

**LOCAL
GOVERNMENT
LAW GROUP**

An Oregon Professional Corporation

Carolyn H. Connelly
Christy K. Monson
Ross M. Williamson*
Diana Moffat
Mark A. Wolf
Dan Lawler
*Also Admitted in Washington

June 7, 2021

VIA EMAIL ONLY TO: ponderosa.ron@gmail.com

Board of Directors
Eugene Rural Fire
Protection District No. 1
85201 Christensen Road
Eugene, OR 97405

*This letter is a confidential communication between attorney and client. As such,
it is not subject to disclosure*

Re: 2021-2022 Budget

Dear Board:

Attached are the following documents:

Letter to the Lane County Assessor (with attachments); and
Letter to the Lane County Clerk (with attachments).

This completes the District's requirements for adoption of the District's 2021 - 2022 Budget. However, we would like to take a moment to remind you of the following guidelines:

Changes to an adopted budget generally require at least a Board resolution. Some changes require adoption of a supplemental budget. If the supplemental budget will change the expenditures in any fund by more than 10%, extra notice and a hearing may be required. We would be happy to help you negotiate these requirements as they come up during the year.

Eugene RFPD No. 1
June 7, 2021
Page 2

As always, we are here to assist you with any legal questions. Please let us know how we can help.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Wolf', written in a cursive style.

Mark A. Wolf
mark@localgovtlaw.com

MAW:kad

Enclosures

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June 7, 2021

Lane County Clerk
125 East 8th Ave
Eugene, OR 97401

Re: Eugene Rural Fire Protection District No. 1

Dear Clerk:

Enclosed is the complete budget document for Eugene Rural Fire Protection District No. 1, for the fiscal year beginning July 1, 2021, to be filed with Lane County.

If you have any questions, please contact me.

Sincerely,



Mark A. Wolf
mark@localgovtlaw.com

MAW:kad

Enclosures

Cc: Eugene Rural Fire Protection District No. 1

F:\Clients\Muni\Eugene FD\GENERAL (001)\Budget FY 2021-2022\LTR County Clerk (052521) MAWkad.docx

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

**FORM LB-50
2021-2022**

To assessor of Lane County

Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Eugene Rural Fire Protection District No.1 has the responsibility and authority to place the following property tax, fee, charge or assessment

on the tax roll of Lane County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>P.O. Box 50054</u>	<u>Eugene</u>	<u>OR</u>	<u>97405</u>	<u>April 21, 2021</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Ron Apling</u>	<u>Board President</u>	<u>541-343-1610</u>	<u>ponderosa.ron@gmail.com</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	2.5417	
2. Local option operating tax	2		
3. Local option capital project tax	3		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
4. City of Portland Levy for pension and disability obligations	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	2.5417
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

EUGENE RURAL FIRE PROTECTION DISTRICT NO. 1
RESOLUTION ADOPTING BUDGET

BE IT RESOLVED that the Board of Directors of Eugene Rural Fire Protection District No. 1 hereby adopts the budget for fiscal year 2021-2022 in the total amount of \$861,600, now on file at Eugene Rural Fire Protection District No. 1.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021, and for the purposes shown below are hereby appropriated as follows:

General Fund

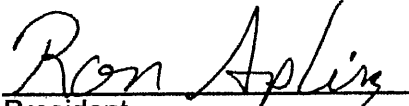
Materials & Services	\$ 416,600
General Operating Contingency	50,000
TOTAL General Fund Appropriation	<u>\$ 466,600</u>
TOTAL Appropriations	<u>\$ 466,600</u>
TOTAL Unappropriated and Reserve Amounts	<u>\$ 395,500</u>
TOTAL ADOPTED BUDGET	<u>\$ 861,600</u>

RESOLUTION IMPOSING AND CATEGORIZING TAXES


BE IT RESOLVED that the Board of Directors of Eugene Rural Fire Protection District No. 1 hereby imposes the taxes provided for in the adopted budget at the rate of \$2.5417 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2021-2022 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	\$2.5417/\$1,000	

The above resolution statements were approved and declared adopted on this 21st day of April, 2021.


President

ATTEST:


Secretary

FORM		RESOURCES		Eugene Rural Fire Protection District No. 1 (Name of Municipal Corporation)		
LB-20		General (Fund)		Budget for Next Year 2021-2022		
Historical Data		RESOURCE DESCRIPTION		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2018-2019	Actual First Preceding Year 2019-2020	Adopted Budget This Year 2020-2021				
1	320,336	391,550	410,000	450,000	450,000	450,000
2						
3	16,899	8,181	6,500	6,500	6,500	6,500
4	14,111	12,104	5,000	5,000	5,000	5,000
5						
6						
7	100	100	100	100	100	100
8						
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22						
23						
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26						
27						
28						
29	351,446	411,935	421,600	461,600	461,600	461,600
30			380,000	400,000	400,000	400,000
31	373,627	389,031				
32	725,073	800,966	801,600	861,600	861,600	861,600

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

DETAILED REQUIREMENTS

FORM LB-31

Eugene Rural Fire Protection District No. 1
(Name of Municipal Corporation)

General
(Name of Organizational Unit or Program - Fund)

		Historical Data		Budget for Next Year 2021-2022	
		Actual	Adopted Budget	Proposed by	Approved by
		Second Preceding Year 2018-19	First Preceding Year 2019-20	Budget Officer	Budget Committee
			This Year 2020-21	Adopted by Governing Body	
				Range*	
1	MATERIALS & SERVICES				
2					
3	Legal	0	1,000	1,000	1,000
4	Audit & Filing Fees	6,050	6,500	7,000	7,000
5	Office Supplies	224	608	1,000	1,000
6	Elections	0	198	600	600
7	Memberships	573	135	800	800
8	Budget Publication	193	0	700	700
9	Budget Preparation	2,144	1,100	3,000	3,000
10	Fire Protection Contract	322,267	366,531	390,000	390,000
11	Insurance	1,137	1,178	2,000	2,000
12	Address markers	0	0	500	500
13	Miscellaneous	309	354	5,000	5,000
14	Conferences and Trainings	0	0	3,000	3,000
15	Newsletter	927	24	1,500	1,500
16					
17	17 TOTAL MATERIALS & SERVICES	333,524	376,178	416,100	416,100
18					
19	19 OPERATING CONTINGENCY	0	0	50,000	50,000
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31	31 Ending balance (prior years)	391,549	424,788		
32	32 UNAPPROPRIATED ENDING FUND BALANCE		366,000	395,500	395,500
33	33 TOTAL REQUIREMENTS	725,073	800,966	861,600	861,600

* include a schedule of pay ranges
150-504-031 (Rev 02-14)

**EUGENE RURAL FIRE PROTECTION DISTRICT #1
RESOLUTION OF BUDGET COMMITTEE TO APPROVE BUDGET**

WHEREAS, the Budget Committee has held all statutorily required hearings; and

WHEREAS, all required notices have been published; and

WHEREAS, the Budget Committee has considered the budget presented by the Budget Officer; and

WHEREAS, the Budget Committee has heard comments and made additions or deletions to the proposed budget; and

WHEREAS, the Budget Committee recommends the levy of the District's full permanent tax rate;

NOW THEREFORE, BE IT RESOLVED that the Budget Committee of Eugene Rural Fire Protection District #1 hereby authorizes the District's permanent tax rate to be used as the basis to levy taxes for the General Fund and recommends the attached budget to the Board of Directors for adoption.

ADOPTED by the Budget Committee of the Eugene Rural Fire Protection District #1 this 24th day of March, 2021.



Budget Committee Chair

ATTEST:



Budget Committee Secretary

EUGENE RURAL FIRE PROTECTION DISTRICT #1
BUDGET MESSAGE 2021-2022

To: Board of Directors
Budget Committee Members

Enclosed for consideration at the public meeting of the District's Budget Committee on March 24, 2021, is the proposed budget for fiscal year 2021-2022.

BUDGET COMMITTEE

The Budget Committee should consist of five Board members plus five citizen Budget Committee members. If you do not have five citizen Budget Committee members, your minutes should reflect why citizens were not available to serve (i.e., "no one was interested"). A majority of the Budget Committee must adopt the budget. If the Budget Committee is made up of just the Board of Directors, adoption will require three affirmative votes. If there are two citizen members (so the Budget Committee has a total of seven members) it will take four affirmative votes to approve the budget.

If you have questions regarding adoption of the budget or any of the necessary procedures, please let me know. As you know, the budget process can be a bit onerous, but failure to follow the proper procedures could result in the District's budget being refused by the Department of Revenue. Our office will try to make the process as smooth as possible for you.

BUDGET DOCUMENT

The District's budget document is composed of two forms, an LB 20 form showing the District's resources, and an LB 31 form showing the District's estimated expenditures. For each of those forms, reading from left to right, the first two columns on the left show historical data, and are composed of actual numbers based on the District's completed audits. The third column on the left reflects the District's 2020-2021 adopted budget. On the right-hand side of the LB forms are three more columns that reflect the three stages of the proposed 2021-2022 budget: 1) the budget proposed by the budget officer, 2) the budget adopted by the Budget Committee, and 3) the budget proposed for adoption by the Board.

RESOURCES (LB-20)

Resources are determined by looking at: 1) the money you have in the Local Government Investment Pool; 2) the money you have in any checking accounts; 3) prior years' taxes estimated to be received; and 4) interest. In the "historical data" columns of the proposed budget you see the prior years' taxes estimated to be received as well as interest figures.

The numbers presented in the proposed budget column are conservative extensions of your prior years' numbers. I have estimated that the District's total resources equal \$461,600, not including taxes. I included small amounts of revenue expected to be received and estimated expenditures through the end of the year in my calculation of the District's available cash on hand.

According to Lane County tax records, the District's 2020-2021 assessed valuation is \$167,805,621. If the District levied its permanent rate of \$2.5417 per \$1,000, it would result in gross tax dollars of approximately \$426,511. Assuming a collection rate of 94%, this means the District would receive approximately \$400,000 in taxes. I understand that there was a period not long ago when the District chose not to assess the full amount of its permanent rate. This led to a significant reduction in the District's cash carryover from one year to the next. For the past seven budget years the District has levied its full permanent rate. Assuming the District chooses to continue to levy the full amount of its permanent rate, the total amount of budgeted resources will equal \$861,600.

EXPENDITURES (LB-31)

Expenditures for the proposed budget are generally informed by prior years' budgets. These numbers are estimates, and I always round off to the nearest \$100.

The District's largest expense, the Eugene/Springfield Fire contract amount for 2021-2022 is expected to have a modest increase. I have budgeted \$390,000. The amounts for the other line items in the Materials and Services category are estimated based on prior years' expenses. The total projected Materials & Services for 2021-2022 is \$416,100.

General Operating Contingency is again projected at \$50,000. These are funds available for expenditure if there is an emergency, a need arises, or any special projects or activities exceed the funds that have been appropriated in Materials & Services. This brings total projected budget expenditures to \$466,100, with a projection of \$395,500 as an unappropriated ending fund balance. Note that dollars allocated to an unappropriated ending fund balance cannot be used in the 2021-2022 budget year. The Budget Committee could choose to reallocate some of the dollars in the unappropriated ending fund balance into other expenditure line items to give the District the flexibility to spend those dollars if necessary.

NEXT STEPS

Once the Budget Committee has agreed on the budget, the Budget Committee should adopt the Resolution of the Budget Committee to Adopt the Budget. If the Budget Committee decides to recommend a levy of less than the District's full permanent rate, the attached resolution will need to be updated. The Committee will also need to recalculate the District's projected resources and the unappropriated ending fund balance. Remember, no matter what, Resources and Requirements must balance.

Once you have adopted the Resolution of the Budget Committee to Adopt the Budget we will publish the Budget Summary.

The Board will then hold a final budget hearing to adopt the budget, make appropriations, and levy taxes for fiscal year 2021-2022.

The Board may change any of the budget figures at its final budget hearing; however, the Board may only increase the expenditures approved by the Budget Committee by \$5,000 or ten (10) percent in each fund, whichever is greater, without having to republish the District's notices and hold a second budget hearing. Remember, resources and requirements for each fund **must** balance.

Once the budget is adopted by the Board and we receive an original signed resolution we will file the adopted budget with the County.

Respectfully submitted,

Mark Wolf

Mark Wolf
Budget Officer

GANNETT

3500 CHAD DRIVE, SUITE 600, EUGENE, OREGON 97408
PHONE (541) 485-1234

Legal Notice Advertising

Legal Notice 0000228141

LOCAL GOVERNMENT LAW GROUP P.C.
975 OAK STREET, SUITE 700
EUGENE, OR 97401

AFFIDAVIT OF PUBLICATION

STATE OF OREGON, }
COUNTY OF LANE, } ss.

I, Nancy Garduno, being first duly affirmed, depose and say that I am the Advertising Manager, or the principal clerk, of The Register-Guard, a newspaper of general circulation as defined in ORS 193.010 and 193.020; published at Eugene in the aforesaid county and state; that the **BUDGET COMMITTEE MEETING** printed copy of which is hereto annexed, is publishing in the entire issue of said newspaper in the following issues:

March 17, 2021
March 18, 2021

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Eugene Rural Fire Protection District No. 1, Lane County, State of Oregon, to discuss the budget for the fiscal year July 1, 2021, to June 30, 2022, will be held on Wednesday, March 24, 2021, at 12:00 p.m. via a Zoom Meeting. The link is: <https://us02web.zoom.us/j/7429393091?pwd=K2kraDMvckdEd1Vya1FReU93UUJudz09>

The meeting may also be accessed via telephone conference at 1 (253) 215 8782, Enter Meeting ID: 742 939 3091, followed by #, then enter Passcode 402450, followed by #.

The purpose is to receive the budget message and to receive comment from the public on the budget. A copy of the budget document may be inspected or obtained on or after March 24, 2021, at Local Government Law Group, 975 Oak Street, Suite 700, Eugene, OR, between the hours of 9:00 a.m. and 4:00 p.m.

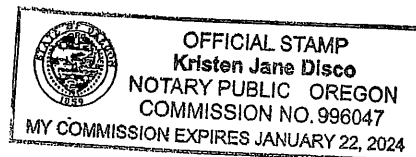
This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.
#228141, March 17, 18, 2021

Nancy Garduno

Subscribed and affirmed to before me this March 19, 2021

Kristen Jane Disco
Notary Public of Oregon

Account #: 28643
INVOICE: 0000228141
Case: NOTICE OF BUDGET COMMITTEE
Ad Price: \$175.00



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June 7, 2021

Lane County Department of
Assessment and Taxation
125 East 8th Avenue
Eugene, OR 97401

Re: Eugene Rural Fire Protection District No. 1

Dear Assessor:

Enclosed are two copies of the following documents for Eugene Rural Fire Protection District No. 1, for the fiscal year beginning July 1, 2021, to be filed with Lane County:

1. The Notice of Property Tax and Certification form (LB-50); and
2. The Resolution Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes;

If you have any questions, please contact me.

Sincerely,



Mark A. Wolf
mark@localgovtlaw.com

MAW:kad

Enclosures: LB-50 Form
Resolution

Cc: Eugene Rural Fire Protection District No. 1

F:\1Clients\Muni\Eugene FD\GENERAL (001)\Budget FY 2021-2022\LTR County Assessor (052521) MAWkad.docx

LOCAL GOVERNMENT LAW GROUP P.C.

975 Oak Street, Suite 700 Eugene, Oregon 97401 P (541) 485-5151 F (541) 485-5168

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

**FORM LB-50
2021-2022**

To assessor of Lane County

Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Eugene Rural Fire Protection District No.1 has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Lane County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

P.O. Box 50054	Eugene	OR	97405	April 21, 2021
<small>Mailing Address of District</small>	<small>City</small>	<small>State</small>	<small>ZIP code</small>	<small>Date</small>
Ron Apling	Board President	541-343-1610	ponderosa.ron@gmail.com	
<small>Contact Person</small>	<small>Title</small>	<small>Daytime Telephone</small>	<small>Contact Person E-Mail</small>	

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits		
		Rate -or- Dollar Amount		
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	2.5417		
2. Local option operating tax	2			
3. Local option capital project tax	3			
4. City of Portland Levy for pension and disability obligations	4			
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			Excluded from Measure 5 Limits Dollar Amount of Bond Levy
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0		

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	2.5417
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

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<small>Mailing Address of District</small>	<small>City</small>	<small>State</small>	<small>ZIP code</small>	<small>Date</small>
Ron Apling	Board President	541-343-1610	ponderosa.ron@gmail.com	
<small>Contact Person</small>	<small>Title</small>	<small>Daytime Telephone</small>	<small>Contact Person E-Mail</small>	

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EUGENE RURAL FIRE PROTECTION DISTRICT NO. 1
RESOLUTION ADOPTING BUDGET

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RESOLUTION MAKING APPROPRIATIONS

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General Fund


Materials & Services	\$ 416,600
General Operating Contingency	50,000
TOTAL General Fund Appropriation	<u>\$ 466,600</u>
TOTAL Appropriations	<u>\$ 466,600</u>
TOTAL Unappropriated and Reserve Amounts	<u>\$ 395,500</u>
TOTAL ADOPTED BUDGET	<u>\$ 861,600</u>

RESOLUTION IMPOSING AND CATEGORIZING TAXES

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	General Government	Excluded from Limitation
General Fund	\$2.5417/\$1,000	

The above resolution statements were approved and declared adopted on this 21st day of April, 2021.



President

ATTEST:



Secretary

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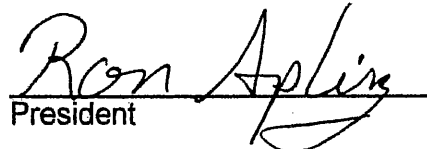
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TOTAL ADOPTED BUDGET	<u>\$ 861,600</u>

RESOLUTION IMPOSING AND CATEGORIZING TAXES


BE IT RESOLVED that the Board of Directors of Eugene Rural Fire Protection District No. 1 hereby imposes the taxes provided for in the adopted budget at the rate of \$2.5417 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2021-2022 upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	\$2.5417/\$1,000	

The above resolution statements were approved and declared adopted on this 21st day of April, 2021.


President

ATTEST:


Secretary