



MOLALLA AQUATIC CENTER



Proposed Budget

Fiscal Year 2020-21

432 Frances Street, Molalla, Oregon 97038
(503) 759-7665
www.MolallaAquaticCenter.com

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Budget Committee

Citizen Appointments

Hendy Appleton

Sue Gee

Pamela Lucht

Geri Monroe

Nancy Kyлло

Board of Directors

Neal Lucht, President

Paula Beck

Claire Ferlan

Teresa Steinbock

Rick Gano

Aquatic Center Staff

Melissa Georgesen, Director

Jenniffer Swink, Recording Secretary

The Molalla Aquatic District

Who We Are:

MAD Mission: To operate the Molalla Aquatic Center year-round, at the highest level of excellence, with a commitment to provide affordable and accessible recreational, fitness, competition, and educational services for people of all ages, abilities, and cultures.

MAD Vision Statement: To achieve a positive experience at the Molalla Aquatic Center, that district residents are confident in revenues used wisely, and to strengthen our community through recreation, safety, and pride.

Established: 2017



Budget Message

To: Budget Committee
From: Melissa Georgesen, Director & Budget Officer
Date: May 15, 2020
Re: 2020-21 Budget Message

Honorable Budget Committee Members

It is my pleasure to bring this budget to you for your consideration and eventual approval. Thank you all for your patience, perseverance and confidence in my management of another fiscal year at the Molalla Aquatic District.

We are ending the 2019-20 Fiscal Year with different numbers than anticipated. Due to the Executive Order that was enacted in March 2020, we ended our year prematurely. Required to close, we laid off the Aquatic Center staff and have been completing projects which will hopefully avoid another closure over this next fiscal year.

At the time of this publication, the Molalla Aquatic Center remains closed until allowed to reopen in a later phase, in accordance with the guidelines set by the State of Oregon.

This fiscal year budget will reflect an expected downturn in program revenue for the next fiscal year, as staff anticipate our community to limit spending as Oregon reopens. Regrettably, at the time of this publication we are not certain what programs we will be able to run or how many people may participate in a program at one time. Over the next several weeks, we will have more data and information to work with.

Tax revenue to be received is based on actual numbers from Clackamas County Assessor's office and a 95% collection rate I have taken a conservative approach to the numbers in each department, accounting for the minimum wage increase in July, increased healthcare costs and anticipated service costs.

The Molalla Aquatic District Board has expressed a desire to see more resources in our Reserve for Future Expenditure Fund. This year we hope to partner with the Oregon Energy Trust to install UV treatment for the pool water along with pool covers, which will help cut energy use even further.

Despite our closing at the end of the third quarter, I am optimistic about the programs we offered and the attendance throughout those nine months. Our water fitness classes were just ahead of lap swim in our attendance logs. Our lessons were looking great; we had close to 150 kids signed up for our Free-Swimming Lessons over Spring Break. Our staff have worked extremely hard this year to provide an incredible level of service to our community. I am very proud to serve such a wonderful community.

Thank you once again for the opportunity to serve as your Director and Budget Officer!

Respectfully,



Melissa Georgesen

Budget Schedule

Appoint Budget Officer.....	February 25, 2020
Prepare Budget.....	April/May 2020
Publish First Hearing.....	April 28, 2020
Budget Committee Meeting #1.....	May 26, 2020
Publish Notice of Budget and LB Forms.....	June 2, 2020
Budget Hearing before Board of Directors.....	June 23, 2020
Submit Tax Certification document to County Assessor.....	July 15, 2020

Year in Review

Learn to Swim Program

We had a successful year of swimming lessons. Staff taught private swimming lessons, small group lessons, regular classes and elementary swimming lessons. We were able to serve the students at Mulino, Clarkes and Rural Dell elementary schools before we closed. Several groups had to cancel their lessons in April and May due to COVID-19 and the required closure of the pool.

Scholarship Program

The staff have worked diligently preparing a program which will allow families in need the ability to apply for one swimming lesson per year for their child. This would have been started up in the Spring. We continue to seek donations and will wait for our facility to re-open to launch this program.

Grant Programs

We continue our work with offering showers to those in our community who face a hardship. This past year, we fulfilled the grant through Clackamas County, offering 665 showers. Our staff plan to reapply for this grant in the hope we can sustain this program. We continue to partner locally with Foothills Church, Love One Laundry and the Warming Center to help those in need stay connected with local services.

This fiscal year, staff will apply for additional grants through USA Swimming, OR Parks, Association of Aquatic Professionals and Special Districts Insurance for a variety of programming and equipment needs.

Special Programs

Staff have ironed out predictable community programs throughout our year. Friends of the Molalla Pool have been a huge asset for us. In addition to everything they help with, they also provide volunteers who help oversee non swimming programs in our multipurpose room during these events.

We have coloring contests throughout the year around holidays. From the contests, three winners are selected to receive free swimming lessons and all participants are awarded a free family day pass for bringing the coloring sheet back.

In August, we threw an “End of Summer” party, bringing in Kona Ice and Killer Burger for food options. We also debuted the new inflatables that were purchased for the pool and to be offered as a rental option. It was a great event!

We worked with NW Transplants to bring in pumpkins for our families in October and held a pumpkin carving contest for the staff.

Sadly, this year we did not get to hold our “Easter Egg Swim” but look forward to serving the swimmers in 2021.

Swim Teams

The Aquatic District Board once again donated pool space for our Special Olympics Team. We hosted a small meet for our athletes and visiting teams at the end of the season. Attendance in the program nearly doubled from the first year.

The Molalla High School swim team had their largest team use the pool over the winter, bringing in over 40 members. They hosted Special District 2 Championship Meet in February, in partnership with the Molalla High School Athletic Department and the Molalla Aquatic District. This meet brings additional people into our town for a weekend, utilizing local services and shops.

Lastly, our partnership with Oregon City Swim Team remains strong as we work to build numbers on the team and keep their use sustainable. The team in Molalla is known as OCST-south and had been growing well until the unavoidable happened in March.

**FORM
LB-20**

**RESOURCES
General Fund**

(name of fund)

MOLALLA AQUATIC DISTRICT

(Name of Municipal Corporation)

	Historical Data				RESOURCE DESCRIPTION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year 2019-2020			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
1	-	217,340	250,000	1	Available Cash on Hand* (Cash Basis) or	\$ 500,000			1
2	-	17,647	18,527	2	Previously Levied Taxes Estimated To Be Received	\$ 10,000			2
3	478,000	510,723	510,431	3	Taxes Estimated To Be Received	\$ 533,883			3
4	1,299	34,640	54,000	4	Admission Fees	\$ 37,800			4
5	3,897	5,196	2,400	5	Party Room Rental	\$ 5,000			5
6	3,370	15,588	7,300	6	Private Facility Rental	\$ 10,000			6
7	11,250	6,660	1,000	7	Red Cross Training Courses	\$ 500			7
8	5,350	45,000	40,000	8	Learn to Swim Program	\$ 25,000			8
9	4,250	9,600	11,000	9	Private Lesson Program	\$ 6,000			9
10	3,750	7,000	6,000	10	Concessions	\$ 4,000			10
11	50,000	-	5,000	11	Donations / Grants / Awards	\$ 5,000			11
12		7,200	11,100	12	Local Government Investment Pool Dividend	\$ 12,000			12
13				13					13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27	561,166	876,594	916,758	27	TOTAL RESOURCES	1,149,183	-	-	27

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General Fund

(name of fund)

MOLALLA AQUATIC DISTRICT

(Name of Municipal Corporation)

	Historical Data				REQUIREMENTS FOR ADMINISTRATION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year 2019-20			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
1				1	PRESONNEL SERVICES				1
2	27,084	65,000	65,000	2	Aquatic Director Salary	69,000			2
3	1,200	4,800	4,800	3	Retirement - MAD Contribution	4,800			3
4	1,200	4,800	4,800	4	Health Insurance	5,520			4
5	2,600	7,800	-	5	Payroll Taxes (FICA, WC, etc)	-			5
6	10,345	39,658	46,932	6	6 PT Receptionists / Admins	59,445			6
7	12,441	50,661	52,376	7	4 PT Shift Supervisors	55,805			7
8	11,586	40,702	38,814	8	8 PT Water Safety Instructors	55,410			8
9	17,116	72,614	91,502	9	10 PT Lifeguards	94,074			9
10	1,624	6,495	2,806	10	Water Fitness Instructors	16,887			10
10	6,178	24,436	60,000	10	Payroll Taxes (FICA, WC, etc)	61,800			10
11				11		-			11
12	91,373	316,967	367,030	12	TOTAL PERSONNEL SERVICES	422,741	-	-	12
13		9.31	10.46	13	Total Full Time Equivalent (FTE)	11.98			13
14				14	MATERIALS AND SERVICES				14
15	750	1,500	1,500	15	Professional Services / IT	10,000			15
16	0	2,400	1,200	16	Accounting & Legal	1,500			16
17	5,250	16,000	13,500	17	Bookkeeping / Payroll Services	20,000			17
18	130,000	90,000	45,000	18	Pool Equip Repair / Maintenance	32,304			18
19	3,350	6,970	6,000	19	Grounds / Landscaping	10,000			19
20				20		-			20
21	1,480	900	900	21	Security System	900			21
22	1,673	4,200	2,100	22	Phone / Internet	2,700			22
23	12,625	47,700	50,000	23	Natural Gas Fees	32,400			23
24	11,804	30,000	42,000	24	Electricity	38,000			24
25	1,938	9,600	8,500	25	Water / Sewer	14,400			25
26	187	1,200	900	26	Garbage / Recycle	2,000			26
27				27		-			27
28	8	24	-	28	Land Building Lease	-			28

	Historical Data				REQUIREMENTS FOR ADMINISTRATION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year 2019-20			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
29	6,000	24,000	4,800	29	Pool Chemicals	7,000			29
30	1,300	1,800	360	30	Small Tools / Equipment	500			30
31	7,400	4,800	3,000	31	Office & Computer Supplies	3,000			31
32	1,600	4,800	2,000	32	Office Equipment Lease - Copier	2,000			32
33	5,750	6,000	10,000	33	Janitorial & Safety Supplies	10,000			33
34	2,000	1,200	1,000	34	Meals & Events	1,000			34
35	380	5,400	4,400	35	Travel / Training	5,000			35
36	1,000	3,000	1,200	36	Advertising / Marketing	1,200			36
37	-	-	1,000	37	Special Events	2,000			37
38	700	1,200	500	38	Uniforms	500			38
39	9,200	9,600	8,000	39	Liability Insurance (Auto, Fire, etc)	12,000			39
40	0	500	500	40	Licenses, Titles, Registrations	1,000			40
41	3,000	9,600	9,600	41	Software Licenses & Support	6,000			41
42	0	1,000	1,000	42	Dues, Fees, Registrations	3,000			42
43	100	300	96	43	Bank Charges	96			43
44	480	5,400	72	44	Credit Card Usage Fees	2,000			44
45	0	0	0	45	Interest & Finance Charges	-			45
46			0	46		-			46
47			0	47		-			47
48	207,975	289,094	219,128	48	TOTAL MATERIALS AND SERVICES	220,500	-	-	48
49				49	CAPITAL OUTLAY				49
50	0	35,000	-	50	Replace Perimeter Natatorium Lighting	-			50
51			60,000	51	UV Upgrades + Pool Blankets	70,000			51
52			-	52		-			52
53	0	35,000	60,000	53	TOTAL CAPITAL OUTLAY	70,000	-	-	53
54				54	CONTINGENCY				54
55	41,040	133,058	90,000	55	Contingency	125,000			55
56			-	56		-			56
57			-	57		-			57
56	41,040	133,058	90,000	56	TOTAL CONTINGENCY	125,000	-	-	56
57				57	UNAPPROPRIATED ENDING FUND BALANCE				57
58	220,778	102,466	100,600	58	Unappropriated Ending Fund Balance	110,942			58
59			-	59		-			59
60			-	60		-			60
59	220,778	102,466	100,600	59	TOTAL UNAPPROPRIATED ENDING FUND BALANCE	110,942	-	-	59

	Historical Data				REQUIREMENTS FOR ADMINISTRATION	Budget For Next Year 2020-21			
	Actual		Adopted Budget This Year 2019-20			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
60			60	RESERVE FOR FUTURE EXPENDITURE				60	
61	0	0	80,000	61 Reserve for Future Expenditure	200,000			61	
62			-	62		-		62	
63			-	63		-		63	
62	0	0	80,000	62 TOTAL FOR FUTURE EXPENDITURE	200,000	-	-	62	
63				63				63	
64	561,166	876,594	916,758	64 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,149,183	-	-	64	



Glossary

Accrual basis. Method of accounting recognizing transactions when they occur without regard toward cash flow timing [ORS 294.311(1)].

Activity. That portion of the work of an organizational unit relating to a specific function or class of functions, a project or program, a subproject or subprogram, or any convenient division of these [ORS 294.311(2)].

Adopted budget. Financial plan that is the basis for appropriations. Adopted by the governing body [ORS 294.456].

Ad valorem tax. A property tax computed as a percentage of the value of taxable property. See “Assessed Value.”

Appropriation. Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)].

Approved budget. The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing [ORS 294.428].

Assessed value. The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property's maximum assessed value or real market value. The growth is limited to 3% unless an exception applies (e.g., new or enlarged structure).

Assessment date. The date on which the real market value of property is set—January 1.

Audit. The annual review and appraisal of a municipal corporation's accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State [ORS 297.425].

Audit report. A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders and regulations.

Bequest. A gift by will of personal property; a legacy.

Biennial budget. A budget for a 24-month period.

Billing rate. A district's tax rate used to compute ad valorem taxes for each property. The billing rate is expressed in dollars per \$1,000 of assessed property value.

Budget. Written document showing the local government's comprehensive financial plan for one fiscal year or bien-nium. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year [ORS 294.311(5)].

Budget committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of registered voters appointed from the district [ORS 294.414].

Budget message. Written explanation of a local government's budget and financial policies, including any changes from the prior fiscal year. It is prepared and presented under the direction of the executive officer or chairperson of the governing body [ORS 294.403].

Budget officer. Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget [ORS 294.331].

Budget period. For local governments on a biennial budget, the 24-month period beginning July 1 and ending June 30 of the second following calendar year. See also “Fiscal year.”

Budget transfers. Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

Capital outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings.

Capital projects fund. A fund used to account for resources, such as bond sale proceeds, and expenditures to be used for major capital item purchase or construction [OAR 150294.352(1)].

Cash basis. System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid [ORS 294.311(9)].

Category of limitation. The three categories of taxes on property for the purpose of the constitutional limits - education, general government, excluded from limitation [ORS 310.150].

Compression. A reduction in taxes required by Measure 5 (1990) property tax limits. Compression is computed on a property-by-property basis, and is first applied towards local option tax levies, then permanent rate levies.

Consolidated billing tax rate. The consolidated billing tax rate is the combined total of the billing rates for all taxing districts in a limitation category in the code area but does not include the billing rate for any urban renewal special levies or non-ad valorem taxes, fees, or other charges.

Constitutional limits. The maximum amount of tax on property that can be collected from an individual property for education and for other government activities (Art. XI, sect. 11b, Or Const.).

Contingency. An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget. A general operating fund may contain one line for operating contingency [ORS 294.388].

Debt service fund. A fund established to account for payment of general long-term debt principal and interest [OAR 150-294.352(1)].

Devise. A gift by will of the donor of real property.

District. See “Local government.” A local government entity that imposes property taxes (e.g. county, city, K-12 school district).

Division of tax. Division of tax refers to the process of, and revenue from, apportioning tax to urban renewal agencies based on the relationship of the excess to frozen value, a.k.a. tax increment revenue.

Double majority. A term that refers to an election where at least 50 percent of the registered voters eligible to vote in the election cast a ballot and more than 50 percent voting approve the question. (Any March or September Election)

Education category. The limitation category for taxes that will be used to support the public school system and that are not used to pay exempt bonded indebtedness [ORS 310.150(1)(b)].

Encumbrance. An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(13)].

Enterprise fund. A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, transit systems, and ports [OAR 150294.352(1)].

Excluded from limitation category. The category for taxes used to pay principal and interest on exempt bonded indebtedness [ORS 310.150(1)(a)].

Exempt bonded indebtedness. 1) Bonded indebtedness authorized by a specific provision of the Oregon Constitution, or 2) bonded indebtedness issued as a general obligation on or before November 6, 1990, incurred for capital construction or capital improvements, or 3) bonded indebtedness issued as a general obligation after November 6, 1990, incurred for capital construction or capital improvements with the approval of the electors of the local government. Bonded indebtedness issued to refund or refinance any bonded indebtedness described above is also included [ORS 310.140(7)(b)].

Existing plan. An existing urban renewal plan is defined as a plan that existed in December 1996, and, 1) chose an option and, 2) established a maximum amount of indebtedness by July 1998 and has not been amended to increase the land area or maximum indebtedness [ORS 457.435(4)(a)].

Expenditures. Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis. Does not include amounts budgeted for interfund transfers, contingency, reserved for future expenditure or unappropriated ending fund balance. [ORS 294.311(16)].

Fiscal year. A 12-month period to which the annual operating budget applies. The fiscal year is July 1 through June 30 for local governments [ORS 294.311(17)].

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

Fund balance. The excess of the assets of a fund over its liabilities and reserves. [ORS 294.311(18)].

Fund type. One of nine fund types: General, special revenue, debt service, capital projects, special assessment, enterprise, internal service, trust and agency, and reserve [OAR 150294.352(1)].

General fund. A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund [OAR 150-294.352(1)].

General government category. The limitation category for taxes used to support general government operations that are not for the purposes of paying exempt bonded indebtedness [ORS 310.150(1)(c)].

Governing body. County court or board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit [ORS 294.311(20)].

Grant. A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose [ORS 294.311(21)]. Interfund loan. Loan made from one fund to another and authorized by resolution or ordinance [ORS 294.468]. Interfund Transfer. Transfer from an existing appropriation category in one fund to another existing appropriation category in another fund. [ORS 294.463].

Intrafund Transfer. Transfer from one existing appropriation category to another within the same fund. [ORS 294.463].

Internal service fund. A fund used to account for fiscal activities when goods or services are provided by one organizational unit to another on a cost-reimbursement basis [ORS 294.311(23) and 294.343].

Levy. Amount of ad valorem tax certified by a local government for the support of governmental activities.

Liability. Debt or other legal obligation arising from transactions in the past which must be liquidated, renewed, or refunded at a future date; does not include encumbrances [ORS 294.311(24)].

Local government. Any city, county, port, school district, community college, public or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission; a municipal corporation or municipality [ORS 294.311(26)].

Local option tax. Taxing authority approved by voters that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less.

Materials and Services. Expenses for operating costs and supplies and contracted services, such as utilities, rent, liability insurance, repair parts, fuel, accountant's fees, etc.

Maximum assessed value (MAV). The maximum taxable value limitation placed on real or personal property by the Article XI, section 11 of the Constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

Maximum authority. The limitation on the amount of revenue that can be raised each year for an existing urban renewal plan area [ORS 457.435(3)(a)]. Plans that are not existing plans do not have a maximum authority amount. This amount is adjusted each year based on the growth of excess value in the plan area.

Maximum indebtedness. The amount of the principal of the indebtedness necessary to complete an urban renewal plan. This does not include indebtedness incurred to refund or refinance existing indebtedness [ORS 457.190(3)(a)]. It is specified in dollars and cents and based on good faith estimates of the scope and costs of the anticipated project or projects. All existing plans are required to have an ordinance which establishes a maximum indebtedness.

Measure 5. A constitutional tax rate limitation (Article XI, Section 11b) passed by the voters in 1990 which restricts the amount an individual property can be taxed. Measure 5 limits school taxes to \$5 per \$1,000 of 'real market value'. All other general government taxes are limited to \$10 per \$1,000 of 'real market value'.

Measure 50. Initially this measure was passed as Measure 47 in 1996 and was found to be unworkable, so was re-written and submitted to the voters as Measure 50 in 1997 and passed. M50 reduced every property's 1995-96 assessed value by 10%, and also limited the amount of annual growth of the assessed value to 3 %. M50 also established permanent rate limitations for each taxing district in the state based on the current year tax in 1997, and then reduced 13% for most districts. If a district did not have a tax levy in 1997 and had never levied a tax, they could later request a permanent rate limit by going to the voters through a ballot measure.

Municipal corporation. See "Local government."

Municipality. See "Local government."

Net working capital. The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances [ORS 294.311(27)].

Object classification. A grouping of expenditures, such as personnel services, materials and services, capital outlay, debt services, and other types of requirements [ORS 294.311(29)].

Operating rate. The rate determined by dividing the local government’s tax amount by the estimated assessed value in district. This rate is calculated by the assessor when a local government imposes its operating tax as an amount, rather than a tax rate.

Ordinance. A formal enactment by the governing board of a municipality.

Organizational unit. Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions such as a department, office or division. [ORS 294.311(31)].

Personnel Services. Expenses related to the compensation of salaried employees, such as health and accident insurance premiums, Social Security and retirement contributions, civil service assessments.

Permanent rate limit. The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit. A district can levy any rate or amount up to their permanent rate authority each year.

Prior years’ tax levies. Taxes levied for fiscal years preceding the current one.

Program. A group of related activities to accomplish a major service or function for which the local government is responsible [ORS 294.311(33)].

Property taxes. An ad valorem tax, another other “tax on property”, or fees, charges and assessments that are specifically authorized by statute to be certified to the county assessor by a local government unit.

Proposed budget. Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.

Publication. Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the U.S. Postal Service by first class mail to each street address, PO Box and Rural Route within the boundaries of the local government; or hand delivery to each street address, PO Box and Rural Route address within the boundaries of the local government.

Real Market Value (RMV). The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm’s-length transaction as of the assessment date (Jan 1). [ORS 308.205].

Reserve for Future Expenditure. An amount budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years. The correct way to “save” money under Local Budget Law.

Reserve fund. Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment [ORS 294.346; 280.050].

Resolution. A formal order of a governing body; lower legal status than an ordinance.

Resource. Estimated beginning funds on hand plus anticipated receipts [ORS 294.361].

Special levy. A special levy is an ad valorem tax imposed for an existing urban renewal plan. It is not a result of a division of tax but rather imposed directly for the plan.

Special revenue fund. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes [OAR 150-294.352(1)].

Special payment. A budget expenditure category for distributions, pass-through payments, grants made to other organizations and other one-time or unusual expenditures where goods or services are not received in return, and that do not fall into the other categories of personal services, materials and services, capital outlay, etc.

Supplemental budget. A revised financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize additional taxes. [ORS 294.471].

Tax increment financing. A financial mechanism for urban renewal plans which captures the tax from the growth in property value within a designated geographical area. AKA urban renewal division of tax.

Tax on property. Any tax, fee, charge or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property [ORS 310.140(18)].

Tax rate. The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

Tax roll. The official list showing the amount of taxes imposed against each taxable property.

Tax year. The fiscal year from July 1 through June 30.

Trust fund. A fund used to account for fiscal activities of assets held in trust by a local government.

Unappropriated ending fund balance. Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with operating cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency [ORS 294.398].