TO: Arch Cape Sanitary District Budget Committee

FROM: Casey Short, Board President

SUBJ: Changes to Proposed Budget and Long-Range Financial Plan

Since our last meeting, there are a few changes to note in the Proposed Budget and Long Range Financial Plan.

BUDGET

<u>Beginning Balance</u> – The Operating Reserve is decreased slightly, with a corresponding increase in the Unrestricted Beginning Balance. The Operating Reserve is a calculation of 1/6 of Operating Expenditures. These expenditures are down slightly in this version of the budget, so the target Operating Reserve also decreases.

Revenue – Total increase of \$33,119, from two changes:

- User Fees increase \$17,128 from a change in the budget to increase the base rate for 0 5,000 gallons/month by 4%, vs. no increase in the original proposal.
- Excess Usage Charges increase \$15,993, which represents 10% of base usage charges.
 The rates are now proposed to double, since they have not changed in many years, with the
 result that excess users have been paying proportionately less than the base rate payers.
 The excess usage rates are projected to double in this budget and LRFP, producing revenue
 that will come to about 10% of base rate revenue.

<u>Expenditures</u> – Following some adjustments in the calculation of Sanitary's IGA payment to the Water District, this expense is down \$21,438. This is the only change in Expenditures.

<u>Unappropriated Balance</u> – The ending balance increases \$54,557 as a result of the spending reduction in revenue increase.

LRFP

- Base rate increase from0 to 4%
- Excess Usage rates included; rates double for 24-25, increase by same percentage as base rate after that
- IGA allocation increased from 53% to 55%
- Inflation at 3.5% after 24-25
- Ending balance remains above \$100,000 throughout the plan, lowest is \$112,000 in 2030-31

ARCH CAPE SANITARY DISTRICT FISCAL YEAR 2024-25 PROPOSED BUDGET GENERAL FUND

FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 AMENDED	FY 2023-24 ESTIMATED	ARCH CAPE SANITARY DISTRICT	FY 2024-25 PROPOSED	CHANGE FROM VERSION 1	
				RESOURCES			
BEGINNING FU	IND BALANCE						
163,740	111,970	117,043	181,885	Beginning Balance	229,804	3,573	
	63,697	63,697	63,697	Operating Reserve	72,708	(3,573)	
	6,923	6,923	6,923	USDA Loan Required Reserve	6,923	0	
163,740	182,590	187,663	252,505	TOTAL BEGINNING BALANCE	309,436	0	
REVENUE							
311,376	323,392	354,000	356,348	User Fees	374,126	17,126	
16,155	19,292	17,700	30,699	Excess Usage Charges	37,413	15,993	
51,184	31,447	38,232	38,486	Debt Service Surcharges	38,556	0	
0	0	0	0	Grant Revenue - Oregon Emergency Mgmt. (Webb)	297,000	0	
3,375	3,750	3,750	3,750	WD Facilities Use Charges	3,750	0	
12,600	7,400	0	0	T.A.G Facility Plan Update	0	0	
1,315	10	0	8,886	Interest	2,000	0	
2,606	0	0	0	Miscellaneous	0	0	
398,611	385,290	413,682	438,169	TOTAL REVENUE	752,845	33,119	
562,351	567,880	601,345	690,674	TOTAL RESOURCES	1,062,281	33,119	
				REQUIREMENTS			
EXPENDITURE	S						
				MATERIALS & SERVICES			
150,221	109,593	157,500	145,626	Water District IGA Charges	181,450	(21,438)	
8,766	15,020	16,100	15,905	Liability & Property Insurance	18,500	0	
3,109	0	3,500	3,190	Licenses	3,600	0	
50	0	0	0	Miscellaneous	0	0	

ARCH CAPE SANITARY DISTRICT FISCAL YEAR 2024-25 PROPOSED BUDGET GENERAL FUND

94,921	72,898	110,400	110,400	Maintenance	150,000	0
0	0	2,000	2,000	Inflow & Infiltration	2,000	0
7,555	11,019	7,000	2,801	Chemicals	7,000	0
1,381	4,841	1,200	2,765	Dues / Taxes	3,000	0
14,959	5,865	5,000	1,000	Professional Services	5,000	0
0	0	500	500	Emergency Sanitation	500	0
9,000	0	10,000	9,000	Auditing	10,000	0
0	0	5,000	3,000	Legal Services	5,000	0
315	316	700	350	Notices	700	0
36,070	41,930	46,000	46,000	Utilities	49,500	0
326,347	261,482	364,900	342,537	TOTAL MATERIALS & SERVICES	436,250	(21,438)
				CAPITAL OUTLAY		
0	7,400	0	0	T.A.G Facility Plan Update	0	
0	7,400	0	0	TOTAL CAPITAL OUTLAY	0	0
326,347	268,882	364,900	342,537	TOTAL OPERATING EXPENDITURES	436,250	(21,438)
				INTERFUND TRANSFERS		
0	0	0	0	Transfer to Capital Fund - Webb Lift Station	297,000	0
0	0	0	0	TOTAL INTERFUND TRANSFERS	297,000	0
				DEBT SERVICE		
14,712	7,791	0		QDEQ - Irrigation Site Loan - Matured 2022	0	0
14,784	15,458	16,163	16,163	OECD - Facility Engineering Loan (Principal)	16,900	0
4,535	3,861	3,156	3,156	OECD - Facility Engineering Loan (Interest)	2,419	0
12,561	12,866	13,179	13,179	IFA Loan/Grant - Facility Improvement (Principal)	13,499	0
6,822	6,517	6,205	6,205	IFA Loan/Grant - Facility Improvement (Interest)	5,885	0
53,414	46,493	38,702	38,702	TOTAL DEBT SERVICE	38,702	0
379,761	315,375	403,602	381 239	TOTAL GENERAL FUND EXPENDITURES	771,952	(21,438)

ARCH CAPE SANITARY DISTRICT FISCAL YEAR 2024-25 PROPOSED BUDGET GENERAL FUND

0	0	54,735	0	Contingency	100,000	0
6,923	6,923		6,923	USDA Loan Required Reserve	6,923	0
175,667	245,582	143,008	302,513	Unappropriated Balance	183,406	54,557
182,590	252,505	197,743	309,436	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	290,329	54,557

ARCH CAPE SANITARY DISTRICT FISCAL YEAR 2024-25 PROPOSED BUDGET CAPITAL FUND

FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	ARCH CAPE SANITARY DISTRICT	FY 2024-25 PROPOSED	\$ CHANGE FROM PRIOR	% CHANGE FROM PRIOR
ACTUAL	ACTUAL	AMENDED	ESTIMATED	RESOURCES	FROFOSED	FROW FRIOR	FROW FRIOR
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107,587	133,901	191,275		Beginning Balance	200,382	9,107	4.8%
107,587	133,901	191,275	191,273	TOTAL BEGINNING BALANCE	200,382	9,107	4.8%
REVENUE				REVENUE			
26,316	57,372	19,698	39,109	Systems Development Charges	20,092	394	2.0%
26,316	57,372	19,698	39,109	TOTAL REVENUE	20,092	394	2.0%
INTERFUND TR	RANSFERS						
0	0	0	0	Transfer From General Fund (OEM Grant for Webb)	297,000	297,000	-
0	0	0		TOTAL INTERFUND TRANSFERS	297,000	297,000	-
100.000	101.050	0.10.0=0	222.222			222 =24	4.00/
133,903	191,273	210,973	230,382	TOTAL RESOURCES	517,474	306,501	4.8%
		1		REQUIREMENTS			
EXPENDITURE	S						
				CAPITAL OUTLAY			
2	0	55,000	· ·	Webb Lift Station	347,000	292,000	530.9%
2	0	55,000	30,000	Total Capital Outlay	347,000	292,000	530.9%
2	0	55,000	30,000	TOTAL EXPENDITURES	347,000	292,000	530.9%
CONTINGENCY	/ P LINADDDOF	DIATED DAI	ANCE				
O	ONAPPROP	155,973		Contingency	150,000	0	_
0	0	155,973		Total Contingency	150,000	0	-
133,901	191,273	155,975		Unappropriated Balance	150,000	0	-
133,901	191,273	0	•	Total Unappropriated Balance	20,474	0	
133,301	191,2/3	U	200,382	Total Oliappiopilated Dalalice	20,474	- 0	•
133,901	191,273	155,973	200,382	TOTAL CONTINGENCY & UNAPP. ENDING BALANCE	170,474	14,501	9.3%
133,903	191,273	210,973	230.382	TOTAL REQUIREMENTS	517,474	306,501	540.2%

ARCH CAPE SANITARY DISTRICT FY 2024-25 PROPOSED BUDGET GO BOND DEBT FUND

FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 ADOPTED	FY 2023-24 ESTIMATED	ARCH CAPE SANITARY DISTRICT	FY 2024-25 PROPOSED	\$ CHANGE FROM PRIOR	% CHANGE FROM PRIOR
				RESOURCES			
BEGINNING FU	JND BALANCE						
(191)	4,657	15,426		Beginning Fund Balance	11,207	(4,219)	-27.3%
(191)	4,657	15,426	16,143	TOTAL BEGINNING BALANCE	11,207	(4,219)	-27.3%
REVENUE							
	148,310	144,600	126 924	Bond Proceeds	144,600	0	0.0%
149,448	7,775	144,000		Bond Interest	144,600	0	
149,448		144,600		TOTAL REVENUE	144,600	0	- 0.0%
145,446	130,083	144,000	139,004	TOTAL REVENUE	144,000	U	0.070
149,257	160,742	160,026	155 807	TOTAL RESOURCES	155,807	(4,219)	-2.6%
110,207	100,7 12	100,020	100,007		100,007	(1,210)	2.070
				REQUIREMENTS			
EXPENDITURE	S			·			
				DEBT SERVICE			
68,662	71,408	71,408	74,457	USDA Plant Upgrade [P]	77,058	5,650	7.9%
75,938	73,192	73,192	70,143	USDA Plant Upgrade [I]	67,542	(5,650)	-7.7%
144,600	144,600	144,600	144,600	Total Debt Service	144,600	0	0.0%
144,600	144,600	144,600	144,600	TOTAL EXPENDITURES	144,600	0	0.0%
					1		
1	Y & UNAPPROF	PRIATED BALA					
0	0			Contingency			
4,657	16,143	15,426	11,207	Unappropriated Balance	11,207	(4,219)	-27.3%
4,657	16,143	15,426	11,207	TOTAL CONTINGENCY & UNAPP. ENDING BALANCE	11,207	(4,219)	-27.3%
149,257	160,742	160,026		TOTAL REQUIREMENTS	155,807	(4,219)	-2.6%



ARCH CAPE SANITARY DISTRICT LONG RANGE FINANCIAL PLAN FY 2024-25 – 2033-34

KEY ASSUMPTIONS:

- . Annual Base Rate increase (including debt surcharge) of 4% through the plan's 10 years.
- . Excess Usage Rate doubles at all tiers, to achieve three aims:
 - · Make up for no change in these rates in many years;
 - Enable Base Rates to grow at a slower rate, shifting a higher percentage of costs to large users;
 - · Encourage water conservation.
- . 2 connections per year, moving to 3 per year starting 2025-26
- Common expense allocation 55% Sanitary, 45% Water
- Expense growth (inflation) set at 5% for 2024-25 (driven primarily by increase in personnel costs from implementation of On-Call policy); reduced to 3.5% in ensuing years.
- · Liquidity target: minimum of 16% of operating costs on hand at all times.
- Contingency 20% of operating expenses, as a minimum.
- Ending balance target minimum of 1/6 of operating expenses.
- · No loans through the course of this 10-year plan, with the goal of eliminating debt.
- Transfers from the General Fund to the Capital Fund:
 - + \$297,000 in 2024-25 (pass-through of grant)
 - \$200,000 in 2028-29
 - + \$100,000 in 2029-30 and 2030-31

EXPECTED FUTURE CAPITAL EXPENDITURES

- \$40,000 collections system repairs 2025/26
- \$40,000 collections system scoping 2026-27
- \$25,000 cost share for duty truck
- \$350,000 membrane replacement 2028-29
- \$125,000 Asbury lift station rehab 2029-30
- \$125,000 North end lift station rehab 2031-32

ARCH CAPE SANITARY DISTRICT GENERAL FUND LONG RANGE FINANCIAL PLAN

					Year-End										
	Actual	Actual	Actual	Budget	Estimate			F	PROJECTIONS	S					
ASSUMPTIONS	2020-21	2021-22	2022-23	2023-24	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
GENERAL INFLATION	7.0%	7.0%	7.0%	6.0%	3.0%	5.0%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
HOOKUPS	344	346	352	354	356	358	361	364	367	370	373	376	379	382	385
Change in Hookups	2	2	6	2	4	2	3	3	3	3	3	3	3	3	3
Systems Development Charges	8,747	9,360	10,015	9,849	9,849	10,341	10,703	11,078	11,466	11,867	12,282	12,712	13,157	13,618	14,094
Excess usage Charge % of User Fees	8.0%	5.2%	6.0%	5.0%	8.6%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
SD Quarterly User Rates	268	286	264	277	277	288	300	312	324	337	351	365	379	395	410
Usage Charges (0 - 5,000 gallons)	213	232	237	250	250	261	273	285	311	324	338	352	367	382	398
Excess Usage Charges per 100 gallons															
5,001 - 8,000 galloons	0.25	0.25	0.25	0.25	0.25	0.50	0.52	0.54	0.55	0.57	0.59	0.61	0.64	0.66	0.68
8,001 - 12,000 gallons	0.75	0.75	0.75	0.75	0.75	1.50	1.55	1.61	1.66	1.72	1.78	1.84	1.91	1.98	2.04
12,001 - 16,000 gallons	5.00	5.00	5.00	5.00	5.00	10.00	10.35	10.71	11.09	11.48	11.88	12.29	12.72	13.17	13.63
16,001 gallons & up	9.00	9.00	9.00	9.00	9.00	18.00	18.63	19.28	19.96	20.66	21.38	22.13	22.90	23.70	24.53
Debt service surcharges	40	39	27	27	27	27	27	27	13	13	13	13	13	13	13
Annual increase - Total	14.5%	6.7%	-7.7%	5.0%	5.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Annual increase - Usage chg. Only	8.5%	7.1%	2.2%	5.4%	5.4%	4.6%	4.5%	4.5%	9.1%	4.2%	4.2%	4.2%	4.2%	4.2%	4.2%
	•	•	•							•					
	Act	Act	Act	Budget	EOYP				RESOURCES						
	2020-21	2021-22	2022-23	2023-24	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
BEGINNING BALANCE	94,484	163,740	182,590	187,663	252,505	309,435	290,328	256,220	229,474	481,879	242,754	162,699	212,351	(39,970)	71,117
REVENUE															
EARNED INCOME															
User Fees	308,414	311,376	323,392	351,784	356,348	374,126	394,237	415,296	456,667	479,756	503,930	529,240	555,738	583,477	612,515
Excess Usage Charges	17,310	16,155	19,292	17,589	30,699	37,413	39,424	41,530	45,667	47,976	50,393	52,924	55,574	58,348	61,252
Surcharge for Debt	56,954	51,184	31,446	38,232	38,486	38,556	38,702	38,702	19,383	19,383	19,383	19,383	19,383	19,383	19,383
Logging Revenue									250,000						
Other	13,538	19,896	3,790	3,750	12,636	5,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750
TOTAL EARNED INCOME	396,216	398,611	377,920	411,355	438,169	455,845	476,113	499,278	775,467	550,865	577,457	605,298	634,445	664,958	696,900
GRANT & LOAN PROCEEDS															
Loans															
Grants	23,630		7,400			297,000									
TOTAL GRANT & LOAN PROCEEDS	23,630		7,400			297,000									
INTERFUND TRANSFERS															
Debt Service Fund	65,814														
TOTAL INTERFUND TRANSFERS	65,814														
TOTAL REVENUE	485,660	398,611	385,320	411,355	438,169	752,845	476,113	499,278	775,467	550,865	577,457	605,298	634,445	664,958	696,900
TOTAL RESOURCES	603,774	562,351	567,910	599,018	690,674	1,062,280	766,441	755,498	1,004,941	1,032,744	820,211	767,997	846,796	624,988	768,017

ARCH CAPE SANITARY DISTRICT GENERAL FUND LONG RANGE FINANCIAL PLAN

	Act	Act	Act	Budget	EOYP			RI	EQUIREMEN [®]	TS					
EXPENDITURES	2020-21	2021-22	2022-23	2023-24	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
OPERATING EXPENDITURES							•			•					
WD IGA CHARGES	141,190		109,593	157,500	145,626	181,450	187,801	194,374	201,177	208,218	215,506	223,048	230,855	238,935	247,298
MAINTENANCE & CHEMICALS	87,849		83,902	119,400	113,201	157,000	162,495	168,182	174,069	180,161	186,467	192,993	199,748	206,739	213,975
UTILITIES	43,184		41,930	46,000	46,000	49,500	51,233	53,026	54,882	56,802	58,790	60,848	62,978	65,182	67,463
GEN'L & ADMINISTRATIVE	35,413		26,087	42,000	37,710	48,300	49,991	51,740	53,551	55,425	57,365	59,373	61,451	63,602	65,828
MATERIALS & SERVICES	299,895	326,347	261,512	364,900	342,537	436,250	451,519	467,322	483,678	500,607	518,128	536,263	555,032	574,458	594,564
CAPITAL OUTLAY			7,400				20,000	20,000	20,000	20,000	20,000				
TOTAL OPERATING EXPENDITURES	299,895	326,347	268,912	364,900	342,537	436,250	471,519	487,322	503,678	520,607	538,128	536,263	555,032	574,458	594,564
DEBT SERVICE	54,198	53,414	46,493	38,702	38,702	38,702	38,702	38,702	19,383	19,383	19,383	19,383	19,383	19,383	19,383
INTERFUND TRANSFERS															
Transfer to Capital Fund						297,000				250,000	100,000		100,000		
TOTAL INTERFUND TRANSFERS						297,000				250,000	100,000		100,000		
TOTAL GENERAL FUND EXPENDITURES	354,093	379,761	315,405	403,602	381,239	771,952	510,221	526,024	523,061	789,990	657,511	555,646	674,415	593,841	613,947
ENDING BALANCE	249,681	182,590	252,505	195,416	309,435	290,328	256,220	229,474	481,879	242,754	162,699	212,351	172,381	31,146	154,070
TOTAL REQUIREMENTS	603,774	562,351	567,910	599,018	690,674	1,062,280	766,441	755,498	1,004,941	1,032,744	820,211	767,997	846,796	624,988	768,017
CONTINGENCY	#REF!			54,735		100,000	70,728	73,098	75,552	78,091	80,719	80,439	83,255	86,169	89,185
DESIGNATED RESERVES	27,730	20,256	14,676	6,923	6,923	6,923	6,923	6,923	6,923	6,923	6,923	6,923	6,923	6,923	6,923
UNDESIGNATED	4,228	20,256	136,209	5,226	302,512	183,405	178,569	149,453	399,405	157,740	75,057	124,989	82,203	(61,945)	57,962
	•														
REVENUE OVER/(UNDER) EXPENSE	131,567	18,850	69,915	7,753		(19,107)	(34,108)	(26,746)	252,405	(239,125)	(80,055)	49,652	(39,970)	71,117	82,953
RESOURCES OVER/(UNDER) REQ.	0	0	0	0		0	0	0	0	0	0	0	0	0	0

ARCH CAPE SANITARY DISTRICT CAPITAL FUND LONG RANGE FINANCIAL PLAN

	Act	Act	Budget	EOYP					PROJECTED				
RESOURCES	2021-22	2022-23	2023-24	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
BEGINNING BALANCE	107,587	133,903	191,275	191,275	200,671	147,763	138,805	130,779	138,711	72,632	82,570	118,556	130,622
REVENUE													
SDC REVENUE	26,316	57,372	59,093	39,396	20,092	31,042	31,973	32,933	33,921	34,938	35,986	37,066	38,178
TOTAL REVENUE	26,316	57,372	59,093	39,396	20,092	31,042	31,973	32,933	33,921	34,938	35,986	37,066	38,178
TRANSFER FROM GENERAL FUND					297,000				250,000	100,000		100,000	
TOTAL RESOURCES	133,903	191,275	250,368	230,671	517,763	178,805	170,779	163,711	422,632	207,570	118,556	255,622	168,800
REQUIREMENTS													
EXPENDITURES													
Webb Station Upgrade			55,000	30,000	370,000								
Screening Upgrade													
Collection System Repairs						40,000							
Scoping the Pipes							40,000						
North Pump Station										125,000			
Asbury Pump Station												125,000	
Membrane Replacement									350,000				
Truck (50%)								25,000					
TOTAL EXPENDITURES			55,000	30,000	370,000	40,000	40,000	25,000	350,000	125,000		125,000	
ENDING BALANCE	133,903	191,275	195,368	200,671	147,763	138,805	130,779	138,711	72,632	82,570	118,556	130,622	168,800

ARCH CAPE SANITARY DISTRICT GO BOND DEBT SERVICE FUND LONG RANGE FINANCIAL PLAN

	Act	Act	Budget	EOYP					PROJECTED					
RESOURCES	2021-22	2022-23	2023-24	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
BEGINNING BALANCE	(191)	4,657	15,426	16,143	11,207	11,207	11,207	11,207	11,207	11,207	11,207	11,207	11,207	11,207
REVENUE														
PROPERTY TAX RECEIPTS	149,448	156,085	144,600	139,664	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600
TOTAL REVENUE	149,448	156,085	144,600	139,664	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600
TOTAL RESOURCES	149,257	160,743	160,026	155,807	155,807	155,807	155,807	155,807	155,807	155,807	155,807	155,807	155,807	155,807
EXPENDITURES	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600
ENDING BALANCE	4,657	16,143	15,426	11,207	11,207	11,207	11,207	11,207	11,207	11,207	11,207	11,207	11,207	11,207
TOTAL REQUIREMENTS	149,257	160,743	160,026	155,807	155,807	155,807	155,807	155,807	155,807	155,807	155,807	155,807	155,807	155,807