Before the Board of County Commissioners for Multnomah County, Oregon,
Governing Body for Dunthorpe Riverdale Sanitary Sewer Service District No. 1

RESOLUTION No. 98-74

Adopting the 1998-99 Budget for the Dunthorpe Riverdale Sanitary Sewer District No. 1 and making appropriations

The Board finds:

a. The Dunthorpe Riverdale Sanitary Sewer Service District No. 1 budget as prepared by the Budget Officer has been considered and approved by the budget committee and has been certified by the Tax Supervising and Conservation Commission with recommendations.
b. The budget as certified is on file in the Budget and Quality Office of Multnomah County.
c. The Board has responded to the recommendations from the Tax Supervising and Conservation Commission, and the responses are attached to this Resolution as Attachment A.

The Board resolves:

1. That the budget, including Attachment A, is hereby adopted as the budget of Dunthorpe Riverdale Sanitary Sewer Service District No. 1.
2. Appropriations are authorized for the fiscal year July 1, 1998 to June 30, 1999 as follows.

Fund		Appropriation
General Fund		
	Materials and Services	228,000
	Capital Outlay	420,000
	Contingency	40,000
	Total Requirements	688,000

ADOPTED this 11th day of June 1998.

Board of County Commissioners for Multnomah County, Oregon
Governing Body for Dunthorpe Riverdale Sanitary Sewer District No. 1

By _____
Beverly Stein, Chair

Reviewed:

Sandra Duffy

Sandra Duffy, Chief Assistant County Counsel
For Multnomah County, Oregon

Multnomah County

Service District Budgets Fiscal Year 98-99

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INTRODUCTION

Multnomah County Service Districts have been created under the provisions of the Oregon Revised Statutes, Chapter 451, to provide construction and operation of sanitary sewer systems and to provide street lighting in particular areas of the County. The Multnomah County Board of Commissioners serves as the Governing Body of each Service District. The Budget Committee for each Service District consists of the members of the Governing Body and residents of the Service District appointed by the Governing Body for terms of three years.

The annual budget for each Service District is prepared under the direction of a Budget Officer designated by the Governing Body. The Budget Committee reviews the annual budget and approves it, either as submitted by the Budget Officer or with revisions requested by the Budget Committee.

This fulfills the requirements of Local Budget Law (ORS 294), which provides specific methods for obtaining public views and enable the public to be informed about financial policies and administration of the districts.

EXPLANATION OF THE BUDGET DOCUMENT

This document consists of a detailed display of the Resources and Requirements of each of the two Service Districts in Multnomah County.

Preceding the financial information for each Service District is a brief Budget Message which discusses special items pertaining to the individual Service District, including any major changes in either Resources or Requirements.

SERVICE DISTRICT FINANCIAL POLICIES

Management of all Service Districts is conducted by the Multnomah County Department of Environmental Services. Each Service District is, however, a separate and independent financial entity. To this end, all expenses incurred by a Service District, including contractual engineering support and management by Multnomah County Department of Environmental Services and Finance Division, are met with revenue from sewer user charges and connection fees and/or assessments to real property within the street lighting or sewer Service District.

Under the Accrual Basis of accounting, all revenues are recorded at the time they are earned and expenditures are recorded at the time liabilities are incurred. Budgets and comparative historical cost summaries are prepared utilizing these bases. This practice conforms to Oregon Budget Law.

For financial statement purposes, each Service District is treated as an Enterprise Fund and accounted for on the accrual basis of accounting. This practice conforms to generally accepted accounting principles (GAAP).

SUMMARY OF REQUIREMENTS

DESCRIPTION	ACTUAL 95-96	ACTUAL 96-97	BUDGET 97-98	PROPOSED 98-99
Sewer Service District No. 1 DUNTHORPE RIVERDALE	684,209	786,655	699,000	962,500
Street Lighting Service District. No. 14 MID COUNTY	891,276	943,157	951,000	1,004,000
TOTAL	1,575,485	1,774.000	1,650,000	1,966,500

REIMBURSEMENTS TO COUNTY
1997-98 CHARGES BY MULTNOMAH COUNTY TO SERVICE DISTRICT

SERVICE DISTRICT	ROAD FUND	GENERAL FUND	TOTAL
Dunthorpe Riverdale	7,000	7,000	14,000
Mid County	20,000	15,000	35,000
TOTAL	27,000	22,000	49,000

BUDGET MESSAGE

DUNTHORPE RIVERDALE SERVICE DISTRICT NO. 1

This district was formed in the middle 1960's and by 1970 had removed a significant source of pollution from the Willamette River. Its 560 clients are mainly located in unincorporated Multnomah County with a few customers in northern Clackamas County and the City of Portland.

The district's lines are maintained by the City of Portland and its sewage flow is treated at Portland's Tryon Creek Treatment Plant. The three pump stations planned for reconstruction last two years were postponed until this year, again due to environmental constraints. The cost for the three projects is still estimated to be $420,000.00. This money has been set aside in a sinking fund allocated to cover the costs associated with depreciated facilities.

The present service charge is $36.50 per month. The proposed service charge is $37.50 per month. The increase in the service charge is to reflect the 4% increase from the City of Portland for services and treatment and to re-establish over time the sinking fund to an adequate level to provide for future maintenance needs.

In accordance with the stated position of the District's governing body, the unappropriated balance is intended to fund the depreciation of the District's facilities.

RESOURCES

FORM LB-20 | General (Name of Organizational Unit - Fund) | Dunthorpe Riverdale Service Dist. No. 1 (Name of Municipal Corporation)

	HISTORICAL DATA			RESOURCE DESCRIPTION	Budget for Next Year: 1998 - '99			
	Actual		Adopted Budget					
	Second Preceding Year: '95 - '96	First Preceding Year: '96 - '97	This Year 97 - '98		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				PERSONAL SERVICES				
1.				1. * Available Cash on Hand (Cash Basis), or				1.
2.	$464,531	$538,207	$460,000	2. * Net Working Capital (Accrual Basis)	$700,000	$700,000		2.
3.				3. Previously Levied Taxes Estimated to be Received				3.
4.	$55,158	$34,855	$1,500	4. Interest	$15,000	$15,000		4.
5.				5. OTHER RESOURCES				5.
6.	$7,490	$9,930	$7,500	6. Connection Fees	$7,500	$7,500		6.
7.	$157,030	$203,663	$230,000	7. Sewer Users Service Charge	$240,000	$240,000		7.
8.				8.				8.
9.				9.				9.
10.				10.				10.
11.				11.				11.
12.				12.				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.				27.				27.
28.				28.				28.
29.	$684,209	$786,655	$699,000	29. Total Resources, Except Taxes to be Levied	$962,500	$962,500		29.
30.				30. Taxes Necessary to Balance Budget				30.
31.	$0	$0		31. Taxes Collected in Year Levied				31.
32.	$684,209	$786,655	$699,000	32. **TOTAL RESOURCES**	$962,500	$962,500		32.

EXPENDITURE SUMMARY

BY FUND, ORGANIZATIONAL UNIT OR PROGRAM

FORM LB-30

General
Name of Organizational Unit - Fund

Dunthorpe Riverdale Service Dist. No. 1
Name of Municipal Corporation

	HISTORICAL DATA			EXPENDITURE DESCRIPTION	Budget for Next Year: 1998 - '99			
	Actual		Adopted Budget					
	Second Preceding Year: '95 - '96	First Preceding 96 - '97	This Year 97 - '98		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				PERSONAL SERVICES				
1.				1.				1.
2.				2.				2.
3.				3.				3.
4.				4.				4.
5.				5.				5.
6.				6.				6.
7.				7. **TOTAL PERSONAL SERVICES**				7.
				MATERIALS AND SERVICES				
8.				8. Multnomah County Charges:				8.
9.	$5,051		$7,000	9. General Fund Service Reimbursement	$7,000	$7,000		9.
10.	$218		$7,000	10. Road Fund Service Reimbursement	$7,000	$7,000		10.
11.	$138,605	$147,297	$210,000	11. City of Portland Charges	$210,000	$210,000		11.
12.	$240	$240	$500	12. Utilities	$500	$500		12.
13.	$1,887	$2,207	$3,500	13. Miscellaneous	$3,500	$3,500		13.
14.	$146,001	$154,773	$228,000	14. **TOTAL MATERIAL AND SERVICES**	$228,000	$228,000		14.
				CAPITAL OUTLAY				
15.		$0	$420,000	15. City of Portland Pump Station Reconstruction	$420,000	$420,000		15.
16.			$20,000	16. Drainage Study				16.
17.				17.				17.
18.				18.				18.
19.				19.				19.
20.				20.				20.
21.		$0	$440,000	21. **TOTAL CAPITAL OUTLAY**	$420,000	$420,000		21.
				TRANSFERRED TO OTHER FUNDS				
22.				22.				22.
23.				23.				23.
24.				24.				24.
25.			$20,000	25. General Operating Contingency	$40,000	$40,000		25.
26.	$0	$0	$20,000	26. **TOTAL TRANSFERS & CONTINGENCIES**	$40,000	$40,000		26.
27.	$146,001	$154,773	$688,000	27. **TOTAL EXPENDITURES**	$688,000	$688,000		27.
28.	$538,208	$631,882	$11,000	28. UNAPPROPRIATED ENDING FUND BALANCE	$274,500	$274,500		28.
29.	$684,209	$786,655	$699,000	29. **TOTAL**	$962,500	$962,500		29.

BUDGET MESSAGE

MID COUNTY SERVICE DISTRICT NO. 14

This County service district (originally known as Tulip Acres Lighting District when formed in 1967), now includes virtually all of unincorporated Multnomah County, as well as the cities of Fairview, Maywood Park and Troutdale.

District growth has stabilized due to the completion of the majority of annexations, but is experiencing a mild increase due to development. The District is seeing an increase in costs by County road fund due to the change in services provided by PGE. PGE no longer provides lighting design services and the County has been providing that service. The District will be evaluating the schedule for replacement of existing facilities and the need for additional facilities. All replacement and improvement should be able to be accomplished either out of capital outlay or unappropriated ending fund balance in the future years.

The District has been able to operate at the reduced rate of $35 per home per year and proposes to remain at this rate next year.

RESOURCES

FORM LB-20

General
Name of Organizational Unit - Fund

Mid-County Service Dist. No. 14
Name of Municipal Corporation

	HISTORICAL DATA			RESOURCE DESCRIPTION	Budget for Next Year: 1998 - '99			
	Actual		Adopted Budget					
	Second Preceding Year: '95 - '96	First Preceding Year: '96 - '97	This Year 97 - '98		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				PERSONAL SERVICES				
1.				1. * Available Cash on Hand (Cash Basis), or				1.
2.	$684,356	$727,465	$740,000	2. * Net Working Capital (Accrual Basis)	$775,000	$775,000		2.
3.	$8,280	$7,739	$10,000	3. Previously Levied Taxes Estimated to be Received	$10,000	$10,000		3.
4.	$42,728	$42,866	$40,000	4. Interest	$40,000	$40,000		4.
5.				5. OTHER RESOURCES				5.
6.	$155,759	$165,003	$160,000	6. Assessments	$178,000	$178,000		6.
7.	$153	$84	$1,000	7. Sundry	$1,000	$1,000		7.
8.				8.				8.
9.				9.				9.
10.				10.				10.
11.				11.				11.
12.				12.				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.				27.				27.
28.				28.				28.
29.	$891,276	$943,157	$951,000	29. Total Resources, Except Taxes to be Levied	$1,004,000	$1,004,000		29.
30.				30. Taxes Necessary to Balance Budget				30.
31.	$0	$0		31. Taxes Collected in Year Levied				31.
32.	$891,276	$943,157	$951,000	32. **TOTAL RESOURCES**	$1,004,000	$1,004,000		32.

* Includes Unappropriated Balance Budget Last Year

EXPENDITURE SUMMARY

BY FUND, ORGANIZATIONAL UNIT OR PROGRAM

FORM LB-30

General
Name of Organizational Unit - Fund

Mid-County Service Dist. No. 14
Name of Municipal Corporation

	HISTORICAL DATA			EXPENDITURE DESCRIPTION	Budget for Next Year: 1998 - '99			
	Actual		Adopted Budget					
	Second Preceding Year: '95 - '96	First Preceding Year: '96 - '97	This Year 97 - '98		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				PERSONAL SERVICES				
1.				1.				1.
2.				2.				2.
3.				3.				3.
4.				4.				4.
5.				5.				5.
6.				6.				6.
7.				7. **TOTAL PERSONAL SERVICES**				7.
				MATERIALS AND SERVICES				
8.	$12,875	$13,966	$15,000	8. MULTCO General Fund Services	$15,000	$15,000		8.
9.	$1,091		$20,000	9. MULTCO Road Fund Services	$20,000	$20,000		9.
10.	$144,928	$146,547	$175,000	10. Utilities	$175,000	$175,000		10.
11.	$4,918	$7,029	$10,000	11. Miscellaneous	$10,000	$10,000		11.
12.				12.				12.
13.				13.				13.
14.	$163,812	$167,542	$220,000	14. **TOTAL MATERIAL AND SERVICES**	$220,000	$220,000		14.
				CAPITAL OUTLAY				
15.	$0	$0	$150,000	15. Equipment	$150,000	$150,000		15.
16.				16.				16.
17.				17.				17.
18.				18.				18.
19.				19.				19.
20.				20.				20.
21.	$0	$0	$150,000	21. **TOTAL MATERIAL AND SERVICES**	$150,000	$150,000		21.
				TRANSFERRED TO OTHER FUNDS				
22.				22.				22.
23.				23.				23.
24.				24.				24.
25.		$0	$25,000	25. General Operating Contingency	$25,000	$25,000		25.
26.	$0	$0	$25,000	26. **TOTAL TRANSFERS & CONTINGENCIES**	$25,000	$25,000		26.
27.	$163,812	$167,542	$395,000	27. **TOTAL EXPENDITURES**	$395,000	$395,000		27.
28.	$727,464	$775,615	$556,000	28. UNAPPROPRIATED ENDING FUND BALANCE	$609,000	$609,000		28.
29.	$891,276	$943,157	$951,000	29. **TOTAL**	$1,004,000	$1,004,000		29.

ATTACHMENT A

The Board makes the following responses to the recommendations of the Tax Supervising and Conservation Commission contained in the letter certifying the 1998-99 Dunthorpe Riverdale Service District budget.

1... Budget Committee Membership.

The Transportation Division and the Budget and Quality Office will work to assure that the budget committee includes citizen members next year and that the budget committee meeting is duly noticed.

2. Maintenance / Enhancement of Stormwater System

The Transportation Division will examine the storm water user fee to fund potential enhancements to the district's drainage system.

3. Administrative Charges –

The charges to the service district for administrative support will be examined and will be corrected if they are not being appropriately recovered.

TSCC

Commissioners
Richard Anderson
Anthony Jankans
Nancy Conrath
Charles Rosenthal
Ann Sherman

TAX SUPERVISING & CONSERVATION COMMISSION
MULTNOMAH COUNTY, OREGON

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May 29, 1998

Board of Commissioners
Dunthorpe-Riverdale Sewer Service District
1510 Portland Building
Portland, Oregon 97204

Dear Board Members:

The Commission has completed review and consideration of the Dunthorpe-Riverdale County Service District's 1998-99 budget. This review was undertaken pursuant to ORS 294.605-705 to confirm compliance with applicable laws and to determine the adequacy of estimates necessary to support efficient and economical administration of the district.

The 1998-99 budget, filed May 26, 1998, is hereby certified with the following recommendations. Estimates were judged to be reasonable for the purposes shown and the document was found to be in substantial compliance with the law.

Recommendations:

1. Compliance with Local Budget Law

County service districts located in Multnomah County should follow the same procedure used by any other municipal corporation located in Multnomah County which has a population of less than 200,000. This requires the following:

1. The appointment of a budget officer
2. The appointment of a budget committee
3. The preparation of a budget in the required format
4. The preparation of a budget message
5. The publication of the first budget meeting (two notices are required)
6. The publication of the budget / notice of budget hearing
7. The submittal of budget to TSCC
8. The adoption of the budget / establishment of appropriations

As discussed, for the first time in years the Dunthorpe-Riverdale Sewer Service District actually appointed a budget committee. This is important from a compliance standpoint. And, it also greatly enhances citizen involvement in the budget process. Next year, I'm hopeful you can expand committee membership and publish a notice of the planned committee meeting.

2. Maintenance / Enhancement of Stormwater System

-Efforts to raise area land use densities will increase the district's customer base. The population growth, in turn, will place burdens on the already inadequate drainage system, and likely require future capital improvements. We recommend you analyze the feasibility of establishing a separate storm water user fee to remedy current system deficiencies, and/or a system development charge to offset the effects of future growth.

3. Administrative Charges - Support from Multnomah County Road and General Fund

The prior year audit (page 7) indicates that the total county charge to the service district for operational / administrative support was $5,269 in both fiscal 1996 and 1997. Support billings should be consistent with the efforts expended. I would assume, therefore, that the amounts should change annually based on the time devoted by county staff. The county should re-evaluate its system of tracking and billing these costs.

Budget estimate amounts certified are as follows:

General Fund	$ 962,500
Unappropriated Balance	(274,500)

The budget committee should be advised of the Commission's recommendations and that the budget has been transmitted to the Board for subsequent advertising, hearing, adjustment if needed, and adoption. Responses to Commission recommendations should be included in either the adopting resolution, or within an accompanying letter.

Please file a copy of the adopted budget and supporting documentation within 15 days of adoption. This filing should include a copy of the budget, a copy of each LB form, proof of publication and the adopting resolutions.

Thanks to staff for their cooperation. Let us know if we can further assist.

Yours very truly,

TAX SUPERVISING & CONSERVATION COMMISSION

Courtney Wilton
Administrative Officer