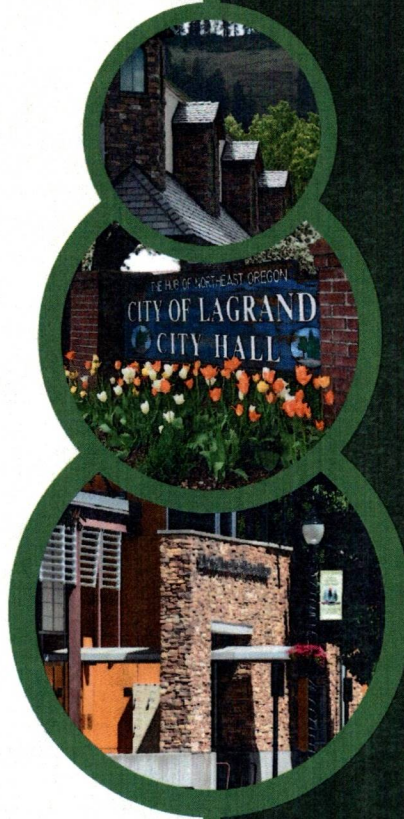


2024 - 2025



PROPOSED
BUDGET

CITY OF LA GRANDE

AND

URBAN RENEWAL
DISTRICT

CITY MANAGER -
ROBERT STROPE

URBAN RENEWAL DISTRICT

Budget Message

Proposed Budget for Fiscal Year 2024-25

The Urban Renewal District Proposed Budget for Fiscal Year 2024-25 reflects the guidance provided by the Urban Renewal Agency at their annual Retreat, which again included affirmation of continuing to fully fund core economic development efforts first and to under levy surplus property taxes. Based on that guidance, the Proposed Budget has an under levy of Urban Renewal to provide more revenues to the City's General Fund as well as additional revenues to other taxing districts. The under levy is an annual decision, and is at the discretion of the Agency. In addition to funding core programs, the intent is to maintain an ending fund balance of approximately \$250,000. The Proposed Budget for the Agency includes the Agency's General Fund and the Debt Fund, with a combined unappropriated ending fund balance of \$463,145, plus \$150,000 of contingency. Due to in part to the carried over funds for programs, only \$750,000 of new property tax revenues are being levied.

The Proposed Budget includes funding for the Economic Development Director, core economic development program funding, and project funding for the Agency's existing programs. Below are the proposed allocations of the \$1,350,000 in project funding, which is the same amount budgeted for in the current year. An additional \$181,731 awarded under prior years' Call for Projects Program and \$42,171 awarded under prior year's Façade Program is being carried forward for projects that remain open.

Non-Business Park Call For Projects Program:	\$350,000
Agency identified, pro-actively targeted improvement project:	\$500,000 (all carried over from current Fiscal Year)
Traded Sector/Business Park Call for Projects Business	
Attraction Incentive Program:	\$425,000 (all carried over from current Fiscal Year)
Façade Grant Program:	\$75,000

Because of the regulatory constraints surrounding Urban Renewal, the City of La Grande and the Urban Renewal Agency have an agreement that provides for the transfer of funds from the Agency to the General Fund for services, including funding of the Economic Development Department and La Grande Main Street Downtown (LGMSD) at \$25,000. The Agency is not planning to provide funding for any outside third-party agency or organization for economic development efforts in the coming fiscal year other than the existing services provided by LGMSD.

Respectfully submitted,



Robert A. Strope
District Manager/Budget Officer

Urban Renewal Agency - General Fund

*Urban Renewal Agency - General Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

To promote the economic health of the area within the borders of the La Grande Urban Renewal District. To revitalize La Grande's Central Business Zone (CBZ) by:

1. Investing in public improvements and public/private development partnerships in the CBZ.
2. Facilitating the development of commercial and industrial parts of the District to create jobs and income which will provide economic support to the CBZ.
3. Implementing the Central Business Zone Improvement Plan and the Oregon Main Street program.
4. Promoting the Business Park and other economic development opportunities within the District.
5. Implementing the Urban Renewal Plan.

Staffing:

Staffing is provided by 0.70 FTE Economic Development Director and 0.33 FTE shared Secretary. The City of La Grande General Fund provides funding of 0.30 FTE for the Economic Development Director.

Major Objectives:

The major focus of this program for the current year will be to promote the area and actively seek to leverage private investment with public investment in downtown and in the Business Park. Major projects for this fiscal year will include:

Leveraging URA funds to support public/private partnership project requests.

Attract new businesses to the Business Park.

Continue to implement a downtown retail business development strategy.

Develop a strategy focused on attraction, recruitment, and expansion of small scale manufacturing businesses that can locate or expand in the District or City's Urban Growth area.

Complete the Jefferson Avenue Redevelopment Plan and create implementation strategy.

Urban Renewal Agency - General Fund

Urban Renewal Agency - General Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

URA Plan Projects - CFP non-Business Park: \$350,000, Agency Initiated Project: \$500,000 carried forward from prior years; and Facade Program: \$75,000.

Traded Sector/Business Park & Technology Park Incentive - created new combined Traded Sector/LGBTP incentive last year totaling \$425,000. Carryover total amount \$425,000.

Call for Projects carried forward from prior years: \$181,731

- *\$30,328 Front Office Solutions CFP carry over from FY 2022-23
- *\$75,000 Bohnenkamp 2nd floor CFP carry over from previous year
- *\$57,403 NK West storefront CFP carry over from previous year
- *\$19,000 Valley Insurance CFP carry over from previous year

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	\$ 215,001	\$ 280,217	\$ 373,836	\$ 407,609	\$ 407,609
Capital Outlay	\$ 151,508	\$ 222,610	\$ 1,532,119	\$ 1,573,902	\$ 1,573,902
Operating Contingency	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ 108,976	\$ 155,311	\$ 155,311
TOTAL	\$ 366,509	\$ 502,827	\$ 2,164,931	\$ 2,286,822	\$ 2,286,822

URBAN RENEWAL

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
URBAN RENEWAL - GENERAL FUND							
RESOURCES							
\$ 69,227	\$ 197,878	\$ 251,862	\$ 293,622	201-000-100100	BEGINNING CASH	\$ 298,259	\$ 298,259
\$ 4,909	\$ 4,509	\$ 5,264	\$ 3,420	201-000-483530	PRINCIPAL PYMTS	\$ 5,264	\$ 5,264
\$ 1,932	\$ 1,662	\$ 1,850	\$ 1,217	201-000-483531	INTEREST PYMTS	\$ 1,788	\$ 1,788
\$ -	\$ 10,125	\$ -	\$ -	201-000-484000	MISCELLANEOUS	\$ -	\$ -
\$ 116,810	\$ 46,947	\$ -	\$ -	201-000-490650	PROPERTY SALES	\$ -	\$ -
\$ 366,508	\$ 502,826	\$ 1,905,955	\$ 703,115	201-000-490680	TRANSFER FROM URA DEBT FUND	\$ 1,981,511	\$ 1,981,511
\$ 559,386	\$ 763,947	\$ 2,164,931	\$ 1,001,374		TOTAL RESOURCES	\$ 2,286,822	\$ 2,286,822
REQUIREMENTS							
\$ 92,532	\$ 100,479	\$ 105,330	\$ 105,330	201-001-621500	ADMINISTRATIVE FEES GEN FUND	\$ 106,975	\$ 106,975
\$ 53,417	\$ 79,280	\$ 158,778	\$ 109,578	201-001-628803	PROFESSIONAL SVC & FEES-M & S/C	\$ 187,184	\$ 187,184
\$ 69,052	\$ 100,458	\$ 109,728	\$ 108,590	201-001-628804	PROFESSIONAL SVC & FEES - PSNL	\$ 113,450	\$ 113,450
\$ 215,001	\$ 280,217	\$ 373,836	\$ 323,498		TOTAL MATERIALS & SERVICES	\$ 407,609	\$ 407,609
\$ 151,508	\$ 222,610			201-001-640008	URA 'PLAN' PROJECTS		\$ -
		\$ 350,000	\$ 273,597		Call for Projects--Current Year	\$ 350,000	\$ 350,000
		\$ 182,119	\$ 73,191		Call for Projects--Prior Years	\$ 181,731	\$ 181,731
		\$ -	\$ -		CFP \Business and Tech Park	\$ -	\$ -
		\$ 500,000	\$ -		URA Initiated CBZ project	\$ 500,000	\$ 500,000
		\$ 75,000	\$ 32,829		Façade Program	\$ 117,171	\$ 117,171
\$ -	\$ -	\$ 425,000	\$ -	201-001-646123	TRADED SECTOR/BUSINESS PARK	\$ 425,000	\$ 425,000
\$ -	\$ -	\$ -	\$ -	201-001-646125	IOOF PROJECT	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	201-001-646128	ADAMS AVENUE PROJECT	\$ -	\$ -
\$ 151,508	\$ 222,610	\$ 1,532,119	\$ 379,617		TOTAL CAPITAL OUTLAY	\$ 1,573,902	\$ 1,573,902

URBAN RENEWAL

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ -	\$ -	\$ 150,000	\$ -	201-001-740100	OPERATING CONTINGENCY	\$ 150,000	\$ 150,000
\$ -	\$ -	\$ -	\$ -	201-001-750000	RESERVED FOR FUTURE EXPENDITURE	\$ -	\$ -
\$ -	\$ -	\$ 108,976	\$ 298,259	201-001-765100	UNAPP ENDING BALANCE	\$ 155,311	\$ 155,311
\$ 366,509	\$ 502,827	\$ 2,164,931	\$ 1,001,374		TOTAL REQUIREMENTS	\$ 2,286,822	\$ 2,286,822

Urban Renewal Agency - Debt Fund

Urban Renewal Agency - Debt Fund

Proposed Budget - FY 2024-25

Mission and Overview:

To promote the economic health of the area within the borders of the La Grande Urban Renewal District.

Staffing:

Staffing is provided by 0.70 FTE Economic Development Director and 0.33 FTE shared Secretary. The City of La Grande General Fund provides funding of 0.30 FTE for the Economic Development Director.

Major Objectives:

Increasing prosperity of the Urban Renewal District to the benefit of the citizens of La Grande.

The URA General Fund will provide the budget for major projects. The URA Debt Fund will provide for debt payments for contractual services and principal and interest payments on loans for projects.

Urban Renewal Agency - Debt Fund

Urban Renewal Agency - Debt Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

In April 2018 a Bond Refunding was completed with a current balance due of \$552,130. (Prepayment available on or after January 1, 2026)

In 2015 bonds were sold for the Adams Avenue Street Scape project which has a current balance due of \$1,010,000. (Prepayment available now)

In 2011 bonds were sold for the Big H project which currently has a balance due of \$535,000. (Prepayment available now)

The current property tax revenue shown reflects the proposed under levy of Urban Renewal as recommended by the Fiscal Committee using an assessed value of \$41,816,276.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Total Debt	\$ 256,441	\$ 251,328	\$ 249,254	\$ 249,878	\$ 249,878
Interfund Transfers	\$ 366,508	\$ 502,826	\$ 1,905,955	\$ 1,981,511	\$ 1,981,511
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ 363,065	\$ 307,834	\$ 307,834
TOTAL	\$ 622,949	\$ 754,154	\$ 2,518,274	\$ 2,539,223	\$ 2,539,223

URBAN RENEWAL

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
URBAN RENEWAL - DEBT SERVICE FUND							
RESOURCES							
\$ 990,372	\$ 1,430,643	\$ 1,536,274	\$ 1,648,342	202-000-100100	BEGINNING CASH	\$ 1,700,223	\$ 1,700,223
\$ 1,035,359	\$ 878,122	\$ 950,000	\$ 900,000	202-000-401002	CURRENT PROPERTY TAXES	\$ 750,000	\$ 750,000
\$ 21,181	\$ 38,140	\$ 25,000	\$ 31,000	202-000-401003	DELINQ PROPERTY TAXES	\$ 29,000	\$ 29,000
\$ 6,851	\$ 49,273	\$ 7,000	\$ 75,000	202-000-401004	INTEREST INCOME	\$ 60,000	\$ 60,000
\$ -	\$ -	\$ -	\$ -	202-000-484000	MISCELLANEOUS	\$ -	\$ -
\$ 2,053,763	\$ 2,396,178	\$ 2,518,274	\$ 2,654,342		TOTAL RESOURCES	\$ 2,539,223	\$ 2,539,223
REQUIREMENTS							
BUSINESS PARK DEBT <small>payoff 2033 interest varies, 4% to 5% currently 5%</small>							
\$ 36,748	\$ 37,085	\$ 42,737	\$ 42,440	202-002-710001	PRINCIPAL PAYMENTS	\$ 42,737	\$ 42,737
\$ 33,205	\$ 31,368	\$ 27,467	\$ 29,514	202-002-710002	INTEREST PAYMENTS	\$ 27,466	\$ 27,466
\$ 69,953	\$ 68,453	\$ 70,204	\$ 71,954		TOTAL BUS PARK DEBT PAYMENTS	\$ 70,203	\$ 70,203
BIG H DEBT <small>payoff 2032 interest varies, 1.0% to 3.5% currently 3.5%</small>							
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	202-002-710001	PRINCIPAL PAYMENTS	\$ 50,000	\$ 50,000
\$ 22,538	\$ 21,175	\$ 19,600	\$ 19,600	202-002-710002	INTEREST PAYMENTS	\$ 17,850	\$ 17,850
\$ 72,538	\$ 71,175	\$ 69,600	\$ 69,600		TOTAL BIG H DEBT PAYMENTS	\$ 67,850	\$ 67,850
ADAMS AVENUE PROJECT 20YR <small>payoff 2034 interest varies, 2% to 3.5% currently 3.5%</small>							
\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	202-002-710001	PRINCIPAL PAYMENTS	\$ 80,000	\$ 80,000
\$ 38,950	\$ 36,700	\$ 34,450	\$ 34,450	202-002-710002	INTEREST PAYMENTS	\$ 31,825	\$ 31,825
\$ 113,950	\$ 111,700	\$ 109,450	\$ 109,450		TOTAL ADAMS AVE DEBT PAYMENTS	\$ 111,825	\$ 111,825
\$ 161,748	\$ 162,085	\$ 167,737	\$ 167,440		Total Principal (all)	\$ 172,737	\$ 172,737
\$ 94,693	\$ 89,243	\$ 81,517	\$ 83,564		Total Interest (all)	\$ 77,141	\$ 77,141
\$ 256,441	\$ 251,328	\$ 249,254	\$ 251,004		GRAND TOTAL PRINCIPAL & INTEREST	\$ 249,878	\$ 249,878

URBAN RENEWAL

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 366,508	\$ 502,826	\$ 1,905,955	\$ 703,115	202-002-729900	TRANSFER TO GEN/PROJ FUND (201)	\$ 1,981,511	\$ 1,981,511
\$ 366,508	\$ 502,826	\$ 1,905,955	\$ 703,115		TOTAL TRANSFERS	\$ 1,981,511	\$ 1,981,511
\$ -	\$ -	\$ -	\$ -	202-002-750000	RESERVED FOR FUTURE EXPENDITURE	\$ -	\$ -
\$ -	\$ -	\$ 363,065	\$ 1,700,223	202-002-765100	UNAPP ENDING BALANCE	\$ 307,834	\$ 307,834
\$ 622,949	\$ 754,154	\$ 2,518,274	\$ 2,654,342		TOTAL REQUIREMENTS	\$ 2,539,223	\$ 2,539,223

CITY OF LA GRANDE
Budget Message
Proposed Budget for Fiscal Year 2024-2025

Thriving communities are places where people feel safe, have access to excellent services and amenities such as quality parks, diverse recreational programs, and outstanding library services. They are places with good roads and where people don't have to worry about the quality of their water. In many respects, La Grande has these attributes. However, with our resource constraints we aren't always able to meet the expectations of our citizens. I firmly believe our team does a great job with what we do have to work with and will continue to strive for excellence in our service delivery.

By law, the Budget Committee is responsible for reviewing the budget, hearing from our citizens, and asking questions so that you can make an informed decision regarding the City's Proposed Budgets. We have found it is very helpful for Budget Committee Members to submit questions to the Budget Officer as you review the materials prior to the hearing. All questions asked, along with the answers, are provided to all Members of the Committee and are posted on the City's Website. In the interest of transparency, I will also share the questions and answers during the hearings. Once you hear from the public and your questions are answered, and changes, if any, are made, the Committee votes to approve the Budgets.

To assist the Committee, we will begin with an executive level overview of the Proposed Budgets. Following the presentation, each Department Director will answer specific questions to provide whatever level of detail the Committee deems necessary to aid in your task. Once the Committee approves the Budgets, the City Council will meet at a later date to adopt the Budgets. The City Council may make changes to the Approved Budget(s); however, taxes may not be increased beyond the amount approved by the Budget Committee, nor may approved expenditures in any fund be increased by more than \$5,000 or 10 percent, whichever is greater, unless additional actions are taken, including publication of revised budget figures and an additional public hearing. After adoption, amounts shown as "Reserved for Future Expenditures" can only be accessed through a supplemental budgeting process, which is not anticipated. Contingency funds can be accessed by Council Resolution.

The City of La Grande continues to employ a conservative yet realistic approach to budgeting. We believe this results in a more accurate representation of the City's financial condition. In the General Fund Proposed Budget, proposed expenditures exceed projected revenues, which has been the case for the past few years. We are using our cash on hand to bridge this gap between revenues and expenses to maintain services as well as continuing to purchase needed capital items. In an effort to help address this gap, while remaining balanced in terms of services and economic development efforts, the Proposed General Fund Budget reflects an Urban Renewal under levy which will provide an estimated \$574,008 of additional revenues without impacting the Urban Renewal Agency's core economic development programs. The under levy also provides much needed revenues to other taxing jurisdictions.

The Proposed Budgets include a total of 141.59 Full Time Equivalent (FTE) employees based on a 2080 hour year, of which 119 are full-time employees. The staffing includes three additional full-time positions: two 911 Dispatchers and one maintenance position to be shared between Aquatics and Parks. Also proposed are increases in hours of three positions to move them from part-time to full time, one in Finance and two at the Library. Though requested, an additional detective position was not included in the Proposed Budget. More detail regarding the proposed staffing changes are contained in the narratives for each department.

The Proposed Budgets, as with the current year's Adopted Budgets, were developed using the priorities established by the City Council along with the best information available to the Staff when prepared. The estimated amounts shown for the current year also reflect the best information available at the time and were used to forecast beginning cash balances. The City Council, during their annual Retreat, established the City's priorities and approved the summary of the Retreat and the Goals and Priorities which were provided to the Budget Committee in advance of this meeting. The Proposed Budgets reflect those priorities and the City Council's philosophy of funding City of La Grande specific programs first.

When the FY 2023-24 General Fund Budget was adopted, it included a beginning cash estimated balance of \$9,103,649 and a budgeted ending cash balance of \$4,419,224, including contingency and reserved for future expenditures. Through a combination of conservative revenue estimates, and a variety of factors that resulted in lower expenditures than budgeted the previous year, the beginning General Fund cash on hand for FY 2023-24 was actually \$10,718,000. This amount included carried forward funds that have been previously committed and the remainder are one-time funds that can be used to address budget requirements, but should not be considered for continuing money expenditures. We call this amount the unanticipated increase in cash balance, and is \$1,116,713 after removing the carried forward and committed funds. The City Council passed Resolution 4824, Series 2022, establishing fiscal policy including dedicating 50% of these unrestricted, unanticipated increases in cash to the General Reserve Fund for capital projects (\$558,357), 25% to other General Fund capital needs (\$279,178), and the remaining 25% to be transferred to the Street Reserve Fund where they will be used for Street and Road improvements (\$279,178). The 25% dedicated for other General Fund capital needs and most of it will fund a large Information Technology infrastructure replacement project which will upgrade the City's servers, storage devices, and transition to fiber.

In addition to the budget priorities and constraints related to our available resources, the goal is to maintain sufficient ending cash balances in the City's Funds, the General Fund most notably, to enable the City to meet all operating expenses without the need for short-term borrowing from other Funds or financial institutions. For the General Fund, this amount remains between \$1.4 and \$1.6 million annually, given the operating expenses and the timing of the first receipt of property taxes each fall.

The City's Proposed General Fund Budget estimates revenues of \$13,280,333 including transfers in, compared to \$16,670,229 of estimated expenditures, for a net deficit of \$3,392,617. We plan to address this deficit by using available ending cash on hand (Fund Balance) to avoid cuts. Labor costs in the General Fund account for a significant portion of the total expenditures (65.48% excluding the \$1,354,584 of ARPA funds), which is typical given the makeup of the organization.

The \$1,354,584 remaining American Rescue Plan Act of 2021 (ARPA) are included in the Proposed General Fund Budget. The Council allocated \$2,773,872 to various street projects and the remaining \$250,000 was reserved for the Union County Fairgrounds Water and Sewer Project, contingent upon the outcome of the pending outside funding requests from the Union County Fair Board. This \$250,000 will be reduced by \$119,231 by the allocation of prior years' Transient Room Tax funds to the Union County Fairgrounds shown in the Council, Manager, and Personnel being carried over from the Current year.

The materials provided to the Budget Committee represent the Proposed Budgets for FY 2024-25. The format is generally the same as in past years. Following this budget message, you will find several summaries and charts. Behind each Department or Fund tab, you will find summaries outlining Mission and Overview; Major Objectives; Staffing; Explanation of major changes in the Proposed Budgets (as compared to the previous year's budget); Actual Expenditures for the two most recently completed fiscal years; Current Budgeted amounts; Department Requested and Manager Proposed figures. My general guidance to the Directors is to explain changes that are \$5,000 or more for a given line or that reflect a 10% difference from the current year's budget, whichever is more. (a change of 20% in a \$100 line item would not warrant an explanation).

As a reminder, the process we used to develop the budget is as follows: based on the City Council's expressed priorities and the Directors' knowledge and experience regarding their areas of responsibility, the Department Directors submitted their requested budgets to reflect what they believe they need to continue to maintain staffing and provide generally the same level of service to our citizens as the current year. The budgets provided show the Directors' initial, conservative requests under the REQUESTED column. Individual department meetings between each Director, their key staff members, the Finance Director and myself as Budget Officer helped to clarify the basis for their requests. Following these meetings, we made revisions if required to bring the budget in line with revenue projections and available fund balance, which are reflected in the PROPOSED column. The PROPOSED figures are my recommendations as Budget Officer to the Budget Committee for approval.

EXECUTIVE SUMMARY—ALL FUNDS (includes Urban Renewal)

Compares Proposed FY 2024-25 Budget (PROPOSED) to the Adopted FY 2023-24 Budget (CURRENT)

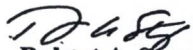
- **SERVICE LEVELS** -- Staffing levels remain the same in the Enterprise and Other Funds. The General Fund includes two new full-time 911 Dispatcher positions; one new full-time Parks/Pool Maintenance position; and moving one Finance and two Library positions from part-time to full-time.
- **LABOR COSTS** – PROPOSED \$14,552,860 across all funds, as compared to \$13,972,875 CURRENT, an increase of 4.15%.
- **MATERIALS & SERVICES** – PROPOSED \$12,161,645 as compared to \$11,861,377 CURRENT, an increase of 2.53%.
- **CAPITAL OUTLAY** – PROPOSED \$14,399,143 as compared to \$12,790,271 CURRENT, an increase of 12.58%.
- **PROPOSED General Fund Capital Outlay** including transfers to the General Reserve total \$1,208,266 and includes the large infrastructure replacement project for IT, a new police administrative vehicle, a remount/refurbish of current ambulance, enclosure of mezzanine at the Fire Department, a deck mower, compact utility tractor, replacement of recreation bus, and a woodchipper.

For your convenience, there is a *Chart of Accounts* at the back of your budget notebook. Each line in the budget has a short description and account number. The first six digits identify the fund and department, the last six digits of the account number are tied to an expanded description that you may find helpful. Not all departments use all account numbers.

Please take the time to review this information. Should you have questions about the attached Proposed Budgets, please call me at (541) 962-1309, or our Finance Director, Heather Rajkovich at 541-962-1316. I am also available to meet individually to discuss the Proposed Budgets and the approval process once you review the document and before the start of the hearings. Experience has shown these meetings are very beneficial, especially for new members of the Committee. It is our policy that any questions, and the answers, will be shared with all members of the Budget Committee.

Your first Budget Hearing is scheduled for 6:00 p.m., on Monday, May 13, 2024, in the Colleen F. Johnson Community Room at the Cook Memorial Library. On behalf of the Staff and the citizens of La Grande, I want to thank you for your willingness to serve on this most important committee.

Respectfully submitted,

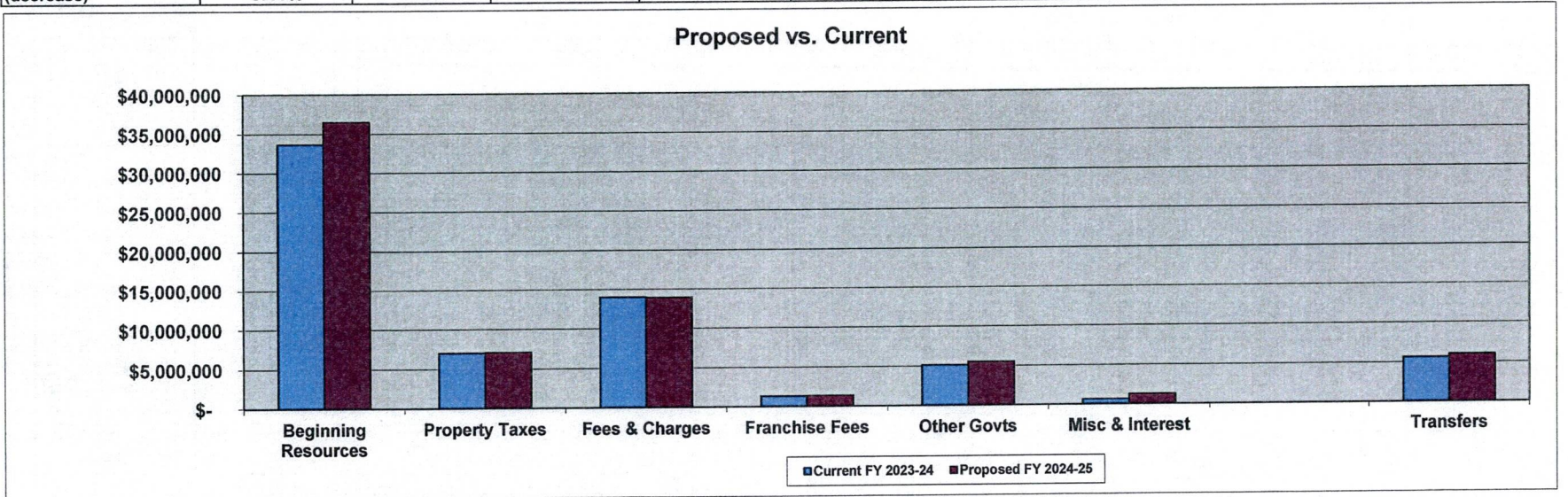


Robert A. Strobe
City Manager/Budget Officer

SUMMARIES
and
GRAPHS

FY 2024-25 PROPOSED BUDGET RESOURCES / CURRENT BUDGET RESOURCES--ALL FUNDS

	Beginning Resources	Property Taxes	Fees & Charges	Franchise Fees	Other Govts	Misc & Interest		Transfers	TOTAL
Current FY 2023-24	\$ 33,688,971	\$ 7,033,969	\$ 14,015,574	\$ 1,331,000	\$ 5,127,754	\$ 613,156		\$ 5,639,368	\$ 67,449,792
Proposed FY 2024-25	\$ 36,523,260	\$ 7,123,233	\$ 13,939,558	\$ 1,368,000	\$ 5,530,478	\$ 1,264,550		\$ 6,022,929	\$ 71,772,008
change-increase or (decrease)	\$ 2,834,289	\$ 89,264	\$ (76,016)	\$ 37,000	\$ 402,724	\$ 651,394		\$ 383,561	\$ 4,322,216
	8.41%	1.27%	-0.54%	2.78%	7.85%	106.24%		6.80%	6.41%



FY 2024-25 PROPOSED BUDGET RESOURCES--ALL FUNDS

	Beg Resources	Property Taxes	Fees & Charges	Franchise Fees	Other Govts	Misc & Interest		Transfers	TOTAL
GENERAL FUND:	\$ 9,221,730	\$ 6,344,233	\$ 3,851,789	\$ 1,368,000	\$ 809,328	\$ 361,100		\$ 545,883	22,502,063
PUBLIC WORKS:									
Street & Road	\$ 915,203				\$ 993,950	\$ 35,000		\$ 250,000	2,194,153
Water	\$ 2,499,153		\$ 3,065,300			\$ 115,000			5,679,453
Water Reserve	\$ 5,958,455		\$ 40,000		\$ -	\$ 125,000		\$ 900,000	7,023,455
Sewer Fund	\$ 2,607,499		\$ 3,482,915			\$ 102,000			6,192,414
Sewer Reserve	\$ 3,901,080		\$ 40,000			\$ 125,000		\$ 1,200,000	5,266,080
PW Service	\$ 182,401		\$ 1,190,802		\$ -				1,373,203
Street Maintenance	\$ 804,250		\$ 425,000			\$ 15,000			1,244,250
Motor Pool	\$ 170,635		\$ 555,000		\$ -	\$ 14,500			740,135
Street Reserve	\$ 1,472,251		\$ 1,700		\$ 594,200	\$ 30,000		\$ 379,178	2,477,329
Storm Utility	\$ 386,723		\$ 210,000			\$ 10,000		\$ 55,000	661,723
Storm Utility Reserve	\$ 780,381					\$ 18,000		\$ 50,000	848,381
Sub Total:	\$ 19,678,031	\$ -	\$ 9,010,717	\$ -	\$ 1,588,150	\$ 589,500		\$ 2,834,178	33,700,576
ALL OTHERS:									
Building Inspections	\$ 2,675,524		\$ 565,000			\$ 65,000			3,305,524
Building Insp Reserve	\$ 65,171					\$ 1,500		\$ 5,000	71,671
Grants & Donations	\$ 786,850				\$ 3,133,000	\$ 128,450			4,048,300
General Reserve	\$ 1,819,990		\$ 5,000			\$ 55,000		\$ 656,357	2,536,347
911 Fund	\$ 277,482		\$ 500,000			\$ 4,000			781,482
Urban Renewal - Gen	\$ 298,259		\$ 7,052					\$ 1,981,511	2,286,822
Urban Renewal - Debt	\$ 1,700,223	\$ 779,000				\$ 60,000			2,539,223
Sub Total:	\$ 7,623,499	\$ 779,000	\$ 1,077,052	\$ -	\$ 3,133,000	\$ 313,950		\$ 2,642,868	15,569,369
TOTALS	\$ 36,523,260	\$ 7,123,233	\$ 13,939,558	\$ 1,368,000	\$ 5,530,478	\$ 1,264,550		\$ 6,022,929	71,772,008

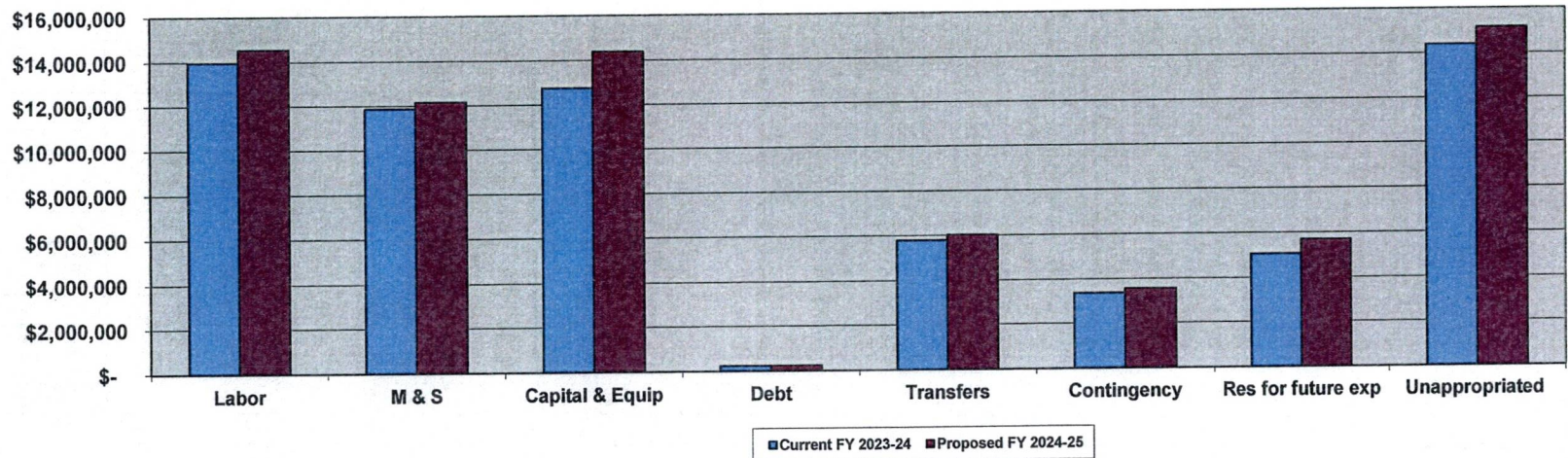
CURRENT BUDGETED RESOURCES FY 2023-24-ALL FUNDS

	Beginning Cash	Property Taxes	Fees & Charges	Franchise Fees	Other Govts	Misc & Interest		Transfers	TOTAL
GENERAL FUND:	\$ 9,103,649	\$ 6,058,969	\$ 4,010,389	\$ 1,331,000	\$ 850,151	\$ 121,100		\$ 567,700	\$ 22,042,958
PUBLIC WORKS:									
Street & Road	\$ 1,074,117				\$ 975,000	\$ 20,000		\$ 250,000	\$ 2,319,117
Water	\$ 2,403,510		\$ 3,065,400			\$ 65,000			\$ 5,533,910
Water Reserve	\$ 4,875,139		\$ 40,000			\$ 60,000		\$ 900,000	\$ 5,875,139
Sewer Fund	\$ 3,015,592		\$ 3,483,400			\$ 32,000			\$ 6,530,992
PW Service	\$ 182,401		\$ 1,106,951						\$ 1,289,352
Sewer Reserve	\$ 4,102,372		\$ 40,000			\$ 50,000		\$ 1,200,000	\$ 5,392,372
Street Maintenance	\$ 439,360		\$ 425,000			\$ 10,000			\$ 874,360
Motor Pool	\$ 184,144		\$ 505,000			\$ 12,500			\$ 701,644
Street Reserve	\$ 1,588,228		\$ 7,320		\$ 59,603	\$ 160,106		\$ 100,000	\$ 1,915,257
Storm Utility	\$ 370,965		\$ 210,000			\$ 5,000		\$ 110,000	\$ 695,965
Storm Utility Reserve	\$ 602,609					\$ 8,000		\$ 150,000	\$ 760,609
Sub Total:	\$ 18,838,437	\$ -	\$ 8,883,071	\$ -	\$ 1,034,603	\$ 422,606		\$ 2,710,000	\$ 31,888,717
ALL OTHERS:									
Building Inspections	\$ 2,154,229		\$ 635,000			\$ 20,000			\$ 2,809,229
Building Insp. Reserve	\$ 57,156					\$ 500		\$ 5,000	\$ 62,656
Grants & Donations	\$ 200,901				\$ 3,243,000	\$ 31,950			\$ 3,475,851
General Reserve	\$ 1,318,745		\$ 5,000			\$ 8,000		\$ 450,713	\$ 1,782,458
911 Fund	\$ 227,718		\$ 475,000			\$ 2,000			\$ 704,718
Urban Renewal - Gen	\$ 251,862		\$ 7,114	\$ -	\$ -			\$ 1,905,955	\$ 2,164,931
Urban Renewal - Debt	\$ 1,536,274	\$ 975,000	\$ -	\$ -		\$ 7,000			\$ 2,518,274
Sub Total:	\$ 5,746,885	\$ 975,000	\$ 1,122,114	\$ -	\$ 3,243,000	\$ 69,450		\$ 2,361,668	\$ 13,518,117
TOTALS	\$ 33,688,971	\$ 7,033,969	\$ 14,015,574	\$ 1,331,000	\$ 5,127,754	\$ 613,156		\$ 5,639,368	\$ 67,449,792

FY 2024-25 PROPOSED BUDGET REQUIREMENTS / CURRENT BUDGET REQUIREMENTS--ALL FUNDS

	Labor	M & S	Capital & Equip	Debt	Transfers	Contingency	Res for future exp	Unappropriated	TOTAL
Current FY 2023-24	\$ 13,972,875	\$ 11,861,377	\$ 12,790,271	\$ 249,254	\$ 5,775,765	\$ 3,366,769	\$ 5,042,095	\$ 14,391,386	\$ 67,449,792
Proposed FY 2024-25	\$ 14,552,860	\$ 12,161,645	\$ 14,399,143	\$ 249,878	\$ 6,022,929	\$ 3,562,589	\$ 5,679,897	\$ 15,143,068	\$ 71,772,008
change-increase or (decrease)	\$ 579,985	\$ 300,268	\$ 1,608,872	\$ 624	\$ 247,164	\$ 195,820	\$ 637,802	\$ 751,682	\$ 4,322,216
	4.15%	2.53%	12.58%	0.25%	4.28%	5.82%	12.65%	5.22%	6.41%

Proposed vs. Current



FY 2024-25 PROPOSED BUDGET REQUIREMENTS (expenses) ALL FUNDS

GENERAL FUND	Labor	M & S	Capital & Equip	Debt	Transfers	Contingency	Res. Future Ex.	Unappropriated	TOTAL
Council/Mngr/Psnl	\$ 704,117	\$ 2,676,657	\$ 4,547		\$ 931,535				\$ 4,316,856
Finance/Municipal Crt	\$ 560,347	\$ 270,259	\$ 5,610						\$ 836,216
Police	\$ 3,621,442	\$ 493,669	\$ 95,152						\$ 4,210,263
Fire & EMS	\$ 3,020,255	\$ 755,101	\$ 252,070						\$ 4,027,426
Plng/Eco Devo/Blg Mnt	\$ 473,182	\$ 337,276	\$ 19,580						\$ 830,038
Parks/Aqu/Rec/ U.F.	\$ 1,055,758	\$ 393,226	\$ 152,063						\$ 1,601,047
Library	\$ 598,223	\$ 225,994	\$ 26,887						\$ 851,104
General Operations						\$ 750,000	\$ 750,000	\$ 4,329,113	\$ 5,829,113
Sub Totals:	\$ 10,033,324	\$ 5,152,182	\$ 555,909	\$ -	\$ 931,535	\$ 750,000	\$ 750,000	\$ 4,329,113	\$ 22,502,063
PUBLIC WORKS:									
Street & Road	\$ 460,000	\$ 1,162,169	\$ -		\$ 63,302	\$ 235,000	\$ 273,682	\$ -	\$ 2,194,153
Water	\$ 600,000	\$ 1,703,728	\$ 904,791		\$ 1,231,117	\$ 450,000	\$ 500,000	\$ 289,817	\$ 5,679,453
Water Reserve	\$ -	\$ -	\$ 1,650,000		\$ -	\$ 245,000	\$ 1,500,000	\$ 3,628,455	\$ 7,023,455
Sewer Fund-coll	\$ 414,000	\$ 653,884	\$ 707,538		\$ 877,636	\$ 500,000	\$ 500,000	\$ 191,457	\$ 3,844,515
Sewer Fund-trmt	\$ 632,500	\$ 790,244	\$ 221,896		\$ 703,260				\$ 2,347,900
Sewer Reserve	\$ -		\$ 2,967,000			\$ 445,000	\$ 500,000	\$ 1,354,080	\$ 5,266,080
PW Service	\$ 1,190,802					\$ 182,401	\$ -	\$ -	\$ 1,373,203
Street Maintenance	\$ -	\$ 250,300			\$ 100,000	\$ 37,500	\$ 856,450	\$ -	\$ 1,244,250
Motor Pool	\$ 233,500	\$ 395,807	\$ 55,075		\$ 12,065	\$ 43,688	\$ -	\$ -	\$ 740,135
Street Reserve	\$ -		\$ 1,510,891			\$ 225,000	\$ 466,851	\$ 274,587	\$ 2,477,329
Storm Utility	\$ -	\$ 368,190	\$ 100,000		\$ 50,000	\$ 54,000	\$ 89,533	\$ -	\$ 661,723
Storm Utility Reserve	\$ -	\$ -	\$ 700,000		\$ -	\$ 105,000	\$ 43,381	\$ -	\$ 848,381
Sub Totals:	\$ 3,530,802	\$ 5,324,322	\$ 8,817,191	\$ -	\$ 3,037,380	\$ 2,522,589	\$ 4,729,897	\$ 5,738,396	\$ 33,700,576
ALL OTHERS:									
Building Inspections	\$ 510,062	\$ 468,962	\$ 4,882		\$ 43,242	\$ 100,000	\$ 200,000	\$ 1,978,376	\$ 3,305,524
Building Insp Reserve	\$ -	\$ -	\$ -			\$ -	\$ -	\$ 71,671	\$ 71,671
Grants & Donations		\$ 713,381	\$ 2,981,000		\$ -		\$ -	\$ 353,919	\$ 4,048,300
Gen Reserve			\$ 458,500				\$ -	\$ 2,077,847	\$ 2,536,347
911 Fund	\$ 478,672	\$ 95,189	\$ 7,759		\$ 29,261	\$ 40,000		\$ 130,601	\$ 781,482
Urban Renewal - Gen		\$ 407,609	\$ 1,573,902			\$ 150,000	\$ -	\$ 155,311	\$ 2,286,822
Urban Renewal - Debt		\$ -		\$ 249,878	\$ 1,981,511	\$ -	\$ -	\$ 307,834	\$ 2,539,223
Sub Totals:	\$ 988,734	\$ 1,685,141	\$ 5,026,043	\$ 249,878	\$ 2,054,014	\$ 290,000	\$ 200,000	\$ 5,075,559	\$ 15,569,369
TOTAL	\$ 14,552,860	\$ 12,161,645	\$ 14,399,143	\$ 249,878	\$ 6,022,929	\$ 3,562,589	\$ 5,679,897	\$ 15,143,068	\$ 71,772,008

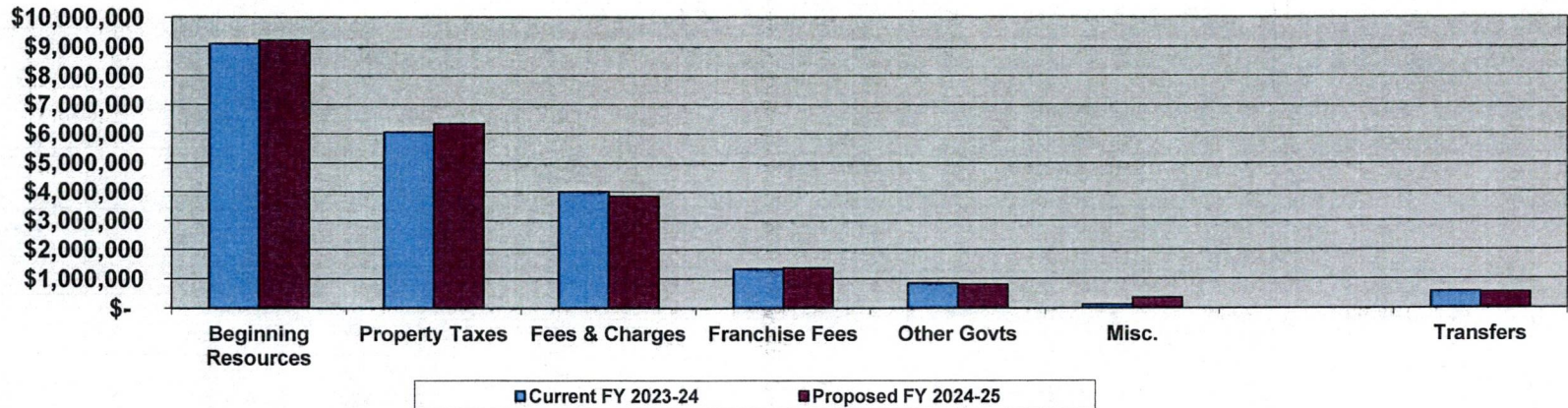
CURRENT BUDGETED REQUIREMENTS FY 2023-24 (expenses) ALL FUNDS

GENERAL FUND:	Labor	M & S	Capital & Equip	Debt	Transfers	Contingency	Res. Future Ex.	Unappropriated	TOTAL
Council/Mngr/Psnl	\$ 797,353	\$ 2,841,334	\$ -		\$ 599,319				\$ 4,238,006
Finance/Municipal Crt	\$ 507,242	\$ 248,105	\$ -						\$ 755,347
Police	\$ 3,428,355	\$ 513,579	\$ 129,022						\$ 4,070,956
Fire & EMS	\$ 3,027,461	\$ 712,853	\$ 275,000						\$ 4,015,314
Plng/Eco Devo/Blg Mnt	\$ 456,169	\$ 350,919	\$ 40,000						\$ 847,088
Parks/Aqu/Rec/ U.F.	\$ 954,651	\$ 392,399	\$ 123,000						\$ 1,470,050
Library	\$ 501,377	\$ 225,596	\$ -						\$ 726,973
General Operations						\$ 750,000	\$ 750,000	\$ 4,419,224	\$ 5,919,224
Sub Totals:	\$ 9,672,608	\$ 5,284,785	\$ 567,022		\$ 599,319	\$ 750,000	\$ 750,000	\$ 4,419,224	\$ 22,042,958
PUBLIC WORKS:									
Street & Road	\$ 460,000	\$ 1,135,534	\$ -		\$ 63,791	\$ 230,000	\$ 429,792	\$ -	\$ 2,319,117
Water	\$ 600,000	\$ 1,665,799	\$ 901,000		\$ 1,228,571	\$ 450,000	\$ 500,000	\$ 188,540	\$ 5,533,910
Water Reserve	\$ -	\$ -	\$ 850,000		\$ -	\$ 127,500	\$ 1,500,000	\$ 3,397,639	\$ 5,875,139
Sewer Fund-coll	\$ 414,000	\$ 649,327	\$ 705,000		\$ 930,513	\$ 506,364	\$ 562,267	\$ 582,380	\$ 4,349,851
Sewer Fund-trmt	\$ 632,500	\$ 626,742	\$ 220,000		\$ 701,899				\$ 2,181,141
Sewer Reserve	\$ -	\$ -	\$ 3,935,000			\$ 440,250	\$ 489,166	\$ 527,956	\$ 5,392,372
PW Service	\$ 1,106,951	\$ -	\$ -			\$ 182,401	\$ -	\$ -	\$ 1,289,352
Street Maintenance	\$ -	\$ 400,091			\$ 100,000	\$ 100,000	\$ 200,000	\$ 74,269	\$ 874,360
Motor Pool	\$ 218,500	\$ 365,025	\$ 58,000		\$ 14,040	\$ 46,079	\$ -	\$ -	\$ 701,644
Street Reserve	\$ -	\$ -	\$ 719,603			\$ 80,000	\$ 410,870	\$ 704,784	\$ 1,915,257
Storm Utility	\$ -	\$ 342,399	\$ 100,000		\$ 150,000	\$ 103,566	\$ -	\$ -	\$ 695,965
Storm Utility Reserve	\$ -	\$ -	\$ 700,000			\$ 60,609	\$ -	\$ -	\$ 760,609
Sub Totals:	\$ 3,431,951	\$ 5,184,917	\$ 8,188,603	\$ -	\$ 3,188,814	\$ 2,326,769	\$ 4,092,095	\$ 5,475,568	\$ 31,888,717
ALL OTHERS:									
Building Inspections	\$ 461,166	\$ 183,361	\$ 45,000		\$ 44,409	\$ 100,000	\$ 200,000	\$ 1,775,293	\$ 2,809,229
Building Insp. Reserve	\$ -	\$ -	\$ -			\$ -	\$ -	\$ 62,656	\$ 62,656
Grants & Donations		\$ 743,367	\$ 2,157,527		\$ 4,900		\$ -	\$ 570,057	\$ 3,475,851
General Reserve			\$ 300,000				\$ -	\$ 1,482,458	\$ 1,782,458
911 Fund	\$ 407,150	\$ 91,111	\$ -		\$ 32,368	\$ 40,000	\$ -	\$ 134,089	\$ 704,718
Urban Renewal-Gen		\$ 373,836	\$ 1,532,119			\$ 150,000	\$ -	\$ 108,976	\$ 2,164,931
Urban Renewal-Debt				\$ 249,254	\$ 1,905,955	\$ -	\$ -	\$ 363,065	\$ 2,518,274
Sub Totals:	\$ 868,316	\$ 1,391,675	\$ 4,034,646	\$ 249,254	\$ 1,987,632	\$ 290,000	\$ 200,000	\$ 4,496,594	\$ 13,518,117
TOTAL	\$ 13,972,875	\$ 11,861,377	\$ 12,790,271	\$ 249,254	\$ 5,775,765	\$ 3,366,769	\$ 5,042,095	\$ 14,391,386	\$ 67,449,792

GENERAL FUND
FY 2024-25 PROPOSED BUDGET RESOURCES / CURRENT BUDGET RESOURCES

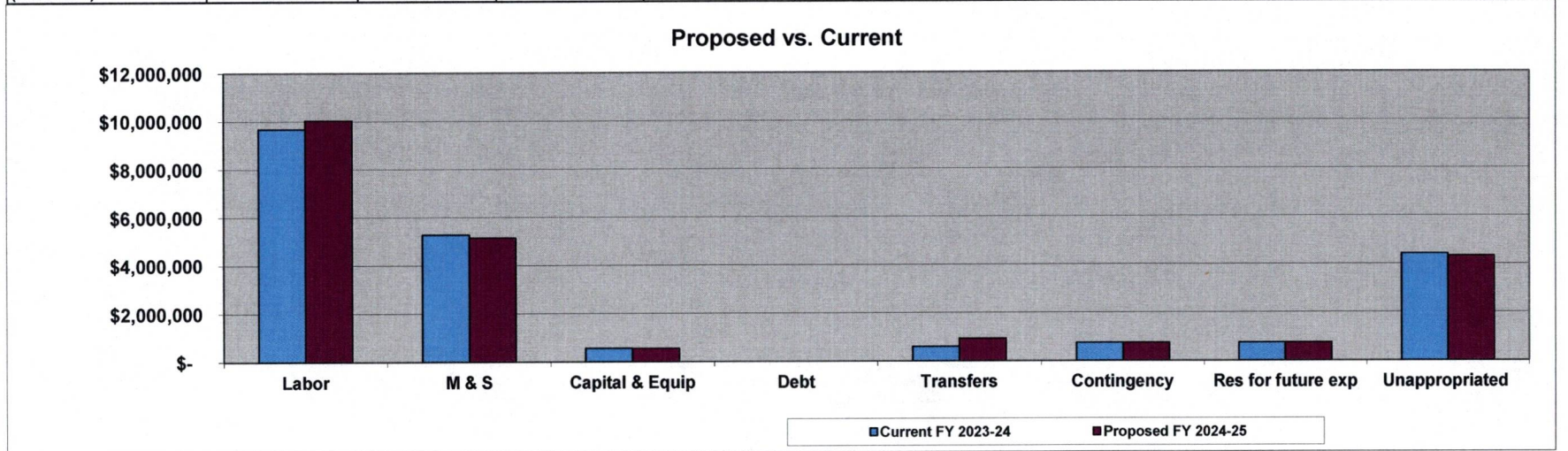
	Beginning Resources	Property Taxes	Fees & Charges	Franchise Fees	Other Govts	Misc.		Transfers	TOTAL
Current FY 2023-24	\$ 9,103,649	\$ 6,058,969	\$ 4,010,389	\$ 1,331,000	\$ 850,151	\$ 121,100		\$ 567,700	\$ 22,042,958
Proposed FY 2024-25	\$ 9,221,730	\$ 6,344,233	\$ 3,851,789	\$ 1,368,000	\$ 809,328	\$ 361,100		\$ 545,883	\$ 22,502,063
change-increase or (decrease)	\$ 118,081	\$ 285,264	\$ (158,600)	\$ 37,000	\$ (40,823)	\$ 240,000		\$ (21,817)	\$ 459,105
	1.30%	4.71%	-3.95%	2.78%	-4.80%	198.18%		-3.84%	2.08%

Proposed vs. Current



GENERAL FUND
FY 2024-25 PROPOSED BUDGET REQUIREMENTS / CURRENT BUDGET REQUIREMENTS

	Labor	M & S	Capital & Equip	Debt	Transfers	Contingency	Res for future exp	Unappropriated	TOTAL
Current FY 2023-24	\$ 9,672,608	\$ 5,284,785	\$ 567,022	\$ -	\$ 599,319	\$ 750,000	\$ 750,000	\$ 4,419,224	\$ 22,042,958
Proposed FY 2024-25	\$ 10,033,324	\$ 5,152,182	\$ 555,909	\$ -	\$ 931,535	\$ 750,000	\$ 750,000	\$ 4,329,113	\$ 22,502,063
change-increase or (decrease)	\$ 360,716	\$ (132,603)	\$ (11,113)	\$ -	\$ 332,216	\$ -	\$ -	\$ (90,111)	\$ 459,105
	3.73%	-2.51%	-1.96%	0.00%	55.43%	0.00%	0.00%	-2.04%	2.08%



General Fund

Proposed Budget - FY 2024-25

Mission and Overview:

This budget has been prepared after analyzing and evaluating detailed requests from each of the City departments.

Revenues and other resources are based on conservative estimates and actual total revenues have historically been accurate within 2.5% of the budget for the General Fund. Urban Renewal property tax collections were again temporarily reduced by an under levy to bring an approximate \$574,008 of funding to the General Fund. All departments continue to budget conservatively.

It is important that the City maintain approximately \$1.4 - \$1.6 million Cash on Hand. During the first four months (July - October), we expend more funds than we collect. In November, this spending pattern changes because of the property tax collections from the County.

Major Objectives:

See Department narratives for major objectives.

General Fund

Proposed Budget - FY 2024-25

Explanation of major revenue increases or decreases in proposed budget:

Interest - Interest rates have increased over the past year.

Admin & Overhead - Trans in - This number fluctuates each year as actual expenses in the administrative divisions charged out changes annually in addition to time spent by each division performing specific work for other funds.

Opioid Settlement - Increased based on payment schedule received from State of Oregon.

	ACTUAL RESOURCES		CURRENT BUDGETED	DEPT REQUESTED	MANAGER PROPOSED
	FY2021-22	FY2022-23	FY2023-24	FY2024-25	
Beginning Cash	\$ 5,756,778	\$ 8,146,627	\$ 9,103,649	\$ 9,221,730	\$ 9,221,730
Property Taxes	\$ 5,293,347	\$ 5,757,516	\$ 6,058,969	\$ 6,344,233	\$ 6,344,233
Franchises	\$ 1,347,675	\$ 1,447,601	\$ 1,331,000	\$ 1,368,000	\$ 1,368,000
Dept. Fees & Charges	\$ 3,304,296	\$ 4,225,249	\$ 4,010,389	\$ 3,851,789	\$ 3,851,789
From other Governments	\$ 2,048,331	\$ 2,196,375	\$ 850,151	\$ 809,328	\$ 809,328
Interfund transfers	\$ 535,702	\$ 591,691	\$ 567,700	\$ 545,883	\$ 545,883
Miscellaneous	\$ 120,915	\$ 335,159	\$ 121,100	\$ 361,100	\$ 361,100
TOTAL	\$ 18,407,044	\$ 22,700,218	\$ 22,042,958	\$ 22,502,063	\$ 22,502,063

GENERAL FUND CONTINGENCY, RESERVED FOR FUTURE EXPENDITURE & UNAPPROPRIATED BALANCE

*General Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

OPERATING CONTINGENCY:

To maintain an adequate amount in operating contingency to provide funding for unknown future needs. Operating contingency can **ONLY** be spent upon passage of a Resolution by the City Council.

RESERVED FOR FUTURE EXPENDITURES:

Identifies funds to be "saved" for use in future fiscal years. If the need arises during the current fiscal year to spend this money, a supplemental budget may be adopted to appropriate the funds required for the expenditure.

UNAPPROPRIATED ENDING FUND BALANCE:

This cannot be spent. This amount is a "not less than" amount that we expect to carry over to the next fiscal year to meet the cash requirements at the beginning of each fiscal year until sufficient revenues are received to fund expenditures.

Staffing:

Accounting management is performed by the Finance Director.

Major Objectives:

The City targets a minimum cash carryover of \$1.4 - \$1.6 million to cover operating costs from the beginning of the fiscal year until the receipt of the property tax revenues without the need to borrow funds. This amount is reflected as the unappropriated ending fund balance. As the operating budget changes, this figure will also change.

GENERAL FUND CONTINGENCY, RESERVED FOR FUTURE EXPENDITURE & UNAPPROPRIATED BALANCE

General Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

The City Manager and the Management Team have prepared the City's 2024-25 Proposed Budget with \$750,000 in Operating Contingencies, \$750,000 in Reserved for future expenditures with an Unappropriated Ending Fund Balance of \$4,329,113.

	ACTUAL		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000
Reserved for future expenditure	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000
Unapp. Ending Balance	\$ -	\$ -	\$ 4,419,224	\$ 4,214,563	\$ 4,329,113
TOTAL	\$ -	\$ -	\$ 5,919,224	\$ 5,714,563	\$ 5,829,113

City of La Grande

GENERAL FUND

Budget Analysis

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 5,756,778	\$ 8,146,627	\$ 9,103,649	\$ 10,718,000	001-000-401000	BEGINNING CASH	\$ 9,221,730	\$ 9,221,730
\$ 5,169,150	\$ 5,551,105	\$ 5,883,969	\$ 5,760,000	001-000-412100	CURRENT PROPERTY TAXES	\$ 6,144,233	\$ 6,144,233
\$ 124,197	\$ 206,411	\$ 175,000	\$ 215,000	001-000-412200	DELINQUENT PROPERTY TAXES	\$ 200,000	\$ 200,000
\$ 5,293,347	\$ 5,757,516	\$ 6,058,969	\$ 5,975,000		PROPERTY TAXES	\$ 6,344,233	\$ 6,344,233
\$ 457,094	\$ 465,979	\$ 450,000	\$ 460,000	001-000-420100	FRANCHISE-ELECTRIC	\$ 450,000	\$ 450,000
\$ 46,543	\$ 51,328	\$ 48,000	\$ 45,000	001-000-420200	FRANCHISE-TELEPHONE	\$ 48,000	\$ 48,000
\$ 255,408	\$ 314,934	\$ 240,000	\$ 298,000	001-000-420300	FRANCHISE-GAS	\$ 250,000	\$ 250,000
\$ 150,415	\$ 174,585	\$ 150,000	\$ 190,000	001-000-420400	FRANCHISE-GARBAGE	\$ 185,000	\$ 185,000
\$ 71,180	\$ 71,264	\$ 75,000	\$ 68,000	001-000-420500	FRANCHISE-CABLE T.V.	\$ 70,000	\$ 70,000
\$ 175,501	\$ 180,275	\$ 175,000	\$ 174,500	001-000-420800	FRANCHISE-WATER	\$ 175,000	\$ 175,000
\$ 191,534	\$ 189,236	\$ 193,000	\$ 190,000	001-000-420900	FRANCHISE-SEWER	\$ 190,000	\$ 190,000
\$ 1,347,675	\$ 1,447,601	\$ 1,331,000	\$ 1,425,500		FRANCHISE COLLECTIONS	\$ 1,368,000	\$ 1,368,000
\$ 558,066	\$ 594,913	\$ 600,000	\$ 490,000	001-000-412300	HOTEL-MOTEL TAXES	\$ 500,000	\$ 500,000
\$ 278,983	\$ 297,457	\$ 340,000	\$ 245,000	001-000-412301	HOTEL-MOTEL TAX-UNION COUNTY	\$ 300,000	\$ 300,000
\$ 3,956	\$ 4,590	\$ 3,200	\$ 3,200	001-000-430100	LICENSES	\$ 3,500	\$ 3,500
\$ 285,280	\$ 314,145	\$ 275,000	\$ 295,000	001-000-430105	ROW LICENSE FEES	\$ 290,000	\$ 290,000
\$ 20,254	\$ 9,265	\$ 11,000	\$ 6,000	001-000-430200	PARKING PERMITS	\$ 10,000	\$ 10,000
\$ 33,985	\$ 14,935	\$ 15,000	\$ 14,000	001-000-430420	PLANNING FEES	\$ 15,000	\$ 15,000
\$ 50,286	\$ 36,592	\$ 30,000	\$ 38,000	001-000-470100	FINES & COURT FEES	\$ 35,000	\$ 35,000
\$ 29,771	\$ 15,884	\$ 20,000	\$ 3,500	001-000-470150	PARKING FINES	\$ 15,000	\$ 15,000
\$ 257,132	\$ 256,629	\$ 275,000	\$ 275,000	001-000-470170	SERVICES-POLICE DISPATCH	\$ 285,000	\$ 285,000
\$ 6,562	\$ 9,242	\$ 6,000	\$ 6,000	001-000-480300	LIBRARY SERVICES	\$ 6,500	\$ 6,500
\$ 1,510	\$ 2,678	\$ 2,500	\$ 2,500	001-000-480310	COMMUNITY ROOM FEES	\$ 2,500	\$ 2,500
\$ 3,408	\$ 3,005	\$ 4,000	\$ 3,000	001-000-480350	SERVICES-POLICE	\$ 3,000	\$ 3,000
\$ 7,107	\$ 4,191	\$ 5,000	\$ 5,000	001-000-480400	SERVICES, FIRE	\$ 5,000	\$ 5,000
\$ 1,066,040	\$ 1,836,271	\$ 1,600,000	\$ 1,500,000	001-000-480455	AMBULANCE COLLECTIONS	\$ 1,500,000	\$ 1,500,000
\$ 172,279	\$ 183,918	\$ 160,000	\$ 172,000	001-000-480456	FIRE MED COLLECTIONS	\$ 175,000	\$ 175,000
\$ 6,700	\$ 6,800	\$ 6,500	\$ 8,700	001-000-480459	SERVICES - EMS	\$ 7,500	\$ 7,500
\$ 32,970	\$ 23,222	\$ 16,000	\$ 22,000	001-000-480500	PARKS REVENUE	\$ 22,000	\$ 22,000
\$ 95,016	\$ 105,830	\$ 75,000	\$ 78,000	001-000-480501	RECREATION PROGRAM	\$ 75,000	\$ 75,000

City of La Grande

GENERAL FUND

Budget Analysis

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 390	\$ -	\$ 500	\$ 13,290	001-000-480800	NUISANCE ABATEMENT	\$ 500	\$ 500
\$ 115,366	\$ 160,244	\$ 125,000	\$ 129,000	001-000-480900	AQUATICS PROGRAM	\$ 125,000	\$ 125,000
\$ 6,278	\$ 5,673	\$ 5,000	\$ 6,000	001-000-480905	URBAN FORESTRY SVCS & PERMITS	\$ 5,500	\$ 5,500
\$ 69,052	\$ 100,458	\$ 109,728	\$ 108,590	001-000-490401	ECONOMIC DEV - psnl costs	\$ 113,450	\$ 113,450
\$ 53,417	\$ 79,280	\$ 158,778	\$ 109,578	001-000-490402	ECONOMIC DEV - m & s /cap costs	\$ 187,184	\$ 187,184
\$ 92,532	\$ 100,479	\$ 105,330	\$ 105,330	001-000-490403	ADMIN & OVERHEAD - URA	\$ 106,975	\$ 106,975
\$ 44,515	\$ 45,067	\$ 47,373	\$ 47,307	001-000-490410	R-O-W TREE MAINT	\$ 48,700	\$ 48,700
\$ 13,441	\$ 14,481	\$ 14,480	\$ 14,480	001-000-490650	RENTS RECEIVED	\$ 14,480	\$ 14,480
\$ 3,304,296	\$ 4,225,249	\$ 4,010,389	\$ 3,700,475	FEES, CHARGES & SERVICES		\$ 3,851,789	\$ 3,851,789
\$ 249,273	\$ 261,169	\$ 240,000	\$ 228,000	001-000-450100	STATE LIQUOR TAX	\$ 230,000	\$ 230,000
\$ 11,455	\$ 9,625	\$ 12,000	\$ 10,000	001-000-450200	STATE CIGARETTE TAX	\$ 9,600	\$ 9,600
\$ 156,138	\$ 155,530	\$ 150,000	\$ 150,000	001-000-450500	STATE REVENUE SHARING	\$ 150,000	\$ 150,000
\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	001-000-451230	LIBRARY-COUNTY SUPPORT	\$ 40,000	\$ 40,000
\$ 56,500	\$ 18,500	\$ -	\$ -	001-000-480250	COVID-19 GRANTS/PASS THROUGH	\$ -	\$ -
\$ 1,511,936	\$ 1,511,936	\$ -	\$ -	001-000-480252	ARPA FUNDS	\$ -	\$ -
\$ -	\$ 102,335	\$ 10,000	\$ 185,000	001-000-480253	OPIOID SETTLEMENT	\$ 155,000	\$ 155,000
\$ 23,029	\$ 97,280	\$ 104,441	\$ 99,071	001-000-480351	POLICE GRANTS	\$ 107,953	\$ 107,953
\$ -	\$ -	\$ 293,710	\$ 108,027	001-000-480353	FIRE GRANTS	\$ 116,775	\$ 116,775
\$ 2,048,331	\$ 2,196,375	\$ 850,151	\$ 820,098	FROM OTHER GOVTS		\$ 809,328	\$ 809,328
\$ 35,601	\$ 270,529	\$ 60,000	\$ 425,000	001-000-440100	INTEREST INCOME	\$ 300,000	\$ 300,000
\$ 27,934	\$ 15,013	\$ 16,000	\$ 42,000	001-000-480200	REBATES, DAMAGES, REFUNDS & MISC.	\$ 16,000	\$ 16,000
\$ 51,303	\$ 48,991	\$ 45,000	\$ 47,900	001-000-483528	BUSNIESS SUPPORT LOAN PYMT	\$ 45,000	\$ 45,000
\$ 6,077	\$ 626	\$ 100	\$ -	001-000-484000	MISCELLANEOUS	\$ 100	\$ 100
\$ 120,915	\$ 335,159	\$ 121,100	\$ 514,900	MISCELLANEOUS REVENUE		\$ 361,100	\$ 361,100
\$ 535,702	\$ 575,879	\$ 544,090	\$ 544,090	001-000-490400	ADMIN & OVERHEAD - TRANS IN	\$ 545,883	\$ 545,883
\$ -	\$ -	\$ 4,900	\$ 4,900	001-000-490670	TRANS FROM GRANTS/DONATIONS - Tret	\$ -	\$ -
\$ -	\$ 15,812	\$ 18,710	\$ 33,135	001-000-490672	TRANS FROM GRANTS/DONATIONS - FIR	\$ -	\$ -
\$ 535,702	\$ 591,691	\$ 567,700	\$ 582,125	TRANSFERS IN		\$ 545,883	\$ 545,883
\$ 18,407,044	\$ 22,700,218	\$ 22,042,958	\$ 23,736,098	TOTAL GENERAL FUND RESOURCES		\$ 22,502,063	\$ 22,502,063

CITY COUNCIL, MANAGER AND PERSONNEL

General Fund
Proposed Budget - FY 2024-25

Mission and Overview: Provide Great Service to the Citizens of La Grande

City Council: A seven member City Council is the governing and policy making body of the City of La Grande, establishing long and short-term community priorities and fiscal policy.

City Manager: The City Manager serves as the Chief Administrative Officer of the City, supervising multiple Department Directors and staff. Is responsible for the daily administration of the City; implementation of the Council's annual goals; and the efficient, equitable, and timely delivery of services.

The City Manager's office provides support to the City Council; serves as liaison between the Council and its constituents; and ensures the accurate and timely production of materials necessary for the Council to conduct its business with a broad range of staff, citizens, advisory commissions, and agency representatives. Handling all property liability insurance issues in coordination with CIS and Agent.

Personnel: This division is responsible for maintaining all employee permanent personnel records, processing all workers comp claims, unemployment and disability claims. Managing the hiring process, acting as the City's Risk Manager, providing support to CIS best practices and providing labor contract maintenance and assisting with labor negotiations are everyday functions.

Staffing:

Total FTE 4 and City Council

Council and City Manager Goals for 2024-25:

1. **Fiscal management:** Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande.
2. **Street and Road Infrastructure:** Act on recommendations of the Parking Traffic Safety Street Maintenance Advisory Commission (PTSSMAC) to address the condition of the infrastructure including potential funding options.
3. **Housing:** Continue to implement the Comprehensive Housing Production Strategy (HPS) as adopted by the City Council.
4. **Economic Development:** Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.
5. **Staffing:** Continue to take necessary actions to address critical staffing issues including, but not limited to, hard to fill positions and succession planning for key positions.
6. **General Fund Capital Improvements:** Identify funding sources and strategy to address major capital needs.
7. **Emergency Management Planning:** In concert with Union County and other agencies, take actions to assure La Grande is prepared in the event of an emergency, including but not limited to major incidents, flooding, wildfire, or other natural disaster. Update the City's Emergency Operations Plan.
8. **FEMA Maps and Land Use Amendments:** Take all required actions regarding the FEMA Floodplain Map update submitted, including but not limited to responding to any requirements as needed throughout the process. Complete the revisions and adoption of the City's Land Use Codes as necessary.

CITY COUNCIL, MANAGER AND PERSONNEL

*General Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Salaries - Decreased as the IT support position is no longer needed.

Insurance Premium-Claims-Deductible - Includes an increase of 16.5% in premiums and anticipated claims.

TRT allocations - \$171,185 for Parks-Tourism Facilities, \$75,000 Parks-Tourism Facilities Riverside Park Playground Improvements and \$23,398 to Chamber for Tourism Promotion. A review of prior years' TRT revenues expended for tourism related facilities and/or tourism through FY 2021-22 reflects the City must expend an additional \$119,231, which carried over and allocated to the Union County Fairgrounds for water and sewer infrastructure.

ARPA Funding - \$1,582,898 to reflect the full amount of remaining funding. Projects scheduled for FY 2024-25 include, Monroe Avenue (Fir Avenue to RR tracks), 16th Street (Gekeler Lane to Washington Avenue), Sixth Street (K Avenue to C Avenue), 12th Street (Washington Avenue to Gekeler Lane), N Avenue (Fourth Street to Washington Avenue), Walnut Street (N Avenue to Adams Avenue), East L Avenue (Willow Street to 25th Street), and Alder Street (K Avenue to N Avenue).

Equipment & Improvements - Increased for large infrastructure replacement project for IT using 25% of unanticipated increase in General Fund cash, this same entry will appear in all Departments. Enterprise Funds will not use GF dollars to pay for the upgrade.

General Fund Transfers - To General Reserve for capital projects \$94,000; Building Maintenance \$8,000; Police \$5,000 for replacement of main server and \$6,000 for replacement of consoles in dispatch; Fire \$50,000 for future ambulance; Parks \$5,000 for turf replacement and \$15,000 for future playground replacements; Library \$5,000 for future HVAC units. Additionally, \$558,357 of unanticipated increase in General Fund cash will be transferred for future capital uses. Per Resolution, \$279,178 representing 25% of the increase in unanticipated increase in General Fund cash is being transferred to the Street Reserve Fund.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 677,389	\$ 630,780	\$ 797,353	\$ 704,117	\$ 704,117
Materials & Services	\$ 786,947	\$ 848,704	\$ 2,841,334	\$ 2,676,657	\$ 2,676,657
Capital Outlay	\$ -	\$ -	\$ -	\$ 4,480	\$ 4,547
Interfund Transfers	\$ 113,800	\$ 328,128	\$ 599,319	\$ 931,535	\$ 931,535
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,578,136	\$ 1,807,612	\$ 4,238,006	\$ 4,316,789	\$ 4,316,856

City of La Grande

COUNCIL, CITY MANAGER & PERSONNEL

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 331,943	\$ 307,780	\$ 424,399	\$ 312,426	001-110-610500	SALARIES	\$ 362,906	\$ 362,906
\$ -	\$ -	\$ -	\$ -	001-110-610800	SALARIES - PART-TIME	\$ -	\$ -
\$ -	\$ 71	\$ -	\$ -	001-110-610900	OVERTIME	\$ -	\$ -
\$ 24,638	\$ 22,975	\$ 32,605	\$ 25,496	001-110-612100	FICA	\$ 27,900	\$ 27,900
\$ 197,829	\$ 189,089	\$ 189,933	\$ 192,643	001-100-612200	RETIRED EMPLOYEE/COBRA	\$ 177,763	\$ 177,763
\$ 42,369	\$ 42,060	\$ 61,280	\$ 49,350	001-110-612200	PENSION PLAN	\$ 60,755	\$ 60,755
\$ -	\$ 8,899	\$ 3,000	\$ 3,278	001-110-612500	UNEMPLOYMENT BENEFIT	\$ 2,000	\$ 2,000
\$ 78,788	\$ 57,784	\$ 82,276	\$ 61,794	001-110-612600	MED ,DENTAL, & VISION INSURANCE	\$ 69,473	\$ 69,473
\$ 362	\$ 280	\$ 430	\$ 312	001-110-612700	LIFE INSURANCE	\$ 345	\$ 345
\$ 561	\$ 420	\$ 655	\$ 487	001-110-612800	DISABILITY	\$ 601	\$ 601
\$ 899	\$ 1,422	\$ 2,775	\$ 2,521	001-110-612900	WORKERS COMP	\$ 2,374	\$ 2,374
\$ 677,389	\$ 630,780	\$ 797,353	\$ 648,307	TOTAL PERSONNEL SERVICES		\$ 704,117	\$ 704,117
10.00	11.00	12.00		Total Full-Time Equivalent (FTE)		11.00	11.00
\$ 1,381	\$ 4,960	\$ 20,250	\$ 10,250	001-110-621200	LEGAL	\$ 20,250	\$ 20,250
\$ 25,842	\$ 29,123	\$ 35,000	\$ 30,000	001-100-621900	OTHER PROFESSIONAL SERVICES	\$ 35,000	\$ 35,000
\$ 54	\$ 183	\$ 400	\$ 300	001-110-622100	POSTAGE	\$ 400	\$ 400
\$ 6,403	\$ 5,868	\$ 8,000	\$ 6,700	001-110-622200	TELEPHONE/FAX	\$ 8,000	\$ 8,000
\$ 95	\$ 981	\$ 1,000	\$ 1,000	001-110-622800	ADVERTISING	\$ 1,300	\$ 1,300
\$ 31,650	\$ 7,159	\$ 18,054	\$ 18,858	001-110-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 18,978	\$ 18,978
\$ 157,070	\$ 182,783	\$ 282,500	\$ 282,500	001-100-624600	INS. PREMIUM-CLAIMS-DEDUCTIBLE	\$ 304,769	\$ 304,769
\$ 1,342	\$ 1,336	\$ 1,670	\$ 1,340	001-110-625100	EQUIPMENT RENTAL	\$ 1,670	\$ 1,670
\$ 15,515	\$ 16,786	\$ 18,919	\$ 18,350	001-110-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 20,650	\$ 20,650
\$ 20	\$ -	\$ -	\$ -	001-110-628200	RECRUITMENT COSTS	\$ -	\$ -
\$ 1,346	\$ 5,429	\$ 15,500	\$ 10,000	001-110-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 15,500	\$ 15,500
\$ 7,877	\$ 8,132	\$ 10,025	\$ 9,725	001-110-628805	COMPUTER SYS MAINT AGMTS	\$ 8,417	\$ 8,417
\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	001-110-628700	ANIMAL CONTROL-UNION COUNTY	\$ 30,000	\$ 30,000
\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500	001-110-628750	ANIMAL RESCUE AND ADOPTION CTR	\$ 14,500	\$ 14,500
\$ 68,033	\$ 30,742	\$ 45,500	\$ 45,500	001-110-628800	PROFESSIONAL SERVICES & FEES	\$ 43,700	\$ 43,700
\$ -	\$ 13,383	\$ 50,000	\$ 5,000	001-110-628802	NUISANCE ABATEMENT EXP	\$ 50,000	\$ 50,000
\$ 74,037	\$ 82,654	\$ 237,308	\$ 118,077	001-110-628900	TOURISM PROMOTION/FACILITIES	\$ 217,629	\$ 217,629
\$ 282,102	\$ 287,010	\$ 340,000	\$ 273,000	001-110-628910	H/M TAX-UNION COUNTY	\$ 298,000	\$ 298,000
\$ -	\$ -	\$ -	\$ -	001-110-629600	MISCELLANEOUS	\$ -	\$ -
\$ 225	\$ 41	\$ 310	\$ 310	001-110-631300	BOOKS/REFERENCE MATERIALS	\$ 310	\$ 310
\$ 4,252	\$ 4,511	\$ 5,500	\$ 5,300	001-110-631400	OFFICE SUPPLIES	\$ 6,000	\$ 6,000

City of La Grande

COUNCIL, CITY MANAGER & PERSONNEL

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 4,231	\$ 5,691	\$ 6,000	\$ 6,000	001-110-631700	DEPARTMENTAL SUPPLIES	\$ 7,500	\$ 7,500
\$ 4,223	\$ 1,620	\$ 5,000	\$ 2,000	001-110-631800	CITY EVENTS/COMMUNITY RELATIONS	\$ 5,000	\$ 5,000
\$ 500	\$ 448	\$ 600	\$ -	001-110-631900	PROFESSIONAL PRINTING	\$ 600	\$ 600
\$ 86	\$ 1,362	\$ 900	\$ 2,000	001-110-634100	FLEET MAINTENANCE	\$ 1,500	\$ 1,500
\$ 271	\$ -	\$ 6,000	\$ 600	001-110-635000	OFFICE EQUIP & FURNISHINGS	\$ 6,000	\$ 6,000
\$ 987	\$ 9,111	\$ 5,500	\$ 3,500	001-110-635010	COMPUTER SYSTEM (s/h)	\$ 6,400	\$ 6,400
\$ 3,405	\$ -	\$ -	\$ -	001-110-639702	COVID-19 SUPPORT	\$ -	\$ -
\$ 56,500	\$ 18,500	\$ -	\$ -	001-110-639703	COVID-19 GRANT REFUNDS/PASS THROUGH	\$ -	\$ -
\$ -	\$ 86,391	\$ 1,582,898	\$ 1,582,898	001-110-639705	ARPA FUNDS	\$ 1,354,584	\$ 1,354,584
\$ -	\$ -	\$ 100,000	\$ -	001-110-639706	OPIOID FUNDS	\$ 200,000	\$ 200,000
\$ 786,947	\$ 848,704	\$ 2,841,334	\$ 2,477,708		TOTAL MATERIALS & SERVICES	\$ 2,676,657	\$ 2,676,657
\$ -	\$ -	\$ -	\$ -	001-110-640000	EQUIPMENT & IMPROVEMENTS	\$ 4,480	\$ 4,547
\$ 113,800	\$ 328,128	\$ 444,213	\$ 444,213	001-110-729922	TRANSFER TO GENERAL RESERVE-CIP	\$ 652,357	\$ 652,357
\$ -	\$ -	\$ 155,106	\$ 155,106	001-110-729923	TRANSFER TO STREET RESERVE	\$ 279,178	\$ 279,178
\$ 113,800	\$ 328,128	\$ 599,319	\$ 599,319		TOTAL TRANSFERS OUT	\$ 931,535	\$ 931,535
\$ 1,578,136	\$ 1,807,612	\$ 4,238,006	\$ 3,725,334		TOTAL COUNCIL & CITY MANAGER	\$ 4,316,789	\$ 4,316,856

FINANCE/MUNICIPAL COURT

*General Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

The City of La Grande Finance Department is the hub of the City's financial management system.

The Finance Department provides and maintains a full range of services to the City including monthly management reports, audit preparation, utility billing and collection, accounts receivable billing and collection, Transient Room Tax payments, generates all city checks for payment of goods and services and all payroll checks. All employee tax payments are paid and reconciled, as well as all year end employee W-2's are prepared and distributed and compliance reporting for the American Rescue Plan Act. We also collect and account for all parking and traffic citations for Municipal Court as well as provide administrative support to the Municipal Court Judge. All Local Improvement District (LID) account set ups, receivables and lien processing are also a part of our regular duties. On average we send out 361 water/sewer delinquent notices per month. We currently process an average of 3,163 electronic payments per month which includes direct debits. We average 206 accounts payable checks per month and 183 payroll and payroll associated checks. The Municipal Court processes about 18 traffic citations each month. Finance also maintains all accounting/reporting for the Urban Renewal District.

The Finance Director coordinates budget preparation and monitoring with the City Manager.

Staffing:

4.75 FTE in the Finance Division; 0.26 FTE in the Municipal Court Division.
Total FTE 5.01

Major Objectives:

Continue to stay up to date and knowledgeable about our financial software system.

Provide staff support with reports and financial information to City Departments.

Prepare budget documents for budget hearings and adoption and compile all information and reports for audit.

Increase a half-time position to full-time. Over the past couple of years, the Finance Department has observed a significant increase in the workload associated with the half-time position. It has been noticed that the demands of time and responsibilities have grown substantially. This is due to the increase in short-term rentals paying Transient Room Tax and new processes in accounts receivable. Along with this the Finance Department will be taking on the task of administering the newly adopted Paid Leave Oregon laws which is a significant increase in workload. It has become evident that in order to maintain the quality of work and increase productivity, a shift to full-time is necessary.

FINANCE/MUNICIPAL COURT

*General Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Salaries - Increased due to moving half-time position to full-time.

Computer System Maint & Repair - Increase for support services for new large IT infrastructure replacement project.

Training, Travel & Mtg Expense - Additional training is required for the Municipal Court as there have been many legislative changes within the past year. This additional training will provide education on what steps the Court needs to take to be compliant with recent legislation.

Professional Services & Fees - There has been an increase on the usage of customers using our on-line utility billing portal. This creates an increase in the merchant fees that are charged.

Office Equipment & Furnishings - Increased for the purchase of four new desks. The current desks are over 25 years old and have reached the end of their useful life.

Computer Sys (s/h) - Decreased as it was determined that we are no longer need to update a switch board.

Equipment & Improvements - Increased for large infrastructure replacement project for IT.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 436,510	\$ 459,572	\$ 507,242	\$ 560,347	\$ 560,347
Materials & Services	\$ 192,359	\$ 200,018	\$ 248,105	\$ 270,259	\$ 270,259
Capital Outlay	\$ -	\$ 15,540	\$ -	\$ 5,610	\$ 5,610
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 628,869	\$ 675,130	\$ 755,347	\$ 836,216	\$ 836,216

City of La Grande

FINANCE & COURT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 275,411	\$ 292,408	\$ 325,915	\$ 325,932	001-120-610500	SALARIES	\$ 360,111	\$ 360,111
\$ 2,540	\$ 4,850	\$ 4,800	\$ 4,400	001-125-610800	SALARIES - PART-TIME	\$ 4,800	\$ 4,800
\$ -	\$ -	\$ -	\$ -	001-120-610900	OVERTIME	\$ -	\$ -
\$ 20,368	\$ 21,943	\$ 25,392	\$ 24,801	001-120-612100	FICA	\$ 28,008	\$ 28,008
\$ 39,939	\$ 39,576	\$ 48,109	\$ 45,553	001-120-612200	PENSION PLAN	\$ 54,600	\$ 54,600
\$ -	\$ -	\$ -	\$ -	001-120-612500	UNEMPLOYMENT BENEFIT	\$ -	\$ -
\$ 97,061	\$ 98,390	\$ 100,377	\$ 99,670	001-120-612600	MED, DENTAL, & VISION INSURANCE	\$ 110,634	\$ 110,634
\$ 283	\$ 256	\$ 251	\$ 259	001-120-612700	LIFE INSURANCE	\$ 267	\$ 267
\$ 465	\$ 394	\$ 417	\$ 428	001-120-612800	DISABILITY INSURANCE	\$ 482	\$ 482
\$ 443	\$ 1,755	\$ 1,981	\$ 1,788	001-120-612900	WORKMANS COMP	\$ 1,445	\$ 1,445
\$ 436,510	\$ 459,572	\$ 507,242	\$ 502,831		TOTAL PERSONNEL SERVICES	\$ 560,347	\$ 560,347
4.51	4.51	4.51			Total Full-Time Equivalent (FTE)	5.01	5.01
\$ -	\$ 1,274	\$ 500	\$ -	001-120-621200	LEGAL	\$ 500	\$ 500
\$ 12,481	\$ 11,957	\$ 13,500	\$ 12,500	001-120-621400	AUDITING COSTS	\$ 14,292	\$ 14,292
\$ 2,859	\$ 2,565	\$ 3,000	\$ 2,800	001-120-622100	POSTAGE	\$ 3,600	\$ 3,600
\$ 3,798	\$ 3,810	\$ 3,970	\$ 3,920	001-120-622200	TELEPHONE/FAX	\$ 3,970	\$ 3,970
\$ 491	\$ 680	\$ 550	\$ 550	001-120-622800	ADVERTISING	\$ 700	\$ 700
\$ 1,650	\$ 5,160	\$ 8,200	\$ 8,100	001-120-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 9,164	\$ 9,164
\$ 896	\$ 943	\$ 950	\$ 950	001-120-625100	EQUIPMENT RENTAL	\$ 1,000	\$ 1,000
\$ 474	\$ 508	\$ 575	\$ 558	001-120-625900	OTHER RENTALS	\$ 575	\$ 575
\$ 615	\$ 1,055	\$ 1,050	\$ 730	001-120-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 850	\$ 850
\$ 2,123	\$ 3,635	\$ 11,530	\$ 7,100	001-120-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 14,770	\$ 14,770
\$ 124,620	\$ 123,718	\$ 139,980	\$ 131,500	001-120-628800	PROFESSIONAL SERVICES & FEES	\$ 164,255	\$ 164,255
\$ 33,837	\$ 34,348	\$ 35,900	\$ 35,900	001-120-628805	COMPUTER SYS MAINT AGMTS	\$ 37,633	\$ 37,633
\$ -	\$ (50)	\$ -	\$ -	001-120-629600	MISCELLEANOUS	\$ -	\$ -
\$ 200	\$ -	\$ 100	\$ 100	001-125-629610	PERMIT/FEE REFUNDS	\$ 100	\$ 100
\$ 5,481	\$ 6,007	\$ 8,150	\$ 7,250	001-125-631400	OFFICE SUPPLIES	\$ 7,900	\$ 7,900
\$ 158	\$ 254	\$ 1,000	\$ 370	001-120-631700	DEPARTMENTAL SUPPLIES	\$ 1,000	\$ 1,000
\$ 218	\$ 1,063	\$ 950	\$ 970	001-120-635000	OFFICE EQUIP/FURNISHINGS	\$ 8,200	\$ 8,200
\$ 2,458	\$ 3,091	\$ 18,200	\$ 2,200	001-120-635010	COMPUTER SYS (s/h)	\$ 1,750	\$ 1,750
\$ 192,359	\$ 200,018	\$ 248,105	\$ 215,498		TOTAL MATERIALS & SERVICES	\$ 270,259	\$ 270,259
\$ -	\$ 15,540	\$ -	\$ -	001-120-640000	EQUIPMENT & IMPROVEMENTS	\$ 5,610	\$ 5,610
\$ 628,869	\$ 675,130	\$ 755,347	\$ 718,329		TOTAL FINANCE & COURT	\$ 836,216	\$ 836,216

Police Department

General Fund

Proposed Budget - FY 2024-25

Mission and Overview:

The La Grande Police Department provides professional and comprehensive law enforcement and emergency dispatch services to the La Grande community with the primary goal of protecting life and property. We are also the primary law enforcement provider to Eastern Oregon University which has a daily service population of over 1,500 people. We are the only law enforcement agency in Union County that provides 24/7 patrol coverage. We provide the following programs: Patrol, Investigations, Parking and Code Enforcement, as well as law enforcement and fire department communications for the City of La Grande. We facilitate the 9-1-1 Public Safety Answering Point (PSAP) for all of Union County and provide emergency dispatch services for 21 law enforcement, fire and EMS agencies throughout the county. Our Operations Division manages patrol, investigations and parking/code enforcement services. We are the hosting agency for the Northeast Oregon Regional SWAT Team and we are members of the Union County Major Crime Team. In addition to 9-1-1 dispatching, we provide contracted enhanced dispatch and administrative support for the Union County Sheriff's Office.

Staffing:

The department currently consists of 19 FTE sworn personnel and 15 civilian personnel. This budget reflects a grant funded detective position (sworn). The costs associated with some of the Police Department's positions are reflected in the 9-1-1 Fund. We are structured in two main divisions, Operations and Communications. We run a minimum staffing level of two patrol officers on duty at a time and one (sometimes two) dispatchers on duty 24 hours a day. We are requesting to add 2 FTE dispatchers in this budget, as identified in Major Objectives below.

Total FTE 36 (Operations and Communications)

Major Objectives:

Add 2 FTE dispatchers (1.2 FTE in this budget) to guarantee continuous coverage of two dispatchers on duty 24/7. The total cost of the additional dispatchers will be distributed among the 9-1-1 fund, contracted services, and this budget.

Police Department

General Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Labor - Increased due to contracted pay increases, addition of 2 FTE dispatchers.

Legal - Decreased due to labor negotiations ending.

Computer System Maint & Repair - Increased for support services for new large IT infrastructure replacement project.

Training, Travel & Mtg Expense - Increased due to inflated costs and number of new employees in need of advanced training.

Professional Services & Fees - Reduced after completing contracted services for a comprehensive needs analysis, cost forecast, and funding options for a new police facility.

Computer Systems (s/h)- Increased to replace desktop computers.

Equipment & Improvements - \$58,000 is allocated for a new police administrative vehicle, covering the vehicle cost and police equipment upfitting. An additional \$5,000 is designated for the replacement of the main police department computer server.

Additional funding will come from the 9-1-1 budget and general reserve to complete the server project. Also included in this line is the costs for the large infrastructure replacement project for IT.

Included with this budget but not shown here is \$11,000 into General Reserves; \$5,000 for future replacement of a parking enforcement vehicle and \$6,000 for future replacement of dispatch center's consoles. This transfer is in the City Council/City Manager Budget.

	EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER	
	FY2021-22	FY2022-23		REQUESTED	PROPOSED
			FY2024-25		
Personnel Cost	\$ 2,785,432	\$ 2,978,262	\$ 3,428,355	\$ 3,737,780	\$ 3,621,442
Materials & Services	\$ 322,468	\$ 340,842	\$ 513,579	\$ 493,669	\$ 493,669
Capital Outlay	\$ 975	\$ 154,031	\$ 129,022	\$ 95,152	\$ 95,152
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 3,108,875	\$ 3,473,135	\$ 4,070,956	\$ 4,326,601	\$ 4,210,263

City of La Grande

POLICE DEPARTMENT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 1,657,690	\$ 1,782,760	\$ 2,014,589	\$ 1,909,073	001-130-610500	SALARIES	\$ 2,186,476	\$ 2,121,068
\$ 864	\$ -	\$ 1,050	\$ -	001-130-610800	SALARIES - PART-TIME	\$ -	\$ -
\$ 70,223	\$ 57,002	\$ 105,557	\$ 90,098	001-130-610900	OVERTIME	\$ 113,072	\$ 108,874
\$ 128,000	\$ 136,012	\$ 163,065	\$ 150,575	001-130-612100	FICA	\$ 176,764	\$ 171,384
\$ 63,899	\$ 66,137	\$ 77,884	\$ 71,587	001-130-612200	PENSION PLAN	\$ 82,892	\$ 82,892
\$ 312,734	\$ 331,376	\$ 419,974	\$ 384,305	001-130-612300	PERS PENSION PLAN	\$ 440,452	\$ 428,618
\$ -	\$ -	\$ 3,000	\$ 1,000	001-130-612500	UNEMPLOYMENT BENEFIT	\$ 3,000	\$ 3,000
\$ 507,892	\$ 551,665	\$ 602,743	\$ 553,173	001-130-612600	MED, DENTAL, & VISION INSURANCE	\$ 682,938	\$ 655,419
\$ 1,099	\$ 1,048	\$ 1,332	\$ 1,098	001-130-612700	LIFE INSURANCE	\$ 1,330	\$ 1,299
\$ 2,052	\$ 1,783	\$ 1,979	\$ 1,812	001-130-612800	DISABILITY INSURANCE	\$ 2,077	\$ 2,023
\$ 40,979	\$ 50,479	\$ 37,182	\$ 38,746	001-130-612900	WORKERS COMP	\$ 48,779	\$ 46,865
\$ 2,785,432	\$ 2,978,262	\$ 3,428,355	\$ 3,201,467	TOTAL PERSONNEL SERVICES		\$ 3,737,780	\$ 3,621,442
29.74	29.80	29.62		Total Full-Time Equivalent (FTE)		31.80	30.80
\$ 1,013	\$ 4,626	\$ 14,025	\$ 3,150	001-130-621200	LEGAL	\$ 6,225	\$ 6,225
\$ 577	\$ 800	\$ 1,600	\$ 2,100	001-130-621300	MEDICAL EXAMS	\$ 2,100	\$ 2,100
\$ 8,851	\$ 10,625	\$ 14,400	\$ 10,700	001-130-622000	MOVING, TOWING & STORAGE	\$ 14,400	\$ 14,400
\$ 1,442	\$ 1,476	\$ 1,475	\$ 1,475	001-130-622100	POSTAGE	\$ 1,475	\$ 1,475
\$ 13,906	\$ 13,662	\$ 18,200	\$ 14,750	001-130-622200	TELEPHONE/FAX	\$ 17,200	\$ 17,200
\$ 1,692	\$ 1,311	\$ 5,000	\$ 4,800	001-130-622800	ADVERTISING	\$ 5,500	\$ 5,500
\$ 624	\$ 630	\$ 1,000	\$ 700	001-130-623100	ELECTRICITY, GAS, OIL	\$ 1,000	\$ 1,000
\$ 11,783	\$ 10,103	\$ 13,500	\$ 12,900	001-130-623200	WASTE REMOVAL & JANITORIAL	\$ 13,975	\$ 13,975
\$ 716	\$ 561	\$ 3,600	\$ 1,425	001-130-623400	EQUIP MAINT/REPAIR	\$ 3,600	\$ 3,600
\$ 22,232	\$ 20,551	\$ 39,953	\$ 42,612	001-130-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 53,894	\$ 53,894
\$ 7,063	\$ 7,358	\$ 8,800	\$ 7,840	001-130-625100	EQUIPMENT RENTAL	\$ 9,500	\$ 9,500
\$ 26,836	\$ 26,182	\$ 25,600	\$ 23,350	001-130-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 34,600	\$ 34,600
\$ 56,451	\$ 56,451	\$ 56,451	\$ 56,451	001-130-625900	OTHER RENTALS	\$ 61,500	\$ 61,500
\$ 720	\$ 1,641	\$ 2,225	\$ 2,068	001-130-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 2,250	\$ 2,250
\$ 3,213	\$ 3,723	\$ 7,000	\$ 6,400	001-130-628200	RECRUITMENT COSTS	\$ 7,600	\$ 7,600
\$ -	\$ 370	\$ 3,000	\$ 371	001-130-628410	SPECIAL EDUCATION	\$ 3,850	\$ 3,850
\$ 10,378	\$ 5,921	\$ 54,250	\$ 54,250	001-130-628800	PROFESSIONAL SERVICES & FEES	\$ 11,650	\$ 11,650
\$ 13,967	\$ 14,165	\$ 19,200	\$ 18,300	001-130-628805	COMPUTER SYS MAINT AGMTS	\$ 18,800	\$ 18,800
\$ 25	\$ 225	\$ 1,000	\$ 500	001-130-629600	MISCELLANEOUS	\$ 1,000	\$ 1,000

City of La Grande

POLICE DEPARTMENT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ -	\$ -	\$ 400	\$ 100	001-130-629610	PERMIT/FEE REFUNDS	\$ 400	\$ 400
\$ 885	\$ 479	\$ 1,500	\$ 1,000	001-130-631200	CHEMICAL & LAB SUPPLIES	\$ 1,500	\$ 1,500
\$ 150	\$ 805	\$ 850	\$ 500	001-130-631300	BOOKS/REFERENCE MATERIALS	\$ 850	\$ 850
\$ 6,845	\$ 9,612	\$ 14,500	\$ 7,290	001-130-631400	OFFICE SUPPLIES	\$ 13,000	\$ 13,000
\$ 33,670	\$ 32,349	\$ 41,900	\$ 36,300	001-130-631700	DEPARTMENTAL SUPPLIES	\$ 41,900	\$ 41,900
\$ 16,908	\$ 14,363	\$ 29,900	\$ 24,000	001-130-633500	FACILITIES REPAIR	\$ 29,900	\$ 29,900
\$ 26,009	\$ 33,789	\$ 45,000	\$ 35,000	001-130-634100	FLEET MAINTENANCE	\$ 45,000	\$ 45,000
\$ 27,797	\$ 45,982	\$ 50,000	\$ 42,000	001-130-634300	FUEL/LUBRICANTS	\$ 47,000	\$ 47,000
\$ 4,963	\$ 2,420	\$ 7,000	\$ 3,800	001-130-635000	OFFICE EQUIPMENT & FURNISHINGS	\$ 7,000	\$ 7,000
\$ 14,589	\$ 10,543	\$ 17,000	\$ 12,000	001-130-635010	COMPUTER SYSTEM (s/h)	\$ 22,000	\$ 22,000
\$ 9,163	\$ 10,119	\$ 15,250	\$ 12,750	001-130-635100	SMALL TOOLS & EQUIPMENT	\$ 15,000	\$ 15,000
\$ 322,468	\$ 340,842	\$ 513,579	\$ 438,882	TOTAL MATERIALS & SERVICES		\$ 493,669	\$ 493,669
\$ 975	\$ 154,031	\$ 129,022	\$ 69,190	001-130-640000	EQUIPMENT & IMPROVEMENTS	\$ 95,152	\$ 95,152
\$ 3,108,875	\$ 3,473,135	\$ 4,070,956	\$ 3,709,539	TOTAL POLICE DEPARTMENT		\$ 4,326,601	\$ 4,210,263

Fire & EMS Department

*General Fund
Proposed Budget - FY 2024-25*

Mission, Values and Overview:

The mission of the La Grande Fire Department is to protect the lives and property of the citizens that we serve. We will achieve this by providing effective safety education, fair and balanced fire code enforcement, and professional and safe emergency response delivered with care and compassion. Department values are: Service, Compassion, Integrity, Teamwork and Courage.

The Fire Department provides: Fire protection to the City of La Grande; automatic aid and mutual aid to all other Union County fire and EMS agencies; Advanced Life Support (ALS) service to all of Union County; rescue response; fire inspections; preplanning; fire safety programs and training; juvenile fire setter intervention; child safety seat installation; smoke alarm checks & public assistance.

Staffing:

21 Full-time employees (18 career firefighters, 1 administrative assistant, 1 deputy fire chief, 1 fire chief), 9 EMT casuals. Total FTE 22.80

Major Objectives:

Continue to deliver high quality fire and EMS services to our citizens.
Maintain a high level of preparedness through training in all appropriate fire and EMS fields.
Provide for the safety of our members with updated tools and training.
Increase paramedic staffing by making available an online training program.
Continue to improve department training facilities.
Enhance the occupancy inspection program by adding company inspections.

Fire & EMS Department

General Fund

Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Overtime - Decreased due to the additional staffing approved in FY 2023-24.

Medical Exams - Increased due to vendor rate changes.

Computer System Maintenance & Repair - Increased for support services for new large IT infrastructure replacement project.

Professional Services & Fees - Increased for administrative and leverage monies for GEMT (Ground Emergency Medical Transportation) program. Also included in this is the ambulance billing services.

Departmental Supplies - Increased for the continued replacement of soon-to-be out of date turnouts.

Equipment & Improvements - Requested \$220,000 to remount/refurbish of current ambulance. \$20,000 to enclose current apparatus bay mezzanine allowing for additional clean storage of turnout gear and other emergency equipment. Also included in this line is the large infrastructure replacement project for IT.

Included with this budget but not shown here is \$50,000 into General Reserves for the future purchase of an ambulance. This transfer is in the City Council/City Manager budget.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 2,101,480	\$ 2,215,400	\$ 3,027,461	\$ 3,020,255	\$ 3,020,255
Materials & Services	\$ 454,353	\$ 631,186	\$ 712,853	\$ 755,101	\$ 755,101
Capital Outlay	\$ -	\$ 231,258	\$ 275,000	\$ 252,070	\$ 252,070
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,555,833	\$ 3,077,844	\$ 4,015,314	\$ 4,027,426	\$ 4,027,426

City of La Grande

FIRE & EMS DEPARTMENT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 1,039,383	\$ 1,065,514	\$ 1,558,023	\$ 1,460,811	001-140-610500	SALARIES	\$ 1,597,763	\$ 1,597,763
\$ 29,707	\$ 30,845	\$ 40,566	\$ 23,306	001-140-610800	SALARIES - PART-TIME	\$ 36,111	\$ 36,111
\$ 294,496	\$ 350,657	\$ 301,479	\$ 308,121	001-140-610900	OVERTIME	\$ 279,800	\$ 279,800
\$ 103,073	\$ 109,587	\$ 145,355	\$ 135,777	001-140-612100	FICA	\$ 146,396	\$ 146,396
\$ 43,684	\$ 44,655	\$ 63,105	\$ 51,777	001-140-612200	PENSION PLAN	\$ 64,490	\$ 64,490
\$ 245,738	\$ 251,253	\$ 410,765	\$ 349,541	001-140-612300	PERS PENSION PLAN	\$ 387,783	\$ 387,783
\$ 7	\$ -	\$ 250	\$ 66	001-140-612500	UNEMPLOYMENT BENEFIT	\$ 250	\$ 250
\$ 293,667	\$ 314,901	\$ 451,487	\$ 345,709	001-140-612600	MED, DENTAL, & VISION INSURANCE	\$ 449,347	\$ 449,347
\$ 1,055	\$ 898	\$ 1,184	\$ 1,112	001-140-612700	LIFE INSURANCE	\$ 1,184	\$ 1,184
\$ 1,162	\$ 974	\$ 1,827	\$ 1,324	001-140-612800	DISABILITY INSURANCE	\$ 1,454	\$ 1,454
\$ 49,508	\$ 46,116	\$ 53,420	\$ 67,809	001-140-612900	WORKERS COMP	\$ 55,677	\$ 55,677
\$ 2,101,480	\$ 2,215,400	\$ 3,027,461	\$ 2,745,353		TOTAL PERSONNEL SERVICES	\$ 3,020,255	\$ 3,020,255
20.03	22.94	22.94			Total Full-Time Equivalent (FTE)	22.80	22.80
\$ 570	\$ 360	\$ 3,000	\$ 3,000	001-140-621200	LEGAL	\$ 3,000	\$ 3,000
\$ 8,451	\$ 12,309	\$ 13,500	\$ 10,000	001-140-621300	MEDICAL EXAMS	\$ 16,000	\$ 16,000
\$ 549	\$ 325	\$ 650	\$ 750	001-140-622100	POSTAGE	\$ 650	\$ 650
\$ 9,856	\$ 11,430	\$ 12,000	\$ 19,000	001-140-622200	TELEPHONE/FAX	\$ 14,000	\$ 14,000
\$ 2,975	\$ 1,005	\$ 2,000	\$ 500	001-140-622800	ADVERTISING	\$ 2,000	\$ 2,000
\$ 18,288	\$ 26,219	\$ 24,500	\$ 20,000	001-140-623100	ELECTRICITY, GAS, OIL	\$ 23,000	\$ 23,000
\$ 1,383	\$ 1,948	\$ 2,000	\$ 2,000	001-140-623200	WASTE REMOVAL & JANITORIAL	\$ 2,100	\$ 2,100
\$ 7,288	\$ 5,249	\$ 5,700	\$ 11,000	001-140-623400	EQUIP MAINT/REPAIR	\$ 8,000	\$ 8,000
\$ 9,900	\$ 10,996	\$ 42,953	\$ 42,953	001-140-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 37,251	\$ 37,251
\$ 4,916	\$ 5,841	\$ 6,500	\$ 6,500	001-140-625100	EQUIPMENT RENTALS	\$ 7,000	\$ 7,000
\$ 2,705	\$ 2,885	\$ 3,500	\$ 4,500	001-140-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 4,000	\$ 4,000
\$ 12,299	\$ 35,476	\$ 60,000	\$ 60,000	001-140-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 65,000	\$ 65,000
\$ 138,163	\$ 221,249	\$ 200,000	\$ 200,000	001-140-628800	PROFESSIONAL SERVICES & FEES	\$ 220,000	\$ 220,000
\$ 7,785	\$ 213	\$ 4,200	\$ 4,500	001-140-628805	COMPUTER SYS MAINT AGMTS	\$ 5,000	\$ 5,000
\$ 1,487	\$ 844	\$ 1,250	\$ 1,250	001-140-629600	MISCELLANEOUS	\$ 1,500	\$ 1,500
\$ 1,622	\$ 1,425	\$ 1,900	\$ 1,900	001-140-629700	PERMIT FEES	\$ 2,100	\$ 2,100
\$ 1,435	\$ 1,553	\$ 2,000	\$ 2,000	001-140-631300	BOOKS/REFERENCE MATERIALS	\$ 2,000	\$ 2,000
\$ 2,623	\$ 2,592	\$ 4,000	\$ 4,500	001-140-631400	OFFICE SUPPLIES	\$ 4,000	\$ 4,000
\$ 99,011	\$ 96,497	\$ 110,000	\$ 100,000	001-140-631600	MEDICAL SUPPLIES	\$ 110,000	\$ 110,000

City of La Grande

FIRE & EMS DEPARTMENT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 19,596	\$ 35,150	\$ 48,500	\$ 48,500	001-140-631700	DEPARTMENTAL SUPPLIES	\$ 60,000	\$ 60,000
\$ 10	\$ 85	\$ 500	\$ 500	001-140-631900	PROFESSIONAL PRINTING	\$ 500	\$ 500
\$ 2,982	\$ 2,037	\$ 3,000	\$ 3,000	001-140-633100	JANITOR & SANIT. SUPPLIES	\$ 3,000	\$ 3,000
\$ 37,008	\$ 37,064	\$ 40,000	\$ 35,000	001-140-633500	FACILITIES REPAIR	\$ 35,000	\$ 35,000
\$ 26,539	\$ 59,981	\$ 50,000	\$ 80,000	001-140-634100	FLEET MAINTENANCE	\$ 55,000	\$ 55,000
\$ 17,409	\$ 29,591	\$ 32,000	\$ 30,000	001-140-634300	FUEL/LUBRICANTS	\$ 32,000	\$ 32,000
\$ 2,630	\$ 7,944	\$ 5,000	\$ 2,500	001-140-635000	OFFICE EQUIP & FURNISHINGS	\$ 5,000	\$ 5,000
\$ 4,043	\$ 4,863	\$ 4,200	\$ 5,000	001-140-635010	COMPUTER SYSTEM (s/h)	\$ 8,000	\$ 8,000
\$ 12,830	\$ 16,055	\$ 30,000	\$ 25,000	001-140-635100	SMALL TOOLS & EQUIPMENT	\$ 30,000	\$ 30,000
\$ 454,353	\$ 631,186	\$ 712,853	\$ 723,853		TOTAL MATERIALS & SERVICES	\$ 755,101	\$ 755,101
\$ -	\$ 231,258	\$ 275,000	\$ 275,000	001-140-640000	EQUIPMENT & IMPROVEMENTS	\$ 252,070	\$ 252,070
\$ 2,555,833	\$ 3,077,844	\$ 4,015,314	\$ 3,744,206		TOTAL FIRE & EMS DEPARTMENT	\$ 4,027,426	\$ 4,027,426

Parks Department

*General Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

The Parks Department maintains a total of 263 acres of parkland with a diverse range of facilities including 204 acres of natural areas at Morgan Lake Park. Staff services everything from the highly groomed ball fields to neighborhood parks to the Island City strip to playgrounds, trails and natural woodlands.

In our community, Parks and Recreation services drive tourism. Attractions like our parks, pool and events put on by our department staff and other community groups using our parks, activate the tourism system generating thousands of visitors from out of the area each year. Pleasure trips are generated by the attractions that are available and without those attractions, there is no tourism.

Staffing:

Parks Maintenance is staffed with 0.4 FTE Director, 1 FTE Parks Leadperson, 1 FTE Utility Tech II, and 0.60 FTE Parks/Pool Maintenance position and 2.08 FTE Seasonal Maintenance Workers. Total FTE 5.08

Major Objectives:

Purchase 8 foot deck mower and smaller tractor with backhoe attachment.

Assist with the completion of the pump track and Riverside Playground replacement project.

Add 1 FTE Parks/Pool Maintenance position. This requested new position will be split 60% Parks Maintenance and 40% Aquatics. This position will replace the need for an 8-month season position, eliminate year-round contracted janitorial services at the pool and will split duties focusing on pool maintenance in the winter and irrigation repair in the summer among may other maintenance tasked between both divisions.

Parks Department

General Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Labor - Increased for addition of Pool/Parks Maintenance position. 60% is in the Parks budget and 40% is in the Aquatics budget.
Training, Travel & Mtg Expense - Increased to \$6,000 for staff CDL training as required by job description.
Fleet Maint/Repair - Tire purchase for at least two vehicles and improved regular maintenance.
Equipment & Improvements - \$62,000 includes \$16,000 for new 8 foot deck mower and \$46,000 for replacement of compact utility tractor. Also included in this line is the large infrastructure replacement project for IT.

Included with this budget but shown here is \$20,000 into General Reserves; \$5,000 for future turf replacement and \$15,000 for future playground replacements as recommend by the Parks and Recreation Advisory Commission in support of the Parks Master Plan. This transfer is in the City Council/City Manager Budget.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			FY2024-25
Personnel Cost	\$ 280,213	\$ 257,884	\$ 311,610	\$ 354,141	\$ 356,862
Materials & Services	\$ 138,468	\$ 127,233	\$ 139,152	\$ 147,241	\$ 147,241
Capital Outlay	\$ 5,757	\$ 9,813	\$ 123,000	\$ 65,172	\$ 65,172
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 424,438	\$ 394,930	\$ 573,762	\$ 566,554	\$ 569,275

City of La Grande

PARKS DEPARTMENT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 140,120	\$ 137,778	\$ 160,219	\$ 131,837	001-181-610500	SALARIES	\$ 179,528	\$ 179,528
\$ 49,673	\$ 48,208	\$ 67,457	\$ 57,042	001-181-610800	SALARIES - PART-TIME	\$ 53,391	\$ 55,866
\$ -	\$ -	\$ -	\$ 108	001-181-610900	OVERTIME	\$ -	\$ -
\$ 13,997	\$ 13,902	\$ 17,527	\$ 14,371	001-181-612100	FICA	\$ 17,929	\$ 18,118
\$ 19,493	\$ 14,827	\$ 22,098	\$ 14,050	001-181-612200	PENSION PLAN	\$ 23,364	\$ 23,364
\$ 129	\$ -	\$ 500	\$ 300	001-181-612500	UNEMPLOYMENT BENEFIT	\$ 500	\$ 500
\$ 52,053	\$ 38,013	\$ 38,220	\$ 34,668	001-181-612600	MED, DENTAL, & VISION INSURANCE	\$ 73,475	\$ 73,475
\$ 110	\$ 89	\$ 98	\$ 88	001-181-612700	LIFE INSURANCE	\$ 118	\$ 118
\$ 199	\$ 149	\$ 173	\$ 154	001-181-612800	DISABILITY INSURANCE	\$ 219	\$ 219
\$ 4,439	\$ 4,918	\$ 5,318	\$ 5,906	001-181-612900	WORKERS COMP	\$ 5,617	\$ 5,674
\$ 280,213	\$ 257,884	\$ 311,610	\$ 258,524		TOTAL PERSONNEL SERVICES	\$ 354,141	\$ 356,862
5.14	5.14	5.15			Total Full-Time Equivalent (FTE)	5.08	5.08
\$ -	\$ 1,322	\$ 500	\$ 1,750	001-181-621200	LEGAL	\$ 500	\$ 500
\$ 300	\$ -	\$ -	\$ -	001-181-621300	MEDICAL EXAMS	\$ -	\$ -
\$ 13	\$ 7	\$ 20	\$ 125	001-181-622100	POSTAGE	\$ 150	\$ 150
\$ 2,159	\$ 1,558	\$ 2,200	\$ 1,100	001-181-622200	TELEPHONE/FAX	\$ 1,100	\$ 1,100
\$ 236	\$ 30	\$ 250	\$ 100	001-181-622800	ADVERTISING	\$ 100	\$ 100
\$ 15,828	\$ 17,309	\$ 15,000	\$ 15,000	001-181-623100	ELECTRICITY, GAS, OIL	\$ 15,000	\$ 15,000
\$ 3,552	\$ 6,558	\$ 6,000	\$ 5,500	001-181-623200	WASTE REMOVAL	\$ 7,000	\$ 7,000
\$ 7,988	\$ 10,341	\$ 7,500	\$ 5,000	001-181-623400	EQUIP MAINT/REPAIR	\$ 8,000	\$ 8,000
\$ 46	\$ 919	\$ -	\$ 6,050	001-181-623500	GROUNDS MAINTENANCE	\$ -	\$ -
\$ 855	\$ 5,716	\$ 10,072	\$ 10,000	001-181-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 8,641	\$ 8,641
\$ 5,254	\$ 599	\$ 1,000	\$ 1,000	001-181-625100	EQUIPMENT RENTAL	\$ 1,000	\$ 1,000
\$ 530	\$ 670	\$ 600	\$ 600	001-181-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 600	\$ 600
\$ 1,522	\$ 4,980	\$ 2,500	\$ 1,200	001-181-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 8,500	\$ 8,500
\$ 3,645	\$ 6,508	\$ 6,500	\$ 5,500	001-181-628800	PROFESSIONAL SERVICES & FEES	\$ 5,500	\$ 5,500
\$ -	\$ -	\$ -	\$ -	001-181-629600	MISCELLANEOUS	\$ -	\$ -
\$ 2,605	\$ 270	\$ 1,000	\$ 1,000	001-181-629610	PERMIT/FEE REFUNDS	\$ 1,000	\$ 1,000
\$ 5,671	\$ 15,214	\$ 12,000	\$ 12,000	001-181-631100	AG/HORTICULTURE SUPPLIES	\$ 12,000	\$ 12,000
\$ 7	\$ 94	\$ 300	\$ 300	001-181-631400	OFFICE SUPPLIES	\$ 350	\$ 350
\$ -	\$ -	\$ 25	\$ 425	001-181-631600	MEDICAL SUPPLIES	\$ 300	\$ 300
\$ 1,905	\$ 6,510	\$ 5,000	\$ 4,000	001-181-631700	DEPARTMENTAL SUPPLIES	\$ 4,500	\$ 4,500
\$ 2,368	\$ 4,816	\$ 5,000	\$ 5,000	001-181-633100	JANITOR & SANIT. SUPPLIES	\$ 5,000	\$ 5,000
\$ 67,229	\$ 25,682	\$ 44,000	\$ 44,000	001-181-633500	FACILITIES REPAIR	\$ 44,000	\$ 44,000
\$ 4,008	\$ 2,979	\$ 3,000	\$ 7,500	001-181-634100	FLEET MAINT/REPAIR	\$ 8,000	\$ 8,000

City of La Grande

PARKS DEPARTMENT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 8,523	\$ 9,012	\$ 10,000	\$ 8,000	001-181-634300	FUEL/LUBRICANTS	\$ 10,000	\$ 10,000
\$ -	\$ -	\$ -	\$ 400	001-181-635000	OFFICE EQUIP & FURNISHINGS	\$ -	\$ -
\$ 1,836	\$ 2,194	\$ 3,185	\$ 3,185	001-181-635010	COMPUTER SYSTEM (s/h)	\$ 1,500	\$ 1,500
\$ 2,293	\$ 3,945	\$ 3,500	\$ 4,600	001-181-635100	SMALL TOOLS & EQUIP	\$ 4,500	\$ 4,500
\$ 95	\$ -	\$ -	\$ -	001-181-635600	STREET SIGNS	\$ -	\$ -
\$ 138,468	\$ 127,233	\$ 139,152	\$ 143,335		TOTAL MATERIALS & SERVICES	\$ 147,241	\$ 147,241
\$ 5,757	\$ 9,813	\$ 123,000	\$ 90,602	001-181-640000	EQUIPMENT & IMPROVEMENTS	\$ 65,172	\$ 65,172
\$ 424,438	\$ 394,930	\$ 573,762	\$ 492,461		TOTAL PARKS DEPARTMENT	\$ 566,554	\$ 569,275

Aquatics

*General Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with staff who are compassionate and responsive to the needs of our community, working to foster positive life-long experiences with aquatic environments.

Program and fees include:

Swim lessons and other instructional programs, swim passes and memberships, daily admissions, facility rentals, concessions and contracts.

Provide recreational swimming, "learn to swim" program, a facility for competitive swimming, water babies program, water aerobics, arthritis classes, kayaking, lifeguard and water safety training, and lessons for schools.

Annual agreements with Grande Ronde Hospital, La Grande High School, La Grande Swim Club, and Eastern Oregon University.

Staffing:

Aquatics is staffed with 0.2 FTE Director, 0.5 FTE Aquatics/Recreations Superintendent, 1 FTE Aquatics Coordinator, 0.4 FTE Pool/Parks Maintenance position, and Seasonal and part-time staff varies throughout the year but is equivalent to 4.57 FTE. Total FTE 6.77

Major Objectives:

Develop teen aquatics programming (i.e. Jr. Lifeguard program, evening events).

Expand pool event offerings.

Add 1 FTE Parks/Pool Maintenance position. This requested new position will be split 60% Parks Maintenance and 40% Aquatics. This position will replace the need for an 8-month season position, eliminate year-round contracted janitorial services at the pool and will split duties focusing on pool maintenance in the winter and irrigation repair in the summer among may other maintenance tasked between both divisions.

Aquatics

General Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Labor - Increased for addition Pool/Parks Maintenance position. 60% is in the Parks budget and 40% is in the Aquatics budget.
Waste Removal & Janitorial- The expenses in this line have been eliminated due to the addition of Parks/Pool Maintenance position.
Computer System Maint & Repair - Increased for support services for new large IT infrastructure replacement project.
Professional Services & Fees - Increased to \$13,500 to account for increased number of credit card/on-line transactions.
Chemical & Lab Supplies - Increased to \$10,000 to account for increased usage and rising cost of water sanitation chemicals.
Equipment & Improvements - Increased to \$50,000 in addition to utilizing \$80,000 from the reserve account to replace original 1998 HVAC boiler. Also included in this line is the large infrastructure replacement project for IT.

	ACTUAL EXPENDITURES		CURRENT BUDGETED	DEPT MANAGER REQUESTED PROPOSED	
	FY2021-22	FY2022-23	FY2023-24	FY2024-25	
Personnel Cost	\$ 248,093	\$ 233,030	\$ 303,865	\$ 332,254	\$ 332,254
Materials & Services	\$ 142,773	\$ 179,079	\$ 166,295	\$ 163,744	\$ 163,744
Capital Outlay	\$ -	\$ -	\$ -	\$ 53,172	\$ 53,172
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 390,866	\$ 412,109	\$ 470,160	\$ 549,170	\$ 549,170

City of La Grande

AQUATICS DEPARTMENT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 114,721	\$ 82,237	\$ 97,541	\$ 83,704	001-182-610500	SALARIES	\$ 112,794	\$ 112,794
\$ 64,798	\$ 90,914	\$ 133,000	\$ 120,875	001-182-610800	SALARIES - PART-TIME	\$ 139,650	\$ 139,650
\$ -	\$ 52	\$ -	\$ 730	001-182-610900	OVERTIME	\$ -	\$ -
\$ 13,531	\$ 13,077	\$ 17,714	\$ 10,938	001-182-612100	FICA	\$ 19,390	\$ 19,390
\$ 17,540	\$ 11,672	\$ 14,663	\$ 12,654	001-182-612200	PENSION PLAN	\$ 15,991	\$ 15,991
\$ -	\$ -	\$ 500	\$ -	001-182-612500	UNEMPLOYMENT BENEFIT	\$ 500	\$ 500
\$ 32,526	\$ 30,098	\$ 34,828	\$ 22,006	001-182-612600	MED ,DENTAL, & VISION INSURANCE	\$ 37,489	\$ 37,489
\$ 131	\$ 86	\$ 92	\$ 84	001-182-612700	LIFE INSURANCE	\$ 105	\$ 105
\$ 220	\$ 125	\$ 152	\$ 132	001-182-612800	DISABILITY INSURANCE	\$ 186	\$ 186
\$ 4,626	\$ 4,769	\$ 5,375	\$ 5,025	001-182-612900	WORKERS COMP	\$ 6,149	\$ 6,149
\$ 248,093	\$ 233,030	\$ 303,865	\$ 256,148		TOTAL PERSONNEL SERVICES	\$ 332,254	\$ 332,254
6.42	6.25	6.27			Total Full-Time Equivalent (FTE)	6.67	6.67
\$ -	\$ -	\$ -	\$ 1,200	001-182-621200	LEGAL	\$ -	\$ -
\$ 8	\$ 45	\$ -	\$ 14	001-182-622100	POSTAGE	\$ -	\$ -
\$ 2,947	\$ 2,650	\$ 3,000	\$ 3,000	001-182-622200	TELEPHONE/FAX	\$ 3,000	\$ 3,000
\$ 2,965	\$ 2,453	\$ 3,000	\$ 3,000	001-182-622800	ADVERTISING	\$ 3,200	\$ 3,200
\$ 40,894	\$ 55,548	\$ 45,000	\$ 45,000	001-182-623100	ELECTRICITY, GAS, OIL	\$ 45,000	\$ 45,000
\$ 6,938	\$ 10,052	\$ 9,400	\$ 9,400	001-182-623200	WASTE REMOVAL & JANITORIAL	\$ -	\$ -
\$ 21,477	\$ 55	\$ 10,000	\$ 1,000	001-182-623400	EQUIP MAINT/REPAIR	\$ 1,000	\$ 1,000
\$ 1,237	\$ 2,772	\$ 6,420	\$ 6,420	001-182-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 13,844	\$ 13,844
\$ 1,614	\$ 1,744	\$ 2,000	\$ 2,000	001-182-625100	EQUIPMENT RENTAL	\$ 2,000	\$ 2,000
\$ 699	\$ 924	\$ 250	\$ 1,200	001-182-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 1,500	\$ 1,500
\$ 740	\$ 2,360	\$ 2,440	\$ 3,100	001-182-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 3,000	\$ 3,000
\$ 13,997	\$ 13,660	\$ 8,000	\$ 8,000	001-182-628800	PROFESSIONAL SERVICES & FEES	\$ 13,500	\$ 13,500
\$ -	\$ -	\$ -	\$ -	001-182-629600	MISCELLANEOUS	\$ -	\$ -
\$ 40	\$ 319	\$ 300	\$ 700	001-182-629620	REFUNDS OF FEES	\$ 1,000	\$ 1,000
\$ 7,726	\$ 8,817	\$ 7,500	\$ 9,000	001-182-631200	CHEMICAL & LAB SUPPLIES	\$ 10,000	\$ 10,000
\$ 1,258	\$ 665	\$ 500	\$ 500	001-182-631400	OFFICE SUPPLIES	\$ 500	\$ 500
\$ 305	\$ 903	\$ 500	\$ 500	001-182-631600	MEDICAL SUPPLIES	\$ 700	\$ 700
\$ 5,509	\$ 13,386	\$ 10,000	\$ 16,000	001-182-631700	DEPARTMENTAL SUPPLIES	\$ 16,000	\$ 16,000
\$ 2,306	\$ 2,834	\$ 2,200	\$ 2,200	001-182-633100	JANITOR & SANIT. SUPPLIES	\$ 2,500	\$ 2,500
\$ 27,469	\$ 53,736	\$ 52,500	\$ 50,500	001-182-633500	FACILITIES REPAIR	\$ 46,000	\$ 46,000

City of La Grande

AQUATICS DEPARTMENT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 453	\$ 2,003	\$ -	\$ -	001-182-635000	OFFICE EQUIP & FURNISHINGS	\$ -	\$ -
\$ 4,191	\$ 4,153	\$ 3,285	\$ 3,400	001-182-635010	COMPUTER SYSTEM (s/h)	\$ 1,000	\$ 1,000
\$ 142,773	\$ 179,079	\$ 166,295	\$ 166,134		TOTAL MATERIALS & SERVICES	\$ 163,744	\$ 163,744
\$ -	\$ -	\$ -	\$ -	001-182-640000	EQUIPMENT & IMPROVEMENTS	\$ 53,172	\$ 53,172
\$ 390,866	\$ 412,109	\$ 470,160	\$ 422,282		TOTAL AQUATICS	\$ 549,170	\$ 549,170

Recreation Division

*General Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

To provide a City Recreation Program which meets the community's needs through leadership, activities and coordination of resources and facilities. Recreation programs include an after school program, summer camps and programs, youth and adult sports/activities, and a variety of community events.

Staffing:

The Recreation Division is staffed with 0.2 FTE Director, 1 FTE Recreation Coordinator, 0.5 Aquatics/Recreation Superintendent, and Seasonal and part-time staff varies throughout the year but is equivalent to 1.61 FTE.
Total FTE 3.31

Major Objectives:

Annual community outreach on how to improve or what programs to add.
Utilize Morgan Lake and other outdoor amenities to offer outdoor education for youth.
Explore partnerships with the Library, EOU, and/or other partners to create a teen hang out space and programs.
Establish Teen Recreational Sports leagues.

Recreation Division

General Fund

Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Professional Services & Fees - Increased as requested by the Arts Commission for the Signal Box Wrap project with a total cost of \$14,000. \$9,500 will be from the General Fund and the remaining \$4,500 will be coming from the Grants & Donations Fund.

Equipment & Improvements - Increased to \$6,000 in addition to utilizing \$54,000 from the reserve account to replace the 1982 recreation bus. Also included in this line is the large infrastructure replacement project for IT.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 135,879	\$ 203,127	\$ 232,283	\$ 246,985	\$ 246,985
Materials & Services	\$ 31,459	\$ 41,071	\$ 52,779	\$ 52,943	\$ 52,943
Capital Outlay	\$ -	\$ -	\$ -	\$ 7,813	\$ 7,813
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 167,338	\$ 244,198	\$ 285,062	\$ 307,741	\$ 307,741

City of La Grande

RECREATION DEPARTMENT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 53,701	\$ 99,354	\$ 112,952	\$ 112,414	001-183-610500	SALARIES	\$ 116,345	\$ 116,345
\$ 45,537	\$ 41,925	\$ 43,419	\$ 39,470	001-183-610800	SALARIES-PART TIME	\$ 49,098	\$ 49,098
\$ -	\$ 28	\$ -	\$ -	001-183-610900	OVERTIME	\$ -	\$ -
\$ 7,487	\$ 10,535	\$ 12,040	\$ 11,491	001-183-612100	FICA	\$ 12,734	\$ 12,734
\$ 8,534	\$ 10,819	\$ 18,139	\$ 17,059	001-183-612200	PENSION PLAN	\$ 19,850	\$ 19,850
\$ 149	\$ -	\$ 500	\$ 300	001-183-612500	UNEMPLOYMENT BENEFIT	\$ 500	\$ 500
\$ 17,950	\$ 37,080	\$ 41,296	\$ 40,917	001-183-612600	MED, DENTAL, & VISION INSURANCE	\$ 43,375	\$ 43,375
\$ 86	\$ 145	\$ 145	\$ 145	001-183-612700	LIFE INSURANCE	\$ 145	\$ 145
\$ 111	\$ 159	\$ 189	\$ 163	001-183-612800	DISABILITY INSURANCE	\$ 209	\$ 209
\$ 2,324	\$ 3,082	\$ 3,603	\$ 2,932	001-183-612900	WORKERS COMP	\$ 4,729	\$ 4,729
\$ 135,879	\$ 203,127	\$ 232,283	\$ 224,891		TOTAL PERSONNEL SERVICES	\$ 246,985	\$ 246,985
2.94	3.30	3.31			Total Full-Time Equivalent (FTE)	3.31	3.31
\$ -	\$ -	\$ -	\$ 1,200	001-183-621200	LEGAL	\$ -	\$ -
\$ 1	\$ -	\$ -	\$ -	001-183-622100	POSTAGE	\$ -	\$ -
\$ 1,269	\$ 1,138	\$ 1,500	\$ 1,500	001-183-622200	TELEPHONE/FAX	\$ 1,500	\$ 1,500
\$ 39	\$ 250	\$ 1,000	\$ 1,000	001-183-622800	ADVERTISING	\$ 1,000	\$ 1,000
\$ 825	\$ 1,366	\$ 8,444	\$ 8,444	001-183-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 4,108	\$ 4,108
\$ 494	\$ 986	\$ 500	\$ 1,740	001-183-625100	EQUIP RENTAL	\$ 500	\$ 500
\$ 5,264	\$ 2,682	\$ 4,500	\$ 3,000	001-183-625900	OTHER RENTALS	\$ 4,500	\$ 4,500
\$ 1,367	\$ 741	\$ 1,200	\$ 1,200	001-183-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 1,200	\$ 1,200
\$ 275	\$ 1,067	\$ 1,200	\$ 657	001-183-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 1,000	\$ 1,000
\$ 4,408	\$ 6,165	\$ 5,000	\$ 5,000	001-183-628800	PROFESSIONAL SERVICES & FEES	\$ 9,500	\$ 9,500
\$ -	\$ -	\$ -	\$ -	001-183-629600	MISCELLANEOUS	\$ -	\$ -
\$ 855	\$ 1,760	\$ 750	\$ 2,500	001-183-629610	PERMIT/FEE REFUNDS	\$ 750	\$ 750
\$ 242	\$ 75	\$ 500	\$ 500	001-183-631400	OFFICE SUPPLIES	\$ 250	\$ 250
\$ 13,285	\$ 20,122	\$ 23,000	\$ 23,000	001-183-631700	DEPARTMENTAL SUPPLIES	\$ 25,135	\$ 25,135
\$ -	\$ 398	\$ 1,000	\$ 950	001-183-634100	FLEET MAINT/REPAIR	\$ 1,000	\$ 1,000
\$ 558	\$ 1,100	\$ 2,000	\$ 600	001-183-634300	FUEL/LUBRICANTS	\$ 2,000	\$ 2,000
\$ 2,577	\$ 3,221	\$ 2,185	\$ 2,944	001-183-635010	COMPUTER SYSTEM (s/h)	\$ 500	\$ 500
\$ 31,459	\$ 41,071	\$ 52,779	\$ 54,235		TOTAL MATERIALS & SERVICES	\$ 52,943	\$ 52,943
\$ -	\$ -	\$ -	\$ -	001-183-640000	EQUIPMENT & IMPROVEMENTS	\$ 7,813	\$ 7,813
\$ 167,338	\$ 244,198	\$ 285,062	\$ 279,126		TOTAL RECREATION DEPARTMENT	\$ 307,741	\$ 307,741

Urban Forestry Division

*General Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

The mission of the Urban Forestry Division is to enhance the community forest and to provide information and education to our citizens regarding all aspects of tree care. Urban forests are a significant asset to the urban environment and trees contribute to a more livable City.

As a Tree City USA since 1990, the City of La Grande recognizes the value of its urban forest. La Grande's community forest includes over 5,000 street trees, 500 trees in parks and green spaces, and several thousand more trees on private property. La Grande is in the top ten cities in the nation receiving Tree City USA Growth Awards. This award recognizes communities that are committed to planning and management of the urban landscape, preserving their community forests, and growing their tree care programs.

Staffing:

Program is staffed by 0.2 FTE Director, 1 FTE Urban Forester and 0.25 Seasonal Maintenance Workers.
Total FTE 1.45

Major Objectives:

Provide education and support to the community regarding trees and urban forestry including pruning and removals.
Increase the density and diversity of the urban forest with the goal of planting a minimum of 100 shade trees annually.
Maintain Tree City USA status and coordinate Arbor Day events.
Recognize exceptional landscaping efforts with seasonal awards through the Beautification Awards Program.
Encourage community support through the Memorial Tree and Sponsor a Tree programs and volunteer opportunities.

Urban Forestry Division

General Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Salaries - Part-time - Increased for addition of part-time position.

AG/Horticulture Supplies - Decreased due to using the remaining funds for the Ridge Tree Project in FY 2023-24.

Equipment & Improvements - \$25,000 for woodchipper. Also included is for the large infrastructure replacement project for IT.

Revenue in support of the Urban Forestry Program includes: Street and Roads, \$48,700; Urban Renewal Program, \$5,000; and other fees and charges.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 96,431	\$ 100,150	\$ 106,893	\$ 119,657	\$ 119,657
Materials & Services	\$ 34,015	\$ 25,501	\$ 34,173	\$ 29,298	\$ 29,298
Capital Outlay	\$ -	\$ -	\$ -	\$ 25,906	\$ 25,906
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 130,446	\$ 125,651	\$ 141,066	\$ 174,861	\$ 174,861

City of La Grande

URBAN FORESTRY

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 58,603	\$ 61,140	\$ 65,964	\$ 65,825	001-184-610500	SALARIES	\$ 68,248	\$ 68,248
\$ -	\$ 675	\$ -	\$ 3,675	001-184-610800	SALARIES - PART-TIME	\$ 7,458	\$ 7,458
\$ -	\$ -	\$ -	\$ -	001-184-610900	OVERTIME	\$ -	\$ -
\$ 4,301	\$ 4,542	\$ 5,055	\$ 5,227	001-184-612100	FICA	\$ 6,040	\$ 6,040
\$ 8,179	\$ 7,836	\$ 9,214	\$ 8,571	001-184-612200	PENSION PLAN	\$ 9,762	\$ 9,762
\$ -	\$ -	\$ -	\$ -	001-184-612500	UNEMPLOYMENT BENEFIT	\$ -	\$ -
\$ 23,944	\$ 24,459	\$ 24,965	\$ 24,717	001-184-612600	MED, DENTAL, & VISION INSURANCE	\$ 26,209	\$ 26,209
\$ 55	\$ 49	\$ 49	\$ 49	001-184-612700	LIFE INSURANCE	\$ 49	\$ 49
\$ 99	\$ 82	\$ 90	\$ 87	001-184-612800	DISABILITY INSURANCE	\$ 97	\$ 97
\$ 1,250	\$ 1,367	\$ 1,556	\$ 1,946	001-184-612900	WORKERS COMP	\$ 1,794	\$ 1,794
\$ 96,431	\$ 100,150	\$ 106,893	\$ 110,097		TOTAL PERSONNEL SERVICES	\$ 119,657	\$ 119,657
1.20	1.20	1.20			Total Full-Time Equivalent (FTE)	1.45	1.45
\$ -	\$ 425	\$ -	\$ 850	001-184-621200	LEGAL	\$ -	\$ -
\$ -	\$ 248	\$ 100	\$ 100	001-184-621900	OTHER PROFESSIONAL SERVICES	\$ 100	\$ 100
\$ 31	\$ 37	\$ 40	\$ 60	001-184-622100	POSTAGE	\$ 50	\$ 50
\$ 1,320	\$ 1,322	\$ 1,400	\$ 1,400	001-184-622200	TELEPHONE/FAX	\$ 1,400	\$ 1,400
\$ 10	\$ 31	\$ 100	\$ 100	001-184-623400	EQUIP MAINT/REPAIR	\$ 100	\$ 100
\$ 16,630	\$ 2,980	\$ 3,000	\$ 3,000	001-184-623500	GROUND MAINTENANCE	\$ 3,000	\$ 3,000
\$ 413	\$ 382	\$ 1,448	\$ 1,480	001-184-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 1,298	\$ 1,298
\$ 433	\$ 336	\$ 500	\$ 1,000	001-184-625100	EQUIPMENT RENTAL	\$ -	\$ -
\$ 530	\$ 325	\$ 500	\$ 565	001-184-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 600	\$ 600
\$ 549	\$ 928	\$ 2,000	\$ 1,500	001-184-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 2,000	\$ 2,000
\$ 410	\$ 60	\$ 50	\$ 50	001-184-628800	PROFESSIONAL SERVICES & FEES	\$ 50	\$ 50
\$ 9,553	\$ 12,783	\$ 17,900	\$ 17,500	001-184-631100	AG/HORTICULTURE SUPPLIES	\$ 15,000	\$ 15,000
\$ -	\$ -	\$ 50	\$ 50	001-184-631300	BOOKS/REFERENCE MATERIALS	\$ 50	\$ 50
\$ -	\$ 347	\$ 100	\$ 150	001-184-631400	OFFICE SUPPLIES	\$ 150	\$ 150
\$ 1,815	\$ 1,993	\$ 3,000	\$ 2,500	001-184-631700	DEPARTMENTAL SUPPLIES	\$ 3,000	\$ 3,000
\$ 81	\$ 624	\$ 100	\$ 100	001-184-634100	FLEET MAINTENANCE	\$ 100	\$ 100
\$ 583	\$ 828	\$ 1,000	\$ 1,300	001-184-634300	FUEL/LUBRICANTS	\$ 1,300	\$ 1,300
\$ 1,221	\$ 1,644	\$ 2,485	\$ 2,330	001-184-635010	COMPUTER SYSTEM (s/h)	\$ 500	\$ 500
\$ 436	\$ 208	\$ 400	\$ 1,000	001-184-635100	SMALL TOOLS & EQUIP	\$ 600	\$ 600
\$ -	\$ -	\$ -	\$ -	001-184-639700	MISCELLANEOUS	\$ -	\$ -
\$ 34,015	\$ 25,501	\$ 34,173	\$ 35,035		TOTAL MATERIALS & SERVICES	\$ 29,298	\$ 29,298
\$ -	\$ -	\$ -	\$ -	001-184-640000	EQUIPMENT & IMPROVEMENTS	\$ 25,906	\$ 25,906
\$ 130,446	\$ 125,651	\$ 141,066	\$ 145,132		TOTAL URBAN FORESTRY	\$ 174,861	\$ 174,861

Library

*General Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

Make library materials, programs, and services accessible to all patrons in a cost effective manner, proportionate to levels of demand.

Provide access to resources outside the Library - interlibrary loan, digital resources, etc.

Provide lifelong learning opportunities to patrons of all ages.

Cultivate community partnerships that are mutually beneficial for the Library and its partners.

Cook Memorial Library officially serves the residents of La Grande, providing a wide array of traditional and electronic/digital services. The Library, with funding from the County, also serves the 8,000+ residents of Union County who do not receive library services from another town within the county (Elgin, North Powder and Union), providing basic library services (access to print materials, DVDs and in-library services such as computer, programs, etc.).

Staffing:

The Library Department consist of a 1 FTE Library Director, 4 FTE full-time Library Techs , and 2 FTE Library Aides. Total of 7 FTE.

Major Objectives:

Provide the latest in library services to the residents of La Grande.

Increase two part-time positions to full-time for security purposes. It is essential that the Library have to staff at the front desk at all times. Recently the Library has had several encounters that have put staff in alarming situations. Moving the part-time positions to full-time will allow improved coverage at the front desk. Increasing these positions will enable the Library to increase open hours by two hours on two evenings per week and increase open hours on Saturday by two hours.

Library

*General Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Labor - The increase reflects moving two part-time positions to full-time.

Subscriptions and Memberships - The LEO (Libraries of Eastern Oregon) membership is increasing. This membership provides the access to our library consortium's e-book/audio collection, Libby, as well as year-round support and collaboration with other rural libraries across the State. It will be adding digital magazines and free museum passes this upcoming Fiscal Year as well.

Periodicals - Decreased due to lack of circulation and lower number of titles retained in collection.

Audio-visual Mat. & Rec - Increased due to patron usage and popularity.

Equipment & Improvements - Increased for large infrastructure replacement project for IT.

Included with this budget but not shown here is \$5,000 into General Reserves for the future replacement of the HVAC system. This transfer is in the City Council/City Manager Budget.

	ACTUAL EXPENDITURES		CURRENT BUDGETED	DEPT MANAGER REQUESTED PROPOSED	
	FY2021-22	FY2022-23	FY2023-24	FY2024-25	
Personnel Cost	\$ 440,363	\$ 469,416	\$ 501,377	\$ 598,223	\$ 598,223
Materials & Services	\$ 197,285	\$ 232,310	\$ 225,596	\$ 226,994	\$ 225,994
Capital Outlay	\$ -	\$ -	\$ -	\$ 26,887	\$ 26,887
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 637,648	\$ 701,726	\$ 726,973	\$ 852,104	\$ 851,104

City of La Grande

LIBRARY

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 246,624	\$ 265,743	\$ 285,186	\$ 277,632	001-190-610500	SALARIES	\$ 368,264	\$ 368,264
\$ 25,880	\$ 24,045	\$ 25,648	\$ 27,743	001-190-610800	SALARIES - PART-TIME	\$ -	\$ -
\$ 19,849	\$ 21,109	\$ 23,779	\$ 22,830	001-190-612100	FICA	\$ 28,172	\$ 28,172
\$ 31,792	\$ 33,886	\$ 39,747	\$ 36,190	001-190-612200	PENSION PLAN	\$ 46,710	\$ 46,710
\$ -	\$ -	\$ -	\$ -	001-190-612500	UNEMPLOYMENT BENEFIT	\$ -	\$ -
\$ 115,132	\$ 123,045	\$ 124,503	\$ 129,824	001-190-612600	MED, DENTAL, & VISION INSURANCE	\$ 152,029	\$ 152,029
\$ 177	\$ 201	\$ 214	\$ 214	001-190-612700	LIFE INSURANCE	\$ 278	\$ 278
\$ 312	\$ 311	\$ 342	\$ 343	001-190-612800	DISABILITY INSURANCE	\$ 478	\$ 478
\$ 597	\$ 1,076	\$ 1,958	\$ 1,630	001-190-612900	WORKERS COMP	\$ 2,292	\$ 2,292
\$ 440,363	\$ 469,416	\$ 501,377	\$ 496,406		TOTAL PERSONNEL SERVICES	\$ 598,223	\$ 598,223
6.21	6.21	5.95			Total Full-Time Equivalent (FTE)	7.00	7.00
\$ -	\$ 1,699	\$ 1,000	\$ 1,000	001-190-621200	LEGAL	\$ 1,000	\$ -
\$ 315	\$ 60	\$ 500	\$ 112	001-190-622100	POSTAGE	\$ 300	\$ 300
\$ 2,360	\$ 3,377	\$ 5,500	\$ 6,500	001-190-622200	TELEPHONE/FAX	\$ 7,200	\$ 7,200
\$ 1,505	\$ 2,028	\$ 1,000	\$ 270	001-190-622800	ADVERTISING	\$ 500	\$ 500
\$ 23,615	\$ 27,084	\$ 28,000	\$ 25,071	001-190-623100	ELECTRICITY, GAS, OIL	\$ 28,000	\$ 28,000
\$ 12	\$ 40	\$ 300	\$ 50	001-190-623200	WASTE REMOVAL & JANITORIAL	\$ 300	\$ 300
\$ 9,920	\$ 24,539	\$ 23,200	\$ 22,300	001-190-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 16,994	\$ 16,994
\$ 1,283	\$ 1,507	\$ 2,400	\$ 2,010	001-190-625100	EQUIPMENT RENTAL	\$ 2,200	\$ 2,200
\$ 1,621	\$ 2,153	\$ 1,500	\$ 1,300	001-190-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 7,300	\$ 7,300
\$ 7,743	\$ 5,896	\$ 6,500	\$ 6,300	001-190-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 6,500	\$ 6,500
\$ 10,204	\$ 7,435	\$ 7,200	\$ 7,000	001-190-628800	PROFESSIONAL SERVICES & FEES	\$ 7,200	\$ 7,200
\$ 16,555	\$ 20,080	\$ 21,296	\$ 18,304	001-190-628805	COMPUTER SYS MAINT AGMTS	\$ 20,000	\$ 20,000
\$ 25	\$ -	\$ -	\$ -	001-190-629600	MISCELLANEOUS	\$ -	\$ -
\$ 14,962	\$ 13,272	\$ 16,000	\$ 15,200	001-190-631400	OFFICE SUPPLIES	\$ 16,000	\$ 16,000
\$ 8,114	\$ 8,455	\$ 8,500	\$ 8,500	001-190-631700	DEPARTMENTAL SUPPLIES	\$ 10,000	\$ 10,000
\$ 1,936	\$ 1,991	\$ 2,700	\$ 1,056	001-190-633100	JANITOR & SANIT. SUPPLIES	\$ 2,500	\$ 2,500
\$ 20,880	\$ 23,852	\$ 20,000	\$ 19,500	001-190-633500	FACILITIES REPAIR	\$ 20,000	\$ 20,000
\$ 3,880	\$ 6,960	\$ 6,000	\$ 5,200	001-190-635000	OFFICE EQUIP & FURNISHINGS	\$ 6,000	\$ 6,000
\$ 7,058	\$ 16,347	\$ 12,000	\$ 10,800	001-190-635010	COMPUTER SYSTEM (s/h)	\$ 12,000	\$ 12,000
\$ 46,377	\$ 47,388	\$ 45,000	\$ 45,500	001-190-636100	BOOKS	\$ 46,000	\$ 46,000
\$ 11,563	\$ 6,606	\$ 7,000	\$ 2,500	001-190-636200	PERIODICALS	\$ 3,000	\$ 3,000
\$ 7,357	\$ 11,541	\$ 10,000	\$ 11,500	001-190-636300	AUDIO-VISUAL MAT. & REC.	\$ 14,000	\$ 14,000
\$ 197,285	\$ 232,310	\$ 225,596	\$ 209,973		TOTAL MATERIALS & SERVICES	\$ 226,994	\$ 225,994
\$ -	\$ -	\$ -	\$ -	001-190-640000	EQUIPMENT & IMPROVEMENTS	\$ 26,887	\$ 26,887
\$ 637,648	\$ 701,726	\$ 726,973	\$ 706,379		TOTAL LIBRARY	\$ 852,104	\$ 851,104

Economic Development Department

*General Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

The mission of the Economic Development Department is to carry out the La Grande Urban Renewal Plan and to promote economic development in La Grande. This body of work includes efforts related to the Main Street program, downtown business development and efforts to fill the La Grande Business & Technology Park.

The Economic Development Department assists in programs such as:

Urban Renewal

Implementing La Grande Economic Development Strategic Plan
Union County Business Retention & Expansion and Recruitment
La Grande Main Street Program
Regional economic development partnerships

Staffing:

The Economic Department includes 1 FTE Economic Development Director and a 0.33 FTE shared Secretary.
Total FTE 1.33 The Urban Renewal Agency provides funding of 0.70 FTE for the Economic Development Director.

Major Objectives:

The Economic Development Department will work with the City Manager and other City Departments toward the accomplishment of the City Council Goals, with special emphasis on those included on the City Manager's Top Priorities. Specific goals established for Economic Development Department are as follows:

Implement the Urban Renewal Plan
Continue proactive recruitment of priority industry sectors identified in the strategic plan
Retail recruitment and downtown redevelopment
Continue business assistance, retention, and expansion efforts
Continue to develop and implement a targeted retail business attraction program
Work with other partner organizations to develop a culture of entrepreneurialism
Develop a tactic for developing/attracting small scale manufacturing

This year will also include a focus on implementation of the ReCast City project targeting small scale manufacturing. We expect planning and strategy development will be completed with projects and next steps identified by Fall 2024, at which time the department will begin implementation work with the support of the proposed RARE member.

Departmental Goals:

Continue to implement Economic Development Strategy for La Grande, to include: Provide resources to small business at start up, scaling, and expansion phase, conduct downtown retail attraction, utilize comprehensive retail market analysis; implement strategies for non-retail business recruitment to the Business Park and other commercial/industrial areas; conduct regular annual visits to local key employers; facilitate urban renewal training for the City Council, Urban Renewal Agency and URAC; implement the Urban Renewal Plan to include a 2024 Call for Projects; market the Traded Sector/La Grande Business Park incentive.

Economic Development Department

General Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Consultants - Includes \$30,000 for a RARE participant to assist with implementation of Recast City and Commercial Kitchen strategies being developed in fiscal year 2023-24 (\$26,000 for salary and \$4,000 for travel, training and misc costs).
Advertising - Includes entrepreneur support activities such as a Made in La Grande website/marketing campaign, and attending key trade shows to market La Grande and identify leads in key sectors identified in the Urban Renewal strategy.
Equipment & Improvements - Increased for large infrastructure replacement project for IT.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 87,348	\$ 131,916	\$ 144,183	\$ 148,833	\$ 148,833
Materials & Services	\$ 53,417	\$ 79,235	\$ 178,778	\$ 205,594	\$ 205,594
Capital Outlay	\$ -	\$ -	\$ 15,000	\$ 16,590	\$ 16,590
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 140,765	\$ 211,151	\$ 337,961	\$ 371,017	\$ 371,017

City of La Grande

ECONOMIC DEVELOPMENT

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 64,348	\$ 93,551	\$ 101,912	\$ 102,061	001-172-610500	SALARIES	\$ 104,988	\$ 104,988
\$ -	\$ -	\$ -	\$ -	001-172-610900	OVERTIME	\$ -	\$ -
\$ 4,810	\$ 7,012	\$ 7,811	\$ 7,732	001-172-612100	FICA	\$ 8,047	\$ 8,047
\$ 4,027	\$ 13,369	\$ 15,769	\$ 14,333	001-172-612200	PENSION PLAN	\$ 16,232	\$ 16,232
\$ -	\$ -	\$ -	\$ -	001-172-612500	UNEMPLOYMENT BENEFIT	\$ -	\$ -
\$ 13,810	\$ 17,381	\$ 17,790	\$ 17,559	001-172-612600	MED, DENTAL, & VISION INSURANCE	\$ 18,633	\$ 18,633
\$ 71	\$ 96	\$ 96	\$ 96	001-172-612700	LIFE INSURANCE	\$ 96	\$ 96
\$ 104	\$ 139	\$ 149	\$ 149	001-172-612800	DISABILITY INSURANCE	\$ 163	\$ 163
\$ 178	\$ 368	\$ 656	\$ 598	001-172-612900	WORKERS COMP	\$ 674	\$ 674
\$ 87,348	\$ 131,916	\$ 144,183	\$ 142,528		TOTAL PERSONNEL SERVICES	\$ 148,833	\$ 148,833
1.33	1.33	1.33			Total Full-Time Equivalent (FTE)	1.33	1.33
\$ 4,468	\$ 21,125	\$ 40,950	\$ 32,688	001-172-621100	CONSULTANTS	\$ 65,000	\$ 65,000
\$ 270	\$ 6,239	\$ 5,000	\$ 5,000	001-172-621200	LEGAL	\$ 5,000	\$ 5,000
\$ 4,525	\$ 4,850	\$ 5,200	\$ 5,000	001-172-621400	AUDITING COSTS	\$ 5,200	\$ 5,200
\$ 30,139	\$ 25,439	\$ 30,000	\$ 25,567	001-172-621900	OTHER PROFESSIONAL SERVICES	\$ 30,000	\$ 30,000
\$ 5	\$ 186	\$ 500	\$ 500	001-172-622100	POSTAGE	\$ 1,000	\$ 1,000
\$ 2,780	\$ 2,830	\$ 4,000	\$ 4,000	001-172-622200	TELEPHONE/FAX	\$ 5,000	\$ 5,000
\$ 763	\$ 5,009	\$ 59,000	\$ 13,400	001-172-622800	ADVERTISING-ura	\$ 59,000	\$ 59,000
\$ -	\$ -	\$ 2,000	\$ -	001-172-623400	EQUIP MAINT/REPAIR	\$ 2,000	\$ 2,000
\$ 825	\$ 3,618	\$ 2,283	\$ 2,283	001-172-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 2,699	\$ 2,699
\$ 185	\$ 195	\$ 250	\$ 250	001-172-624600	INS. PREMIUM-CLAIMS-DEDUCTIBLE	\$ 250	\$ 250
\$ 671	\$ 668	\$ 670	\$ 670	001-172-625100	EQUIPMENT RENTAL	\$ 670	\$ 670
\$ 1,025	\$ 1,025	\$ 3,725	\$ 3,725	001-172-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 3,725	\$ 3,725
\$ 1,191	\$ 2,696	\$ 14,500	\$ 6,900	001-172-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 15,000	\$ 15,000
\$ 3,725	\$ 3,249	\$ 3,600	\$ 3,600	001-172-628800	PROFESSIONAL SERVICES & FEES	\$ 3,700	\$ 3,700
\$ 212	\$ 213	\$ 100	\$ 220	001-172-628805	COMPUTER SYS MAINT AGREEMENTS	\$ 250	\$ 250
\$ -	\$ -	\$ 300	\$ 300	001-172-631300	BOOKS/REFERENCE MATERIALS	\$ 300	\$ 300
\$ 906	\$ 992	\$ 1,200	\$ 1,200	001-172-631400	OFFICE SUPPLIES	\$ 1,200	\$ 1,200
\$ 48	\$ 60	\$ 300	\$ 75	001-172-631700	DEPARTMENTAL SUPPLIES	\$ 300	\$ 300
\$ -	\$ -	\$ 1,000	\$ 1,000	001-172-631900	PROFESSIONAL PRINTING	\$ 1,000	\$ 1,000
\$ 783	\$ -	\$ 1,000	\$ -	001-172-635000	OFFICE EQUIP & FURNISHINGS	\$ 1,000	\$ 1,000
\$ 896	\$ 841	\$ 3,200	\$ 3,200	001-172-635010	COMPUTER SYSTEM (s/h)	\$ 3,300	\$ 3,300
\$ 53,417	\$ 79,235	\$ 178,778	\$ 109,578		TOTAL MATERIALS & SUPPLIES	\$ 205,594	\$ 205,594
\$ -	\$ -	\$ 15,000	\$ -	001-172-640000	EQUIPMENT & IMPROVEMENTS	\$ 16,590	\$ 16,590
\$ 140,765	\$ 211,151	\$ 337,961	\$ 252,106		TOTAL ECONOMIC DEVELOPMENT	\$ 371,017	\$ 371,017

Planning Department

General Fund
Proposed Budget - FY 2024-25

Mission and Overview:

The mission of the Planning Department is to promote planned and managed change as a means of creating and maintaining an attractive "built environment" with special emphasis placed upon providing staff support to the Planning Commission and Landmarks Commission, overseeing the La Grande Downtown Historic District, as well as being involved with short and long range planning development projects.

Staffing:

The Planning Department includes 1 FTE Community Development Director and a 0.67 FTE shared Secretary.
Total FTE 1.67

Major Objectives:

The Planning Department will continue to work with the City Manager and other City Departments toward the accomplishment of the City Council Goals.

In FY 2024-25, the Planning Department will continue pursuing the completion of floodplain map amendments, as well as completing our Goal 14 Urban Growth Boundary Expansion project, for adding commercial and industrial land to the City of La Grande.

Planning Department

General Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Consultants - This category includes a reduction in the proposed budget as compared to FY 2023-24. It includes our on-going annual GIS Mapping Services/Maintenance contract (\$12,000); the second half of our Goal 14 Urban Growth Boundary Expansion project (\$95,000 project; funded by a Department of Land Conservation and Development Grant with a 50% match of \$47,500 from the Planning budget. \$30,000 was funded in FY 2023-24, with the \$17,500 balance funded this FY 2024-25); and last, is the Carnegie Library National Register Listing Project (estimated at \$20,000: funded by State Historic Preservation Grant with a 50% match of \$10,000 from the Planning Budget).

Computer System Maint & Repair - Increased for support services for new large IT infrastructure replacement project.

Computer System (s/h) - Increase for the purchase of a new/replacement computer for the Planning Tech, per IT 5-Year replacement schedule.

Equipment & Improvements -Increased for large infrastructure replacement project for IT.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 199,438	\$ 203,616	\$ 219,814	\$ 228,492	\$ 228,492
Materials & Services	\$ 33,688	\$ 50,535	\$ 94,298	\$ 72,619	\$ 72,619
Capital Outlay	\$ -	\$ -	\$ -	\$ 1,870	\$ 1,870
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 233,126	\$ 254,151	\$ 314,112	\$ 302,981	\$ 302,981

City of La Grande

PLANNING

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 129,450	\$ 137,722	\$ 149,096	\$ 149,515	001-170-610500	SALARIES	\$ 154,705	\$ 154,705
\$ 9,526	\$ 10,206	\$ 11,483	\$ 11,313	001-170-612100	FICA	\$ 11,912	\$ 11,912
\$ 19,905	\$ 19,381	\$ 22,766	\$ 21,335	001-170-612200	PENSION PLAN	\$ 23,604	\$ 23,604
\$ -	\$ -	\$ -	\$ -	001-170-612500	UNEMPLOYMENT BENEFIT	\$ -	\$ -
\$ 40,006	\$ 35,491	\$ 35,216	\$ 35,370	001-170-612600	MED, DENTAL, & VISION INSURANCE	\$ 36,964	\$ 36,964
\$ 121	\$ 107	\$ 107	\$ 107	001-170-612700	LIFE INSURANCE	\$ 107	\$ 107
\$ 235	\$ 197	\$ 209	\$ 210	001-170-612800	DISABILITY INSURANCE	\$ 230	\$ 230
\$ 195	\$ 512	\$ 937	\$ 955	001-170-612900	WORKERS COMP	\$ 970	\$ 970
\$ 199,438	\$ 203,616	\$ 219,814	\$ 218,805		TOTAL PERSONNEL SERVICES	\$ 228,492	\$ 228,492
1.67	1.67	1.67			Total Full-Time Equivalent (FTE)	1.67	1.67
\$ 18,936	\$ 32,887	\$ 67,000	\$ 51,637	001-170-621100	CONSULTANTS	\$ 39,500	\$ 39,500
\$ 923	\$ 1,897	\$ 8,000	\$ 3,000	001-170-621200	LEGAL	\$ 8,000	\$ 8,000
\$ 2,910	\$ 3,165	\$ 3,500	\$ 3,500	001-170-622100	POSTAGE	\$ 4,010	\$ 4,010
\$ 2,354	\$ 2,408	\$ 2,500	\$ 2,500	001-170-622200	TELEPHONE/FAX	\$ 2,414	\$ 2,414
\$ 1,738	\$ 3,106	\$ 3,000	\$ 2,000	001-170-622800	ADVERTISING	\$ 3,000	\$ 3,000
\$ 825	\$ 2,534	\$ 523	\$ 523	001-170-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 4,362	\$ 4,362
\$ 671	\$ 668	\$ 700	\$ 700	001-170-625100	EQUIPMENT RENTAL	\$ 700	\$ 700
\$ 663	\$ 570	\$ 750	\$ 750	001-170-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 708	\$ 708
\$ 67	\$ 3	\$ 2,000	\$ 2,000	001-170-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 2,600	\$ 2,600
\$ 751	\$ 365	\$ 825	\$ 825	001-170-628800	PROFESSIONAL SERVICES AND FEES	\$ 825	\$ 825
\$ 1,071	\$ 113	\$ 1,100	\$ 1,100	001-170-628805	COMPUTER SYS MAINT AGMTS	\$ 1,100	\$ 1,100
\$ 187	\$ -	\$ 500	\$ -	001-170-629610	PERMIT/FEE REFUNDS	\$ 500	\$ 500
\$ -	\$ 50	\$ 100	\$ 100	001-170-631300	BOOKS/REFERENCE MATERIALS	\$ 100	\$ 100
\$ 1,579	\$ 1,592	\$ 2,000	\$ 3,500	001-170-631400	OFFICE SUPPLIES	\$ 2,000	\$ 2,000
\$ 48	\$ 84	\$ 100	\$ 100	001-170-631700	DEPARTMENTAL SUPPLIES	\$ 100	\$ 100
\$ 290	\$ -	\$ 500	\$ 660	001-170-635000	OFFICE EQUIP & FURNISHINGS	\$ 500	\$ 500
\$ 675	\$ 1,093	\$ 1,200	\$ 1,200	001-170-635010	COMPUTER SYSTEM (s/h)	\$ 2,200	\$ 2,200
\$ 33,688	\$ 50,535	\$ 94,298	\$ 74,095		TOTAL MATERIALS & SERVICES	\$ 72,619	\$ 72,619
\$ -	\$ -	\$ -	\$ -	001-170-640000	EQUIPMENT & IMPROVEMENTS	\$ 1,870	\$ 1,870
\$ 233,126	\$ 254,151	\$ 314,112	\$ 292,900		TOTAL PLANNING DEPARTMENT	\$ 302,981	\$ 302,981

Building Maintenance

*General Fund
Proposed Budget - FY 2024-25*

Mission:

The City of La Grande places a high emphasis on its historical character and is proud of its City Hall building. As such, all finishes are expected to be in good repair. Items that fall within this category are: exterior window trim, interior trim, plumbing fixture repair, tile and marble floors, flag pole hardware, and others of similar work.

The City of La Grande Building Maintenance Department will address the cleanliness, sanitation and maintenance of the building finishes and permanent equipment. The Building Maintenance program routinely performs the following services:

- Cleaning of City Hall and Library sidewalks, including snow and ice removal.
- Cleaning and maintaining City Hall and Library offices, bathrooms, hallways and building common areas.
- Raising and lowering of appropriate US, Oregon and POW flags at both City Hall and Library.
- Minor repair and maintenance of heating and cooling equipment in both City Hall and Library.
- Monitor outside contractor bid and regular scheduled maintenance work for both City Hall and Library.
- Landscaping, lawn mowing, repair of irrigation sprinklers as needed for both City Hall and Library.

Staffing:

Total FTE 1

Major Objectives:

Preventative maintenance is a program of scheduled work to extend the serviceable life of equipment and systems, reduce downtime due to failure incidents, and reduce cost of routine maintenance. This includes inspection, lubricating, adjustments, replacement of components, performance testing, and analysis. Routine maintenance is a program of unscheduled, day-to-day repairs that restore equipment and systems to operation. Activities that fall within this category are typically accomplished quickly.

Building Maintenance

General Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Computer System Maint & Repair - Increased for support services for new large IT infrastructure replacement project.
Facilities Repair - Decrease of \$22,750 as a result of completing large projects in FY 2023-24 (e.g. City Hall lighting replacement w/ LED). This budget line continues to include funding for various maintenance projects at City Hall (e.g. brick and window repair, painting, 2nd floor door repair/replacements, other).
Equipment & Improvements - Included in this line is the large infrastructure replacement project for IT.

Included with this budget but not shown here is \$8,000 into General Reserves for future projects. This transfer is in the City Council/City Manager Budget.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 79,292	\$ 79,867	\$ 92,172	\$ 95,857	\$ 95,857
Materials & Services	\$ 105,384	\$ 61,126	\$ 77,843	\$ 59,063	\$ 59,063
Capital Outlay	\$ -	\$ -	\$ 25,000	\$ 1,120	\$ 1,120
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 184,676	\$ 140,993	\$ 195,015	\$ 156,040	\$ 156,040

City of La Grande

BUILDING MAINTENANCE

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 44,300	\$ 47,444	\$ 53,581	\$ 53,592	001-171-610500	SALARIES	\$ 55,463	\$ 55,463
\$ 3,189	\$ 5,637	\$ 4,099	\$ 3,997	001-171-612100	FICA	\$ 4,243	\$ 4,243
\$ 5,759	\$ -	\$ 6,966	\$ 6,350	001-171-612200	PENSION PLAN	\$ 7,210	\$ 7,210
\$ -	\$ -	\$ -	\$ -	001-171-612500	UNEMPLOYMENT BENEFIT	\$ -	\$ -
\$ 25,140	\$ 25,685	\$ 26,194	\$ 25,962	001-171-612600	MED, DENTAL, & VISION INSURANCE	\$ 27,519	\$ 27,519
\$ 36	\$ 32	\$ 32	\$ 32	001-171-612700	LIFE INSURANCE	\$ 32	\$ 32
\$ 64	\$ 52	\$ 52	\$ 52	001-171-612800	DISABILITY INSURANCE	\$ 54	\$ 54
\$ 804	\$ 1,017	\$ 1,248	\$ 1,385	001-171-612900	WORKERS COMP	\$ 1,336	\$ 1,336
\$ 79,292	\$ 79,867	\$ 92,172	\$ 91,370		TOTAL PERSONNEL SERVICES	\$ 95,857	\$ 95,857
1.00	1.00	1.00			Total Full-Time Equivalent (FTE)	1.00	1.00
\$ -	\$ 425	\$ 500	\$ -	001-171-621200	LEGAL	\$ -	\$ -
\$ 1,659	\$ 1,706	\$ 2,000	\$ 2,000	001-171-622200	TELEPHONE/FAX	\$ 2,000	\$ 2,000
\$ -	\$ -	\$ 250	\$ -	001-171-622800	ADVERTISING	\$ 250	\$ 250
\$ 14,817	\$ 10,880	\$ 16,000	\$ 14,000	001-171-623100	ELECTRICITY, GAS, OIL	\$ 16,000	\$ 16,000
\$ 2,893	\$ 11,021	\$ 7,500	\$ 7,500	001-171-623200	WASTE REMOVAL/JANITORIAL	\$ 6,550	\$ 6,550
\$ 6,728	\$ 18,697	\$ 11,300	\$ 11,600	001-171-623400	EQUIP MAINT/REPAIR	\$ 11,445	\$ 11,445
\$ 100	\$ -	\$ 300	\$ 200	001-171-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 300	\$ 300
\$ 351	\$ 68	\$ 100	\$ 100	001-171-628800	PROFESSIONAL SERVICES & FEES	\$ 100	\$ 100
\$ 996	\$ 494	\$ 493	\$ 493	001-171-628805	COMPUTER SYS MAINT AGMTS	\$ 4,968	\$ 4,968
\$ -	\$ 809	\$ 400	\$ 400	001-171-631600	MEDICAL SUPPLIES	\$ 400	\$ 400
\$ 1,450	\$ 1,422	\$ 2,000	\$ 2,000	001-171-633100	JANITOR & SANIT. SUPPLIES	\$ 3,000	\$ 3,000
\$ 74,733	\$ 13,913	\$ 33,850	\$ 36,420	001-171-633500	FACILITIES REPAIR	\$ 11,100	\$ 11,100
\$ 108	\$ 290	\$ 1,400	\$ 1,400	001-171-634100	FLEET MAINTENANCE	\$ 1,200	\$ 1,200
\$ 520	\$ 601	\$ 600	\$ 600	001-171-634300	FUEL/LUBRICANTS	\$ 600	\$ 600
\$ 256	\$ 578	\$ 650	\$ 650	001-171-635010	COMPUTER SYSTEM (s/h)	\$ 650	\$ 650
\$ 773	\$ 222	\$ 500	\$ 500	001-171-635100	SMALL TOOLS & EQUIPMENT	\$ 500	\$ 500
\$ 105,384	\$ 61,126	\$ 77,843	\$ 77,863		TOTAL MATERIALS & SERVICES	\$ 59,063	\$ 59,063
\$ -	\$ -	\$ 25,000	\$ 12,447	001-171-640000	EQUIPMENT & IMPROVEMENTS	\$ 1,120	\$ 1,120
\$ 184,676	\$ 140,993	\$ 195,015	\$ 181,680		TOTAL BUILDING MAINT.	\$ 156,040	\$ 156,040

Building Inspections

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

To protect the health, safety, and welfare of the citizens of the City of La Grande and Union County through administration of state building codes, local codes, and ordinances. This is accomplished through construction plan review, permit issuance, inspections and code enforcement.

Staffing:

The Building Inspections Department includes 1 FTE Building Official, 1 FTE Permit Technician, 1 FTE Building Inspector, 1 FTE Electrical Inspector and 2 Part-time Inspectors, 0.36 FTE.
Total FTE 4.36

Major Objectives:

Provide fast response! Provide fair treatment! Provide friendly service! Provide flexible solutions!

We are committed to seeking methods by which we can improve our processes and services. We will continue to staff and provide a full service professional Building Safety Division to our community.

The Building Safety Division is committed to effective and efficient operation receiving 100% of its support from the collection of permit fees.

Building Inspections

Enterprise Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Salaries/Part-time Salaries - Increased due to Building Official resignation and upcoming inspector retirement. There also may be some hiring overlap.

Consultants - Increased to cover contract plan review services.

Advertising/Promotional - Increased to recruit personnel for vacant positions.

Recruitment - Increased to recruit personnel for vacant positions.

Equipment & Improvements - Included in this line is the cost of the large infrastructure replacement project for IT.

	ACTUAL		CURRENT	DEPT	MANAGER
	EXPENDITURES		BUDGETED	REQUESTED	PROPOSED
	FY2021-22	FY2022-23	FY2023-24	FY2024-25	
Personnel Cost	\$ 386,229	\$ 418,442	\$ 461,166	\$ 510,062	\$ 510,062
Materials & Services	\$ 84,627	\$ 142,530	\$ 183,361	\$ 174,962	\$ 468,962
Capital Outlay	\$ -	\$ -	\$ 45,000	\$ 4,882	\$ 4,882
Interfund Transfers	\$ 44,619	\$ 46,997	\$ 44,409	\$ 43,242	\$ 43,242
Operating Contingency	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
Reserved for future expenditure	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000
Unapp. Ending Balance	\$ -	\$ -	\$ 1,775,293	\$ 2,272,376	\$ 1,978,376
TOTAL	\$ 515,475	\$ 607,969	\$ 2,809,229	\$ 3,305,524	\$ 3,305,524

BUILDING INSPECTIONS FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 1,685,294	\$ 1,896,956	\$ 2,154,229	\$ 2,482,017	011-000-100100	BEGINNING CASH	\$ 2,675,524	\$ 2,675,524
\$ 385,351	\$ 656,102	\$ 320,000	\$ 465,000	011-000-430300	BUILDING PERMITS - CITY	\$ 300,000	\$ 300,000
\$ 267,922	\$ 340,276	\$ 240,000	\$ 167,000	011-000-430400	BUILDING PERMITS - COUNTY	\$ 175,000	\$ 175,000
\$ 66,796	\$ 117,504	\$ 75,000	\$ 111,000	011-000-430410	STATE ELECTRICAL PERMITS	\$ 90,000	\$ 90,000
\$ 8,586	\$ 55,862	\$ 20,000	\$ 100,000	011-000-440100	INTEREST INCOME	\$ 65,000	\$ 65,000
\$ 425	\$ 3,820	\$ -	\$ 1,500	011-000-452400	MISCELLANEOUS REVENUE	\$ -	\$ -
\$ 2,414,374	\$ 3,070,520	\$ 2,809,229	\$ 3,326,517		TOTAL RESOURCES	\$ 3,305,524	\$ 3,305,524

BUILDING INSPECTIONS FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
REQUIREMENTS							
\$ 254,591	\$ 279,264	\$ 298,918	\$ 299,947	011-210-610500	SALARIES	\$ 319,124	\$ 319,124
\$ 720	\$ 120	\$ 8,600	\$ 1,860	011-210-610800	SALARIES - PART-TIME	\$ 28,230	\$ 28,230
\$ -	\$ -	\$ -	\$ -	011-210-610900	OVERTIME	\$ -	\$ -
\$ 18,636	\$ 20,305	\$ 23,525	\$ 22,517	011-210-612100	FICA	\$ 26,573	\$ 26,573
\$ 31,525	\$ 35,558	\$ 43,931	\$ 37,683	011-210-612200	PENSION PLAN	\$ 45,360	\$ 45,360
\$ -	\$ -	\$ -	\$ -	011-210-612500	UNEMPLOYMENT BENEFIT	\$ -	\$ -
\$ 78,110	\$ 80,105	\$ 82,275	\$ 81,460	011-210-612600	MED, DENTAL, & VISION INSURANCE	\$ 86,367	\$ 86,367
\$ 201	\$ 182	\$ 182	\$ 182	011-210-612700	LIFE INSURANCE	\$ 182	\$ 182
\$ 342	\$ 288	\$ 391	\$ 344	011-210-612800	DISABILITY INSURANCE	\$ 325	\$ 325
\$ 2,104	\$ 2,620	\$ 3,344	\$ 3,870	011-210-612900	WORKERS COMP	\$ 3,901	\$ 3,901
\$ 386,229	\$ 418,442	\$ 461,166	\$ 447,863		TOTAL PERSONNEL SERVICES	\$ 510,062	\$ 510,062
4.63	4.13	4.13			Total Full-Time Equivalent (FTE)	4.36	4.36
\$ -	\$ -	\$ 10,000	\$ -	011-210-621100	CONSULTANTS	\$ 10,000	\$ 300,000
\$ -	\$ 1,274	\$ 5,000	\$ -	011-210-621200	LEGAL	\$ 5,000	\$ 5,000
\$ 1,617	\$ 1,524	\$ 1,800	\$ 1,650	011-210-621400	AUDITING COSTS	\$ 1,906	\$ 1,906
\$ 43	\$ 10	\$ 150	\$ 1	011-210-622100	POSTAGE	\$ 100	\$ 100
\$ 5,222	\$ 4,765	\$ 6,500	\$ 6,650	011-210-622200	TELEPHONE/FAX	\$ 7,000	\$ 7,000
\$ -	\$ -	\$ 1,000	\$ -	011-210-622800	ADVERTISING/PROMOTIONAL	\$ 1,000	\$ 3,000
\$ -	\$ -	\$ 1,500	\$ -	011-210-623400	EQUIP MAINT/REPAIR	\$ 1,500	\$ 1,500
\$ 825	\$ 7,276	\$ 12,949	\$ 12,000	011-210-623800	COMPUTER SYS MAINT & REPAIR	\$ 7,176	\$ 7,176
\$ 2,421	\$ 2,644	\$ 3,062	\$ 2,950	011-210-624600	INS. PREMIUM-CLAIMS-DEDUCTIBLE	\$ 3,180	\$ 3,180
\$ 120	\$ 120	\$ 2,500	\$ 120	011-210-625100	EQUIPMENT RENTAL	\$ 2,500	\$ 2,500
\$ 1,415	\$ 2,443	\$ 1,600	\$ 1,600	011-210-628000	SUBSCRIPTION AND MEMBERSHIPS	\$ 1,600	\$ 1,600
\$ 5,665	\$ 5,390	\$ 12,000	\$ 6,000	011-210-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 12,000	\$ 12,000
\$ -	\$ -	\$ 1,000	\$ 1,000	011-210-628200	RECRUITMENT COSTS	\$ 1,000	\$ 3,000
\$ 11,754	\$ 15,200	\$ 15,000	\$ 13,250	011-210-628800	PROFESSIONAL SERVICES & FEES	\$ 15,000	\$ 15,000
\$ 171	\$ 113	\$ 500	\$ -	011-210-628805	COMPUTER SYS MAINT AGREEMENTS	\$ 500	\$ 500
\$ 43,229	\$ 81,941	\$ 75,000	\$ 62,000	011-210-629500	STATE FEES	\$ 75,000	\$ 75,000
\$ -	\$ -	\$ -	\$ -	011-210-629600	MISCELLANEOUS	\$ -	\$ -
\$ -	\$ 1,373	\$ 3,000	\$ 2,000	011-210-629610	PERMIT/FEE REFUNDS	\$ 3,000	\$ 3,000
\$ 994	\$ 2,015	\$ 2,500	\$ 2,500	011-210-631300	BOOKS/REFERENCE MATERIALS	\$ 2,500	\$ 2,500
\$ 2,037	\$ 2,737	\$ 3,000	\$ 3,000	011-210-631400	OFFICE SUPPLIES	\$ 3,200	\$ 3,200
\$ 1,562	\$ 1,067	\$ 2,500	\$ 1,500	011-210-631700	DEPARTMENTAL SUPPLIES	\$ 2,500	\$ 2,500
\$ -	\$ -	\$ 300	\$ -	011-210-631900	PROFESSIONAL PRINTING	\$ 300	\$ 300

BUILDING INSPECTIONS FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 993	\$ 3,124	\$ 5,000	\$ 2,500	011-210-634100	FLEET MAINTENANCE	\$ 5,000	\$ 5,000
\$ 2,936	\$ 5,493	\$ 7,500	\$ 6,000	011-210-634300	FUEL	\$ 7,500	\$ 7,500
\$ 1,778	\$ -	\$ 5,000	\$ 1,000	011-210-635000	OFFICE EQUIP & FURNISHINGS	\$ 1,500	\$ 1,500
\$ 1,845	\$ 4,021	\$ 5,000	\$ 5,000	011-210-635010	COMPUTER SYSTEM (s/h)	\$ 5,000	\$ 5,000
\$ 84,627	\$ 142,530	\$ 183,361	\$ 130,721		TOTAL MATERIALS & SERVICES	\$ 174,962	\$ 468,962
\$ -	\$ -	\$ 45,000	\$ 28,000	011-210-640000	EQUIPMENT & IMPROVEMENTS	\$ 4,882	\$ 4,882
\$ -	\$ -	\$ 45,000	\$ 28,000		TOTAL CAPITAL OUTLAY	\$ 4,882	\$ 4,882
\$ 39,619	\$ 41,997	\$ 39,409	\$ 39,409	011-210-729900	ADMIN PERSONNEL SERVICES	\$ 38,242	\$ 38,242
\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	011-210-729924	TRANSFER TO BLDG RESERVES	\$ 5,000	\$ 5,000
\$ 44,619	\$ 46,997	\$ 44,409	\$ 44,409		TOTAL TRANSFERS	\$ 43,242	\$ 43,242
\$ -	\$ -	\$ 100,000	\$ -	011-210-740100	OPERATING CONTINGENCY	\$ 100,000	\$ 100,000
\$ -	\$ -	\$ 200,000	\$ -	011-210-750000	RESERVED FOR FUTURE EXPENDITURE	\$ 200,000	\$ 200,000
\$ -	\$ -	\$ 1,775,293	\$ 2,675,524	011-210-765100	UNAPPRO. ENDING FUND BALANCE	\$ 2,272,376	\$ 1,978,376
\$ 515,475	\$ 607,969	\$ 2,809,229	\$ 3,326,517		TOTAL REQUIREMENTS	\$ 3,305,524	\$ 3,305,524

Building Inspection Reserve Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

This fund is authorized and established by resolution number 4726 Series 2016 for the following specified purpose: Construction, reconstruction, and the furnishing of municipal buildings; and the purchase and repairs of equipment related to the Building Inspection Fund.

NEXT REVIEW 2025-26

Major Objectives:

Expenditures from the Building Inspection Reserve Fund are for capital expenditures that will be determined each year through the budget process and the needs that arise.

Building Inspection Reserve Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			FY2024-25
Personnel Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ 62,656	\$ 71,671	\$ 71,671
TOTAL	\$ -	\$ -	\$ 62,656	\$ 71,671	\$ 71,671

City of La Grande

BUILDING INSPECTION RESERVE FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 45,819	\$ 51,056	\$ 57,156	\$ 57,671	020-000-100100	BEGINNING CASH	\$ 65,171	\$ 65,171
\$ 237	\$ 1,428	\$ 500	\$ 2,500	020-000-440100	INTEREST INCOME	\$ 1,500	\$ 1,500
\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	020-000-490683	TRANSFER IN FROM BLDG INSPEC	\$ 5,000	\$ 5,000
\$ 51,056	\$ 57,484	\$ 62,656	\$ 65,171		TOTAL RESOURCES	\$ 71,671	\$ 71,671
REQUIREMENTS							
\$ -	\$ -	\$ -	\$ -	020-276-640000	EQUIP & IMPROVEMENTS	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -		TOTAL CAPITAL OUTLAY	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	020-276-750000	RESERVED FOR FUTURE EXPENDITURE	\$ -	\$ -
\$ -	\$ -	\$ 62,656	\$ 65,171	020-276-765100	UNAPPR ENDING BALANCE	\$ 71,671	\$ 71,671
\$ -	\$ -	\$ 62,656	\$ 65,171		TOTAL REQUIREMENTS	\$ 71,671	\$ 71,671

9-1-1 Emergency Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

While operating as a high quality 9-1-1 Public Safety Answering Point (PSAP), we are committed to providing precise and prompt information dissemination to the relevant Union County agencies in response to threats concerning life and property. Our approach embodies a consistently positive, compassionate, and professional demeanor, ensuring that every interaction with citizens reflects respect and empathy.

As the designated 9-1-1 answering point for La Grande and all of Union County, we fulfill the crucial role of dispatching emergency services for twenty one police, fire, and EMS agencies.

Staffing:

Budgeted staffing for 9-1-1 is associated with Communications staffing. Personnel costs are split 40% paid by 9-1-1 and 60% paid by Communications, incorporated in the police budget, which equals 4.40 FTE which are included in the 15 FTE shown in the police narrative. We are requesting to add 2 FTE dispatchers, as identified in Major Objectives below, which would bring total 9-1-1 staffing in this budget to 5.20 FTE.

Major Objectives:

Add 2 FTE dispatchers (0.80 FTE in this budget) to ensure continuous coverage with two dispatchers on duty 24/7. This commitment to a minimum staffing of two dispatchers at all times is pivotal for continuing to meet service expectations, first responder safety, supporting employee well-being, and enhancing employee retention.

9-1-1 Emergency Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Labor - Increased due to contracted pay increases and addition of 2 FTE dispatchers.

Computer System Maint & Repair - Increased for support services for new large IT infrastructure replacement project.

Professional Services - Reduced after completing contracted services for a comprehensive needs analysis, cost forecast, and funding option for a new police and 9-1-1 facility.

Equipment - \$2,500 for the replacement of the main police department and 9-1-1 computer server. Funding from the police budget and general reserve fund will complete the project. Also included in this line is the large infrastructure replacement project for IT.

Included with this budget is a \$4,000 transfer into General Reserves for future replacement of dispatch center's consoles.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 344,441	\$ 356,470	\$ 407,150	\$ 478,672	\$ 478,672
Materials & Services	\$ 51,551	\$ 61,667	\$ 91,111	\$ 95,189	\$ 95,189
Capital Outlay	\$ -	\$ -	\$ -	\$ 7,759	\$ 7,759
Interfund Transfers	\$ 26,150	\$ 28,512	\$ 32,368	\$ 29,261	\$ 29,261
Operating Contingency	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 40,000
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ 134,089	\$ 130,601	\$ 130,601
TOTAL	\$ 422,142	\$ 446,649	\$ 704,718	\$ 781,482	\$ 781,482

City of La Grande

9-1-1 EMERGENCY FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 291,281	\$ 271,228	\$ 227,718	\$ 252,508	013-000-100100	BEGINNING CASH	\$ 277,482	\$ 277,482
\$ 801	\$ 1,991	\$ 2,000	\$ 6,000	013-000-440100	INTEREST INCOME	\$ 4,000	\$ 4,000
\$ 8	\$ -	\$ -	\$ -	013-000-484000	MISCELLANEOUS	\$ -	\$ -
\$ 400,000	\$ 425,000	\$ 475,000	\$ 475,000	013-000-484500	911 REIMBURSEMENT	\$ 500,000	\$ 500,000
\$ 692,090	\$ 698,219	\$ 704,718	\$ 733,508	TOTAL RESOURCES		\$ 781,482	\$ 781,482

City of La Grande

9-1-1 EMERGENCY FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
REQUIREMENTS							
\$ 222,664	\$ 235,947	\$ 254,754	\$ 226,298	013-272-610500	SALARIES	\$ 300,546	\$ 300,546
\$ -	\$ -	\$ -	\$ -	013-272-610800	SALARIES - PART-TIME	\$ -	\$ -
\$ 5,796	\$ 5,693	\$ 14,346	\$ 19,964	013-272-610900	OVERTIME	\$ 16,672	\$ 16,672
\$ 16,916	\$ 17,960	\$ 20,586	\$ 18,632	013-272-612100	FICA	\$ 24,267	\$ 24,267
\$ 30,271	\$ 29,640	\$ 33,587	\$ 29,418	013-272-612200	PENSION PLAN	\$ 38,561	\$ 38,561
\$ -	\$ -	\$ -	\$ -	013-272-612500	UNEMPLOYMENT BENEFIT	\$ -	\$ -
\$ 67,848	\$ 65,905	\$ 82,784	\$ 59,817	013-272-612600	MED, DENTAL, & VISION INSURANCE	\$ 97,501	\$ 97,501
\$ 145	\$ 130	\$ 205	\$ 133	013-272-612700	LIFE INSURANCE	\$ 183	\$ 183
\$ 312	\$ 255	\$ 347	\$ 256	013-272-612800	DISABILITY INSURANCE	\$ 320	\$ 320
\$ 489	\$ 940	\$ 541	\$ 1,434	013-272-612900	WORKERS COMP	\$ 622	\$ 622
\$ 344,441	\$ 356,470	\$ 407,150	\$ 355,952		TOTAL PERSONNEL SERVICES	\$ 478,672	\$ 478,672
4.40	4.40	4.40			Total Full-Time Equivalent (FTE)	5.20	5.20
\$ -	\$ 641	\$ 1,800	\$ 100	013-272-621200	LEGAL	\$ 1,000	\$ 1,000
\$ 1,213	\$ 1,178	\$ 1,500	\$ 1,210	013-272-621400	AUDITING COSTS	\$ 1,429	\$ 1,429
\$ 75	\$ 75	\$ 75	\$ 75	013-272-622100	POSTAGE	\$ 75	\$ 75
\$ 2,727	\$ 2,828	\$ 3,600	\$ 2,900	013-272-622200	TELEPHONE/FAX	\$ 3,600	\$ 3,600
\$ -	\$ 296	\$ 1,500	\$ 650	013-272-622800	ADVERTISING	\$ 2,000	\$ 2,000
\$ 2,067	\$ 1,636	\$ 2,700	\$ 2,000	013-272-623200	WASTE REMOVAL & JANITORIAL	\$ 2,700	\$ 2,700
\$ 45	\$ 16	\$ 500	\$ 425	013-272-623400	EQUIP MAINT/REPAIR	\$ 500	\$ 500
\$ 4,169	\$ 10,586	\$ 5,143	\$ 5,753	013-272-623800	COMPUTER SYSTEM MAINT & REPAIR	\$ 12,885	\$ 12,885
\$ 2,571	\$ 3,435	\$ 4,200	\$ 3,825	013-272-624600	INS. PREMIUM-CLAIMS-DEDUCTIBLE	\$ 5,000	\$ 5,000
\$ 19,778	\$ 20,371	\$ 20,893	\$ 20,893	013-272-625100	EQUIPMENT RENTAL	\$ 21,700	\$ 21,700
\$ 4,249	\$ 4,249	\$ 4,250	\$ 4,250	013-272-625900	OTHER RENTALS	\$ 5,300	\$ 5,300
\$ 550	\$ 566	\$ 700	\$ 568	013-272-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 700	\$ 700
\$ 2,474	\$ 2,405	\$ 4,500	\$ 2,100	013-272-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 4,500	\$ 4,500
\$ -	\$ 137	\$ 1,900	\$ 1,675	013-272-628200	RECRUITMENT COSTS	\$ 2,100	\$ 2,100
\$ -	\$ 247	\$ 1,200	\$ 247	013-272-628410	SPECIAL EDUCATION	\$ 1,400	\$ 1,400
\$ 1,681	\$ 655	\$ 8,100	\$ 8,100	013-272-628800	PROFESSIONAL SERVICES & FEES	\$ 1,750	\$ 1,750
\$ 4,137	\$ 5,468	\$ 7,000	\$ 6,355	013-272-628805	COMPUTER SYSTEM MAINT AGMTS	\$ 7,000	\$ 7,000
\$ -	\$ -	\$ 50	\$ -	013-272-631300	BOOKS/REFERENCE MATERIALS	\$ 50	\$ 50

City of La Grande

9-1-1 EMERGENCY FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 481	\$ 908	\$ 2,000	\$ 560	013-272-631400	OFFICE SUPPLIES	\$ 2,000	\$ 2,000
\$ 290	\$ 263	\$ 1,500	\$ 510	013-272-631700	DEPARTMENTAL SUPPLIES	\$ 1,500	\$ 1,500
\$ 145	\$ 1,219	\$ 5,000	\$ 3,000	013-272-633500	FACILITIES REPAIR	\$ 5,000	\$ 5,000
\$ 1,535	\$ 75	\$ 2,000	\$ 510	013-272-635000	OFFICE EQUIP & FURNISHINGS	\$ 2,000	\$ 2,000
\$ 2,833	\$ 4,413	\$ 10,000	\$ 2,000	013-272-635010	COMPUTER SYSTEM (s/h)	\$ 10,000	\$ 10,000
\$ 531	\$ -	\$ 1,000	\$ -	013-272-635100	SMALL TOOLS & EQUIP	\$ 1,000	\$ 1,000
\$ 51,551	\$ 61,667	\$ 91,111	\$ 67,706		TOTAL MATERIALS & SERVICES	\$ 95,189	\$ 95,189
\$ -	\$ -	\$ -	\$ -	013-272-641640	EQUIPMENT	\$ 7,759	\$ 7,759
\$ -	\$ -	\$ -	\$ -		TOTAL CAPITAL OUTLAY	\$ 7,759	\$ 7,759
\$ 26,150	\$ 28,512	\$ 25,868	\$ 25,868	013-272-729900	ADMIN PERSONNEL SERVICES	\$ 25,261	\$ 25,261
\$ -	\$ -	\$ 6,500	\$ 6,500	013-272-729922	TRANSFER TO GENERAL RESERVE	\$ 4,000	\$ 4,000
\$ 26,150	\$ 28,512	\$ 32,368	\$ 32,368		TOTAL TRANSFERS	\$ 29,261	\$ 29,261
\$ -	\$ -	\$ 40,000	\$ -	013-272-740100	OPERATING CONTINGENCY	\$ 40,000	\$ 40,000
\$ -	\$ -	\$ -	\$ -	013-272-750000	RESERVED FOR FUTURE EXPENDITURE	\$ -	\$ -
\$ -	\$ -	\$ 134,089	\$ 277,482	013-272-765100	UNAPPRO ENDING BALANCE	\$ 130,601	\$ 130,601
\$ 422,142	\$ 446,649	\$ 704,718	\$ 733,508		TOTAL REQUIREMENTS	\$ 781,482	\$ 781,482

Public Works Personnel Services

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

This budget provides an efficient and accurate method for distribution of wages and fringe benefits for Public Works personnel services. These expenditures are supported by all of the Public Works Enterprise Fund Divisions and are based on actual cost. The following Divisions budget dollars to support the cost of labor and fringe benefits:

Street Division
Water Fund and Water Reserves
Sewer Collection, Sewer Treatment and Sewer Reserves
Street User Fee
Motor Pool
Street Reserves
Storm Utility and Storm Utility Reserves

Staffing:

This budget provides for the cost of maintaining a staffing level of 33.91 FTE, with a vacancy in the Assistant Public Works Director position. The breakdown of employees by Division is as follows: Street Division = 9.97 FTE; Water Division = 11.97 FTE; Wastewater Division = 9.70 FTE; Motor Pool Division = 2 FTE; Street Reserve (grant funded position) = 0.27 FTE.

Major Objectives:

This budget proposes a Contingency Fund of \$182,401 to provide funds in the event of a fluctuation in unemployment costs, or any other unforeseen costs.

Public Works Personnel Services

Enterprise Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Salaries - Increased due to contracted pay increases.

	ACTUAL EXPENDITURES		CURRENT BUDGETED	DEPT REQUESTED	MANAGER PROPOSED
	FY2021-22	FY2022-23	FY2023-24	FY2024-25	
Personnel Cost	\$ 2,862,713	\$ 2,949,499	\$ 3,431,951	\$ 3,530,802	\$ 3,530,802
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ 182,401	\$ 182,401	\$ 182,401
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,862,713	\$ 2,949,499	\$ 3,614,352	\$ 3,713,203	\$ 3,713,203

City of La Grande

PUBLIC WORKS SERVICE FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 182,401	\$ 182,401	\$ 182,401	\$ 182,401	006-000-100100	BEGINNING CASH	\$ 182,401	\$ 182,401
\$ 2,862,713	\$ 2,949,500	\$ 3,431,951	\$ 3,155,828	006-000-490300	LABOR	\$ 3,530,802	\$ 3,530,802
\$ 3,045,114	\$ 3,131,901	\$ 3,614,352	\$ 3,338,229		TOTAL RESOURCES	\$ 3,713,203	\$ 3,713,203
REQUIREMENTS							
\$ 1,705,775	\$ 1,784,046	\$ 2,069,908	\$ 1,921,800	006-164-610500	SALARIES	\$ 2,147,591	\$ 2,147,591
\$ 15,420	\$ 8,684	\$ 72,070	\$ 41,643	006-164-610800	SALARIES - PARTTIME	\$ 70,000	\$ 70,000
\$ 34,165	\$ 25,330	\$ 33,556	\$ 24,637	006-164-610900	OVERTIME	\$ 36,264	\$ 36,264
\$ 127,799	\$ 132,238	\$ 166,566	\$ 148,681	006-164-612100	FICA	\$ 171,971	\$ 171,971
\$ 61,705	\$ 62,733	\$ 42,672	\$ 52,536	006-164-612150	RETIRED EMPLOYEES/COBRA	\$ 34,409	\$ 34,409
\$ 223,558	\$ 217,346	\$ 284,856	\$ 231,512	006-164-612200	PENSION PLAN	\$ 306,795	\$ 306,795
\$ -	\$ -	\$ 1,000	\$ -	006-164-612500	UNEMPLOYMENT BENEFIT	\$ 1,000	\$ 1,000
\$ 657,020	\$ 682,077	\$ 715,862	\$ 686,853	006-164-612600	MED, DENTAL, & VISION INSURANCE	\$ 716,000	\$ 716,000
\$ 1,352	\$ 1,230	\$ 1,262	\$ 1,230	006-164-612700	LIFE INSURANCE	\$ 1,262	\$ 1,262
\$ 2,260	\$ 1,883	\$ 2,059	\$ 1,936	006-164-612800	DISABILITY INSURANCE	\$ 2,132	\$ 2,132
\$ 33,659	\$ 33,932	\$ 42,140	\$ 45,000	006-164-612900	WORKERS COMP	\$ 43,378	\$ 43,378
\$ 2,862,713	\$ 2,949,499	\$ 3,431,951	\$ 3,155,828		TOTAL LABOR COST	\$ 3,530,802	\$ 3,530,802
34.15	34.64	34.64			Total Full-Time Equivalent (FTE)	33.91	33.91
\$ -	\$ -	\$ 182,401	\$ -	006-164-740100	OPERATING CONTINGENCY	\$ 182,401	\$ 182,401
\$ -	\$ -	\$ -	\$ 182,401	006-164-765100	UNAPPRO. ENDING FUND BALANCE	\$ -	\$ -
\$ 2,862,713	\$ 2,949,499	\$ 3,614,352	\$ 3,338,229		TOTAL REQUIREMENTS	\$ 3,713,203	\$ 3,713,203

Water

Enterprise Fund
Proposed Budget - FY 2024-25

Mission and Overview:

The Water Division's objective is to provide a safe, consistent, reliable source of water to our community and businesses at a sufficient pressure and volume at all times for domestic, irrigation, and emergency purposes.

The City of La Grande Water Distribution System consists of two deep basalt wells, three alluvial wells, the Beaver Creek Watershed, two in-ground covered concrete water storage reservoirs, 73 miles of distribution water mains, 5,058 water service connections and meters, 570 fire hydrants and all associated valves, fittings, grounds, building structures, monitoring equipment, and security. The following programs assist in maintaining our stringent level of service:

System maintenance - leak repairs, valve and hydrant repairs, pump and motor repairs, reservoir cleaning and inspection, SCADA, building maintenance and repair, mowing and trimming, and water quality monitoring, testing, and reporting.

Rehabilitation - ongoing water line replacement program including undersized mains and outdated service lines, replacement of outdated and undersized fire hydrants, radio communications for meter reading, telemetry and security updates, meter replacement program, and other capital investments within the system to keep it in good operating condition.

Staffing:

See Public Works Personnel Services Budget.

Major Objectives:

System Rehabilitation

Upgrade large meters; sizes ranging from 1.5" to 8"

Transfer to Water Reserve Fund

Continue with transfer of funds to be used for long-term capital improvement projects; these may consist of new alluvial well, a water treatment plant, or a yet to be determined project.

Investigate and replace outdated/aged service lines in the footprint of planned paving projects.

Water

Enterprise Fund

Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Interest (Revenue) - Interest rates have increased over the year.

Electricity, Gas, Oil - Increased to match utility price increases.

Computer System Maint & Repair - Increased for support services for new large IT infrastructure replacement project.

Chemical & Lab Supplies - Increased due to rising costs of sodium hypochlorite.

Equipment & Improvements - Increased for large infrastructure replacement project for IT.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 469,414	\$ 473,014	\$ 600,000	\$ 600,000	\$ 600,000
Materials & Services	\$ 1,099,775	\$ 1,206,641	\$ 1,665,799	\$ 1,703,728	\$ 1,703,728
Capital Outlay	\$ 250,608	\$ 619,445	\$ 901,000	\$ 906,075	\$ 904,791
Interfund Transfers	\$ 821,342	\$ 1,112,549	\$ 1,228,571	\$ 1,231,117	\$ 1,231,117
Operating Contingency	\$ -	\$ -	\$ 450,000	\$ 450,000	\$ 450,000
Reserved for future expenditure	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000
Unapp. Ending Balance	\$ -	\$ -	\$ 188,540	\$ 288,533	\$ 289,817
TOTAL	\$2,641,139	\$3,411,649	\$5,533,910	\$5,679,453	\$5,679,453

City of La Grande

WATER FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 2,208,203	\$ 2,799,679	\$ 2,403,510	\$ 2,651,357	004-000-100100	BEGINNING CASH	\$ 2,499,153	\$ 2,499,153
\$ 175,442	\$ 180,283	\$ 175,000	\$ 174,500	004-000-420800	FRANCHISE FEE COLLECTION 7%	\$ 175,000	\$ 175,000
\$ 15,263	\$ 92,677	\$ 45,000	\$ 120,000	004-000-440100	INTEREST INCOME	\$ 95,000	\$ 95,000
\$ 2,755,294	\$ 2,822,145	\$ 2,750,000	\$ 2,750,000	004-000-481000	WATER RENTS	\$ 2,750,000	\$ 2,750,000
\$ 69,178	\$ 116,782	\$ 50,000	\$ 74,000	004-000-481800	WATER TAPS	\$ 50,000	\$ 50,000
\$ 14,478	\$ 14,592	\$ 15,000	\$ 15,000	004-000-481900	WATER TURN ON CHARGE	\$ 15,000	\$ 15,000
\$ 73,107	\$ 70,067	\$ 75,000	\$ 75,000	004-000-481950	PENALTY AND OTHER FEES	\$ 75,000	\$ 75,000
\$ -	\$ -	\$ -	\$ -	004-000-483530	LID PRINCIPAL	\$ -	\$ -
\$ 235	\$ 359	\$ 400	\$ 400	004-000-483531	LID INTEREST	\$ 300	\$ 300
\$ 33,450	\$ 16,059	\$ 20,000	\$ 12,000	004-000-484000	MISCELLANEOUS	\$ 20,000	\$ 20,000
\$ 5,344,650	\$ 6,112,643	\$ 5,533,910	\$ 5,872,257		TOTAL RESOURCES	\$ 5,679,453	\$ 5,679,453

City of La Grande

WATER FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
REQUIREMENTS							
\$ 469,414	\$ 473,014	\$ 600,000	\$ 530,000	004-162-610000	SALARIES & BENEFITS	\$ 600,000	\$ 600,000
\$ 469,414	\$ 473,014	\$ 600,000	\$ 530,000		TOTAL PERSONNEL COST	\$ 600,000	\$ 600,000
11.85	11.97	11.97			Total Full-Time Equivalent (FTE)	11.97	11.97
\$ -	\$ -	\$ 100,000	\$ 30,000	004-162-621100	CONSULTANTS	\$ 100,000	\$ 100,000
\$ 195	\$ 3,906	\$ 15,500	\$ 5,000	004-162-621200	LEGAL	\$ 15,500	\$ 15,500
\$ 1,635	\$ 1,362	\$ 2,000	\$ 2,000	004-162-621300	MEDICAL EXAMS	\$ 2,000	\$ 2,000
\$ 9,704	\$ 9,262	\$ 10,500	\$ 9,700	004-162-621400	AUDITING COSTS	\$ 11,434	\$ 11,434
\$ 11,133	\$ 19,017	\$ 21,000	\$ 21,000	004-162-621900	OTHER PROFESSIONAL SERVICES	\$ 25,000	\$ 25,000
\$ 12	\$ 251	\$ 2,400	\$ 1,000	004-162-622100	POSTAGE	\$ 2,400	\$ 2,400
\$ 12,058	\$ 11,834	\$ 15,500	\$ 13,000	004-162-622200	TELEPHONE/FAX	\$ 15,500	\$ 15,500
\$ 208	\$ -	\$ 2,500	\$ 1,500	004-162-622800	ADVERTISING	\$ 2,500	\$ 2,500
\$ 149,560	\$ 185,964	\$ 190,000	\$ 190,000	004-162-623100	ELECTRICITY, GAS, OIL	\$ 210,000	\$ 210,000
\$ 2,079	\$ 2,205	\$ 5,500	\$ 2,500	004-162-623200	WASTE REMOVAL & JANITORIAL	\$ 5,500	\$ 5,500
\$ -	\$ 1,142	\$ 1,000	\$ 1,000	004-162-623400	EQUIP MAINT/REPAIR	\$ 1,000	\$ 1,000
\$ 1,980	\$ 3,329	\$ 5,443	\$ 5,433	004-162-623800	COMPUTER SYS MAINT & REPAIR	\$ 10,704	\$ 10,704
\$ 22,479	\$ 29,827	\$ 31,156	\$ 36,160	004-162-624600	INS. PREMIUM-CLAIMS-DEDUCTIBLE	\$ 35,190	\$ 35,190
\$ 618	\$ 640	\$ 1,000	\$ 1,000	004-162-625100	EQUIPMENT RENTAL	\$ 1,000	\$ 1,000
\$ 79,683	\$ 68,029	\$ 125,000	\$ 90,000	004-162-626000	MOTOR POOL RENTAL	\$ 125,000	\$ 125,000
\$ 1,422	\$ 2,035	\$ 3,000	\$ 2,000	004-162-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 2,000	\$ 2,000
\$ 7,686	\$ 7,264	\$ 13,000	\$ 10,000	004-162-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 13,000	\$ 13,000
\$ 3,079	\$ 880	\$ 3,000	\$ 1,200	004-162-628800	PROFESSIONAL SERVICES & FEES	\$ 3,000	\$ 3,000
\$ 2,102	\$ 3,448	\$ 2,500	\$ 2,500	004-162-628805	COMPUTER SYS MAINT AGMTS	\$ 2,500	\$ 2,500
\$ 6,974	\$ 5,825	\$ 8,000	\$ 8,000	004-162-629700	PERMIT FEES	\$ 8,000	\$ 8,000
\$ 175,501	\$ 180,275	\$ 175,000	\$ 174,500	004-162-629800	FRANCHISE FEES 7%	\$ 175,000	\$ 175,000
\$ 16,386	\$ 24,259	\$ 30,000	\$ 31,000	004-162-631200	CHEMICAL & LAB SUPPLIES	\$ 35,000	\$ 35,000
\$ 837	\$ 1,221	\$ 4,500	\$ 2,000	004-162-631400	OFFICE SUPPLIES	\$ 4,500	\$ 4,500
\$ 7,330	\$ 10,078	\$ 12,000	\$ 12,000	004-162-631700	DEPARTMENTAL SUPPLIES	\$ 12,000	\$ 12,000
\$ -	\$ -	\$ 300	\$ 40	004-162-633100	JANITOR & SANIT. SUPPLIES	\$ -	\$ -
\$ 8,264	\$ 5,908	\$ 15,000	\$ 7,500	004-162-633500	FACILITIES REPAIR	\$ 15,000	\$ 15,000
\$ 9,842	\$ 9,664	\$ 20,000	\$ 15,000	004-162-634300	FUEL	\$ 20,000	\$ 20,000
\$ 117	\$ -	\$ 3,000	\$ 3,000	004-162-635000	OFFICE EQUIP & FURNISHINGS	\$ 3,000	\$ 3,000

City of La Grande

WATER FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 7,275	\$ 1,894	\$ 12,000	\$ 7,500	004-162-635010	COMPUTER SYSTEM (s/h)	\$ 12,000	\$ 12,000
\$ 13,930	\$ 8,566	\$ 10,000	\$ 10,000	004-162-635100	SMALL TOOLS & EQUIPMENT	\$ 10,000	\$ 10,000
\$ 547,529	\$ 608,543	\$ 825,000	\$ 775,000	004-162-637500	WATER SYSTEM MAINTENANCE	\$ 825,000	\$ 825,000
\$ 157	\$ 13	\$ 1,000	\$ -	004-162-639700	MISCELLANEOUS	\$ 1,000	\$ 1,000
\$ 1,099,775	\$ 1,206,641	\$ 1,665,799	\$ 1,470,533		TOTAL MATERIALS & SERVICES	\$ 1,703,728	\$ 1,703,728
\$ -	\$ -	\$ -	\$ -	004-162-640000	EQUIPMENT & IMPROVEMENTS	\$ 5,075	\$ 3,791
\$ 191,504	\$ 538,828	\$ 800,000	\$ 150,000	004-162-643200	SYSTEM REHABILITATION	\$ 800,000	\$ 800,000
\$ 58,127	\$ 62,833	\$ 100,000	\$ 95,000	004-162-643300	SERVICE TAPS	\$ 100,000	\$ 100,000
\$ 977	\$ 17,784	\$ 1,000	\$ 1,000	004-162-643700	SERVICE REFUNDS	\$ 1,000	\$ 1,000
\$ 250,608	\$ 619,445	\$ 901,000	\$ 246,000		TOTAL CAPITAL OUTLAY	\$ 906,075	\$ 904,791
\$ 196,342	\$ 212,549	\$ 203,571	\$ 203,571	004-162-729900	ADMIN PERSONNEL SERVICES	\$ 206,117	\$ 206,117
\$ 125,000	\$ -	\$ 125,000	\$ 23,000	004-162-729902	TRANSF TO STREET & ROAD FUND	\$ 125,000	\$ 125,000
\$ 500,000	\$ 900,000	\$ 900,000	\$ 900,000	004-162-729909	TRANSF TO WATER RESERVE	\$ 900,000	\$ 900,000
\$ 821,342	\$ 1,112,549	\$ 1,228,571	\$ 1,126,571		TOTAL TRANSFERS	\$ 1,231,117	\$ 1,231,117
\$ -	\$ -	\$ 450,000	\$ -	004-162-740100	OPERATING CONTINGENCY	\$ 450,000	\$ 450,000
\$ -	\$ -	\$ 500,000	\$ -	004-162-750000	RESERVED FOR FUTURE EXPENDITURE	\$ 500,000	\$ 500,000
\$ -	\$ -	\$ 188,540	\$ 2,499,153	004-162-765100	UNAPPRO. ENDING FUND BALANCE	\$ 288,533	\$ 289,817
\$ 2,641,139	\$ 3,411,649	\$ 5,533,910	\$ 5,872,257		TOTAL REQUIREMENTS	\$ 5,679,453	\$ 5,679,453

Water Reserve Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

This fund is authorized and established by resolution number 4723 Series 2016 for the following specified purpose: Construction, reconstruction, and the furnishing of municipal buildings; the acquisition, construction, reconstruction of infrastructure; and the purchase and repairs of equipment related to the Water Fund.

NEXT REVIEW 2025-26

Major Objectives:

Increase the Water Reserve Fund to provide long-term capital improvement projects funding

8" water main bore project at Riverside Park under the Grande Ronde River (\$150,000)

Investigate options for replacement or rehabilitation of Gekeler Well (\$1,350,000)

Water LID's & Main Extensions: \$150,000 for other likely Water Improvement projects

Water Reserve Fund

Enterprise Fund
Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Interest (Revenue) - Interest rates have increased over the year.

Equip & Improvements - Increased to explore drilling new well to replace aging Gekeler Well and complete the boring of new water main beneath the Grande Ronde River.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 2,873	\$ 1,705	\$ 850,000	\$ 1,650,000	\$ 1,650,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ 127,500	\$ 245,000	\$ 245,000
Reserved for future expenditure	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Unapp. Ending Balance	\$ -	\$ -	\$ 3,397,639	\$ 3,628,455	\$ 3,628,455
TOTAL	\$ 2,873	\$ 1,705	\$ 5,875,139	\$ 7,023,455	\$ 7,023,455

City of La Grande

WATER RESERVE FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 3,426,064	\$ 3,970,139	\$ 4,875,139	\$ 5,068,455	019-000-100100	BEGINNING CASH	\$ 5,958,455	\$ 5,958,455
\$ 17,216	\$ 106,323	\$ 60,000	\$ 200,000	019-000-440100	INTEREST INCOME	\$ 125,000	\$ 125,000
\$ 29,733	\$ 80,186	\$ 40,000	\$ 40,000	019-000-481975	ASSESSMENT CONNECTION FEE	\$ 40,000	\$ 40,000
\$ 500,000	\$ 900,000	\$ 900,000	\$ 900,000	019-000-490688	TRANSFER IN FROM WATER	\$ 900,000	\$ 900,000
\$ 3,973,013	\$ 5,056,648	\$ 5,875,139	\$ 6,208,455		TOTAL RESOURCES	\$ 7,023,455	\$ 7,023,455
REQUIREMENTS							
\$ -	\$ -	\$ 700,000	\$ 100,000	019-275-640000	EQUIP & IMPROVEMENTS	\$ 1,500,000	\$ 1,500,000
\$ 2,873	\$ 1,705	\$ 150,000	\$ 150,000	019-275-643970	WATER LID'S & MAIN EXTENSIONS	\$ 150,000	\$ 150,000
\$ 2,873	\$ 1,705	\$ 850,000	\$ 250,000		TOTAL CAPITAL OUTLAY	\$ 1,650,000	\$ 1,650,000
\$ -	\$ -	\$ 127,500	\$ -	019-275-740100	OPERATING CONTINGENCY	\$ 245,000	\$ 245,000
\$ -	\$ -	\$ 1,500,000	\$ -	019-275-750000	RESERVED FOR FUTURE EXPENDITUR	\$ 1,500,000	\$ 1,500,000
\$ -	\$ -	\$ 3,397,639	\$ 5,958,455	019-275-765100	UNAPPR ENDING BALANCE	\$ 3,628,455	\$ 3,628,455
\$ 2,873	\$ 1,705	\$ 5,875,139	\$ 6,208,455		TOTAL REQUIREMENTS	\$ 7,023,455	\$ 7,023,455

Motor Pool

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

The basic elements of the Motor Pool Division are to provide a means for vehicle replacement and to establish an effective maintenance and repair program for the equipment in the fleet. Each Division pays rent on the equipment they use. The rental rate is established by three criteria:

- a. Replacement Cost
- b. Operation and Maintenance
- c. Fuel

These funds are accumulated and credited to each Division to allow for equipment replacement.

Staffing:

See Public Works Personnel Services Budget.

Major Objectives:

Maintain levels of service to existing fleet.

Reconfigure internal fee structure of Motor Pool rental rates to better recover costs with equipment usage.

Motor Pool

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Fuel Sales (Revenue) - Increased due to anticipated reconfiguration of internal fee structure.
Motor Pool - Replacement (Revenue) - Increased due to anticipated reconfiguration of internal fee structure.
Computer System Maint & Repair - Increased for support services for new large IT infrastructure replacement project.
Fleet Maintenance - Increased in anticipation of major upcoming maintenance projects.
Motor Vehicles & Equipment - Reflects the purchase of a truck. Included in this line is the large infrastructure replacement project for IT.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 182,235	\$ 198,236	\$ 218,500	\$ 233,500	\$ 233,500
Materials & Services	\$ 271,829	\$ 314,025	\$ 365,025	\$ 395,807	\$ 395,807
Capital Outlay	\$ 33,131	\$ -	\$ 58,000	\$ 55,075	\$ 55,075
Interfund Transfers	\$ 11,912	\$ 14,521	\$ 14,040	\$ 12,065	\$ 12,065
Operating Contingency	\$ -	\$ -	\$ 46,079	\$ 43,688	\$ 43,688
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 499,107	\$ 526,782	\$ 701,644	\$ 740,135	\$ 740,135

City of La Grande

MOTOR POOL FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 509,441	\$ 208,697	\$ 184,144	\$ 223,979	012-000-100100	BEGINNING CASH	\$ 170,635	\$ 170,635
\$ 1,321	\$ 4,746	\$ 2,500	\$ 7,100	012-000-440100	INTEREST INCOME	\$ 4,500	\$ 4,500
\$ 94,750	\$ 134,343	\$ 100,000	\$ 125,000	012-000-483350	FUEL SALES	\$ 130,000	\$ 130,000
\$ 199,502	\$ 203,648	\$ 235,000	\$ 215,000	012-000-483800	MOTOR POOL - O&M CHARGES	\$ 235,000	\$ 235,000
\$ 167,688	\$ 173,187	\$ 170,000	\$ 200,000	012-000-483900	MOTOR POOL - REPLACEMENT	\$ 190,000	\$ 190,000
\$ 7,674	\$ 17,681	\$ 10,000	\$ 1,000	012-000-484000	MISCELLANEOUS	\$ 10,000	\$ 10,000
\$ 980,376	\$ 742,302	\$ 701,644	\$ 772,079		TOTAL RESOURCES	\$ 740,135	\$ 740,135

City of La Grande

MOTOR POOL FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
REQUIREMENTS							
\$ 182,235	\$ 198,236	\$ 218,500	\$ 205,000	012-152-610000	SALARIES & BENEFITS	\$ 233,500	\$ 233,500
\$ 182,235	\$ 198,236	\$ 218,500	\$ 205,000		TOTAL PERSONNEL COST	\$ 233,500	\$ 233,500
2.00	2.00	2.00			Total Full-Time Equivalent (FTE)	2.00	2.00
\$ -	\$ 1,189	\$ 750	\$ 100	012-152-621200	LEGAL	\$ 750	\$ 750
\$ 365	\$ 260	\$ 500	\$ 375	012-152-621300	MEDICAL EXAMS	\$ 500	\$ 500
\$ 3,639	\$ 3,473	\$ 4,000	\$ 3,630	012-152-621400	AUDITING COSTS	\$ 4,288	\$ 4,288
\$ -	\$ -	\$ 50	\$ 25	012-152-622100	POSTAGE	\$ 50	\$ 50
\$ 1,384	\$ 1,435	\$ 1,700	\$ 1,500	012-152-622200	TELEPHONE/FAX	\$ 1,750	\$ 1,750
\$ 3,124	\$ 3,399	\$ 3,500	\$ 2,500	012-152-623100	ELECTRICITY, GAS, OIL	\$ 3,500	\$ 3,500
\$ 2,079	\$ 2,205	\$ 2,300	\$ 2,000	012-152-623200	WASTE REMOVAL & JANITORIAL	\$ 2,300	\$ 2,300
\$ -	\$ -	\$ 600	\$ 100	012-152-623400	EQUIP MAINT/REPAIR	\$ 600	\$ 600
\$ 1,980	\$ 3,329	\$ 5,443	\$ 5,443	012-152-623800	COMPUTER MAINT/REPAIR	\$ 10,704	\$ 10,704
\$ 30,382	\$ 31,724	\$ 37,232	\$ 35,201	012-152-624600	INS. PREMIUM-CLAIMS-DEDUCTIBLE	\$ 38,815	\$ 38,815
\$ 6,654	\$ 7,406	\$ 8,000	\$ 8,300	012-152-626000	MOTOR POOL RENTAL	\$ 9,600	\$ 9,600
\$ -	\$ -	\$ 500	\$ 100	012-152-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 500	\$ 500
\$ 749	\$ -	\$ 2,000	\$ 500	012-152-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 2,000	\$ 2,000
\$ 1,597	\$ 1,052	\$ 1,750	\$ 1,700	012-152-628800	PROFESSIONAL SERVICES & FEES	\$ 1,750	\$ 1,750
\$ 2,990	\$ 8,800	\$ 5,600	\$ 5,600	012-152-628805	COMPUTER SYS MAINT AGMTS	\$ 5,600	\$ 5,600
\$ -	\$ 26	\$ 1,000	\$ 50	012-152-631200	CHEMICAL & LAB SUPPLIES	\$ 500	\$ 500
\$ -	\$ -	\$ 250	\$ 100	012-152-631300	BOOKS/REFERENCE MATERIALS	\$ 250	\$ 250
\$ 80	\$ 93	\$ 350	\$ 100	012-152-631400	OFFICE SUPPLIES	\$ 350	\$ 350
\$ 2,875	\$ 2,634	\$ 4,000	\$ 2,800	012-152-631700	DEPARTMENTAL SUPPLIES	\$ 4,000	\$ 4,000
\$ 91	\$ -	\$ 500	\$ -	012-152-633100	JANITOR & SANIT. SUPPLIES	\$ 500	\$ 500
\$ 3,968	\$ 2,739	\$ 7,500	\$ 2,500	012-152-633500	FACILITIES REPAIR	\$ 5,000	\$ 5,000
\$ 81,662	\$ 75,295	\$ 125,000	\$ 109,000	012-152-634100	FLEET MAINTENANCE	\$ 150,000	\$ 150,000
\$ 127,844	\$ 166,521	\$ 150,000	\$ 145,000	012-152-634300	FUEL	\$ 150,000	\$ 150,000
\$ -	\$ 1,725	\$ 500	\$ -	012-152-635010	COMPUTER SYSTEM (s/h)	\$ 500	\$ 500
\$ 366	\$ 720	\$ 2,000	\$ 1,300	012-152-635100	SMALL TOOLS & EQUIPMENT	\$ 2,000	\$ 2,000
\$ -	\$ -	\$ -	\$ -	012-152-639700	MISCELLANEOUS	\$ -	\$ -
\$ 271,829	\$ 314,025	\$ 365,025	\$ 327,924		TOTAL MATERIALS & SERVICES	\$ 395,807	\$ 395,807

City of La Grande

MOTOR POOL FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 33,131	\$ -	\$ 58,000	\$ 54,480	012-152-641000	MOTOR VEHICLES & EQUIPMENT	\$ 55,075	\$ 55,075
\$ 33,131	\$ -	\$ 58,000	\$ 54,480		TOTAL CAPITAL OUTLAY	\$ 55,075	\$ 55,075
\$ 11,912	\$ 14,521	\$ 14,040	\$ 14,040	012-152-729900	ADMIN PERSONNEL SERVICES	\$ 12,065	\$ 12,065
\$ 11,912	\$ 14,521	\$ 14,040	\$ 14,040		TOTAL TRANSFERS	\$ 12,065	\$ 12,065
\$ -	\$ -	\$ 46,079	\$ -	012-152-740100	OPERATING CONTINGENCY	\$ 43,688	\$ 43,688
\$ -	\$ -	\$ -	\$ -	012-152-750000	RESERVED FOR FUTURE EXPENDITUF	\$ -	\$ -
\$ -	\$ -	\$ -	\$ 170,635	012-152-765100	UNAPPRO. ENDING BALANCE	\$ -	\$ -
\$ 499,107	\$ 526,782	\$ 701,644	\$ 772,079		TOTAL REQUIREMENTS	\$ 740,135	\$ 740,135

Street and Road

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

The Street Division maintains approximately 90 lane miles of asphalt, concrete and oil mat streets that provide for the citizens of La Grande and its visitors a safe and effective street system. This Division also works within the scope of established snow removal and street sweeping policies, and they work in conjunction with the recommendations of the Parking, Traffic Safety and Street Maintenance Advisory Commission. The Street and Road Division maintains the following programs:

Street sweeping - Entire town a minimum of two times per year, the downtown area and major roads with bike lanes (e.g. Gekeler Lane, Washington Avenue, etc.) once a month, weather permitting

Street patching

Paint crosswalks, railroad crossings, curbs and parking - Centerline striping is contracted out to Oregon Department of Transportation

Leaf Pickup Program in the fall

Sign Maintenance - Maintenance and sign updates (reflectivity)

Urban Forestry support

Right-of-way mowing and spraying

Crack filling

Staffing:

See Public Works Personnel Services Budget.

Major Objectives:

Maintain ongoing maintenance programs.

Continue to increase efforts to install and bring existing sidewalk corner ramps up to current standards and work on sidewalk infill in areas of high foot traffic.

Street and Road

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Interest (Revenue) - Interest rates have increased over the year.

Computer System Maint & Repair - Increased for support services for new large IT infrastructure replacement project.

Professional Services & Fees - Decreased due to internal completion of leaf removal program.

Street Signs - Increased to cover sign maintenance and sign reflectivity upgrades.

Street Cleaning - Increased to fund leaf removal.

Bike/Ped Paths - Increased to reflect public input and planned projects.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 402,493	\$ 350,660	\$ 460,000	\$ 460,000	\$ 460,000
Materials & Services	\$ 563,331	\$ 672,524	\$ 1,135,534	\$ 1,162,169	\$ 1,162,169
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 61,382	\$ 68,401	\$ 63,791	\$ 63,302	\$ 63,302
Operating Contingency	\$ -	\$ -	\$ 230,000	\$ 235,000	\$ 235,000
Reserved for future expenditure	\$ -	\$ -	\$ 429,792	\$ 273,682	\$ 273,682
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$1,027,206	\$1,091,585	\$2,319,117	\$2,194,153	\$2,194,153

City of La Grande

STREET & ROAD FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
<u>RESOURCES</u>							
\$ 762,061	\$ 1,276,620	\$ 1,074,117	\$ 1,267,209	003-000-100100	BEGINNING CASH	\$ 915,203	\$ 915,203
\$ 4,355	\$ 31,903	\$ 10,000	\$ 45,000	003-000-440100	INTEREST INCOME	\$ 25,000	\$ 25,000
\$ 1,258,807	\$ 1,032,633	\$ 975,000	\$ 1,009,000	003-000-450300	STATE HIGHWAY TAX	\$ 993,950	\$ 993,950
\$ 20,919	\$ 8,963	\$ 10,000	\$ 5,000	003-000-484000	MISCELLANEOUS	\$ 10,000	\$ 10,000
\$ 125,000	\$ -	\$ 125,000	\$ 25,000	003-000-490690	TRANSFER IN FROM WATER	\$ 125,000	\$ 125,000
\$ 125,000	\$ -	\$ 125,000	\$ 25,000	003-000-490691	TRANSFER IN FROM SEWER	\$ 125,000	\$ 125,000
\$ 2,296,142	\$ 2,350,119	\$ 2,319,117	\$ 2,376,209		TOTAL RESOURCES	\$ 2,194,153	\$ 2,194,153

City of La Grande

STREET & ROAD FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
REQUIREMENTS							
\$ 402,493	\$ 350,660	\$ 460,000	\$ 415,000	003-161-610000	SALARIES & BENEFITS	\$ 460,000	\$ 460,000
\$ 402,493	\$ 350,660	\$ 460,000	\$ 415,000		TOTAL PERSONNEL COST	\$ 460,000	\$ 460,000
9.85	9.97	9.97			Total Full-Time Equivalent (FTE)	9.97	9.97
\$ 1,260	\$ 3,114	\$ 7,500	\$ 1,000	003-161-621200	LEGAL	\$ 5,500	\$ 5,500
\$ 1,122	\$ 1,462	\$ 1,500	\$ 1,500	003-161-621300	MEDICAL EXAMS	\$ 1,750	\$ 1,750
\$ 2,426	\$ 2,315	\$ 2,700	\$ 2,500	003-161-621400	AUDITING COSTS	\$ 2,860	\$ 2,860
\$ 4	\$ 71	\$ 100	\$ 50	003-161-622100	POSTAGE	\$ 100	\$ 100
\$ 3,754	\$ 3,095	\$ 4,750	\$ 2,800	003-161-622200	TELEPHONE/FAX	\$ 3,500	\$ 3,500
\$ -	\$ -	\$ 1,000	\$ 100	003-161-622800	ADVERTISING	\$ 1,000	\$ 1,000
\$ 3,113	\$ 3,399	\$ 3,500	\$ 2,100	003-161-623100	ELECTRICITY, GAS, OIL	\$ 3,500	\$ 3,500
\$ 2,079	\$ 2,205	\$ 3,000	\$ 1,950	003-161-623200	WASTE REMOVAL & JANITORIAL	\$ 3,000	\$ 3,000
\$ 36	\$ -	\$ 700	\$ 100	003-161-623400	EQUIP MAINT/REPAIR	\$ 700	\$ 700
\$ 1,980	\$ 3,329	\$ 5,443	\$ 5,443	003-161-623800	COMPUTER SYS MAINT & REPAIR	\$ 10,704	\$ 10,704
\$ -	\$ -	\$ 100	\$ -	003-161-623900	OTHER MAINT/REPAIRS	\$ 100	\$ 100
\$ 7,963	\$ 9,948	\$ 10,418	\$ 10,599	003-161-624600	INS. PREMIUM-CLAIMS-DEDUCTIBLE	\$ 11,505	\$ 11,505
\$ -	\$ -	\$ 1,000	\$ 100	003-161-625100	EQUIPMENT RENTAL	\$ 1,000	\$ 1,000
\$ -	\$ -	\$ 100	\$ -	003-161-625900	OTHER RENTALS	\$ 100	\$ 100
\$ 19,236	\$ 27,792	\$ 75,000	\$ 40,000	003-161-626000	MOTOR POOL RENTAL	\$ 75,000	\$ 75,000
\$ -	\$ 142	\$ 500	\$ 150	003-161-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 500	\$ 500
\$ 1,195	\$ 2,628	\$ 4,000	\$ 3,000	003-161-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 5,000	\$ 5,000
\$ 50,868	\$ 44,367	\$ 65,000	\$ 46,000	003-161-628800	PROFESSIONAL SERVICES & FEES	\$ 55,000	\$ 55,000
\$ 109,521	\$ 107,275	\$ 125,000	\$ 111,000	003-161-628801	STREET LIGHTS	\$ 125,000	\$ 125,000
\$ 2,102	\$ 2,435	\$ 3,500	\$ 2,500	003-161-628805	COMPUTER SYS MAINT AGMTS	\$ 3,500	\$ 3,500
\$ 44,515	\$ 45,067	\$ 47,373	\$ 47,373	003-161-629428	TREE EXPENSES/Right of Way	\$ 48,700	\$ 48,700
\$ -	\$ -	\$ 3,200	\$ 1,000	003-161-631200	CHEMICAL & LAB SUPPLIES	\$ 2,500	\$ 2,500
\$ 661	\$ 786	\$ 1,500	\$ 750	003-161-631400	OFFICE SUPPLIES	\$ 1,500	\$ 1,500
\$ -	\$ 48	\$ 150	\$ 100	003-161-631600	MEDICAL SUPPLIES	\$ 150	\$ 150
\$ 7,155	\$ 8,601	\$ 9,000	\$ 8,000	003-161-631700	DEPARTMENTAL SUPPLIES	\$ 10,000	\$ 10,000
\$ -	\$ 30	\$ 500	\$ 100	003-161-633100	JANITOR & SANIT. SUPPLIES	\$ 500	\$ 500
\$ -	\$ 16,334	\$ 16,000	\$ 11,000	003-161-633300	PAINT	\$ 18,500	\$ 18,500
\$ 8,083	\$ 327	\$ 10,000	\$ 6,500	003-161-633500	FACILITIES REPAIR	\$ 10,000	\$ 10,000

City of La Grande

STREET & ROAD FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 1,872	\$ 5,612	\$ 10,000	\$ 6,000	003-161-634300	FUEL	\$ 10,000	\$ 10,000
\$ 3,030	\$ 4,646	\$ 6,000	\$ 3,500	003-161-635010	COMPUTER SYSTEM (s/h)	\$ 6,000	\$ 6,000
\$ 2,115	\$ 809	\$ 5,000	\$ 2,500	003-161-635100	SMALL TOOLS & EQUIPMENT	\$ 5,000	\$ 5,000
\$ 12,148	\$ 11,308	\$ 30,000	\$ 27,500	003-161-635600	STREET SIGNS	\$ 35,000	\$ 35,000
\$ 35,881	\$ 36,155	\$ 65,000	\$ 60,000	003-161-635720	STREET CLEANING	\$ 75,000	\$ 75,000
\$ 234,016	\$ 322,900	\$ 600,000	\$ 560,000	003-161-637500	ROAD MAINTENANCE	\$ 600,000	\$ 600,000
\$ -	\$ 1,339	\$ -	\$ -	003-161-639700	MISCELLANEOUS	\$ -	\$ -
\$ 7,196	\$ 4,985	\$ 17,000	\$ 17,000	003-161-639705	BIKE/PED PATHS	\$ 30,000	\$ 30,000
\$ 563,331	\$ 672,524	\$ 1,135,534	\$ 982,215		TOTAL MATERIALS & SERVICES	\$ 1,162,169	\$ 1,162,169
\$ 61,382	\$ 68,401	\$ 63,791	\$ 63,791	003-161-729900	ADMIN PERSONNEL SERVICES	\$ 63,302	\$ 63,302
\$ -	\$ -	\$ -	\$ -	003-161-729914	TRANSFER TO STREET RESERVE	\$ -	\$ -
\$ 61,382	\$ 68,401	\$ 63,791	\$ 63,791		TOTAL TRANSFERS	\$ 63,302	\$ 63,302
\$ -	\$ -	\$ 230,000	\$ -	003-161-740100	OPERATING CONTINGENCY	\$ 235,000	\$ 235,000
\$ -	\$ -	\$ 429,792	\$ -	003-161-750000	RESERVED FOR FUTURE EXPENDITURE	\$ 273,682	\$ 273,682
\$ -	\$ -	\$ -	\$ 915,203	003-161-765100	UNAPPRO ENDING BALANCE	\$ -	\$ -
\$ 1,027,206	\$ 1,091,585	\$ 2,319,117	\$ 2,376,209		TOTAL REQUIREMENTS	\$ 2,194,153	\$ 2,194,153

Street Reserve Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

The Street Reserve Fund is where dollars are set aside for future Street Capital Improvement projects, including the annual City Wide Sidewalk projects and Street Local Improvement Districts (LID).

Additionally, this Fund will utilize Street Funds for road projects, bike projects and pedestrian improvements. Some budgeted lines are placeholders in case outside funding becomes available. Street User Fees are transferred to this budget to be used on large projects or for grant matching funds.

Staffing:

Public Works Staff, contractors and consultants.

Major Objectives:

Local Improvement District Improvements = \$350,000 for sidewalk LID program and possible roadway LID project

Safe Routes to School Grant = \$12,100 for staff position; \$450,000 for possible infrastructure grant

Fund Exchange Program Projects - V Avenue (Spruce Street to Willow Street), U Avenue (Fir Street to Greenwood Street), Crook Avenue (Cedar Street to Second Street), M Avenue (Sixth Street to Washington Avenue), Benton Avenue (Cedar Street to Second Street), Third Street (Z Avenue to Lake Avenue), Z Avenue (Spruce Street to Cherry Street), Ash Street (Jackson Avenue to Y Avenue), Maple Street (Jackson Avenue to Russell Avenue)

Under levy Projects - First Street (X Avenue to Lake Avenue), X Avenue (Spruce Street to Willow Street), Lake Avenue (Union Street to Walnut Street), Walnut Street (Harrison Avenue to Polk Avenue), Umatilla Street (Harrison Avenue to Polk Avenue)

Street Reserve Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Interest (Revenue) - Interest rates have increased over the year.

The amounts shown are designated as "Existing" for projects that have been confirmed as funded for this budget year, and as "New" for projects that present an opportunity for potential funding within this budget year. New projects will not be completed unless funding is received.

Existing - Fund Exchange Program Projects - \$420,000
 Safe Routes to Schools Grant - \$12,100 for staff position
 Under levy Project - \$275,000

New - Local Improvement District (LID) \$350,000 (\$150,000 sidewalk opportunity; \$200,000 roadway LID project)
 Safe Routes to Schools Grant - \$400,000 for infrastructure

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 302,139	\$ 1,232,136	\$ 719,603	\$ 1,512,175	\$ 1,510,891
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ 80,000	\$ 225,000	\$ 225,000
Reserved for future expenditure	\$ -	\$ -	\$ 410,870	\$ 466,851	\$ 466,851
Unapp. Ending Balance	\$ -	\$ -	\$ 704,784	\$ 273,303	\$ 274,587
TOTAL	\$ 302,139	\$ 1,232,136	\$ 1,915,257	\$ 2,477,329	\$ 2,477,329

City of La Grande

STREET RESERVE FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 734,032	\$ 1,109,356	\$ 1,588,228	\$ 1,652,137	015-000-100100	BEGINNING CASH	\$ 1,472,251	\$ 1,472,251
\$ 3,611	\$ 19,154	\$ 5,000	\$ 63,000	015-000-440100	INTEREST INCOME	\$ 30,000	\$ 30,000
\$ 24,214	\$ 8,884	\$ 7,000	\$ 900	015-000-483530	LID PRINCIPAL PYMTS	\$ 1,200	\$ 1,200
\$ 1,789	\$ 1,046	\$ 320	\$ 225	015-000-483531	LID INTEREST PYMTS	\$ 500	\$ 500
\$ 43,452	\$ 35,638	\$ 59,603	\$ 69,270	015-000-483558	SAFE ROUTES TO SCHOOLS	\$ 424,200	\$ 424,200
\$ -	\$ -	\$ -	\$ -	015-000-484116	BIKE/PEDESTRIAN PROJECT	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	015-000-484118	CMAQ OVERLAY	\$ -	\$ -
\$ -	\$ 630,543	\$ -	\$ -	015-000-484133	ADA GRANT-SIDEWALK PROJECT	\$ -	\$ -
\$ 330,000	\$ 65,354	\$ -	\$ -	015-000-484134	FUND EXCHANGE PROGRAM	\$ 170,000	\$ 170,000
\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	015-000-490680	TRANSFER IN - FROM STREET MAINT	\$ 100,000	\$ 100,000
\$ -	\$ 473,818	\$ 155,106	\$ 155,106	015-000-490683	TRANSFER IN - FROM GENERAL FUND	\$ 279,178	\$ 279,178
\$ 1,237,098	\$ 2,443,793	\$ 1,915,257	\$ 2,040,638		TOTAL RESOURCES	\$ 2,477,329	\$ 2,477,329

City of La Grande

STREET RESERVE FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
REQUIREMENTS							
\$ -	\$ -	\$ -	\$ -	015-271-640000	EQUIPMENT	\$ 5,075	\$ 3,791
\$ 15,351	\$ 8,042	\$ 150,000	\$ 20,000	015-271-643960	STREET IMPR-LID's	\$ 350,000	\$ 350,000
\$ 15,405	\$ -	\$ 10,000	\$ -	015-271-645551	BIKE/PEDESTRIAN PROJECT	\$ -	\$ -
\$ 54,703	\$ 57,167	\$ 59,603	\$ 48,387	015-271-646000	SAFE ROUTES TO SCHOOLS	\$ 462,100	\$ 462,100
\$ -	\$ -	\$ -	\$ -	015-271-646112	CMAQ OVERLAY	\$ -	\$ -
\$ 154,174	\$ 479,309	\$ -	\$ -	015-271-646134	ADA GRANT-SIDEWALK PROJECT	\$ -	\$ -
\$ 62,506	\$ 333,877	\$ 500,000	\$ 500,000	015-271-646135	FUND EXCHANGE PROGRAM PROJECTS	\$ 420,000	\$ 420,000
\$ -	\$ 353,741	\$ -	\$ -	015-271-646136	GENERAL FUND PROJECTS	\$ 275,000	\$ 275,000
\$ 302,139	\$ 1,232,136	\$ 719,603	\$ 568,387		TOTAL CAPITAL OUTLAY	\$ 1,512,175	\$ 1,510,891
\$ -	\$ -	\$ 80,000	\$ -	015-271-740100	OPERATING CONTINGENCY	\$ 225,000	\$ 225,000
\$ -	\$ -	\$ 410,870	\$ -	015-271-750000	RESERVED FOR FUTURE EXPENDITURE	\$ 466,851	\$ 466,851
\$ -	\$ -	\$ 704,784	\$ 1,472,251	015-271-765100	UNAPPRO. ENDING FUND BALA	\$ 273,303	\$ 274,587
\$ 302,139	\$ 1,232,136	\$ 1,915,257	\$ 2,040,638		TOTAL REQUIREMENTS	\$ 2,477,329	\$ 2,477,329

Public Works - Street Maintenance (User Fee)

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

To review, improve and maintain the paved street surfaces in accordance with the guidelines established by Ordinance #2708, Series 1985.

These funds are used for paved street maintenance as recommended by the Parking, Traffic Safety and Street Maintenance Advisory Commission on an established priority basis. Historically, half of these funds are used as matching funds for grant projects at an exchange rate of one City dollar to nine grant dollars; the other half is used for major reconstruction and/or overlays on developed streets. When grant projects are not available, the funds go entirely for major street surface rehabilitation.

Provide funding used for major road construction with \$200,000 per year dedicated to minor streets and \$200,000 per year to be used on major streets as match funds for grants and/or project funding.

Staffing:

Public Works Staff and/or contractor.

Major Objectives:

Begin the reconstruction of Second Street from K Avenue to H Avenue

Public Works - Street Maintenance (User Fee)

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Interest (Revenue) - Interest rates have increased over the year.

Professional Services & Fees - Decreased to reflect work likely to be completed during FY 2023-24 on Second Street.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	\$ 165,142	\$ 101,361	\$ 400,091	\$ 250,300	\$ 250,300
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Transfers	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Operating Contingency	\$ -	\$ -	\$ 100,000	\$ 37,500	\$ 37,500
Reserved for future expenditure	\$ -	\$ -	\$ 200,000	\$ 856,450	\$ 856,450
Unapp. Ending Balance	\$ -	\$ -	\$ 74,269	\$ -	\$ -
TOTAL	\$ 265,142	\$ 201,361	\$ 874,360	\$ 1,244,250	\$ 1,244,250

City of La Grande

STREET MAINTENANCE (Street User Fee)

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 564,755	\$ 573,440	\$ 439,360	\$ 834,915	010-000-100100	BEGINNING CASH	\$ 804,250	\$ 804,250
\$ 2,353	\$ 20,890	\$ 10,000	\$ 32,000	010-000-440100	INTEREST INCOME	\$ 15,000	\$ 15,000
\$ 7,517	\$ -	\$ -	\$ -	010-000-484000	MISCELLANEOUS	\$ -	\$ -
\$ 431,509	\$ 434,613	\$ 425,000	\$ 435,000	010-000-484550	STREET USER FEE	\$ 425,000	\$ 425,000
\$ 1,006,134	\$ 1,028,943	\$ 874,360	\$ 1,301,915		TOTAL RESOURCES	\$ 1,244,250	\$ 1,244,250
REQUIREMENTS							
\$ 268	\$ 77	\$ 91	\$ 277	010-167-624600	INS. PREMIUM-CLAIMS-DEDUCTIBLE	\$ 300	\$ 300
\$ 164,874	\$ 101,284	\$ 400,000	\$ 397,388	010-167-628800	PROFESSIONAL SERVICES & FEES	\$ 250,000	\$ 250,000
\$ 165,142	\$ 101,361	\$ 400,091	\$ 397,665		TOTAL MATERIALS & SERVICES	\$ 250,300	\$ 250,300
\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	010-167-729923	TRANSF TO STREET RESERVES	\$ 100,000	\$ 100,000
\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		TOTAL TRANSFERS	\$ 100,000	\$ 100,000
\$ -	\$ -	\$ 100,000	\$ -	010-167-740100	OPERATING CONTINGENCY	\$ 37,500	\$ 37,500
\$ -	\$ -	\$ 200,000	\$ -	010-167-750000	RESERVED FOR FUTURE EXPENDITURE	\$ 856,450	\$ 856,450
\$ -	\$ -	\$ 74,269	\$ 804,250	010-167-765100	UNAPPRO ENDING BAL	\$ -	\$ -
\$ 265,142	\$ 201,361	\$ 874,360	\$ 1,301,915		TOTAL REQUIREMENTS	\$ 1,244,250	\$ 1,244,250

Storm Utility Fee

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission:

Funds from this budget are used for snow removal, flooding, storm sewer maintenance and storm sewer construction as addressed by Ordinance #2974, Series 2001, and approved by the City Council. The Storm Utility Fee is \$4.00 per water meter. This fund should generate \$210,000 in revenue this year. Along with this revenue, \$55,000 is being transferred into this fund for storm sewer system projects to limit inflow and infiltration into the sanitary sewer.

Staffing:

Public Works Staff, contractors and consultants.

Major Objectives:

Snow removal and storm events = \$200,000

Storm sewer system improvements = \$100,000

Storm sewer system improvements (Transfer to Storm Utility Reserve Fund) = \$50,000

Letter of Map Revision (LOMR) submittal and revision of tax map public notification process (Cont from FY 2023-24) & System Development Charge (SDC) Study = \$100,000

Storm Utility Fee

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Transfer in from Swr Coll - Decreased to reflect drop in annual sanitary sewer inflow and infiltration remediation projects.
Consultants - Increased to cover expected consultant for SDC development and Floodplain Re-Mapping adoption.
Transfer to Storm Utility Res - Decreased due to primary project (18th Street) hitting anticipated funding level.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	\$ 226,023	\$ 90,775	\$ 342,399	\$ 368,190	\$ 368,190
Capital Outlay	\$ 33,690	\$ 19,525	\$ 100,000	\$ 100,000	\$ 100,000
Interfund Transfers	\$ 150,000	\$ 150,000	\$ 150,000	\$ 50,000	\$ 50,000
Operating Contingency	\$ -	\$ -	\$ 103,566	\$ 54,000	\$ 54,000
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ 89,533	\$ 89,533
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 409,713	\$ 260,300	\$ 695,965	\$ 661,723	\$ 661,723

City of La Grande

STORM UTILITY FEE FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 464,974	\$ 388,721	\$ 370,965	\$ 474,433	017-000-100100	BEGINNING CASH	\$ 386,723	\$ 386,723
\$ 2,301	\$ 11,698	\$ 5,000	\$ 18,000	017-000-440100	INTEREST INCOME	\$ 10,000	\$ 10,000
\$ 44,655	\$ -	\$ -	\$ -	017-000-484000	MISCELLANEOUS	\$ -	\$ -
\$ 215,760	\$ 217,300	\$ 210,000	\$ 215,000	017-000-484551	STORM UTILITY FEE	\$ 210,000	\$ 210,000
\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	017-000-490685	TRANSFER IN FROM SWR COLL	\$ 55,000	\$ 55,000
\$ 837,690	\$ 727,719	\$ 695,965	\$ 817,433		TOTAL RESOURCES	\$ 661,723	\$ 661,723
REQUIREMENTS							
\$ 34,020	\$ 28,055	\$ 75,000	\$ 45,000	017-169-621100	CONSULTANTS	\$ 100,000	\$ 100,000
\$ 1,800	\$ 375	\$ 2,500	\$ 1,000	017-169-621200	LEGAL	\$ 2,500	\$ 2,500
\$ 8,242	\$ 6,294	\$ 6,899	\$ 7,149	017-169-624600	INS. PREMIUM-CLAIMS-DEDUCTIBLE	\$ 7,690	\$ 7,690
\$ 197	\$ 197	\$ 500	\$ 219	017-169-628800	PROFESSIONAL SERVICES & FEES	\$ 500	\$ 500
\$ -	\$ -	\$ 2,500	\$ -	017-169-629610	PERMIT/FEE REFUNDS	\$ 2,500	\$ 2,500
\$ 12,939	\$ 3,764	\$ 5,000	\$ 17,342	017-169-629700	PERMIT FEES	\$ 5,000	\$ 5,000
\$ 160,152	\$ 46,102	\$ 200,000	\$ 140,000	017-169-631950	STORM EVENTS	\$ 200,000	\$ 200,000
\$ 8,673	\$ 5,988	\$ 50,000	\$ 35,000	017-169-637600	STORM SEWER MAINTENANCE	\$ 50,000	\$ 50,000
\$ 226,023	\$ 90,775	\$ 342,399	\$ 245,710		TOTAL MATERIALS & SERVICES	\$ 368,190	\$ 368,190
\$ 33,690	\$ 19,525	\$ 100,000	\$ 35,000	017-169-643150	STORM SEWER REHAB	\$ 100,000	\$ 100,000
\$ -	\$ -	\$ -	\$ -	017-169-643700	SERVICE REFUNDS	\$ -	\$ -
\$ 33,690	\$ 19,525	\$ 100,000	\$ 35,000		TOTAL CAPITAL OUTLAY	\$ 100,000	\$ 100,000
\$ -	\$ -	\$ -	\$ -	017-169-729911	TRANSFER TO STREET RESERVE FUND	\$ -	\$ -
\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	017-169-729935	TRANSFER TO STORM UTILITY RES	\$ 50,000	\$ 50,000
\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000		TOTAL TRANSFERS	\$ 50,000	\$ 50,000
\$ -	\$ -	\$ 103,566	\$ -	017-169-740100	OPERATING CONTINGENCY	\$ 54,000	\$ 54,000
\$ -	\$ -	\$ -	\$ -	017-169-750000	RESERVED FOR FUTURE EXPENDITURE	\$ 89,533	\$ 89,533
\$ -	\$ -	\$ -	\$ 386,723	017-169-765100	UNAPPRO. ENDING FUND BALA	\$ -	\$ -
\$ 409,713	\$ 260,300	\$ 695,965	\$ 817,433		TOTAL REQUIREMENTS	\$ 661,723	\$ 661,723

Storm Utility Reserve Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

This fund is authorized and established by resolution number 4724 Series 2016 for the following specified purpose: Construction, reconstruction, and the furnishing of municipal buildings; the acquisition, construction, reconstruction of infrastructure; and the purchase and repairs of equipment related to the Storm Utility Fund.

NEXT REVIEW 2025-26

Major Objectives:

Complete engineering design, permits, and NEPA process for replacement structure at Gekeler Slough (18th Street) and begin construction.

Storm Utility Reserve Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Interest (Revenue) - Interest rates have increased over the year.

Transfer in from Storm Utility Fund - Decreased due to accumulation of the required funds anticipated for construction of project.

	ACTUAL EXPENDITURES		CURRENT BUDGETED	DEPT MANAGER REQUESTED PROPOSED	
	FY2021-22	FY2022-23	FY2023-24	FY2024-25	
Personnel Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ 700,000	\$ 700,000	\$ 700,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ 60,609	\$ 105,000	\$ 105,000
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ 43,381	\$ 43,381
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ 760,609	\$ 848,381	\$ 848,381

City of La Grande

STORM UTILITY RESERVE FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 306,078	\$ 457,609	\$ 602,609	\$ 621,381	018-000-100100	BEGINNING CASH	\$ 780,381	\$ 780,381
\$ 1,532	\$ 12,244	\$ 8,000	\$ 24,000	018-000-440100	INTEREST INCOME	\$ 18,000	\$ 18,000
\$ -	\$ -	\$ -	\$ -	018-000-484000	MISCELLANEOUS	\$ -	\$ -
\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	018-000-490689	TRANSFER IN FROM STORM UTILITY F	\$ 50,000	\$ 50,000
\$ 457,610	\$ 619,853	\$ 760,609	\$ 795,381		TOTAL RESOURCES	\$ 848,381	\$ 848,381
REQUIREMENTS							
\$ -	\$ -	\$ 700,000	\$ 15,000	018-274-646124	18th STREET CULVERT REPLACEMENT	\$ 700,000	\$ 700,000
\$ -	\$ -	\$ 700,000	\$ 15,000		TOTAL CAPITAL OUTLAY	\$ 700,000	\$ 700,000
\$ -	\$ -	\$ 60,609	\$ -	018-274-740100	OPERATING CONTINGENCY	\$ 105,000	\$ 105,000
\$ -	\$ -	\$ -	\$ -	018-274-750000	RESERVED FOR FUTURE EXPENDITUF	\$ 43,381	\$ 43,381
\$ -	\$ -	\$ -	\$ 780,381	018-274-765100	UNAPPR ENDING BALANCE	\$ -	\$ -
\$ -	\$ -	\$ 760,609	\$ 795,381		TOTAL REQUIREMENTS	\$ 848,381	\$ 848,381

Wastewater Treatment

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

Operate and maintain the Wastewater Treatment Plant and Wetlands Facility in compliance with the Department of Environmental Quality regulations. The Wastewater Treatment Division maintains the following programs:

1. Provide wastewater treatment for the City of La Grande and Island City Area Sanitation District (treated a total of 617 million gallons last year). The Island City Area Sanitation District (ICASD) sends its wastewater to the La Grande Wastewater Treatment Plant (WWTP) for treatment. This arrangement is managed through an intergovernmental agreement that stipulates that ICASD pay for 10.2% of the portions within this budget related to treatment of wastewater.
2. Maintain reuse program, which includes wetlands and irrigation.
3. Maintain Wastewater Treatment Plant Laboratory.
4. Maintain pretreatment programs, which include Grease Management and the Industrial User Survey.

****NOTE: Contingencies and Reserved for future expenditures are always shown in the Sewer Collection budget. The Sewer Treatment and Collection budgets are appropriated as one fund.**

Staffing:

See Public Works Personnel Services Budget.

Major Objectives:

Continue to complete Toxicity Reduction Evaluation (TRE) Toxicity Identification Evaluation Phase III.

Preparatory work in anticipation of developing a new NPDES permit.

Wastewater Treatment

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Interest (Revenue) - Interest rates have increased over the past year.
Electricity, Gas, Oil - Increased in anticipation of operational changes with new permit.
Computer System Maint & Repair - Increased for support services for new large IT infrastructure replacement project.
Other Rentals - Increased to rent equipment to paint inside of chlorine contact building at Tule Lake.
Chemical & Lab Supplies - Increased in anticipation of operational changes with new permit.
Equipment - Included in this line is the cost of the large infrastructure replacement project for IT.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 477,575	\$ 498,349	\$ 632,500	\$ 632,500	\$ 632,500
Materials & Services	\$ 388,294	\$ 405,840	\$ 626,742	\$ 790,244	\$ 790,244
Capital Outlay	\$ 84,294	\$ 90,994	\$ 220,000	\$ 222,538	\$ 221,896
Interfund Transfers	\$ 694,436	\$ 710,418	\$ 701,899	\$ 703,260	\$ 703,260
Operating Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,644,599	\$ 1,705,601	\$ 2,181,141	\$ 2,348,542	\$ 2,347,900

Sewer Collection

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

The Public Works Sewer Collection Division collects and transports wastewater to the Wastewater Treatment Plant. This Division maintains the following programs:

1. Operation and maintenance of 55 miles of sewer mains and 980 manholes
2. Operation and maintenance of 7 lift stations
3. Television inspection of 89,629 feet of sewer lines in 2023
4. Underground locates totaling 958 locate requests in 2023
5. Crews cleaned 139,994 feet of sewer lines in 2023
6. Crews chemically treated 3,111 feet of sewer mains for root abatement in 2023

****NOTE:** Contingencies and Reserved for future expenditures are always shown in the Sewer Collection budget. The Sewer Treatment and Collection budgets are appropriated as one fund.

Staffing:

See Public Works Personnel Services Budget.

Major Objectives:

Continue ongoing rehabilitation work to the Sanitary Sewer Collection System to reduce inflow and infiltration.

Remain on a 5 year schedule of cleaning and inspecting every sewer main in the service area.

Sewer Collection

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Computer System Maint & Repair - Increased for support services for new large IT infrastructure replacement project.
All Other Equipment - Included in this line is the cost of the large infrastructure replacement project for IT.
Transfer to Storm Utility - Decreased to reflect fewer inflow and infiltration remediation projects.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ 307,089	\$ 312,175	\$ 414,000	\$ 414,000	\$ 414,000
Materials & Services	\$ 473,479	\$ 509,980	\$ 649,327	\$ 653,884	\$ 653,884
Capital Outlay	\$ 433,556	\$ 546,177	\$ 705,000	\$ 707,538	\$ 707,538
Interfund Transfers	\$ 590,861	\$ 459,481	\$ 930,513	\$ 877,636	\$ 877,636
TOTAL SEWER COLLECTION	\$ 1,804,985	\$ 1,827,813	\$ 2,698,840	\$ 2,653,058	\$ 2,653,058
TOTAL SEWER TREATMENT	\$ 1,644,599	\$ 1,705,601	\$ 2,181,141	\$ 2,348,542	\$ 2,347,900
Operating Contingency	\$ -	\$ -	\$ 506,364	\$ 500,000	\$ 500,000
Reserved for future expenditure	\$ -	\$ -	\$ 562,267	\$ 500,000	\$ 500,000
Unapp. Ending Balance	\$ -	\$ -	\$ 582,380	\$ 190,814	\$ 191,457
GRAND TOTAL SEWER	\$ 3,449,584	\$ 3,533,414	\$ 6,530,992	\$ 6,192,414	\$ 6,192,414

City of La Grande

SEWER FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 3,657,388	\$ 3,339,831	\$ 3,015,592	\$ 3,271,295	007-000-100100	BEGINNING CASH	\$ 2,607,499	\$ 2,607,499
\$ 191,536	\$ 189,236	\$ 193,000	\$ 190,000	007-000-420900	SEWER FRANCHISE FEE 7%	\$ 190,000	\$ 190,000
\$ 19,980	\$ 104,662	\$ 30,000	\$ 135,000	007-000-440100	INTEREST INCOME	\$ 100,000	\$ 100,000
\$ 2,890,985	\$ 2,862,953	\$ 2,900,000	\$ 2,900,000	007-000-481100	SEWER SERVICE CHARGES	\$ 2,900,000	\$ 2,900,000
\$ 50,812	\$ 73,868	\$ 40,000	\$ 45,000	007-000-481900	SEWER TAPS	\$ 40,000	\$ 40,000
\$ 38,454	\$ 61,616	\$ 35,000	\$ 40,000	007-000-482200	SEPTIC TANK HAULERS FEE	\$ 40,000	\$ 40,000
\$ 136,137	\$ 179,913	\$ 315,000	\$ 389,805	007-000-482400	ICASD USER CHARGE	\$ 312,515	\$ 312,515
\$ -	\$ -	\$ -	\$ -	007-000-483530	LID PRINCIPAL	\$ -	\$ -
\$ 536	\$ 454	\$ 400	\$ 400	007-000-483531	LID INTEREST	\$ 400	\$ 400
\$ 17,164	\$ 10,880	\$ 2,000	\$ 4,522	007-000-484000	MISCELLANEOUS	\$ 2,000	\$ 2,000
\$ 7,002,992	\$ 6,823,413	\$ 6,530,992	\$ 6,976,022		TOTAL RESOURCES	\$ 6,192,414	\$ 6,192,414

City of La Grande

SEWER FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
TREATMENT REQUIREMENTS							
\$ 477,575	\$ 498,349	\$ 632,500	\$ 570,000	007-151-610000	SALARIES & BENEFITS	\$ 632,500	\$ 632,500
\$ 477,575	\$ 498,349	\$ 632,500	\$ 570,000		TOTAL PERSONNEL COST	\$ 632,500	\$ 632,500
5.55	5.55	5.55			Total Full-Time Equivalent (FTE)	5.55	5.55
\$ 22,159	\$ 2,630	\$ 50,000	\$ 25,000	007-151-621100	CONSULTANTS	\$ 50,000	\$ 50,000
\$ -	\$ 2,039	\$ 6,700	\$ 4,500	007-151-621200	LEGAL	\$ 4,000	\$ 4,000
\$ 728	\$ 787	\$ 1,500	\$ 600	007-151-621300	MEDICAL EXAMS	\$ 1,000	\$ 1,000
\$ 4,852	\$ 4,631	\$ 5,300	\$ 4,840	007-151-621400	AUDITING COSTS	\$ 5,717	\$ 5,717
\$ 29,351	\$ 45,189	\$ 55,000	\$ 45,000	007-151-621900	OTHER PROFESSIONAL SERVICES	\$ 55,000	\$ 55,000
\$ 1,708	\$ 2,173	\$ 2,500	\$ 2,800	007-151-622100	POSTAGE	\$ 3,000	\$ 3,000
\$ 3,844	\$ 3,790	\$ 5,000	\$ 4,000	007-151-622200	TELEPHONE/FAX	\$ 5,000	\$ 5,000
\$ -	\$ -	\$ 2,500	\$ 187	007-151-622800	ADVERTISING	\$ 2,500	\$ 2,500
\$ 138,262	\$ 138,760	\$ 185,000	\$ 140,000	007-151-623100	ELECTRICITY, GAS, OIL	\$ 225,000	\$ 225,000
\$ 1,764	\$ 1,987	\$ 3,000	\$ 3,000	007-151-623200	WASTE REMOVAL & JANITORIAL	\$ 4,500	\$ 4,500
\$ 11,714	\$ 8,506	\$ 40,000	\$ 38,000	007-151-623400	EQUIP MAINT/REPAIR	\$ 40,000	\$ 40,000
\$ 2,338	\$ 3,995	\$ 2,722	\$ 2,722	007-151-623800	COMPUTER SYS MAINT & REPAIR	\$ 5,352	\$ 5,352
\$ 25,111	\$ 29,505	\$ 35,170	\$ 36,468	007-151-624600	INS. PREMIUM-CLAIMS-DEDUCTABLE	\$ 40,325	\$ 40,325
\$ 218	\$ -	\$ 600	\$ 600	007-151-625900	OTHER RENTALS	\$ 10,000	\$ 10,000
\$ 21,457	\$ 17,619	\$ 25,000	\$ 25,000	007-151-626000	MOTOR POOL RENTAL	\$ 25,000	\$ 25,000
\$ 220	\$ 399	\$ 250	\$ 250	007-151-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 250	\$ 250
\$ 2,124	\$ 2,181	\$ 3,500	\$ 3,500	007-151-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 3,500	\$ 3,500
\$ 2,926	\$ 1,660	\$ 2,500	\$ 2,500	007-151-628800	PROFESSIONAL SERVICES & FEES	\$ 2,500	\$ 2,500
\$ -	\$ -	\$ -	\$ 705	007-151-628805	COMPUTER SYS MAINT AGMTS	\$ 1,000	\$ 1,000
\$ 12,134	\$ 12,854	\$ 14,000	\$ 14,000	007-151-629700	PERMIT FEES	\$ 14,000	\$ 14,000
\$ 47,537	\$ 74,844	\$ 65,000	\$ 70,000	007-151-631200	CHEMICAL & LAB SUPPLIES	\$ 175,000	\$ 175,000
\$ 1,914	\$ 2,744	\$ 2,500	\$ 2,500	007-151-631400	OFFICE SUPPLIES	\$ 2,500	\$ 2,500
\$ 5,844	\$ 3,292	\$ 4,250	\$ 4,250	007-151-631700	DEPARTMENTAL SUPPLIES	\$ 4,500	\$ 4,500
\$ 248	\$ 924	\$ 250	\$ 100	007-151-633100	JANITOR & SANIT. SUPPLIES	\$ 100	\$ 100
\$ 8,538	\$ 11,294	\$ 50,000	\$ 20,000	007-151-633500	FACILITIES REPAIR	\$ 50,000	\$ 50,000
\$ 4,610	\$ 5,058	\$ 6,000	\$ 6,000	007-151-634300	FUEL	\$ 6,000	\$ 6,000
\$ 117	\$ -	\$ 1,500	\$ 200	007-151-635000	OFFICE EQUIP & FURNISHINGS	\$ 1,500	\$ 1,500
\$ 8,681	\$ 313	\$ 6,000	\$ 2,000	007-151-635010	COMPUTER SYSTEM (s/h)	\$ 2,000	\$ 2,000
\$ 5,778	\$ 5,311	\$ 6,000	\$ 6,000	007-151-635100	SMALL TOOLS AND EQUIP	\$ 6,000	\$ 6,000
\$ 24,117	\$ 23,178	\$ 45,000	\$ 35,000	007-151-637500	TREATMENT SYS. MAINT.	\$ 45,000	\$ 45,000
\$ -	\$ 177	\$ -	\$ -	007-151-639700	MISCELLANEOUS	\$ -	\$ -

City of La Grande

SEWER FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 388,294	\$ 405,840	\$ 626,742	\$ 499,722		TOTAL MATERIALS & SERVICES	\$ 790,244	\$ 790,244
\$ -	\$ -	\$ -	\$ -	007-151-640000	EQUIPMENT	\$ 2,538	\$ 1,896
\$ 84,294	\$ 90,994	\$ 220,000	\$ 150,000	007-151-643100	SYSTEM REHABILITATION	\$ 220,000	\$ 220,000
\$ 84,294	\$ 90,994	\$ 220,000	\$ 150,000		TOTAL CAPITAL OUTLAY	\$ 222,538	\$ 221,896
\$ 94,436	\$ 110,418	\$ 101,899	\$ 101,899	007-151-729900	ADMIN PERSONNEL SERVICES	\$ 103,260	\$ 103,260
\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	007-151-729906	TRANSFER TO SWR RESERVES	\$ 600,000	\$ 600,000
\$ 694,436	\$ 710,418	\$ 701,899	\$ 701,899		TOTAL TRANSFERS	\$ 703,260	\$ 703,260
\$ 1,644,599	\$ 1,705,601	\$ 2,181,141	\$ 1,921,621		TOTAL TREATMENT REQUIREMENTS	\$ 2,348,542	\$ 2,347,900

City of La Grande

SEWER FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
					COLLECTION REQUIREMENTS		
\$ 307,089	\$ 312,175	\$ 414,000	\$ 360,000	007-165-610000	SALARIES & BENEFITS	\$ 414,000	\$ 414,000
\$ 307,089	\$ 312,175	\$ 414,000	\$ 360,000		TOTAL PERSONNEL COST	\$ 414,000	\$ 414,000
\$ 4.15	\$ 4.15	4.15			Total Full-Time Equivalent (FTE)	4.15	4.15
\$ -	\$ -	\$ 30,000	\$ 20,000	007-165-621100	CONSULTANTS	\$ 30,000	\$ 30,000
\$ 353	\$ 1,189	\$ 7,500	\$ 3,500	007-165-621200	LEGAL	\$ 4,000	\$ 4,000
\$ 503	\$ 250	\$ 1,000	\$ 350	007-165-621300	MEDICAL EXAMS	\$ 1,000	\$ 1,000
\$ 4,852	\$ 4,631	\$ 5,300	\$ 4,840	007-165-621400	AUDITING COSTS	\$ 5,717	\$ 5,717
\$ 1,050	\$ 1,117	\$ 31,000	\$ 10,000	007-165-621900	OTHER PROFESSIONAL SERVICES	\$ 30,000	\$ 30,000
\$ 5	\$ 42	\$ 400	\$ 400	007-165-622100	POSTAGE	\$ 50	\$ 50
\$ 5,274	\$ 4,813	\$ 5,500	\$ 4,800	007-165-622200	TELEPHONE/FAX	\$ 5,500	\$ 5,500
\$ 431	\$ -	\$ 1,000	\$ -	007-165-622800	ADVERTISING	\$ 1,000	\$ 1,000
\$ 21,166	\$ 22,815	\$ 25,000	\$ 21,000	007-165-623100	ELECTRICITY, GAS, OIL	\$ 25,000	\$ 25,000
\$ 2,079	\$ 2,204	\$ 2,500	\$ 2,200	007-165-623200	WASTE REMOVAL & JANITORIAL	\$ 2,500	\$ 2,500
\$ 10,681	\$ 1,611	\$ 15,000	\$ 10,000	007-165-623400	EQUIP MAINT/REPAIR	\$ 15,000	\$ 15,000
\$ 2,338	\$ 3,995	\$ 2,722	\$ 2,722	007-165-623800	COMPUTER SYS MAINT & REPAIR	\$ 5,352	\$ 5,352
\$ -	\$ -	\$ 1,500	\$ -	007-165-623900	OTHER MAINT/REPAIRS	\$ 1,500	\$ 1,500
\$ 24,719	\$ 30,559	\$ 34,655	\$ 35,077	007-165-624600	INS. PREMIUM-CLAIMS-DEDUCTIBLE	\$ 39,765	\$ 39,765
\$ 515	\$ 640	\$ 500	\$ 660	007-165-625100	EQUIPMENT RENTAL	\$ 500	\$ 500
\$ 46,520	\$ 58,188	\$ 75,000	\$ 80,000	007-165-626000	MOTOR POOL RENTAL	\$ 80,000	\$ 80,000
\$ 135	\$ 198	\$ 250	\$ 100	007-165-628000	SUBSCRIPTIONS AND MEMBERSHIPS	\$ 250	\$ 250
\$ 2,106	\$ 1,081	\$ 3,500	\$ 3,500	007-165-628100	TRAINING, TRAVEL & MTG EXPENSE	\$ 3,500	\$ 3,500
\$ 1,682	\$ 2,141	\$ 2,000	\$ 2,000	007-165-628800	PROFESSIONAL SERVICES & FEES	\$ 2,000	\$ 2,000
\$ 2,102	\$ 2,798	\$ 2,500	\$ 2,500	007-165-628805	COMPUTER SYS MAINT AGMTS	\$ 2,500	\$ 2,500
\$ 191,534	\$ 189,236	\$ 193,000	\$ 190,000	007-165-629850	FRANCHISE FEES 7%	\$ 190,000	\$ 190,000
\$ 4,578	\$ 159	\$ 10,000	\$ 10,000	007-165-631200	CHEMICAL & LAB SUPPLIES	\$ 10,000	\$ 10,000
\$ 623	\$ 671	\$ 4,000	\$ 4,000	007-165-631400	OFFICE SUPPLIES	\$ 4,000	\$ 4,000
\$ 3,782	\$ 5,765	\$ 5,000	\$ 5,000	007-165-631700	DEPARTMENTAL SUPPLIES	\$ 5,000	\$ 5,000
\$ -	\$ -	\$ 500	\$ -	007-165-631900	PROFESSIONAL PRINTING	\$ -	\$ -
\$ -	\$ -	\$ 500	\$ 40	007-165-633100	JANITOR & SANIT. SUPPLIES	\$ 250	\$ 250
\$ 7,169	\$ 2,811	\$ 12,000	\$ 12,000	007-165-633500	FACILITIES REPAIR	\$ 12,000	\$ 12,000
\$ 8,762	\$ 9,314	\$ 9,000	\$ 9,000	007-165-634300	FUEL	\$ 9,000	\$ 9,000
\$ 117	\$ -	\$ 1,000	\$ -	007-165-635000	OFFICE EQUIPMENT	\$ 1,000	\$ 1,000
\$ 6,947	\$ 1,228	\$ 10,000	\$ 3,000	007-165-635010	COMPUTER SYSTEM (s/h)	\$ 6,000	\$ 6,000

City of La Grande

SEWER FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
\$ 1,486	\$ 3,139	\$ 1,500	\$ 1,200	007-165-635100	SMALL TOOLS & EQUIPMENT	\$ 1,500	\$ 1,500
\$ 121,970	\$ 159,385	\$ 156,000	\$ 140,000	007-165-637500	COLLECTION SYS. MAINT.	\$ 160,000	\$ 160,000
\$ -	\$ -	\$ -	\$ -	007-165-639700	MISCELLANEOUS	\$ -	\$ -
\$ 473,479	\$ 509,980	\$ 649,327	\$ 577,889		TOTAL MATERIALS & SERVICES	\$ 653,884	\$ 653,884
\$ 15,000	\$ -	\$ 100,000	\$ 50,000	007-165-641600	ALL OTHER EQUIPMENT	\$ 102,538	\$ 102,538
\$ 323,653	\$ 490,537	\$ 500,000	\$ 525,000	007-165-643200	SYSTEM REHABILITATION	\$ 500,000	\$ 500,000
\$ 92,130	\$ 51,907	\$ 100,000	\$ 100,000	007-165-643300	SERVICE TAPS	\$ 100,000	\$ 100,000
\$ 2,773	\$ 3,733	\$ 5,000	\$ 3,500	007-165-643700	SERVICE REFUNDS	\$ 5,000	\$ 5,000
\$ 433,556	\$ 546,177	\$ 705,000	\$ 678,500		TOTAL CAPITAL OUTLAY	\$ 707,538	\$ 707,538
\$ 105,861	\$ 99,481	\$ 95,513	\$ 95,513	007-165-729900	ADMIN PERSONNEL SERVICES	\$ 97,636	\$ 97,636
\$ 125,000	\$ -	\$ 125,000	\$ 25,000	007-165-729902	TRANSF TO STREET & ROAD FUND	\$ 125,000	\$ 125,000
\$ 250,000	\$ 250,000	\$ 600,000	\$ 600,000	007-165-729906	TRANSF TO SWR RESERVES	\$ 600,000	\$ 600,000
\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	007-165-729935	TRANSF TO STORM UTILITY	\$ 55,000	\$ 55,000
\$ 590,861	\$ 459,481	\$ 930,513	\$ 830,513		TOTAL TRANSFERS	\$ 877,636	\$ 877,636
\$ 1,804,985	\$ 1,827,813	\$ 2,698,840	\$ 2,446,902		TOTAL COLLECTION REQUIREMENTS	\$ 2,653,058	\$ 2,653,058
\$ -	\$ -	\$ 506,364	\$ -	007-165-740100	OPERATING CONTINGENCY	\$ 500,000	\$ 500,000
\$ -	\$ -	\$ 562,267	\$ -	007-165-750000	RESERVED FOR FUTURE EXPENDITURE	\$ 500,000	\$ 500,000
\$ -	\$ -	\$ 582,380	\$ 2,607,499	007-165-765100	UNAPPRO. ENDING FUND BALA	\$ 190,814	\$ 191,457
\$ 3,449,584	\$ 3,533,414	\$ 6,530,992	\$ 6,976,022		TOTAL SEWER REQUIREMENTS	\$ 6,192,414	\$ 6,192,414

Sewer Reserve Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Mission and Overview:

This fund is authorized and established by resolution number 4725 Series 2016 for the following specified purpose: Construction, reconstruction, and the furnishing of municipal buildings; the acquisition, construction, reconstruction of infrastructure; and the purchase and repairs of equipment related to the Sewer Fund.

NEXT REVIEW 2025-26

Major Objectives:

Improvements to wastewater treatment facilities: backup generator at headworks - \$250,000; disposal of sludge in the next two years - \$450,000; removal of rental house and relocation of large shop to WWTP - \$140,000; septage/grease receiving station to process septage loads - \$300,000; build new levee across primary cell to prevent short circuiting and two new levees across pond #1 - \$80,000; bore Hwy 203 and Bond Lane for new water line to headworks screening facilities - \$65,000; emergency shut offs for one ton chlorine tanks to replace chlorine scrubber and two new scales for 150 chlorine tanks - \$32,000

Improvements to wastewater collection facilities: rehabilitation of Gekeler Business Park lift station - \$210,000; back-up generator for lift station with hookup - \$250,000; development of Gekeler lift station - \$200,000; construction of future lift station - \$800,000; bore under railroad tracks and Hwy 203 and Bond Lane - \$115,000

Sewer Reserve Fund

*Enterprise Fund
Proposed Budget - FY 2024-25*

Explanation of major increases or decreases in proposed budget:

Interest (Revenue) - Interest rates have increased over the past year.

Equipment & Improvements - Treatment - Decreased due to completion of previous projects and cost of new projects.

Equipment & Improvements - Collection - Increased for anticipated projects.

Sewer LIDs & Main Extensions - Increased for possible sewer LID not yet requested.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Personnel Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 404,918	\$ 668,620	\$ 3,935,000	\$ 2,967,000	\$ 2,967,000
Interfund Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Contingency	\$ -	\$ -	\$ 440,250	\$ 315,000	\$ 445,000
Reserved for future expenditure	\$ -	\$ -	\$ 489,166	\$ 500,000	\$ 500,000
Unapp. Ending Balance	\$ -	\$ -	\$ 527,956	\$ 1,484,080	\$ 1,354,080
TOTAL	\$ 404,918	\$ 668,620	\$ 5,392,372	\$ 5,266,080	\$ 5,266,080

City of La Grande

SEWER RESERVE FUND

Budget Analysis & Proposal

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 4,474,309	\$ 4,947,372	\$ 4,102,372	\$ 5,361,080	008-000-100100	BEGINNING CASH	\$ 3,901,080	\$ 3,901,080
\$ 21,515	\$ 125,199	\$ 50,000	\$ 190,000	008-000-440100	INTEREST INCOME	\$ 125,000	\$ 125,000
\$ 34,406	\$ 70,979	\$ 40,000	\$ 60,000	008-000-481975	ASSESSMENT CONNECTION FEE	\$ 40,000	\$ 40,000
\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	008-000-490674	TRANSFER IN FROM SWR TRMT	\$ 600,000	\$ 600,000
\$ 250,000	\$ 250,000	\$ 600,000	\$ 600,000	008-000-490675	TRANSFER IN FROM SWR COLL	\$ 600,000	\$ 600,000
\$ 5,380,230	\$ 5,993,550	\$ 5,392,372	\$ 6,811,080		TOTAL RESOURCES	\$ 5,266,080	\$ 5,266,080
REQUIREMENTS							
\$ 289,908	\$ 658,253	\$ 2,500,000	\$ 2,500,000	008-150-640000	EQUIP & IMPROVEMENTS-Treatment	\$ 1,317,000	\$ 1,317,000
\$ 112,077	\$ -	\$ 1,400,000	\$ 320,000	008-150-640001	EQUIP & IMPROVEMENTS-Collection	\$ 1,575,000	\$ 1,575,000
\$ 2,933	\$ 10,367	\$ 35,000	\$ 90,000	008-150-643980	SEWER LID'S & MAIN EXTENSIONS	\$ 75,000	\$ 75,000
\$ 404,918	\$ 668,620	\$ 3,935,000	\$ 2,910,000		TOTAL CAPITAL OUTLAY	\$ 2,967,000	\$ 2,967,000
\$ -	\$ -	\$ 440,250	\$ -	008-150-740100	OPERATING CONTINGENCY	\$ 315,000	\$ 445,000
\$ -	\$ -	\$ 489,166	\$ -	008-150-750000	RESERVED FOR FUTURE EXPENDITURE	\$ 500,000	\$ 500,000
\$ -	\$ -	\$ 527,956	\$ 3,901,080	008-150-765100	UNAPPR ENDING BALANCE	\$ 1,484,080	\$ 1,354,080
\$ 404,918	\$ 668,620	\$ 5,392,372	\$ 6,811,080		TOTAL REQUIREMENTS	\$ 5,266,080	\$ 5,266,080

Grants & Donations Fund

Proposed Budget - FY 2024-25

Mission and Overview:

This fund can be used by all Governmental departments for expenditures that are offset by grants and/or donations. Frequently, the revenues and expenditures for a particular grant or donation do not occur in the same fiscal year. Expenses in this fund are not considered normal or regular in nature. Funds that may use this fund include General Fund departments, Street and Road Division, General Building/Equipment, Street Maintenance, 9-1-1 and Urban Renewal. Each of these departments may be involved in several programs which are accounted for in this fund.

Staffing:

This fund is not staffed by individuals. Each department is responsible for origination of their grants. Quarterly accounting and year end audit reporting is provided by the Finance Director.

Major Objectives:

This fund allows departments to budget for special projects that are not considered as normal operational type expenditures. All expenditures in this fund must be offset by grants, donations or reimbursements from other organizations.

Grants & Donations Fund

Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

This fund can fluctuate a great amount year to year depending on grants applied for or anticipated donations and the timing of the revenues received and the expenditures.

Library Literacy Center - The Literacy Center dissolved in FY 2022-23 .

Urban Forestry Grant - Includes the Federal Inflation Reduction Act funding for Urban and Community Forestry, administered through Oregon Department of Forestry.

DEQ Air Quality Project - Includes Air Quality Monitoring project.

Planning Grant - Includes \$47,500 for Goal 14 UGB Expansion (\$47,500 match will be spent out of Planning budget) and \$13,500 for State Historic Preservation grant for hiring a consultant to list the Carnegie Library on the National Historic Register (\$13,500 match will be spent out of Planning budget).

Grants/Gifts-Fire - Includes \$\$330,000 for possible grant through FEMA for rescue truck and \$30,000 for Wildhorse Grant. This also includes year two of the State Fire Marshals Capacity Grant. This grant covers 75% of payroll costs for year two.

Economic Development Improvements - This line reflects several anticipated grant opportunities to advance local economic development efforts. The budget anticipates that the City will continue to pursue several of those opportunities in the amount of \$2,000,000.

Park Improvements - Included in this line is the Riverside Playground project and the completion of the pump track.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Materials & Services	\$ 102,692	\$ 201,175	\$ 743,367	\$ 713,381	\$ 713,381
Capital Outlay	\$ 263,394	\$ 8,833	\$ 2,157,527	\$ 2,981,000	\$ 2,981,000
Interfund Transfers	\$ -	\$ -	\$ 4,900	\$ -	\$ -
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ 570,057	\$ 353,919	\$ 353,919
TOTAL	\$ 366,086	\$ 210,008	\$ 3,475,851	\$ 4,048,300	\$ 4,048,300

Budget Analysis & Proposal

GRANTS & DONATIONS FUND

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 211,685	\$ 205,463	\$ 200,901	\$ 674,606	005-000-100100	BEGINNING CASH	\$ 786,850	\$ 786,850
\$ 1,002	\$ 7,050	\$ 3,000	\$ 27,000	005-000-440100	INTEREST INCOME	\$ 20,000	\$ 20,000
\$ 13,047	\$ 8,029	\$ 8,000	\$ 20,000	005-000-451000	LIBRARY GRANTS	\$ 8,000	\$ 8,000
\$ 228,158	\$ 122,663	\$ 225,000	\$ 167,080	005-000-451200	PARKS GRANT/IMPROVEMENTS	\$ 409,000	\$ 409,000
\$ 12,000	\$ -	\$ 15,000	\$ -	005-000-452620	PLANNING GRANTS	\$ 61,000	\$ 61,000
\$ 100	\$ 635	\$ 100	\$ 100	005-000-452630	UR FORESTRY GRANTS-DONATIONS	\$ 77,200	\$ 77,200
\$ -	\$ -	\$ 100	\$ 100	005-000-452631	TREE DONATIONS	\$ -	\$ -
\$ -	\$ -	\$ -	\$ 5,000	005-000-452635	DEQ AIR QUALITY GRANT	\$ 15,000	\$ 15,000
\$ 46,750	\$ 32,171	\$ 2,300,000	\$ 50,000	005-000-452640	ECONOMIC DEVELOPMENT GRANT	\$ 2,300,000	\$ 2,300,000
\$ 5,275	\$ 7,431	\$ 7,500	\$ 7,500	005-000-480610	LIBRARY DONATIONS	\$ 7,500	\$ 7,500
\$ -	\$ -	\$ -	\$ -	005-000-484000	MISCELLANEOUS	\$ -	\$ -
\$ 6,195	\$ 9,383	\$ 7,500	\$ 9,291	005-000-484011	POLICE GRANTS	\$ 7,500	\$ 7,500
\$ 1,000	\$ 413,466	\$ 685,000	\$ -	005-000-484020	FIRE DONATIONS/GRANTS	\$ 330,000	\$ 330,000
\$ 12,957	\$ 29,047	\$ 12,000	\$ 12,000	005-000-484025	RECREATION GRANTS-DONATIONS	\$ 15,000	\$ 15,000
\$ 750	\$ 750	\$ 750	\$ 750	005-000-484030	HEALTH PROGRAM GRANT	\$ 750	\$ 750
\$ 8,500	\$ 45,000	\$ 10,000	\$ -	005-000-484402	ART COMMISSION COLLECTION	\$ 10,000	\$ 10,000
\$ 1,200	\$ -	\$ 1,000	\$ 500	005-000-484403	SWIM POOL DONATIONS	\$ 500	\$ 500
\$ 548,619	\$ 881,088	\$ 3,475,851	\$ 973,927	TOTAL RESOURCES		\$ 4,048,300	\$ 4,048,300

GRANTS & DONATIONS FUND

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
REQUIREMENTS							
\$ 1,247	\$ 13,007	\$ 13,007	\$ -	005-163-629405	LIBRARY LITERACY CENTER	\$ -	\$ -
\$ 12,920	\$ 9,935	\$ 8,000	\$ 12,000	005-163-629410	GRANTS/GIFTS-LIBRARY	\$ 5,000	\$ 5,000
\$ 5,510	\$ 5,546	\$ 5,500	\$ 5,600	005-163-629411	LIBRARY GRANTS-RTR	\$ 5,700	\$ 5,700
\$ 7,939	\$ 9,031	\$ 11,300	\$ 8,974	005-163-629420	GRANTS/GIFTS-POLICE	\$ 11,300	\$ 11,300
\$ -	\$ 1,575	\$ 8,000	\$ -	005-163-629428	UR FORESTRY GRANT-DONATION PROJEC	\$ 83,000	\$ 83,000
\$ -	\$ 6,259	\$ 11,100	\$ 6,000	005-163-629429	DEQ AIR QUALITY PROJECT	\$ 15,000	\$ 15,000
\$ -	\$ -	\$ 15,000	\$ -	005-163-629433	PLANNING GRANT	\$ 61,000	\$ 61,000
\$ 12,000	\$ 44,232	\$ -	\$ -	005-163-629431	PARK IMPROVEMENTS	\$ 695	\$ 695
\$ 6,556	\$ 43,664	\$ 293,710	\$ 100,000	005-163-629440	GRANTS/GIFTS-FIRE	\$ 146,775	\$ 146,775
\$ 35,841	\$ 815	\$ 300,000	\$ -	005-163-629442	ECONOMIC DEV GRANTS	\$ 300,000	\$ 300,000
\$ 284	\$ 31,796	\$ 750	\$ 413	005-163-629448	HEALTH GRANT EXPENSES	\$ 750	\$ 750
\$ 4,592	\$ -	\$ 14,000	\$ 7,500	005-163-629551	RECREATION EXPENSES	\$ 23,000	\$ 23,000
\$ 13,484	\$ -	\$ -	\$ -	005-163-629553	PARKS PAVILION	\$ 30,361	\$ 30,361
\$ -	\$ 34,910	\$ 20,000	\$ -	005-163-629600	MISC -OTHER GRANT PROJECTS	\$ 20,000	\$ 20,000
\$ 2,114	\$ 405	\$ 34,000	\$ 18,000	005-163-629601	ARTS COMMISSION EXPENSES	\$ 10,000	\$ 10,000
\$ 205	\$ -	\$ 9,000	\$ 9,600	005-163-629602	SWIM POOL DONATIONS	\$ 800	\$ 800
\$ 102,692	\$ 201,175	\$ 743,367	\$ 168,087	TOTAL MATERIALS & SERVICES		\$ 713,381	\$ 713,381
EQUIPMENT AND IMPROVEMENTS							
\$ 263,394	\$ 8,833	\$ 150,000	\$ -	005-163-640003	PARK IMPROVEMENTS	\$ 681,000	\$ 681,000
\$ -	\$ -	\$ -	\$ -	005-163-640005	FIRE FEMA GRANT	\$ 300,000	\$ 300,000
\$ -	\$ -	\$ 27	\$ -	005-163-640007	GREENWAY PROJECT	\$ -	\$ -
\$ -	\$ -	\$ 2,000,000	\$ -	005-163-640009	ECONOMIC DEVELOPMENT IMPVMTS.	\$ 2,000,000	\$ 2,000,000
\$ -	\$ -	\$ 7,500	\$ 14,090	005-163-640010	CHARTER CAPITAL GRANT	\$ -	\$ -
\$ 263,394	\$ 8,833	\$ 2,157,527	\$ 14,090	TOTAL CAPITAL OUTLAY		\$ 2,981,000	\$ 2,981,000
\$ -	\$ -	\$ 4,900	\$ 4,900	005-163-729904	TRANSFER TO GEN FUND - RIDGE TREE	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	005-163-729905	TRANSFER TO GEN FUND - FIRE FEMA	\$ -	\$ -
\$ -	\$ -	\$ 4,900	\$ 4,900	TOTAL TRANSFERS		\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	005-163-750000	RESERVED FOR FUTURE EXPENDITUE	\$ -	\$ -
\$ -	\$ -	\$ 570,057	\$ 786,850	005-163-765100	UNAPPRO ENDING BAL	\$ 353,919	\$ 353,919
\$ 366,086	\$ 210,008	\$ 3,475,851	\$ 973,927	TOTAL GRANTS & DONATIONS		\$ 4,048,300	\$ 4,048,300

General Reserve Fund

Proposed Budget - FY 2024-25

Mission:

This fund is authorized and established by resolution number 4840 Series 2023 for the following specified purpose: Acquisition, construction, reconstruction, and the furnishing of municipal buildings; and for the purchase and repairs of equipment and fixtures in municipal buildings.

NEXT REVIEW 2033-34

Staffing:

Accounting management is performed by the Finance Director.

Major Objectives:

Expenditures from the General Reserve Fund are for capital expenditures that will be determined each year through the budget process and the needs that arise.

General Reserve Fund

Proposed Budget - FY 2024-25

Explanation of major increases or decreases in proposed budget:

Capital Equip/ - Parks - Purchase of a van for the Recreation Division.

Capital Equip/ - Police - \$12,000 for tactical vests and \$5,000 for new server.

9-1-1 Equip - Purchase of new server.

Capital - Library Maintenance - Replacement of HVAC unit.

Capital - General CIP - \$300,000 for potential capital improvements may be required.

All General Fund transfer amounts are shown in the City Manager budget. General Fund transfers to General Reserve for capital projects total \$652,357: Police \$5,000 for replacement of parking enforcement vehicle; \$6,000 for future replacement of dispatch center's consoles; Fire \$50,000 for future ambulance; Building Maintenance \$8,000; Parks \$5,000 for turf replacement; \$15,000 for future playground replacements; Library \$5,000 for future HVAC units; and \$558,357 of unanticipated increase in General Fund cash capital. An additional \$4,000 will be transferred in the General Reserve from 911 Fund for replacement of dispatch center's consoles.

	ACTUAL EXPENDITURES		CURRENT BUDGETED FY2023-24	DEPT MANAGER REQUESTED PROPOSED FY2024-25	
	FY2021-22	FY2022-23			
Capital Outlay for Parks	\$ 11,550	\$ -	\$ -	\$ 54,000	\$ 54,000
Capital Outlay for Aquatics	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000
Capital Outlay for Police	\$ 2,355	\$ -	\$ -	\$ 17,000	\$ 17,000
Capital Outlay for Fire Dept.	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay for Library	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Capital Outlay for Building Maint.	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay for 9-1-1	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500
Capital Outlay for General CIP	\$ 51,117	\$ 49,734	\$ 300,000	\$ 300,000	\$ 300,000
Reserved for future expenditure	\$ -	\$ -	\$ -	\$ -	\$ -
Unapp. Ending Balance	\$ -	\$ -	\$ 1,482,458	\$ 2,077,847	\$ 2,077,847
TOTAL	\$ 65,022	\$ 49,734	\$ 1,782,458	\$ 2,536,347	\$ 2,536,347

GENERAL RESERVE FUND

2022 Actual	2023 Actual	2024		Account	Description	2025 Requested	2025 Proposed
		Budget	Estimated				
RESOURCES							
\$ 992,514	\$ 996,938	\$ 1,318,745	\$ 1,329,702	016-000-100100	BEGINNING CASH	\$ 1,819,990	\$ 1,819,990
\$ 5,145	\$ 31,022	\$ 8,000	\$ 62,000	016-000-440100	INTEREST INCOME	\$ 55,000	\$ 55,000
\$ 113,800	\$ 328,128	\$ 450,713	\$ 450,713	016-000-440150	TRANSFER FROM GENERAL FUND & 911	\$ 656,357	\$ 656,357
\$ 10,500	\$ 2,625	\$ 5,000	\$ 5,000	016-000-440180	PARK IMPR RESERVE-Land Purchase SDC	\$ 5,000	\$ 5,000
\$ -	\$ 16,414	\$ -	\$ -	016-000-440200	EQUIPMENT & LAND SALES	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	016-000-484000	MISCELLANEOUS	\$ -	\$ -
\$ 1,121,959	\$ 1,375,127	\$ 1,782,458	\$ 1,847,415	TOTAL RESOURCES		\$ 2,536,347	\$ 2,536,347
REQUIREMENTS							
\$ -	\$ -	\$ -	\$ -	016-273-640003	PARK IMPROVEMENTS	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	016-273-640005	POOL IMPROVEMENTS	\$ 80,000	\$ 80,000
\$ -	\$ -	\$ -	\$ -	016-273-641001	CAPITAL EQUIP/ - FIRE/EMS	\$ -	\$ -
\$ 11,550	\$ -	\$ -	\$ -	016-273-641002	CAPITAL EQUIP/ - PARKS	\$ 54,000	\$ 54,000
\$ 2,355	\$ -	\$ -	\$ -	016-273-641004	CAPITAL EQUIP/- POLICE	\$ 17,000	\$ 17,000
\$ 60,000	\$ -	\$ -	\$ -	016-273-641005	CAPITAL - BLDG MAINTENANCE	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	016-273-641006	9-1-1 EQUIP	\$ 2,500	\$ 2,500
\$ -	\$ -	\$ -	\$ -	016-273-641007	CAPITAL - LIBRARY MAINTENANCE	\$ 5,000	\$ 5,000
\$ 51,117	\$ 49,734	\$ 300,000	\$ 27,425	016-273-646100	GENERAL CIP	\$ 300,000	\$ 300,000
\$ 125,022	\$ 49,734	\$ 300,000	\$ 27,425	TOTAL CAPITAL OUTLAY		\$ 458,500	\$ 458,500
\$ -	\$ -	\$ -	\$ -	016-276-750000	RESERVED FOR FUTURE EXPENDITURE	\$ -	\$ -
\$ -	\$ -	\$ 1,482,458	\$ 1,819,990	016-273-765100	UNAPPRO. ENDING FUND BALANCE	\$ 2,077,847	\$ 2,077,847
\$ 125,022	\$ 49,734	\$ 1,782,458	\$ 1,847,415	TOTAL GENERAL RESERVE FUND		\$ 2,536,347	\$ 2,536,347

CHART OF ACCOUNTS - EXPENDITURES

PERSONNEL SERVICES: includes the compensation paid to employees and the employee benefit cost such as social security, medical, and retirement plans. Does not include professional fees.

LINE ITEM #

SALARIES & BENEFITS- Salaries and Benefits paid to Enterprise Funds who are charged from the Public Works internal service fund.	610000
SALARIES- Salaries paid to Regular and Regular Part-Time Employees. All Bargaining Unit Employees are included which includes all employees working between 20-40 hours per week.	610500
SALARIES PART-TIME - Wages paid to any Temporary Full-Time, Part-Time and Regular Special Shift Employees. This will include all employees whose work assignment is limited in duration and/or works a shift schedule which is less than 2,088 hours annually.	610800
OVERTIME- Wages paid for overtime worked.	610900
FICA- City's contribution to the Federal Social Security Plan, in accordance with a rate prescribed by the Social Security Act.	612100
PENSION PLAN (General)- City's contribution to the private retirement plan. Also Retired Employees Medical cost & COBRA cost for medical.	612200
PERS PENSION PLAN (Public)- City's contribution to the PERS. This includes Police and Fire.	612300
UNEMPLOYMENT BENEFIT- City's payment to the State of Oregon on all covered workers.	612500
MEDICAL, DENTAL & VISION INSURANCE- City's contributions (as agreed by labor contract) for employee insurance coverage.	612600
LIFE INSURANCE- City's contribution toward employees life insurance program.	612700
DISABILITY INSURANCE- City's cost of providing long term disability insurance for all employees.	612800
WORKMEN'S COMP - City's cost for "on the job" injury protection insurance.	612900

CONTRACTUAL SERVICES: Includes the expenditures for services performed by firms, individuals or other City departments.

LINE ITEM #

CONSULTANTS- Includes outside advice or service for design, survey, GIS services, inspections or supervision of construction projects. Also includes service to obtain the estimated values on property	621100
LEGAL- Outside legal services from attorneys and legal firms. Also includes all legal settlements.	621200
MEDICAL EXAMS- Doctor fees, laboratory tests, CDL exams, hearing tests, etc.	621300
AUDIT COSTS - Independent audits as required by budget law.	621400
ADMINISTRATIVE FEES GENERAL FUND - Monies to pay for Service from the City of La Grande General Fund	621500
OTHER PROFESSIONAL SERVICES- Services for professional services not classified in other lines such as sign painting, actuarial services and some lab fees and FireMed Services provided by Elgin and	621900
MOVING, TOWING & STORAGE- Includes towing and storage expenses for ticketed vehicles, moving of buildings, furniture and equipment.	622000
POSTAGE- All mailing costs, including United Parcel Service and other freight costs.	622100
TELEPHONE-FAX-INTERNET - Cost for telephone lines for voice and data transmission, and approved cell phones.	622200
ADVERTISING - Includes cost for publishing and advertising legals, elections and budget and job announcements. Also for promotional cost for special programs or activities. May include business recruitment/retention/expansion activities.	622800
ELECTRICITY, GAS, OIL- Includes expenses for gas, oil and electricity for City facilities and pumping stations.	623100
WASTE REMOVAL/JANITORIAL SERV- Includes outside services such as pest control, window washing, custodial services, restroom services for parks, trash and garbage removal from City facilities.	623200
EQUIPMENT MAINT-REPAIR - Includes outside service for maintenance and repair of office equipment, furniture, machinery and equipment, shop and plant equipment, radios, fire extinguishers and tool sharpening.	623400
GROUNDS MAINT - Includes cost for grounds maintenance which are contracted out. This doesn't include cost for supplies associated with grounds maintenance.	623500
COMPUTER SYSTEM MAINT & REPAIR- Includes outside service for maintenance and repair of computers and other equipment related to computer systems.	623800
OTHER MAINTENANCE-REPAIRS - Miscellaneous equipment/tool rental.	623900

CONTRACTUAL SERVICES, CONTINUED**LINE ITEM #**

INS PREMIUM-CLAIMS-DEDUCTIBLE- Fire, auto and liability.	624600
EQUIPMENT RENTAL- Equipment rental or lease which does not result in ownership at the end of the lease term, including copy machines and postage machines, mobile data terminal rent, communication tower rent, Parks & Recreation equipment including lifts & gymnastics equipment Storage Unit Rental	625100
OTHER RENTALS - Rent for Police Dept. office space, PO Box rental.	625900
MOTOR POOL RENTAL - Funds reserved for the purchase of future vehicles.	626000
SUBSCRIPTIONS & MEMBERSHIPS- Includes subscriptions for publications and memberships to organizations for professional growth and development.	628000
TRAINING, TRAVEL, MTG EXPENSE - Includes employee (including Council) expenses incurred to attend schools, short courses, workshops or seminars for professional development directly related to an employee's profession. Employee's expenses include lodging, meals, tuition fees, transportation and expenses related to conducting in-house training, i.e. CPR materials, drill supply instructional supplies, etc. Includes departmental meeting expenses	628100
RECRUITMENT - Includes travel cost for prospective employees to be interviewed. Includes costs such as rooms, meals, transportation, examination fees and notice of examination and background checks. Allowable moving cost for new employees are also charged to this line.	628200
SPECIAL EDUCATION - College tuition.	628410
ANIMAL CONTROL-UNION COUNTY - City's payment to Union County.	628700
ANIMAL RESCUE AND ADOPTION CENTER - Annual payment to Blue Mt. Humane Assoc.	628750
PROFESSIONAL SERVICES & FEES - Includes items not explained in other descriptions such as recording fees, undercover agents' fees, recreational class teachers, ASI Flex, banking and visa fees. Red Cross Safety classes, property taxes on city owned property, etc., elevator and compressor service contracts. Linen services and library program fees.	628800
STREET LIGHTS- Cost to operate street and traffic lights.	628801
NUISANCE ABATEMENT EXP - Costs to resolve nuisances violating City Ordinances.	628802
PROFESSIONAL SVC & FEES ECODV - Urban Renewal ONLY - Includes fees for professional services including materials and services and capital from Economic Development	628803

CONTRACTUAL SERVICES, CONTINUED**LINE ITEM #**

PROFESSIONAL SVC/FEES-PSNL - Urban Renewal ONLY - Includes fees for professional services including personnel from Economic Development	628804
COMPUTER SYS MAINT AGMTS - Contractual agreements for computer hardware or software maintenance.	628805
TOURISM PROMO/FACIL TRT @ 60%	628900
H/M TAX - UNION COUNTY - Monies paid to Union County for their portion of hotel/motel tax.	628910
LIBRARY LITERACY CENTER - Literacy center expenses	629405
GRANTS/GIFTS-LIBRARY	629410
LIBRARY GRANTS	629411
GRANS/GIFTS-POLICE	629420
TREE EXPENSES - Monies expended for the care and purchase of trees and other expenses of Urban Forestry Program.	629428
DEQ AIR QUALITY PROJECT	629429
PARK IMPROVEMENTS - Monies used for general upgrade or grant projects for park facilities.	629431
PLANNING GRANT	629433
TREE DONATION (MEM & SPONSOR)	629439
GRANTS/GIFTS-FIRE	629440
ECONOMIC DEV GRANTS	629442
HEALTH GRANT EXPENSES - grant from CIS for employee wellness programs	629448
STATE FEES - State surcharge on building permits issued by City.	629500

CONTRACTUAL SERVICES, CONTINUED**LINE ITEM #**

RECREATION PROGRAM - Monies used for small grants and recreation programs from donations and monies earned at fundraisers in support of the recreation program.	629551
PARKS PAVILION	629553
MISCELLANEOUS -	629600
ARTS COMMISSION EXPENSES - Expenditure of all funds received by the Arts Commission.	629601
SWIM POOL DONATIONS - Lesson scholarships given and triathlon costs.	629602
PERMIT FEE REFUNDS - Refunds for permits issued by City and also for fees charged by all departments.	629610
REFUND ON FEES	629620
MAX SQUARE PROJECTS	629650
PERMIT FEES - Treatment plant permits (i.e. water quality permit).	629700
FRANCHISE FEES 7% - Revenues collected by City of La Grande Water Division which have been collected from the consumer bill.	629800
FRANCHISE FEES 7% - Revenues collected by City of La Grande Sewer Division which have been collected from the consumer bill.	629850

SUPPLIES AND MATERIALS

LINE ITEM #

<p>AG/HORTICULTURE SUPPLIES - Includes supplies as bulbs, seeds, trees, plant and top soil that are used on parks and public grounds. Any other supplies and chemicals which are used in grounds maintenance. It does not include gardening tools.</p>	<p>631100</p>
<p>CHEMICAL & LAB SUPPLIES - Includes laboratory supplies and chemicals used for testing, diagnostic treatment, or functioning purposes. It also includes chemicals for water purification, foam liquid for firefighting and chemicals for sewage treatment</p>	<p>631200</p>
<p>BOOKS-REFERENCE MATERIALS - Includes books, videos, cd's, dvd's and examination supplies.</p>	<p>631300</p>
<p>OFFICE SUPPLIES- Includes all supplies necessary for operation of an office and some minor software upgrades.</p>	<p>631400</p>
<p>MEDICAL SUPPLIES- Includes medicines, drugs and pharmaceutical supplies and first aid items for line activities and rescue operations.</p>	<p>631600</p>
<p>DEPARTMENTAL SUPPLIES - Includes the purchases and cleaning and repair of protective clothing ammunition supplies and recreational equipment and supplies, employee awards and program expenses uniform purchase, hemming and patch application and repair. Also includes public education equipment and supplies, car seats and helmets for special programs. Banquet costs and wellness program cost.</p>	<p>631700</p>
<p>CITY EVENTS/COMMUNITY RELATIONS - Help community/City events including, chamber banquet holiday open house, crossing the blues, etc....</p>	<p>631800</p>
<p>PROFESSIONAL PRINTING- Includes film, development processing, photocopying, supplies, blue printing and any other cost for reproduction of printed material.</p>	<p>631900</p>
<p>STORM EVENTS</p>	<p>631950</p>
<p>JANITOR-SANITATION SUPPLIES - Includes supplies such as soap, disinfectants, deodorizers, floor polish, towels, rags, brooms, mops, garbage cans, liners, etc....</p>	<p>633100</p>
<p>PAINT - paint for street and roads</p>	<p>633300</p>
<p>FACILITIES REPAIR - Includes materials and services required to maintain and repair buildings and structures, park structures and hardscape materials.</p>	<p>633500</p>
<p>FLEET MAINTENANCE - Includes all parts, materials and labor required in the maintenance and repair of equipment and vehicles.</p>	<p>634100</p>
<p>FUEL - Includes gasoline and diesel.</p>	<p>634300</p>
<p>OFFICE EQUIP & FURNISHINGS - Includes furnishings which do not qualify as Fixed Assets and will not be included in City's fixed asset inventory.</p>	<p>635000</p>
<p>COMPUTER SYSTEM (Software & Hardware)- under \$5,000. Purchase of computers, monitors, key boards, etc. and minor software.</p>	<p>635010</p>

SUPPLIES AND MATERIALS, CONTINUED**LINE ITEM #**

SMALL TOOLS & EQUIPMENT - Includes tools and equipment costing less than \$5,000 per unit and will not be included in City's fixed asset inventory.	635100
STREET SIGNS - Includes repair and replacement of street signs. Also used for installation of new signs.	635600
STREET CLEANING - Routine street cleaning activities.	635720
BOOKS - Books purchased to stock City library for public use.	636100
PERIODICALS - Periodicals purchased to stock City library for public use.	636200
AUDIO-VISUAL MATERIALS & REC - Materials to stock City library for public use.	636300
SYSTEM MAINTENANCE - Routine maintenance of streets, water and sewer systems.	637500
STORM SEWER MAINTENANCE - Routine maintenance of storm sewers.	637600
MISCELLANEOUS	639700
COVID-19 SUPPORT - Loans to local businesses during the COVID-19 pandemic	639702
COVID-19 GRANT REFUNDS - pass through dollars for grants with NEOEDD	639703
COVID-19 EXPENSES - COVID-19 pandemic expenses that were reimbursed with CARES Act dollars.	639704
ARPA FUNDS - American Rescue Act Funds	639705
OPIOID FUNDS - National Opioid Settlement funds	639706
BIKE/PEDESTRIAN PATHS - Maintenance & supplies for use in maintaining Bicycle & Pedestrian paths per ORS 366.514	639705

CAPITAL OUTLAY: Includes purchases of all types of equipment and other minor capital expenditures. These items need to have a useful life of more than one year, cost \$5,000 or more, extends the life of the asset and must be inventoried. These type of expenditures represent an improvement rather than a repair or maintenance cost.

LINE ITEM #

EQUIPMENT & IMPROVEMENTS - Items purchased that will have a useful life of one or more years and will be considered a fixed asset.	640000
EQUIPMENT & IMPROVEMENTS-sewer collection - Engineering and consult fees for major sewer collection projects.	640001
PARK IMPROVEMENTS	640003
FIRE EQ-FEMA GRANT	640005
GREENWAY PROJECT	640007
URA PLAN PROJECTS	640008
ECONOMIC DEVELOPMENT IMPROVEMENT	640009
CHARTER CAPITAL RELATED GRANT	640010
MOTOR VEHICLES & EQUIPMENT - Includes all self-propelled vehicular equipment. Includes cars, fire engines, motorcycles, trucks and attachments.	641000
CAPITAL EQUIPMENT - VEHICLES - FIRE/EMS	641001
CAPITAL EQUIPMENT - VEHICLES - PARKS	641002
CAPITAL EQUIPMENT - POLICE DEPARTMENT (including operations, communications and parking)	641004
CAPITAL EQUIPMENT - BUILDING MAINTENANCE	641005
CAPITAL EQUIPMENT - 9-1-1	641006
CAPITAL EQUIPMENT - LIBRARY	641007
ALL OTHER EQUIPMENT	641600

CAPITAL OUTLAY, CONTINUED**LINE ITEM #**

SEWER TREATMENT SYSTEM REHABILITATION - Cost for rehab work on sewer treatment system. Includes labor, materials and equipment cost.	643100
STORM SEWER REHABILITATION - Cost for rehab work on storm sewer system. Includes labor, materials and equipment cost.	643150
WATER AND SEWER COLLECTION SYSTEM REHABILITATION - Cost for rehab work on sewer collection and water systems. Includes labor, materials and equipment cost.	643200
SERVICE TAPS - Installation of water and sewer taps at property line.	643300
SERVICE REFUNDS - Refunds to property owners for water and sewer taps that are not installed by the City.	643700
STREET IMPROVEMENT - Includes all costs to complete a local improvement district.	643960
WATER LID'S & MAIN EXTENSIONS - Includes all costs to complete a local improvement district.	643970
SEWER LID'S & MAIN EXTENSIONS - Includes all costs to complete a local improvement district.	643980
BUSINESS DEVELOPMENT LOAN PROG	645200
BIKE/PEDESTRIAN PROJECT	645551
SAFE ROUTES TO SCHOOLS	646000
GENERAL FUND CIP - General within the general fund	646100
CMAQ OVERLAY - Air quality capital street improvement in various locations.	646112
TRADED SECTOR - Urban Renewal Use	646123
18th STREET CULVERT REPLACEMENT	646124
IOOF PROJECT	646125
ADAMS AVENUE PROJECT	646128
WHISTLE FREE ZONE	646133

CAPITAL OUTLAY, CONTINUED

LINE ITEM #

ADA GRANT PROJECT-SDWLK RAMPS

646134

STP PROJECT

646135

GENERAL FUND - underlevy project

646136

BONDED DEBT PAYMENTS: Includes all cost related to the payment of principal, interest and paying agent cost for long term obligations of the City.

LINE ITEM #

PRINCIPAL PAYMENTS - Amounts paid to reduce City's outstanding debt.	703001
INTEREST & FEES - Amounts paid for interest because of the City's outstanding debt.	703002
PRINCIPAL PAYMENTS - URA	710001
INTEREST PAYMENTS - URA	710002

INTERFUND TRANSFERS: Transfers of funds from one Fund to another. Includes transfers for services and budgeted transfers of funds from one Fund to another.

LINE ITEM #

ADMIN PERSONNEL SERVICES - Interfund transfers for administration services or other personnel services reimbursements to other funds.	729900
TRANSFERS TO OTHER FUNDS- 001-100-729902 - Transfer to Gen Reserve Fund 004-162-729902 - Transfer to Street & Road Fund 007-151-729902 - Transfer- Debt Payment 007-165-729902 - Transfer to Street & Road Fund	729902
TRANSFER TO GF-RIDGE TREES 005-163-729904- Grants and Donations Ridge Tree	729904
TRANSFER TO GENERAL FUND 005-163-729905 - Grants and Donations Fire FEMA Grant	729905
TRANSFER TO SWR CONSTRUCTION	729906
TRANSFER TO WATER RESERVES	729909
TRANSFER TO STREET RESERVES	729911
TRANSFER TO STREET RESERVE from Street & Road to Street Reserve	729914
TRANSFER TO GENERAL RESERVE/STREET RESERVE 001-100-729922 - Transfer to Reserve Fund 013-272-729922 - Transfer to General Reserve	729922
TRANSFER TO STREET RESERVES	729923
TRANSFER TO BUILDING RESERVES	729924
TRANSFER TO STORM FEE FUND	729935

OTHER

LINE ITEM #

CONTINGENCY - Monies used as a saving if needed. Must have approval to spend.

740100

RESERVE FOR FUTURE EXPENDITURE - Funds to be saved for use in a future fiscal year

750000

UNAPPR ENDING FUND BALANCE - Amounts not appropriated to spend. Carried forward to the following year as cash on hand.

765100

CITY OF LAGRANDE

ACTIVE	REVENUES	REVENUE DESCRIPTION
401000	FUND BALANCE	Net Position, difference between assets, liabilities, deferred outflows/inflows
412100	CURRENT PROPERTY TAXES	Revenues received from Union County for the Current FY
412200	DELINQUENT PROPERTY TAXES	Revenues received from Union County
412300	HOTEL/MOTEL TAXES	City's portion of Transient Room Tax monies collected from hotels/motels
412301	HOTEL/MOTEL TAXES - COUNTY	County portion of Transient Room Tax monies collected from hotels/motels - Pass through money
420100	FRANCHISE ELECTRIC	Franchise Fees
420200	FRANCHISE TELEPHONE	Franchise Fees
420300	FRANHISE GAS @	Franchise Fees
420400	FRANCHISE GARBAGE	Franchise Fees
420500	FRANCHISE CABLE T.V.	Franchise Fees
420800	FRANCHISE WATER	Franchise Fees
420900	FRANCHISE SEWER FEE	Franchise Fees
430100	LICENSES	Fees for transient merchant license, liquor license, taxi and social gaming etc.
430105	ROW LICENSE FEES, ELEC & GAS, WASTE	Fees collected for utilities in ROW per Ordinance 3245
430200	PARKING PERMITS	Fees for parking permits issued
430300	BUILDING PERMITS - CITY	Fees for City Building permits
430400	BUILDING PERMITS - COUNTY	Fees for County Building permits
430410	ELECTRICAL PERMITS	Fees for Electrical permits
430420	PLANNING FEES	Fees for zoning , land use, lot line adj. ROW and any other planning permits issued.
440100	INTEREST INCOME	Interest received from all bank accounts producing any interest revenue
440150	TRANSFERS FROM GENERAL FUND	Capital improvement General Reserves for various budgeted items
440180	RESERVED FOR PARK PURCHASE	SDC monies for Park Purchases
440185	POOL MAINTENANCE	Annually reserved money for capital improvements
450100	STATE LIQUOR TAX REVENUE	Tax revenue from the sale of liquor - State Revenue
450200	STATE CIGARETTE TAX REVENUE	Tax revenue from the sale of tobacco - State Revenue
450300	STATE HIGHWAY TAX	Dedicated revenue from State Gas Tax
450500	STATE REVENUE SHARING REVENUE	Tax revenue from the State of Oregon
451000	LIBRARY GRANTS	General support and miscellaneous grants
451150	BIRNIE PARK GRANT	Funds from OR Dept of Forestry - Grant
451200	PARKS GRANT/IMPROVEMENTS	General grants and donations (005)
451230	LIBRARY SUPPORT FROM UNION COUNTY	Support received from Union County
452400	MISCELLANEOUS REVENUE	Building Division Only - Monies received that are not for a permit
452620	PLANNING GRANTS	Monies received for grants (005)
452630	UR FORESTRY GRANTS-DONATIONS	Donations and small grants in support of the Urban Forestry Program, including bond money from contractors for future tree planting in new developments.
452635	DEQ AIR QUALITY GRANT	Grant revenue for educating the public and improving the air quality
452640	ECONOMIC DEVELOPMENT GRANT	Monies received for grants (005)
470100	FINES & COURT FEES	Revenue from municipal court citations and our share of County collections
470150	PARKING FINES	Revenue from parking tickets
470170	POLICE DISPATCH SERVICES	Revenues from copies, warrant fees and Public records fees and other agencies
480200	REIMBURSEMENTS & REFUNDS	Revenue from rebates, refunds, insurance claims, employee jury duty pay, conference refunds, retiree Ins. premiums, per diem returns, wage reimbursements
480300	LIBRARY SERVICES	Collection of library book fines, book replacements, copies etc.
480310	COMMUNITY ROOM FEES	Revenue from community room rental
480350	POLICE SERVICES	Tow fees, restitution and other service provided
480351	POLICE GRANT REVENUE	Grant money received for Police Department
480400	FIRE SERVICES	Report fees, fire protection agreements, burn permits, traffic school, EMS on call services, fire code
480455	AMBULANCE COLLECTIONS	Ground ambulance service

CITY OF LAGRANDE

ACTIVE	REVENUES	REVENUE DESCRIPTION
480456	AIRLINK MEDIC ONE COLLECTIONS	Ground ambulance transport membership program
480459	EMS SERVICES	Contracted ambulance standby and special event services
480500	PARKS REVENUES	Revenue for park facility uses
480501	RECREATION PROGRAM	Revenue for recreation services
480502	JOBS PLUS REVENUE	Revenue as a result of an agreement with Jobs Plus
480610	LIBRARY DONATIONS	Citizen donations, book sales, fundraisers (005)
480612	LIBRARY LITERACY CENTER	Literacy center donations (005)
480800	NUISANCE ABATEMENTS	Revenue from abatement of a nuisance per City Ordinance
480900	AQUATIC SERVICES	Revenue from Aquatics facility
480905	URBAN FORESTRY SVCS & PERMITS	Revenue from Urban Forestry Permits and Services
481000	WATER RENTS	Revenue from water billings
481100	SEWER SERVICE CHARGES	Revenue from sewer billings
481800	WATER TAPS	Revenue from the installations of water taps
481900	WATER TURN ON CHARGE	Revenue from new account sign on's
481900	SEWER TAPS	Revenue from installation on sewer taps (007)
481950	PENALTY AND OTHER FEES	NSF, Late, delinquent, penalty for turning on own water and after hour call out. (004)
481975	ASSESSMENT CONNECTION FEES	Connection Fees associated with water and sewer
482000	SERVICES AND MATERIALS	Operational and maintenance costs
482200	SEPTIC TANK HAULERS FEE	Revenue from septic haulers dumping at WWTP
482400	ISASD USER CHARGE	Revenue generated from treatment of Island City's sewer
483350	FUEL SALES	Revenue from various departments for reimbursement to Motor Pool for fuel usage
483530	PRINCIPAL PAYMENTS REVENUE	Principal payment from LID loan program
483531	INTEREST PAYMENT REVENUE	Interest payment from LID loan program
483555	GEKELER PROJECT	
483558	SAFE ROUTES TO SCHOOL GRANT	Capital improvement for placing sidewalks around Central School
483800	MOTOR POOL-OPERATIONS -MAINT CHGS	Reimbursement from other departments for Operations and Maintenance of Motor Fleet
483900	MOTOR POOL - REPLACEMENT CHARGES	Vehicle and equipment charges to other departments for vehicle reserves/purchases
484000	MISCELLANEOUS	Copy, map fees, penalty fees and all other revenue that does not fall into another category
484011	POLICE GRANTS	Revenues from grants
484020	FIRE GRANTS-DONATIONS	General Fire Department donations
484021	FIRE - FEMA - GRANT	Revenues from FEMA grants
484025	RECREATION PROGRAMS	Small grants, donations and monies earned at fundraisers in support of the recreation program
484030	HEALTH PROGRAM GRANTS	Revenues from CIS for employee health programs
484116	BIKE-PEDESTRIAN PROJECTS	Capital improvement of bike and pedestrian paths when funding is available.
484118	CMAQ OVERLAY	State monies for streets that are currently gravel
484127	BEAVER CREEK FISH PROJECT	Grants from several resources for this project
484133	ADA Grant	Possible ODOT Grant for Curb cuts
484134	STP Project	Safety Sign Project on Cove Avenue
484402	ART COMMISSION COLLECTION	Revenues received for the Art Commission from grants, fundraisers and donations
484403	SWIM POOL DONATIONS	Revenues including fundraisers and small grants and donations
484411	CHARTER CAPITAL RELATED GRANT	Donation from Charter for specific purchases
484500	9-1-1 REIMBURSEMENT	Funding received from Union County for dedicated 911 services
484550	STREET UTILITY FEE	Street User Fee billing revenue for major road maintenance
484551	STORM UTILITY FEE	Revenues from Utility Bills for storm events and storm impacts reduction measures
490300	LABOR	Internal Service fund money from other funds in PW for labor
490400	ADMINISTRATION & OVERHEAD	Transfer In for General fund department/employee services provided in other funds
490401	TRANSFER FROM URA - PSNL-CDD	Reimbursement for cost associated with personnel in Economic Development that are related to URA
490402	ECONOMIC DEVELOPMENT MATERIALS/SVCS	Reimbursement for actual costs for materials and Services in Eco Devo that are related to URA

CITY OF LAGRANDE

ACTIVE	REVENUES	REVENUE DESCRIPTION
490403	ADMIN & OVERHEAD URA	Reimbursement for Admin & overhead costs
490410	R-O-W TREE MAINTENANCE	Tree Maintenance reimbursement for services provided
490650	BUILDING - LAND RENT	Revenue from rental of building or land
490660	TRANSFER IN FROM GENERAL RESERVE	Money set aside from General Fund
490670	TRANSFER IN FROM SEWER FUND	Revenue to pay Sewer Debt
490674	TRANSFER IN FROM SEWER TREATMENT	Monies to fund projects
490675	TRANSFER IN FROM SEWER COLLECTION	Monies to fund projects
490680	TRANSFER IN FROM STREET MAINTENANCE	Project Funding
490682	TRANSFER IN FROM GENERAL FUND-WF Zone	Money for Whistle Free Zone
490682	TRANSFER IN FROM GENERAL FUND	Reimbursement for Whistle Free Zone
490683	TRANSFER IN FROM BUILDING INSPECTIONS	Transfer in from Building Inspection for Capital purchases
490683	TRANSFER IN FROM BUILDING INSPECTIONS	For future Capital purchases
490684	TRANSFER IN FROM 003 FOR WHISTLE FREE ZONE	Transfer in from Street & Road for Whistle Free zone
490684	TRANSFER IN FROM STREET & ROAD	Reimbursement for Whistle Free Zone
490685	TRANSFER IN FROM SEWER COLLECTION	Project Funding
490686	TRANSFER FROM SEWER COLLECTION	Contributions for Storm Sewer Rehab
490688	TRANSFER FROM WATER	Project Funding
490689	TRANSFER IN FROM STORM UTILITY	Project Funding
490690	TRANSFER IN FROM WATER	Reimbursement for work associated from water department projects
490691	TRANSFER IN FROM SEWER	Reimbursement for work associated from water department projects