



ADOPTED BUDGET

Fiscal Year 2019-20

**Adopted by LOC Board
June 14, 2019**



General Fund

PROFILE:

The General Fund is the League's main fund – the primary source of revenue and expenditures. Within the General Fund revenue is received from a variety of sources, including, but not limited to, the following: affiliate reimbursements; member dues; partnership contracts; conference profits; and sponsorships or business partners. Expenditures from the General Fund are made from 8 Divisions of the League: Administration & Member Services; Training; Conferences; Communications & Marketing; Board of Directors; Technical, Equipment, Furniture; Intergovernmental Relations; and Legal Research. General Fund revenue is also used to support the League's additional Funds: Auto Fund; Building & Equipment Fund; Special Projects Fund.

REVENUES

– Beginning Cash Balance

\$3,663,536. The current estimated beginning cash balance for FY2019-20.

22-4290 – Interest Income

\$65,000. Income accrues primarily from funds held in the Local Government Investment Pool.

22-4050 – Dues from Member Cities

\$1,853,382. Board approved 3% increase in dues for FY2019-20.

22-4054 – Revenue from Business Partners

\$37,500. Approximately 75 Business Partners pay various amounts depending on their level of participation.

22-4102 – 22-4114 – Affiliates

\$61,100. The following affiliate organizations reimburse the League for staff time spent on their newsletters, mailings, conferences, member data, accounting, and board meetings:

Oregon City/County Management Assn. (OCCMA)	\$30,000
Oregon Mayors Association (OMA)	\$20,000
Oregon City Attorneys Association (OCAA)	\$6,000
Oregon City Planning Directors Assn. (OCPDA)	\$1,600
Oregon Municipal Electric Utilities (OMEU)	\$3,500

22-4117 – Employee Benefits Services (EBS) Administration

\$26,500. This line item is used to record compensation from CIS to LOC for various costs incurred for EBS. This number is determined by the CIS Board at their annual meeting.

22-4120 – Citycounty Insurance Services (CIS) Administration

\$1,085,000. The administrative fee received from CIS reflects the institutional fee for affiliation value as a sponsoring organization.

22-4255 – Lease Space

\$9,000. This amount reflects anticipated rent that LOC will receive from building lease space from the Building Trust. This amount fluctuates based on occupancy.

22-4261 – Web and Local Focus Advertising and Subscriptions

\$18,000. This amount estimates revenues received from display ads and job ads in the *Local Focus* magazine and on the LOC website.

22-4267 – American Legal Publishing

\$2,500. This amount includes anticipated revenues from ordinance codification and compilation through a contract with American Legal Publishing Corp. (LOC receives 10% of each project).

30-4411 – National Purchasing Partners (NPP)

\$15,000. The League partners with National Purchasing Partners to provide cities with competitive price agreements on many items through the collective purchasing power of thousands of members nationwide. LOC receives a percentage of the administration fee charged to vendors.

30-4416 – CIS City Training Grant

\$92,949. The League has an agreement (beginning in 2008-09) to receive compensation from Citycounty Insurance Services to support LOC's enhanced training effort.

30-4419 – Web Services

\$3,000. LOC hosts websites for several cities as well as websites and listservs for some LOC affiliate groups.

30-4510 – Classes

\$12,000. In-person classes are one component of the League's training program. Workshops are designed to meet ongoing training needs for city officials and other partners. The budgeted amount includes registration income for the various regional and in-house workshops. Revenues and expenditures are correlated such that the training revenues indicated in the budget will reflect a corresponding expense. If the regional offerings do not generate sufficient registrations, classes are cancelled. These class numbers have declined over the last few years for many reasons, including expansion of other League training opportunities such as webinars.

31-4900 – Uniform Traffic Citations

\$40,000. This money is from the sale of city/county traffic citations. LOC orders citations in bulk, saving local governments approximately 20 percent. The expenditure side of this line item indicates costs for production and mailing. Over time this will continue to decrease as more agencies move to electronic tickets.

33-4700 – Annual Conference Registration

\$165,000. Anticipated conference attendance.

33-4702 – Annual Conference Training Workshops

\$20,500. This amount reflects income from a special training workshop during the conference for which there is an additional fee.

33-4705 – Annual Conference Exhibits

\$42,000. This amount reflects income from exhibit booth rentals.

33-4708 – Annual Conference Affiliate Workshops

\$13,500. This amount is collected on behalf of LOC affiliate groups that sponsor pre-conference training workshops (Oregon Mayors Assn. and Oregon City/County Management Assn.). We then reimburse each affiliate. The affiliates pay for workshop speakers and other expenses.

33-4711 – Conference Sponsors

\$85,000. Conference sponsorships have been a significant source of financial support to help defray conference costs.

33-4714 – Spring Conference

\$35,000. Recognizing the members' desire to have additional training opportunities, and the need for the League to develop non-dues revenue sources, a popup conference to be held in the Spring of 2012 is tentatively planned. The conference will not be of the magnitude of the annual conference – rather it will be smaller in scale.

50-4714 – STP Apportionment

\$168,000. This reflects a 1 percent STP (MAP 21) allocation to LOC.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
Income							
22 4000 Revenue							
22 4050 Dues from Member Cities	1,655,378	1,727,174	1,799,982	1,799,982	1,853,382	1,853,382	1,853,382
22 4053 Dues/ Asso Subs Supporters	68,740	30,000	27,500	27,500	28,000	28,000	28,000
22 4054 Dues/ Asso Business Partners	-	40,200	36,000	27,850	37,500	37,500	37,500
22 4102 Affiliates OCCMA	23,308	23,021	25,000	25,000	30,000	30,000	30,000
22 4105 Affiliates OMA	15,742	25,377	20,000	18,000	20,000	20,000	20,000
22 4108 Affiliates OCAA	3,741	5,342	6,000	6,000	6,000	6,000	6,000
22 4111 Affiliates OCPDA	940	833	1,600	300	1,600	1,600	1,600
22 4114 Affiliates OMEU	4,603	2,774	3,500	3,500	3,500	3,500	3,500
22 4117 EBS Administration	22,842	23,242	25,441	25,014	26,500	26,500	26,500
22 4120 CIS Administration	984,753	1,010,061	1,049,454	1,049,454	1,085,000	1,085,000	1,085,000
22 4255 Rent/Lease Space	8,333	8,815	9,000	8,900	9,000	9,000	9,000
22 4258 Miscellaneous Income	5,374	(3,773)	1,000	8,650	1,000	1,000	1,000
22 4261 Web/NL Ads/Subscriptions	22,265	25,594	18,000	23,500	18,000	18,000	18,000
22 4264 Publications	120	120	150	5,739	150	150	150
22 4265 Utility Service Partners	-	-	6,600	-	-	-	-
22 4267 American Legal Reviews	2,285	2,616	2,500	2,800	2,500	2,500	2,500
22 4290 Interest Income	48,743	89,527	45,119	103,500	65,000	65,000	65,000
Total 22 4000 Revenue	2,867,167	3,010,923	3,076,846	3,135,689	3,187,132	3,187,132	3,187,132
30 4400 Member Services							
30 4411 Purchasing Partners	17,105	24,295	15,000	16,000	15,000	15,000	15,000
30 4416 CIS City Asst/Training	84,678	86,855	90,242	90,242	92,949	92,949	92,949
30 4419 Web Services Program	6,470	3,000	4,600	4,500	3,000	3,000	3,000
30 4510 Classes	26,184	36,291	12,000	1,000	12,000	12,000	12,000
Total 30 4400 Member Services	134,438	150,440	121,842	111,742	122,949	122,949	122,949
31 4900 Uniform Traffic Citations							
31 4901 Uniform Traffic Citations Revenue	58,228	55,506	40,000	40,000	40,000	40,000	40,000
Total 31 4900 Uniform Traffic Citations	58,228	55,506	40,000	40,000	40,000	40,000	40,000
33 4700 Conferences							
33 4701 Registration Income	153,370	183,335	175,000	161,455	165,000	165,000	165,000
33 4702 Training Workshops	10,640	15,035	10,500	19,275	20,500	20,500	20,500
33 4705 Exhibitors	44,100	45,075	37,500	40,850	42,000	42,000	42,000
33 4708 Affiliate Workshop	18,705	14,510	14,000	12,960	13,500	13,500	13,500
33 4711 Conference Sponsors	65,500	75,250	75,000	142,000	85,000	85,000	85,000
33 4714 Spring Conference			75,000	35,000	35,000	35,000	35,000
Total 33 4700 Conferences	292,315	333,205	387,000	411,540	361,000	361,000	361,000
50 4700 Transportation Income							
50 4714 STP Apportionment	163,309	205,785	168,000	163,769	168,000	168,000	168,000
Total 50 4700 Transportation Income	163,309	205,785	168,000	163,769	168,000	168,000	168,000
70 4800 Special Programs							
70 4823 LGPI Dues	-	-	125,000	136,723	143,500	143,500	143,500
70 4826 LGPI Contracted Billable Hours	-	-	250,000	250,000	-	-	-
70 4830 LGPI Arbit/Hearing	-	-	-	-	2,000	2,000	2,000
70 4832 LGPI HR/Class & Comp	-	-	-	-	165,000	165,000	165,000

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
70 4834 LGPI Investigations	-	-	-	-	4,000	4,000	4,000
70 4836 LGPI Recruitment	-	-	-	-	4,000	4,000	4,000
70 4838 LGPI Labor Relations	-	-	-	-	185,000	185,000	185,000
70 4840 LGPI Travel Consulting	-	-	-	-	6,000	6,000	6,000
70 4845 LGPI Conference Revenue	-	-	-	12,721	-	-	-
Total 70 4826 LGPI Contracted Billable Hours	-	0	375,000	399,444	509,500	509,500	509,500
70 4829 Housing Tech Assist Grant Prg	-	40,132	150,000	30	-	-	-
Total 70 4800 Programs	-	40,132	525,000	399,474	509,500	509,500	509,500
Total Income	3,515,458	3,795,991	4,318,688	4,262,214	4,388,581	4,388,581	4,388,581
Gross Profit	3,515,458	3,795,991	4,318,688	4,262,214	4,388,581	4,388,581	4,388,581

MEMBER & ADMINISTRATIVE SERVICES

PROFILE:

The Member and Administrative Services Division (MASD) includes 8.0 FTE. This division supports the internal operations of the LOC including information technology, accounting, payroll, purchasing, facilities management and general administrative support. Additionally, the Division provides a variety of information, education, and group benefit services to elected officials and city staff throughout Oregon. This Division is responsible for the LOC's training program, conference planning, and supporting affiliate organizations. .

Personnel Levels:

1 – Executive Director
1 – Operations Director
1 – Program Manager
2- Project Coordinator
1 – Accountant
1 – Administrative Specialist
1 – Administrative Assistant

Operating Expenditures:

XX-XXXX - Equal Pay Act - Salary

\$290,000. Potential Salary adjustment needed.

XX-XXXX - Equal Pay Act - PERS

\$64,500. Potential Employer contribution

XX-XXXX - Equal Pay Act - Payroll Tax

\$24,000. Potential Employer payroll tax

24-5510 – Payroll Expense

\$7,000. Third party services used to process payroll.

24-5512 – Staff Development

\$15,000. Covers staff lunch meetings, department manager retreats, staff recognition, miscellaneous professional development and software training courses. In addition, special project-based meeting requirements are budgeted in this line item.

\$6,000	Social Committee
\$2,000	Managers Retreat
\$4,000	Quarterly Off-Site Staff Meetings
\$3,000	Miscellaneous

24-5515 – Staff Professional Membership

\$3,000. Includes the following:

\$90	OCCMA Membership (Operations Director)
\$370	OCCMA Membership (Executive Director)
\$600	ELGL All-In Membership
\$90	ICMA Membership (Operations Director)
\$1,325	ICMA Membership (Executive Director)
\$100	OGFOA Membership (Accountant)
\$325	Meeting Professionals International (Program Manager)
\$100	Society of Government Meeting Planners (Program Manager)

24-5626 – Small Cities Network Program

\$7,500. Covers travel and other expenses associated with the Small Cities Network Program.

24-6106 – Contract Services

\$12,500. Includes contracting for special projects, as well as for ongoing accounting consultation/review.

24-6211 – Postage

\$8,500. This figure reflects postage costs for general mailings not associated to a specific fund.

24-6216 – Office Supplies

\$10,000. This line item covers the bulk of supplies needed for office operations.

24-6219 – Books/Publications

\$1,000. Annual subscription to Oregonian and Statesman Journal and additional resource manuals as needed.

24-6225 – Copier

\$16,000. Includes monthly lease/maintenance fees and copy charges for the LOC copy machine.

24-6301 – Conferences and Workshops

\$40,000. Includes registration, airfare, lodging, meals and miscellaneous expenses to send staff to the following conferences:

Executive Director

\$2,500	NLC City Summit (Fall 2019)
\$3,000	NLC Congressional Cities Conference (Winter 2020)
\$3,000	NLC President's Fly-In (Winter 2020)
\$2,500	NLC State League Directors Conference (Summer 2019)
\$1,000	OCCMA Summer Conference (Summer 2019)
\$1,500	Additional Training Opportunities

Operations Director

\$3,000 ICMA Annual Conference (Fall 2019)
\$3,000 ELGL Annual Conference (Spring 2020)
\$5,000 Additional Training Opportunities

Accountant

\$2,500 NLC State League Staff Conference (Summer 2019)
\$2,500 GFOA Annual Conference (Spring 2020)
\$1,000 OGFOA Annual Conference (Fall 2019)

Program Manager

\$3,000 SGMP Annual Conference (Spring 2020)
\$3,000 Additional Training Opportunities

Miscellaneous

\$4,500

24-6304 – Travel, In-State

\$25,000. Covers mileage reimbursement according to the LOC Personnel Manual policies, or rental car, lodging, meals and other expenses for staff travel for meetings, trainings and other required in-state travel for all employees.

24-6405 – Telephone

\$12,000. Includes long-distance service and minor repairs/changes to the phone system hardware and software.

24-6406 – National League of Cities (NLC) Membership

\$25,000. LOC's annual dues for membership in the National League of Cities.

24-6409 – Memberships/Sponsorships of Other Organizations

\$22,500. This category identifies memberships (other than NLC, which is funded separately) and sponsorships that have been specifically identified in the budget approval process. In addition, funding is provided to take advantage of opportunities to sponsor or participate in events that will enhance the LOC's visibility or participation in issues of importance to cities. In evaluating whether to provide funding as a sponsor of an event, the following factors should be considered, though an event need not reflect all four criteria to be funded:

1. Nexus of the event to the advancement of goals established in the LOC's strategic plan.
2. General educational benefit to cities without duplicating existing LOC educational efforts
3. Sponsorship should not be of events organized by a private company unless the nature of the event will draw significant participation from the public sector and is recognized as being significant in the development of awareness of or approaches to issues of direct importance to cities.
4. The event should be a statewide event or a significant regional event drawing substantial participation from state, county and city officials.

Specific memberships and sponsorships funded for the current budget year are:

\$1,000	CIS Annual Conference
\$1,000	Western Municipal Association
\$500	Oregon Assn. of Municipal Recordors
\$500	Oregon Association of Water Utilities
\$2,000	Oregon Coastal Caucus Oregon Coastal Economic Summit
\$1,000	State and Local Legal Center
\$4,000	ELGL
\$2,500	Pacific NW Economic Region
\$10,000	Miscellaneous

24-6516 – Maintenance, Local Government Center

\$125,000. This amount includes expenses related to the Local Government Center building such as utility charges, janitorial services, reserve fund, and maintenance of the building, parking lots and adjacent Trust-owned apartment complex.

24-6519 – Repair and Maintenance Auto

\$2,000. Routine annual maintenance of company vehicles.

24-6632 – Audit

\$26,000. This amount will cover the annual financial audit of the LOC's funds to ensure compliance with Oregon Budget Law.

24-6635 – Insurance

\$5,750. Annual premium for property and liability insurance.

24-6700 – Miscellaneous

\$3,300. This amount covers miscellaneous expenses.

31-6900 – Uniform Traffic Citations

\$40,000. This amount reflects expenses for the production and mailing of city and county traffic citations. LOC realizes a small net profit from the sale of these citations to cities and counties.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
Expenses							
24 5000 Administration							
24 5001 Administration Payroll							
XX XXXX Equal Pay Act - Salary adj.		-	-	-	290,000	290,000	290,000
XX XXXX Equal Pay Act - PERS		-	-	-	64,500	64,500	64,500
XX XXXX Equal Pay Act - PR tax		-	-	-	24,000	24,000	24,000
24 5002 Full Time Employees	294,406	281,515	570,000	559,862	640,000	640,000	640,000
24 5004 Part-Time Employees	8,960	-	10,000	-	10,000	10,000	10,000
24 5007 Payroll Tax Federal	24,458	18,324	49,375	37,027	48,500	48,500	48,500
24 5008 Payroll Tax State	223	585	670	1,500	600	600	600
24 5010 Overtime	-	-	13,000	20,000	15,000	15,000	15,000
24 5011 PERS Contribution	29,272	22,201	89,000	68,716	142,000	142,000	142,000
24 5012 PERS Pick-Up	25,582	3,459	37,850	25,441	0	0	0
24 5020 Workers Compensation	455	1,297	2,865	2,500	3,000	3,000	3,000
24 5030 Employee Benefits	42,117	24,244	118,500	87,991	120,000	120,000	120,000
Total 24 5001 Administration Payroll	425,472	351,625	891,260	803,037	1,357,600	1,357,600	1,357,600
24 5510 Payroll Expense	-	405	7,000	8,000	7,000	7,000	7,000
24 5512 Staff Training	1,815	5,679	15,000	8,000	15,000	15,000	15,000
24 5515 Membership/Dues	410	143	3,000	2,000	3,000	3,000	3,000
24 5519 Internal Recruiting	2,320	481	1,000	300	1,000	1,000	1,000
24 5626 Small City Program		12,301	7,500	6,000	7,500	7,500	7,500
24 6106 Contract Services	12,271	28	12,500	8,000	12,500	12,500	12,500
24 6150 Bank Fees	12	1,489	300	2,000	2,000	2,000	2,000
24 6211 Postage	5,240	5,546	8,500	6,000	8,500	8,500	8,500
24 6216 Supplies	7,564	10,027	10,000	1,000	10,000	10,000	10,000
24 6219 Books/Publications	572	558	1,000	1,400	1,000	1,000	1,000
24 6225 Printing	14,614	9,128	16,000	16,000	16,000	16,000	16,000
24 6301 Conferences & Workshops	8,724	18,296	42,700	40,000	40,000	40,000	40,000
24 6304 Staff Travel/ In-State	7,901	5,690	50,000	15,000	25,000	25,000	25,000
24 6405 Telephone	6,897	6,542	7,500	5,500	12,000	12,000	12,000
24 6406 NLC Membership	23,945	23,945	25,000	24,520	25,000	25,000	25,000
24 6408 Cell Phones	604	810	4,000	2,500	6,000	6,000	6,000
24 6409 Membership/Sponsor	6,034	6,587	17,000	17,000	22,500	22,500	22,500
24 6411 Conference Calls	1,786	2,055	2,000	2,000	2,000	2,000	2,000
24 6516 Maintenance - Local Gov Center	87,918	86,546	90,000	90,000	125,000	125,000	125,000
24 6519 Repair & Maintenance - Auto	468	340	2,000	250	2,000	2,000	2,000
24 6632 Audit	23,125	24,210	25,000	25,495	26,000	26,000	26,000
24 6635 Insurance	5,418	5,425	5,750	5,572	5,750	5,750	5,750
24 6700 Miscellaneous	134,030	7,056	3,300	400	3,300	3,300	3,300
Total 24 5000 Administration	777,138	584,913	1,247,310	1,089,974	1,735,650	1,735,650	1,735,650

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
30 5000 Members Service							
30 5001 Member Service Payroll		-	-	-	-	-	-
30 5002 Full Time Employees	321,618	316,791	-	-	-	-	-
30 5004 Part-Time Employees	600	-	-	-	-	-	-
30 5007 Payroll Tax Federal	25,537	19,512	-	-	-	-	-
30 5008 Payroll Tax State	265	781	-	-	-	-	-
30 5011 PERS Contribution	35,154	45,755	-	-	-	-	-
30 5012 PERS Pick-Up	14,092	9,906	-	-	-	-	-
30 5020 Workers Compensation	814	1,236	-	-	-	-	-
30 5030 Employee Benefits	27,926	32,621	-	-	-	-	-
Total 30 5001 Member Service Payroll	426,006	426,602	-	-	-	-	-
30 5512 Staff Training		745	-	-	-	-	-
30 5620 Travel	322	275	-	-	-	-	-
30 5626 Small Cities Program	270	2,929	-	-	-	-	-
30 5910 Conferences/Workshops	2,107	2,057	-	-	-	-	-
30 6211 Postage		-	-	-	-	-	-
30 6222 Printing	4,645	-	-	-	-	-	-
30 6408 Cell Phone	1,504	1,460	-	-	-	-	-
30 6700 Miscellaneous	18	-	-	-	-	-	-
Total 30 5000 Members Service	434,872	434,067	-	-	-	-	-
31 6900 Uniform Traffic Citation							
31 6901 Uniform Traffic Citation Expense	52,942	49,723	40,000	40,000	40,000	40,000	40,000
Total 31 6900 Uniform Traffic Citation	52,942	49,723	40,000	40,000	40,000	40,000	40,000

BOARD OF DIRECTORS

PROFILE:

This division covers expenses related to the LOC's Board of Directors, including conducting meetings and sending board members to conferences.

Operating Expenditures:

25-5620 – Board Travel

\$12,000. This amount provides for reimbursement of mileage to board members for travel to board meetings, based on the IRS's standard mileage rate.

25-5623 – Board Meetings

\$28,000. This amount covers associated costs (overnight accommodations and meals) for board members and staff to attend five board meetings. In addition, it covers the cost of the venue, if hosted offsite. The meetings included below beginning in 2020 are tentatively scheduled for these locations, but are subject to change based on the board president's schedule.

\$8,000	Board meeting on September 25, 2019 in Bend in conjunction with the LOC's Annual Conference. This meeting includes a joint dinner with the OMA Board of Directors, OCCMA Board of Directors and LOC staff following the meeting.
\$4,500	Board meeting on December 6, 2019 in Salem.
\$4,500	Board meeting in February of 2020 in Salem.
\$4,500	Board meeting in April of 2020 in Salem.
\$6,500	Board meeting in June of 2020 in Cottage Grove (or location at the discretion of the LOC President).

25-5910 – Conferences and Workshops

\$15,000. This amount covers expenses to send the president and other board members to various conferences.

President

\$2,500	NLC City Summit (Fall 2019)
\$3,000	NLC Congressional Cities Conference (Winter 2020)
\$3,000	NLC President's Fly-In (Winter 2020)

Miscellaneous

\$6,500

25-6700 – Miscellaneous

\$1,000. This amount includes materials, printing and postage for meeting packets.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
25 5000 Board							
25 5620 Travel	2,950	9,469	12,000	8,000	12,000	12,000	12,000
25 5623 Board Meetings	12,966	18,899	23,900	24,000	28,000	28,000	28,000
25 5910 Conferences/Workshops	9,592	(2,414)	15,200	6,000	15,000	15,000	15,000
25 6700 Miscellaneous	1,471	408	1,000	500	1,000	1,000	1,000
Total 25 5000 Board	26,979	26,363	52,100	38,500	56,000	56,000	56,000

TECHNICAL, EQUIPMENT, FURNITURE

PROFILE:

The League's operational IT, general equipment, and furniture costs are accounted for in this division. IT support is provided by contract with outside vendors. Sophicity provides support for the League's operating needs. ATS provides support for the League's database. Additional vendors provide the products and support for LOC-Data and the property tax website. Funds are provided for additional support for operations and planning. Replacement of major systems are funded in the Building/Equipment Fund, as are software purchases that are not made on an annual basis.

Operating Expenditures:

26-6106 – Contract Services

\$100,000. This item covers many IT support and other functions.

\$15,000	ATS Services (ongoing iMIS support)
\$5,000	Socrata for LOC-Data
\$50,000	Oregon School Boards Association (OSBA) for IT support
\$30,000	Miscellaneous

26-6808 – Building Technology and Internet

\$7,600. Cost of internet access for the LOC.

\$2,400	Internet line #1 (CenturyLink)
\$2,400	Internet line #2 (Comcast)
\$1,600	Antivirus software
\$1,200	Miscellaneous

26-8105 – Computer Hardware

\$25,000. Covers planned replacements of desktop computers, laptops, surfaces and small printers on a three- to four-year cycle.

26-8108 – Furniture & Equipment

\$10,000. Office furniture and equipment.

26-8115 – Computer Software

\$35,000. This item is for new software purchases and any renewals anticipated for the coming year. This includes QuickBooks, Accela, Office 365, Qualtrics, Adobe Suite, and others.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
26 5000 Technology							
26 5512 Staff Training	3,202	-	7,000	-	-	-	-
26 6106 Contract Services	50,632	56,652	100,000	100,000	100,000	100,000	100,000
26 6802 Software License	3,559	149	-	-	-	-	-
26 6808 Technology Services	6,714	7,031	7,600	7,600	7,600	7,600	7,600
26 8105 Computer Hardware	14,982	22,443	25,000	12,000	25,000	25,000	25,000
26 8108 Furniture Outlay	5,799	7,522	16,000	12,000	10,000	10,000	10,000
26 8115 Computer Software	16,727	25,751	35,000	12,000	35,000	35,000	35,000
26 8219 Remodeling/Improvements	-	6,180	-	-	-	-	-
Total 26 5000 Technology	101,615	125,728	190,600	143,600	177,600	177,600	177,600

TRAINING

PROFILE:

The purpose of the LOC's training program is to provide members with current, timely and quality education on a variety of relevant topics. This is accomplished by providing scheduled and on-demand custom trainings for cities across the state.

Operating Expenditures:

32-5623 – Meeting Rooms and Catering

\$3,000. Reflects expenses for catering and meeting room charges for training workshops.

32-5626 – Contract Services

\$15,000. Reflects the contracts held with various workshop speakers and facilitators to provide regional training.

32-5632 – Elected Essentials/Regional Meetings

\$15,000. Elected Essentials is a free all-day training offered to elected officials and chief executive officers in the first or second quarter of each odd-numbered year. In years when Elected Essentials is conducted, each session is followed by a brief Regional Meeting. During even-numbered years the League conducts Regional Meetings across the state during the second quarter – with each meeting averaging approximately 2 to 3 hours in length so that attendees have time to learn about League happenings and matters related to municipal governance while simultaneously being allowed to network and discuss regional problems and solutions with peers. Regional Meetings are typically integrated with the League's Small Cities Network.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
32 5600 Training							
32 5620 Travel	1,220	822	-	-	-	-	-
32 5623 Meeting	1,733	4,048	3,000	400	3,000	3,000	3,000
32 5626 Training Contracts	16,600	16,188	24,000	5,500	15,000	15,000	15,000
32 5629 Video Productions	3,600	-	2,500	-	-	-	-
32 5632 Elected Essentials/Regional	19,620	10,939	18,000	30,000	15,000	15,000	15,000
32 6150 Bank Fees	74	-	150	-	-	-	-
32 6211 Postage	25	23	200	60	200	200	200
32 6222 Printing	798	2,112	-	(1,047)	200	200	200
32 6408 Cell Phones	1,040	880	1,100	1,100	1,100	1,100	1,100
* 32 6410 Training	-	-	-	-	500	500	500
Total 32 5600 Training	44,711	35,012	48,950	36,013	35,000	35,000	35,000

CONFERENCES

PROFILE:

The League's annual conference provides the largest gathering of municipal officials in the state and is the premier training event for the League. Held in late September each year, the conference provides training on various issues of importance to municipal officials as well as opportunities for networking and problem-solving. In the Spring, the League may host a popup conference to provide members with more training opportunities and to increase the League's non-dues revenue streams.

Operating Expenditures:

33-5620 – Transportation

\$8,000. Cost of contracted buses for mobile tours and reimbursement for staff travel.

33-5629 – Affiliate Workshops

\$13,500. This amount reflects reimbursements of registration fees collected on behalf of the host affiliate groups (OMA and OCCMA) for affiliate workshops held during the LOC annual conference.

33-5920 – Hotel-Banquet Services

\$190,00. This amount includes expenses for all beverage services, meals (including annual banquet), and receptions provided by the host hotel/conference center.

33-5923– Hotel, Lodging

\$20,000. Includes lodging costs for staff and providing free parking for attendees.

33-5926 – Speakers

\$20,000. Includes the contract fee for the keynote speaker, and travel and lodging expenses for the keynote and other session speakers.

33-5929 – Decorator, Pipe and Drape

\$8,000. Covers expenses from the pipe and drape company for the exhibit hall, registration area, furniture rental, etc.

33-5932 – Design – Special Printing

\$11,500. Printing of registration booklet. Also includes two direct mail pieces for soliciting sponsorships and a direct mail piece for soliciting trade show exhibitors.

33-5935 – Signage

\$3,000. Design and production of specialty signs.

33-5938 – Awards

\$750. Funds budgeted for the ambient music and other services at the awards dinner.

33-5946 – A/V Equipment – Other

\$31,000. This amount covers audiovisual equipment costs and technician labor for all conference sessions, staging and internet chargers.

33-5948 – A/V Equipment – Hotel

\$10,000. This amount covers WIFI and hardwire internet charges from the hotel.

33-6106 – Contract Services

\$10,000. This amount covers contracts with security officers and other needed services during the conference, including a new conference app.

33-6150 – Credit Card

\$3,000. This expense covers costs incurred by the League when credit cards are used.

33-6211 – Postage

\$1,000. This amount reflects the mailings associated with the conference.

33-6216 – Supplies

\$5,000. Onsite supplies such as sign holders, signage for shuttles, or new inserts for the Ask-LOC sign holders.

33-6222 – Printing

\$1,000. Includes general printing materials.

33-6714 – Spring Conference

\$30,000. The Spring Conference is intended to be a smaller one-day conference (100 - 150 attendees) that occurs in the spring to supplement programming provided by the Annual Conference.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
33 5000 Conference							
33 5620 Travel	13,698	3,863	8,000	7,357	8,000	8,000	8,000
33 5629 Affiliate Workshop	22,415	14,585	14,000	13,680	13,500	13,500	13,500
33 5920 Hotel-Banquet	75,875	151,412	151,500	176,643	190,000	190,000	190,000
33 5923 Hotel-Lodging	3,685	12,955	25,500	17,660	20,000	20,000	20,000
33 5926 Speakers	19,103	9,318	22,000	18,451	20,000	20,000	20,000
33 5929 Decorator-Pipe & Drape	5,050	6,149	5,500	6,215	8,000	8,000	8,000
33 5932 Design/Special Printing	11,586	13,194	6,000	5,106	11,500	11,500	11,500
33 5935 Signage	2,423	1,185	3,000	1,175	3,000	3,000	3,000
33 5937 Premium Item	-	3,990	-	-	-	-	-
33 5938 Awards	33,513	285	750	287	750	750	750
33 5940 Awards Dinner	-	128	1,000	-	-	-	-
33 5946 AV Equipment	-	33,771	27,500	26,785	31,000	31,000	31,000
33 5948 AV Equipment-Hotel	-	-	10,200	7,374	10,000	10,000	10,000
33 6106 Contract Services	1,364	1,750	14,000	6,000	10,000	10,000	10,000
33 6150 Bank Fees	3,444	(64)	3,000	2,717	3,000	3,000	3,000
33 6211 Postage	1,712	1,977	2,000	1,099	1,000	1,000	1,000
33 6216 Supplies	3,140	1,287	2,000	103	5,000	5,000	5,000
33 6222 Printing	144	94	2,500	203	1,000	1,000	1,000
33 6700 Miscellaneous	(3,983)	109	500	1,800	1,500	1,500	1,500
33 6714 Spring Conference	-	-	50,000	22,000	30,000	30,000	30,000
Total 33 5000 Conference	193,170	255,987	348,950	314,656	367,250	367,250	367,250

COMMUNICATIONS AND MARKETING

PROFILE:

The Communications & Marketing Division includes 2.70 FTEs. Communications & Marketing separately tracks communications and marketing. This Division is generally responsible for producing the League's weekly *Bulletin* and its quarterly *Local Focus*. The Communication and Marketing Division also handles the primary responsibilities related to the League's Business Partners, Sponsors and Vendors.

Personnel Levels:

1 – Communications & Marketing Director
1 – Graphic Designer
0.70 - Communications Specialist/Administrative Assistant

Operating Expenditures:

34-5512 – Staff Professional Membership

\$1,000. Annual subscription to online graphic design training service (“Lynda.com”) and GSMO.

34-5910 – Conferences and Workshops

\$14,500. Covers training for graphic designer in Adobe software, magazine layout and design. Also includes cost of training opportunities for department staff, including, but not limited to, GSMCON 2020.

34-6106 – Contract Services

\$13,500. Covers freelance professional services for: updated marketing and strategic communications planning, digital media production and social media consulting. Also includes writing projects for Local Focus and proofreading LOC publications.

34-6211 – Postage

\$7,500. This amount reflects postage to mail 5 issues of the *Local Focus* magazine.

34-6219 – Books/Publications

\$2,800. Annual subscription to media tracking/clipping service, online news subscriptions and purchase of resource books, including the AP Style Manual.

34-6222 – Printing

\$20,000. Printing costs to produce 5 Local Focus's in FY20: July, September, November, February, and May.

34-6412 – Marketing

\$15,000. For updating/printing/production of strategic marketing materials with new LOC brand, including, but not limited to: LOC Wall Calendar, brochures, promotional items, etc.

34-6700 – Miscellaneous

\$1,000. Covers purchase of stock photos online, etc.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
34 5000 Communication & Marketing							
34 5001 Communication Marketing Payroll							
34 5002 Full-Time Employees	161,883	153,335	175,880	176,224	231,700	231,700	231,700
34 5007 Payroll Tax Federal	13,541	12,000	13,700	13,567	18,750	18,750	18,750
34 5008 Payroll Tax State	153	398	240	400	400	400	400
34 5010 Overtime	-	-	3,000	6,000	10,000	10,000	10,000
34 5011 PERS Contribution	20,930	32,212	25,275	27,709	55,250	55,250	55,250
34 5012 PERS Pick-Up	12,442	6,469	10,500	9,185	-	-	-
34 5020 Workers Compensation	700	682	1,090	1,000	1,000	1,000	1,000
34 5030 Employee Benefits	21,762	16,712	29,500	29,500	42,000	42,000	42,000
Total 34 5001 Comm/Marketing Payroll	231,411	221,809	259,185	263,586	359,100	359,100	359,100
34 5512 Staff Training	181	-	-	240	-	-	-
34 5515 Membership/Dues	241	240	1,000	-	1,000	1,000	1,000
34 5910 Conferences/Workshops		2,689	9,500	9,500	14,500	14,500	14,500
34 6106 Contract Services	2,417	4,243	13,500	11,250	13,500	13,500	13,500
34 6211 Postage	18,896	17,976	7,500	7,500	7,500	7,500	7,500
34 6219 Books/Publications	2,465	1,384	2,800	800	2,800	2,800	2,800
34 6222 Printing	49,240	56,024	30,000	30,000	20,000	20,000	20,000
34 6408 Cell Phones	1,200	1,200	2,400	2,400	3,600	3,600	3,600
34 6412 Marketing	7,216	4,757	8,500	16,500	15,000	15,000	15,000
34 6700 Miscellaneous	392	737	1,000	1,015	1,000	1,000	1,000
Total 34 5000 Communication & Marketing	313,658	311,059	335,385	342,790	438,000	438,000	438,000

INTERGOVERNMENTAL RELATIONS

PROFILE:

The Intergovernmental Relations Division includes 6.0 FTE's. The primary function of the Intergovernmental Relations Division is to facilitate LOC's policy development process. Issues include items such as: land use, incorporation, annexation, condemnation, housing, energy, finance and taxation, urban renewal, courts, public safety, elections, ethics, public contacting, personnel, infrastructure, and telecommunications. To facilitate the program's objectives, staff must spend significant time with the State Legislature, members of Congress, and with appropriate state and federal agencies. Program objectives also include the promotion of the League as an authoritative source of information regarding municipal issues. Staff is also responsible for communicating with the membership regarding legislative and administrative developments. Communications with members has taken on a much more robust profile within the department with the advent of new and improved grassroots involvement strategies, use of social media and a stronger commitment to "real-time" broadcasting of up-to-date news to the membership.

Personnel Levels:

4 – Intergovernmental Relations Associates
1 – Intergovernmental Relations Assistant
1 – Legislative Director

Operating Expenditures:

37-5515 – Staff Professional Memberships

\$8,900. Miscellaneous professional memberships, including a \$3,000 budget estimate for LOC sponsorships (Coastal Caucus, OTC, etc.)

37-5623 – Legislative Meetings

\$10,300. This item is an increase over the current FY, because during the spring of 2020 LOC will be coordinating policy committees to frame the 2021 legislative priorities. These meetings will require roughly 900 lunches for 32 meetings with approximately 30 members participating at each. In addition, the \$300 for IGR staff lunches during the 2020 short session.

37-5910 – Workshops/Conferences

\$35,400. This is a significant increase in previous budgets but is reflective of reaching the Board's Goal #2 for improving the IGR performance and influence.

- \$3000 for media training
- Additional IGR staff attending NLC trainings and national conferences.
- All IGR staff attending the Business Summit (annual Portland event)
- At least one IGR staff attending LOC affiliate meetings to improve facetime, but also provide opportunities to meet with legislators in district.

- All IGR staff attend Coastal Caucus meetings in Coos Bay

37-6166 – Grass Roots Program

\$13,000. This item covers special events, materials and supplies related to the League's expanded grassroots efforts, as well as covering the City Day at the Capitol event – which is only held in odd-numbered years.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
37 5000 Intergovernmental							
37 5001 Intergovernmental Payroll							
37 5002 Full-Time Employees	328,793	387,194	386,170	388,353	691,500	691,500	691,500
37 5007 Payroll Tax Federal	28,234	26,275	30,100	29,294	53,450	53,450	53,450
37 5008 Payroll Tax State	314	856	400	1,102	700	700	700
37 5010 Overtime		-	3,000	3,000	-	-	-
37 5011 PERS Contribution	32,898	59,073	56,500	55,683	153,500	153,500	153,500
37 5012 PERS Pick-Up	22,610	13,449	23,500	21,262	-	-	-
37 5020 Workers Compensation	794	1,469	1,800	1,555	3,125	3,125	3,125
37 5030 Employee Benefits	28,762	21,488	48,800	43,033	85,000	85,000	85,000
Total 37 5001 Intergovernmental Payroll	442,405	509,804	550,270	543,284	987,275	987,275	987,275
37 5512 Staff Training	17	734					
37 5515 Membership/Dues	3,409	2,159	2,500	5,000	8,900	8,900	8,900
37 5623 Meeting	4,009	3,869	2,500	2,500	10,300	10,300	10,300
37 5910 Conferences/Workshops	2,832	8,486	7,650	4,000	35,400	35,400	35,400
37 6106 Contract Services	4,293	4,476	2,500	-	9,500	9,500	9,500
37 6166 Grass Roots Program	22,037	3,011	27,500	36,642	13,000	13,000	13,000
37 6219 Books/Publications	98	250	1,500	7,411	1,500	1,500	1,500
37 6222 Printing	2,825	1,699	2,500	835	3,500	3,500	3,500
37 6408 Cell Phones	3,491	3,600	4,300	4,300	7,200	7,200	7,200
37 6700 Miscellaneous	-	-	-	-	1,500	1,500	1,500
Total 37 5000 Intergovernmental	485,416	538,087	601,220	603,972	1,078,075	1,078,075	1,078,075

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
50 5000 Transportation							
50 5002 Full-Time Employees	145,168	156,127	156,600	156,600	-	-	-
50 5007 Payroll Tax Federal	10,905	9,555	12,100	12,100	-	-	-
50 5008 Payroll Tax State	97	305	155	400	-	-	-
50 5011 PERS Contribution	15,813	24,805	22,500	25,500	-	-	-
50 5012 PERS Pick-Up	11,195	5,986	9,400	9,400	-	-	-
50 5020 Workers Compensation	564	583	700	500	-	-	-
50 5030 Employee Benefits	2,701	146	16,000	15,525	-	-	-
Total 50 5001 Transportation Payroll	186,442	197,507	217,455	220,025	-	-	-
50 5512 Staff Training	-	-	-	-	-	-	-
50 5515 Membership/Dues	2,175	1,375	2,000	-	-	-	-
50 5620 Travel	997	-		375	-	-	-
50 5623 Meeting	-	-	200	-	-	-	-
50 5910 Conferences/Workshops	-	-	5,000	1,000	-	-	-
50 6106 Contract Services	-	-	2,000	-	-	-	-
50 6211 Postage	(330)	-	500	-	-	-	-
50 6408 Cell Phones	1,164	1,200	1,200	1,600	-	-	-
Total 50 5000 Transportation	190,447	200,082	228,355	223,000	-	-	-

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
48 5000 Water							
48 5001 Water Payroll							
48 5002 Full-Time Employees	103,502	111,318	113,364	113,364	-	-	-
48 5007 Payroll Tax Federal	8,934	7,687	8,764	8,764	-	-	-
48 5008 Payroll Tax State	101	248	110	110	-	-	-
48 5011 PERS Contribution	11,242	17,043	16,290	16,290	-	-	-
48 5012 PERS Pick-Up	7,963	3,981	6,802	6,802	-	-	-
48 5020 Workers Compensation	429	419	510	510	-	-	-
48 5030 Employee Benefits	7,533	3,808	8,250	8,250	-	-	-
Total 48 5001 Water Payroll	139,705	144,504	154,090	154,090	-	-	-
48 5515 Membership/Dues		400	1,000	1,000	-	-	-
48 5620 Travel	493	992	-	-	-	-	-
48 5623 Meeting	70	-	500	600	-	-	-
48 5910 Conferences/Workshops	-	-	3,000	3,000	-	-	-
48 6106 Contract Services	500	-	5,000	5,000	-	-	-
48 6211 Postage	-	-	100	100	-	-	-
48 6216 Supplies	-	-	200	200	-	-	-
48 6222 Printing	-	-	150	150	-	-	-
48 6408 Cell Phones	-	1,200	1,200	1,200	-	-	-
48 6700 Miscellaneous	1,164	-	100	100	-	-	-
Total 48 5000 Water	141,932	147,096	165,340	165,440	-	-	-

LEGAL/RESEARCH

PROFILE:

The Legal/Research Division is comprised of 2.0 FTEs. The division provides legal assistance, operates the Legal Inquiry Program, runs the Legal Advocacy Program, provides trainings on core municipal functions to member cities, and provides in-house legal counsel to the League.

Personnel Levels:

- 1 – General Counsel
- 1 – Assistant General Counsel
- 1 – Attorney

Operating Expenditures:

38-5515 – Staff Professional Memberships

\$2,725. Includes the following:

\$1,900	Bar Dues (General Counsel and Assistant General Counsel)
\$600	International Municipal Lawyers Association (League)
\$225	Oregon City Attorneys Association (General Counsel and Assistant General Counsel)

38-5910 – Conferences and Workshops

\$18,800. Includes the attendance of the General Counsel at one conference conducted by the International Municipal Lawyers Association during the fiscal year. Allows for the Assistant General Counsel to attend the National Clean Water Law & Enforcement Seminar. Provides for the General Counsel and Assistant General Counsel's attendance of the annual spring Oregon City Attorneys Associations conference, while allowing for all members of the Department to attend other seminars and/or conferences related to their work to ensure they remain current with best practices and up-to-date on their mandatory continuing education credits. This line estimates approximately:

\$1,100	Spring Oregon City Attorneys Association Conference
\$3,500	International Municipal Lawyers Association Annual Conference
\$3,500	National Clean Water Law & Enforcement Seminar
\$10,700	Misc. Conferences and Continuing Legal Education

38-6218 – Subscription Services

\$9,940. Westlaw subscription for two attorneys, Oregon Judicial Case Information Network (OJCIN) for the League and federal Public Access to Court Electronic Records (PACER). Specific subscriptions services provide this year include:

\$8,200	Westlaw
\$1,380	OJCIN
\$360	PACER

38-6219 – Books/Publications

\$500. Legal reference materials, statutes and other professional materials.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
38 5000 Legal & Research							
38 5001 Legal & Research Payroll							
38 5002 Full Time Employees	393,707	269,078	367,500	305,009	323,550	323,550	323,550
38 5007 Payroll Tax Federal	28,728	18,546	31,000	20,520	25,000	25,000	25,000
38 5008 Payroll Tax State	309	595	400	600	325	325	325
38 5011 PERS Contribution	39,128	40,685	56,250	37,866	71,800	71,800	71,800
38 5012 PERS Pick-Up	20,787	11,034	24,000	14,587	-	-	-
38 5020 Workers Compensation	881	1,168	400	1,200	1,500	1,500	1,500
38 5030 Employee Benefits	18,052	12,872	46,500	33,357	35,500	35,500	35,500
Total 38 5001 Legal & Research Payroll	501,593	353,979	526,050	413,139	457,675	457,675	457,675
38 5515 Membership/Dues	1,931	2,762	4,200	2,422	2,725	2,725	2,725
38 5910 Conferences/Workshops	4,219	878	16,000	10,000	18,800	18,800	18,800
38 6106 Contract Services	-	7,316	5,000	7,500	-	-	-
38 6218 Subscription Services	-	5,000	11,000	7,500	9,940	9,940	9,940
38 6219 Books/Publications	6,210	8,478	800	700	500	500	500
38 6408 Cell Phones	2,345	1,713	4,800	3,300	3,600	3,600	3,600
Total 38 5000 Legal & Research	516,299	380,125	567,850	444,561	493,240	493,240	493,240

Special Projects

PROFILE

The Special Projects Division is for accumulating funds for special undertakings such as litigation, amicus briefs, and/or large-scale studies or projects in support of legislation, litigation, or to provide resources/information to cities. The fund balance target set by the Fund Balance Policy is between \$100,000 and \$200,000.

Revenues:

39–6106 – Contract Services

\$284,500. These funds are designated for use by outside contractors for a variety of projects detailed below. These funds are intended as one-time or periodic expenses and not as ongoing organizational capacity.

\$40,000	Contract with Paul Aljets for research services.
\$25,000	Contract with John Lenssen for work with the LOC Board of Directors related to diversity, equity and inclusion.
\$20,000	Contract with Innovative Growth Solutions (IGS) for ongoing organizational development work.
\$60,000	Funds are allocated for use by the Legal Research Department to hire outside counsel to: write amicus briefs; represent the LOC in litigation; develop model codes or guidebooks; or provide LOC staff with legal consultation services as needed.
\$30,000	Communications & Marketing Branding implementation with Happy, Inc.
\$ 9,500	Intergovernmental Relations Includes polling, special legal consulting or research, and other special projects by contract. and any develop post session for possible legislation that emerges dealing with PERS or PTax reform
\$15,000	These funds are set aside for a Portland State University Oregon Fellow.
\$69,000	Miscellaneous.

Special Projects - LGPI

PROFILE

The Local Government Personnel Institute (LGPI) division is comprised of 2.30 FTEs. The division provides Labor Relations representation, HR assistance, background & internal affairs investigations, training, and so much more. Oregon's local governments have saved thousands of dollars employing our expert advice to avert crises and to handle their everyday needs in Labor Relations and Human Resources.

Personnel Levels:

1 – Senior Labor Attorney
1 – Senior Human Resources Consultant
0.50 - Contract consultant
0.30 – Administrative Assistant

Revenues:

70-4823 – LGPI Dues

\$143,500. Total revenue from cities, counties, schools and special districts

70-4832 – Human Resources / Class & Comp

\$165,000. Annual revenue goals for the human resources consultants.

70-4838 – Labor Relations

\$185,000. Annual revenue goal for the labor relations specialist.

70-4840 – Travel Consulting

\$6,000. Billing travel cost for consultants to travel to clients.

Operating Expenditures:

39-5515 – Staff Professional Memberships

\$2,000. Includes the following:

\$650	Bar Dues (Senior Labor Relations Attorney)
\$250	National Public Employer Labor Relations Annual Dues
\$1,100	Miscellaneous additional memberships

39-9510 – Conferences/Workshops

\$9,000. Allows the Senior Labor Relations Attorney and the Senior Human Resources Consultant the ability to attend conferences to ensure they remains current with best practices and up-to-date on their mandatory continuing education credits.

39-6106 – Contract Services

\$60,000. Allows for a part time contract Human Resources Consultant.

39-6218 – Subscription Services

\$5,000. Allows for Westlaw subscription for the Senior Labor Relations and the Senior Human Resources Consultant.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
39 5000 Special Project							
39 5001 Special Project Payroll							
39 5002 Full-Time Employee	49,436	76,530	229,535	235,183	238,500	238,500	238,500
39 5007 Payroll Tax Federal	4,514	5,249	17,650	18,985	18,500	18,500	18,500
39 5008 Payroll Tax State	33	184	230	1,510	1,500	1,500	1,500
39 5011 PERS Contribution	5,426	11,727	32,985	38,441	52,900	52,900	52,900
39 5012 PERS Pick-Up	4,367	3,429	13,775	15,190	-	-	-
39 5020 Workers Compensation	316	288	1,035	1,035	1,050	1,050	1,050
39 5030 Employee Benefits	5,059	5,414	55,860	45,605	35,200	35,200	35,200
Total 39 5001 Special Project Payroll - LGPI	69,152	102,821	351,070	355,949	347,650	347,650	347,650
39 5515 Membership/Dues	-	-	-	-	2,000	2,000	2,000
39 5910 Conferences/Workshops	-	-	-	-	9,000	9,000	9,000
39 6106 Contract Services	-	-	-	-	60,000	60,000	60,000
39 6218 Subscription Services	-	-	-	-	5,000	5,000	5,000
39 6219 Books/Publications	-	-	-	-	500	500	500
39 6398 Cell Phones	-	-	-	-	2,400	2,400	2,400
Total 39 5001 Special Project - LGPI	69,152	102,821	351,070	355,949	426,550	426,550	426,550
39 6106 Contract Services	22,955	65,530	224,000	150,000	284,500	284,500	284,500
39 6109 OHCS IGA Expense	-	27,353	-	-	-	-	-
Total 39 5000 Special Project	92,106	168,351	575,070	505,949	711,050	711,050	711,050

Building/Equipment

PROFILE:

The Building/Equipment Division provides for building improvements, technological infrastructure, equipment and its replacement, furniture system replacement and other capital items.

Revenues:

– Beginning Cash Balance

\$750,000. The current estimated beginning cash balance for FY 2019-20.

Operating Expenditures:

60-7001 – Remodeling/Improvements

\$85,000. The purpose of this expenditure is to complete some minor updating of the building including paint.

60-7003 – Information Technology

\$155,000. IT expenditures are for software upgrades/purchases that are not annual occurrences. Annual software and hardware purchases are budgeted in the general fund. Items included in the FY20 budget include:

- \$50,000 for ongoing website support and consultation from Happy, Inc.
- \$30,000 for additional website development from Happy, Inc.
- \$75,000 for technical upgrades to LOC's server room.

60-7005 - Vehicle Purchase

\$0. The LOC does not anticipate replacing the vehicle during the upcoming fiscal year.

Reserves:

99-8100 – Building Trust Capital

\$300,000. Should a need or opportunity arise, such as acquisition of parking areas or unanticipated expenses to the Building Trust, the LOC Board would be asked to consider a budget amendment to expend funds from the Building Trust Capital.

99- 8110 – Vehicle Purchase

\$50,000. Reserves for the replacement of the LOC's vehicle.

99-8111 – Information/Technology

\$100,000. Reserves for future software upgrade and installation services.

99-8219 – Remodeling/Improvements

\$300,000. These funds are held in reserve for future building improvements.

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
60 7000 Building & Equipment	-	-	-	-	-	-	-
60 7001 Remodel & Improvements	-	-	-	-	85,000	85,000	85,000
60 7003 Technology/Information	12,553	13,767	195,000	150,000	155,000	155,000	155,000
60 7005 Vehicle Purchase	-	-	49,236		0	0	0
Total 60 7000 Building & Equipment	12,553	13,767	244,236	150,000	240,000	240,000	240,000

League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
Total Expenses	3,383,838	3,472,457	4,920,366	4,163,439	5,371,865	5,371,865	5,371,865
Net Operating Income	131,620	323,535	(601,678)	98,775	(983,284)	(983,284)	(983,284)
Beginning Fund Balance							
99 4000 Beg Fund Balance	3,606,094	3,783,987	3,783,987	3,783,987	3,882,762	3,882,762	3,882,762
Total Beginning Fund Balance	3,606,094	3,783,987	3,783,987	3,783,987	3,882,762	3,882,762	3,882,762
Ending Fund Balance							
99 8000 Designated Fund Balance							
99 8100 Designated Building Trust Capital			399,410	399,410	300,000	300,000	300,000
99 XXXX Designated for Transportation		51,922					
99 XXXX Designated for Auto					50,000	50,000	50,000
99 8111 Designated Information/Technology			200,000	200,000	100,000	100,000	100,000
99 8219 Designated B/E Remodel/Improvement			300,000	300,000	300,000	300,000	300,000
Total 99 8000 Designated Fund Balance	0	51,922	899,410	899,410	750,000	750,000	750,000
99 9900 Contingency	3,606,094	3,732,065	2,884,577	2,884,577	3,132,762	3,132,762	3,132,762
Balance in current year				98,775	(983,284)	(983,284)	(983,284)
Total Ending Fund Balance	3,606,094	3,783,987	3,783,987	3,882,762	2,899,478	2,899,478	2,899,478
Change in Fund Balance		-	-	(98,775)	983,284	983,284	983,284



League of Oregon Cities Budget 2019-20

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
Income							
22 4000 Revenue							
22 4050 Dues from Member Cities	1,655,378	1,727,174	1,799,982	1,799,982	1,853,382	1,853,382	1,853,382
22 4053 Dues/ Asso Subs Supporters	68,740	30,000	27,500	27,500	28,000	28,000	28,000
22 4054 Dues/ Asso Business Partners	-	40,200	36,000	27,850	37,500	37,500	37,500
22 4102 Affiliates OCCMA	23,308	23,021	25,000	25,000	30,000	30,000	30,000
22 4105 Affiliates OMA	15,742	25,377	20,000	18,000	20,000	20,000	20,000
22 4108 Affiliates OCAA	3,741	5,342	6,000	6,000	6,000	6,000	6,000
22 4111 Affiliates OCPDA	940	833	1,600	300	1,600	1,600	1,600
22 4114 Affiliates OMEU	4,603	2,774	3,500	3,500	3,500	3,500	3,500
22 4117 EBS Administration	22,842	23,242	25,441	25,014	26,500	26,500	26,500
22 4120 CIS Administration	984,753	1,010,061	1,049,454	1,049,454	1,085,000	1,085,000	1,085,000
22 4255 Rent/Lease Space	8,333	8,815	9,000	8,900	9,000	9,000	9,000
22 4258 Miscellaneous Income	5,374	(3,773)	1,000	8,650	1,000	1,000	1,000
22 4261 Web/NL Ads/Subscriptions	22,265	25,594	18,000	23,500	18,000	18,000	18,000
22 4264 Publications	120	120	150	5,739	150	150	150
22 4265 Utility Service Partners	-	-	6,600	-	-	-	-
22 4267 American Legal Reviews	2,285	2,616	2,500	2,800	2,500	2,500	2,500
22 4290 Interest Income	48,743	89,527	45,119	103,500	65,000	65,000	65,000
Total 22 4000 Revenue	2,867,167	3,010,923	3,076,846	3,135,689	3,187,132	3,187,132	3,187,132
30 4400 Member Services							
30 4411 Purchasing Partners	17,105	24,295	15,000	16,000	15,000	15,000	15,000
30 4416 CIS City Asst/Training	84,678	86,855	90,242	90,242	92,949	92,949	92,949
30 4419 Web Services Program	6,470	3,000	4,600	4,500	3,000	3,000	3,000
30 4510 Classes	26,184	36,291	12,000	1,000	12,000	12,000	12,000
Total 30 4400 Member Services	134,438	150,440	121,842	111,742	122,949	122,949	122,949
31 4900 Uniform Traffic Citations							
31 4901 Uniform Traffic Citations Revenue	58,228	55,506	40,000	40,000	40,000	40,000	40,000
Total 31 4900 Uniform Traffic Citations	58,228	55,506	40,000	40,000	40,000	40,000	40,000
33 4700 Conferences							
33 4701 Registration Income	153,370	183,335	175,000	161,455	165,000	165,000	165,000
33 4702 Training Workshops	10,640	15,035	10,500	19,275	20,500	20,500	20,500
33 4705 Exhibitors	44,100	45,075	37,500	40,850	42,000	42,000	42,000
33 4708 Affiliate Workshop	18,705	14,510	14,000	12,960	13,500	13,500	13,500
33 4711 Conference Sponsors	65,500	75,250	75,000	142,000	85,000	85,000	85,000
33 4714 Spring Conference			75,000	35,000	35,000	35,000	35,000
Total 33 4700 Conferences	292,315	333,205	387,000	411,540	361,000	361,000	361,000
50 4700 Transportation Income							
50 4714 STP Apportionment	163,309	205,785	168,000	163,769	168,000	168,000	168,000
Total 50 4700 Transportation Income	163,309	205,785	168,000	163,769	168,000	168,000	168,000



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
70 4800 Special Programs							
70 4823 LGPI Dues	-	-	125,000	136,723	143,500	143,500	143,500
70 4826 LGPI Contracted Billable Hours	-	-	250,000	250,000	-	-	-
70 4830 LGPI Arbit/Hearing	-	-	-	-	2,000	2,000	2,000
70 4832 LGPI HR/Class & Comp	-	-	-	-	165,000	165,000	165,000
70 4834 LGPI Investigations	-	-	-	-	4,000	4,000	4,000
70 4836 LGPI Recruitment	-	-	-	-	4,000	4,000	4,000
70 4838 LGPI Labor Relations	-	-	-	-	185,000	185,000	185,000
70 4840 LGPI Travel Consulting	-	-	-	-	6,000	6,000	6,000
70 4845 LGPI Conference Revenue	-	-	-	12,721	-	-	-
Total 70 4826 LGPI Contracted Billable Hours	-	0	375,000	399,444	509,500	509,500	509,500
70 4829 Housing Tech Assist Grant Prg	-	40,132	150,000	30	-	-	-
Total 70 4800 Programs	-	40,132	525,000	399,474	509,500	509,500	509,500
Total Income	3,515,458	3,795,991	4,318,688	4,262,214	4,388,581	4,388,581	4,388,581
Gross Profit	3,515,458	3,795,991	4,318,688	4,262,214	4,388,581	4,388,581	4,388,581



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
Expenses							
24 5000 Administration							
24 5001 Administration Payroll							
XX XXXX Equal Pay Act - Salary adj.		-	-	-	290,000	290,000	290,000
XX XXXX Equal Pay Act - PERS		-	-	-	64,500	64,500	64,500
XX XXXX Equal Pay Act - PR tax		-	-	-	24,000	24,000	24,000
24 5002 Full Time Employees	294,406	281,515	570,000	559,862	640,000	640,000	640,000
24 5004 Part-Time Employees	8,960	-	10,000	-	10,000	10,000	10,000
24 5007 Payroll Tax Federal	24,458	18,324	49,375	37,027	48,500	48,500	48,500
24 5008 Payroll Tax State	223	585	670	1,500	600	600	600
24 5010 Overtime	-	-	13,000	20,000	15,000	15,000	15,000
24 5011 PERS Contribution	29,272	22,201	89,000	68,716	142,000	142,000	142,000
24 5012 PERS Pick-Up	25,582	3,459	37,850	25,441	0	0	0
24 5020 Workers Compensation	455	1,297	2,865	2,500	3,000	3,000	3,000
24 5030 Employee Benefits	42,117	24,244	118,500	87,991	120,000	120,000	120,000
Total 24 5001 Administration Payroll	425,472	351,625	891,260	803,037	1,357,600	1,357,600	1,357,600
24 5510 Payroll Expense	-	405	7,000	8,000	7,000	7,000	7,000
24 5512 Staff Training	1,815	5,679	15,000	8,000	15,000	15,000	15,000
24 5515 Membership/Dues	410	143	3,000	2,000	3,000	3,000	3,000
24 5519 Internal Recruiting	2,320	481	1,000	300	1,000	1,000	1,000
24 5626 Small City Program		12,301	7,500	6,000	7,500	7,500	7,500
24 6106 Contract Services	12,271	28	12,500	8,000	12,500	12,500	12,500
24 6150 Bank Fees	12	1,489	300	2,000	2,000	2,000	2,000
24 6211 Postage	5,240	5,546	8,500	6,000	8,500	8,500	8,500
24 6216 Supplies	7,564	10,027	10,000	1,000	10,000	10,000	10,000
24 6219 Books/Publications	572	558	1,000	1,400	1,000	1,000	1,000
24 6225 Printing	14,614	9,128	16,000	16,000	16,000	16,000	16,000
24 6301 Conferences & Workshops	8,724	18,296	42,700	40,000	40,000	40,000	40,000
24 6304 Staff Travel/ In-State	7,901	5,690	50,000	15,000	25,000	25,000	25,000
24 6405 Telephone	6,897	6,542	7,500	5,500	12,000	12,000	12,000
24 6406 NLC Membership	23,945	23,945	25,000	24,520	25,000	25,000	25,000
24 6408 Cell Phones	604	810	4,000	2,500	6,000	6,000	6,000
24 6409 Membership/Sponsor	6,034	6,587	17,000	17,000	22,500	22,500	22,500
24 6411 Conference Calls	1,786	2,055	2,000	2,000	2,000	2,000	2,000
24 6516 Maintenance - Local Gov Center	87,918	86,546	90,000	90,000	125,000	125,000	125,000
24 6519 Repair & Maintenance - Auto	468	340	2,000	250	2,000	2,000	2,000
24 6632 Audit	23,125	24,210	25,000	25,495	26,000	26,000	26,000
24 6635 Insurance	5,418	5,425	5,750	5,572	5,750	5,750	5,750
24 6700 Miscellaneous	134,030	7,056	3,300	400	3,300	3,300	3,300
Total 24 5000 Administration	777,138	584,913	1,247,310	1,089,974	1,735,650	1,735,650	1,735,650



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25 5000 Board

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
25 5620 Travel	2,950	9,469	12,000	8,000	12,000	12,000	12,000
25 5623 Board Meetings	12,966	18,899	23,900	24,000	28,000	28,000	28,000
25 5910 Conferences/Workshops	9,592	(2,414)	15,200	6,000	15,000	15,000	15,000
25 6700 Miscellaneous	1,471	408	1,000	500	1,000	1,000	1,000
Total 25 5000 Board	26,979	26,363	52,100	38,500	56,000	56,000	56,000



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
26 5000 Technology							
26 5512 Staff Training	3,202	-	7,000	-	-	-	-
26 6106 Contract Services	50,632	56,652	100,000	100,000	100,000	100,000	100,000
26 6802 Software License	3,559	149	-	-	-	-	-
26 6808 Technology Services	6,714	7,031	7,600	7,600	7,600	7,600	7,600
26 8105 Computer Hardware	14,982	22,443	25,000	12,000	25,000	25,000	25,000
26 8108 Furniture Outlay	5,799	7,522	16,000	12,000	10,000	10,000	10,000
26 8115 Computer Software	16,727	25,751	35,000	12,000	35,000	35,000	35,000
26 8219 Remodeling/Improvements	-	6,180	-	-	-	-	-
Total 26 5000 Technology	101,615	125,728	190,600	143,600	177,600	177,600	177,600



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
30 5000 Members Service							
30 5001 Member Service Payroll		-	-	-	-	-	-
30 5002 Full Time Employees	321,618	316,791	-	-	-	-	-
30 5004 Part-Time Employees	600	-	-	-	-	-	-
30 5007 Payroll Tax Federal	25,537	19,512	-	-	-	-	-
30 5008 Payroll Tax State	265	781	-	-	-	-	-
30 5011 PERS Contribution	35,154	45,755	-	-	-	-	-
30 5012 PERS Pick-Up	14,092	9,906	-	-	-	-	-
30 5020 Workers Compensation	814	1,236	-	-	-	-	-
30 5030 Employee Benefits	27,926	32,621	-	-	-	-	-
Total 30 5001 Member Service Payroll	426,006	426,602	-	-	-	-	-
30 5512 Staff Training		745	-	-	-	-	-
30 5620 Travel	322	275	-	-	-	-	-
30 5626 Small Cities Program	270	2,929	-	-	-	-	-
30 5910 Conferences/Workshops	2,107	2,057	-	-	-	-	-
30 6211 Postage		-	-	-	-	-	-
30 6222 Printing	4,645	-	-	-	-	-	-
30 6408 Cell Phone	1,504	1,460	-	-	-	-	-
30 6700 Miscellaneous	18	-	-	-	-	-	-
Total 30 5000 Members Service	434,872	434,067	-	-	-	-	-
31 6900 Uniform Traffic Citation							
31 6901 Uniform Traffic Citation Expense	52,942	49,723	40,000	40,000	40,000	40,000	40,000
Total 31 6900 Uniform Traffic Citation	52,942	49,723	40,000	40,000	40,000	40,000	40,000



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
32 5600 Training							
32 5620 Travel	1,220	822	-	-	-	-	-
32 5623 Meeting	1,733	4,048	3,000	400	3,000	3,000	3,000
32 5626 Training Contracts	16,600	16,188	24,000	5,500	15,000	15,000	15,000
32 5629 Video Productions	3,600	-	2,500	-	-	-	-
32 5632 Elected Essentials/Regional	19,620	10,939	18,000	30,000	15,000	15,000	15,000
32 6150 Bank Fees	74	-	150	-	-	-	-
32 6211 Postage	25	23	200	60	200	200	200
32 6222 Printing	798	2,112	-	(1,047)	200	200	200
32 6408 Cell Phones	1,040	880	1,100	1,100	1,100	1,100	1,100
* 32 6410 Training	-	-	-	-	500	500	500
Total 32 5600 Training	44,711	35,012	48,950	36,013	35,000	35,000	35,000



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
33 5000 Conference							
33 5620 Travel	13,698	3,863	8,000	7,357	8,000	8,000	8,000
33 5629 Affiliate Workshop	22,415	14,585	14,000	13,680	13,500	13,500	13,500
33 5920 Hotel-Banquet	75,875	151,412	151,500	176,643	190,000	190,000	190,000
33 5923 Hotel-Lodging	3,685	12,955	25,500	17,660	20,000	20,000	20,000
33 5926 Speakers	19,103	9,318	22,000	18,451	20,000	20,000	20,000
33 5929 Decorator-Pipe & Drape	5,050	6,149	5,500	6,215	8,000	8,000	8,000
33 5932 Design/Special Printing	11,586	13,194	6,000	5,106	11,500	11,500	11,500
33 5935 Signage	2,423	1,185	3,000	1,175	3,000	3,000	3,000
33 5937 Premium Item	-	3,990	-	-	-	-	-
33 5938 Awards	33,513	285	750	287	750	750	750
33 5940 Awards Dinner	-	128	1,000	-	-	-	-
33 5946 AV Equipment	-	33,771	27,500	26,785	31,000	31,000	31,000
33 5948 AV Equipment-Hotel	-	-	10,200	7,374	10,000	10,000	10,000
33 6106 Contract Services	1,364	1,750	14,000	6,000	10,000	10,000	10,000
33 6150 Bank Fees	3,444	(64)	3,000	2,717	3,000	3,000	3,000
33 6211 Postage	1,712	1,977	2,000	1,099	1,000	1,000	1,000
33 6216 Supplies	3,140	1,287	2,000	103	5,000	5,000	5,000
33 6222 Printing	144	94	2,500	203	1,000	1,000	1,000
33 6700 Miscellaneous	(3,983)	109	500	1,800	1,500	1,500	1,500
33 6714 Spring Conference	-	-	50,000	22,000	30,000	30,000	30,000
Total 33 5000 Conference	193,170	255,987	348,950	314,656	367,250	367,250	367,250



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
34 5000 Communication & Marketing							
34 5001 Communication Marketing Payroll							
34 5002 Full-Time Employees	161,883	153,335	175,880	176,224	231,700	231,700	231,700
34 5007 Payroll Tax Federal	13,541	12,000	13,700	13,567	18,750	18,750	18,750
34 5008 Payroll Tax State	153	398	240	400	400	400	400
34 5010 Overtime	-	-	3,000	6,000	10,000	10,000	10,000
34 5011 PERS Contribution	20,930	32,212	25,275	27,709	55,250	55,250	55,250
34 5012 PERS Pick-Up	12,442	6,469	10,500	9,185	-	-	-
34 5020 Workers Compensation	700	682	1,090	1,000	1,000	1,000	1,000
34 5030 Employee Benefits	21,762	16,712	29,500	29,500	42,000	42,000	42,000
Total 34 5001 Comm/Marketing Payroll	231,411	221,809	259,185	263,586	359,100	359,100	359,100
34 5512 Staff Training	181	-	-	240	-	-	-
34 5515 Membership/Dues	241	240	1,000	-	1,000	1,000	1,000
34 5910 Conferences/Workshops		2,689	9,500	9,500	14,500	14,500	14,500
34 6106 Contract Services	2,417	4,243	13,500	11,250	13,500	13,500	13,500
34 6211 Postage	18,896	17,976	7,500	7,500	7,500	7,500	7,500
34 6219 Books/Publications	2,465	1,384	2,800	800	2,800	2,800	2,800
34 6222 Printing	49,240	56,024	30,000	30,000	20,000	20,000	20,000
34 6408 Cell Phones	1,200	1,200	2,400	2,400	3,600	3,600	3,600
34 6412 Marketing	7,216	4,757	8,500	16,500	15,000	15,000	15,000
34 6700 Miscellaneous	392	737	1,000	1,015	1,000	1,000	1,000
Total 34 5000 Communication & Marketing	313,658	311,059	335,385	342,790	438,000	438,000	438,000



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
37 5000 Intergovernmental							
37 5001 Intergovernmental Payroll							
37 5002 Full-Time Employees	328,793	387,194	386,170	388,353	691,500	691,500	691,500
37 5007 Payroll Tax Federal	28,234	26,275	30,100	29,294	53,450	53,450	53,450
37 5008 Payroll Tax State	314	856	400	1,102	700	700	700
37 5010 Overtime		-	3,000	3,000	-	-	-
37 5011 PERS Contribution	32,898	59,073	56,500	55,683	153,500	153,500	153,500
37 5012 PERS Pick-Up	22,610	13,449	23,500	21,262	-	-	-
37 5020 Workers Compensation	794	1,469	1,800	1,555	3,125	3,125	3,125
37 5030 Employee Benefits	28,762	21,488	48,800	43,033	85,000	85,000	85,000
Total 37 5001 Intergovernmental Payroll	442,405	509,804	550,270	543,284	987,275	987,275	987,275
37 5512 Staff Training	17	734					
37 5515 Membership/Dues	3,409	2,159	2,500	5,000	8,900	8,900	8,900
37 5623 Meeting	4,009	3,869	2,500	2,500	10,300	10,300	10,300
37 5910 Conferences/Workshops	2,832	8,486	7,650	4,000	35,400	35,400	35,400
37 6106 Contract Services	4,293	4,476	2,500	-	9,500	9,500	9,500
37 6166 Grass Roots Program	22,037	3,011	27,500	36,642	13,000	13,000	13,000
37 6219 Books/Publications	98	250	1,500	7,411	1,500	1,500	1,500
37 6222 Printing	2,825	1,699	2,500	835	3,500	3,500	3,500
37 6408 Cell Phones	3,491	3,600	4,300	4,300	7,200	7,200	7,200
37 6700 Miscellaneous	-	-	-	-	1,500	1,500	1,500
Total 37 5000 Intergovernmental	485,416	538,087	601,220	603,972	1,078,075	1,078,075	1,078,075



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
38 5000 Legal & Research							
38 5001 Legal & Research Payroll							
38 5002 Full Time Employees	393,707	269,078	367,500	305,009	323,550	323,550	323,550
38 5007 Payroll Tax Federal	28,728	18,546	31,000	20,520	25,000	25,000	25,000
38 5008 Payroll Tax State	309	595	400	600	325	325	325
38 5011 PERS Contribution	39,128	40,685	56,250	37,866	71,800	71,800	71,800
38 5012 PERS Pick-Up	20,787	11,034	24,000	14,587	-	-	-
38 5020 Workers Compensation	881	1,168	400	1,200	1,500	1,500	1,500
38 5030 Employee Benefits	18,052	12,872	46,500	33,357	35,500	35,500	35,500
Total 38 5001 Legal & Research Payroll	501,593	353,979	526,050	413,139	457,675	457,675	457,675
38 5515 Membership/Dues	1,931	2,762	4,200	2,422	2,725	2,725	2,725
38 5910 Conferences/Workshops	4,219	878	16,000	10,000	18,800	18,800	18,800
38 6106 Contract Services	-	7,316	5,000	7,500	-	-	-
38 6218 Subscription Services	-	5,000	11,000	7,500	9,940	9,940	9,940
38 6219 Books/Publications	6,210	8,478	800	700	500	500	500
38 6408 Cell Phones	2,345	1,713	4,800	3,300	3,600	3,600	3,600
Total 38 5000 Legal & Research	516,299	380,125	567,850	444,561	493,240	493,240	493,240



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
39 5000 Special Project							
39 5001 Special Project Payroll							
39 5002 Full-Time Employee	49,436	76,530	229,535	235,183	238,500	238,500	238,500
39 5007 Payroll Tax Federal	4,514	5,249	17,650	18,985	18,500	18,500	18,500
39 5008 Payroll Tax State	33	184	230	1,510	1,500	1,500	1,500
39 5011 PERS Contribution	5,426	11,727	32,985	38,441	52,900	52,900	52,900
39 5012 PERS Pick-Up	4,367	3,429	13,775	15,190	-	-	-
39 5020 Workers Compensation	316	288	1,035	1,035	1,050	1,050	1,050
39 5030 Employee Benefits	5,059	5,414	55,860	45,605	35,200	35,200	35,200
Total 39 5001 Special Project Payroll - LGPI	69,152	102,821	351,070	355,949	347,650	347,650	347,650
39 5515 Membership/Dues	-	-	-	-	2,000	2,000	2,000
39 5910 Conferences/Workshops	-	-	-	-	9,000	9,000	9,000
39 6106 Contract Services	-	-	-	-	60,000	60,000	60,000
39 6218 Subscription Services	-	-	-	-	5,000	5,000	5,000
39 6219 Books/Publications	-	-	-	-	500	500	500
39 6398 Cell Phones	-	-	-	-	2,400	2,400	2,400
Total 39 5001 Special Project - LGPI	69,152	102,821	351,070	355,949	426,550	426,550	426,550
39 6106 Contract Services	22,955	65,530	224,000	150,000	284,500	284,500	284,500
39 6109 OHCS IGA Expense	-	27,353	-	-	-	-	-
Total 39 5000 Special Project	92,106	168,351	575,070	505,949	711,050	711,050	711,050



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
48 5000 Water							
48 5001 Water Payroll							
48 5002 Full-Time Employees	103,502	111,318	113,364	113,364	-	-	-
48 5007 Payroll Tax Federal	8,934	7,687	8,764	8,764	-	-	-
48 5008 Payroll Tax State	101	248	110	110	-	-	-
48 5011 PERS Contribution	11,242	17,043	16,290	16,290	-	-	-
48 5012 PERS Pick-Up	7,963	3,981	6,802	6,802	-	-	-
48 5020 Workers Compensation	429	419	510	510	-	-	-
48 5030 Employee Benefits	7,533	3,808	8,250	8,250	-	-	-
Total 48 5001 Water Payroll	139,705	144,504	154,090	154,090	-	-	-
48 5515 Membership/Dues		400	1,000	1,000	-	-	-
48 5620 Travel	493	992	-	-	-	-	-
48 5623 Meeting	70	-	500	600	-	-	-
48 5910 Conferences/Workshops	-	-	3,000	3,000	-	-	-
48 6106 Contract Services	500	-	5,000	5,000	-	-	-
48 6211 Postage	-	-	100	100	-	-	-
48 6216 Supplies	-	-	200	200	-	-	-
48 6222 Printing	-	-	150	150	-	-	-
48 6408 Cell Phones	-	1,200	1,200	1,200	-	-	-
48 6700 Miscellaneous	1,164	-	100	100	-	-	-
Total 48 5000 Water	141,932	147,096	165,340	165,440	-	-	-
50 5000 Transportation							
50 5002 Full-Time Employees	145,168	156,127	156,600	156,600	-	-	-
50 5007 Payroll Tax Federal	10,905	9,555	12,100	12,100	-	-	-
50 5008 Payroll Tax State	97	305	155	400	-	-	-
50 5011 PERS Contribution	15,813	24,805	22,500	25,500	-	-	-
50 5012 PERS Pick-Up	11,195	5,986	9,400	9,400	-	-	-
50 5020 Workers Compensation	564	583	700	500	-	-	-
50 5030 Employee Benefits	2,701	146	16,000	15,525	-	-	-
Total 50 5001 Transportation Payroll	186,442	197,507	217,455	220,025	-	-	-
50 5512 Staff Training	-	-	-	-	-	-	-
50 5515 Membership/Dues	2,175	1,375	2,000	-	-	-	-
50 5620 Travel	997	-		375	-	-	-
50 5623 Meeting	-	-	200	-	-	-	-
50 5910 Conferences/Workshops	-	-	5,000	1,000	-	-	-
50 6106 Contract Services	-	-	2,000	-	-	-	-
50 6211 Postage	(330)	-	500	-	-	-	-
50 6408 Cell Phones	1,164	1,200	1,200	1,600	-	-	-
Total 50 5000 Transportation	190,447	200,082	228,355	223,000	-	-	-



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
60 7000 Building & Equipment	-	-	-	-	-	-	-
60 7001 Remodel & Improvements	-	-	-	-	85,000	85,000	85,000
60 7003 Technology/Information	12,553	13,767	195,000	150,000	155,000	155,000	155,000
60 7005 Vehicle Purchase	-	-	49,236		0	0	0
Total 60 7000 Building & Equipment	12,553	13,767	244,236	150,000	240,000	240,000	240,000
70 7600 Program Expense							
70 7608 Housing Tech Assist Grant Prg	-	5,625	150,000	(15)	-	-	-
70 7611 LGPI Expenditures	-	158,487	125,000	65,000	-	-	-
Total 70 7600 Program Expense	0	164,112	275,000	64,985	0	0	0
99 5000 Audit Adjustments		37,983					



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
Total Expenses	3,383,838	3,472,457	4,920,366	4,163,439	5,371,865	5,371,865	5,371,865
Net Operating Income	131,620	323,535	(601,678)	98,775	(983,284)	(983,284)	(983,284)



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	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
	Actual	Actual	Adopted Budget	Estimate FY19	Budget FY20	Approved Budget Committee	Approved
Beginning Fund Balance							
99 4000 Beg Fund Balance	3,606,094	3,783,987	3,783,987	3,783,987	3,882,762	3,882,762	3,882,762
Total Beginning Fund Balance	3,606,094	3,783,987	3,783,987	3,783,987	3,882,762	3,882,762	3,882,762
Ending Fund Balance							
99 8000 Designated Fund Balance							
99 8100 Designated Building Trust Capital			399,410	399,410	300,000	300,000	300,000
99 XXXX Designated for Transportation		51,922					
99 XXXX Designated for Auto					50,000	50,000	50,000
99 8111 Designated Information/Technology			200,000	200,000	100,000	100,000	100,000
99 8219 Designated B/E Remodel/Improvement			300,000	300,000	300,000	300,000	300,000
Total 99 8000 Designated Fund Balance	0	51,922	899,410	899,410	750,000	750,000	750,000
99 9900 Contingency	3,606,094	3,732,065	2,884,577	2,884,577	3,132,762	3,132,762	3,132,762
Balance in current year				98,775	(983,284)	(983,284)	(983,284)
Total Ending Fund Balance	3,606,094	3,783,987	3,783,987	3,882,762	2,899,478	2,899,478	2,899,478
Change in Fund Balance		-	-	(98,775)	983,284	983,284	983,284