

2013-2014

**City of Philomath
and
Urban Renewal Agency
BUDGET**



Mission: To promote ethical and responsive municipal government which provides its citizenry with high quality municipal services in an efficient and cost effective manner.

**City of Philomath
Annual Budget
Fiscal Year 2013-14**

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BUDGET PROCEDURES

The budget plays a different, much more formal role in government than it does in a household or a small business. Whereas a private sector budget is usually considered a guideline for spending, a City's budget provides elected officials with a means to control the operation of the government, since they are not involved in day-to-day management. Spending for each fund is limited to the amount budgeted for each general category.

Your budget book provides some very detailed plans for the expenditure of funds in the coming year in the line item budgets behind each of the tabs in the book. These expenditures have been summarized in the Summary Information section of the book, on page 90. The legally adopted budget, and the appropriation of funds, will be in summary form. Line item budgets are necessary for department heads to analyze and project their needs, and you may find them helpful in understanding just where the money goes. However, the summary isn't so cluttered with numbers and will give you a better overview.

After the budget is adopted by the City Council, Council has the authority to transfer appropriations around within the budget, usually by transferring money from contingencies to an area where there is a special need. No expenditures may be charged directly to contingencies; there must be a transfer to another line item.

HOW PROPERTY TAXES WORK IN OREGON

Ballot Measure 50 restructured the Constitutional limits on property taxes by replacing existing property tax limitation provisions with a new "rate value" system. Under the new system, a fixed operating tax rate is established for the City and then applied against the assessed value of each property within the City limits. The voter approved tax base which had been in existence since 1980 has effectively been eliminated and replaced by a permanent tax rate of \$5.30/\$1,000 of assessed valuation. This final tax rate was assigned to the City by the Oregon Department of Revenue and became effective on July 1, 1997.

Growth in assessed valuation is limited to 3% per year with exceptions allowed to account for new construction, subdivisions, remodeling or rezoning of property. The Constitution allows the City to levy annually the amount that can be raised by its rate limit without further authorization from City voters. The City may seek a local option levy from voters to raise additional revenues. These levies may be for general operations and last for a period of five years or for capital projects which can be authorized for up to ten years.

Finally, the property tax limitations approved by voters in 1991 under Ballot Measure 5 remain in effect. For governmental entities, this caps the maximum tax rate at \$10 per thousand dollars of real market value.

The total property tax you pay is the sum of the City levy and other levies for county government, schools, and the fire district. Each of those entities may also have a special levy to pay back bonded indebtedness.

Our procedure is usually to begin by having department heads present their own budgets and answer questions. It will probably take the better part of three meetings to cover all of the separate budgets. The Committee may make changes to the proposed budgets as we go along, or wait until all of the presentations are complete. When the Committee has a complete budget they are satisfied with, they will approve it and send it to the City Council, where there will be a public hearing in June and the final budget will be adopted.

Budget Committee meetings are open to the public and the public is invited to make suggestions and comments.

City of Philomath

2013-14 BUDGET MESSAGE

Members of the Budget Committee:

This budget document represents the requested financial support for the operation of the City of Philomath for the fiscal year 2013-14. It has been prepared by the Budget Officer and the City Manager after analyzing and evaluating the requests and needs of the various City departments.

The fiscal policy for the coming year is essentially the same as the current year. It is our intent to submit and allow the budget to be managed in the most open and straightforward manner possible that will allow consistent and careful management of all revenues and expenditures in accordance with City policy. The budget contains separate balanced resources and requirements for each fund.

Estimated 2014-15 budget figures are included only to make it easier to see the effects of current decisions a little farther into the future. The budget to be approved and adopted is for the 2013-14 year only.

Each budget section begins with a description of the activities performed by that fund, followed by a detailed line-item budget which presents a history of the last three completed years, the current year's budget, and the proposed 2013-14 and estimated 2014-15 budgets. The combined budgets of the Public Works departments are summarized in the Public Works section.

Behind each line item budget is a narrative that explains each expenditure. There will be opportunities during the budgeting process to ask questions and discuss proposed expenditures.

With this budget, the City will allocate the available resources within each fund in such a manner that allows the City to continue to provide our core services. Managers have again worked with Joan and me to find ways to deal with anticipated cost increases that are not being offset with a corresponding improvement in revenues. We continue to have a confident outlook for an improving economy during the course of the upcoming fiscal year that promises to restore the City's ability to expand the level and quality of our services.

Staff is not proposing any new General Fund fees, increases to existing fees or property tax levies to support City services. The City will also continue with the construction of scheduled capital infrastructure improvements to insure our ability to deliver basic services in the most cost effective and efficient manner over the long term.

We believe that the oversight that has been exercised by the Budget Committee in recent years has been instrumental in helping the City craft a budget that reflects the harsh realities of our current economic state. This budget is the product of our collective commitment to our citizens that we serve, and we respectfully present it to you for your consideration.

It has been my privilege to deliver these past 17 years of Budget Messages. Few things are as critical to the successful management of a City as sound financial planning and disciplined expenditure of the public's money. Throughout my tenure, I have always found our Budget Committees to be committed and focused on these simple principles. I would like to especially thank our Department Heads for their cooperative spirit in developing and managing their budgets in a manner consistent with my desires. Finally, a special acknowledgment to our Budget Officer Joan Swanson. As we complete our responsibilities in adopting each budget, Joan's work is just beginning, as she must make it function and adapt to the unexpected circumstances that arise over each budget cycle. My sincere appreciation and thanks go to each of you, and I trust that you will continue to find satisfaction in serving our City in your respective capacities.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "R. Kugler".

Randy Kugler
City Manager

Joan Swanson
Budget Officer

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND**

	ACTUAL OPERATIONS 2009-10	ACTUAL OPERATIONS 2010-11	ACTUAL OPERATIONS 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
REVENUES							
Cash Balance Forward	231,125	268,163	278,023	300,000	250,000	216,000	-17%
Interest Income	3,683	4,895	5,584	5,400	4,600	4,300	-15%
Property Tax - Current Year	1,190,134	1,236,760	1,278,061	1,314,500	1,220,835	1,381,060	-7%
Property Tax - Prior Years	20,871	23,051	32,440	31,000	31,000	31,930	0%
Cigarette and Liquor Tax	59,001	61,501	65,509	66,610	72,300	73,900	9%
State Revenue Sharing	36,597	37,679	37,017	42,150	46,300	47,700	10%
Building & Electrical Permits	42,576	146,461	119,917	58,000	58,000	80,000	0%
Planning and Zoning Fees	4,030	3,275	4,039	4,000	4,000	4,500	0%
Franchise Fees	248,242	279,460	298,163	302,800	300,000	303,000	-1%
Municipal Court Revenue	234,491	279,167	285,254	280,000	300,000	305,000	7%
Bus User Fees	10,852	12,458	15,616	14,700	18,500	18,500	26%
Lien Search Fees	3,340	3,740	4,560	4,000	5,300	5,500	33%
Miscellaneous Receipts	24,194	20,067	16,855	10,870	15,000	16,000	38%
Sidewalk Liens	8,022	2,850	0	0	0	0	
Administrative Overhead	221,868	248,964	286,092	280,320	280,272	288,680	0%
Grants	86,511	52,585	0	0	0	0	
Transfer-Community Develop Fund	0	0	0	0	120,000	0	100%
TOTAL REVENUES	2,425,537	2,681,076	2,727,130	2,714,350	2,726,107	2,776,070	0%
EXPENDITURES							
Administration/Planning	206,624	221,257	240,220	259,340	293,000	249,420	13%
Building Permit Dept	45,491	119,682	101,802	59,940	61,270	77,800	2%
Finance	224,566	251,997	269,068	271,320	296,280	305,320	9%
Municipal Court	147,268	187,307	169,757	220,280	228,647	235,100	4%
Police	1,042,299	1,089,217	1,169,933	1,248,320	1,324,310	1,357,550	6%
Buildings & Grounds	83,299	106,549	100,468	116,810	118,180	121,850	1%
Parks	55,838	76,334	75,781	79,340	91,970	95,030	16%
Non-Departmental	262,589	260,710	189,804	216,000	217,450	213,000	1%
Subtotal department expenditures	2,067,974	2,313,053	2,316,833	2,471,350	2,631,107	2,655,070	6%
TRANSFERS							
To Land, Building & Equip Fund	89,400	90,000	97,000	100,000	40,000	56,000	-60%
Subtotal transfers	89,400	90,000	97,000	100,000	40,000	56,000	-60%
Contingency	0	0	0	50,000	35,000	35,000	-30%
TOTAL EXPENDITURES	2,157,374	2,403,053	2,413,833	2,621,350	2,706,107	2,746,070	3%
UNAPPROPRIATED ENDING BAL	0	0	0	93,000	20,000	30,000	-78%
Excess Revenues Over Expenditures	268,163	278,023	313,297	0	0	0	

**CITY OF PHILOMATH
GENERAL FUND REVENUES
2013-14 BUDGET NARRATIVE**

Item	Category	Amount	Description
3001	CASH BALANCE FORWARD	250,000	Estimated cash balance at June 30, 2013
 <u>INTEREST INCOME</u>			
3020	Investment interest	1,100	Estimated interest income
3030	Interest on tax collections	3,500	Interest earned on tax collections before they are turned over to the City.
		<u>4,600</u>	
3110	PROPERTY TAX - CURRENT YEAR	1,220,835	Estimated 3% increase over 2012-13 tax levy. The collections are estimated at 95% of taxes imposed. Reduced by possible \$120,000 Hewlett Packard refund.
3115	PROPERTY TAX - PRIOR YEARS	31,000	Property tax receipts collected for prior years
 <u>CIGARETTE & LIQUOR TAX</u>			
3130	Cigarette tax	6,100	\$1.32 per capita, estimated population of 4,620
3140	Liquor tax	66,200	\$14.33 per capita
		<u>72,300</u>	
3150	STATE REVENUE SHARING	46,300	14% of state liquor tax collections allocated to qualified cities
 <u>BUILDING & ELECTRICAL PERMITS</u>			
3310	Building permits	50,000	Building and electrical permits issued within the City
3315	Electrical permits	8,000	
		<u>58,000</u>	
3330	PLAN ACTIONS & ZONING COMPLIANCE	4,000	Processing land use & zoning compliance applications
 <u>FRANCHISE FEES</u>			
3410	Consumers Power	49,700	Franchise revenue based on estimated 2013-14 receipts
3430	Northwest Natural Gas	45,000	
3440	PacifiCorp	205,300	
		<u>300,000</u>	
 <u>MUNICIPAL COURT REVENUE</u>			
3505	Court fines	234,000	Court fines imposed by the municipal court judge
3510	Benton County court	5,000	Municipal court collections for Benton County jail facility
3515	State court fees	56,500	Municipal court collections for unitary fees, LEMLA and IDPF
3535	Defense attorney reimbursement	4,500	Reimbursement to the city for defense attorney costs
		<u>300,000</u>	
3605	BUS USER FEES	18,500	\$8,500 from bus fares \$10,000 from OSU student and faculty contracts
3642	LIEN SEARCH FEES	5,300	Fee charged for processing city lien searches
 <u>MISCELLANEOUS RECEIPTS</u>			
3625	Fingerprinting	1,000	Fingerprinting school district employees and others
3650	Miscellaneous receipts	12,000	
3675	Other permits & licenses	2,000	Liquor license renewals, amusement device permits etc.
		<u>15,000</u>	

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**CITY OF PHILOMATH
GENERAL FUND REVENUES
2013-14 BUDGET NARRATIVE**

CONTINUED:

Item	Category	Amount	Description
	<u>ADMINISTRATIVE OVERHEAD</u>		
3910	Street Fund	45,744	Reimbursement to the General fund for administrative and accounting functions which support all funds. Costs allocated based on time and resources devoted to each fund.
3915	Urban Renewal Fund	12,240	
3920	Water Fund	116,040	
3925	Sewer Fund	<u>106,248</u>	
		280,272	
3945	TRANSFER - COMM DEVELOP FUND	120,000	Transfer from Community Development Fund to supplement property tax revenues
	TOTAL GENERAL FUND REVENUES	<u>2,726,107</u>	

PHILOMATH ADMINISTRATION (City Manager and City Recorder)

City Manager

The City Manager's office provides general administrative services for the management of the City to ensure that all City Council policies and directives are carried out, and supervises and coordinates the work of all City departments and employees.

Activities include liaison between the City Council, advisory boards/commissions and City staff; preparing the Council agenda materials for Council meetings; preparing regular and special management reports; processing citizen inquiries/complaints and service requests; working with citizens and the media for public relations and information programs; working with other agencies of government including the League of Oregon Cities, other municipalities, the Council of Governments, state and county governments, and with various federal agencies.

The City Manager is responsible for the enforcement of ordinances and expenditure of funds in accordance with the budget as adopted by the City Council. The Manager acts as the Planning Official in administering the City's land use program, supervises all purchases; operation of all City-owned facilities and property; executes all contracts; enforces the provisions of the City's personnel policies; and supervises the preparation of the annual budget. It is also the responsibility of the Manager to make recommendations to the Council on legislation, financial programs, capital improvements, and other administrative matters.

The City Manager's office also is responsible for coordinating with the Benton County Development Department and the Philomath Planning Commission to accomplish planning functions and services for the City and its urban growth area. Functions and services include processing land subdivisions, annexations, rezonings, comprehensive plan maintenance/review and compliance, system development charges, building permits and inspections, the Urban Renewal District and other land use and planning related functions.

City Recorder/Administrative Assistant

The City Recorder serves as the City records manager and elections' officer. The City Recorder is responsible for overseeing fulfillment of public records requests and for recording, distributing, filing and maintaining City records including ordinances, resolutions, contracts, and other legal records. The City Recorder answers citizens' inquiries regarding City policy matters, ordinances, resolutions and other matters of record and advises Council and staff of legislation, programs and regulations affecting city operations. The Recorder prepares meeting agendas and informational packets and records and maintains official records of proceedings for City public meetings, including City Council, Planning Commission, Budget Committee, and standing committees.

This position is also responsible for performing confidential administrative and clerical work for the City Manager and providing secondary planning support, including answering incoming calls and acting as receptionist. Other responsibilities include maintenance of the city website and readerboard sign, scheduling of meetings and appointments, and directing citizens to appropriate departments for general information on questions, problems or complaints.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND - ADMINISTRATION/PLANNING**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
PERSONNEL SERVICES							
10 1 4110 City Manager	88,008	94,880	92,904	93,840	96,672	91,200	2%
10 1 4130 City Recorder	33,751	36,383	35,633	36,338	37,078	38,190	2%
10 1 4257 Planner	12,624	13,068	13,332	13,560	13,872	14,288	2%
10 1 4360 Incentive Pay	1,176	1,176	1,600	2,100	2,100	2,163	0%
10 1 4366 Longevity Pay	0	0	10,253	11,201	12,448	3,819	11%
10 1 4370 Sick Leave Conversion	2,810	3,029	2,614	2,166	2,231	0	2%
10 1 4500 Social Security	10,203	11,108	11,742	12,179	12,577	11,449	3%
10 1 4520 PERS	17,854	19,194	27,684	28,194	36,700	34,167	30%
10 1 4540 Workers' Compensation	201	265	256	294	405	417	38%
10 1 4560 Workers' Benefit Fund Assmt	48	47	48	50	61	61	22%
10 1 4620 Deferred Compensation	7,544	8,128	8,580	8,739	9,032	8,122	2%
10 1 4640 Health Insurance	21,209	21,922	22,112	23,652	23,770	24,959	0%
10 1 4660 Dental Insurance	2,919	2,892	3,087	3,363	3,297	3,462	-2%
10 1 4670 Health Reimbursement Account	142	850	1,275	1,700	2,550	2,550	50%
10 1 4680 Life Insurance	218	233	234	246	255	263	4%
10 1 4820 Sick & Vacation Accrual	0	0	0	10,000	28,000	2,000	100%
Subtotal Personnel Services	198,707	213,175	231,354	247,622	281,048	237,111	13%
MATERIALS AND SERVICES							
10 1 5015 Advertising and Legal Notices	1,352	1,266	2,034	1,500	1,600	1,648	7%
10 1 5143 Computer Line Charges	146	193	21	0	0	0	
10 1 5233 Dues	352	371	371	400	410	422	2%
10 1 5245 Education & Training	625	710	810	1,200	1,200	1,236	0%
10 1 5325 Insurance	1,076	550	704	900	1,100	1,133	22%
10 1 5390 Miscellaneous	75	190	39	428	472	485	10%
10 1 5413 Office Supplies	1,132	1,449	1,394	1,600	1,500	1,545	-6%
10 1 5454 Planning Expense	0	0	0	400	400	412	0%
10 1 5465 Postage	358	370	591	600	600	618	0%
10 1 5505 Recording Fee	267	0	0	400	400	412	0%
10 1 5563 Small Tools & Equipment	691	584	714	750	800	824	7%
10 1 5603 Telephone	1,100	1,153	1,166	1,240	1,270	1,308	2%
10 1 5665 Travel and Meals	673	1,148	932	1,300	1,200	1,236	-8%
10 1 5745 Vehicle Repair and Maintenance	70	98	90	1,000	1,000	1,030	0%
Subtotal Materials and Services	7,917	8,082	8,866	11,718	11,952	12,310	2%
TOTAL ADMIN/PLANNING BUDGET	206,624	221,257	240,220	259,340	293,000	249,420	13%

**CITY OF PHILOMATH
GENERAL FUND - ADMINISTRATION/PLANNING
2013-14 BUDGET NARRATIVE**

PERSONNEL SERVICES

	96,672	
City Manager	37,078	
City Recorder	13,872	
City Planner	<u>147,622</u>	
TOTAL SALARIES		147,622
Salaries include a 2% cost-of-living increase. The City Recorder's time is allocated 70% to administration, 20% to building permits and 10% to municipal court.		
INCENTIVE PAY		2,100
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY		12,448
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		2,231
50% of excess sick leave for department heads who choose to cash out sick time.		
SOCIAL SECURITY Calendar year 2013 rate is 7.65%		12,577
PERS		36,700
The City pays both the employer and employee contributions. For fiscal year 2013-14 the employer rate is 16.83% and the employee rate is 6%.		
WORKERS' COMPENSATION		405
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept of Revenue		61
DEFERRED COMPENSATION 6% retirement benefit for management employees		9,032
HEALTH INSURANCE \$1,500 deductible plan, estimated 5% increase for 2014 premium		23,770
DENTAL INSURANCE Estimated 4% increase for 2014 premium		3,297
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		2,550
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		255
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>28,000</u>
TOTAL PERSONNEL SERVICES		<u><u>281,048</u></u>

**CITY OF PHILOMATH
GENERAL FUND - ADMINISTRATION/PLANNING
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Advertising and Legal Notices	1,600	Advertising of legal notices
Dues	410	Dues to various professional organizations
Education & Training	1,200	Continuing education for staff. Pays for registration at conferences of League of Oregon Cities, Oregon Association of Municipal Recorders and other professional associations.
Insurance	1,100	Administration portion of City liability insurance
Miscellaneous	472	Incidental expenses
Office Supplies	1,500	Copier cost, paper and other office supplies
Planning Expense	400	Incidental planning costs
Postage	600	Postage and mailing costs
Recording Fee	400	Fee to record City documents with Benton County
Small Tools & Equipment	800	Purchase of small office equipment
Telephone	1,270	Telephone and long distance charges
Travel and Meals	1,200	Travel, meals and lodging for seminars and conferences
Vehicle Repair & Maintenance	<u>1,000</u>	City Manager vehicle
TOTAL MATERIALS AND SERVICES	<u>11,952</u>	

BUILDING PERMIT DEPARTMENT

The Building Permit Department is responsible for issuing all construction, electrical, plumbing and mechanical permits for projects in the City and to certain properties in the Urban Growth Boundary. The City Recorder serves as the permit clerk, answers questions, accepts building plans and issues permits. Compliance with zoning regulations is checked at the time of application for a permit. Building plan reviews and inspections are accomplished under contract with the Benton County Development Department. Approximately 20% of the Recorder's time is spent on the permitting process.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND - BUILDING PERMIT**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE	
PERSONNEL SERVICES								
10 2 4130	City Recorder	9,643	10,395	10,181	10,382	10,594	10,912	2%
10 2 4360	Incentive Pay	336	336	457	600	600	600	0%
10 2 4366	Longevity Pay	0	0	509	518	795	1,324	53%
10 2 4370	Sick Leave Conversion	223	240	120	0	0	0	
10 2 4500	Social Security	781	839	862	880	917	945	4%
10 2 4520	PERS	1,373	1,476	2,053	2,096	2,737	2,819	31%
10 2 4540	Workers' Compensation	15	20	18	24	30	31	25%
10 2 4560	Workers' Benefit Fund Assmt	5	5	5	5	7	7	40%
10 2 4620	Deferred Compensation	612	658	676	690	719	741	4%
10 2 4640	Health Insurance	2,114	2,150	2,168	2,312	2,325	2,451	1%
10 2 4660	Dental Insurance	263	238	254	275	270	284	-2%
10 2 4670	Health Reimbursement Account	17	100	150	200	300	300	50%
10 2 4680	Life Insurance	13	16	17	18	22	23	22%
10 2 4820	Sick and Vacation Accrual	0	0	0	1,000	1,000	1,000	0%
	Subtotal Personnel Services	15,395	16,473	17,470	19,000	20,316	21,435	7%
MATERIALS AND SERVICES								
10 2 5165	County Bldg & Elect Inspections	29,793	102,881	84,006	40,600	40,600	56,000	0%
10 2 5603	Telephone	303	328	326	340	354	365	4%
	Subtotal Materials and Services	30,096	103,209	84,332	40,940	40,954	56,365	0%
TOTAL BUILDING PERMIT BUDGET		45,491	119,682	101,802	59,940	61,270	77,800	2%

**CITY OF PHILOMATH
GENERAL FUND - BUILDING PERMIT
2013-14 BUDGET NARRATIVE**

PERSONNEL SERVICES

City Recorder	10,594
20% of the City Recorder's time and corresponding benefits are allocated to the issuance and processing of building permits	
INCENTIVE PAY	600
Each employee may receive up to \$300 per month based on acquiring specialized skills	
LONGEVITY PAY	795
Management employees receive 5% after 10 years of service, and 10% after 15 years of service	
SOCIAL SECURITY	917
Calendar year 2013 rate is 7.65%	
PERS	2,737
The City pays both the employer and employee contributions. For fiscal year 2013-14 the employer rate is 16.83% and the employee rate is 6%.	
WORKERS' COMPENSATION	30
WORKERS' BENEFIT FUND ASSESSMENT	7
Required by Oregon Dept of Revenue	
DEFERRED COMPENSATION	719
6% retirement benefit for management employees	
HEALTH INSURANCE	2,325
\$1,500 deductible plan, estimated 5% increase for 2014 premium	
DENTAL INSURANCE	270
Estimated 4% increase for 2014 premium	
HEALTH REIMBURSEMENT ACCOUNT	300
Employee account to help offset medical deductible	
LIFE INSURANCE	22
Basic life and AD&D policy. Employee coverage \$30,000.	
SICK & VACATION ACCRUAL	<u>1,000</u>
Liability for unused vacation and sick leave payable upon termination	
TOTAL PERSONNEL SERVICES	<u>20,316</u>

**CITY OF PHILOMATH
GENERAL FUND - BUILDING PERMIT
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

County Bldg & Electrical Inspections	40,600	70% of building and electrical permit revenue is paid to Benton County for plan review and inspections
Telephone	<u>354</u>	Telephone and long distance charges
TOTAL MATERIALS AND SERVICES	<u>40,954</u>	

FINANCE

The Finance Department is responsible for all general accounting functions, including accounts payable, utility billings and receipts, assessment billing and collection, receipt of fines and fees, collection of delinquent accounts, cash management and investments, maintenance of lien ledgers and lien searches, foreclosures, budget preparation and monitoring, auditing and internal controls, general ledger posting, financial reports and special studies.

This department also maintains various personnel records and is responsible for the payroll functions for the city, as well as computer administration and park reservations.

The Finance Director administers grant funds.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND - FINANCE**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
PERSONNEL SERVICES							
10 3 4120 Finance Director	72,000	80,740	76,008	77,520	79,080	81,452	2%
10 3 4172 Finance Staff	49,208	54,363	57,377	44,954	45,408	46,770	1%
10 3 4254 Accounting Clerk	7,231	7,399	6,350	9,700	14,000	14,420	44%
10 3 4320 Overtime	0	185	0	0	3,000	3,090	100%
10 3 4360 Incentive Pay	4,799	5,160	5,316	7,966	6,540	6,540	-18%
10 3 4366 Longevity Pay	0	0	7,608	7,752	7,908	8,145	2%
10 3 4370 Sick Leave Conversion	1,315	79	1,652	1,789	1,825	1,880	2%
10 3 4500 Social Security	10,109	11,089	11,571	11,450	12,072	12,434	5%
10 3 4520 PERS	16,304	18,421	24,654	23,480	32,637	33,616	39%
10 3 4540 Workers' Compensation	193	266	251	276	410	422	49%
10 3 4560 Workers' Benefit Fund Assmt	67	68	68	70	80	80	14%
10 3 4620 Deferred Compensation	4,543	4,993	5,260	5,507	5,709	5,880	4%
10 3 4640 Health Insurance	27,551	30,692	29,721	27,920	27,257	28,620	-2%
10 3 4660 Dental Insurance	3,622	4,159	4,127	3,980	3,702	3,887	-7%
10 3 4670 Health Reimbursement Acct	192	1,150	1,725	2,000	3,000	3,000	50%
10 3 4680 Life Insurance	194	193	194	186	213	219	15%
10 3 4820 Sick & Vacation Accrual	0	0	0	4,000	6,000	6,000	50%
Subtotal Personnel Services	197,328	218,957	231,882	228,550	248,841	256,457	9%
MATERIALS AND SERVICES							
10 3 5057 Credit Card Fees-Utility Payment:	0	1,011	2,307	2,350	3,600	3,708	53%
10 3 5137 Computer Support	4,268	4,742	5,035	5,200	5,450	5,614	5%
10 3 5138 Computer Support-Utility Billing	2,028	2,727	4,102	4,200	4,400	4,532	5%
10 3 5143 Computer Line Charges	176	192	21	0	0	0	
10 3 5233 Dues	885	825	895	835	900	927	8%
10 3 5245 Education & Training	1,637	1,495	1,509	1,800	1,800	1,854	0%
10 3 5246 Education & Training-Utility	0	0	0	600	600	618	0%
10 3 5325 Insurance	416	276	419	485	1,940	1,998	100%
10 3 5380 Lien Search Fee	1,300	1,330	1,500	1,600	2,100	2,163	31%
10 3 5390 Miscellaneous	179	431	182	500	529	546	6%
10 3 5413 Office Supplies	2,082	2,066	2,949	3,100	3,300	3,399	6%
10 3 5414 Office Supplies - Utility Billing	1,435	510	566	750	800	824	7%
10 3 5465 Postage	727	732	759	1,100	1,300	1,339	18%
10 3 5466 Postage - Utility Billing	5,276	3,103	510	1,500	500	515	-67%
10 3 5505 Recording Fee	1,192	617	441	900	1,700	1,751	89%
10 3 5563 Small Tools & Equipment	629	399	754	850	850	876	0%
10 3 5603 Telephone	1,403	1,342	1,370	1,450	1,470	1,514	1%
10 3 5604 Telephone - Utility Billing	746	711	730	750	1,200	1,236	60%
10 3 5665 Travel and Meals	2,859	3,681	2,397	2,700	2,700	2,781	0%
10 3 5666 Travel and Meals-Utility Billing	0	452	0	600	600	618	0%
10 3 5722 Utility Bill Printing/Mailing	0	2,968	8,892	9,300	9,300	9,579	0%
10 3 5730 Utility Online Service	0	3,430	1,848	2,200	2,400	2,472	9%
Subtotal Materials & Services	27,238	33,040	37,186	42,770	47,439	48,863	11%
TOTAL FINANCE BUDGET	224,566	251,997	269,068	271,320	296,280	305,320	9%

**CITY OF PHILOMATH
GENERAL FUND - FINANCE
2013-14 BUDGET NARRATIVE**

PERSONNEL SERVICES

	79,080	
Finance Director	45,408	
Finance Staff	14,000	
Accounting Clerk	<u>14,000</u>	
TOTAL SALARIES	138,488	
Salaries include a 2% cost-of-living increase. The Accounting Clerk works approximately 18 hours per week.		
OVERTIME		3,000
INCENTIVE PAY		6,540
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY		7,908
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		1,825
50% of excess sick leave for department heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2013 rate is 7.65%		12,072
PERS		32,637
The City pays both the employer and employee contributions. For fiscal year 2013-14 the Tier 1 & 2 employer rate is 16.83%, OPSRP rate is 12.76%, and the employee rate is 6%.		
WORKERS' COMPENSATION		410
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept of Revenue		80
DEFERRED COMPENSATION 6% retirement benefit for management employees		5,709
HEALTH INSURANCE \$1,500 deductible plan, estimated 5% increase for 2014 premium		27,257
DENTAL INSURANCE Estimated 4% increase for 2014 premium		3,702
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		3,000
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		213
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>6,000</u>
TOTAL PERSONNEL SERVICES		<u>248,841</u>

**CITY OF PHILOMATH
GENERAL FUND - FINANCE
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Credit Card Fees	3,600	Credit Card fees for on-line utility bill payment
Computer Support	5,450	Maintenance contract and support for accounting software
Computer Support - Utility Billing	4,400	Maintenance contract and support for utility software
Dues	900	Dues to various professional organizations
Education & Training	1,800	Continuing education for employees
Education & Training - Utility Billing	600	Continuing education for the Utility Clerk
Insurance	1,940	Finance portion of City liability insurance
Lien Search Fee	2,100	Fee for web based searches of City liens. Fee is reimbursed to City by title companies and others using the lien service.
Miscellaneous	529	Incidental expenses
Office Supplies	3,300	Copier cost, paper and other office supplies
Office Supplies - Utility Billing	800	Office supplies used in the billing and collection of water and sewer accounts
Postage	1,300	Postage for mailing accounts payable payments, etc.
Postage - Utility Billing	500	Postage for mailing correspondence from water department
Recording Fee	1,700	Fee to record liens with Benton County
Small Tools and Equipment	850	Purchase of small office equipment
Telephone	1,470	Telephone and long distance charges
Telephone - Utility Billing	1,200	Telephone costs for utility clerk
Travel and Meals	2,700	Travel, meals and lodging for seminars and conferences
Travel and Meals - Utility Billing	600	Travel, meals and lodging for seminars and conferences
Utility Bill Printing/Mailing	9,300	Printing, mailing and postage for monthly utility bills
Utility Online Service	<u>2,400</u>	Monthly service fees for Web based software which customers can use to pay their utility bills on-line
TOTAL MATERIALS AND SERVICES	<u>47,439</u>	

MUNICIPAL COURT

The municipal court hears cases involving violations of City ordinances, misdemeanor State statutes, and all traffic infractions and crimes except felonies.

Court is held twice a month, generally every other Monday. Trials are held in the morning with traffic arraignments and juvenile arraignments in the afternoon.

The judge can dismiss cases, impose fines, order restitution, issue arrest warrants, suspend drivers' licenses, and sentence offenders to jail, community service work, and rehabilitation programs.

In an effort to standardize traffic fines, the State developed a schedule of fines on violations. This schedule went into effect on January 1, 2012. \$60 of each citation is turned over to the State. The new flat fee replaced a variety of State and County surcharges that were previously collected.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND - MUNICIPAL COURT**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
PERSONNEL SERVICES							
10 4 4130 City Recorder	4,822	5,198	5,090	5,191	5,297	5,429	2%
10 4 4172 Finance Staff	26,799	31,192	32,071	46,294	47,688	49,119	3%
10 4 4251 Judge	16,200	17,040	20,892	24,120	24,600	25,338	2%
10 4 4320 Overtime	0	431	0	0	0	0	
10 4 4360 Incentive Pay	1,659	1,848	2,273	3,540	3,420	3,420	-3%
10 4 4366 Longevity Pay	0	0	254	260	397	407	53%
10 4 4370 Sick Leave Conversion	111	120	60	0	0	0	
10 4 4500 Social Security	3,660	4,137	4,371	6,057	6,227	6,414	3%
10 4 4520 PERS	5,248	5,957	8,362	10,912	15,040	15,491	38%
10 4 4540 Workers' Compensation	68	92	86	149	145	149	-3%
10 4 4560 Workers' Benefit Fund Assmt	22	28	29	35	43	43	23%
10 4 4620 Deferred Compensation	306	329	338	345	360	369	4%
10 4 4640 Health Insurance	10,517	11,154	11,251	15,916	16,795	17,635	6%
10 4 4660 Dental Insurance	1,483	1,561	1,667	2,333	2,487	2,611	7%
10 4 4670 Health Reimbursement Account	67	400	600	1,100	1,650	1,650	50%
10 4 4680 Life Insurance	29	31	33	55	47	48	-15%
10 4 4820 Sick & Vacation Accrual	0	0	0	2,000	2,000	2,000	0%
Subtotal Personnel Services	70,991	79,518	87,377	118,307	126,196	130,124	7%
MATERIALS AND SERVICES							
10 4 5057 Credit Card Fees	3,092	2,826	3,218	3,300	4,200	4,326	27%
10 4 5115 Collection Agency	0	5,577	1,147	2,000	1,500	1,545	-25%
10 4 5137 Computer Support	1,169	1,216	1,269	1,300	1,700	1,200	31%
10 4 5143 Computer Line Charges	175	192	20	0	0	0	
10 4 5173 Court Fees - State	34,565	34,140	42,624	38,000	56,500	58,195	49%
10 4 5174 Court Fees - Benton County	11,568	11,332	9,425	2,800	3,500	3,605	25%
10 4 5215 Defense Attorney	7,386	6,680	9,122	9,800	10,000	10,300	2%
10 4 5233 Dues	50	50	50	50	50	52	0%
10 4 5245 Education and Training	0	0	0	500	500	515	0%
10 4 5325 Insurance	196	133	194	225	340	350	51%
10 4 5345 Interpreter	792	1,045	1,465	1,400	1,300	1,339	-7%
10 4 5363 Jury Fees	209	199	509	550	550	567	0%
10 4 5390 Miscellaneous	8	3	98	148	141	148	-5%
10 4 5413 Office Supplies	2,178	1,997	2,018	2,200	3,500	3,605	59%
10 4 5465 Postage	1,247	593	1,093	1,300	1,300	1,339	0%
10 4 5475 Prisoner Care	12,585	41,130	8,985	37,000	16,000	16,480	-57%
10 4 5495 Publications	148	117	182	150	150	155	0%
10 4 5603 Telephone	695	549	564	600	620	639	3%
10 4 5665 Travel and Meals	214	0	357	500	500	515	0%
10 4 5775 Witness Fees	0	10	40	150	100	103	-33%
Subtotal Materials & Services	76,277	107,789	82,380	101,973	102,451	104,977	0%
TOTAL MUNICIPAL COURT	147,268	187,307	169,757	220,280	228,647	235,100	4%

**CITY OF PHILOMATH
GENERAL FUND - MUNICIPAL COURT
2013-14 BUDGET NARRATIVE**

PERSONNEL SERVICES

	5,297	
City Recorder	5,297	
Finance Staff	47,688	
Judge	24,600	
TOTAL SALARIES	77,585	
10% of the City Recorder's position is allocated to municipal court		
INCENTIVE PAY	3,420	
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY	397	
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SOCIAL SECURITY Calendar year 2013 rate is 7.65%	6,227	
PERS	15,040	
The City pays both the employer and employee contributions. For fiscal year 2013-14 the Tier 1 & 2 employer rate is 16.83%, OPSRP rate is 12.76%, and the employee rate is 6%.		
WORKERS' COMPENSATION	145	
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept of Revenue	43	
DEFERRED COMPENSATION 6% retirement benefit for management employees	360	
HEALTH INSURANCE \$1,500 deductible plan, estimated 5% increase for 2014 premium	16,795	
DENTAL INSURANCE Estimated 4% increase for 2014 premium	2,487	
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible	1,650	
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.	47	
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination	2,000	
TOTAL PERSONNEL SERVICES	126,196	

**CITY OF PHILOMATH
GENERAL FUND - MUNICIPAL COURT
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Credit Card Fees	4,200	The court allows fines to be paid with credit cards to encourage payoff of large balances and past due amounts
Collection Agency	1,500	Fee paid for collections on delinquent accounts
Computer Support	1,700	\$1,200 for maintenance contract on court software, \$500 for new software so that court payments can be made on-line
Court Fees -- State	56,500	State mandated fees collected as part of court fines
Court Fees -- Benton County	3,500	Fee for the county jail, collected on citations issued before January 1, 2012. 30% of collections are retained by the City for administrative costs.
Defense Attorney	10,000	Defense council for those defendants that cannot afford to hire an attorney
Dues	50	Court association and notary association
Education and Training	500	Classes and conferences on court operations and accounting software
Insurance	340	Court portion of City liability insurance
Interpreter	1,300	Court interpreter for defendants that do not speak English
Jury Fees	550	20 jurors are called for each jury trial. Payment is \$10 per juror
Miscellaneous	141	Incidental expenses
Office Supplies	3,500	Copier cost, paper and other office supplies
Postage	1,300	Postage for court correspondence
Prisoner Care	16,000	Payment to Benton County jail when the judge orders jail time as part of a court sentencing
Publications	150	Legal and court publications
Telephone	620	Telephone and long distance charges
Travel and Meals	500	Travel, meals and lodging for training classes
Witness Fees	<u>100</u>	Fee paid to persons subpoenaed to appear at court trials
TOTAL MATERIALS & SERVICES	<u><u>102,451</u></u>	

The Philomath Police Department



The Philomath Police Department is responsible for all law enforcement within the city limits of Philomath. We are proud to provide a complete range of law enforcement services as well as a wide variety of community services. This can only be accomplished through the dedicated work of our officers, support staff, and volunteers. Another key component to our continued success is the partnership with other police agencies in Benton County. Many of the crimes committed in Benton County cross jurisdictional lines. Working as a team,

ensures the successful investigation of the crimes and the successful prosecution of those responsible.

Last year, the Philomath Police Dept purchased a prescription drug disposal unit where residents can drop off unwanted or expired prescription drugs. Our drug disposal service is intended to complement the work of the Benton County Sheriff's Office and its partners who offer an annual prescription drug take back event. In February of this year we burned approximately 200 pounds of unwanted prescription drugs.

The Philomath Police Department was awarded initial Accreditation on April 8th, 2010. In order to maintain Accreditation, the agency must be reviewed every three years. On March 27th of this year we completed our file audit and our agency on-site review. We met all applicable standards and will be awarded Re-Accreditation at the Oregon Chiefs Conference later this month. A great deal of credit goes to the staff and the officers, especially to Officer Grant Moser. Officer Moser has taken on the responsibility of the Accreditation Manager for the past four years. It is his hard work, dedication, and his unique ideas that keep us accredited.

Our 911 Dispatch costs continue to represent a large portion of the Materials and Service section of this budget. The 911 Committee continues to explore the possibility of developing a 911 Special District that would completely fund the 911 Center and make the billing equitable among all the agencies currently using the system. Currently the law enforcement agencies in the Benton County are burdened with the majority of the cost associated with maintaining and running the 911 Center.



The police budget for this year represents a status quo budget. We are not adding any new project or programs. While this may appear as a negative situation, it is a situation that many cities in Oregon would love to emulate. In many of the jurisdictions around us, budgets are being cut and positions are being eliminated or simply not being filled.

Finally, I have decided to retire as a Chili Cook. We have competed for the past five years and took the trophy home four times. Most importantly, with the help of the Philomath Gun Shop, we have always raised the most money for the selected charity. This past year, PYAC was the selected charity and received over \$6000 as a result of the fundraising and raffle.



This past year we won again and the Philomath Police Department's Red White and Blues Chili Team decided to call it quits. Rumor has it that another Philomath Police Team may be developing. We wish them the best.

As always, the Philomath Police Department remains committed to quality service in partnership with the community.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND - POLICE**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE	
PERSONNEL SERVICES								
10 5 4120	Police Chief	74,904	77,520	80,593	81,600	82,732	85,214	1%
10 5 4152	Sergeant	62,596	69,055	76,351	78,000	74,849	64,175	-4%
10 5 4162	Police Officers	328,911	347,998	366,270	380,850	391,620	403,369	3%
10 5 4174	Administrative Secretary	36,336	39,476	42,296	45,544	46,560	47,957	2%
10 5 4259	Extra Hire	994	110	0	500	750	773	50%
10 5 4310	Holiday Pay	10,300	11,112	10,167	12,130	12,000	12,360	-1%
10 5 4320	Overtime	22,832	23,165	17,916	30,031	24,300	25,029	-19%
10 5 4321	Overtime - Training	5,415	5,809	2,420	3,200	5,000	5,150	56%
10 5 4330	Shift Differential	4,823	5,097	0	0	0	0	
10 5 4348	Boot Allowance	1,200	0	1,200	0	1,200	0	100%
10 5 4350	Uniform Allowance	3,360	3,360	3,368	2,940	3,115	3,115	6%
10 5 4360	Incentive Pay	600	600	2,612	2,000	2,000	2,000	0%
10 5 4362	Special Assignment Pay	0	0	2,700	5,400	6,600	6,600	22%
10 5 4366	Longevity Pay	0	0	3,038	0	0	0	
10 5 4370	Sick Leave Conversion	0	233	1,256	0	0	0	
10 5 4500	Social Security	42,241	44,522	46,461	50,849	51,540	53,086	1%
10 5 4520	PERS	66,750	70,836	93,425	83,910	112,702	116,083	34%
10 5 4540	Workers' Compensation	16,511	16,652	14,387	17,000	22,770	23,453	34%
10 5 4560	Workers' Benefit Fund Assmt	271	273	265	280	332	332	19%
10 5 4620	Deferred Compensation	6,745	7,095	7,702	25,234	27,370	28,191	8%
10 5 4640	Health Insurance	101,755	109,967	121,338	129,886	133,165	139,823	3%
10 5 4660	Dental Insurance	14,254	15,478	18,334	19,994	19,590	20,570	-2%
10 5 4670	Health Reimbursement Account	750	4,500	29,100	9,000	14,125	15,000	57%
10 5 4680	Life Insurance	599	612	742	770	1,080	1,112	40%
10 5 4820	Sick & Vacation Accrual	0	0	0	12,200	16,000	16,000	31%
	Subtotal Personnel Services	802,147	853,471	941,941	991,318	1,049,400	1,069,391	6%
MATERIALS AND SERVICES								
10 5 5010	Accreditation	556	550	722	720	720	742	0%
10 5 5015	Advertising & Legal Notices	445	148	1,310	1,300	500	515	-62%
10 5 5075	Bike Olympics	686	530	989	750	1,000	1,030	33%
10 5 5102	Car Wash	247	428	400	450	525	541	17%
10 5 5143	Computer Line Charges	175	1,863	3,204	3,100	3,350	3,451	8%
10 5 5160	Coroner Investigation	4,921	4,921	4,921	4,921	4,921	5,069	0%
10 5 5233	Dues	1,164	1,289	592	1,300	1,325	1,365	2%
10 5 5245	Education & Training	2,452	2,553	1,084	3,000	3,090	3,183	3%
10 5 5283	Equipment Repair/Maintenance	960	1,393	454	1,400	1,660	1,710	19%
10 5 5300	Firearms Training	3,309	3,290	4,575	3,500	4,000	4,120	14%
10 5 5305	Gas & Oil	17,572	23,601	26,224	25,000	25,500	26,265	2%
10 5 5325	Insurance	17,767	11,152	14,218	17,360	21,600	21,883	24%
10 5 5365	K-9	2,064	1,637	0	0	0	0	
10 5 5377	LEDS/NCIC Teletype Service	260	260	360	360	360	371	0%
10 5 5379	Lexipol	2,950	2,950	2,950	2,950	2,950	3,039	0%
10 5 5383	Maintenance Agreement	1,900	172	216	1,900	300	309	-84%
10 5 5387	Medical Expenses	895	141	420	600	500	515	-17%
10 5 5390	Miscellaneous	2,903	2,861	3,040	3,171	3,213	3,290	1%
10 5 5407	9-1-1 Center	118,970	118,440	104,930	128,290	138,160	147,690	8%
10 5 5413	Office Supplies	6,865	6,387	5,419	7,000	6,500	6,695	-7%
10 5 5465	Postage	659	443	827	800	824	849	3%
10 5 5475	Prisoner Care	1,185	1,575	1,230	1,600	1,650	1,700	3%
10 5 5498	RAIN	1,235	1,241	895	930	902	929	-3%
10 5 5507	Records Management System	3,050	3,050	4,100	3,050	4,100	4,223	34%

Continued Next Page

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND - POLICE**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
MATERIALS AND SERVICES (CONTINUED)							
10 5 5510 Reserves	1,915	721	1,004	2,000	1,250	1,288	-38%
10 5 5563 Small Tools & Equipment	8,148	7,224	12,436	6,800	9,000	9,270	32%
10 5 5587 Supplies	870	2,229	817	1,300	900	927	-31%
10 5 5603 Telephone	8,077	7,595	6,200	6,500	6,600	6,798	2%
10 5 5645 Tires	1,270	2,171	334	1,800	1,900	1,957	6%
10 5 5665 Travel, Meals, Hotel	3,433	3,001	3,556	3,900	3,700	3,811	-5%
10 5 5703 Uniforms	5,580	3,343	1,004	4,500	3,800	3,914	-16%
10 5 5745 Vehicle Repair & Maintenance	14,641	16,089	15,736	13,000	16,200	16,686	25%
10 5 5765 Willamette Criminal Justice Cncl	512	512	739	750	820	845	9%
10 5 5797 Youth Services	2,516	1,987	3,086	3,000	3,090	3,183	3%
Subtotal Materials and Services	240,152	235,746	227,992	257,002	274,910	288,159	7%
TOTAL POLICE BUDGET	1,042,299	1,089,217	1,169,933	1,248,320	1,324,310	1,357,550	6%

**CITY OF PHILOMATH
GENERAL FUND - POLICE
2013-14 BUDGET NARRATIVE**

PERSONNEL SERVICES

Police Chief	82,732
Police Sergeant	74,849
7 Police Officers	391,620
Administrative Secretary	46,560
TOTAL SALARIES	595,761
Management salaries include a 2% cost-of-living increase. Officer salaries include a 2.5% cost-of-living increase.	
EXTRA HIRE To fill in shifts when necessary	750
HOLIDAY PAY Police officers receive an additional 12 paid days per year. This is to compensate them for the overtime that they would earn on holidays when they are on duty.	12,000
OVERTIME Extra stay beyond normal shift, monthly staff meetings, and court appearances	24,300
OVERTIME - TRAINING Allows officers to train on their days off rather than during their patrol duty	5,000
BOOT ALLOWANCE \$150 per officer every other year	1,200
UNIFORM ALLOWANCE \$35 monthly cleaning allowance paid to all officers	3,115
INCENTIVE PAY Physical fitness incentive for police officers	2,000
SPECIAL ASSIGNMENT PAY Special duties assigned to certain officers such as Evidence Custodian, Firearms Instructor etc. Officers may receive up to a maximum of \$100 per month.	6,600
SOCIAL SECURITY Calendar year 2013 rate is 7.65%	51,540
PERS The City pays both the employer and employee contributions. For fiscal year 2013-14 the Tier 1 & 2 employer rate is 16.83%, OPSRP rate is 15.49%, and the employee rate is 6%.	112,702
WORKERS' COMPENSATION	22,770
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept of Revenue	332
DEFERRED COMPENSATION 6% retirement benefit for management employees other than the Police Chief who receives a 457 contribution in lieu of other retirement benefits	27,370
HEALTH INSURANCE \$1,500 deductible plan, estimated 5% increase for 2014 premium	133,165
DENTAL INSURANCE Estimated 4% increase for 2014 premium	19,590
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible	14,125
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.	1,080
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination	16,000
TOTAL PERSONNEL SERVICES	1,049,400

**CITY OF PHILOMATH
GENERAL FUND - POLICE
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Accreditation	720	Annual fee to Oregon Accreditation Alliance to help the department with policy development and training.
Advertising & Legal Notices	500	Advertising for unclaimed property, job postings
Bike Olympics	1,000	Prizes and supplies for bike safety programs held at the elementary and middle schools
Car Wash	525	Car wash police vehicles
Computer Line Charges	3,350	Internet provider fee
Coroner Investigation	4,921	City's contribution towards County coroner's salary
Dues	1,325	Dues to various professional organizations
Education and Training	3,090	Continuing education and training
Equipment Repair and Maintenance	1,660	Repair of police and office equipment
Firearms Training	4,000	Firearms training supplies for officers and reserves
Gas & Oil	25,500	Gasoline and oil changes for police vehicles
Insurance	21,600	Police portion of city liability and auto insurance
LEDS/NCIC Teletype Service	360	Teletype access to LEDS, NCIC and DMV
Lexipol	2,950	Policy manual
Maintenance Agreement	300	Maintenance agreement on building security locks, cameras and security alarm
Medical Expense	500	Medical and psychological examinations for new hires, Hepatitis B shots and follow-ups
Miscellaneous	3,213	Small items that do not fall into other categories
9-1-1 Center	138,160	City share of 911 Center operating costs
Office Supplies	6,500	Office, computer and copier supplies
Postage	824	Stamps, registered mail and mailing of evidence to crime lab
Prisoner Care	1,650	Cost to book and house prisoners at the Benton County jail
RAIN	902	Criminal justice information system throughout the state of Oregon
Records Management System	4,100	Maintenance contract on police department software
Reserves	1,250	Incidental expenses for reserve officers

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**CITY OF PHILOMATH
GENERAL FUND - POLICE
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Small Tools and Equipment	9,000	Purchase of equipment costing less than \$1,000
Supplies	900	Departmental supplies
Telephone	6,600	Telephone, cellular phones and pagers
Tires	1,900	Purchase and repair of vehicle tires
Travel, Meals and Hotel	3,700	Meals and lodging when officers attend training classes and conferences or to transport prisoners or conduct background investigations
Uniforms	3,800	New and replacement uniforms
Vehicle Repair and Maintenance	16,200	Routine repairs and maintenance of police vehicles
Willamette Criminal Justice Council	820	Willamette Criminal Justice Council dues
Youth Services	<u>3,090</u>	Advertising and promotional material targeted towards youth in the community
TOTAL MATERIALS AND SERVICES	<u>274,910</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND - BUILDINGS AND GROUNDS**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
PERSONNEL SERVICES							
10 6 4120 Public Works Director	622	676	724	775	791	815	2%
10 6 4155 Public Works Supervisor	411	557	2,985	3,196	3,367	3,468	5%
10 6 4164 Utility Maintenance Workers	7,235	7,161	7,780	8,052	6,342	6,554	-21%
10 6 4176 Office Specialist	0	0	836	0	0	0	
10 6 4250 Custodian	7,548	9,433	10,370	12,355	11,606	11,952	-6%
10 6 4258 Seasonal/Part Time	0	0	548	976	1,092	1,123	12%
10 6 4320 Overtime	31	26	3	26	20	20	-23%
10 6 4340 On-Call Time	175	180	178	182	161	161	-12%
10 6 4360 Incentive Pay	296	323	629	600	502	508	-16%
10 6 4500 Social Security	1,251	1,404	1,832	2,001	1,828	1,882	-9%
10 6 4520 PERS	1,180	1,669	3,032	3,254	4,036	4,158	24%
10 6 4540 Workers' Compensation	584	1,034	634	760	1,300	1,400	71%
10 6 4560 Workers' Benefit Fund Assmt	14	15	17	20	20	20	0%
10 6 4620 Deferred Compensation	64	76	234	249	263	269	6%
10 6 4640 Health Insurance	2,510	2,253	3,171	3,199	2,842	2,994	-11%
10 6 4660 Dental Insurance	318	282	434	456	392	415	-14%
10 6 4670 Health Reimbursement Account	20	98	184	210	300	300	43%
10 6 4680 Life Insurance	22	18	23	23	16	18	-30%
10 6 4820 Sick & Vacation Accrual	36	0	51	304	104	104	-66%
Subtotal Personnel Services	22,317	25,205	33,665	36,638	34,982	36,161	-5%
MATERIALS AND SERVICES							
10 6 5095 Building Repair & Maintenance	11,796	20,440	12,046	20,000	21,000	21,630	5%
10 6 5285 Equipment Repair & Maintenance	0	4,690	1,396	500	1,400	1,442	100%
10 6 5315 Grounds Maintenance	3,062	11,925	6,637	7,000	8,200	8,446	17%
10 6 5325 Insurance	3,728	3,688	4,503	5,470	6,200	6,386	13%
10 6 5375 Landscape Maintenance	0	0	2,200	5,400	4,000	4,120	-26%
10 6 5383 Maintenance Agreements	4,864	1,200	0	1,500	1,500	1,545	0%
10 6 5390 Miscellaneous	2,815	1,529	1,331	1,202	1,498	1,538	25%
10 6 5535 Security Alarm/Remote Monitor	388	610	445	800	700	721	-13%
10 6 5587 Supplies	8,762	8,858	9,404	8,800	9,000	9,270	2%
10 6 5715 Utilities	25,567	28,395	28,738	29,000	29,200	30,076	1%
10 6 5740 Vandalism	0	9	103	500	500	515	0%
Subtotal Materials & Services	60,982	81,344	66,803	80,172	83,198	85,689	4%
TOTAL BUILDINGS AND GROUNDS BUDGET	83,299	106,549	100,468	116,810	118,180	121,850	1%

**CITY OF PHILOMATH
GENERAL FUND - BUILDINGS & GROUNDS
2013-14 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	1%	791
Public Works Supervisor	5%	3,367
Utility Maintenance Workers	4%	6,342
Custodian	90%	11,606
Seasonal/Part Time	8%	<u>1,092</u>
TOTAL SALARIES		23,198
<p>The time allocation is based on estimated needs of this department for fiscal year 2013-14. Salaries include a 2% cost-of-living increase for management and a 2.5% increase for Utility Maintenance Workers. The Custodian works to clean city buildings for approximately 16 hours per week.</p>		
OVERTIME		20
ON-CALL TIME		161
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		502
Each employee may receive up to \$300 per month based on acquiring specialized skills		
SOCIAL SECURITY Calendar year 2013 rate is 7.65%		1,828
PERS		4,036
The City pays both the employer and employee contributions. For fiscal year 2013-14 the Tier 1 & 2 employer rate is 16.83%, OPSRP rate is 12.76%, and the employee rate is 6%.		
WORKERS' COMPENSATION		1,300
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept of Revenue		20
DEFERRED COMPENSATION 6% retirement benefit for management employees		263
HEALTH INSURANCE \$1,500 deductible plan, estimated 5% increase for 2014 premium		2,842
DENTAL INSURANCE Estimated 4% increase for 2014 premium		392
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		300
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		16
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>104</u>
TOTAL PERSONNEL SERVICES		<u><u>34,982</u></u>

**CITY OF PHILOMATH
GENERAL FUND - BUILDINGS AND GROUNDS
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Building Repair and Maintenance	21,000	Repairs to city buildings, including \$10,000 to paint library
Gas & Oil	1,400	Prorated share of vehicle fuel costs
Grounds Maintenance	8,200	Cost of grounds maintenance
Insurance	6,200	Buildings and grounds share of city liability policy
Landscape Maintenance	4,000	Contractor to maintain landscaping at city hall, PD & library
Maintenance Agreements	1,500	Maintenance agreement on heating and cooling systems
Miscellaneous	1,498	Incidental expenses
Security Alarm & Remote Monitoring	700	Fee for monitoring security system at city hall, police dept., and library
Supplies	9,000	Restroom supplies, light bulbs, cleaning supplies, etc.
Utilities	29,200	Electricity, natural gas and water for city hall, police building and library
Vandalism	<u>500</u>	Cost to remove or repair damage due to vandalism
TOTAL MATERIALS & SERVICES	<u><u>83,198</u></u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND - PARKS**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
PERSONNEL SERVICES							
10 7 4120 Public Works Director	622	676	724	775	791	815	2%
10 7 4155 Public Works Supervisor	411	557	4,775	5,114	5,388	5,549	5%
10 7 4164 Utility Maintenance Workers	12,476	12,261	9,754	9,842	8,326	8,683	-15%
10 7 4176 Office Specialist	0	0	1,672	0	0	0	
10 7 4250 Custodian	607	1,048	1,152	1,373	1,290	1,328	-6%
10 7 4258 Seasonal/Part Time	5,349	8,164	8,578	7,632	11,781	12,089	54%
10 7 4320 Overtime	50	34	3	20	20	20	0%
10 7 4340 On-Call Time	299	310	223	222	216	216	-3%
10 7 4360 Incentive Pay	450	487	786	717	643	676	-10%
10 7 4500 Social Security	1,552	1,800	2,123	1,966	2,177	2,247	11%
10 7 4520 PERS	1,837	1,844	3,092	2,959	3,557	3,684	20%
10 7 4540 Workers' Compensation	1,045	967	1,628	1,600	2,700	2,900	69%
10 7 4560 Workers' Benefit Fund Assmt	16	19	19	20	26	26	30%
10 7 4620 Deferred Compensation	64	76	347	371	389	400	5%
10 7 4640 Health Insurance	3,619	3,659	4,329	3,901	3,993	4,200	2%
10 7 4660 Dental Insurance	461	447	584	563	553	590	-2%
10 7 4670 Health Reimbursement Account	31	160	256	310	420	420	35%
10 7 4680 Life Insurance	30	28	28	24	19	21	-21%
10 7 4820 Sick & Vacation Accrual	24	0	102	267	117	117	-56%
Subtotal Personnel Services	28,943	32,539	40,175	37,676	42,406	43,981	13%
MATERIALS AND SERVICES							
10 7 5095 Building Repair & Maintenance	1,240	1,003	3,895	1,400	3,000	3,090	100%
10 7 5147 Contracted Services	0	5,061	0	0	0	0	
10 7 5195 Crushed Rock/Asphalt	0	0	0	0	1,000	1,030	100%
10 7 5245 Education and Training	176	359	80	300	310	319	3%
10 7 5285 Equipment Repair/Maintenance	1,165	1,335	2,075	1,700	1,800	1,854	6%
10 7 5305 Gas & Oil	1,875	1,387	1,153	2,000	1,800	1,854	-10%
10 7 5315 Grounds Maintenance	3,402	13,868	7,219	12,000	15,000	15,450	25%
10 7 5325 Insurance	1,780	1,395	1,347	1,760	1,100	1,133	-38%
10 7 5390 Miscellaneous	181	905	328	1,004	1,004	1,032	0%
10 7 5515 Safety Equipment	0	512	62	300	300	309	0%
10 7 5563 Small Tools & Equipment	794	387	1,059	1,200	1,500	1,545	25%
10 7 5587 Supplies	3,548	4,585	7,416	6,500	8,000	8,240	23%
10 7 5715 Utilities	10,819	12,582	10,791	12,500	12,750	13,133	2%
10 7 5740 Vandalism	1,915	418	181	1,000	2,000	2,060	100%
Subtotal Materials & Services	26,895	43,795	35,606	41,664	49,564	51,049	19%
TOTAL PARKS BUDGET	55,838	76,334	75,781	79,340	91,970	95,030	16%

**CITY OF PHILOMATH
GENERAL FUND - PARKS
2013-14 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	1%	791
Public Works Supervisor	8%	5,388
Utility Maintenance Workers	4%	8,326
Custodian	10%	1,290
Seasonal/Part Time	100%	<u>11,781</u>
TOTAL SALARIES		<u>27,576</u>
The time allocation is based on estimated needs of this department for fiscal year 2013-14. Salaries include a 2% cost-of-living increase for management and a 2.5% increase for Utility Maintenance Workers. Seasonal employees mow lawns and helps with other park maintenance duties.		
OVERTIME		20
ON-CALL TIME		216
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		643
Each employee may receive up to \$300 per month based on acquiring specialized skills		
SOCIAL SECURITY	Calendar year 2013 rate is 7.65%	2,177
PERS		3,557
The City pays both the employer and employee contributions. For fiscal year 2013-14 the Tier 1 & 2 employer rate is 16.83%, OPSRP rate is 12.76%, and the employee rate is 6%.		
WORKERS' COMPENSATION		2,700
WORKERS' BENEFIT FUND ASSESSMENT	Required by Oregon Dept of Revenue	26
DEFERRED COMPENSATION	6% retirement benefit for management employees	389
HEALTH INSURANCE	\$1,500 deductible plan, estimated 5% increase for 2014 premium	3,993
DENTAL INSURANCE	Estimated 4% increase for 2014 premium	553
HEALTH REIMBURSEMENT ACCOUNT	Employee account to help offset medical deductible	420
LIFE INSURANCE	Basis Life and AD&D policy. Employee coverage \$30,000.	19
SICK & VACATION ACCRUAL	Liability for unused vacation and sick leave payable upon termination	<u>117</u>
TOTAL PERSONNEL SERVICES		<u><u>42,406</u></u>

**CITY OF PHILOMATH
GENERAL FUND - PARKS
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Building Repair and Maintenance	3,000	Painting & minor repairs to park shelters and other structures
Crushed Rock and Asphalt	1,000	Rock for existing gravel roads and asphalt needed to patch chuck holes in existing streets
Education and Training	310	Pesticide application, play equipment inspection
Equipment Repair and Maintenance	1,800	Parts & repairs for department equipment
Gas and Oil	1,800	Prorated share of motor vehicle fuel
Grounds Maintenance	15,000	Maintain trails, plantings, etc. at city parks
Insurance	1,100	Prorated share of city commercial liability and property insurance
Miscellaneous	1,004	Incidental expenses
Safety Equipment	300	Protective clothing, equipment and raingear
Small Tools and Equipment	1,500	Purchase of small tools
Supplies	8,000	Restroom supplies, cleaning supplies
Utilities	12,750	Cost of electricity, water and disposal fees for park facilities
Vandalism	<u>2,000</u>	Cost to remove or repair damage due to vandalism
TOTAL MATERIALS AND SERVICES	<u>49,564</u>	

NON-DEPARTMENTAL

Activities which cannot be charged to any one fund or department are accounted for in a General Fund department called Non-Departmental. Expenses for the council, city attorney, and elections are included here, as are the city newsletter, various membership fees.

ELECTIONS

The City is required to pay the costs for conducting both initiative and referendum elections on local issues. Also, any election required under the City Charter must be paid for out of this line item.

CITY COUNCIL

This fund tracks expenditures incurred specifically by the mayor and councilors during the course of their duties. Attendance at the League of Oregon Cities conference and associated travel expenses make up the majority of the expense.

CITY ATTORNEY

The city attorney provides legal assistance to the city council, the City Manager, and other city departments. At the City's request, he drafts and/or approves ordinances, resolutions, contracts, and other legal documents and represents the city in court actions. This office is currently a part-time position filled by contract.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND - NON-DEPARTMENTAL**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE	
PERSONNEL SERVICES								
10 8 4860	Unemployment Insurance	7,753	0	2,234	15,800	0	0	-100%
10 8 4865	COBRA Premium	1,568	0	0	0	0	0	
	Subtotal Personnel Services	9,321	0	2,234	15,800	0	0	-100%
MATERIALS & SERVICES								
10 8 5015	Advertising & Legal Notices	5,345	5,866	736	1,500	500	515	-67%
10 8 5033	Attorney Retainer	32,640	32,808	33,083	34,140	34,920	35,968	2%
10 8 5034	Attorney Non Contractual Services	1,358	20,446	18,699	10,000	5,000	5,150	-50%
10 8 5045	Audit Fees	7,500	9,750	10,000	11,000	20,000	20,600	82%
10 8 5098	Bus Operations	40,643	42,757	45,976	59,300	55,000	56,650	-7%
10 8 5132	Community Appearance	5,224	6,376	6,157	6,500	6,700	6,901	3%
10 8 5133	Community Organization Support	16,000	13,000	13,000	16,000	18,500	18,500	16%
10 8 5146	Consultant - Scenic Byway	4,800	1,200	0	0	0	0	
10 8 5155	Contributions	9,450	11,200	9,850	14,750	16,200	16,700	10%
10 8 5166	Couplet Projects	2,556	1,189	3,090	2,500	2,000	2,060	-20%
10 8 5233	Dues	1,470	987	900	1,000	2,400	2,472	100%
10 8 5234	Dues - COG	4,336	4,335	4,336	4,450	4,600	4,738	3%
10 8 5235	Dues - LOC	3,411	3,468	3,431	3,484	3,526	3,632	1%
10 8 5245	Education and Training	0	355	390	500	500	515	0%
10 8 5255	Election Fees	202	0	5,269	250	5,000	5,150	100%
10 8 5258	Employee Flexible Benefit Fee	0	0	740	1,150	1,150	1,185	0%
10 8 5290	Ethics Commission Fee	421	336	325	350	340	350	-3%
10 8 5319	Hazardous Materials Disposal	0	0	0	1,000	1,000	1,030	0%
10 8 5325	Insurance	654	182	231	270	200	206	-26%
10 8 5367	Labor Consultant	105	9,100	175	0	10,000	0	100%
10 8 5390	Miscellaneous	14,570	10,271	5,505	6,006	7,114	7,195	18%
10 8 5395	Municipal Code Updates	620	1,182	1,137	1,200	1,200	1,236	0%
10 8 5401	Network Consultant	11,769	6,913	4,082	7,000	7,000	7,210	0%
10 8 5403	Newsletter/Web Site	2,467	1,244	1,540	2,200	2,000	2,060	-9%
10 8 5413	Office Supplies	371	1,351	508	700	750	773	7%
10 8 5465	Postage	979	555	609	800	700	721	-13%
10 8 5553	Sidewalk Enforcement Program	0	3,345	0	5,000	0	0	-100%
10 8 5567	State Filing Fee	250	250	250	250	250	258	0%
10 8 5665	Travel and Meals	627	512	823	900	900	927	0%
10 8 5687	Tree/Landscape Maintenance	0	12,200	9,211	8,000	10,000	10,300	25%
10 8 5755	Wetlands Expense	0	1,560	0	0	0	0	
10 8 5919	Oregon Crafted Grant	85,500	57,972	6,308	0	0	0	
10 8 5921	Safe Routes to School Grant	0	0	1,209	0	0	0	
	Subtotal Materials & Services	253,268	260,710	187,570	200,200	217,450	213,000	9%
TOTAL NON-DEPARTMENTAL BUDGET		262,589	260,710	189,804	216,000	217,450	213,000	1%

**CITY OF PHILOMATH
GENERAL FUND - NON-DEPARTMENTAL
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Advertising & Legal Notices	500	Required legal advertising in local newspapers
Attorney Retainer	34,920	Retainer fee for legal services, attendance at council meetings and representation for the City in Municipal Court
Attorney Non Contractual Services	5,000	Provides for additional attorney services
Audit Fees	20,000	Fee for CPA firm to prepare annual audit
Bus Operations	55,000	Bus driver, fuel, maintenance and other operating costs. Philomath shares a bus grant with the city of Corvallis. This amount represents half of the operating cost. The other half is paid for through the transit grant with the City of Corvallis.
Community Appearance	6,700	Annual community spring clean up. Cost to haul dumpsters.
Community Organization Support	18,500	\$12,000 for Philomath Downtown Association, \$6,500 towards full sponsorship of Philomath Frolic fireworks display
Contributions	16,200	Council policy to make available 35% of anticipated state revenue sharing dollars to local social service agencies
Couplet Projects	2,000	City median and entrance area improvements and maintenance
Dues	2,400	City dues to various organizations
Dues - COG	4,600	Dues to Council of Governments
Dues - LOC	3,526	Dues to League of Oregon Cities. Pays for various services and lobbying efforts on behalf of City concerns.
Education and Training	500	Training for city council members, including the League of Oregon Cities meeting in November and a sponsorship to Leadership Corvallis
Election Fees	5,000	Estimated cost to cover one election
Employee Flexible Benefit Fee	1,150	Cost to provide Sec. 125 Cafeteria plan to employees
Ethics Commission Fee	340	State mandated charge to support Oregon Government Ethics Commission
Hazardous Materials Disposal	1,000	Potential clean-up costs for toxic spills within the city limits
Insurance	200	Liability insurance not allocated to a specific department
Labor Consultant	10,000	Union agreements expire every 3 years. Current agreements expire April 30, 2014. Cost for city representation during union negotiations.
Miscellaneous	7,114	Incidental expenses

Continued

**CITY OF PHILOMATH
GENERAL FUND - NON-DEPARTMENTAL
2013-14 BUDGET NARRATIVE**

CONTINUED:

Municipal Code Updates	1,200	Code Publishing charge when Ordinances are created or amended
Network Consultants	7,000	Contract with Council of Governments to provide technical expertise regarding City networks and computer systems
Newsletter/Web Site	2,000	\$1,400 Cost to print monthly newsletter included with utility bills. \$600 Annual web hosting, maintenance and customer support.
Office Supplies	750	General office supplies
Postage	700	Postage for Council activities or projects
State Filing Fee	250	Fee required to file City audit
Travel and Meals	900	City council member travel expenses to League of Oregon Cities meetings and seminars
Tree Maintenance	<u>10,000</u>	Hazardous tree removal, pruning and tree assessment. Street tree, median and entrance area maintenance
TOTAL MATERIALS AND SERVICES	<u>217,450</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
GENERAL FUND - TRANSFERS AND CONTINGENCY**

		ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
TRANSFERS								
10 9 8500	To Land Building & Equip Fund	89,400	90,000	97,000	100,000	40,000	56,000	-60%
	TOTAL TRANSFERS	89,400	90,000	97,000	100,000	40,000	56,000	-60%
10 9 9000	CONTINGENCY	0	0	0	50,000	35,000	35,000	-30%

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for the management, operation and maintenance of the city's public infrastructure. This includes the transportation, wastewater, drinking water and storm water systems, parks & recreation, and building and grounds maintenance. Individual customer service has been identified as the department's number one priority.

Water Distribution – This activity includes the operation and maintenance of the network of pipes, valves, meters, and fire hydrants that deliver drinking water to consumers at all times. Water meter reading is performed monthly, and utility billing field support occurs daily. The cross-connection control program is administered within this activity. To ensure compliance with the Federal Safe Drinking Water Act and the Oregon Health Division (OHD) rules and regulations, water is routinely tested at representative sites in the system. Monthly reports submitted to the OHD include results of six microbiological samples, daily turbidity measurements, and chlorine residuals. A complete analysis of all organic and inorganic compounds is done yearly, and water is tested for radiological contaminants every four years. Staff performs sampling and reporting, while laboratory analysis is contracted to a private lab. This activity is funded through water user fees.

Water Treatment Facilities – These facilities treat, pump, and store water for domestic, commercial and fire fighting purposes. The primary goal of this activity is meet or exceed water quality standards to remain in full compliance with state and federal regulations, while providing adequate quantity and pressure for fire fighting. The design capacity of the treatment plant is 1 million gallons per day (MGD). Average production was 0.5 MGD in 2012, while peak demand was 0.9 MGD. The storage capacity of the reservoir is 1.25 million gallons. Preventive and corrective maintenance is routinely performed at these facilities for safe and cost effective operations. Funding is provided through water user fees.

Storm Water Maintenance – To minimize or reduce the potential of neighborhood flooding during periods of high water, the storm water system provides for the transport of surface water. Maintenance activities include repair and cleaning of the public storm water piping system, culverts, manholes, catch basins and open channel ditches. Funding for storm water maintenance is provided by a storm water utility fee that is based on square footage of impervious surface. Philomath was identified by the 2000 census as a part of the Corvallis Urbanized Area and therefore subject to federal storm water regulations. As part of the permitting process, a storm water master plan was submitted to DEQ for their review and approval. Federal regulation of storm water will require additional expenditures in future years.

Street Maintenance – The primary function of this activity is to maintain the transportation network. Street restoration responsibilities include sweeping, grading, base repair, crack and slurry sealing, pothole patching and sanding. Traffic control and public safety responsibilities include right-of-way maintenance, signs, and pavement markings. The administration and inspection services for the sidewalk program are also a function of this activity. Funding is provided by the city's portion of state gasoline taxes and franchise fees.

Wastewater Collection – This activity provides for the safe and efficient operation and maintenance of the wastewater collection piping system by regular cleaning, structural defect repairs, and manhole sealing. All service connections and laterals are inspected and maintained to individual property lines. A complete and accurate inventory of the collection system is maintained with recorded inspections and mapping updates. This activity is funded through sewer user fees.

Wastewater Treatment Facilities – These facilities pump and treat all the wastewater from the city. The facilities are operated within the strict guidelines established by state and federal agencies through a waste discharge permit for the discharge of plant effluent to the Mary's River. Routine wastewater sample collection for laboratory analysis is performed, and monthly reports are sent to the Department of Environmental Quality to insure regulatory compliance. Preventive and corrective maintenance is performed at three pumping stations throughout the collection system. Funding is provided through sewer user fees.

Parks & Recreation – Operation and maintenance of the city park system is a function of the Public Works Department. Five separate park locations comprise a total of approximately forty-two acres. Existing restroom facilities, shelters and playground equipment are cleaned and maintained as needed, while grounds maintenance and mowing is performed regularly throughout the peak festival months. State Revenue Sharing helps fund this activity with the balance coming from the General Fund. A new neighborhood park is scheduled for construction this year for the benefit of those residents in the northwest part of the city.

Buildings and Grounds – This activity provides janitorial services and supplies, grounds and building maintenance to the Library, City Hall, Justice Building, and Public Works Buildings. Funding for this activity at the Public Works compound is shared among the street, water and wastewater funds, while the General Fund supports the other buildings.

Customer Service – Identified as the department's highest priority, this area involves all employees and includes tasks such as: telephone and walk-in reception, development and plan review, dispensing information, inspection services, purchasing, underground utility locating, and interacting with a variety of external and internal Customers. Problem investigation and resolution frequently requires field representation and may involve water line flushing, sewer line cleaning, public safety concerns, or plumbing repairs at city owned facilities. Line locating, on the other hand, is a matter of complying with state law. Contractors and utilities are required to request line locates 48 hours prior to any excavation, while utility companies are required to locate and mark their respective lines, pipes and appurtenances in the field to prevent damage and/or interruption of service. CS is primarily funded through the water and wastewater funds.

Staffing – The department functions under the administration of the Director of Public Works. Operational staff includes one supervisor, two facilities operators, five field representatives, a part-time custodial engineer and part-time GIS technician. Temporary seasonal employees are utilized during the summer months to accomplish a variety of programs. Personnel's funding is shared proportionally among the appropriate funds.

**CITY OF PHILOMATH
COMBINED PUBLIC WORKS EXPENDITURES
FISCAL YEAR 2013-14**

PERSONNEL	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15
Public Works Director	62,196	67,585	72,384	77,520	79,081	81,454
Public Works Supervisor	41,155	55,728	59,692	63,920	67,344	69,364
Utility Maintenance Workers	238,856	235,416	256,173	268,416	221,544	230,331
Water/Wastewater Operator	45,564	49,524	88,284	97,777	102,074	109,741
Office Specialist	37,488	38,813	41,798	0	0	0
Custodian	8,155	10,481	11,522	13,728	12,896	13,280
Seasonal/Part Time	31,939	33,156	17,934	19,100	22,621	23,245
Overtime	3,257	2,600	2,168	4,150	6,400	6,550
On-Call Time	6,690	6,920	8,571	9,200	8,501	8,501
Incentive Pay	15,436	16,793	22,290	21,480	19,200	19,860
Level 3 Certification	911	991	1,015	1,051	1,072	1,126
Social Security	37,615	39,626	44,706	44,090	41,367	43,103
PERS	59,172	62,725	90,685	89,776	108,803	113,318
Workers' Compensation	16,584	19,686	15,747	19,060	21,100	22,350
Workers Benefit Fund Assmt	303	301	300	316	340	340
Deferred Compensation	6,374	7,608	8,190	8,753	9,173	9,435
Health Insurance	96,248	110,432	121,059	127,611	126,562	133,101
Dental Insurance	12,898	14,082	16,120	18,008	16,277	17,340
Health Reimbursement Account	1,167	4,959	8,124	10,000	13,500	13,500
Life Insurance	813	905	933	845	682	750
Sick and Vacation Accrual	60	0	2,548	8,800	8,300	8,542
Total Personal Services	722,881	778,331	890,243	903,601	886,837	925,231
MATERIALS & SERVICES	830,997	930,936	887,405	982,995	1,052,635	1,052,646
CAPITAL IMPROVEMENTS	0	3,789	27,216	10,000	51,000	50,000
DEBT SERVICE	576,343	357,900	365,964	378,724	412,158	399,158
TRANSFERS TO RESERVES						
Equipment Reserve	77,400	54,800	55,400	87,700	62,200	71,100
Street Infrastructure	0	0	50,000	40,000	40,000	50,000
Sewer Infrastructure	0	0	0	0	0	0
Water Infrastructure	30,000	40,000	60,000	40,000	40,000	40,000
Storm Drain Infrastructure	5,000	12,500	0	0	0	0
Public Works Office Equipment	2,000	2,000	10,000	15,000	5,000	5,000
Public Works Building Reserve	60,000	71,200	21,700	25,000	0	14,000
To Street Fund	12,400	13,800	20,100	18,500	17,900	18,600
To SDC Fund	0	0	0	24,500	18,400	24,500
Total Transfers to Reserves	186,800	194,300	217,200	250,700	183,500	223,200
CONTINGENCY	0	0	0	55,000	90,000	90,000
TOTAL PUBLIC WORKS DEPARTMENTS	2,317,021	2,265,256	2,388,028	2,581,020	2,676,130	2,740,235

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
STREET FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE	
REVENUE								
21 0 3001	Cash Balance Forward	89,216	98,639	89,194	60,000	85,000	90,000	42%
21 0 3020	Interest On Investments	452	219	200	200	225	230	13%
21 0 3120	State Highway Tax	190,351	225,174	248,089	256,100	261,850	268,390	2%
21 0 3215	Street Utility Fee	52,543	52,541	52,377	52,600	52,680	52,680	0%
21 0 3420	Franchise Fee - Allied Waste	26,032	26,293	28,339	27,000	29,500	29,500	9%
21 0 3450	Franchise Fee - Pioneer Telephone	20,555	18,063	17,148	15,700	15,500	15,000	-1%
21 0 3460	Franchise Fee - Comcast	41,593	40,533	40,436	41,000	41,000	41,000	0%
21 0 3650	Miscellaneous Income	9,369	12,228	1,321	1,000	1,000	1,030	0%
21 0 3990	Transfer-Storm Drain Fund	12,400	13,800	20,100	18,500	17,900	18,600	-3%
	TOTAL REVENUES	442,511	487,490	497,204	472,100	504,655	516,430	7%
EXPENDITURES								
PERSONNEL SERVICES								
21 0 4120	Public Works Director	10,392	11,489	12,305	13,178	13,444	13,847	2%
21 0 4155	Public Works Supervisor	4,115	5,573	16,714	17,898	18,856	19,422	5%
21 0 4164	Utility Maintenance Worker	54,712	54,248	72,345	75,156	64,852	67,632	-14%
21 0 4176	Office Specialist	7,498	7,762	15,883	0	0	0	
21 0 4258	Seasonal/Part Time	3,143	2,509	2,397	3,050	3,080	3,170	1%
21 0 4320	Overtime	222	243	25	162	340	340	100%
21 0 4340	On-Call Time	1,325	1,345	1,507	1,697	1,674	1,674	-1%
21 0 4360	Incentive Pay	2,691	3,150	4,614	4,045	3,553	3,811	-12%
21 0 4500	Social Security	6,433	6,603	9,578	8,812	8,094	8,407	-8%
21 0 4520	PERS	10,480	10,785	20,226	18,359	21,888	22,714	19%
21 0 4540	Workers' Compensation	4,516	7,501	5,014	7,000	5,800	6,300	-17%
21 0 4560	Workers' Benefit Fund Assmt	51	49	58	63	68	68	8%
21 0 4620	Deferred Compensation	892	1,049	1,809	1,933	2,027	2,085	5%
21 0 4640	Health Insurance	17,977	19,977	27,896	25,252	26,594	27,993	5%
21 0 4660	Dental Insurance	2,301	2,490	3,613	3,530	3,441	3,655	-3%
21 0 4670	Health Reimbursement Account	187	913	1,786	2,230	2,895	2,895	30%
21 0 4680	Life Insurance	180	194	217	177	146	161	-18%
21 0 4820	Sick & Vacation Accrual	0	0	968	1,964	1,964	2,023	0%
	Subtotal Personnel Services	127,115	135,878	196,955	184,506	178,716	186,197	-3%
MATERIALS AND SERVICES								
21 0 5012	Administrative Overhead	38,856	43,116	50,280	51,480	45,744	47,114	-11%
21 0 5015	Advertising & Legal Notices	136	0	0	200	230	237	15%
21 0 5053	Bad Debt Write-Off	239	379	365	300	350	361	17%
21 0 5095	Building Repair & Maintenance	1,415	2,297	1,963	2,500	2,000	2,060	-20%
21 0 5137	Computer Support	0	0	0	0	1,000	1,030	100%
21 0 5143	Computer Line Charges	360	801	495	500	500	515	0%
21 0 5195	Crushed Rock/Asphalt	18,375	3,246	7,547	9,300	6,000	6,180	-35%
21 0 5233	Dues	233	438	176	400	400	412	0%
21 0 5238	Dump Fees/Excavation	0	215	169	300	300	309	0%
21 0 5245	Education and Training	686	590	732	500	800	824	60%
21 0 5265	Engineering	586	106	3,195	4,000	1,500	1,545	-63%
21 0 5285	Equipment Repair & Maintenance	732	2,919	4,969	5,000	5,150	5,305	3%
21 0 5305	Gas & Oil	5,499	9,254	11,704	12,500	12,200	12,566	-2%
21 0 5325	Insurance	2,568	1,671	1,824	2,700	3,050	3,142	13%
21 0 5375	Landscape Maintenance	0	1,455	1,146	1,600	1,500	1,545	-6%
21 0 5383	Maintenance Agreements	1,053	199	104	200	1,600	1,648	100%
21 0 5387	Medical Expense	439	480	397	500	515	530	3%
21 0 5390	Miscellaneous	715	3,523	6,676	2,354	3,090	3,058	31%
21 0 5413	Office Supplies	1,469	671	710	1,200	725	747	-40%
21 0 5423	Oil Mat/Crack & Slurry Seal	0	35,442	22,938	7,700	45,000	24,000	100%
21 0 5465	Postage	53	41	0	60	60	62	0%

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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
STREET FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE	
MATERIALS & SERVICES (CONTINUED)								
21 0 5515	Safety Equipment	2,325	1,088	1,565	1,800	1,700	1,751	-6%
21 0 5535	Security Alarm & Remote Monitoring	207	1,453	125	0	0	0	
21 0 5557	Sidewalk Improvement	0	18,249	0	6,000	3,500	3,605	-42%
21 0 5563	Small Tools & Equipment	2,400	1,777	1,408	2,000	2,000	2,060	0%
21 0 5576	Street Light Replacement	0	0	0	0	3,500	4,000	100%
21 0 5577	Street Lights/Traffic Signals	36,815	40,338	42,591	44,000	43,500	44,805	-1%
21 0 5583	Street Signs	8,029	7,208	625	6,000	6,000	6,180	0%
21 0 5587	Supplies	5,452	6,297	5,083	6,500	6,500	6,695	0%
21 0 5603	Telephone	875	424	688	1,500	700	721	-53%
21 0 5645	Tires	0	485	592	400	600	618	50%
21 0 5665	Travel and Meals	282	662	201	700	700	721	0%
21 0 5703	Uniforms	846	767	803	800	825	850	3%
21 0 5704	Uniform Cleaning	1,363	1,280	1,496	1,400	300	309	-79%
21 0 5715	Utilities	4,163	4,671	5,118	5,200	5,500	5,665	6%
21 0 5740	Vandalism	0	0	108	500	500	515	0%
21 0 5745	Vehicle Repair & Maintenance	7,386	4,575	710	5,000	5,000	5,150	0%
	Subtotal Materials & Services	143,557	196,118	176,503	185,094	212,539	196,833	15%
TRANSFERS								
21 0 8520	To LBE Fund - Equipment	23,200	16,300	16,200	17,500	18,400	18,400	5%
21 0 8540	To LBE Fund - Infrastructure	0	0	50,000	40,000	40,000	50,000	0%
21 0 8560	To LBE Fund - P/W Building	50,000	50,000	0	0	0	0	
	Subtotal Transfers	73,200	66,300	66,200	57,500	58,400	68,400	2%
21 0 9000	Contingency	0	0	0	25,000	25,000	25,000	0%
	TOTAL EXPENDITURES	343,872	398,296	439,658	452,100	474,655	476,430	5%
21 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	20,000	30,000	40,000	50%
	Excess Revenues Over Expenditures	98,639	89,194	57,546	0	0	0	

**CITY OF PHILOMATH
STREET FUND
2013-14 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	17%	13,444
Public Works Supervisor	28%	18,856
Utility Maintenance Workers	30%	64,852
Seasonal/Part Time	25%	<u>3,080</u>
TOTAL SALARIES		100,232
<p>The time allocation is based on estimated needs of this fund for fiscal year 2013-14. Salaries include a 2% cost-of-living increase for management and a 2.5% increase for Utility Maintenance Workers. The part time GIS technician maps street upgrades and records street maintenance.</p>		
OVERTIME		340
ON-CALL TIME		1,674
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		3,553
Each employee may receive up to \$300 per month based on acquiring specialized skills		
SOCIAL SECURITY Calendar year 2013 rate is 7.65%		8,094
PERS		21,888
The City pays both the employer and employee contributions. For fiscal year 2013-14 the Tier 1 & 2 employer rate is 16.83%, OPSRP rate is 12.76%, and the employee rate is 6%.		
WORKERS' COMPENSATION		5,800
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept of Revenue		68
DEFERRED COMPENSATION 6% retirement benefit for management employees		2,027
HEALTH INSURANCE \$1,500 deductible plan, estimated 5% increase for 2014 premium		26,594
DENTAL INSURANCE Estimated 4% increase for 2014 premium		3,441
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		2,895
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		146
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>1,964</u>
TOTAL PERSONNEL SERVICES		<u>178,716</u>

**CITY OF PHILOMATH
STREET FUND
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	45,744	Transfer to General Fund to pay for Street Fund portion of accounting and other administrative expenses
Advertising and Legal Notices	230	Advertising for bids, sale of surplus equipment, and employment positions
Bad Debt Write-Off	350	To write-off uncollectible customer accounts
Building Repair and Maintenance	2,000	Prorated cost of painting and minor repairs for Public Works buildings
Computer Support	1,000	Prorated cost of software support
Computer Line Charges	500	Internet provider fees
Crushed Rock and Asphalt	6,000	Crushed rock to place on existing gravel surface streets to keep them passable and asphalt needed to patch chuck holes in existing streets. Small paving projects.
Dues	400	Membership in professional organizations
Dump fees/Excavation	300	\$1 per yard for disposal of excavation materials
Education and Training	800	Road maintenance classes
Engineering	1,500	Engineering fees
Equipment Repair and Maintenance	5,150	Prorated cost of repairs to shop and office equipment
Gas and Oil	12,200	Prorated share of vehicle fuel costs
Insurance	3,050	Street Fund share of commercial and vehicle liability, auto physical damage and property insurance
Landscape Maintenance	1,500	Prorated share of landscape maintenance at Public Works Office
Maintenance Agreements	1,600	Service agreements on City assets
Medical Expenses	515	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	3,090	Incidental expenses
Office Supplies	725	Copier cost, paper and other office supplies
Oil Mat/Crack & Slurry Seal	45,000	Crack, slurry and chip seal projects in streets to be determined
Postage	60	Postage for public works office
Safety Equipment	1,700	Protective clothing, equipment and raingear
Sidewalk Improvement	3,500	Replacement and repair of city owned sidewalks

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**CITY OF PHILOMATH
STREET FUND
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Small Tools and Equipment	2,000	Purchase of new, and replacement of worn out hand tools and small equipment
Street Light Replacement	3,500	Program to annually replace 10-12 existing lights with new LED light heads. The new lights put out a "whiter" light, use a lot less power and have a very long life.
Street Lights and Traffic Signals	43,500	Cost of electricity to operate street lights and traffic signals
Street Signs	6,000	Replacement or installation of street, regulatory and informational signs
Supplies	6,500	Traffic paint and related supplies
Telephone	700	Prorated telephone cost at Public Works office
Tires	600	Prorated cost of tires and tire repair for equipment
Travel and Meals	700	Lodging and meals at out-of-town training
Uniforms	825	Prorated cost of shirts, pants, boots and coats
Uniform Cleaning	300	Prorated cost of laundry for coveralls and shop rags
Utilities	5,500	Prorated cost of electricity, natural gas and water for Public Works buildings
Vandalism	500	Cost to remove or repair damage due to vandalism
Vehicle Repair and Maintenance	<u>5,000</u>	Prorated cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u>212,539</u>	

TRANSFERS

To LBE Fund - Equipment	18,400	Set aside for future equipment replacement
To LBE Fund - Infrastructure	<u>40,000</u>	Reserve to support capital improvement plan
TOTAL TRANSFERS	<u>58,400</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
WATER FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
REVENUES							
51 0 3001 Cash Balance Forward	102,549	132,360	127,289	61,300	130,000	135,000	100%
51 0 3020 Interest on Investments	506	354	198	300	325	340	8%
51 0 3201 Metered Water Sales	795,817	819,576	840,781	867,300	870,000	878,700	0%
51 0 3202 Fire Line Fee	1,620	1,620	1,557	1,800	1,800	1,854	0%
51 0 3220 Water Meter Installations	8,881	5,050	2,628	4,380	4,485	4,620	2%
51 0 3230 New Account Set Up Fee	790	740	750	820	850	876	4%
51 0 3235 Shut Off Notice Fee	9,068	7,607	7,819	7,900	8,300	8,549	5%
51 0 3240 Late Fees	4,041	3,549	3,807	4,050	4,000	4,120	-1%
51 0 3650 Miscellaneous Receipts	7,973	2,885	8,540	3,000	3,500	3,605	17%
TOTAL REVENUES	931,245	973,741	993,369	950,850	1,023,260	1,037,663	8%
EXPENDITURES							
PERSONNEL SERVICES							
51 0 4120 Public Works Director	25,682	27,710	29,677	31,783	32,423	33,396	2%
51 0 4155 Public Works Supervisor	19,557	26,750	19,101	20,454	21,550	22,197	5%
51 0 4164 Utility Maintenance Workers	103,695	102,701	100,430	105,577	83,501	86,755	-21%
51 0 4166 Water/Wastewater Operator	27,338	29,714	45,467	49,623	51,554	55,159	4%
51 0 4176 Office Specialist	14,995	15,523	13,793	0	0	0	
51 0 4258 Seasonal/Part Time	17,841	15,021	4,014	4,636	3,993	4,110	-14%
51 0 4320 Overtime	1,741	1,387	1,240	2,177	3,220	3,300	48%
51 0 4340 On-Call Time	3,047	3,201	3,847	3,954	3,547	3,547	-10%
51 0 4360 Incentive Pay	6,836	7,330	9,322	9,142	8,033	8,264	-12%
51 0 4365 Level 3 Certification	911	991	1,015	1,051	1,072	1,126	2%
51 0 4500 Social Security	16,956	17,620	17,604	17,440	15,947	16,631	-9%
51 0 4520 PERS	26,934	28,396	36,550	36,512	43,516	45,342	19%
51 0 4540 Workers' Compensation	8,764	8,230	7,022	8,000	8,500	8,750	6%
51 0 4560 Workers' Benefit Fund Assmt	136	131	117	120	124	124	3%
51 0 4620 Deferred Compensation	2,805	3,364	3,017	3,225	3,378	3,475	5%
51 0 4640 Health Insurance	43,312	50,553	49,123	53,109	51,304	53,946	-3%
51 0 4660 Dental Insurance	5,868	6,463	6,612	7,536	6,645	7,081	-12%
51 0 4670 Health Reimbursement Account	536	2,240	3,343	3,970	5,415	5,415	36%
51 0 4680 Life Insurance	333	384	383	357	277	304	-22%
51 0 4820 Sick & Vacation Accrual	0	0	841	3,846	3,446	3,549	-10%
Subtotal Personnel Services	327,287	347,710	352,518	362,512	347,445	362,471	-4%
MATERIALS AND SERVICES							
51 0 5012 Administrative Overhead	91,320	102,576	124,776	114,120	116,040	119,521	2%
51 0 5015 Advertising & Legal Notices	971	1,720	0	1,000	1,300	1,339	30%
51 0 5053 Bad Debt Write-Off	5,918	6,544	7,671	6,000	6,180	6,365	3%
51 0 5095 Building Repair & Maintenance	1,837	4,297	3,112	8,000	6,000	6,180	-25%
51 0 5107 Certification Costs	0	460	405	700	600	618	-14%
51 0 5137 Computer Support	1,818	1,452	0	0	1,000	1,030	100%
51 0 5143 Computer Line Charges	711	1,257	1,241	1,300	1,450	1,494	12%
51 0 5145 Concrete Sidewalk/Curb	3,770	1,936	1,450	4,000	3,500	3,605	-13%
51 0 5155 Contributions	2,000	3,000	3,000	3,000	3,000	3,000	0%
51 0 5185 Cross Connection Control	420	477	296	500	500	515	0%
51 0 5195 Crushed Rock/Asphalt	3,393	11,316	5,344	12,000	10,000	10,300	-17%
51 0 5225 DEQ Discharge Permit	435	448	457	470	470	484	0%
51 0 5233 Dues	3,158	1,323	775	1,800	1,400	1,442	-22%
51 0 5238 Dump fee/Excavation	0	24	60	500	500	515	0%
51 0 5245 Education & Training	1,003	1,253	1,350	1,400	1,425	1,468	2%
51 0 5265 Engineering	1,233	322	2,577	4,000	3,000	3,090	-25%
51 0 5275 Equipment Rental	660	282	1,526	1,100	1,000	1,030	-9%
51 0 5285 Equipment Repair & Maintenance	26,391	17,826	31,980	25,000	25,000	25,750	0%
51 0 5305 Gas & Oil	4,083	6,325	7,821	7,900	8,000	8,240	1%

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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
WATER FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
MATERIALS & SERVICES (CONTINUED)							
51 0 5325 Insurance	11,360	6,908	7,958	10,850	11,500	11,845	6%
51 0 5373 Laboratory Analysis	27,647	7,696	9,092	13,000	10,000	10,300	-23%
51 0 5374 Lab Supplies	0	0	991	0	3,200	3,296	100%
51 0 5375 Landscape Maintenance	0	8,614	3,813	8,800	8,800	9,064	0%
51 0 5383 Maintenance Agreements	6,700	199	104	80	1,600	1,648	100%
51 0 5387 Medical Expenses	439	512	494	525	550	567	5%
51 0 5390 Miscellaneous	6,123	3,046	3,715	2,637	2,485	2,614	-6%
51 0 5413 Office Supplies	1,988	1,986	1,703	1,900	1,900	1,957	0%
51 0 5445 Pipes/Fittings/Mechanical	8,307	34,480	13,232	13,000	16,000	16,480	23%
51 0 5465 Postage	715	623	475	600	625	644	4%
51 0 5513 Rock Creek Water Purchase	15,757	8,686	11,998	16,000	18,300	19,000	14%
51 0 5515 Safety Equipment	2,052	1,779	2,788	2,800	2,900	2,987	4%
51 0 5535 Security Alarm & Remote Monitoring	705	1,453	125	0	0	0	
51 0 5563 Small Tools & Equipment	5,524	2,270	3,079	4,300	4,300	4,429	0%
51 0 5587 Supplies	9,522	12,822	8,501	11,500	11,500	11,845	0%
51 0 5597 System Supplies & Maintenance	23,329	17,163	19,686	30,000	32,000	23,000	7%
51 0 5603 Telephone	4,712	3,018	3,519	4,500	4,200	4,326	-7%
51 0 5645 Tires	335	741	1,408	800	900	927	13%
51 0 5665 Travel and Meals	1,475	1,602	829	1,650	2,200	2,266	33%
51 0 5685 Treatment Chemicals	27,423	29,036	27,253	32,000	31,000	31,930	-3%
51 0 5703 Uniforms	1,010	733	1,217	850	900	927	6%
51 0 5704 Uniform Cleaning	1,351	1,280	1,497	1,400	300	309	-79%
51 0 5715 Utilities	36,893	41,553	45,035	46,000	46,500	47,895	1%
51 0 5745 Vehicle Repair & Maintenance	4,955	4,858	3,533	5,000	5,400	5,562	8%
Subtotal Materials & Services	347,443	353,898	365,886	400,982	407,425	409,803	2%
CAPITAL OUTLAY							
51 0 6463 Water Equipment	0	0	8,967	5,000	30,000	30,000	100%
51 0 6467 Water Infrastructure	0	3,789	18,249	5,000	15,000	15,000	100%
Subtotal Capital Outlay	0	3,789	27,216	10,000	45,000	45,000	100%
DEBT SERVICE							
51 0 7142 OECDD Loan Principal	25,626	27,197	28,864	30,634	0	0	-100%
51 0 7144 Contact Chamber Principal	6,003	6,393	6,809	7,251	66,369	57,432	100%
51 0 7542 OECDD Loan Interest	6,885	5,314	3,647	1,878	0	0	-100%
51 0 7544 Contact Chamber Loan Interest	12,441	12,051	11,635	11,193	10,721	9,658	-4%
Subtotal Debt Service	50,955	50,955	50,955	50,956	77,090	67,090	51%
TRANSFERS							
51 0 8520 TO LBE Fund - Equipment	37,200	38,500	39,200	41,400	28,800	28,800	-30%
51 0 8540 TO LBE Fund - Infrastructure	30,000	40,000	60,000	40,000	40,000	40,000	0%
51 0 8555 TO LBE Fund - P/W Office Equip	1,000	1,000	5,000	7,500	2,500	2,500	-67%
51 0 8560 TO LBE Fund - P/W Building	5,000	10,600	12,700	12,500	0	7,000	-100%
Subtotal Transfers	73,200	90,100	116,900	101,400	71,300	78,300	-30%
51 0 9000 Contingency	0	0	0	25,000	40,000	40,000	60%
TOTAL EXPENDITURES	798,885	846,452	913,475	950,850	988,260	1,002,663	4%
51 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	0	35,000	35,000	100%
Excess Revenues Over Expenditures	132,360	127,289	79,894	0	0	0	

**CITY OF PHILOMATH
WATER FUND
2013-14 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	41%	32,423
Public Works Supervisor	32%	21,550
Utility Maintenance Workers	38%	83,501
Water/Wastewater Operator	50%	51,554
Seasonal/Part Time	32%	<u>3,993</u>
TOTAL SALARIES		193,021
The time allocation is based on estimated needs of this fund for fiscal year 2013-14. Salaries include a 2% COLA increase for management, a 2.5% COLA increase for Utility Maintenance Workers and a 3.5% increase for Water/Wastewater Operators. The part time GIS technician maps and records utility lines, service connections, repairs and maintenance.		
OVERTIME		3,220
ON-CALL TIME		3,547
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		8,033
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LEVEL 3 CERTIFICATION		1,072
2% incentive to Water/Wastewater operator to maintain a level 3 water treatment certification		
SOCIAL SECURITY Calendar year 2013 rate is 7.65%		15,947
PERS		43,516
The City pays both the employer and employee contributions. For fiscal year 2013-14 the Tier 1 & 2 employer rate is 16.83%, OPSRP rate is 12.76% and the employee rate is 6%.		
WORKERS' COMPENSATION		8,500
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept of Revenue		124
DEFERRED COMPENSATION 6% retirement benefit for management employees		3,378
HEALTH INSURANCE \$1,500 deductible plan, estimated 5% increase for 2014 premium		51,304
DENTAL INSURANCE Estimated 4% increase for 2014 premium		6,645
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		5,415
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		277
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>3,446</u>
TOTAL PERSONNEL SERVICES		<u>347,445</u>

**CITY OF PHILOMATH
WATER FUND
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	116,040	Transfer to General Fund to pay Water Fund portion of accounting and other administrative expenses
Advertising and Legal Notices	1,300	Advertising for bids, sale of surplus equipment, and employment positions
Bad Debt Write-Off	6,180	To write-off uncollectible customer accounts
Building Repair & Maintenance	6,000	Prorated cost of painting and minor repairs to shop and Public Works buildings. Water treatment plant building maintenance.
Certification Costs	600	Employee water certifications
Computer Support	1,000	Prorated cost of software support
Computer Line Charges	1,450	Internet provider fees
Concrete Sidewalk/Curb	3,500	Cost to repair or replace damage while working on water system
Contributions	3,000	Contribution to social service agencies that help customers who do not have money to pay their water bills
Cross Connection Control	500	Cost of implementing program. Tests required by state to ensure compliance.
Crushed Rock and Asphalt	10,000	Crushed rock and asphalt needed to backfill and patch utility cuts
DEQ Discharge Permit	470	Mandated Department of Environmental Quality fee
Dues	1,400	Membership in professional organizations
Dump Fees/Excavation	500	\$1 per yard for disposal of excavation materials
Education & Training	1,425	Workshops and seminars to maintain certifications and train employees
Engineering	3,000	Engineering fees
Equipment Rental	1,000	Rental of equipment
Equipment Repair & Maintenance	25,000	Equipment repairs to maintain water system and water plant
Gas and Oil	8,000	Prorated share of vehicle fuel costs
Insurance	11,500	Water Fund share of commercial and vehicle liability, auto physical damage and property insurance
Laboratory Analysis	10,000	Cost of analyzing water samples by an outside certified lab to comply with state requirements
Lab Supplies	3,200	Lab testing chemicals and equipment

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**CITY OF PHILOMATH
WATER FUND
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Landscape Maintenance	8,800	Contract landscaping at water treatment plant, water tower and portion of Public Works office. Testing of backflow prevention devices.
Maintenance Agreements	1,600	Service agreements on City assets
Medical Expenses	550	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	2,485	Incidental expenses
Office Supplies	1,900	Prorated supplies used by Public Works office
Pipes, Fittings, Mechanical	16,000	Purchase of corporation and curb stops, copper and PVC pipe, and related items
Postage	625	Prorated postage for public works office use
Rock Creek Water Purchase	18,300	Agreement with City of Corvallis to purchase treated water
Safety Equipment	2,900	Protective clothing and equipment
Small Tools and Equipment	4,300	Replace worn-out hand tools & small equipment
Supplies	11,500	Miscellaneous supplies and small parts
System Supplies and Maintenance	32,000	Supplies required to maintain and operate the water system. Includes \$10,000 repair to reservoir.
Telephone	4,200	Prorated telephone cost at Public Works office
Tires	900	Prorated cost of tires and tire repair for equipment
Travel and Meals	2,200	Cost of lodging and meals at out-of-town training
Treatment Chemicals	31,000	Alum, soda ash, polymers, chlorine and fluoride
Uniforms	900	Prorated cost of shirts, pants, boots and coats
Uniform Cleaning	300	Prorated cost of laundry for coveralls and shop rags
Utilities	46,500	Utility cost at water treatment plant and prorated cost of electricity, natural gas and water at Public Works office/shops
Vehicle Repair & Maintenance	<u>5,400</u>	Prorated cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u>407,425</u>	

**CITY OF PHILOMATH
WATER FUND
2013-14 BUDGET NARRATIVE**

CAPITAL OUTLAY

Water Equipment	30,000	Install 5 or 6 new fire hydrants
Water Infrastructure	<u>15,000</u>	Construct 1 or 2 water line extensions
TOTAL CAPITAL OUTLAY	<u>45,000</u>	

DEBT SERVICE

Contact Chamber Principal	66,369	Payment on OECDD loan for contact chamber. Current year principal is \$16,369 plus additional \$50,000 principal payment
Contact Chamber Interest	<u>10,721</u>	Interest portion of contact chamber loan
TOTAL DEBT SERVICE	<u>77,090</u>	

TRANSFERS

To LBE Fund - Equipment	28,800	Set aside for future equipment replacement
To LBE Fund - Infrastructure	40,000	Reserve to support capital improvement plan
To LBE Fund - P/W Office Equipment	<u>2,500</u>	Furniture and office equipment for Public Works building
TOTAL TRANSFERS	<u>71,300</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
SEWER FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE	
REVENUES								
52 0 3001	Cash Balance Forward	123,944	102,913	80,540	49,000	40,000	52,000	-18%
52 0 3020	Interest on Investments	712	498	269	200	210	216	5%
52 0 3205	Sewer User Fees	696,323	691,736	703,972	800,000	880,000	906,400	10%
52 0 3225	Sewer Permits and Inspections	513	321	168	280	285	294	2%
52 0 3230	New Account Set Up Fee	791	740	750	820	850	876	4%
52 0 3235	Shut Off Notice Fee	7,590	6,372	6,495	6,500	6,800	7,004	5%
52 0 3240	Late Fee	3,367	2,971	3,160	3,340	3,400	3,502	2%
52 0 3280	Farm Lease	17,680	15,980	12,188	12,200	18,000	18,000	48%
52 0 3650	Miscellaneous Receipts	9,934	5,206	2,044	2,000	2,000	2,060	0%
52 0 3985	Transfer from SDC Fund	250,000	60,000	90,000	50,000	10,200	20,000	-80%
	TOTAL REVENUES	1,110,854	886,737	899,586	924,340	961,745	1,010,351	4%
EXPENDITURES								
PERSONNEL SERVICES								
52 0 4120	Public Works Director	24,878	27,034	28,954	31,008	31,632	32,581	2%
52 0 4155	Public Works Supervisor	16,661	22,291	16,117	17,258	18,183	18,728	5%
52 0 4164	Utility Maintenance Workers	60,738	59,045	65,864	69,788	58,523	60,707	-16%
52 0 4166	Water/Wastewater Operator	18,226	19,810	42,817	48,154	50,520	54,582	5%
52 0 4176	Office Specialist	14,995	15,523	9,614	0	0	0	
52 0 4258	Seasonal/Part Time	5,606	7,462	2,397	2,806	2,675	2,753	-5%
52 0 4320	Overtime	1,213	913	897	1,766	2,800	2,870	59%
52 0 4340	On-Call Time	1,844	1,884	2,816	3,146	2,903	2,903	-8%
52 0 4360	Incentive Pay	5,163	5,503	6,939	6,976	6,469	6,601	-7%
52 0 4500	Social Security	11,423	12,199	13,569	13,871	13,321	13,936	-4%
52 0 4520	PERS	18,741	20,031	27,785	28,692	35,806	37,420	25%
52 0 4540	Workers' Compensation	1,675	1,954	1,449	1,700	2,800	3,000	65%
52 0 4560	Workers' Benefit Fund Assmt	86	87	89	94	102	102	9%
52 0 4620	Deferred Compensation	2,549	3,043	2,783	2,975	3,116	3,206	5%
52 0 4640	Health Insurance	28,830	33,990	36,540	42,150	41,829	43,968	-1%
52 0 4660	Dental Insurance	3,950	4,400	4,877	5,922	5,246	5,599	-11%
52 0 4670	Health Reimbursement Account	393	1,548	2,555	3,280	4,470	4,470	36%
52 0 4680	Life Insurance	248	281	282	264	224	246	-15%
52 0 4820	Sick and Vacation Accrual	0	0	586	2,419	2,669	2,749	10%
	Subtotal Personnel Services	217,219	236,999	266,930	282,269	283,288	296,422	0%
MATERIALS AND SERVICES								
52 0 5012	Administrative Overhead	81,792	92,472	99,468	102,720	106,248	109,435	3%
52 0 5015	Advertising & Legal Notices	136	0	0	200	220	227	10%
52 0 5053	Bad Debt Write-Off	3,812	6,086	5,762	4,000	3,000	3,090	-25%
52 0 5095	Building Repair & Maintenance	1,834	2,170	1,963	3,500	3,600	3,708	3%
52 0 5107	Certification Costs	62	460	605	500	600	618	20%
52 0 5137	Computer Support	0	0	0	0	1,000	1,030	100%
52 0 5143	Computer Line Charges	0	783	495	600	600	618	0%
52 0 5145	Concrete Sidewalks/curb	0	338	0	700	700	721	0%
52 0 5147	Contracted Services	0	3,397	0	0	0	0	
52 0 5155	Contributions	2,000	3,000	3,000	3,000	3,000	3,000	0%
52 0 5185	Cross Connection Control	0	0	96	200	200	206	0%
52 0 5195	Crushed Rock/Asphalt	1,376	859	3,846	3,500	3,500	3,605	0%
52 0 5225	DEQ Discharge Permit	1,433	1,476	1,505	1,510	1,550	1,597	3%
52 0 5233	Dues	855	541	504	700	700	721	0%
52 0 5245	Education & Training	533	947	573	1,200	1,100	1,133	-8%
52 0 5265	Engineering	2,178	279	2,447	3,500	3,500	3,605	0%
52 0 5285	Equipment Repair & Maintenance	30,294	24,424	10,223	15,000	15,400	15,862	3%
52 0 5305	Gas & Oil	4,899	7,507	8,351	8,700	8,400	8,652	-3%
52 0 5325	Insurance	9,230	5,958	7,298	9,000	11,100	11,433	23%
52 0 5373	Laboratory Analysis	7,197	9,589	8,236	14,800	13,000	13,390	-12%

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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
SEWER FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE	
MATERIALS & SERVICES (CONTINUED)								
52 0 5374	Lab Supplies	0	0	374	0	2,300	2,369	100%
52 0 5375	Landscape Maintenance	797	1,455	1,109	1,600	1,500	1,545	-6%
52 0 5383	Maintenance Agreements	1,810	205	104	80	1,500	1,545	100%
52 0 5387	Medical Expenses	511	586	532	650	670	690	3%
52 0 5390	Miscellaneous	6,989	1,508	1,583	2,228	3,086	3,295	39%
52 0 5413	Office Supplies	1,587	1,336	1,011	1,000	1,030	1,061	3%
52 0 5465	Postage	98	70	78	70	75	77	7%
52 0 5489	Property Lease	469	507	520	535	560	577	5%
52 0 5490	Property Tax	1,910	1,997	2,047	2,110	2,200	2,266	4%
52 0 5515	Safety Equipment	2,280	1,606	2,010	2,400	2,600	2,678	8%
52 0 5535	Security Alarm/Remote Monitoring	1,304	2,194	598	150	0	0	-100%
52 0 5545	Sewer Main Repair	28,421	26,151	15,561	15,000	17,000	17,510	13%
52 0 5563	Small Tools & Equipment	3,577	3,516	2,561	3,700	3,700	3,811	0%
52 0 5587	Supplies	2,203	3,613	1,706	3,500	3,500	3,605	0%
52 0 5597	System Supplies & Maintenance	6,500	1,262	1,083	2,000	3,000	3,090	50%
52 0 5603	Telephone	3,127	2,305	2,704	3,500	3,500	3,605	0%
52 0 5645	Tires	308	656	4,221	700	750	773	7%
52 0 5665	Travel and Meals	556	793	1,024	800	900	927	13%
52 0 5685	Treatment Chemicals	11,465	15,068	10,233	17,500	21,000	21,630	20%
52 0 5695	TV Inspection	0	230	0	2,000	2,500	2,575	25%
52 0 5703	Uniforms	1,100	733	1,217	750	800	824	7%
52 0 5704	Uniform Cleaning	1,360	1,280	1,510	1,400	200	206	-86%
52 0 5715	Utilities	17,235	20,548	27,434	23,500	33,000	33,990	40%
52 0 5745	Vehicle Repair & Maintenance	1,096	2,750	1,725	2,000	2,100	2,163	5%
	Subtotal Materials & Services	242,334	250,653	235,317	260,503	284,889	293,462	9%
CAPITAL OUTLAY								
52 0 6463	Sewer Equipment	0	0	0	0	6,000	5,000	100%
	Subtotal Capital Outlay	0	0	0	0	6,000	5,000	100%
DEBT SERVICE								
52 0 7160	B of A - Principal	200,000	0	0	0	0	0	
52 0 7175	Bond Principal	0	65,000	75,000	90,000	100,000	100,000	11%
52 0 7560	B of A - Interest	1,421	0	0	0	0	0	
52 0 7575	Bond Interest	323,967	241,945	240,009	237,768	235,068	232,068	-1%
	Subtotal Debt Service	525,388	306,945	315,009	327,768	335,068	332,068	2%
TRANSFERS								
52 0 8520	To LBE Fund - Equipment	17,000	0	0	28,800	15,000	23,900	-48%
52 0 8555	To LBE Fund - P/W Office Equipment	1,000	1,000	5,000	7,500	2,500	2,500	-67%
52 0 8560	To LBE Fund - P/W Building	5,000	10,600	9,000	12,500	0	7,000	-100%
	Subtotal Transfers	23,000	11,600	14,000	48,800	17,500	33,400	-64%
52 0 9000	Contingency	0	0	0	5,000	25,000	25,000	100%
	TOTAL EXPENDITURES	1,007,941	806,197	831,256	924,340	951,745	985,351	3%
52 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	0	10,000	25,000	100%
	Excess Revenues Over Expenditures	102,913	80,540	68,330	0	0	0	

**CITY OF PHILOMATH
SEWER FUND
2013-14 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	40%	31,632
Public Works Supervisor	27%	18,183
Utility Maintenance Workers	26%	58,523
Water/Wastewater Operator	50%	50,520
Seasonal/Part Time	23%	<u>2,675</u>
TOTAL SALARIES		161,533
OVERTIME		2,800
ON-CALL TIME		2,903
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		6,469
Each employee may receive up to \$300 per month based on acquiring specialized skills		
SOCIAL SECURITY Calendar year 2013 rate is 7.65%		13,321
PERS		35,806
The City pays both the employer and employee contributions. For fiscal year 2013-14 the Tier 1 & 2 employer rate is 16.83%, OPSRP rate is 12.76%, and the employee rate is 6%.		
WORKERS' COMPENSATION		2,800
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept of Revenue		102
DEFERRED COMPENSATION 6% retirement benefit for management employees		3,116
HEALTH INSURANCE \$1,500 deductible plan, estimated 5% increase for 2014 premium		41,829
DENTAL INSURANCE Estimated 4% increase for 2014 premium		5,246
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		4,470
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		224
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>2,669</u>
TOTAL PERSONNEL SERVICES		<u><u>283,288</u></u>

**CITY OF PHILOMATH
SEWER FUND
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	106,248	Transfer to General Fund to pay for Sewer Fund portion of accounting and other administrative expenses
Advertising and Legal Notices	220	Advertising for bids, sale of surplus equipment, and employment positions
Bad Debt Write-Off	3,000	To write-off uncollectible customer accounts
Building Repair and Maintenance	3,600	Minor repairs to the sewer plant and prorated cost of repairs to the Public Works buildings
Certification Costs	600	Employee waste water certifications
Computer Support	1,000	Prorated cost of software support
Computer Line Charges	600	Internet provider fees
Concrete Sidewalks/curb	700	Cost to repair or replace damage while working on sewer system
Contributions	3,000	Contribution to social service agencies that help customers who do not have money to pay their sewer bills
Cross Connection Control	200	Backflow testing for A Station, Timber Estates, Newton Creek pump stations
Crushed Rock and Asphalt	3,500	Crushed rock and asphalt needed to backfill and patch utility cuts
D.E.Q. Discharge Permit	1,550	Water quality tests required by state to insure compliance and obtain NPDES permit
Dues	700	Membership in professional organizations
Education and Training	1,100	Workshops and seminars to maintain certifications and train employees
Engineering	3,500	Engineering fees
Equipment Repair and Maintenance	15,400	Cost of repairs to equipment
Gas and Oil	8,400	Prorated share of vehicle fuel costs
Insurance	11,100	Sewer Fund share of commercial and vehicle liability, auto physical damage, and property insurance
Laboratory Analysis	13,000	Waste water quality testing required by DEQ for plant discharge
Lab Supplies	2,300	Lab testing chemicals and equipment
Landscape Maintenance	1,500	Prorated share of landscape maintenance at Public Works Office

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**CITY OF PHILOMATH
SEWER FUND
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Maintenance Agreements	1,500	Service agreements on City assets
Medical Expenses	670	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	3,086	Incidental expenses
Office Supplies	1,030	Copier cost, paper and other office supplies
Postage	75	Prorated postage for Public Works office use
Property Lease	560	Lease on Gilbert Faxon land equal to annual property tax
Property Tax	2,200	Property tax on 119 acres near sewer lagoons which is leased to farmer
Safety Equipment	2,600	Protective clothing and equipment
Sewer Main Repair	17,000	Repair of services, laterals, and sections of pipe
Small Tools and Equipment	3,700	Purchase of new, and replacement of worn out hand tools and small equipment
Supplies	3,500	Miscellaneous supplies and small parts
System Supplies and Maintenance	3,000	Supplies required to maintain the collection system and operate the department
Telephone	3,500	Prorated telephone cost at Public Works office
Tires	750	Prorated cost of tires and tire repair for equipment
Travel and Meals	900	Cost of lodging and meals at out-of-town training
Treatment Chemicals	21,000	Chemicals used in waste water treatment plant
T V Inspection	2,500	Inspection of existing sewer lines to determine cause of problems in the lines
Uniforms	800	Prorated cost of shirts, pants, boots and coats
Uniform Cleaning	200	Prorated cost of laundry for coveralls and shop rags
Utilities	33,000	Utility cost for pump stations, and prorated cost of electricity, natural gas and water at Public Works office and shops
Vehicle Repair and Maintenance	<u>2,100</u>	Prorated cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u>284,889</u>	

**CITY OF PHILOMATH
SEWER FUND
2013-14 BUDGET NARRATIVE**

CAPITAL OUTLAY

Sewer equipment	<u>6,000</u>	Coliform testing equipment
TOTAL CAPITAL OUTLAY	<u>6,000</u>	

DEBT SERVICE

Bond Principal	100,000	Principal payment on \$6.125 million bond issue
Bond Interest	<u>235,068</u>	Interest on bond issue
TOTAL DEBT SERVICE	<u>335,068</u>	

TRANSFERS

To LBE Fund - Equipment	15,000	Set aside for future replacement of equipment
To LBE Fund - P/W Office Equipment	<u>2,500</u>	Furniture and office equipment for Public Works building
TOTAL TRANSFERS	<u>17,500</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
STORM DRAIN FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE	
REVENUES								
53 0 3001	Cash Balance Forward	30,014	25,832	15,747	26,000	27,500	21,000	6%
53 0 3020	Interest on Investments	164	85	90	80	100	90	25%
53 0 3211	Storm Drain User Fees	22,840	21,258	42,587	42,500	42,600	42,700	0%
53 0 3650	Miscellaneous Revenue	0	0	834	0	120	120	100%
	TOTAL REVENUES	53,018	47,175	59,258	68,580	70,320	63,910	3%
EXPENDITURES								
MATERIALS AND SERVICES								
53 0 5053	Bad Debt Write Off	183	175	913	600	300	309	-50%
53 0 5147	Contracted Services	0	227	0	300	500	515	67%
53 0 5195	Crushed Rock/Asphalt	1,339	42	227	1,500	1,500	1,545	0%
53 0 5225	DEQ Discharge Permit	765	788	804	825	850	876	3%
53 0 5233	Dues	155	256	130	300	300	309	0%
53 0 5245	Education and Training	1,155	278	610	1,300	1,300	1,339	0%
53 0 5265	Engineering	475	106	1,819	1,100	1,500	1,545	36%
53 0 5390	Miscellaneous	286	199	198	405	370	721	-9%
53 0 5413	Office Supplies	340	294	229	200	200	206	0%
53 0 5445	Pipes, Fittings, Mechanical	1,267	1,135	0	2,600	2,700	2,780	4%
53 0 5465	Postage	385	0	5	400	400	412	0%
53 0 5515	Safety Equipment	0	137	197	200	250	258	25%
53 0 5563	Small Tools and Equipment	376	436	165	450	450	464	0%
53 0 5587	Supplies	810	178	1,273	1,400	1,400	1,442	0%
53 0 5597	System Supply & Maintenance	2,250	877	720	3,000	3,000	3,090	0%
	Subtotal Materials & Services	9,786	5,128	7,290	14,580	15,020	15,810	3%
TRANSFERS								
53 0 8100	To Street Fund	12,400	13,800	20,100	18,500	17,900	18,600	-3%
53 0 8540	To LBE Fund - Infrastructure	5,000	12,500	0	0	0	0	
53 0 8600	To SDC Fund	0	0	0	24,500	18,400	24,500	-25%
	Subtotal Transfers	17,400	26,300	20,100	43,000	36,300	43,100	-16%
	TOTAL EXPENDITURES	27,186	31,428	27,390	57,580	51,320	58,910	-11%
53 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	11,000	19,000	5,000	73%
	Excess Revenues Over Expenditures	25,832	15,747	31,868	0	0	0	

**CITY OF PHILOMATH
STORM DRAIN FUND
2013-14 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Bad Debt Write-Off	300	To write-off uncollectible customer accounts
Contracted Services	500	Consultant to help implement federal regulations and/or hire a contractor to assist city crews in specialized projects
Crushed Rock and Asphalt	1,500	Crushed rock and asphalt to backfill and patch utility cuts
DEQ Discharge Permit	850	Mandated Department of Environmental Quality fee
Dues	300	Dues related to storm water maintenance
Education and Training	1,300	Training on identifying illicit discharges, containment etc.
Engineering	1,500	Engineering of storm drain projects
Miscellaneous	370	Incidental expenses
Office Supplies	200	Prorated share of Public Works office supplies
Pipes, Fittings, Mechanical	2,700	Purchase of catch basins, manholes, pipe and related items
Postage	400	Postage for mailing brochures, notices, etc.
Safety Equipment	250	Protective clothing and equipment
Small Tools and Equipment	450	Hand tools and small equipment
Supplies	1,400	Supplies needed for storm water maintenance
System Supplies and Maintenance	<u>3,000</u>	Supplies required to maintain the storm water collection system and operate the department
TOTAL MATERIALS & SERVICES	<u><u>15,020</u></u>	

TRANSFERS

To Street Fund	17,900	Personnel time for work performed in the Storm Drain Fund is included in the Street Fund. This is to reimburse the Street Fund for the estimated personnel costs.
To SDC Fund	<u>18,400</u>	Transfer to pay storm drain debt service
TOTAL TRANSFERS	<u><u>36,300</u></u>	

LAND, BUILDING AND EQUIPMENT RESERVE FUND

Reserve funds have been established to accumulate money for use in future years. The intention is that we should have a systematic way to save each year for large capital purchases and to avoid loans or bond financing whenever possible.

The City has a Capital Improvement Plan that the City Council reviews and updates annually. The Plan identifies equipment and infrastructure needs as well as expected implementation dates. Costs for future expenditures are estimated.

The Plan is funded each year by contributions from the General Fund, Street, Water, Sewer and Storm Drain Funds. The funds are then segregated for use by those specific departments.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
LAND, BUILDING AND EQUIPMENT FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE	
REVENUES								
41 0 3001	Cash Balance Forward	6,497,792	5,358,501	4,652,661	1,990,000	1,829,700	966,920	-8%
41 0 3020	Investment Interest	36,831	23,987	12,907	8,000	8,800	5,000	10%
41 0 3040	Interest on Accounts	18,666	2,700	0	0	0	0	
41 0 3125	Bike/Footpath Revenue	1,923	2,275	2,506	2,600	2,600	2,700	0%
41 0 3580	Citation Assessment for Police Equip	12,496	12,525	13,561	12,500	12,500	12,800	0%
41 0 3610	Donations	75	225	150	0	20,000	0	100%
41 0 3646	Loan	333,000	135,000	0	0	0	0	
41 0 3650	Miscellaneous Income	3,560	0	4,971	0	0	0	
41 0 3685	Sale of Equipment/Building	6,251	7,828	27,260	0	0	0	
41 0 3740	Justice Building Mortgage Payments	2,412	8,864	12,120	12,120	12,120	12,120	0%
41 0 3770	Sewer Lateral Reimbursement	7,709	5,245	3,044	0	0	0	
41 0 3809	Park Grant	0	0	0	0	40,000	0	100%
41 0 3814	FTA Bus Grant	104,984	0	0	0	0	0	
TRANSFERS								
41 0 3941	General Fund - Admin Equipment	0	0	0	10,300	0	1,000	-100%
41 0 3942	General Fund - City Manager Car	0	1,000	300	400	0	500	-100%
41 0 3943	General Fund - Finance Equipment	2,000	5,000	6,100	0	3,000	2,000	100%
41 0 3945	General Fund - Court Equipment	0	0	0	600	2,000	1,000	100%
41 0 3951	General Fund - Police Vehicle	19,000	16,000	16,000	11,000	10,000	10,000	-9%
41 0 3952	General Fund - B & G Vehicle	0	3,300	3,300	0	0	0	
41 0 3953	General Fund - Park Equipment	11,900	7,300	3,600	5,000	0	5,000	-100%
41 0 3955	General Fund - Park Infrastructure	0	0	0	9,000	25,000	0	100%
41 0 3960	General Fund - City Hall Reserve	18,200	18,900	21,800	20,100	0	12,000	-100%
41 0 3962	General Fund - Police Bldg Reserve	18,300	18,400	20,200	20,200	0	11,200	-100%
41 0 3964	General Fund - Library Reserve	20,000	20,100	23,700	23,400	0	13,300	-100%
41 0 3965	General Fund - Sidewalk	0	0	2,000	0	0	0	
41 0 3971	Street Fund - Equipment	23,200	16,300	16,200	17,500	18,400	18,400	5%
41 0 3973	Street Fund - Infrastructure	0	0	50,000	40,000	40,000	40,000	0%
41 0 3976	Water Fund - Equipment	37,200	38,500	39,200	41,400	28,800	28,800	-30%
41 0 3978	Water Fund - Infrastructure	30,000	40,000	60,000	40,000	40,000	50,000	0%
41 0 3982	Sewer Fund - Equipment	17,000	0	0	28,800	15,000	23,900	-48%
41 0 3990	Storm Drain Fund - Infrastructure	5,000	12,500	0	0	0	0	
41 0 3985	W & S Fund - P/W Office Equip	2,000	2,000	10,000	15,000	5,000	5,000	-67%
41 0 3986	W & S Fund - P/W Buildings	10,000	21,200	21,700	25,000	0	14,000	-100%
41 0 3987	Street Fund - P/W Buildings	50,000	50,000	0	0	0	0	
	TOTAL REVENUE	7,289,499	5,827,650	5,023,280	2,332,920	2,112,920	1,235,640	-9%

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
LAND, BUILDING AND EQUIPMENT FUND**

		ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
EXPENDITURES								
CAPITAL OUTLAY								
41 0 6403	Administration Equipment	131,590	7,394	3,375	14,000	4,000	2,000	-71%
41 0 6411	Finance Equipment	1,920	29,449	1,700	1,000	3,000	2,000	100%
41 0 6415	Court Equipment	1,952	0	2,348	0	2,000	2,000	100%
41 0 6422	Police Office Equipment	0	0	0	4,000	4,000	4,000	0%
41 0 6424	Police Equipment	10,342	7,546	18,720	13,000	5,000	5,000	-62%
41 0 6426	Police Vehicles	0	36,825	32,171	62,000	0	44,000	-100%
41 0 6432	Park Equipment	0	28,597	1,797	0	0	0	
41 0 6434	Park Infrastructure	0	0	0	20,000	85,000	0	100%
41 0 6441	City Hall Improvement	0	18,227	0	25,000	5,000	5,000	-80%
41 0 6443	Police Building Improvement	3,415	41,444	0	5,000	5,000	5,000	0%
41 0 6447	Library Improvement	0	16,944	0	5,000	5,000	5,000	0%
41 0 6455	Street Equipment	50,244	2,890	0	0	0	0	
41 0 6457	Street Infrastructure	0	0	0	145,000	306,300	0	100%
41 0 6459	Bike/Footpath Construction	11,278	0	0	17,200	20,300	0	18%
41 0 6463	Water Equipment	58,797	103,033	0	18,000	0	48,000	-100%
41 0 6467	Water Infrastructure	20,211	0	0	100,000	104,800	0	5%
41 0 6473	Sewer Equipment	0	19,712	2,984	0	0	0	
41 0 6477	Sewer Infrastructure	1,619,395	653,900	3,151,975	816,000	523,600	0	-36%
41 0 6480	Storm Drain Infrastructure	0	0	0	0	10,000	0	100%
41 0 6490	Public Works Office Equipment	1,556	16,829	0	16,000	5,000	5,000	-69%
41 0 6493	Public Works Office/Buildings	16,911	127,756	35,871	10,000	40,000	5,000	100%
41 0 6503	Records Storage/Covered Parking	3,387	64,445	0	0	0	0	
	Total Capital Outlay	1,930,998	1,174,989	3,250,941	1,271,200	1,128,000	132,000	-11%
	TOTAL EXPENDITURES	1,930,998	1,174,989	3,250,941	1,271,200	1,128,000	132,000	-11%
41 0 9500	RESERVE FOR FUTURE EXPENDITURE	0	0	0	1,061,720	984,920	1,103,640	-7%
	Excess Revenues Over Expenditures	5,358,501	4,652,661	1,772,339	0	0	0	

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
2013-14 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	1,829,700	Estimated Cash Balance at June 30, 2013
Investment Interest	8,800	Interest income on cash balance
Bike/Footpath Revenue	2,600	1% of highway fuel tax allocated for bike and footpath construction
Citation Assessment for Police Equipment	12,500	\$10 fee added to each traffic citation. Funds are designated for purchase of police equipment.
Donations	20,000	For construction of park shelter including brick sales
Police Building Mortgage Collections	12,120	The City took back a note for the sale of the old City Hall/Police Building. The Loan balance at July 1, 2013 is \$92,561. Interest is at 6.5%.
Park Grants	<u>40,000</u>	Grants from Ford Family and Benton County Foundation for construction of park shelter
Subtotal Revenue Before Transfers	1,925,720	

TRANSFERS

General Fund		
Finance Equipment	3,000	Future equipment replacement
Court Equipment	2,000	Future equipment replacement
Police Vehicle	10,000	Per the police vehicle replacement schedule
Park Infrastructure	<u>25,000</u>	Specified in Capital Improvement Plan
	40,000	
Street Fund		
Equipment	18,400	Specified in Capital Improvement Plan
Infrastructure	<u>40,000</u>	Specified in Capital Improvement Plan
	58,400	
Water Fund		
Equipment	28,800	Specified in Capital Improvement Plan
Infrastructure	40,000	Specified in Capital Improvement Plan
Public Works Office Equipment	<u>2,500</u>	Office equipment for the Public Works staff
	71,300	
Sewer Fund		
Equipment	15,000	Specified in Capital Improvement Plan
Public Works Office Equipment	<u>2,500</u>	Office equipment for the Public Works staff
	17,500	
 TOTAL REVENUE	 <u>2,112,920</u>	

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
2013-14 BUDGET NARRATIVE**

CAPITAL OUTLAY

Administration Equipment	4,000	Computer and office equipment
Finance Equipment	3,000	Computer and office equipment
Court Equipment	2,000	Computer and office equipment
Police Office Equipment	4,000	Computer and office equipment
Police Equipment	5,000	Personal cameras and other police equipment
Park Infrastructure	85,000	Completion of enclosed park shelter at City Park
City Hall	5,000	Miscellaneous building improvement
Police Building Improvement	5,000	Miscellaneous building improvement
Library Improvement	5,000	Miscellaneous building improvement
Street Infrastructure	306,300	Applegate Street improvements, pave from 23rd St. to 31st St.
Bike/Footpath Construction	20,300	Bike or footpath improvement or construction
Water Infrastructure	104,800	Applegate Street improvements, replace water line from 23rd St. to 30th St.
Sewer Infrastructure	523,600	\$455,000 Applegate Street improvements, upsize sewer line. \$68,600 to riprap west side of old lagoons.
Storm Drain Infrastructure	10,000	Storm drain along road into Marys River park
Public Works Office Equipment	5,000	Computer and office equipment
Public Works Office/Buildings	<u>40,000</u>	\$35,000 repave Public Works parking lot, \$5,000 miscellaneous building improvements
TOTAL CAPITAL OUTLAY	<u>1,128,000</u>	

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
FISCAL YEAR 2013-14**

	ADMIN		FINANCE	COURT	POLICE			PARKS	PARKS	NONDEPARTMENTAL			SUBTOTAL GENERAL FUND
	Equipment	Vehicle	Equipment	Equipment	Office Equip	Equipment	Vehicle	Equipment	Infrastructure	City Hall	Police Bldg	Library	
Est Balance 7/1/13	7,200	10,600	0	0	4,000	10,200	2,300	0	0	120,000	117,300	197,300	468,900
2013-14 Transfers	0	0	3,000	2,000	0	0	10,000	0	25,000	0	0	0	40,000
Interest Income	28	91	0	0	0	45	213	0	0	990	1,071	1,655	4,092
Other Income	0	0	0	0	0	0	12,500	0	60,000	0	12,120	0	84,620
Appropriations	<u>(4,000)</u>	<u>0</u>	<u>(3,000)</u>	<u>(2,000)</u>	<u>(4,000)</u>	<u>(5,000)</u>	<u>0</u>	<u>0</u>	<u>(85,000)</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>(118,000)</u>
Balance 6/30/14	<u>3,228</u>	<u>10,691</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,245</u>	<u>25,013</u>	<u>0</u>	<u>0</u>	<u>115,990</u>	<u>125,491</u>	<u>193,955</u>	<u>479,612</u>

	STREET			WATER		SEWER		STORM DRAIN	PUBLIC WORKS	PUBLIC WORKS	K-9	FUND TOTALS
	Equipment	Infrastructure	Bike Path	Equipment	Infrastructure	Equipment	Infrastructure	Infrastructure	Office Equip	Building		
Est Balance 7/1/13	112,100	328,600	17,300	121,500	78,500	63,500	523,600	21,500	0	89,800	4,400	1,829,700
2013-14 Transfers	18,400	40,000	0	28,800	40,000	15,000	0	0	5,000	0	0	187,200
Interest Income	1,123	536	397	1,293	118	676	0	99	0	429	38	8,800
Other Income	0	0	2,600	0	0	0	0	0	0	0	0	87,220
Appropriations	<u>0</u>	<u>(306,300)</u>	<u>(20,300)</u>	<u>0</u>	<u>(104,800)</u>	<u>0</u>	<u>(523,600)</u>	<u>(10,000)</u>	<u>(5,000)</u>	<u>(40,000)</u>	<u>0</u>	<u>(1,128,000)</u>
Balance 6/30/14	<u>131,623</u>	<u>62,836</u>	<u>(3)</u>	<u>151,593</u>	<u>13,818</u>	<u>79,176</u>	<u>0</u>	<u>11,599</u>	<u>0</u>	<u>50,229</u>	<u>4,438</u>	<u>984,920</u>

SYSTEM DEVELOPMENT CHARGES

Systems Development Charges (SDC's) are charges assessed against new development in an attempt to recover some of the costs incurred by local government in providing the capital facilities required to serve the new development. SDC's are applied to new development to generate revenue for expansion or construction of municipal facilities located outside the boundaries of new development. This is different from local improvement districts (LID's) which are often used to assess the cost of constructing or expanding City services on-site, within the development.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
SYSTEMS DEVELOPMENT FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
REVENUES							
42 0 3001 Cash Balance Forward	708,277	694,853	711,935	627,000	688,000	50,000	10%
42 0 3020 Interest on Investments	3,685	3,134	3,123	2,800	3,360	500	20%
42 0 3051 Interest on Deferred SDC Liens	10,366	1,135	5,684	0	0	0	
42 0 3351 Park Improvement Charges	11,777	3,828	1,515	3,900	4,000	4,000	3%
42 0 3353 Street Improvement Charges	42,215	14,546	7,851	13,500	13,800	13,800	2%
42 0 3354 Street Reimbursement Charges	20,984	6,483	3,902	6,700	6,800	6,800	1%
42 0 3355 Water Improvement Charges	68,488	23,167	12,516	20,600	21,100	21,100	2%
42 0 3356 Water Reimbursement Charges	51,456	17,286	9,327	15,400	15,700	15,700	2%
42 0 3357 Sewer Improvement Charges	66,224	25,696	18,033	22,300	22,800	22,800	2%
42 0 3358 Sewer Reimbursement Charges	31,865	12,363	8,677	10,700	11,000	11,000	3%
42 0 3359 Storm Drain Improvement Charges	42,558	6,442	4,002	6,200	6,400	6,400	3%
42 0 3809 Park Grant	0	0	46,060	0	70,000	0	100%
42 0 3990 Transfer-Storm Drain Fund	0	0	0	24,500	18,400	24,500	-25%
TOTAL REVENUES	1,057,895	808,933	832,625	753,600	881,360	176,600	17%
EXPENDITURES							
CAPITAL OUTLAY							
42 0 6815 Park Improvement Outlay	39,072	12,499	48,239	0	110,000	0	100%
42 0 6825 Street Improvement Outlay	0	0	0	150,000	168,400	0	12%
42 0 6829 Street Reimbursement Outlay	0	0	0	62,000	85,900	0	39%
42 0 6835 Water Improvement Outlay	0	0	0	250,000	274,400	0	10%
42 0 6839 Water Reimbursement Outlay	0	0	0	140,000	157,600	0	13%
42 0 6845 Sewer Improvement Outlay	0	0	0	0	22,800	0	100%
42 0 6849 Sewer Reimbursement Outlay	0	0	0	0	11,000	0	100%
42 0 6855 Storm Drain Improvement Outlay	49,471	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	88,543	12,499	48,239	602,000	830,100	0	100%
DEBT SERVICE							
42 0 7142 OECDD Loan Principal	10,223	10,836	11,486	12,175	12,906	13,680	6%
42 0 7542 OECDD Loan Interest	14,276	13,663	13,013	12,324	11,593	10,819	-6%
TOTAL DEBT SERVICE	24,499	24,499	24,499	24,499	24,499	24,499	0%
TRANSFERS							
42 0 8700 To Sewer Fund	250,000	60,000	90,000	50,000	10,200	20,000	-80%
TOTAL DEBT SERVICE	250,000	60,000	90,000	50,000	10,200	20,000	-80%
TOTAL EXPENDITURES	363,042	96,998	162,738	676,499	864,799	44,499	28%
42 0 9500 RESERVE FOR FUTURE EXPENDITURE	0	0	0	77,101	16,561	132,101	-79%
Excess Revenues Over Expenditures	694,853	711,935	669,887	0	0	0	

**CITY OF PHILOMATH
SYSTEMS DEVELOPMENT FUND
2013-14 BUDGET NARRATIVE**

REVENUE

Cash Balance Forward	688,000	Estimated cash balance at June 30, 2013
Interest on Investments	3,360	Interest earnings
Park Improvement Charges	4,000	Estimate based on 5 new single family homes
Street Improvement Charges	13,800	Estimate based on 5 new single family homes
Street Reimbursement Charges	6,800	Estimate based on 5 new single family homes
Water Improvement Charges	21,100	Estimate based on 5 new single family homes
Water Reimbursement Charges	15,700	Estimate based on 5 new single family homes
Sewer Improvement Charges	22,800	Estimate based on 5 new single family homes
Sewer Reimbursement Charges	11,000	Estimate based on 5 new single family homes
Storm Drain Improvement Charges	6,400	Estimate based on 5 new single family homes
Park Grant	70,000	State Parks Department grant to develop N 11th Street park
Transfer - Storm Drain Fund	<u>18,400</u>	Funds to pay debt service on storm drain loan
TOTAL REVENUE	<u><u>881,360</u></u>	

CAPITAL OUTLAY

Park Improvement Outlay	110,000	Development of a neighborhood park on N 11th Street at the well property
Street Improvement Outlay	168,400	Applegate Street improvements, pave from 23rd Street to 31st Street
Street Reimbursement Outlay	85,900	Applegate Street improvements, pave from 23rd Street to 31st Street
Water Improvement Outlay	274,400	Applegate Street improvements, replace water line from 23rd Street to 30th Street
Water Reimbursement Outlay	157,600	Applegate Street improvements, replace water line from 23rd Street to 30th Street
Sewer Improvement Outlay	22,800	Applegate Street improvements, replace sewer line from Newton Creek bridge to 26th Street
Sewer Reimbursement Outlay	<u>11,000</u>	Applegate Street improvements, replace sewer line from Newton Creek bridge to 26th Street
TOTAL CAPITAL OUTLAY	<u><u>830,100</u></u>	

DEBT SERVICE

OECD - Principal	12,906	Principal portion of OECD storm drain loan
OECD - Interest	<u>11,593</u>	Interest portion of OECD storm drain loan
TOTAL DEBT SERVICE	<u><u>24,499</u></u>	

TRANSFERS

To Sewer Fund	<u><u>10,200</u></u>	Transfer sewer SDC's held in this fund to Sewer Fund to help pay annual bond payments
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**CITY OF PHILOMATH
SYSTEM DEVELOPMENT CHARGES FUND
FISCAL YEAR 2013-14**

	<u>Park Improvement</u>	<u>Street Improvement</u>	<u>Street Reimbursement</u>	<u>Water Improvement</u>	<u>Water Reimbursement</u>	<u>Sewer Improvement</u>	<u>Sewer Reimbursement</u>	<u>Storm Drain Improvement</u>	<u>TOTAL FUND</u>
Est Balance 7/1/13	42,800	154,600	79,100	253,300	141,900	6,000	4,200	6,100	688,000
SDC Fees	4,000	13,800	6,800	21,100	15,700	22,800	11,000	6,400	101,600
Interest Income	197	709	362	1,156	664	96	46	130	3,360
Appropriations	(110,000)	(168,400)	(85,900)	(274,400)	(157,600)	(22,800)	(11,000)	0	(830,100)
Debt Service	0	0	0	0	0	0	0	(24,499)	(24,499)
Park Grant	70,000	0	0	0	0	0	0	0	70,000
Transfers In/(Out)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(6,000)</u>	<u>(4,200)</u>	<u>18,400</u>	<u>8,200</u>
Balance 6/30/14	<u>6,997</u>	<u>709</u>	<u>362</u>	<u>1,156</u>	<u>664</u>	<u>96</u>	<u>46</u>	<u>6,531</u>	<u>16,561</u>

COMMUNITY DEVELOPMENT FUND

The Community Development Fund has been established to administer low-income housing rehabilitation grant money that the City receives and lends to local residents to fix up sub-standard homes. The Community Services Consortium administers the grant program on a contract basis.

The City has received three block grants. The first was in 1992, the second in 1993 and one in 1997.

Repayment of 1992 loans has no restrictions on use. There is currently \$59,000 in outstanding loans and \$152,200 has been collected from paid loans.

Repayment of the 1993 and 1997 loans must be used for low-income housing rehabilitation. Currently, there is \$407,300 in outstanding loans and \$0 available for new loans.

The State is requiring new loans to be issued to non-profit agencies on behalf of the local governments. The Community Services Consortium has set up a non-profit corporation for this purpose. The City will be reviewing the possibility of applying for new loans through this non-profit organization, or turning our outstanding loans over to the organization for administration.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
COMMUNITY DEVELOPMENT FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE	
REVENUES								
22 0 3001	Cash Balance Forward	106,575	111,999	128,063	133,560	170,140	0	27%
22 0 3020	Interest Income	679	590	624	600	860	0	43%
22 0 3730	Repayment of 1992 Loans	0	10,123	0	10,000	0	0	-100%
22 0 3731	Repayment of 1993 Loans	4,361	0	0	25,000	20,000	20,000	-20%
22 0 3732	Repayment of 1997 Loans	0	0	3,495	25,000	20,000	20,000	-20%
22 0 3760	Downtown Loan Repayment	3,739	5,351	4,901	3,252	0	0	-100%
	TOTAL REVENUES	115,354	128,063	137,083	197,412	211,000	40,000	7%
EXPENDITURES								
MATERIALS AND SERVICES								
22 0 5125	Grant Match	0	0	0	0	30,000	0	100%
22 0 5323	Industrial Property Development	0	0	0	0	51,000	30,000	100%
22 0 5820	Downtown Revolving Loan Fund	3,355	0	0	20,000	10,000	10,000	-50%
22 0 5914	Rehabilitation Loan	0	0	0	142,000	0	0	-100%
22 0 5915	Program Management	0	0	0	35,412	0	0	-100%
	Subtotal Materials and Services	3,355	0	0	197,412	91,000	40,000	-54%
TRANSFERS								
22 0 8050	To General Fund	0	0	0	0	120,000	0	100%
	Subtotal Transfers	0	0	0	0	120,000	0	100%
	TOTAL EXPENDITURES	3,355	0	0	197,412	211,000	40,000	7%
	Excess Revenues Over Expenditures	111,999	128,063	137,083	0	0	0	

**CITY OF PHILOMATH
COMMUNITY DEVELOPMENT FUND
2013-14 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	170,140	Estimated cash balance at June 30, 2013
Interest Income	860	Estimated earnings on cash balance
Repayment of 1993 Loans	20,000	Repayment of loans made with the 1993 Block Grant
Repayment of 1997 Loans	<u>20,000</u>	Repayment of loans made with the 1997 Block Grant
TOTAL REVENUES	<u>211,000</u>	

MATERIALS AND SERVICES

Grant Match	30,000	To support grant opportunities for services beneficial to the City
Industrial Property Development	51,000	City's contribution towards SDC's for industrial property development
Downtown Revolving Loan Fund	<u>10,000</u>	Matching loan fund to help downtown businesses with façade improvements. Funds available from 1992 Grant repayments.
TOTAL MATERIALS & SERVICES	<u>91,000</u>	

TRANSFERS

To General Fund	<u>120,000</u>	Transfer to General fund. To make up possible property tax shortfall from HP tax settlement.
TOTAL TRANSFERS	<u>120,000</u>	

ECONOMIC DEVELOPMENT FUND

This fund was previously titled the Bancroft Bond Fund. The final Bancroft bonds were paid in April 2003. This fund is now used to account for the Mill Pond Property Advanced Funding District (previously known as the Lakeside Development).

The City has installed water and sewer lines in the Mill Pond Development to provide services to future businesses that will be located in this Industrial Park property.

Financing for the Mill Pond property was through a loan from Oregon Economic and Community Development Department. The loan will be paid over a 20-year period. This project has been set up as an Advanced Funding District. Each year the City will bill the Mill Pond property owners an amount equal to that year's debt payment. Although the infrastructure will ultimately be paid for by the Mill Pond property owners, the infrastructure will be owned and maintained by the City of Philomath.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2013-14
ECONOMIC DEVELOPMENT FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
REVENUES							
32 0 3001 Cash Balance Forward	10,793	10,920	11,084	11,135	11,180	11,220	0%
32 0 3020 Investment Interest	70	37	52	50	40	45	-20%
32 0 3050 Interest on Bonded Liens	25,303	24,703	24,096	23,270	22,439	21,603	-4%
32 0 3115 Prior Years Levy	2	5	4	0	0	0	
32 0 3710 Bancroft Lien Principal Collections	48	117	0	0	0	0	
32 0 3711 Advanced Financing Principal Coll	18,394	18,504	23,618	23,745	23,876	24,012	1%
TOTAL REVENUES	54,610	54,286	58,854	58,200	57,535	56,880	-1%
EXPENDITURES							
DEBT SERVICE							
32 0 7143 Principal - OECDD	18,394	18,504	23,618	23,745	23,876	24,012	1%
32 0 7543 Interest - OECDD	25,296	24,698	24,096	23,270	22,439	21,603	-4%
Subtotal Debt Service	43,690	43,202	47,714	47,015	46,315	45,615	-1%
TOTAL EXPENDITURES	43,690	43,202	47,714	47,015	46,315	45,615	-1%
32 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	11,185	11,220	11,265	0%
Excess Revenues Over Expenditures	10,920	11,084	11,140	0	0	0	

**CITY OF PHILOMATH
ECONOMIC DEVELOPMENT FUND
2013-14 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	11,180	Estimated cash balance at June 30, 2013
Investment Interest	40	Estimated interest income
Interest on Bonded Liens	22,439	Reimbursement from Mill Pond property owners for OECDD loan
Advanced Financing Principal Coll	<u>23,876</u>	Reimbursement from Mill Pond property owners for OECDD loan
TOTAL REVENUES	<u>57,535</u>	

DEBT SERVICE

Principal - OECDD	23,876	Principal portion of loan payment
Interest - OECDD	<u>22,439</u>	Interest portion of loan payment
TOTAL DEBT SERVICE	<u>46,315</u>	

**Urban Renewal Agency
Annual Budget
Fiscal Year 2013-14**

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URBAN RENEWAL AGENCY 2013-14 BUDGET MESSAGE

City of Philomath

The 2013-14 budget has been prepared using estimated property tax revenue from the division of taxes only, and does not include any special levy.

2010 witnessed the completion of the steps to expand the existing Urban Renewal District and create a new vision of how Urban Renewal will be used to fund public improvements in the future. The Urban Renewal Agency and Philomath Downtown Association have come together in a partnership that is committed to making dramatic and very visible improvements to Philomath's downtown business area.

The proposed changes will begin with an 8-10 year planning phase that will involve coordination with the Oregon Department of Transportation for scheduled reconstruction of both Main and Applegate Streets. For this fiscal year, staff and the PDA will work with the consulting engineer, Murray Smith & Associates, to complete the 90% construction design and landscaping plans. The parties will continue our project coordination with ODOT once ODOT completes its Preliminary Pavement Report this summer. Other tasks to be completed will include the utility coordination and project phasing.

The Urban Renewal District has proven to be an important tool in stimulating economic development and improving the livability of Philomath. We expect this new chapter of Urban Renewal activity to produce similar results.

Randy Kugler
City Manager

Joan Swanson
Budget Officer

INFORMATION ABOUT the URBAN RENEWAL AGENCY

In 1990 the City formed an Urban Renewal Agency to provide improvements to blighted areas of the City through the use of tax increment financing. Under the plan, assessments on property within the Urban Renewal District were computed at the January 1, 1991 level.

Declining assessments on properties in the Renewal District interfered with revenue expectations, and it was not until 1993-94 that there was an increase in total assessed value on which to collect revenue for the district.

In 1998 Measure 50 required the District to set a maximum indebtedness. The amount that would be necessary to complete the plan projects was set at \$4.3 million. In 2009 the final projects for the original District were completed.

In 2010 the Urban Renewal District was expanded to include the west end of Applegate Street from just west of 7th Street to 15th Street. The maximum indebtedness was increased to \$14.3 million. Inclusion of this property will allow the City and District to move forward with improvements designed to benefit the downtown business district and new west entrance to the City via Applegate Street.

**PHILOMATH URBAN RENEWAL AGENCY
FISCAL YEAR 2013-14
GENERAL FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
REVENUE							
23 0 3001 Cash Balance Forward	27,031	7,113	10,885	47,000	670,000	893,000	100%
23 0 3020 Interest on Investments	134	29	186	400	3,140	4,000	100%
23 0 3030 Interest on Tax Collections	0	0	0	0	1,100	1,200	100%
23 0 3110 Property tax increment	0	0	0	0	444,760	458,100	100%
23 0 3115 Prior Year Tax Increment	0	0	0	0	9,000	9,500	100%
23 0 3997 Transfer from Urban Renewal-Debt	0	32,000	100,000	370,000	0	0	-100%
TOTAL REVENUE	27,165	39,142	111,071	417,400	1,128,000	1,365,800	170%
EXPENDITURES							
MATERIALS AND SERVICES							
23 0 5012 Administrative Overhead	9,900	10,800	11,568	12,000	12,240	12,610	2%
23 0 5015 Advertising and Legal Notices	0	2,301	0	0	0	0	
23 0 5045 Audit Fees	3,500	2,250	2,000	3,000	6,000	6,200	100%
23 0 5146 Consultant Fee	5,136	11,754	49,138	350,000	215,000	0	-39%
23 0 5390 Miscellaneous	1,266	1,132	1,123	2,150	1,720	1,950	-20%
23 0 5567 State Filing Fee	250	20	20	250	40	40	-84%
Subtotal Materials and Services	20,052	28,257	63,849	367,400	235,000	20,800	-36%
TOTAL EXPENDITURES	20,052	28,257	63,849	367,400	235,000	20,800	-36%
23 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	50,000	893,000	1,345,000	100%
Excess Revenues Over Expenditures	7,113	10,885	47,222	0	0	0	

**PHILOMATH URBAN RENEWAL AGENCY
2013-14 BUDGET NARRATIVE
GENERAL FUND**

REVENUE

Cash Balance Forward	670,000	Estimated cash balance at June 30, 2013
Interest on Investments	3,140	Estimated interest income
Interest on Tax Collections	1,100	Interest on tax collections held at Benton County before they are turned over to the City
Current Year Property Tax Increment	444,760	Estimated property tax increment. Assume collection rate of 95%
Prior Year Property Tax Increment	<u>9,000</u>	Collection of prior years tax increment
TOTAL REVENUE	<u>1,128,000</u>	

MATERIALS AND SERVICES

Administrative Overhead	12,240	To reimburse General Fund for cost of staff time and a portion of other administrative costs
Audit Fees	6,000	Annual audit of the Urban Renewal Agency
Consultant fee	215,000	Engineering consultant to create construction-ready plans for future improvements in conjunction with ODOT's proposed reconstruction of Main Street
Miscellaneous	1,720	Miscellaneous expenses
State Filing Fee	<u>40</u>	Fee required to file Urban Renewal Agency audit
TOTAL MATERIALS AND SERVICES	<u>235,000</u>	

**PHILOMATH URBAN RENEWAL AGENCY
FISCAL YEAR 2013-14
DEBT SERVICE FUND**

	ACTUAL EXPENDED 2009-10	ACTUAL EXPENDED 2010-11	ACTUAL EXPENDED 2011-12	ADOPTED BUDGET 2012-13	PROPOSED BUDGET 2013-14	ESTIMATED BUDGET 2014-15	% CHANGE
REVENUE							
24 0 3001 Cash Balance Forward	50,715	2,842	38,905	315,000	0	0	
24 0 3020 Interest on Investments	248	534	1,014	4,000	0	0	
24 0 3030 Interest on Tax Collections	785	1,187	1,316	1,500	0	0	
24 0 3110 Property Tax Increment	387,017	431,452	407,126	419,100	0	0	
24 0 3115 Prior Year Tax Increment	7,003	7,576	10,934	10,400	0	0	
TOTAL REVENUE	445,768	443,591	459,295	750,000	0	0	
DEBT SERVICE							
24 0 7180 Key Bank - Principal	80,000	227,000	43,000	0	0	0	
24 0 7080 City of Philomath - Principal	333,000	135,000	0	0	0	0	
24 0 7580 Key Bank - Interest	11,260	7,986	570	0	0	0	
24 0 7550 City of Philomath - Interest	18,666	2,700	0	0	0	0	
Subtotal Debt Service	442,926	372,686	43,570	0	0	0	
TRANSFERS							
24 0 8900 Urban Renewal - General Fund	0	32,000	100,000	370,000	0	0	
Subtotal Debt Service	0	32,000	100,000	370,000	0	0	
TOTAL EXPENDITURES	442,926	404,686	143,570	370,000	0	0	
24 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	380,000	0	0	
Excess Revenues Over Expenditures	2,842	38,905	315,725	0	0	0	

TAX SUMMARY

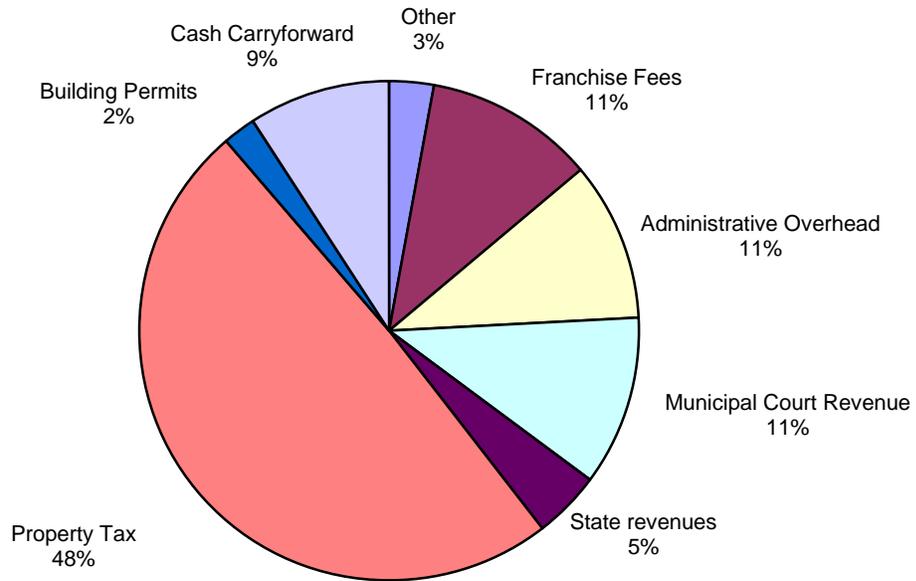
Budget Year	General Fund Tax Levied	Total City Tax Rate	Assessed Valuation	General Fund Budget
2004-05	1,011,519	6.33	208,719,602	2,045,058
2005-06	1,059,141	5.30	218,262,373	2,216,600
2006-07	1,107,374	5.30	229,465,110	2,171,200
2007-08	1,172,249	5.30	243,266,694	2,118,278
2008-09	1,223,149	5.30	252,798,608	2,255,889
2009-10	1,263,360	5.30	260,788,879	2,157,374
2010-11	1,301,971	5.30	270,815,918	2,463,988
2011-12	1,343,333	5.30	278,890,870	2,484,500
2012-13	1,370,296	5.30	285,594,482	2,621,350

City Population		% Change	# of City FTE Employees/1000 (calendar year)
2000-01	3,995	2.7%	6.3
2001-02	4,010	.4%	6.2
2002-03	4,050	.7%	5.9
2003-04	4,200	3.7%	5.7
2004-05	4,310	2.6%	5.6
2005-06	4,340	.7%	5.5
2006-07	4,400	1.4%	5.7
2007-08	4,460	1.4%	5.6
2008-09	4,530	1.6%	5.7
2009-10	4,610	1.8%	5.4
2010-11	4,640	.7%	5.4
2011-12	4,710	1.5%	5.3
2012-13	4,610	-2.1%	5.4
2013-14	4,620	.2%	5.2

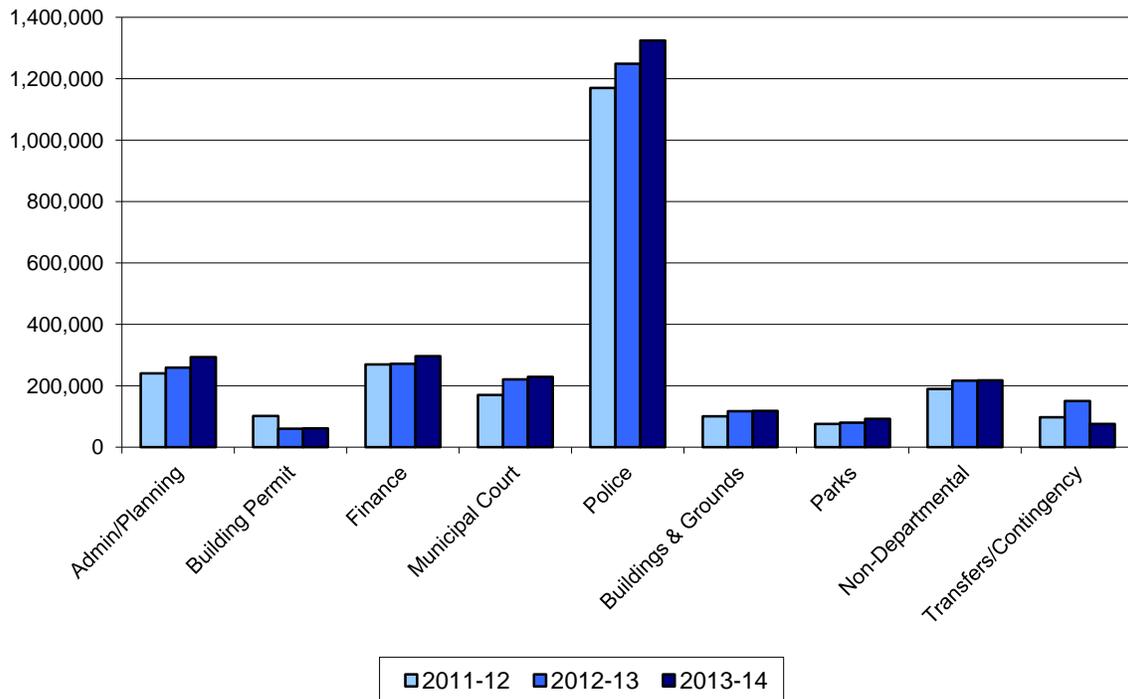
Utility Connections

	Water	Increase	Sewer	Increase
2004-05	1508	18	1443	18
2005-06	1546	38	1479	36
2006-07	1581	35	1512	33
2007-08	1594	13	1527	15
2008-09	1604	10	1538	11
2009-10	1615	11	1548	10
2010-11	1621	6	1554	6
2011-12	1624	3	1557	3
2012-13	1631	7	1559	2

City of Philomath 2013-14 General Fund Revenues



General Fund Appropriations



**CITY OF PHILOMATH
COMPARISON OF CURRENT YEAR FUND BUDGETS
TO PRIOR YEAR**

	<u>ADOPTED BUDGET 2012-13</u>	<u>PROPOSED BUDGET 2013-14</u>	<u>Percent Change</u>
General Fund	2,621,350	2,706,107	3%
Street Fund	452,100	474,655	5%
Water Fund	950,850	988,260	4%
Sewer Fund	924,340	951,745	3%
Storm Drain Fund	57,580	51,320	-11%
Land, Bldg & Equipment Fund	1,271,200	1,128,000	-11%
Systems Development Fund	676,499	864,799	28%
Community Development Fund	197,412	152,000	-23%
Economic Development Fund	<u>47,015</u>	<u>46,315</u>	<u>-1%</u>
Total Budget	<u><u>7,198,346</u></u>	<u><u>7,363,201</u></u>	<u><u>2%</u></u>

**CITY OF PHILOMATH
2013-14 BUDGET RECAP
SUMMARY OF EXPENDITURES BY CATEGORY AND FUND**

Department	Personal Services	Materials & Services	Capital Outlay	Debt Service	Transfers to Reserves	Transfers to Other Funds	Contingency	Unappropriated Ending Balance	Total
Administration/Planning	281,048	11,952	0	0	0	0	0	0	293,000
Building Permit	20,316	40,954	0	0	0	0	0	0	61,270
Finance	248,841	47,439	0	0	0	0	0	0	296,280
Municipal Court	126,196	102,451	0	0	0	0	0	0	228,647
Police	1,049,400	274,910	0	0	0	0	0	0	1,324,310
Buildings & Grounds	34,982	83,198	0	0	0	0	0	0	118,180
Parks	42,406	49,564	0	0	0	0	0	0	91,970
Non-departmental	0	217,450	0	0	0	0	0	0	217,450
Transfers/Contingency	0	0	0	0	40,000	0	35,000	0	75,000
Unappropriated balance	0	0	0	0	0	0	0	20,000	20,000
Total General fund	1,803,189	827,918	0	0	40,000	0	35,000	20,000	2,726,107
Street fund	178,716	212,539	0	0	58,400	0	25,000	30,000	504,655
Water fund	347,445	407,425	45,000	77,090	71,300	0	40,000	35,000	1,023,260
Sewer fund	283,288	284,889	6,000	335,068	17,500	0	25,000	10,000	961,745
Storm Drain fund	0	15,020	0	0	0	36,300	0	19,000	70,320
Total Public Works	809,449	919,873	51,000	412,158	147,200	36,300	90,000	94,000	2,559,980
Total Operating Costs	2,612,638	1,747,791	51,000	412,158	187,200	36,300	125,000	114,000	5,286,087
Land, Building & Equip	0	0	1,128,000	0	0	0	0	984,920	2,112,920
Systems Development	0	0	830,100	24,499	0	10,200	0	16,561	881,360
Community Development	0	152,000	0	0	0	0	0	20,830	172,830
Economic Development	0	0	0	46,315	0	0	0	11,220	57,535
Total Non-Operating	0	152,000	1,958,100	70,814	0	10,200	0	1,033,531	3,224,645
TOTAL CITY	2,612,638	1,899,791	2,009,100	482,972	187,200	46,500	125,000	1,147,531	8,510,732
PERCENT OF TOTAL	30.7%	22.3%	23.6%	5.7%	2.2%	0.5%	1.5%	13.5%	100.0%

budget/budget recap
03/27/13