance
+                   Revenues
+ <u>Transfers In</u>
=                   Resources

Ending Fund Balance
+                   Expenditures
+ <u>Transfers Out</u>
=                   Requirements

TSCC Local Budget Law Training, January 2020

26

**294.388 Estimates and reconciliation of expenditures and other requirements; form and contents.**

(1) Each municipal corporation shall prepare estimates of expenditures and other requirements for the ensuing year or budget period. The estimates must be reconciled so that the total amount of expenditures and other requirements in each fund equals the total amount of resources in the fund for the same period.

(2) Estimates required under subsection (1) of this section must be prepared by organizational unit or by program. For purposes of preparing the estimates, “organizational unit” does not apply to hospitals, school districts or education service districts.

(3) Estimates prepared by organizational unit pursuant to subsection (2) of this section must be detailed under separate object classifications of personnel services, materials and services and capital outlay. Separate estimates must be made for operating expenses and general capital outlays that cannot reasonably be allocated to an organizational unit and for special payments, debt service and interfund revenue transfers.

(4) Estimates prepared by program pursuant to subsection (2) of this section must be arranged for each activity of a program. Estimates under each activity must be detailed under separate object classifications of personnel services, materials and services and capital outlay. Separate estimates must be made for operating expenses and general capital outlays that cannot reasonably be allocated to an activity within a program and for special payments, debt service and interfund revenue transfers.

(5) Estimates of expenditures for personnel services must include for each organizational unit or activity the total budgeted cost of all officers and employees and the number of related full-time equivalent positions. Upon request, a municipal corporation shall make available the current salary of each officer and employee, other than persons who receive an hourly wage or who are hired on a part-time basis. For the purpose of preparing a list of salaries, employees of like classification and salary range may be listed by the number of employees, the highest and lowest salaries and the total amount of all salaries, in each salary range.

(6) Debt service estimates must include separate amounts for principal and interest for each bond issue in each fund.

(7) The estimate for a fund may include an estimate for general operating contingencies.

## The Proposed Budget

Resources Classification System

	Category	Line Items
Resources	Beginning Fund Balance	Beginning Fund Balance
	Revenues	Current Year Ptaxes
		Fees, Licenses, Fines, etc
		Federal State and all other grants, etc
		Debt Proceeds
		All other sources
	Transfers In	From Water Fund
		From IT Fund
		Sewer fund loan repayment
		Internal Service Reimbursements

TSCC Local Budget Law Training, January 2020

27

## The Proposed Budget

### Step 1: Estimating Beginning Fund Balance (BFB)

$$\begin{aligned}
 &\text{Cash on hand on date budget is prepared} \\
 + &\quad \text{Estimated revenue duration of fiscal year} \\
 - &\quad \text{Estimated expenditures duration of fiscal year} \\
 = &\quad \text{Estimated BFB for start of ensuing fiscal year}
 \end{aligned}$$

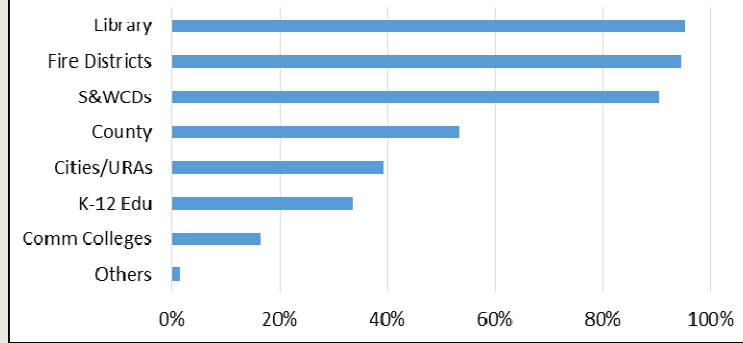
TSCC Local Budget Law Training, January 2020

28

## The Proposed Budget

### Step 2: Estimate Taxes

Figure 1C. General Fund Property Taxes as a % of Total Fund Revenue



TSCC Local Budget Law Training, January 2020

29

## The Old Way

“This is what we need”

Taxes needed to Balance Budget = \$2,586,413

District Real Market Value = \$677,976,510

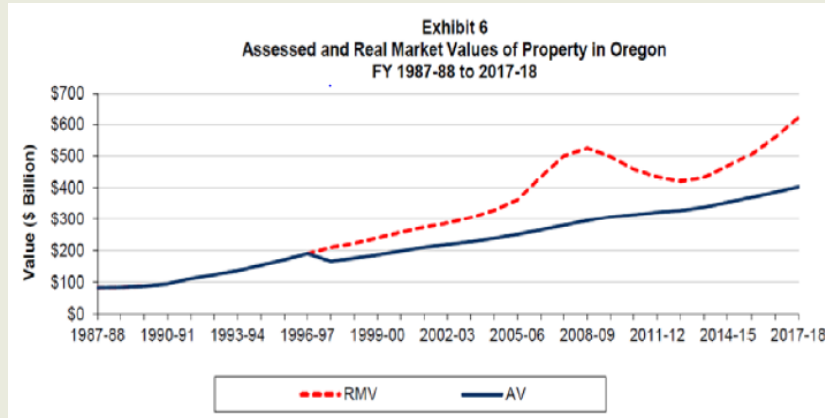
Rate = Taxes needed/RMV = \$3.8149

TSCC Local Budget Law Training, January 2020

30

## 1996 Oregon PTax Inventions

### Assessed Value & Permanent Rate

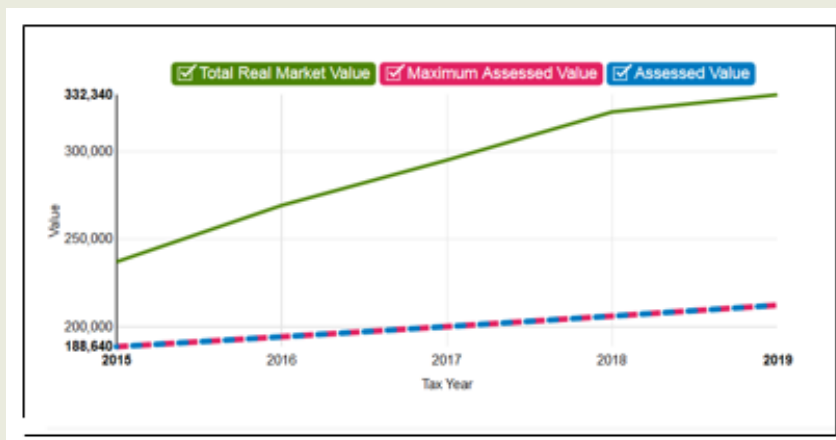


TSCC Local Budget Law Training, January 2020

31

## 1996 Oregon PTax Inventions

### Assessed Value & Permanent Rate



TSCC Local Budget Law Training, January 2020

32

## 1996 Oregon PTax Inventions

### Assessed Value & Permanent Rate

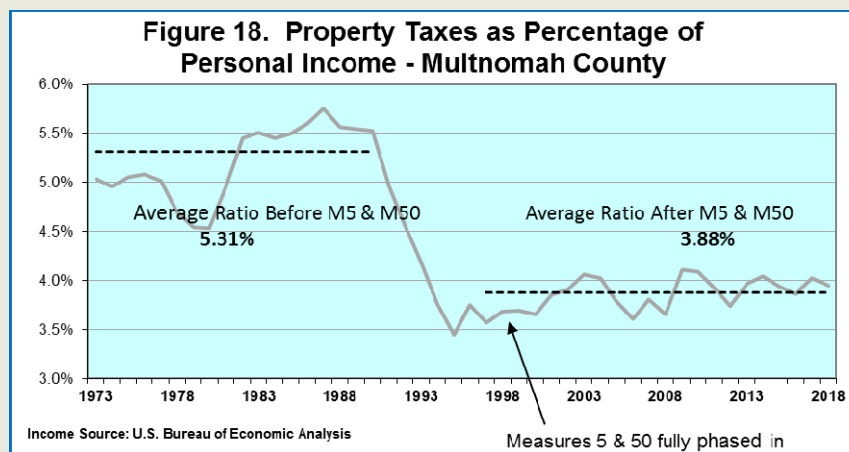


TSCC Local Budget Law Training, January 2020

33

## 1996 Oregon PTax Inventions

### Assessed Value & Permanent Rate



TSCC Local Budget Law Training, January 2020

34

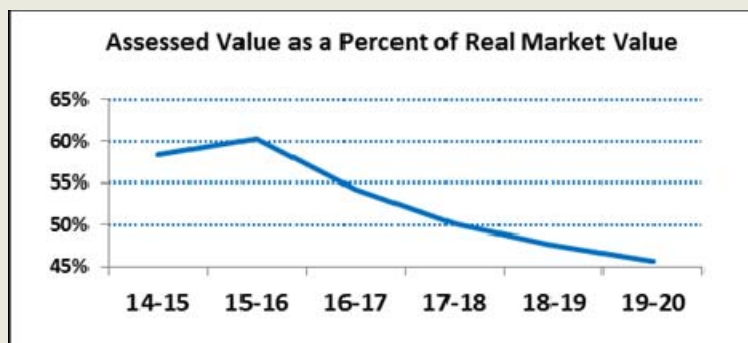
## The New Way This is what you get

Permanent Rate = \$3.8149

Assessed Value = \$576,280,000

Tax Revenues for District = \$2,198,450

## AV Decrease



## The Proposed Budget

### Step 2: Estimate Taxes

Rate-Based Levy  
Or  
Dollar Amount Levy?

#### Rate-Based

\$X.XXXX

Permanent Levies  
Local Option Levies

#### Dollar Amount

\$XXX,XXX

GO Bond Levies

## The Proposed Budget

### Rate-Based Tax Levies

Assessed Value

x                      Rate

Taxes Extended

Taxes Extended

-   Compression

Taxes Imposed

Taxes Imposed

x   Collection Rate

Taxes Budgeted



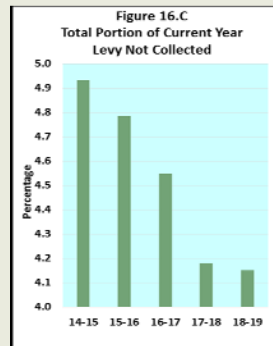
# The Proposed Budget

## Rate-Based Tax Levies

$$\frac{\text{Taxes Extended} - \text{Compression}}{\text{Taxes Imposed}}$$

Taxes Lost to Compression			
	FY17	FY18	FY19
Multco	4.1%	4.1%	3.9%
City of Portland	6.1%	5.7%	5.5%
Portland Pub Sch	5.4%	4.1%	4.9%

$$\frac{\text{Taxes Imposed} \times \text{Collection Rate}}{\text{Taxes Budgeted}}$$



TSCC Local Budget Law Training, January 2020

39

# The Proposed Budget

## Dollar Amount Tax Levies

### Calculating Taxes to be Levied

#### Example:

Total Debt Service Requirement	\$ 60,000
Less Resources On Hand	- \$ 10,000
<b>Equals Taxes Needed</b>	<b>= \$ 50,000</b>
Taxes Needed	\$ 50,000
Loss to Urban Renewal	+ \$ 1,000
<b>Total</b>	<b>= \$ 51,000</b>
Collection Percent	.958
<b>Equals Tax Levy</b>	<b>= \$ 53,236</b>

**Levy to Approve & Certify: \$ 53,236**

TSCC Local Budget Law Training, January 2020

40

# The Proposed Budget

## Step 3: Estimate Rest of Resources

\$ Beginning Fund Balance

\$ Revenues

¢ Property Taxes (current year)

¢ Prior Year Property Taxes

¢ Fees, Licenses, Fines

¢ Enterprise Revenue

¢ Federal / State / Local Revenue

¢ Grants

¢ Interest on Investments

¢ Bond or other Debt Proceeds

¢ Sale of Assets

\$ Interfund Transfers In

\$ Cash

\$ Interfund Service Reimbursements

ORS 294.361

# The Proposed Budget

Each fund must be balanced  
Resources = Requirements

### Resources Are:

Beginning Fund Balance  
+ Revenues  
+ Transfers In  
= Resources

### Requirements Are:

Expenditures  
+ Transfers Out  
+ Ending Fund Balance  
= Requirements

See Handout 4

# The Proposed Budget

## General Government Requirements

Requirements Classification System			
Fund: General Fund			
Org Unit	Object Code	Line Item	FTE
Admin Svcs	Pers Svcs	Wages	12.5
		Benefits	
	M & S	Office Supplies	
		Travel	
		Prof Svcs	
	Cap Outlay	Office Furn	
		Vehicles	
Public Safety	Multiple	Multiple	
Cap Outlay Unallocated	Cap Outlay	New City Hall	
Contingency	Contingency	Contingency	
Transfer Out	Transfer Out	Transfer Out	
Ending Fund Balance	UEFB	UEFB	

TSCC Local Budget Law Training, January 2020

43

# The Proposed Budget

## General Government Requirements

Requirements Classification System			
Allocations			
Org Unit	Object Code	Line Item	FTE
Admin Svcs	Pers Svcs	Wages	12.5
		Benefits	
	M & S	Office Supplies	
		Travel	
		Prof Svcs	
	Cap Outlay	Office Furn	
		Vehicles	
Public Safety	Multiple	Multiple	
Cap Outlay Unallocated	Cap Outlay	New City Hall	
Contingency	Contingency	Contingency	
Transfer Out	Transfer Out	Transfer Out	
Ending Fund Balance	UEFB	UEFB	

Organizational Unit definition 150-294-0320

TSCC Local Budget Law Training, January 2020

44

# The Proposed Budget

## General Government Requirements

Requirements Classification System			
Expenditures			
Org Unit	Object Code	Line Item	FTE
Admin Svcs	Pers Svcs	Wages	12.5
		Benefits	
	M & S	Office Supplies	
		Travel	
		Prof Svcs	
	Cap Outlay	Office Furn	
		Vehicles	
Public Safety	Multiple	Multiple	
Cap Outlay Unallocated	Cap Outlay	New City Hall	
Contingency	Contingency	Contingency	
Transfer Out	Transfer Out	Transfer Out	
Ending Fund Balance	UEFB	UEFB	

Expenditure defined: 294.311(16) and 150-294-0550(5)

TSCC Local Budget Law Training, January 2020

45

# The Proposed Budget

## General Government Requirements

Requirements Classification System			
Appropriations			
Org Unit	Object Code	Line Item	FTE
Admin Svcs	Pers Svcs	Wages	12.5
		Benefits	
	M & S	Office Supplies	
		Travel	
		Prof Svcs	
	Cap Outlay	Office Furn	
		Vehicles	
Public Safety	Multiple	Multiple	
Cap Outlay Unallocated	Cap Outlay	New City Hall	
Contingency	Contingency	Contingency	
Transfer Out	Transfer Out	Transfer Out	
Ending Fund Balance	UEFB	UEFB	

150-294-0510 Manner of Appropriations

TSCC Local Budget Law Training, January 2020

46

# The Proposed Budget

## General Government Requirements

Line Item Rollups	Budget Resolution	Budget Resolution & Post Adoption Changes	Budget Analysis & Post Adoption Changes
Personal Services	Allocated (to Org Units)	Appropriations	Expenditures
Materials and Services			
Capital Outlay*			
Debt Service	Not Allocated	Un-Appropriated	Non-Expenditures
Special Payments			
Transfers out			
Contingency			
Ending Fund Balance			

TSCC Local Budget Law Training, January 2020

47

# The Proposed Budget

## Step 1: Estimate Personnel Services

Estimates of expenditures for personnel services must include for each organizational unit or activity the total budgeted cost of all officers and employees **and the number of related full-time equivalent positions.**

Current salaries/salary ranges not required to be in budget document but must be available upon request.

ORS 294.388(5)

TSCC Local Budget Law Training, January 2020

48

## The Proposed Budget

### Step 2: Estimate Materials and Services

State of Oregon  
CPI Projection  
*All Urban Consumers,  
West Region (All Items)*

2020	2.5%
2021	2.1%
2022	2.7%

CPI-W West-Size A

<https://data.bls.gov/cgi-bin/srgate>

## The Proposed Budget

### Step 3: Capital Outlay

- ▶ Assets with an initial life exceeding one fiscal year, with a minimum value determined by governing board
- ▶ Can be Allocated or Unallocated ORS 294.388(6)

Requirements Classification System			
Fund: General Fund			
Admin Svcs	Cap Outlay	Office Furn	
		Vehicles	
Public Safety	Multiple	Multiple	
Cap Outlay Unallocated	Cap Outlay	New City Hall	

## The Proposed Budget

### Step 4: Estimate Debt Service

Debt service estimates must include separate amounts for principal and interest for each bond issue in each fund.

ORS 294.388(6)

## The Proposed Budget

### Step 5: Contingencies

“The estimate for a fund may include an estimate for general operating contingencies”. 294.388(7)

An operating contingency is for expenditures in “operating funds” that “cannot be foreseen and planned in the budget” and should be based on prior history or risk analysis. OAR 150-294-0430

There is no limit on how much can be budgeted as contingency.

**No Contingencies in Debt Service Funds!**

## The Proposed Budget

### Step 6: Unappropriated Ending Fund Balance

150-294-0440

1. Set-Aside for next year's working capital prior to receipt of revenues sufficient to meet expenditures.
2. Cannot be spent during the year except in specified situations.
3. "Reserved for Future Expenditures" in a Reserve Fund can be spent during the year, but only for purposes for which the fund was established and after governing body action. OAR 150-294-0350

## The Proposed Budget

### Budget Message (294.403)

- 1) Explains budget document
- 2) Describes proposed financial policies for ensuing year
- 3) Describes important features of the budget document
- 4) Notes salient changes in appropriation and revenue items
- 5) Explains major changes in financial policies
- 6) Notes changes in method of accounting and the impact

Prepared at direction of CEO or Presiding Officer

Presented to Budget Committee with budget document  
@ Committee's first meeting



## The Proposed Budget

- ▶ Budget Document Defined: the budget detail sheets, tax levy, and financial summary. (294.311(6)) ★
- ▶ May be provided to members of the Budget Committee prior to first meeting for informational purposes only, i.e. *no deliberations*)
- ▶ When given to Budget Committee it becomes a public document and a copy must be filed in the office of the municipal corporation for public inspection
- ▶ Means of duplication must be available to public. District may charge reasonable fee for photo copies

★ See OAR 150-294-0310 for contents of the *Adopted* Budget document.

## Budget Committee

### Small District Membership (Population Under 200,000)

- Governing body and equal number of appointed electors
  - ❖ Electors are registered voters in the district
  - ❖ Cannot be officers, agents or employees of the district
- Serve three year terms (four year terms if biennial budget)
  - ❖ Terms must be staggered
  - ❖ If unable to find a willing number of appointive members, those who are willing to serve act along with the governing body
- All have equal authority
- Serve without compensation



## Budget Committee (cont.)

### Large District Membership (Population of 200,000 and above)

For a large districts in Multnomah County, the governing body acts as the budget committee, without appointed citizen members.

Governing body may choose, by Resolution, to appoint citizen members to the budget committee. ORS 294.423(1)

The governing body of a city with a population in excess of 400,000 is the budget committee of the city's urban renewal agency. ORS 294.423(2)

## Budget Committee (cont.)

The budget committee must have a quorum present in order to conduct a meeting or take action.

- ❖ One more than half the number of membership

### To take action

- ❖ Takes majority (quorum) of membership, not just majority of those present, voting in the affirmative to approve any motion

(150-294-0450)

## Notice of Budget Committee Meeting

Important steps in the budget process:

- ❖ informs the public of the budget committee meeting(s)
- ❖ seeks public input

Must contain the following items:

- ❖ Purpose; (receive budget message and budget document);
- ❖ Date(s);
- ❖ Time;
- ❖ Location(s) of the budget committee meeting(s);
- ❖ Where the public can inspect the budget; and,
- ❖ When questions and comments will be received from the public (can be either at first meeting or subsequent meeting).

See Handout 5

## Notice of Budget Committee Meeting (cont.)

### Four Notification Methods

- 1) Printing twice in newspaper of general circulation  
❖ 5 -30 days before the meeting
- 2) Posting notice on district website in a “prominent manner” and maintained on the website for at least 10 days before meeting, and printing once in the newspaper (must include web address)
- 3) Mail to each street address, rural route or PO Box at least 10 days prior to the meeting date, or
- 4) Hand delivery to each street address at least 10 days prior to the meeting.

## Public Comment at First Meeting

64

**A** Use this notice if public comment will be taken at this meeting.

### NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Riverdale City, Archie Comic, State of Oregon,  
(District Name) (County)  
to discuss the budget for the fiscal year July 1, 2019 to June 30, 2020, will be held at 12345 Warner Brothers Way, Riverdale City  
(Location)

12345 Warner Brothers Way, Riverdale City. The meeting will take place on May 6, 2019 at 6:00 ☐ am  
(Address) (Date) (Time) X pm

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected or obtained on or after May 1, 2019 at 12345 Warner Brothers Way, Riverdale City  
(Date) (Location)

12345 Warner Brothers Way, Riverdale City, between the hours of 8:00 ☒ am ☐ am  
(Location) (Time) (Time) X pm

150-504-073-1 (Rev 12-13)

## Public Comment at Later Meeting

65

**B** Use this notice if public comment will be taken at a later meeting.

### NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Riverdale City, Archie Comic, State of Oregon,  
(District Name) (County)  
on the budget for the fiscal year July 1, 2019 to June 30, 2020, will be held at 12345 Warner Brothers Way, Riverdale City  
(Location)

12345 Warner Brothers Way, Riverdale City. The meeting will take place on May 6, 2019 at 6:00 ☐ am  
(Address) (Date) (Time) X pm

The purpose of the meeting is to receive the budget message. This is a public meeting where deliberation of the Budget Committee will take place.

An additional, separate meeting of the Budget Committee will be held to take public comment. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. The meeting for public comment will be on:

☐ am  
Date: May 12, 2019 Time: 6:00 X pm Location: 12345 Warner Brothers Way, Riverdale City

A copy of the budget document may be inspected or obtained on or after May 1, 2019 at 12345 Warner Brothers Way, Riverdale City  
(Date) (Location)

12345 Warner Brothers Way, Riverdale City, between the hours of 8:00 ☒ am ☐ am  
(Location) (Time) (Time) X pm

150-504-073-1 (Rev 12-13)

## Notice of Budget Committee Meeting (cont.)

If notice is published once in a newspaper and posted on website in a “**prominent manner**” for at least 10 days before the meeting, **the newspaper notice must give the Internet website address** of the website publication. ORS 294.426(5)(b).

See Handout 6

## Notice of Budget Committee Meeting (cont.)

More than one meeting

- ❖ all meeting dates/times/locations can be included in first notice
- ❖ or meetings subsequent to first meeting can be noticed the same as regular meetings

**First notice must include the meeting date at which public comment and questions will be taken.**

## Budget Committee Meeting Notice Requirements

Statutes provide two ways to publish the notice of budget committee meeting:  
Newspaper Only or Newspaper and Web Site

### ORS 294.426 Budget Committee Meeting Notice

(5)(a) If the notice required under subsection (3) of this section is published only by publication in a newspaper, the notice must be published at least two separate times, not more than 30 days before the meeting date and not less than five days before the meeting date.

Or:

(b) The notice may be published once in a newspaper, not more than 30 days before the meeting date and not less than five days before the meeting date, **and once on the municipal corporation's Internet website, in a prominent manner and maintained on the website for at least 10 days before the meeting date. The newspaper notice must contain the Internet website address at which the notice is posted.**

First Fiscal Year 2018-19 Budget Committee Meeting | EMSWCD <http://emswcd.org/workshops-and-events/upcoming-workshops/all-ev...>

## First Fiscal Year 2018-19 Budget Committee Meeting

**Date:** Mon, Mar. 5  
**Time:** 6:00 pm - 8:00 pm  
**Location:** EMSWCD Office  
**Address:** 5211 N Williams Ave, Portland, 97217

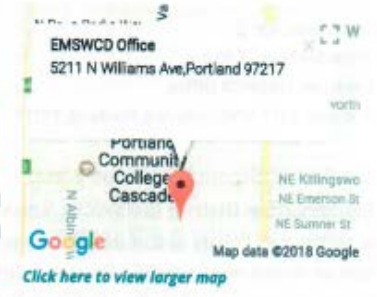
**The East Multnomah Soil and Water Conservation District (EMSWCD)**, which serves all of Multnomah County East of the Willamette River, will hold the first meeting of the Fiscal Year 2018-19 Budget Committee on Mon. March 5th, 2018, at 6:00 pm at the District Office, 5211 N Williams Ave, Portland, OR, 97217.

The agenda will include hearing the budget message and receiving the draft budget for fiscal year July 1st, 2018 – June 30th, 2019. Procedures for receiving public testimony will be established. The public is welcome to attend this meeting, but no public comment will be taken at the time. A copy of the budget document and procedures for receiving public testimony may be obtained on or after March 5th at the District office between the hours of 9:00 am and 5:00 pm weekdays.

The **second meeting** of the EMSWCD Budget Committee will be held Mon, April 2, 2018 at 5:00 pm at the District Office, 5211 N Williams Avenue, Portland, OR, 97217. The agenda will include budget review and discussion. Public questions and comments will be taken at this meeting per procedures approved at the first meeting, and copies of the revised budget will be available.

Budget documents will also be available for both of these meetings on the District website on our [Budgets, Reports and Plans page](#).

The EMSWCD office is ADA accessible, served by bus lines #44, 72, 6. Meeting attendees requiring Americans with Disabilities Act accommodation should call (503) 222-7645 x 100 no later than 2/26/18 for the March 5th meeting, and no later than 3/26/18 for the April 2nd meeting.



of 2

2/14/2018, 5:58 PM

## Budget Committee Duties

The committee's primary objectives are to:

- ❖ Receive budget document
- ❖ Hear the budget message
- ❖ Hear and consider public comment
- ❖ Establish expenditures for each fund (each fund's requirements must balance with resources)
- ❖ Approve the budget
- ❖ Specify the maximum ad valorem (property tax) rate or amount for each fund that receives property taxes.

**"The Budget Committee may not deliberate on the budget document before the first meeting." ORS 294.426(6)(a)**

## Budget Committee Duties (cont.)

Committee Duties are complete once they approve budget.

Budget staff will complete the Approved Budget column.

2017-18 Actual	2018-19 Actual	2019-20 Revised Budget	Line Item	2020-21 Budget			
				FTE	Proposed	Approved	Adopted
\$	\$\$	\$\$\$	Personal Services	10	\$\$\$\$	\$\$\$\$	

The budget committee may meet from time to time at its discretion 294.428 (2)

## TSCC Review

TSCC is required by state law to review the Approved Budgets of member jurisdictions.

TSCC review is a good opportunity for a second look at your budget.

TSCC maintains all budget information by fund by district in its data base system.

See Handout 7 for TSCC review process

## TSCC Review

### Some of the items we look for:

- ☐ Is each fund balanced in all four years?
- ☐ Do the actual expenses for prior years balance to the audit?
- ☐ Are the current and prior year property tax collections reasonable?
- ☐ Do the GO debt service payments balance to the debt service schedules?
- ☐ Is the GO debt service fund balance unnecessarily high?



## TSCC Budget Review Process

<b>Preliminary</b>		TSCC sends letter to District confirming hearing date and time. Letter includes language for District to use to notice the meeting.
	<b>Day</b>	<b>Action</b>
<b>Week 1</b>	1	Board Approves Budget. Staff sends approved budget to TSCC (Due date: no later than May 15 ORS 294.635)
	2	TSCC writing budget review and draft questions. Frequent interactions with District staff for clarification District posts hearing notice.
	3	
	4	
	5	
	6	
	7	
<b>Week 2</b>	8	
	9	
	10	TSCC finishes budget review and sends draft with draft questions to TSCC Commissioners and District.
	11	Commissioners and District review TSCC review and questions
	12	
	13	District returns questions with comments/suggestions
<b>Week 3</b>	14	TSCC Commissioners meet and revise questions
	15	
	16	Final questions go to District.
	17	District prepares for hearing
	18	
	19	
	20	<p><b>TSCC Hearing:</b></p> <p>TSCC Commissioners ask District for a brief overview of budget TSCC Commissioners ask prepared questions of District TSCC and District discuss budget TSCC takes public comment</p> <p>At the close of the meeting, the Commissioners vote to certify the budget. Certification means that the Commission publicly acknowledges that District prepared budget following budget law-except for any stated objections.</p> <p>If the Commission has objections (or budget recommendations) the District must address them in the budget resolution.</p>
<b>Recommendation</b>		Districts submit Budget Resolutions to TSCC for review before submitting them for board approval.
<b>By July 15</b>		District must submit Adopted budget to TSCC

## **TSCC Review**

### **For TSCC Member Jurisdictions:**

TSCC staff prepares a written review of your budget for the Commissioners.

TSCC staff includes any objections or recommendations it has with respect to the budget.

## **TSCC Certification**

### **TSCC Recommendation**

Notice that something in the budget/spending process was done incorrectly or could be improved

### **Common Errors Generating Recommendations**

Over-expenditures in prior years  
Improper meeting notice

## **TSCC Certification**

### **TSCC Objection**

Notice of something incorrect in the budget  
Must be fix prior to adoption

### **Common Errors Generating Objections**

An excessive fund balance in GO Bond fund  
Crediting of property tax revenue to an improper fund  
Having a contingency in a non-operating fund

## **TSCC Certification Letter**

This letter certifies any recommendations and/or  
objections the commission has to budget or budget  
process

This letter is acknowledged and discussed at the District's  
Adopted Budget Hearing

If letter contains recommendations or objections a written  
answer from the district must be included in Budget  
Resolution  
294.456(2)(a)

# Budget Adoption

## Process

- ▶ Prepare Financial Summary of Approved Budget  
ORS 294.438
- ▶ Schedule and notice a Budget Hearing ORS 294.438
- ▶ Hold Public hearing to accept comments from the public. ORS 294.453.
- ▶ Use a Budget Resolution to Adopt the budget  
ORS 294.456

# Budget Adoption

## Small TSCC Districts: Notice & Process

All small districts conduct their own hearings and use the state form for public notice:

- ❖ General Governments (Form LB – 1)
- ❖ Education Districts (Form ED – 1)
- ❖ Urban Renewal Agencies (Form UR – 1).

Any person may appear for or against any item in the approved budget document

See Handout 8

## FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting of the West Multnomah Soil & Water Conservation District will be held on June 13, 2018, at 6:00 p.m. at 2701 NW Vaughn St., Suite 452, Portland, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018, as approved by the West Multnomah SWCD Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at our office between the hours of 9:00 a.m. and 5:00 p.m., or online at [www.wmswcd.org](http://www.wmswcd.org). 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: M. Lewis

Telephone: 503-238-4775 Email: [michele@wmswcd.org](mailto:michele@wmswcd.org)

## FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2016-17	Adopted Budget This Year 2017-18	Approved Budget Next Year 2018-19
Beginning Fund Balance/Net Working Capital	1,006,056	1,013,708	979,681
Federal, State and All Other Grants, Gifts, Allocations and Donations	294,818	997,057	360,929
All Other Resources Except Property Taxes	27,544	61,577	58,469
Property Taxes Estimated to be Received	1,458,879	1,525,171	1,595,668
<b>Total Resources</b>	<b>2,787,297</b>	<b>3,597,513</b>	<b>2,994,079</b>

## FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	954,451	1,109,852	1,187,610
Materials and Services	780,177	1,421,731	798,777
Capital Outlay	22,696	196,000	134,500
Reserves (Special Reserve and General Operating Contingencies)	-	50,000	75,000
Unappropriated Ending Fund Balance	1,029,973	819,930	798,192
<b>Total Requirements</b>	<b>2,787,297</b>	<b>3,597,513</b>	<b>2,994,079</b>

## 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			
District Programs	1,672,284	2,012,043	1,994,858
FTE	9.8	10.8	10.8
Sturgeon Lake Restoration Program	85,040	765,540	201,029
FTE	0.0	0.0	0.0
Not Allocated to Organizational Unit or Program	1,029,973	819,930	798,192
FTE	0.0	0.0	0.0
<b>Total Requirements</b>	<b>2,787,297</b>	<b>3,597,513</b>	<b>2,994,079</b>
<b>Total FTE</b>	<b>9.8</b>	<b>10.8</b>	<b>10.8</b>

## STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

Our resources in FY 2018-19 will decrease \$603,434 primarily due to the winding down of the Sturgeon Lake (SL) restoration project, which had Grants and Contributions of \$765,520 this year and only \$147,625 budgeted for FY 2018-19. The resources in the General Fund will be essentially flat, with a budgeted increase in property taxes fully offset by a decrease in state and local grants and the beginning fund balance. Personnel Services requirements increased due to projected cost-of-living and merit pay adjustments, as well as higher health and retirement benefit costs. The Materials and Services requirements will decrease by \$622,954, and Capital Outlay by \$61,500, primarily due to SL related activity that will drop off due to project completion. Additionally, in the General Fund, certain grant funding existing in FY 2017-18 will not continue into FY 2018-19, resulting in a decrease in associated grant costs within Materials and Services.

## PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 7.5 cents per \$1,000)	\$ 0.0750	\$ 0.0750	\$ 0.0750

## STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
<b>Total</b>	None	None

Use the most recent amended budget for this column. Relabel it "Amended" or "Revised" to differentiate it from the initial adopted budget.

Totals for each summary section must match.

Allocated Requirements by Org Unit or Program, not by Fund.

"Not Allocated" includes Unappropriated Ending Fund Balance.

## Budget Adoption

### Large District Notice & Process

- District publishes a notice of the hearing with a streamlined, summary format. ORS 294.448(2)
- TSCC commissioners conduct the public hearing
- Any person may appear for or against any item in the approved budget document

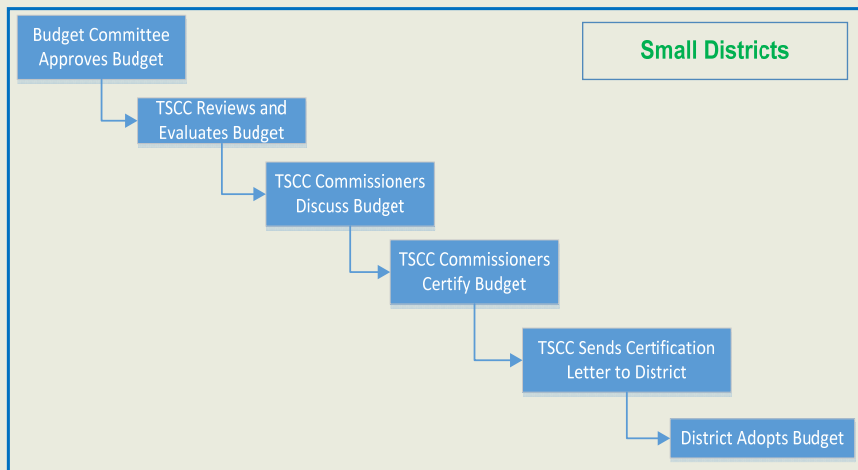
## Budget Adoption

### Quorum Necessary to Hold Budget Hearing Meeting

150-294-0480

To hold a budget hearing there must be a quorum, or majority of the total governing board membership present. To take any action requires the affirmative vote of a majority of the total governing board. Majority is defined as one more than half unless otherwise specified by law.

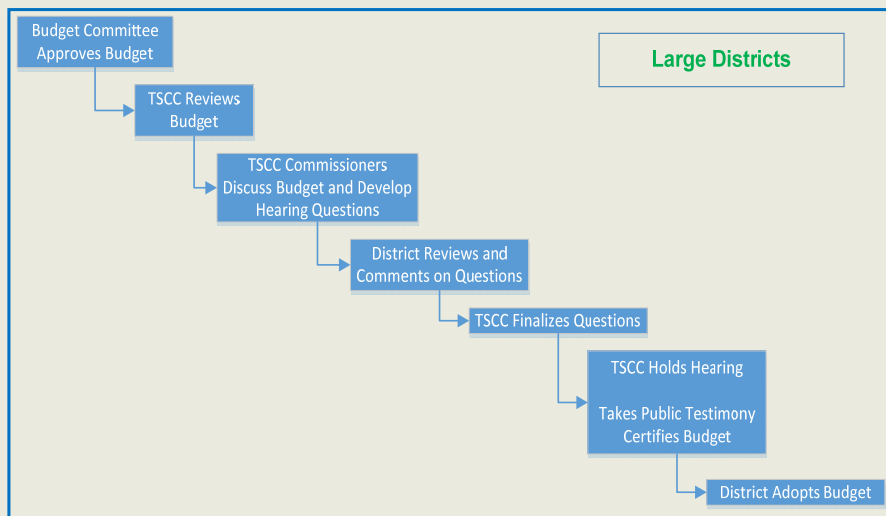
# TSCC Process



TSCC Local Budget Law Training, January 2020

75

# TSCC Process



[Take a Break]

TSCC Local Budget Law Training, January 2020

76

# Budget Adoption

## After the Budget Hearing

After the hearing and “consideration of matters discussed at the public hearing” (294.456(1)(a)), the governing body shall enact the budget resolution

Districts under TSCC jurisdiction must review the TSCC Certification Letter and take action on objections or recommendations.

# Budget Adoption

## Budget Resolution

1. Adopts the Budget
2. Makes Appropriations
3. Declares and Categorizes Property Tax Rate or Amount.

See Handouts 9 & 10



## Resolution \_\_\_\_\_

**Resolution Adopting the Budget**

Be it resolved that the council members of the City of \_\_\_\_\_ hereby adopt the budget for the fiscal year 2018-19 in the total amount of \$582,455.

**MAKING APPROPRIATIONS**

Be it resolved that the amounts for the fiscal year beginning July 1, 2018 for the purposes shown below are hereby appropriated.

	<b>Appropriations</b>	<b>Unappropriated</b>	<b>Total Budget</b>
<b>General Fund</b>			
Administrative Services	134,298		
Public Safety	65,500		
Capital Outlay Unallocated	3,000		
Contingency	5,077		
Transfer Out	<u>59,900</u>		
Total Fund Appropriations	267,775		
Unappropriated Ending Fund Balance		100,000	
<b>Total Fund Requirements</b>			<b>367,775</b>
<b>Street Fund</b>			
Streets, Transportation, and Parking	101,750		
Contingency	8,291		
Transfer Out	<u>9,639</u>		
Total Fund Appropriations	119,680		
Unappropriated Ending Fund Balance		50,000	
<b>Total Fund Requirements</b>			<b>169,680</b>
<b>Stormwater Fund</b>			
Storm Sewers	25,000		
Contingency	<u>10,000</u>		
Total Fund Appropriations	35,000		
Unappropriated Ending Fund Balance		10,000	
<b>Total Fund Requirements</b>			<b>45,000</b>
<b>Totals</b>	<b>\$ 422,455</b>	<b>\$ 160,000</b>	<b>\$ 582,455</b>

**IMPOSING THE TAX**

Be it resolved that ad valorem property taxes are hereby imposed for the tax year 2018-19 upon the assessed value of all taxable property within the district at the rate of \$1.9500 per \$1,000 of assessed value for the permanent rate tax.

**CATEGORIZING THE TAX**

Be it resolved that the taxes imposed are hereby categorized for the purposes of Article XI, Section 11b as general government limitation at the permanent rate of \$1.95 per \$1,000 of assessed value.

The above resolution statements were approved and adopted on this 18<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

**RESOLUTION NO. \_\_\_\_\_****Resolution Adopting the Budget**

**Be it Resolved** that the the Board of the Acme School District hereby adopts the budget for the fiscal year 2017-18 in the total amount of \$13,085,048. The budget is on file at the District Offices at 2473 Evergreen Road, Portland Oregon.

**Resolution Making Appropriations**

**Be it Resolved** that the amounts shown below are hereby appropriated for the fiscal year beginning on July 1, 2017, for the following purposes:

	<b>Funds</b>						<b>Category Totals</b>
	<b>General</b>	<b>Spec Rev</b>	<b>Cap Projects</b>	<b>CET</b>	<b>Debt Service</b>	<b>PERS Bonds</b>	
Instruction	\$ 5,039,835	\$ 1,078,237	\$ -	\$ -	\$ -	\$ -	\$ 6,118,072
Support Services	3,224,897	232,401	-	-	-	-	3,457,298
Enterprise & Comm Svces	38,432	11,000	-	-	-	-	49,432
Facilities Acq & Const	-	-	152,285	115,000	-	-	267,285
Transfers	34,905	-	-	-	-	-	34,905
Debt Service	-	-	-	-	1,817,963	376,053	2,194,016
Contingency	346,832	147,500	-	-	-	-	494,332
Ending Fund Balance	400,632	-	60,124	8,952	-	-	469,708
<b>Fund Totals</b>	<b>\$ 9,085,533</b>	<b>\$ 1,469,138</b>	<b>\$ 212,409</b>	<b>\$ 123,952</b>	<b>\$ 1,817,963</b>	<b>\$ 376,053</b>	<b>\$ 13,085,048</b>
<b>Total Appropriations</b>							<b>\$ 12,615,340</b>
<b>Total Unappropriated</b>							<b>469,708</b>
<b>Total Adopted Budget</b>							<b>\$ 13,085,048</b>

**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 in the district for the tax year 2017-18:  
At the rate of \$3.8249 per \$1,000 of assessed value for the permanent rate tax, and  
in the amount of \$1,880,763 for debt service on general obligation bonds.

**Resolution Categorizing the Tax**

**Be It Resolved** that the taxes imposed are hereby categorized for the purposes of Article XI Section 11b as:

Subject to the Education Limitation

Permanent Rate Tax ..... \$3.8248 /\$1,000

Excluded from Limitation

General Obligation Bond Debt Service .....\$1,880,763

The above resolution statements were approved and declared adopted on June 22, 2017

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Recorder Signature

# Budget Adoption

## Budget Resolution

- ❖ The resolution appropriations are the district's legal authority to expend public funds.
- ❖ They can not lawfully be exceeded
- ❖ Note that resources are not in the resolution or ordinance.

# Budget Adoption

## Governing body to adopt budget, make appropriations 294.456

- ▶ (1)(b) The governing body may amend the budget estimates and property tax amount or rate in the budget document before or after adoption (but before new fiscal year starts)
- ▶ (1)(c)(A) The amount of estimated expenditures for each fund in an annual budget may not be increased by more than \$5,000 or 10 percent of the estimated expenditures, whichever is greater.  
**See slide 45**
- ▶ (1)(c)(C) The tax levy rate or amount approved by the budget committee cannot be increased

## Budget Adoption

Requirements Classification System			
Expenditures			
Org Unit	Object Code	Line Item	FTE
Admin Svcs	Pers Svcs	Wages	12.5
		Benefits	
	M & S	Office Supplies	
		Travel	
		Prof Svcs	
	Cap Outlay	Office Furn	
		Vehicles	
Public Safety	Multiple	Multiple	
Cap Outlay Unallocated	Cap Outlay	New City Hall	
Contingency	Contingency	Contingency	
Transfer Out	Transfer Out	Transfer Out	
Ending Fund Balance	UEFB	UEFB	

Expenditure defined: 294.311(16) and 150-294-0550(5)

TSCC Local Budget Law Training, January 2020

81

## Budget Adoption

### The Adopted Budget Document

- a) The two budget committee notices
- b) Budget hearing notice
- c) Budget detail sheets
- d) Resolution imposing property taxes
- e) Resolution categorizing the taxes
- f) Notice of property tax levy form
- g) Samples of ballots of any new property tax approved by voters, for first time levy

OAR 150-294.0310

TSCC Local Budget Law Training, January 2020

82

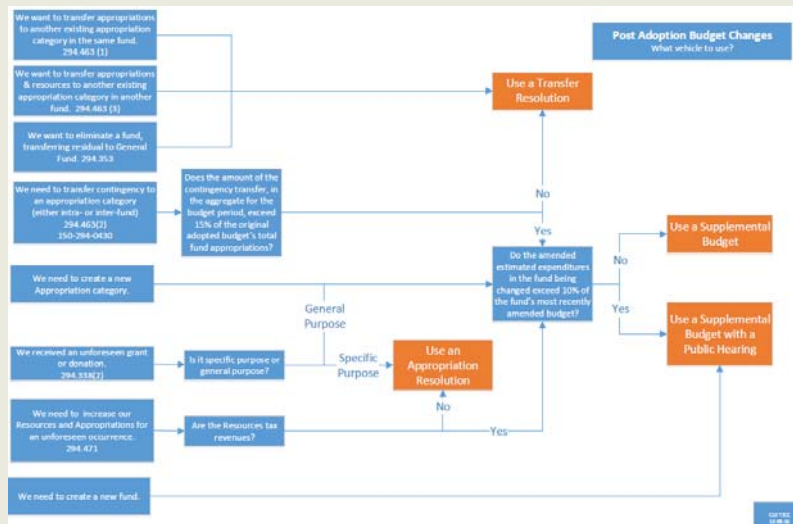
# Post Adoption Actions

## Filing Requirements

- By July 15 Assessor's Office in each county
  - ❖ Two copies of resolutions
  - ❖ The property tax certification (Form LB-50 / ED-50 / UR-50)
  - ❖ Ballot Title for any new voter-approved property taxes
- By September 30 to the County Clerk in each county
  - ❖ Budget Document

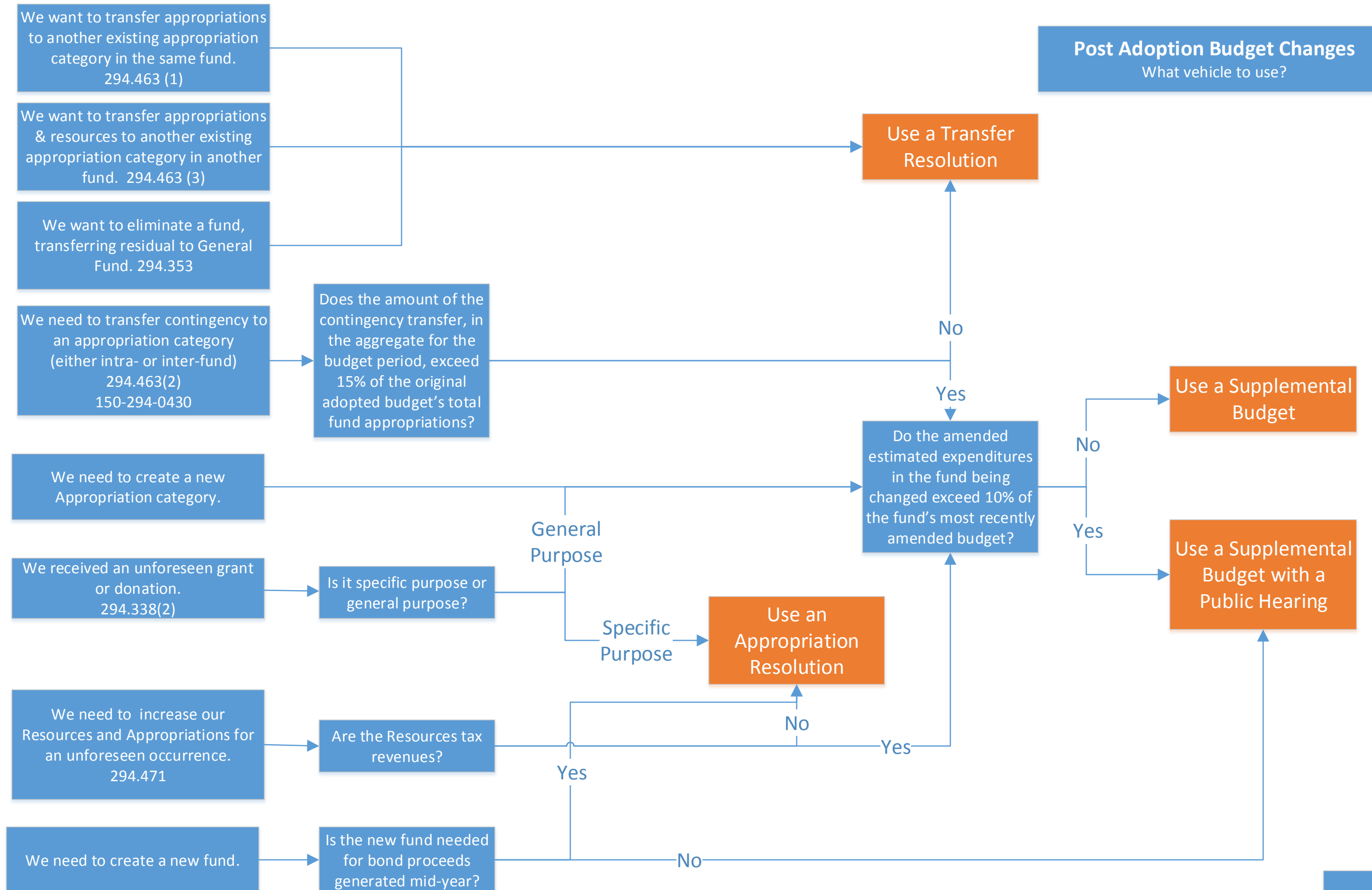
In Multnomah County there is no County Clerk.  
Budget document is filed with TSCC.

# Post Adoption Budget Changes



## Post Adoption Budget Changes

What vehicle to use?



## Post Adoption Budget Changes

Post Adoption Budget Changes				
Connecting Increased Financial Impact to Public Participation				
	Appropriation Resolution	Transfer Resolution	Supplemental Budget	Supplemental Budget with Hearing
Hearing				Required
Notice			Required	Required
Resolution	Required	Required	Required	Required
Increased Financial Impact ----->			Increased Public Participation ----->	

TSCC Local Budget Law Training, January 2020

85

## Post Adoption Budget Changes

- Appropriation Resolution 294.338
- Transfer Resolution 294.463
- Supplemental Budget 294.471
- Supplemental Budget with Hearing 294.473

TSCC Local Budget Law Training, January 2020

86

# Multnomah County Local Budget Law Training

Please complete our short survey on the value of this training.

<http://survey.constantcontact.com/survey/a07egvbd78dk5lgttmx/start>

## Resources

- TSCC Staff, available anytime, anywhere
- TSCC Budget Manual for Local Governments in Multnomah County
- TSCC web site: [www.tscmultco.com](http://www.tscmultco.com)
- DOR web site:  
<http://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>
  - DOR Local Budget Law Training sessions
  - DOR's 2020-21 Local Budget Law and Notice of Property Tax Forms and Instructions booklet
  - DOR Local Budgeting Manual