

2015-2016 BUDGET



CITY OF PHILOMATH AND URBAN RENEWAL AGENCY

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 2015-16**

TABLE OF CONTENTS

	<u>Page</u>
Budget Procedures	1-2
Budget Message	3-4
General Fund	5-7
Administration / Planning	8-11
Building Permits	12-15
Finance	16-19
Municipal Court	20-23
Police	24-30
Buildings and Grounds	31-33
Parks	34-36
Non-Departmental	37-40
Transfers and Contingency	41
Public Works	42-43
Combined Public Works	44
Street Fund	45-49
Water Fund	50-55
Sewer Fund	56-61
Storm Drain Fund	62-63
Capital Projects Funds	
Land, Building and Equipment Fund	64-69
Systems Development Fund	70-73
Other Funds	
Community Development Fund	74-76
Economic Development Fund	77-79
Supplemental Information	
Property Tax, Population and Utility Information	84
General Fund Revenues and Expenditures Graphs	85
Comparison of Current Year Fund Budgets to Prior Year	86
2015-16 Budget Recap	87

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 87. 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

2015-16 BUDGET MESSAGE

Dear Members of the Budget Committee:

This budget document represents the requested financial support for the operation of the City of Philomath for fiscal year 2015-2016 (FY2015-16). It has been prepared by the Budget Officer and the professional management team which oversees the various City departments.

We strive to manage the budget in the most open and straightforward manner possible, allowing consistent and careful management of all revenues and expenditures in accordance with City policy.

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 2015-16 budget. Estimated FY2016-17 budget figures are also included in order to help show the effects this year's budget will have on next year; however, only the FY2015-16 budget is being considered for approval and adoption.

No new General Fund fees or property tax levies are proposed but the City Council did approve a water and waste water fee increase which is already reflected in this budget. The budget allocates resources within each fund to the City's core services. The management team has again had to find ways to fund anticipated cost increases that are not offset with corresponding revenue increases. Though we continue to prepare and work for new growth and a stronger local economy we are recommending a few cuts to expenditures in order to maintain funding to our core services.

The City's ability to complete scheduled capital infrastructure improvements and purchases or build appropriate account fund balances has been hampered due to the lack of growth we've experienced since 2008. While we have not had to cut core services, we have had to reduce the amount of money we can put toward future capital expenditures. Over short time periods of slow economic growth this strategy can work well, but our inability to put money toward future capital is beginning to catch up to us. We'll soon have to begin delaying scheduled purchases until revenues improve.

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.

We wish to thank the members of the Budget Committee for the important role you have volunteered to take on in overseeing the budget process and openly welcome your feedback and comments as you consider the FY 2015-16 Budget of the City of Philomath.

Respectfully submitted,

Chris Workman, City Manager

Joan Swanson, Budget Officer

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
GENERAL FUND**

	ACTUAL OPERATIONS 2011-12	ACTUAL OPERATIONS 2012-13	ACTUAL OPERATIONS 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
REVENUES							
Cash Balance Forward	278,023	313,297	193,610	184,000	130,500	132,600	-29%
Interest Income	5,584	3,824	4,438	4,482	3,786	4,014	-16%
Property Tax - Current Year	1,278,061	1,286,428	1,234,003	1,373,700	1,426,200	1,468,964	4%
Property Tax - Prior Years	32,440	19,421	25,537	25,000	28,000	28,840	12%
Cigarette and Liquor Tax	65,509	68,060	70,970	71,700	80,000	81,700	12%
State Revenue Sharing	37,017	38,725	41,191	41,430	46,990	48,330	13%
Building & Electrical Permits	119,917	43,879	46,025	58,000	80,000	80,000	38%
Planning and Zoning Fees	4,039	795	3,515	5,000	5,000	5,000	0%
Franchise Fees	298,163	293,756	309,815	309,800	303,500	305,000	-2%
Municipal Court Revenue	285,254	284,432	331,434	320,000	310,000	320,000	-3%
Bus User Fees	15,616	15,848	17,845	18,700	18,700	18,900	0%
Lien Search Fees	4,560	4,935	4,445	5,000	4,600	5,000	-8%
Miscellaneous Receipts	16,855	31,706	13,338	16,000	16,800	16,900	5%
Administrative Overhead	286,092	280,320	280,271	284,388	284,424	296,052	0%
Grants	0	9,879	5,485	25,000	11,500	12,000	-54%
Transfer-Community Develop Fund	0	0	120,000	0	0	0	
TOTAL REVENUES	2,727,130	2,695,305	2,701,922	2,742,200	2,750,000	2,823,300	0%
EXPENDITURES							
Administration/Planning	240,220	244,833	273,737	243,800	242,900	255,800	0%
Building Permit Dept.	101,802	49,252	51,468	61,500	77,600	78,100	26%
Finance	269,068	258,737	276,661	300,300	307,600	316,800	2%
Municipal Court	169,757	214,257	223,778	235,500	230,800	237,300	-2%
Police	1,169,933	1,236,657	1,300,236	1,350,000	1,345,600	1,381,000	0%
Buildings & Grounds	100,468	118,458	120,797	124,300	128,900	133,200	4%
Parks	75,781	81,835	79,496	94,300	101,300	104,800	7%
Non-Departmental	189,804	184,166	184,250	203,500	181,000	186,300	-11%
Subtotal department expenditures	2,316,833	2,388,195	2,510,423	2,613,200	2,615,700	2,693,300	0%
TRANSFERS							
To Land, Building & Equip Fund	97,000	113,500	40,000	86,000	27,300	28,000	-68%
Subtotal transfers	97,000	113,500	40,000	86,000	27,300	28,000	-68%
Contingency	0	0	0	13,000	50,000	50,000	100%
TOTAL EXPENDITURES	2,413,833	2,501,695	2,550,423	2,712,200	2,693,000	2,771,300	-1%
UNAPPROPRIATED ENDING BAL	0	0	0	30,000	57,000	52,000	100%
Excess Revenues Over Expenditures	313,297	193,610	151,499	0	0	0	

**CITY OF PHILOMATH
GENERAL FUND REVENUES
2015-16 BUDGET NARRATIVE**

Item	Category	Amount	Description
3001	CASH BALANCE FORWARD	130,500	Estimated cash balance at June 30, 2015
 <u>INTEREST INCOME</u>			
3020	Investment interest	300	Estimated interest income
3030	Interest on tax collections	3,486	Interest earned on tax collections before they are turned
		<u>3,786</u>	over to the City.
3110	PROPERTY TAX - CURRENT YEAR	1,426,200	Estimated 3% increase over 2014-15 tax levy. The collections are estimated at 95% of taxes imposed.
3115	PROPERTY TAX - PRIOR YEARS	28,000	Property tax receipts collected for prior years
 <u>CIGARETTE & LIQUOR TAX</u>			
3130	Cigarette tax	5,410	\$1.17 per capita, estimated population of 4,630
3140	Liquor tax	74,590	\$16.11 per capita
		<u>80,000</u>	
3150	STATE REVENUE SHARING	46,990	14% of state liquor tax collections allocated to qualified cities
 <u>BUILDING & ELECTRICAL PERMITS</u>			
3310	Building permits	68,000	Building and electrical permits issued within the City
3315	Electrical permits	12,000	
		<u>80,000</u>	
3330	PLAN ACTIONS & ZONING COMPLIANCE	5,000	Processing land use & zoning compliance applications
 <u>FRANCHISE FEES</u>			
3410	Consumers Power	57,500	Franchise revenue based on estimated 2015-16 receipts
3430	Northwest Natural Gas	40,000	
3440	PacifiCorp	206,000	
		<u>303,500</u>	
 <u>MUNICIPAL COURT REVENUE</u>			
3505	Court fines	245,000	Court fines imposed by the municipal court judge
3510	Benton County court	10,000	Municipal court collections for Benton County jail facility
3515	State court fees	48,000	Municipal court collections for the State Assessment
3535	Defense attorney reimbursement	7,000	Reimbursement to the city for defense attorney costs
		<u>310,000</u>	
3605	BUS USER FEES	18,700	\$7,042 from bus fares \$11,658 from OSU student and faculty contracts
3642	LIEN SEARCH FEES	4,600	Fee charged for processing city lien searches
 <u>MISCELLANEOUS RECEIPTS</u>			
3625	Fingerprinting	1,700	Fingerprinting school district employees and others
3650	Miscellaneous receipts	12,600	
3675	Other permits & licenses	2,500	Liquor license renewals, amusement device permits etc.
		<u>16,800</u>	

Continued Next Page

**CITY OF PHILOMATH
GENERAL FUND REVENUES
2015-16 BUDGET NARRATIVE**

CONTINUED:

Item	Category	Amount	Description
<u>ADMINISTRATIVE OVERHEAD</u>			
3910	Street Fund	48,444	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	11,400	
3920	Water Fund	121,500	
3925	Sewer Fund	<u>103,080</u>	
		284,424	
<u>Grants</u>			
3812	Bullet proof vest	4,000	Reimbursement for half the cost of officer bullet proof vests
3818	Seatbelt	3,500	Officer overtime to enforce seatbelt and cell phone laws
3819	DUII overtime	<u>4,000</u>	Officer overtime to identify impaired drivers
		11,500	
TOTAL GENERAL FUND REVENUES		<u><u>2,750,000</u></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 2015-16
GENERAL FUND - ADMINISTRATION/PLANNING**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
PERSONNEL SERVICES							
10 1 4110 City Manager	92,904	93,840	116,627	80,454	84,456	91,310	5%
10 1 4130 City Recorder	35,633	36,842	37,078	43,219	44,083	44,965	2%
10 1 4257 Planner	13,332	13,892	15,193	25,128	16,128	16,450	-36%
10 1 4360 Incentive Pay	1,600	2,100	2,101	2,400	2,400	2,400	0%
10 1 4366 Longevity Pay	10,253	11,198	3,786	4,320	4,408	4,496	2%
10 1 4370 Sick Leave Conversion	2,614	1,985	232	0	0	0	
10 1 4500 Social Security	11,742	12,076	13,187	11,898	11,588	12,210	-3%
10 1 4520 PERS	27,684	28,292	15,922	20,940	22,034	23,174	5%
10 1 4540 Workers' Compensation	256	382	465	425	425	455	0%
10 1 4560 Workers' Benefit Fund Assmt	48	48	58	67	67	67	0%
10 1 4620 Deferred Compensation	8,580	8,758	4,433	7,824	8,121	8,590	4%
10 1 4640 Health Insurance	22,112	22,956	23,350	25,279	26,854	28,735	6%
10 1 4660 Dental Insurance	3,087	3,202	3,229	3,425	3,489	3,662	2%
10 1 4670 Health Reimbursement Account	1,275	2,125	2,550	2,700	2,700	2,700	0%
10 1 4680 Life Insurance	234	244	223	186	171	171	-8%
10 1 4820 Sick & Vacation Accrual	0	0	24,735	2,000	3,000	3,000	50%
Subtotal Personnel Services	231,354	237,940	263,169	230,265	229,924	242,385	0%
MATERIALS AND SERVICES							
10 1 5015 Advertising and Legal Notices	2,034	752	0	1,200	1,000	1,030	-17%
10 1 5233 Dues	371	195	1,022	600	1,000	1,030	67%
10 1 5245 Education & Training	810	600	1,650	2,000	1,700	1,751	-15%
10 1 5325 Insurance	704	885	1,327	1,785	1,900	1,957	6%
10 1 5390 Miscellaneous	60	131	116	400	376	437	-6%
10 1 5413 Office Supplies	1,394	1,073	1,582	1,600	1,200	1,236	-25%
10 1 5465 Postage	591	66	180	600	500	515	-17%
10 1 5563 Small Tools & Equipment	714	591	1,415	1,000	800	824	-20%
10 1 5603 Telephone	1,166	1,333	1,214	1,350	1,300	1,339	-4%
10 1 5665 Travel and Meals	932	1,006	2,062	2,000	2,200	2,266	10%
10 1 5745 Vehicle Repair and Maintenance	90	261	0	1,000	1,000	1,030	0%
Subtotal Materials and Services	8,866	6,893	10,568	13,535	12,976	13,415	-4%
TOTAL ADMIN/PLANNING BUDGET	240,220	244,833	273,737	243,800	242,900	255,800	0%

**CITY OF PHILOMATH
GENERAL FUND - ADMINISTRATION/PLANNING
2015-16 BUDGET NARRATIVE**

PERSONNEL SERVICES

	84,456
City Manager	84,456
City Recorder	44,083
City Planner	16,128
TOTAL SALARIES	144,667
Salaries include a 2% cost-of-living increase. The City Recorder's time is allocated 80% to administration and 20% to building permits.	
INCENTIVE PAY	2,400
Each employee may receive up to \$300 per month based on acquiring specialized skills	
LONGEVITY PAY	4,408
Management employees receive 5% after 10 years of service, and 10% after 15 years of service	
SOCIAL SECURITY Calendar year 2015 rate is 7.65%	11,588
PERS	22,034
The City pays both the employer and employee contributions. For fiscal years 2015-17 the Tier 1 & 2 employer rate is 14.51%, OPSRP rate is 7.73%, and the employee rate is 6%.	
WORKERS' COMPENSATION	425
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept of Revenue	67
DEFERRED COMPENSATION 6% retirement benefit for management employees	8,121
HEALTH INSURANCE \$1,500 deductible plan, estimated 7.5% increase for 2016 premium	26,854
DENTAL INSURANCE Estimated 0% increase for 2016 premium	3,489
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible	2,700
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.	171
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination	3,000
TOTAL PERSONNEL SERVICES	229,924

**CITY OF PHILOMATH
GENERAL FUND - ADMINISTRATION/PLANNING
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Advertising and Legal Notices	1,000	Advertising of legal notices
Dues	1,000	Dues to various professional organizations
Education & Training	1,700	Continuing education for staff. Pays for registration at conferences of League of Oregon Cities, Oregon Association of Municipal Recordors and other professional associations.
Insurance	1,900	Administration portion of City liability insurance
Miscellaneous	376	Incidental expenses
Office Supplies	1,200	Copier cost, paper and other office supplies
Postage	500	Postage and mailing costs
Small Tools & Equipment	800	Purchase of small office equipment
Telephone	1,300	Telephone and long distance charges
Travel and Meals	2,200	Travel, meals and lodging for seminars and conferences
Vehicle Repair & Maintenance	<u>1,000</u>	City Manager vehicle
TOTAL MATERIALS AND SERVICES	<u><u>12,976</u></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 2015-16
GENERAL FUND - BUILDING PERMIT**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE	
PERSONNEL SERVICES								
10 2 4130	City Recorder	10,181	10,526	10,594	10,805	11,021	11,241	2%
10 2 4360	Incentive Pay	457	600	600	600	600	600	0%
10 2 4366	Longevity Pay	509	518	795	1,080	1,102	1,124	2%
10 2 4370	Sick Leave Conversion	120	0	0	0	0	0	
10 2 4500	Social Security	862	891	917	955	973	992	2%
10 2 4520	PERS	2,053	2,122	2,226	2,319	2,609	2,659	13%
10 2 4540	Workers' Compensation	18	27	29	30	35	40	17%
10 2 4560	Workers' Benefit Fund Assmt	5	6	6	7	7	7	0%
10 2 4620	Deferred Compensation	676	699	719	749	763	778	2%
10 2 4640	Health Insurance	2,168	2,246	2,284	2,357	2,504	2,680	6%
10 2 4660	Dental Insurance	254	262	264	269	274	288	2%
10 2 4670	Health Reimbursement Account	150	250	300	300	300	300	0%
10 2 4680	Life Insurance	17	19	22	24	26	26	8%
10 2 4820	Sick and Vacation Accrual	0	0	0	1,030	1,032	1,002	0%
	Subtotal Personnel Services	17,470	18,166	18,756	20,525	21,246	21,737	4%
MATERIALS AND SERVICES								
10 2 5165	County Bldg & Elect Inspections	84,006	30,715	32,297	40,600	56,000	56,000	38%
10 2 5603	Telephone	326	371	415	375	354	363	-6%
	Subtotal Materials and Services	84,332	31,086	32,712	40,975	56,354	56,363	38%
TOTAL BUILDING PERMIT BUDGET		101,802	49,252	51,468	61,500	77,600	78,100	26%

**CITY OF PHILOMATH
GENERAL FUND - BUILDING PERMIT
2015-16 BUDGET NARRATIVE**

PERSONNEL SERVICES

City Recorder	11,021
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	1,102
Management employees receive 5% after 10 years of service, and 10% after 15 years of service	
SOCIAL SECURITY	973
Calendar year 2015 rate is 7.65%	
PERS	2,609
The City pays both the employer and employee contributions. For fiscal years 2015-17 the employer rate is 14.51% and the employee rate is 6%.	
WORKERS' COMPENSATION	35
WORKERS' BENEFIT FUND ASSESSMENT	7
Required by Oregon Dept. of Revenue	
DEFERRED COMPENSATION	763
6% retirement benefit for management employees	
HEALTH INSURANCE	2,504
\$1,500 deductible plan, estimated 7.5% increase for 2016 premium	
DENTAL INSURANCE	274
Estimated 0% increase for 2016 premium	
HEALTH REIMBURSEMENT ACCOUNT	300
Employee account to help offset medical deductible	
LIFE INSURANCE	26
Basic life and AD&D policy. Employee coverage \$30,000.	
SICK & VACATION ACCRUAL	1,032
Liability for unused vacation and sick leave payable upon termination	
TOTAL PERSONNEL SERVICES	<u>21,246</u>

**CITY OF PHILOMATH
GENERAL FUND - BUILDING PERMIT
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

County Bldg & Electrical Inspections	56,000	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>56,354</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 2015-16
GENERAL FUND - FINANCE**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
PERSONNEL SERVICES							
10 3 4120 Finance Director	76,008	77,520	82,167	88,620	90,384	92,192	2%
10 3 4172 Finance Staff	57,377	44,830	45,408	46,764	47,712	48,660	2%
10 3 4254 Accounting Clerk	6,350	7,324	13,608	13,520	14,400	15,800	7%
10 3 4360 Incentive Pay	5,316	6,028	6,540	6,540	6,540	6,540	0%
10 3 4366 Longevity Pay	7,608	7,752	8,217	8,862	9,038	9,219	2%
10 3 4370 Sick Leave Conversion	1,652	820	1,132	0	2,086	2,128	100%
10 3 4500 Social Security	11,571	10,894	11,874	12,726	13,017	13,352	2%
10 3 4520 PERS	24,654	22,936	25,740	27,304	29,605	30,260	8%
10 3 4540 Workers' Compensation	251	390	396	470	470	485	0%
10 3 4560 Workers' Benefit Fund Assmt	68	65	76	80	84	84	5%
10 3 4620 Deferred Compensation	5,260	5,336	5,689	6,170	6,288	6,410	2%
10 3 4640 Health Insurance	29,721	27,098	26,778	27,636	29,358	31,415	6%
10 3 4660 Dental Insurance	4,127	3,790	3,626	3,694	3,763	3,950	2%
10 3 4670 Health Reimbursement Acct	1,725	2,500	3,000	3,000	3,000	3,000	0%
10 3 4680 Life Insurance	194	197	244	225	295	295	31%
10 3 4820 Sick & Vacation Accrual	0	0	0	6,000	2,000	2,000	-67%
Subtotal Personnel Services	231,882	217,480	234,495	251,611	258,040	265,790	3%
MATERIALS AND SERVICES							
10 3 5057 Credit Card Fees-Utility Paymen	2,307	3,495	4,596	4,800	5,600	5,768	17%
10 3 5137 Computer Support	5,035	4,778	5,212	5,730	5,400	5,562	-6%
10 3 5138 Computer Support-Utility Billing	4,102	4,039	4,268	4,440	4,400	4,532	-1%
10 3 5233 Dues	895	750	1,035	925	1,060	1,092	15%
10 3 5245 Education & Training	1,509	1,933	1,544	1,900	1,900	1,957	0%
10 3 5246 Education & Training-Utility	0	0	300	620	620	639	0%
10 3 5325 Insurance	419	1,700	762	1,080	1,120	1,154	4%
10 3 5380 Lien Search Fee	1,500	1,680	1,320	2,000	2,000	2,060	0%
10 3 5390 Miscellaneous	203	941	334	584	560	540	-4%
10 3 5413 Office Supplies	2,949	3,248	2,528	3,400	3,200	3,296	-6%
10 3 5414 Office Supplies - Utility Billing	566	1,392	671	900	900	927	0%
10 3 5465 Postage	759	1,249	835	1,300	1,300	1,339	0%
10 3 5466 Postage - Utility Billing	510	0	538	550	600	618	9%
10 3 5505 Recording Fee	441	464	214	750	650	670	-13%
10 3 5563 Small Tools & Equipment	754	540	415	850	850	876	0%
10 3 5603 Telephone	1,370	1,647	1,746	1,520	1,600	1,648	5%
10 3 5604 Telephone - Utility Billing	730	1,057	1,322	1,320	1,380	1,421	5%
10 3 5665 Travel and Meals	2,397	1,835	2,106	2,700	2,700	2,781	0%
10 3 5666 Travel and Meals-Utility Billing	0	0	0	620	620	639	0%
10 3 5722 Utility Bill Printing/Mailing	8,892	8,077	8,850	8,900	9,200	9,476	3%
10 3 5730 Utility Online Service	1,848	2,432	3,570	3,800	3,900	4,017	3%
Subtotal Materials & Services	37,186	41,257	42,166	48,689	49,560	51,010	2%
TOTAL FINANCE BUDGET	269,068	258,737	276,661	300,300	307,600	316,800	2%

**CITY OF PHILOMATH
GENERAL FUND - FINANCE
2015-16 BUDGET NARRATIVE**

PERSONNEL SERVICES

Finance Director	90,384
Finance Staff	47,712
Accounting Clerk	<u>14,400</u>
TOTAL SALARIES	<u>152,496</u>
<p>Salaries include a 2% cost-of-living increase. The Accounting Clerk works approximately 18 hours per week.</p>	
INCENTIVE PAY	6,540
<p>Each employee may receive up to \$300 per month based on acquiring specialized skills</p>	
LONGEVITY PAY	9,038
<p>Management employees receive 5% after 10 years of service, and 10% after 15 years of service</p>	
SICK LEAVE CONVERSION	
<p>50% of excess sick leave for Department Heads who choose to cash out sick time</p>	
	2,086
SOCIAL SECURITY	13,017
<p>Calendar year 2015 rate is 7.65%</p>	
PERS	29,605
<p>The City pays both the employer and employee contributions. For fiscal years 2015-17 the Tier 1 & 2 employer rate is 14.51%, OPSRP rate is 7.73%, and the employee rate is 6%.</p>	
WORKERS' COMPENSATION	470
WORKERS' BENEFIT FUND ASSESSMENT	84
<p>Required by Oregon Dept. of Revenue</p>	
DEFERRED COMPENSATION	6,288
<p>6% retirement benefit for management employees</p>	
HEALTH INSURANCE	29,358
<p>\$1,500 deductible plan, estimated 7.5% increase for 2016 premium</p>	
DENTAL INSURANCE	3,763
<p>Estimated 0% increase for 2016 premium</p>	
HEALTH REIMBURSEMENT ACCOUNT	3,000
<p>Employee account to help offset medical deductible</p>	
LIFE INSURANCE	295
<p>Basic life and AD&D policy. Employee coverage \$30,000.</p>	
SICK & VACATION ACCRUAL	<u>2,000</u>
<p>Liability for unused vacation and sick leave payable upon termination</p>	
TOTAL PERSONNEL SERVICES	<u><u>258,040</u></u>

**CITY OF PHILOMATH
GENERAL FUND - FINANCE
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Credit Card Fees	5,600	Credit Card fees for on-line utility bill payment
Computer Support	5,400	Maintenance contract and support for accounting software
Computer Support - Utility Billing	4,400	Maintenance contract and support for utility software
Dues	1,060	Dues to various professional organizations
Education & Training	1,900	Continuing education for employees
Education & Training - Utility Billing	620	Continuing education for the Utility Clerk
Insurance	1,120	Finance portion of City liability insurance
Lien Search Fee	2,000	Fee for web based searches of City liens. Fee is reimbursed to City by title companies and others using the lien service.
Miscellaneous	560	Incidental expenses
Office Supplies	3,200	Copier cost, paper and other office supplies
Office Supplies - Utility Billing	900	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	600	Postage for mailing correspondence from water department
Recording Fee	650	Fee to record liens with Benton County
Small Tools and Equipment	850	Purchase of small office equipment
Telephone	1,600	Telephone and long distance charges
Telephone - Utility Billing	1,380	Telephone costs for utility clerk
Travel and Meals	2,700	Travel, meals and lodging for seminars and conferences
Travel and Meals - Utility Billing	620	Travel, meals and lodging for seminars and conferences
Utility Bill Printing/Mailing	9,200	Printing, mailing and postage for monthly utility bills
Utility Online Service	<u>3,900</u>	Monthly service fees for Web based software which customers can use to pay their utility bills on-line
TOTAL MATERIALS AND SERVICES	<u><u>49,560</u></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 2015-16
GENERAL FUND - MUNICIPAL COURT**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
PERSONNEL SERVICES							
10 4 4130 City Recorder	5,090	5,263	5,297	0	0	0	
10 4 4172 Finance Staff	32,071	44,122	38,148	38,910	39,690	40,484	2%
10 4 4251 Judge	20,892	24,120	24,600	25,092	25,560	26,070	2%
10 4 4259 Extra Hire	0	4,992	11,021	12,500	12,500	12,760	0%
10 4 4360 Incentive Pay	2,273	3,292	2,794	2,496	2,496	2,496	0%
10 4 4366 Longevity Pay	254	259	399	0	0	0	
10 4 4370 Sick Leave Conversion	60	0	0	0	0	0	
10 4 4500 Social Security	4,371	6,114	6,102	6,043	6,139	6,258	2%
10 4 4520 PERS	8,362	10,614	10,916	10,220	10,467	10,670	2%
10 4 4540 Workers' Compensation	86	134	98	110	120	132	9%
10 4 4560 Workers' Benefit Fund Assmt	29	40	56	60	60	60	0%
10 4 4620 Deferred Compensation	338	349	360	0	0	0	
10 4 4640 Health Insurance	11,251	15,445	16,499	15,849	16,836	18,015	6%
10 4 4660 Dental Insurance	1,667	2,220	2,436	2,347	2,391	2,510	2%
10 4 4670 Health Reimbursement Account	600	1,375	1,650	1,500	1,500	1,500	0%
10 4 4680 Life Insurance	33	58	47	40	50	50	25%
10 4 4820 Sick & Vacation Accrual	0	0	0	2,000	3,000	3,000	50%
Subtotal Personnel Services	87,377	118,397	120,423	117,167	120,809	124,005	3%
MATERIALS AND SERVICES							
10 4 5057 Credit Card Fees	3,218	3,335	3,958	4,000	4,000	4,120	0%
10 4 5115 Collection Agency	1,147	905	4,046	2,300	2,300	2,369	0%
10 4 5137 Computer Support	1,269	1,211	1,310	1,300	1,400	1,442	8%
10 4 5173 Court Fees - State	42,624	54,578	61,719	64,000	55,000	56,650	-14%
10 4 5174 Court Fees - Benton County	9,425	3,532	10,270	9,700	9,000	9,270	-7%
10 4 5215 Defense Attorney	9,122	10,125	5,960	10,250	10,000	10,300	-2%
10 4 5233 Dues	50	50	100	100	100	103	0%
10 4 5245 Education and Training	0	50	875	700	800	824	14%
10 4 5325 Insurance	194	279	474	670	670	690	0%
10 4 5345 Interpreter	1,465	958	703	800	1,600	1,648	100%
10 4 5363 Jury Fees	509	509	129	550	600	618	9%
10 4 5390 Miscellaneous	118	179	36	193	271	283	40%
10 4 5413 Office Supplies	2,018	2,846	3,205	3,600	3,000	3,090	-17%
10 4 5465 Postage	1,093	619	646	1,300	1,300	1,339	0%
10 4 5475 Prisoner Care	8,985	15,435	7,455	16,000	17,000	17,510	6%
10 4 5495 Publications	182	140	206	150	200	206	33%
10 4 5603 Telephone	564	896	1,209	1,220	1,250	1,288	2%
10 4 5665 Travel and Meals	357	213	1,054	1,400	1,400	1,442	0%
10 4 5775 Witness Fees	40	0	0	100	100	103	0%
Subtotal Materials & Services	82,380	95,860	103,355	118,333	109,991	113,295	-7%
TOTAL MUNICIPAL COURT	169,757	214,257	223,778	235,500	230,800	237,300	-2%

**CITY OF PHILOMATH
GENERAL FUND - MUNICIPAL COURT
2015-16 BUDGET NARRATIVE**

PERSONNEL SERVICES

Court Clerk	39,690
Court Clerk - part time	12,500
Judge	<u>25,560</u>
TOTAL SALARIES	<u>77,750</u>
<p>The Court Clerk works 4 days per week. The part time clerk fills in one day per week and on court days.</p>	
INCENTIVE PAY	2,496
<p>Each employee may receive up to \$300 per month based on acquiring specialized skills</p>	
SOCIAL SECURITY Calendar year 2015 rate is 7.65%	6,139
PERS	10,467
<p>The City pays both the employer and employee contributions. For fiscal years 2015-17 the Tier 1 & 2 employer rate is 14.51%, OPSRP rate is 7.73%, and the employee rate is 6%.</p>	
WORKERS' COMPENSATION	120
WORKERS BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue	60
HEALTH INSURANCE \$1,500 deductible plan, estimated 7.5% increase for 2016 premium	16,836
DENTAL INSURANCE Estimated 0% increase for 2016 premium	2,391
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible	1,500
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.	50
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination	<u>3,000</u>
TOTAL PERSONNEL SERVICES	<u><u>120,809</u></u>

**CITY OF PHILOMATH
GENERAL FUND - MUNICIPAL COURT
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Credit Card Fees	4,000	The court allows fines to be paid with credit cards to encourage payoff of large balances and past due amounts
Collection Agency	2,300	Fee paid for collections on delinquent accounts
Computer Support	1,400	Maintenance contract on court software
Court Fees -- State	55,000	State mandated fees collected as part of court fines
Court Fees -- Benton County	9,000	State mandated fees collected for Benton County Jail. 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	100	Court association and notary association
Education and Training	800	Classes and conferences on court operations and accounting software
Insurance	670	Court portion of City liability insurance
Interpreter	1,600	Court interpreter for defendants that do not speak English
Jury Fees	600	20 jurors are called for each jury trial. Payment is \$10 per juror
Miscellaneous	271	Incidental expenses
Office Supplies	3,000	Copier cost, paper and other office supplies
Postage	1,300	Postage for court correspondence
Prisoner Care	17,000	Payment to Benton County jail when the judge orders jail time as part of a court sentencing
Publications	200	Legal and court publications
Telephone	1,250	Telephone and long distance charges
Travel and Meals	1,400	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>109,991</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 prosecution of those responsible.

Three years ago, 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 the last year we collected over 300 pounds of prescription drugs for destruction. This service to the community keeps the drugs out of the water systems and more importantly, out of the hands of children.



This year we hired two new Police Officers. Kevin Frahm and Noah Lochner both have completed the Basic Police Academy and are working on completing their in field training.



Kevin Frahm has successfully made the transition from college football at Oregon State University to a career with the Philomath Police Department. Kevin had worked previously for the Oregon State Department of Public Safety. Noah Lochner came to us from the Reserve Deputy program at the Benton County Sheriff's Office where he had worked as a part time corrections deputy and marine patrol. As a result of his work with the marine patrol, Noah was honored by the Oregon State Marine Board for his life-saving efforts during the 2014 boating season. Both Kevin and Noah are doing outstanding in their training program and we are grateful for their dedication to their new career.



Senior Officer Jeff Hanke retired this year after almost 20 years with the Philomath Police Department. He was originally hired as a reserve officer in 1986 and in 1988 he went to work for the Linn Co. Sheriff's Office. Jeff returned to Philomath as a full time officer in 1995. In 2003, Jeff was deployed along with his National Guard Unit to Iraq for over a year. All of us at the Philomath Police Department wish him well in his retirement.

Working within our limited budget Sgt. Ken Rueben has completed two large projects. First, the complete overhaul and audit of our evidence room. The evidence room has been completely reorganized and a Bar Code system is in place for tracking evidence. The result is improved accountability for evidence while in our custody and better tracking of evidence when it leaves our custody. Secondly, Ken has implemented a Body Worn Camera program for the department. Working closely with the union, Ken was able to sell this program to the Officers with little or no resistance. We now have complete buy in on this program. Ken also was able to negotiate a contract for the cameras and the storage of the data from the cameras. In addition, Ken is a member of an Oregon Association of Chiefs of Police committee exploring best practices for the use of body worn cameras.



Everyone has a cell phone, including the criminals we encounter on a daily basis. Officer Grant Moser recently attended training on the recovery of forensic evidence from cell phones and GPS units. The evidence from cell phones includes all the text messages as well as the phone calls to and from the suspect's phone. The evidence from the GPS units, allows us to track a suspect's movements and key locations. Following the training we received a grant for \$4400.00 to cover the cost of software and hardware used in the forensic analysis of these mobile devices. This training and software allows us quicker access to this very important data. In the past we were dependent upon other agencies to do these forensic analyses for us.

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.

Finally, I will be retiring at the end of August this year. I will have completed over 37 years in law enforcement with the last 13 plus years with the Philomath Police Department. It has been my honor and privilege to serve as your Police Chief. There is little doubt that I will miss this job, but what I will truly miss are the people I have worked with and the fine people of this community that have supported me during my time here. Throughout my career I have had the opportunity to work many different assignments but serving as your Chief has been the best.

As I leave, I know that I am leaving the department in good hands. We have excellent officers, an outstanding Administrative Assistant, and a Sergeant who will make a fine Chief of Police. I wish all of you well.

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

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
GENERAL FUND - POLICE**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE	
PERSONNEL SERVICES								
10 5 4120	Police Chief	80,593	79,767	82,728	84,397	87,090	87,283	3%
10 5 4152	Sergeant	76,351	81,942	110,525	68,688	72,192	64,823	5%
10 5 4162	Police Officers	366,270	380,850	379,936	396,876	358,912	379,888	-10%
10 5 4174	Administrative Secretary	42,296	45,288	46,560	47,508	48,456	49,425	2%
10 5 4259	Extra Hire	0	384	244	750	750	750	0%
10 5 4310	Holiday Pay	10,167	12,790	11,022	12,800	19,330	19,330	51%
10 5 4320	Overtime	17,916	22,433	17,218	24,300	21,200	20,700	-13%
10 5 4321	Overtime - Training	2,420	7,236	5,651	7,400	8,400	8,400	14%
10 5 4348	Boot Allowance	1,200	0	1,050	0	2,700	0	100%
10 5 4350	Uniform Allowance	3,368	2,940	2,831	3,360	3,840	3,780	14%
10 5 4360	Incentive Pay	2,612	0	1,000	2,000	3,000	3,000	50%
10 5 4362	Special Assignment Pay	2,700	6,050	6,392	6,600	6,000	6,000	-9%
10 5 4366	Longevity Pay	3,038	0	0	0	0	0	
10 5 4370	Sick Leave Conversion	1,256	0	0	0	0	0	
10 5 4500	Social Security	46,461	50,459	52,815	51,842	48,522	49,218	-6%
10 5 4520	PERS	93,425	81,081	87,573	100,458	111,884	116,843	11%
10 5 4540	Workers' Compensation	14,387	23,181	22,832	24,500	24,000	27,250	-2%
10 5 4560	Workers' Benefit Fund Assmt	265	281	318	350	356	344	2%
10 5 4620	Deferred Compensation	7,702	25,026	27,318	30,117	14,183	12,292	-53%
10 5 4640	Health Insurance	121,338	123,438	127,365	150,366	164,047	175,535	9%
10 5 4660	Dental Insurance	18,334	18,371	18,636	21,470	23,291	24,030	8%
10 5 4670	Health Reimbursement Account	29,100	11,250	13,750	15,000	15,250	14,750	2%
10 5 4680	Life Insurance	742	920	983	1,138	670	624	-41%
10 5 4820	Sick & Vacation Accrual	0	0	5,542	16,000	10,000	5,000	-38%
	Subtotal Personnel Services	941,941	973,687	1,022,289	1,065,920	1,044,073	1,069,265	-2%
MATERIALS AND SERVICES								
10 5 5010	Accreditation	722	682	570	740	700	721	-5%
10 5 5015	Advertising & Legal Notices	1,310	524	1,305	500	800	824	60%
10 5 5075	Bike Olympics	989	860	869	1,000	1,000	1,030	0%
10 5 5082	Body Camera Fees	0	0	0	0	3,468	3,618	100%
10 5 5102	Car Wash	400	511	659	700	700	721	0%
10 5 5143	Computer Line Charges	3,204	3,543	3,419	3,500	4,200	4,326	20%
10 5 5160	Coroner Investigation	4,921	4,921	4,921	4,921	8,223	8,223	67%
10 5 5233	Dues	592	823	1,420	1,350	1,500	1,545	11%
10 5 5245	Education & Training	1,084	2,027	3,987	3,600	4,000	4,120	11%
10 5 5283	Equipment Repair/Maintenance	454	2,272	0	1,660	500	515	-70%
10 5 5300	Firearms Training	4,575	2,873	2,926	4,000	3,300	3,399	-18%
10 5 5305	Gas & Oil	26,224	25,705	22,869	26,000	26,800	27,604	3%
10 5 5325	Insurance	14,218	17,674	24,175	33,140	34,900	35,947	5%
10 5 5367	Labor Consultant	0	0	1,164	0	0	0	
10 5 5377	LEDS/NCIC Teletype Service	360	350	350	360	350	361	-3%
10 5 5379	Lexipol	2,950	2,950	2,950	2,950	2,950	3,039	0%
10 5 5383	Maintenance Agreement	216	440	668	440	450	464	2%
10 5 5387	Medical Expenses	420	0	911	600	1,750	1,803	100%
10 5 5390	Miscellaneous	3,040	15,925	4,315	3,300	3,978	4,054	21%
10 5 5407	9-1-1 Center	104,930	128,290	138,160	128,960	135,120	140,580	5%
10 5 5413	Office Supplies	5,419	5,645	7,621	6,500	7,000	7,210	8%
10 5 5465	Postage	827	668	427	812	825	850	2%
10 5 5475	Prisoner Care	1,230	630	630	1,700	800	824	-53%
10 5 5498	RAIN	895	903	901	902	950	979	5%
10 5 5507	Records Management System	4,100	4,900	4,100	4,900	4,100	4,223	-16%

Continued Next Page

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
GENERAL FUND - POLICE**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
MATERIALS AND SERVICES (CONTINUED)							
10 5 5510 Reserves	1,004	436	164	1,250	1,250	1,288	0%
10 5 5563 Small Tools & Equipment	12,436	10,660	10,707	9,300	11,000	11,330	18%
10 5 5587 Supplies	817	948	1,066	925	1,000	1,030	8%
10 5 5603 Telephone	6,200	6,032	5,579	6,600	7,000	7,210	6%
10 5 5645 Tires	334	1,210	1,315	0	0	0	
10 5 5650 TLO - TransUnion	0	0	0	0	1,400	1,442	100%
10 5 5660 Transcription	0	0	682	3,600	1,400	1,442	-61%
10 5 5665 Travel, Meals, Hotel	3,556	3,283	4,789	3,800	4,000	4,120	5%
10 5 5703 Uniforms	1,004	3,753	5,826	3,900	7,000	7,210	79%
10 5 5745 Vehicle Repair & Maintenance	15,736	9,533	13,440	18,150	15,000	15,450	-17%
10 5 5765 Willamette Criminal Justice Cncl	739	739	813	820	813	837	-1%
10 5 5797 Youth Services	3,086	3,260	4,249	3,200	3,300	3,399	3%
Subtotal Materials and Services	227,992	262,970	277,947	284,080	301,527	311,735	6%
TOTAL POLICE BUDGET	1,169,933	1,236,657	1,300,236	1,350,000	1,345,600	1,381,000	0%

**CITY OF PHILOMATH
GENERAL FUND - POLICE
2015-16 BUDGET NARRATIVE**

PERSONNEL SERVICES

Police Chief	87,090
Police Sergeant	72,192
7 Police Officers	358,912
Administrative Secretary	48,456
TOTAL SALARIES	566,650
Salaries include a 2% cost-of-living increase.	
EXTRA HIRE To cover the front office when the Administrative Secretary takes days off	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.	19,330
OVERTIME Extra stay beyond normal shift, monthly staff meetings, and court appearances	21,200
OVERTIME - TRAINING Allows officers to train on their days off rather than during their patrol duty	8,400
BOOT ALLOWANCE \$300 per officer every other year	2,700
UNIFORM ALLOWANCE \$35 monthly cleaning allowance paid to all officers	3,840
INCENTIVE PAY Physical fitness incentive for police officers	3,000
SPECIAL ASSIGNMENT PAY Special duties assigned to certain officers such as Evidence Custodia Firearms Instructor etc. Officers may receive up to a maximum of \$100 per month.	6,000
SOCIAL SECURITY Calendar year 2015 rate is 7.65%	48,522
PERS The City pays both the employer and employee contributions. For fiscal years 2015-17 the Tier 1 & 2 employer rate is 14.51%, OPSRP rate is 11.84%, and the employee rate is 6%.	111,884
WORKERS' COMPENSATION	24,000
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue	356
DEFERRED COMPENSATION 6% retirement benefit for management employees	14,183
HEALTH INSURANCE \$1,500 deductible plan, estimated 7.5% increase for 2016 premium	164,047
DENTAL INSURANCE Estimated 0% increase for 2016 premium	23,291
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible	15,250
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.	670
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination	10,000
TOTAL PERSONNEL SERVICES	1,044,073

**CITY OF PHILOMATH
GENERAL FUND - POLICE
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Accreditation	700	Annual fee to Oregon Accreditation Alliance to help the department with policy development and training.
Advertising & Legal Notices	800	Advertising for unclaimed property, job postings
Bike Olympics	1,000	Prizes and supplies for bike safety programs held at the elementary and middle schools
Body Camera Fees	3,468	Annual cost for software, license and data update fees
Car Wash	700	Car wash police vehicles
Computer Line Charges	4,200	Internet provider fee
Coroner Investigation	8,223	The City contributes 7.4% towards County coroner's salary
Dues	1,500	Dues to various professional organizations
Education and Training	4,000	Continuing education and training
Equipment Repair and Maintenance	500	Repair of police and office equipment
Firearms Training	3,300	Firearms training supplies for officers and reserves
Gas & Oil	26,800	Gasoline and oil changes for police vehicles
Insurance	34,900	Police portion of city liability and auto insurance
LEDS/NCIC Teletype Service	350	Teletype access to LEDS, NCIC and DMV
Lexipol	2,950	Policy manual
Maintenance Agreement	450	Maintenance agreement on building security locks, cameras and security alarm
Medical Expense	1,750	Medical and psychological examinations for new hires, Hepatitis B shots and follow-ups
Miscellaneous	3,978	Small items that do not fall into other categories
9-1-1 Center	135,120	City share of 911 Center operating costs
Office Supplies	7,000	Office, computer and copier supplies
Postage	825	Stamps, registered mail and mailing of evidence to crime lab
Prisoner Care	800	Cost to book and house prisoners at the Benton County jail
RAIN	950	Criminal justice information system throughout the state of Oregon
Records Management System	4,100	Maintenance contract on police department software

Continued Next Page

**CITY OF PHILOMATH
GENERAL FUND - POLICE
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Reserves	1,250	Incidental expenses for reserve officers
Small Tools and Equipment	11,000	Purchase of equipment costing less than \$1,000
Supplies	1,000	Departmental supplies
Telephone	7,000	Telephone and cell phone charges
TLO	1,400	Investigative data base through TransUnion
Transcription	1,400	Cost to have officer voice recordings type written
Travel, Meals and Hotel	4,000	Meals and lodging when officers attend training classes and conferences or to transport prisoners or conduct background investigations
Uniforms	7,000	New and replacement uniforms
Vehicle Repair and Maintenance	15,000	Routine repairs and maintenance of police vehicles
Willamette Criminal Justice Council	813	Willamette Criminal Justice Council dues
Youth Services	<u>3,300</u>	Advertising and promotional material targeted towards youth in the community
TOTAL MATERIALS AND SERVICES	<u>301,527</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
GENERAL FUND - BUILDINGS AND GROUNDS**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
PERSONNEL SERVICES							
10 6 4120 Public Works Director	724	775	791	807	823	839	2%
10 6 4155 Public Works Supervisor	2,985	3,196	3,367	3,434	3,503	3,573	2%
10 6 4164 Utility Maintenance Workers	7,780	7,627	4,971	6,155	6,040	6,326	-2%
10 6 4176 Office Specialist	836	0	0	0	0	0	
10 6 4250 Custodian	10,370	10,257	12,304	13,311	13,563	13,833	2%
10 6 4258 Seasonal/Part Time	548	524	265	689	725	728	5%
10 6 4320 Overtime	3	29	0	20	0	0	-100%
10 6 4340 On-Call Time	178	165	132	154	154	154	0%
10 6 4360 Incentive Pay	629	1,033	1,624	548	466	466	-15%
10 6 4500 Social Security	1,832	1,827	1,794	1,922	1,933	1,983	1%
10 6 4520 PERS	3,032	2,960	2,850	3,114	3,003	3,083	-4%
10 6 4540 Workers' Compensation	634	1,216	1,086	1,200	1,300	1,500	8%
10 6 4560 Workers' Benefit Fund Assmt	17	17	19	20	22	22	10%
10 6 4620 Deferred Compensation	234	250	260	267	271	276	1%
10 6 4640 Health Insurance	3,171	2,951	2,446	3,046	2,979	3,418	-2%
10 6 4660 Dental Insurance	434	403	336	424	369	434	-13%
10 6 4670 Health Reimbursement Account	184	289	258	300	300	300	0%
10 6 4680 Life Insurance	23	25	12	13	12	12	-8%
10 6 4820 Sick & Vacation Accrual	51	277	0	60	108	108	80%
Subtotal Personnel Services	33,665	33,821	32,515	35,484	35,571	37,055	0%
MATERIALS AND SERVICES							
10 6 5095 Building Repair & Maintenance	12,046	23,286	19,119	24,000	20,500	21,115	-15%
10 6 5147 Contracted Services	0	620	2,603	0	0	0	100%
10 6 5285 Equipment Repair & Maintenance	1,396	3,453	3,122	2,500	3,200	3,296	28%
10 6 5315 Grounds Maintenance	6,637	4,626	11,113	5,000	9,000	9,270	80%
10 6 5325 Insurance	4,503	5,419	6,254	7,380	7,700	7,931	4%
10 6 5375 Landscape Maintenance	2,200	6,053	4,369	5,000	6,000	6,180	20%
10 6 5383 Maintenance Agreements	0	0	463	1,200	1,250	1,288	4%
10 6 5390 Miscellaneous	1,331	2,243	1,047	1,516	1,479	1,539	-2%
10 6 5535 Security Alarm/Remote Monitor	445	518	788	720	800	824	11%
10 6 5587 Supplies	9,404	10,037	7,889	9,300	9,400	9,682	1%
10 6 5715 Utilities	28,738	28,238	31,515	31,700	34,000	35,020	7%
10 6 5740 Vandalism	103	144	0	500	0	0	-100%
Subtotal Materials & Services	66,803	84,637	88,282	88,816	93,329	96,145	5%
TOTAL BUILDINGS AND GROUNDS BUDGE	100,468	118,458	120,797	124,300	128,900	133,200	4%

**CITY OF PHILOMATH
GENERAL FUND - BUILDINGS & GROUNDS
2015-16 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	1%	823
Public Works Supervisor	5%	3,503
Utility Maintenance Workers	4%	6,040
Custodian	90%	13,563
Part Time GIS Technician	5%	<u>725</u>
TOTAL SALARIES		24,654
The time allocation is based on estimated needs of this department for fiscal year 2015-16. Salaries include a 2% cost-of-living increase. The Custodian works to clean city buildings for approximately 16 hours per week.		
ON-CALL TIME		154
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		466
Each employee may receive up to \$300 per month based on acquiring specialized skills		
SOCIAL SECURITY Calendar year 2015 rate is 7.65%		1,933
PERS		3,003
The City pays both the employer and employee contributions. For fiscal years 2015-17 the Tier 1 & 2 employer rate is 14.51%, OPSRP rate is 7.73%, and the employee rate is 6%.		
WORKERS' COMPENSATION		1,300
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		22
DEFERRED COMPENSATION 6% retirement benefit for management employees		271
HEALTH INSURANCE \$1,500 deductible plan, estimated 7.5% increase for 2016 premium		2,979
DENTAL INSURANCE Estimated 0% increase for 2016 premium		369
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		300
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		12
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>108</u>
TOTAL PERSONNEL SERVICES		<u><u>35,571</u></u>

**CITY OF PHILOMATH
GENERAL FUND - BUILDINGS AND GROUNDS
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Building Repair and Maintenance	20,500	Repairs to city buildings, including City Hall, Police Building and the library
Equipment Repair & Maintenance	3,200	Prorated share of vehicle fuel costs
Grounds Maintenance	9,000	Cost of grounds maintenance
Insurance	7,700	Buildings and grounds share of city liability policy
Landscape Maintenance	6,000	Contractor to maintain landscaping at city hall, PD & library
Maintenance Agreements	1,250	Maintenance agreement on heating and cooling systems
Miscellaneous	1,479	Incidental expenses
Security Alarm & Remote Monitoring	800	Fee for monitoring security system at city hall, police dept., and library
Supplies	9,400	Restroom supplies, light bulbs, cleaning supplies, etc.
Utilities	<u>34,000</u>	Electricity, natural gas and water for city hall, police building and library
TOTAL MATERIALS & SERVICES	<u>93,329</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
GENERAL FUND - PARKS**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE	
PERSONNEL SERVICES								
10 7 4120	Public Works Director	724	775	791	807	823	839	2%
10 7 4155	Public Works Supervisor	4,775	5,114	5,387	5,495	5,604	5,717	2%
10 7 4164	Utility Maintenance Workers	9,754	8,779	7,096	8,340	8,417	8,803	1%
10 7 4176	Office Specialist	1,672	0	0	0	0	0	
10 7 4250	Custodian	1,152	1,140	1,367	1,479	1,507	1,537	2%
10 7 4258	Seasonal/Part Time	8,578	9,430	4,067	1,989	9,325	9,328	100%
10 7 4320	Overtime	3	26	0	20	0	0	-100%
10 7 4340	On-Call Time	223	197	201	209	209	209	0%
10 7 4360	Incentive Pay	786	748	806	765	703	703	-8%
10 7 4500	Social Security	2,123	2,024	1,508	1,461	2,034	2,076	39%
10 7 4520	PERS	3,092	2,714	2,566	2,851	2,911	2,995	2%
10 7 4540	Workers' Compensation	1,628	3,155	1,341	2,300	3,410	3,900	48%
10 7 4560	Workers' Benefit Fund Assmt	19	19	16	12	21	21	75%
10 7 4620	Deferred Compensation	347	371	388	397	403	411	2%
10 7 4640	Health Insurance	4,329	3,660	3,615	4,172	4,423	4,906	6%
10 7 4660	Dental Insurance	584	504	489	575	581	646	1%
10 7 4670	Health Reimbursement Account	256	365	383	420	420	420	0%
10 7 4680	Life Insurance	28	25	17	17	17	17	0%
10 7 4820	Sick & Vacation Accrual	102	255	0	84	159	159	89%
	Subtotal Personnel Services	40,175	39,301	30,038	31,393	40,967	42,687	30%
MATERIALS AND SERVICES								
10 7 5095	Building Repair & Maintenance	3,895	6,510	4,827	3,000	5,000	5,150	67%
10 7 5147	Contracted Services	0	3,367	14,600	11,000	7,680	7,910	-30%
10 7 5195	Crushed Rock/Asphalt	0	1,072	1,187	5,200	2,000	2,060	-62%
10 7 5245	Education and Training	80	60	0	300	300	309	0%
10 7 5285	Equipment Repair/Maintenance	2,075	2,727	2,316	2,000	2,800	2,884	40%
10 7 5305	Gas & Oil	1,153	1,434	1,075	1,700	1,500	1,545	-12%
10 7 5315	Grounds Maintenance	7,219	6,035	6,903	12,500	13,000	13,390	4%
10 7 5325	Insurance	1,347	947	1,454	1,520	2,000	2,060	32%
10 7 5390	Miscellaneous	328	537	2,145	1,037	1,253	1,261	21%
10 7 5515	Safety Equipment	62	96	39	300	100	103	-67%
10 7 5563	Small Tools & Equipment	1,059	2,149	1,540	1,600	1,700	1,751	6%
10 7 5587	Supplies	7,416	6,420	5,893	8,000	8,000	8,240	0%
10 7 5715	Utilities	10,791	9,296	7,382	12,750	14,000	14,420	10%
10 7 5740	Vandalism	181	1,884	97	2,000	1,000	1,030	-50%
	Subtotal Materials & Services	35,606	42,534	49,458	62,907	60,333	62,113	-4%
	TOTAL PARKS BUDGET	75,781	81,835	79,496	94,300	101,300	104,800	7%

**CITY OF PHILOMATH
GENERAL FUND - PARKS
2015-16 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	1%	823
Public Works Supervisor	8%	5,604
Utility Maintenance Workers	4%	8,417
Custodian	10%	1,507
Part Time Seasonal	100%	8,600
Part Time GIS Technician	5%	<u>725</u>
TOTAL SALARIES		<u>25,676</u>
<p>The time allocation is based on estimated needs of this department for fiscal year 2015-16. Salaries include a 2% cost-of-living increase. The part time seasonal employee will mow park lawns.</p>		
ON-CALL TIME		209
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		703
Each employee may receive up to \$300 per month based on acquiring specialized skills		
SOCIAL SECURITY	Calendar year 2015 rate is 7.65%	2,034
PERS		2,911
The City pays both the employer and employee contributions. For fiscal years 2015-17 the Tier 1 & 2 employer rate is 14.51%, OPSRP rate is 7.73%, and the employee rate is 6%.		
WORKERS' COMPENSATION		3,410
WORKERS' BENEFIT FUND ASSESSMENT	Required by Oregon Dept. of Revenue	21
DEFERRED COMPENSATION	6% retirement benefit for management employees	403
HEALTH INSURANCE	\$1,500 deductible plan, estimated 7.5% increase for 2016 premium	4,423
DENTAL INSURANCE	Estimated 0% increase for 2016 premium	581
HEALTH REIMBURSEMENT ACCOUNT	Employee account to help offset medical deductible	420
LIFE INSURANCE	Basis Life and AD&D policy. Employee coverage \$30,000.	17
SICK & VACATION ACCRUAL	Liability for unused vacation and sick leave payable upon termination	<u>159</u>
TOTAL PERSONNEL SERVICES		<u><u>40,967</u></u>

**CITY OF PHILOMATH
GENERAL FUND - PARKS
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Building Repair and Maintenance	5,000	Painting & minor repairs to park shelters and other structures, includes \$1,200 for painting the park caretaker residence
Contracted Services	7,680	Prorated cost of Public Works summer employee
Crushed Rock and Asphalt	2,000	Rock for existing gravel roads and asphalt needed to patch chuck holes in existing streets and paths
Education and Training	300	Pesticide application, play equipment inspection
Equipment Repair and Maintenance	2,800	Parts & repairs for department equipment
Gas and Oil	1,500	Prorated share of motor vehicle fuel
Grounds Maintenance	13,000	Maintain trails, plantings, etc. at city parks
Insurance	2,000	Prorated share of city commercial liability and property insurance
Miscellaneous	1,253	Incidental expenses
Safety Equipment	100	Protective clothing, equipment and raingear
Small Tools and Equipment	1,700	Purchase of small tools
Supplies	8,000	Restroom supplies, cleaning supplies
Utilities	14,000	Cost of electricity, water and disposal fees for park facilities
Vandalism	<u>1,000</u>	Cost to remove or repair damage due to vandalism
TOTAL MATERIALS AND SERVICES	<u>60,333</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 2015-16
GENERAL FUND - NON-DEPARTMENTAL**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
PERSONNEL SERVICES							
10 8 4860 Unemployment Insurance	2,234	12,766	0	0	0	0	
Subtotal Personnel Services	2,234	12,766	0	0	0	0	
MATERIALS & SERVICES							
10 8 5015 Advertising & Legal Notices	736	581	1,568	500	500	515	0%
10 8 5033 Attorney Retainer	33,083	34,140	34,946	35,760	36,600	37,698	2%
10 8 5034 Attorney Non Contractual Services	18,699	4,043	711	5,000	5,000	5,150	0%
10 8 5045 Audit Fees	10,000	11,000	12,923	9,325	9,600	9,888	3%
10 8 5098 Bus Operations	45,976	47,236	55,920	58,475	62,000	63,860	6%
10 8 5132 Community Appearance	6,157	9,714	10,121	10,000	5,000	5,150	-50%
10 8 5133 Community Organization Support	13,000	13,500	18,500	23,000	3,500	3,500	-85%
10 8 5155 Contrib.-Social Service Agencies	9,850	14,750	16,200	14,500	16,400	16,900	13%
10 8 5166 Couplet Projects	3,090	1,880	0	0	0	0	
10 8 5233 Dues	900	1,087	1,472	1,800	1,600	1,648	-11%
10 8 5234 Dues - COG	4,336	4,420	4,446	4,500	4,671	4,811	4%
10 8 5235 Dues - LOC	3,431	3,484	3,526	3,530	3,569	3,676	1%
10 8 5245 Education and Training	390	265	0	500	500	515	0%
10 8 5255 Election Fees	5,269	0	0	4,000	4,000	4,120	0%
10 8 5258 Employee Flexible Benefit Fee	740	1,110	1,000	1,150	1,150	1,185	0%
10 8 5290 Ethics Commission Fee	325	325	516	520	540	556	4%
10 8 5319 Hazardous Materials Disposal	0	0	0	1,000	1,000	1,030	0%
10 8 5325 Insurance	231	156	2,340	2,610	2,770	2,853	6%
10 8 5367 Labor Consultant	175	0	820	0	0	0	
10 8 5390 Miscellaneous	5,505	5,079	8,388	5,930	9,000	9,246	52%
10 8 5395 Municipal Code Updates	1,137	749	468	1,200	700	721	-42%
10 8 5401 Network Consultant	4,082	3,247	1,342	6,000	3,000	3,090	-50%
10 8 5403 Newsletter/Web Site	1,540	1,615	1,609	1,700	2,300	2,369	35%
10 8 5413 Office Supplies	508	609	1,545	700	700	721	0%
10 8 5465 Postage	609	380	413	600	600	618	0%
10 8 5567 State Filing Fee	250	250	300	300	300	300	0%
10 8 5665 Travel and Meals	823	30	981	900	1,000	1,030	11%
10 8 5687 Tree/Landscape Maintenance	9,211	11,750	4,195	10,000	5,000	5,150	-50%
10 8 5919 Oregon Crafted Grant	6,308	0	0	0	0	0	
10 8 5921 Safe Routes to School Grant	1,209	0	0	0	0	0	
Subtotal Materials & Services	187,570	171,400	184,250	203,500	181,000	186,300	-11%
TOTAL NON-DEPARTMENTAL BUDGET	189,804	184,166	184,250	203,500	181,000	186,300	-11%

**CITY OF PHILOMATH
GENERAL FUND - NON-DEPARTMENTAL
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Advertising & Legal Notices	500	Required legal advertising in local newspapers
Attorney Retainer	36,600	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	9,600	Fee for CPA firm to prepare annual audit
Bus Operations	62,000	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	5,000	Annual community spring clean up. Cost to haul dumpsters.
Community Organization Support	3,500	One half sponsorship of the Philomath Frolic fireworks display
Contrib.-Social Service Agencies	16,400	Council policy to make available 35% of anticipated state revenue sharing dollars to local social service agencies
Dues	1,600	City dues to various organizations
Dues - COG	4,671	Dues to Council of Governments
Dues - LOC	3,569	Dues to League of Oregon Cities.
Education and Training	500	Training for city council members, including the League of Oregon Cities meeting in November
Election Fees	4,000	Estimated cost to cover one election
Employee Flexible Benefit Fee	1,150	Cost to provide Sec. 125 Cafeteria plan to employees
Ethics Commission Fee	540	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	2,770	Liability insurance not allocated to a specific department
Miscellaneous	9,000	Incidental expenses
Municipal Code Updates	700	Code Publishing charge when Ordinances are created or amended

Continued Next Page

budget\non-departmental
04/12/15

**CITY OF PHILOMATH
GENERAL FUND - NON-DEPARTMENTAL
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Network Consultants	3,000	Contract with Council of Governments to provide technical expertise regarding City networks and computer systems
Newsletter/Web Site	2,300	\$1,650 cost to print monthly newsletter included with utility bills. \$650 annual web hosting, maintenance and customer support.
Office Supplies	700	General office supplies
Postage	600	Postage for Council activities or projects
State Filing Fee	300	Fee required to file City audit
Travel and Meals	1,000	City council member travel expenses to League of Oregon Cities meetings and seminars
Tree/Landscape Maintenance	<u>5,000</u>	Hazardous tree removal, pruning and tree assessment, street tree and entrance area maintenance
TOTAL MATERIALS AND SERVICES	<u><u>181,000</u></u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
GENERAL FUND - TRANSFERS AND CONTINGENCY**

		ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
TRANSFERS								
10 9 8500	To Land Building & Equip Fund	97,000	113,500	40,000	86,000	27,300	28,000	-68%
TOTAL TRANSFERS		97,000	113,500	40,000	86,000	27,300	28,000	-68%
10 9 9000	CONTINGENCY	0	0	0	13,000	50,000	50,000	100%

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.

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, sanding, snow and ice removal, street tree maintenance and trimming, sight distance correction, median weeding, road kill removal and alley grading and rocking. Traffic control and public safety responsibilities include right-of-way maintenance, streetlights, 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 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 in the winter and land application in the summer. A condition of leasing the City's farmland adjacent to the plant ensures continued land application. 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.

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, and chlorine residuals. A complete analysis of all organic compounds is done yearly, inorganics compounds and radiological contaminants are done every nine 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, both inside and outside of the city limits. 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.

To meet state and federal regulations, samples are taken daily to insure that turbidity, pH, chlorine and fluoride remain below their respective maximum contaminant levels. The water plant is monitored 24 hours per day, every day of the year.

The design capacity of the treatment plant is 1 million gallons per day (MGD). Average production was 0.5 MGD in 2002, 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.

Parks & Recreation – Operation and maintenance of the city park system is a function of the Public Works Department. Eight separate park locations comprise a total of approximately forty-five 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 grant has been applied for to add a park on City owned property on North 11th Street.

Buildings and Grounds – This activity provides janitorial services and supplies, grounds and building maintenance to the Library, City Hall, Police 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 federal 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 treatment plant operators, and five field representatives. 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 2015-16**

PERSONNEL	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17
Public Works Director	72,384	77,520	79,081	80,665	82,273	83,917
Public Works Supervisor	59,692	63,920	67,343	68,688	70,056	71,457
Utility Maintenance Workers	256,173	268,416	180,829	219,588	219,587	229,768
Water/Wastewater Operator	88,284	97,777	103,563	111,473	116,402	118,968
Office Specialist	41,798	0	0	0	0	0
Custodian	11,522	13,728	13,671	14,790	15,070	15,370
Seasonal/Part Time	17,934	19,100	13,840	15,080	23,100	23,160
Overtime	2,168	4,150	4,278	7,800	5,800	6,000
On-Call Time	8,571	9,200	8,779	8,600	8,600	8,600
Incentive Pay	22,290	21,480	20,713	21,060	19,360	19,360
Level 3 Certification	1,015	1,051	1,088	0	0	0
Social Security	44,706	44,090	37,728	41,902	42,858	44,111
PERS	90,685	89,776	77,857	87,250	87,035	89,507
Workers' Compensation	15,747	19,060	16,030	20,200	21,710	25,000
Workers Benefit Fund Assmt	300	316	290	342	353	353
Deferred Compensation	8,190	8,753	9,056	9,348	9,406	9,590
Health Insurance	121,059	127,611	114,042	132,441	133,200	148,290
Dental Insurance	16,120	18,008	13,923	16,471	14,954	16,870
Health Reimbursement Account	8,124	10,000	12,250	13,500	13,500	13,500
Life Insurance	933	845	558	573	669	669
Sick and Vacation Accrual	2,548	8,800	0	12,400	14,500	14,500
Total Personal Services	890,243	903,601	774,919	882,171	898,433	938,990
MATERIALS & SERVICES	887,405	982,995	980,481	1,138,551	1,212,469	1,191,841
CAPITAL IMPROVEMENTS	27,216	10,000	43,750	75,000	50,000	50,000
DEBT SERVICE	365,964	378,724	412,152	409,158	389,568	370,668
TRANSFERS TO RESERVES						
Equipment Reserve	55,400	87,700	62,200	157,400	99,700	99,700
Street Infrastructure	50,000	40,000	40,000	40,000	40,000	40,000
Sewer Infrastructure	0	0	0	0	75,600	75,000
Water Infrastructure	60,000	40,000	40,000	0	300,000	240,000
Storm Drain Infrastructure	0	0	0	0	5,000	5,000
Public Works Office Equipment	10,000	15,000	5,000	20,000	6,000	6,000
Public Works Building Reserve	21,700	25,000	0	28,800	28,800	28,800
To Street Fund	20,100	18,500	17,900	17,600	17,700	18,700
To SDC Fund	0	24,500	18,400	18,000	9,000	9,000
Total Transfers to Reserves	217,200	250,700	183,500	281,800	581,800	522,200
CONTINGENCY	0	0	0	105,000	120,000	120,000
TOTAL PUBLIC WORKS DEPARTMENTS	2,388,028	2,526,020	2,394,802	2,891,680	3,252,270	3,193,699

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
STREET FUND**

	ACTUAL EXPENDED	ACTUAL EXPENDED	ACTUAL EXPENDED	ADOPTED BUDGET	PROPOSED BUDGET	ESTIMATED BUDGET	% CHANGE	
	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17		
REVENUE								
21 0 3001	Cash Balance Forward	89,194	57,546	87,867	130,000	130,900	132,000	1%
21 0 3020	Interest On Investments	200	197	305	280	350	359	25%
21 0 3120	State Highway Tax	248,089	249,905	261,507	262,000	264,300	264,983	1%
21 0 3215	Street Utility Fee	52,377	52,487	52,556	52,680	53,100	52,680	1%
21 0 3420	Franchise Fee - Republic Services	28,339	29,431	30,077	29,700	33,000	33,000	11%
21 0 3450	Franchise Fee - Pioneer Telephone	17,148	16,008	15,291	14,500	14,000	14,300	-3%
21 0 3460	Franchise Fee - Comcast	40,436	42,170	44,720	44,800	47,800	44,800	7%
21 0 3650	Miscellaneous Income	1,321	500	616	700	500	515	-29%
21 0 3990	Transfer-Storm Drain Fund	20,100	18,500	17,900	17,600	17,700	18,700	1%
	TOTAL REVENUES	497,204	466,744	510,839	552,260	561,650	561,337	2%
EXPENDITURES								
PERSONNEL SERVICES								
21 0 4120	Public Works Director	12,305	13,178	13,444	13,713	13,986	14,266	2%
21 0 4155	Public Works Supervisor	16,714	17,898	18,856	19,233	19,616	20,008	2%
21 0 4164	Utility Maintenance Worker	72,345	67,667	51,000	63,989	64,316	67,630	1%
21 0 4176	Office Specialist	15,883	0	0	0	0	0	
21 0 4258	Seasonal/Part Time	2,397	1,636	6,535	4,134	4,350	4,368	5%
21 0 4320	Overtime	25	368	0	340	0	0	-100%
21 0 4340	On-Call Time	1,507	1,556	1,407	1,628	1,628	1,628	0%
21 0 4360	Incentive Pay	4,614	3,958	3,618	4,580	3,925	3,925	-14%
21 0 4500	Social Security	9,578	8,264	7,256	8,233	8,248	8,555	0%
21 0 4520	PERS	20,226	16,998	14,415	17,081	16,468	17,053	-4%
21 0 4540	Workers' Compensation	5,014	5,613	4,430	5,700	5,200	6,000	-9%
21 0 4560	Workers' Benefit Fund Assmt	58	57	60	72	72	72	0%
21 0 4620	Deferred Compensation	1,809	1,933	2,006	2,065	2,084	2,125	1%
21 0 4640	Health Insurance	27,896	23,157	22,630	28,402	29,359	33,431	3%
21 0 4660	Dental Insurance	3,613	2,989	2,767	3,652	3,522	4,107	-4%
21 0 4670	Health Reimbursement Account	1,786	2,511	2,470	2,895	2,895	2,895	0%
21 0 4680	Life Insurance	217	182	100	104	100	100	-4%
21 0 4820	Sick & Vacation Accrual	968	1,759	0	579	1,053	1,053	82%
	Subtotal Personnel Services	196,955	169,724	150,994	176,400	176,822	187,216	0%
MATERIALS AND SERVICES								
21 0 5012	Administrative Overhead	50,280	51,480	45,744	46,560	48,444	50,520	4%
21 0 5015	Advertising & Legal Notices	0	217	315	0	0	0	
21 0 5053	Bad Debt Write-Off	365	140	112	200	300	309	50%
21 0 5095	Building Repair & Maintenance	1,963	782	2,320	4,000	3,000	3,090	-25%
21 0 5137	Computer Support	0	0	133	2,000	0	0	-100%
21 0 5143	Computer Line Charges	495	469	496	520	520	536	0%
21 0 5147	Contracted Services	0	4,740	9,884	3,000	5,760	5,933	92%
21 0 5195	Crushed Rock/Asphalt	7,547	3,349	4,126	6,000	6,000	6,180	0%
21 0 5233	Dues	176	154	300	300	300	309	0%
21 0 5238	Dump Fees/Excavation	169	0	294	300	300	309	0%
21 0 5245	Education and Training	732	516	517	800	800	824	0%
21 0 5265	Engineering	3,195	447	2,781	3,000	3,100	3,193	3%
21 0 5285	Equipment Repair & Maintenance	4,969	7,919	1,069	5,300	8,000	8,240	51%
21 0 5305	Gas & Oil	11,704	11,681	10,561	12,400	12,400	12,772	0%
21 0 5325	Insurance	1,824	2,335	3,402	4,230	4,250	4,378	0%
21 0 5375	Landscape Maintenance	1,146	1,300	1,939	1,500	1,700	1,751	13%
21 0 5383	Maintenance Agreements	104	590	2,259	0	0	0	
21 0 5387	Medical Expense	397	349	441	580	600	618	3%
21 0 5390	Miscellaneous	6,676	1,330	2,733	3,565	3,649	3,671	2%

Continued Next Page

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
STREET FUND**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
MATERIALS & SERVICES (CONTINUED)							
21 0 5413 Office Supplies	710	964	907	750	800	824	7%
21 0 5423 Oil Mat/Crack & Slurry Seal	22,938	0	0	45,000	35,000	36,050	-22%
21 0 5465 Postage	0	53	124	80	0	0	-100%
21 0 5515 Safety Equipment	1,565	1,479	1,422	1,700	1,600	1,648	-6%
21 0 5535 Security Alarm & Remote Monitoring	125	150	253	0	280	288	100%
21 0 5557 Sidewalk Improvement	0	788	1,171	3,600	3,800	3,914	6%
21 0 5563 Small Tools & Equipment	1,408	2,553	2,519	2,400	2,600	2,678	8%
21 0 5576 Street Light Replacement	0	242	7,899	7,500	7,700	7,931	3%
21 0 5577 Street Lights/Traffic Signals	42,591	41,563	40,066	43,000	43,000	44,290	0%
21 0 5583 Street Signs	625	3,315	5,289	5,000	5,000	5,150	0%
21 0 5584 Streetscape-Medians	0	0	913	5,000	5,000	5,150	0%
21 0 5587 Supplies	5,083	3,634	7,109	7,000	7,200	7,416	3%
21 0 5603 Telephone	688	734	643	700	700	721	0%
21 0 5645 Tires	592	0	33	600	650	670	8%
21 0 5665 Travel and Meals	201	450	409	600	600	618	0%
21 0 5703 Uniforms	803	753	792	825	825	850	0%
21 0 5704 Uniform Cleaning	1,496	1,071	0	300	200	206	-33%
21 0 5715 Utilities	5,118	5,349	4,876	5,650	5,650	5,820	0%
21 0 5740 Vandalism	108	224	0	500	500	515	0%
21 0 5745 Vehicle Repair & Maintenance	710	533	3,785	5,000	5,000	5,150	0%
Subtotal Materials & Services	176,503	151,653	167,636	229,460	225,228	232,521	-2%
TRANSFERS							
21 0 8520 To LBE Fund - Equipment	16,200	17,500	18,400	36,400	37,600	37,600	3%
21 0 8540 To LBE Fund - Infrastructure	50,000	40,000	40,000	40,000	40,000	40,000	0%
Subtotal Transfers	66,200	57,500	58,400	76,400	77,600	77,600	2%
21 0 9000 Contingency	0	0	0	30,000	35,000	35,000	17%
TOTAL EXPENDITURES	439,658	378,877	377,030	512,260	514,650	532,337	0%
21 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	40,000	47,000	29,000	18%
Excess Revenues Over Expenditures	57,546	87,867	133,809	0	0	0	

**CITY OF PHILOMATH
STREET FUND
2015-16 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	17%	13,986
Public Works Supervisor	28%	19,616
Utility Maintenance Workers	30%	64,316
Part Time GIS Technician	30%	<u>4,350</u>
TOTAL SALARIES		102,268
The time allocation is based on estimated needs of this fund for fiscal year 2015-16. Salaries include a 2% cost-of-living increase. The part time GIS technician maps street upgrades and records street maintenance.		
ON-CALL TIME		1,628
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		3,925
Each employee may receive up to \$300 per month based on acquiring specialized skills		
SOCIAL SECURITY Calendar year 2015 rate is 7.65%		8,248
PERS		16,468
The City pays both the employer and employee contributions. For fiscal years 2015-17 the Tier 1 & 2 employer rate is 14.51%, OPSRP rate is 7.73%, and the employee rate is 6%.		
WORKERS' COMPENSATION		5,200
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		72
DEFERRED COMPENSATION 6% retirement benefit for management employees		2,084
HEALTH INSURANCE \$1,500 deductible plan, estimated 7.5% increase for 2016 premium		29,359
DENTAL INSURANCE Estimated 0% increase for 2016 premium		3,522
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		2,895
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		100
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>1,053</u>
TOTAL PERSONNEL SERVICES		<u><u>176,822</u></u>

**CITY OF PHILOMATH
STREET FUND
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	48,444	Transfer to General Fund to pay for Street Fund portion of accounting and other administrative expenses
Bad Debt Write-Off	300	To write-off uncollectible customer accounts
Building Repair and Maintenance	3,000	Prorated cost of painting and minor repairs for Public Works buildings
Computer Line Charges	520	Internet provider fees
Contracted Services	5,760	Prorated share of one summer temporary employee
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	300	Membership in professional organizations
Dump fees/Excavation	300	Disposal of excavation materials
Education and Training	800	Road maintenance classes
Engineering	3,100	Engineering fees
Equipment Repair and Maintenance	8,000	Prorated cost of repairs to shop and office equipment
Gas and Oil	12,400	Prorated share of vehicle fuel costs
Insurance	4,250	Street Fund share of commercial and vehicle liability, auto physical damage and property insurance
Landscape Maintenance	1,700	Prorated share of landscape maintenance at Public Works Office
Medical Expense	600	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	3,649	Incidental expenses
Office Supplies	800	Copier cost, paper and other office supplies
Oil Mat/Crack & Slurry Seal	35,000	Crack, slurry, chip seal and stripping projects to be determined
Safety Equipment	1,600	Protective clothing, equipment and raingear
Security Alarm & Remote Monitoring	280	Public Works building alarm monitoring
Sidewalk Improvement	3,800	Replacement and repair of city owned sidewalks
Small Tools and Equipment	2,600	Purchase of new, and replacement of worn out hand tools and small equipment

Continued Next Page

**CITY OF PHILOMATH
STREET FUND
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Street Light Replacement	7,700	Program to annually replace approx. 30 high pressure sodium lights with new LED light heads. The new lights put out a "whiter" light, use a lot less power and have a long life.
Street Lights and Traffic Signals	43,000	Cost of electricity to operate street lights and traffic signals
Street Signs	5,000	Replacement or installation of street, regulatory and informational signs
Streetscape-Medians	5,000	Watering, pruning and fertilizing highway medians
Supplies	7,200	Traffic paint and related supplies
Telephone	700	Prorated telephone cost at Public Works office
Tires	650	Prorated cost of tires and tire repair for equipment
Travel and Meals	600	Lodging and meals at out-of-town training
Uniforms	825	Prorated cost of shirts, pants, boots and coats
Uniform Cleaning	200	Prorated cost of laundry for coveralls and shop rags
Utilities	5,650	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>225,228</u>	

TRANSFERS

To LBE Fund - Equipment	37,600	Set aside for future equipment replacement
To LBE Fund - Infrastructure	<u>40,000</u>	Reserve to support capital improvement plan
TOTAL TRANSFERS	<u>77,600</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
WATER FUND**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
REVENUES							
51 0 3001 Cash Balance Forward	127,289	79,894	178,032	192,000	260,000	200,000	35%
51 0 3020 Interest on Investments	198	323	610	650	680	700	5%
51 0 3201 Metered Water Sales	840,781	898,592	903,708	898,700	1,050,000	1,070,000	17%
51 0 3202 Fire Line Fee	1,557	1,799	1,920	1,920	1,920	1,978	0%
51 0 3220 Water Meter Installations	2,628	7,008	5,382	4,600	9,500	9,785	100%
51 0 3230 New Account Set Up Fee	750	1,871	3,035	3,200	3,800	3,914	19%
51 0 3235 Shut Off Notice Fee	7,819	7,692	5,973	5,900	5,700	5,871	-3%
51 0 3240 Late Fees	3,807	3,933	3,972	4,100	4,000	4,120	-2%
51 0 3650 Miscellaneous Receipts	8,540	7,020	5,554	7,000	7,800	8,034	11%
51 0 3830 CDBG Grant	0	0	0	0	20,000	0	100%
TOTAL REVENUES	993,369	1,008,132	1,108,186	1,118,070	1,363,400	1,304,402	22%
EXPENDITURES							
PERSONNEL SERVICES							
51 0 4120 Public Works Director	29,677	31,783	32,423	33,072	33,732	34,406	2%
51 0 4155 Public Works Supervisor	19,101	20,454	21,550	21,980	22,418	22,866	2%
51 0 4164 Utility Maintenance Workers	100,430	96,631	69,803	83,104	82,940	86,627	0%
51 0 4166 Water/Wastewater Operator	45,467	49,282	52,307	56,301	58,508	59,774	4%
51 0 4176 Office Specialist	13,793	0	0	0	0	0	
51 0 4258 Seasonal/Part Time	4,014	3,253	1,611	4,134	4,350	4,368	5%
51 0 4320 Overtime	1,240	2,761	2,080	3,800	2,980	3,080	-22%
51 0 4340 On-Call Time	3,847	3,600	3,796	3,618	3,618	3,618	0%
51 0 4360 Incentive Pay	9,322	9,033	8,150	8,413	7,858	7,858	-7%
51 0 4365 Level 3 Certification	1,015	1,044	1,088	0	0	0	
51 0 4500 Social Security	17,604	16,938	14,750	16,403	16,555	17,029	1%
51 0 4520 PERS	36,550	34,776	31,830	35,120	35,402	36,365	1%
51 0 4540 Workers' Compensation	7,022	7,208	6,533	8,000	7,800	9,000	-3%
51 0 4560 Workers' Benefit Fund Assmt	117	112	106	130	130	130	0%
51 0 4620 Deferred Compensation	3,017	3,337	3,333	3,443	3,459	3,527	0%
51 0 4640 Health Insurance	49,123	47,842	47,051	53,380	53,049	58,665	-1%
51 0 4660 Dental Insurance	6,612	6,272	5,807	6,644	5,876	6,555	-12%
51 0 4670 Health Reimbursement Account	3,343	4,921	5,006	5,415	5,415	5,415	0%
51 0 4680 Life Insurance	383	376	236	242	298	298	23%
51 0 4820 Sick & Vacation Accrual	841	3,573	0	6,903	7,707	7,707	12%
Subtotal Personnel Services	352,518	343,196	307,460	350,102	352,095	367,288	1%
MATERIALS AND SERVICES							
51 0 5012 Administrative Overhead	124,776	114,120	116,040	119,040	121,500	126,432	2%
51 0 5015 Advertising & Legal Notices	0	1,278	1,515	1,400	1,400	1,442	0%
51 0 5033 Attorney Fees	0	0	7,354	20,000	10,000	10,300	-50%
51 0 5053 Bad Debt Write-Off	7,671	2,260	2,528	3,000	6,000	6,180	100%
51 0 5095 Building Repair & Maintenance	3,112	4,245	8,100	7,000	6,100	6,283	-13%
51 0 5107 Certification Costs	405	578	278	600	700	721	17%
51 0 5137 Computer Support	0	0	570	2,000	2,000	2,060	0%
51 0 5143 Computer Line Charges	1,241	1,463	1,413	1,500	1,500	1,545	0%
51 0 5145 Concrete Sidewalk/Curb	1,450	1,176	0	3,000	1,800	1,854	-40%
51 0 5147 Contracted Services	0	0	4,594	0	5,760	5,933	100%
51 0 5155 Contrib.-Social Service Agencies	3,000	3,000	3,000	3,000	3,000	3,000	0%
51 0 5185 Cross Connection Control	296	786	302	500	500	515	0%
51 0 5195 Crushed Rock/Asphalt	5,344	2,461	4,506	10,000	7,000	7,210	-30%
51 0 5225 DEQ Discharge Permit	457	469	483	500	500	515	0%
51 0 5233 Dues	775	2,447	697	1,800	1,200	1,236	-33%
51 0 5238 Dump fee/Excavation	60	12	110	500	500	515	0%
51 0 5245 Education & Training	1,350	1,413	1,437	1,600	1,500	1,545	-6%
51 0 5265 Engineering	2,577	1,912	2,785	2,500	33,500	3,605	100%
51 0 5275 Equipment Rental	1,526	81	104	1,000	500	515	-50%

Continued Next Page

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
WATER FUND**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE	
MATERIALS & SERVICES (CONTINUED)								
51 0 5285	Equipment Repair & Maintenance	31,980	16,920	36,628	25,000	28,000	28,840	12%
51 0 5305	Gas & Oil	7,821	7,504	7,419	8,000	8,000	8,240	0%
51 0 5325	Insurance	7,958	9,202	12,017	13,900	14,800	15,244	6%
51 0 5373	Laboratory Analysis	9,092	6,469	6,892	9,000	7,400	7,622	-18%
51 0 5374	Lab Supplies	991	2,559	2,637	3,500	3,600	3,708	3%
51 0 5375	Landscape Maintenance	3,813	8,160	6,116	8,800	8,800	9,064	0%
51 0 5383	Maintenance Agreements	104	590	2,278	0	0	0	
51 0 5387	Medical Expenses	494	389	584	600	650	670	8%
51 0 5390	Miscellaneous	3,715	1,468	4,365	2,638	4,545	6,309	72%
51 0 5413	Office Supplies	1,703	1,686	1,544	1,900	1,700	1,751	-11%
51 0 5445	Pipes/Fittings/Mechanical	13,232	14,028	18,296	18,000	20,000	20,600	11%
51 0 5465	Postage	475	649	591	650	670	690	3%
51 0 5513	Rock Creek Water Purchase	11,998	15,349	15,563	18,500	24,000	24,720	30%
51 0 5515	Safety Equipment	2,788	3,445	1,910	3,000	2,500	2,575	-17%
51 0 5535	Security Alarm & Remote Monitoring	125	150	253	200	300	309	50%
51 0 5563	Small Tools & Equipment	3,079	2,940	2,069	4,300	4,500	4,635	5%
51 0 5587	Supplies	8,501	3,181	2,574	7,000	4,000	4,120	-43%
51 0 5597	System Supplies & Maintenance	19,686	12,666	11,914	20,000	21,000	21,630	5%
51 0 5603	Telephone	3,519	4,215	3,931	4,300	4,300	4,429	0%
51 0 5645	Tires	1,408	860	5,295	1,000	1,000	1,030	0%
51 0 5665	Travel and Meals	829	2,385	1,507	2,400	2,400	2,472	0%
51 0 5685	Treatment Chemicals	27,253	29,635	29,301	33,600	35,000	36,050	4%
51 0 5703	Uniforms	1,217	987	1,027	950	980	1,009	3%
51 0 5704	Uniform Cleaning	1,497	1,096	2	300	200	206	-33%
51 0 5715	Utilities	45,035	44,698	47,088	48,000	53,000	54,590	10%
51 0 5745	Vehicle Repair & Maintenance	3,533	5,617	9,041	6,500	6,500	6,695	0%
	Subtotal Materials & Services	365,886	334,549	386,658	420,978	462,805	448,614	10%
CAPITAL OUTLAY								
51 0 6463	Water Equipment	8,967	0	43,750	30,000	0	0	-100%
51 0 6467	Water Infrastructure	18,249	0	0	45,000	50,000	50,000	11%
	Subtotal Capital Outlay	27,216	0	43,750	75,000	50,000	50,000	-33%
DEBT SERVICE								
51 0 7142	OECD Loan Principal	28,864	30,634	0	0	0	0	
51 0 7144	Contact Chamber Principal	6,809	7,251	66,369	67,432	28,000	0	-58%
51 0 7542	OECD Loan Interest	3,647	1,878	0	0	0	0	
51 0 7544	Contact Chamber Loan Interest	11,635	11,192	10,721	9,658	2,000	0	-79%
	Subtotal Debt Service	50,955	50,955	77,090	77,090	30,000	0	-61%
TRANSFERS								
51 0 8520	TO LBE Fund - Equipment	39,200	41,400	28,800	90,500	31,100	31,100	-66%
51 0 8540	TO LBE Fund - Infrastructure	60,000	40,000	40,000	0	300,000	240,000	100%
51 0 8555	TO LBE Fund - P/W Office Equip	5,000	7,500	2,500	10,000	3,000	3,000	-70%
51 0 8560	TO LBE Fund - P/W Building	12,700	12,500	0	14,400	14,400	14,400	0%
	Subtotal Transfers	116,900	101,400	71,300	114,900	348,500	288,500	100%
51 0 9000	Contingency	0	0	0	40,000	50,000	50,000	25%
	TOTAL EXPENDITURES	913,475	830,100	886,258	1,078,070	1,293,400	1,204,402	20%
51 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	40,000	70,000	100,000	100%
	Excess Revenues Over Expenditures	79,894	178,032	221,928	0	0	0	

**CITY OF PHILOMATH
WATER FUND
2015-16 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	41%	33,732
Public Works Supervisor	32%	22,418
Utility Maintenance Workers	38%	82,940
Water/Wastewater Operators	50%	58,508
Part Time GIS Technician	30%	<u>4,350</u>
TOTAL SALARIES		201,948
<p>The time allocation is based on estimated needs of this fund for fiscal year 2015-16. Salaries include a 2% COLA increase. The part time GIS technician maps and records utility lines, service connections, repairs and maintenance.</p>		
OVERTIME		2,980
ON-CALL TIME		3,618
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		7,858
Each employee may receive up to \$300 per month based on acquiring specialized skills		
SOCIAL SECURITY Calendar year 2015 rate is 7.65%		16,555
PERS		35,402
The City pays both the employer and employee contributions. For fiscal years 2015-17 the Tier 1 & 2 employer rate is 14.51%, OPSRP rate is 7.73% and the employee rate is 6%.		
WORKERS' COMPENSATION		7,800
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		130
DEFERRED COMPENSATION 6% retirement benefit for management employees		3,459
HEALTH INSURANCE \$1,500 deductible plan, estimated 7.5% increase for 2016 premium		53,049
DENTAL INSURANCE Estimated 0% increase for 2016 premium		5,876
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		5,415
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		298
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>7,707</u>
TOTAL PERSONNEL SERVICES		<u>352,095</u>

**CITY OF PHILOMATH
WATER FUND
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	121,500	Transfer to General Fund to pay Water Fund portion of accounting and other administrative expenses
Advertising and Legal Notices	1,400	Advertising for bids, sale of surplus equipment, and employment positions
Attorney Fees	10,000	Attorneys working to secure City water rights
Bad Debt Write-Off	6,000	To write-off uncollectible customer accounts
Building Repair & Maintenance	6,100	Prorated cost of painting and minor repairs to shop and Public Works buildings. Water treatment plant building maintenance.
Certification Costs	700	Employee water certifications
Computer Support	2,000	Prorated cost of Public Works computer software support
Computer Line Charges	1,500	Internet provider fees
Concrete Sidewalk/Curb	1,800	Cost to repair or replace damage while working on water system
Contracted Services	5,760	Prorated share of one summer temporary employee
Contrib.-Social Service Agencies	3,000	Contribution to social service agencies that help customers who do not have money to pay their water bills
Cross Connection Control	500	Backflow enforcement program. Software upgrades and letters to homeowners.
Crushed Rock and Asphalt	7,000	Crushed rock and asphalt needed to backfill and patch utility cuts
DEQ Discharge Permit	500	Mandated Department of Environmental Quality fee
Dues	1,200	Membership in professional organizations
Dump Fees/Excavation	500	Disposal of excavation materials from water line repairs
Education & Training	1,500	Workshops and seminars to maintain certifications and train employees
Engineering	33,500	\$30,000 for Water Master Plan update, \$3,500 incidental engineering fees
Equipment Rental	500	Rental of equipment
Equipment Repair & Maintenance	28,000	Equipment repairs to maintain water system and water plant
Gas and Oil	8,000	Prorated share of vehicle fuel costs
Insurance	14,800	Water Fund share of commercial and vehicle liability, auto physical damage and property insurance

Continued Next Page

**CITY OF PHILOMATH
WATER FUND
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Laboratory Analysis	7,400	Cost of analyzing water samples by an outside certified lab to comply with state requirements
Lab Supplies	3,600	Lab testing chemicals and equipment
Landscape Maintenance	8,800	Contract landscaping at water treatment plant, water tower and portion of Public Works office. Testing of backflow prevention devices.
Medical Expenses	650	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	4,545	Incidental expenses
Office Supplies	1,700	Prorated supplies used by Public Works office
Pipes, Fittings, Mechanical	20,000	Purchase of corporation and curb stops, copper and PVC pipe, and related items
Postage	670	Mailing of water quality reports to residents and prorated postage for public works office
Rock Creek Water Purchase	24,000	Agreement with City of Corvallis to purchase treated water
Safety Equipment	2,500	Protective clothing and equipment
Security Alarm & Remote Monitoring	300	Public Works building alarm monitoring
Small Tools and Equipment	4,500	Replace worn-out hand tools & small equipment
Supplies	4,000	Miscellaneous supplies and small parts
System Supplies and Maintenance	21,000	Supplies required to maintain and operate the water system
Telephone	4,300	Prorated telephone cost at Public Works office
Tires	1,000	Prorated cost of tires and tire repair for equipment
Travel and Meals	2,400	Cost of lodging and meals at out-of-town training
Treatment Chemicals	35,000	Alum, soda ash, polymers, chlorine and fluoride
Uniforms	980	Prorated cost of shirts, pants, boots and coats
Uniform Cleaning	200	Prorated cost of laundry for coveralls and shop rags
Utilities	53,000	Utility cost at water treatment plant and prorated cost of electricity, natural gas and water at Public Works office/shops
Vehicle Repair & Maintenance	<u>6,500</u>	Prorated cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u>462,805</u>	

**CITY OF PHILOMATH
WATER FUND
2015-16 BUDGET NARRATIVE**

CAPITAL OUTLAY

Water Infrastructure	<u>50,000</u>	Construct 2 or 3 water line extensions
----------------------	---------------	--

TOTAL CAPITAL OUTLAY	<u>50,000</u>	
-----------------------------	----------------------	--

DEBT SERVICE

Contact Chamber Principal	28,000	Final payment on OECDD loan for contact chamber.
---------------------------	--------	--

Contact Chamber Interest	<u>2,000</u>	Interest portion of contact chamber loan
--------------------------	--------------	--

TOTAL DEBT SERVICE	<u>30,000</u>	
---------------------------	----------------------	--

TRANSFERS

To LBE Fund - Equipment	31,100	Set aside for future equipment replacement
-------------------------	--------	--

To LBE Fund - Infrastructure	300,000	Reserve to support capital improvement plan
------------------------------	---------	---

To LBE Fund - P/W Office Equipment	3,000	Furniture and office equipment for Public Works building
------------------------------------	-------	--

To LBE Fund - P/W Building	<u>14,400</u>	Reserve for future construction/expansion of Public Works
----------------------------	---------------	---

TOTAL TRANSFERS	<u>348,500</u>	
------------------------	-----------------------	--

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
SEWER FUND**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE	
REVENUES								
52 0 3001	Cash Balance Forward	80,540	68,330	83,157	90,000	132,000	120,000	47%
52 0 3020	Interest on Investments	269	241	346	300	320	310	7%
52 0 3205	Sewer User Fees	703,972	787,981	866,850	904,400	950,000	1,000,000	5%
52 0 3225	Sewer Permits and Inspections	168	168	456	0	0	0	
52 0 3230	New Account Set Up Fee	750	1,871	3,035	3,200	3,600	3,650	13%
52 0 3235	Shut Off Notice Fee	6,495	6,294	4,887	4,900	5,000	5,150	2%
52 0 3240	Late Fee	3,160	3,218	3,250	3,300	3,300	3,400	0%
52 0 3280	Farm Lease	12,188	13,652	16,650	18,000	17,700	17,700	-2%
52 0 3650	Miscellaneous Receipts	2,044	13,381	3,714	3,790	4,000	4,100	6%
52 0 3830	CDBG Grant	0	0	0	0	20,000	0	100%
52 0 3985	Transfer from SDC Fund	90,000	50,000	10,200	30,000	70,000	75,000	100%
	TOTAL REVENUES	899,586	945,136	992,545	1,057,890	1,205,920	1,229,310	14%
EXPENDITURES								
PERSONNEL SERVICES								
52 0 4120	Public Works Director	28,954	31,008	31,632	32,266	32,909	33,567	2%
52 0 4155	Public Works Supervisor	16,117	17,258	18,183	18,546	18,915	19,293	2%
52 0 4164	Utility Maintenance Workers	65,864	64,391	47,959	58,000	57,874	60,382	0%
52 0 4166	Water/Wastewater Operator	42,817	47,836	51,256	55,172	57,894	59,194	5%
52 0 4176	Office Specialist	9,614	0	0	0	0	0	
52 0 4258	Seasonal/Part Time	2,397	2,271	1,362	4,134	4,350	4,368	5%
52 0 4320	Overtime	897	2,432	2,198	3,620	2,820	2,920	-22%
52 0 4340	On-Call Time	2,816	2,912	3,243	2,991	2,991	2,991	0%
52 0 4360	Incentive Pay	6,939	7,000	6,515	6,754	6,408	6,408	-5%
52 0 4500	Social Security	13,569	13,540	12,420	13,883	14,088	14,468	1%
52 0 4520	PERS	27,785	27,556	26,196	29,084	29,251	30,011	1%
52 0 4540	Workers' Compensation	1,449	3,186	2,640	3,000	4,000	4,600	33%
52 0 4560	Workers' Benefit Fund Assmt	89	88	89	108	108	108	0%
52 0 4620	Deferred Compensation	2,783	2,976	3,069	3,176	3,189	3,251	0%
52 0 4640	Health Insurance	36,540	37,375	38,300	43,441	43,390	47,870	0%
52 0 4660	Dental Insurance	4,877	4,778	4,524	5,176	4,606	5,128	-11%
52 0 4670	Health Reimbursement Account	2,555	3,914	4,133	4,470	4,470	4,470	0%
52 0 4680	Life Insurance	282	268	193	197	242	242	23%
52 0 4820	Sick and Vacation Accrual	586	1,880	0	4,774	5,473	5,473	15%
	Subtotal Personnel Services	266,930	270,669	253,912	288,792	292,978	304,744	1%
MATERIALS AND SERVICES								
52 0 5012	Administrative Overhead	99,468	102,720	106,248	107,952	103,080	107,100	-5%
52 0 5015	Advertising & Legal Notices	0	216	315	220	450	464	100%
52 0 5053	Bad Debt Write-Off	5,762	2,184	2,514	3,000	5,000	5,150	67%
52 0 5095	Building Repair & Maintenance	1,963	1,991	2,320	5,000	5,300	5,459	6%
52 0 5107	Certification Costs	605	169	778	600	650	670	8%
52 0 5137	Computer Support	0	0	969	2,000	0	0	-100%
52 0 5143	Computer Line Charges	495	503	539	600	550	567	-8%
52 0 5145	Concrete Sidewalks/curb	0	0	0	700	700	721	0%
52 0 5147	Contracted Services	0	0	1,936	0	0	0	
52 0 5155	Contrib.-Social Service Agencies	3,000	3,000	3,000	3,000	3,000	3,000	0%
52 0 5185	Cross Connection Control	96	56	32	200	100	103	-50%
52 0 5195	Crushed Rock/Asphalt	3,846	1,375	1,092	3,500	3,500	3,605	0%
52 0 5225	DEQ Discharge Permit	1,505	1,545	1,545	1,545	1,590	1,638	3%
52 0 5233	Dues	504	570	697	700	700	721	0%
52 0 5245	Education & Training	573	798	392	1,000	1,200	1,236	20%
52 0 5265	Engineering	2,447	1,140	6,548	2,500	34,000	4,120	100%

Continued Next Page

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
SEWER FUND**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE	
MATERIALS & SERVICES (CONTINUED)								
52 0 5285	Equipment Repair & Maintenance	10,223	13,139	21,684	19,000	23,000	23,690	21%
52 0 5305	Gas & Oil	8,351	7,995	8,475	9,000	9,000	9,270	0%
52 0 5325	Insurance	7,298	10,676	16,812	21,465	22,300	22,969	4%
52 0 5373	Laboratory Analysis	8,236	8,991	7,767	12,000	6,000	6,180	-50%
52 0 5374	Lab Supplies	374	70	410	2,300	500	515	-78%
52 0 5375	Landscape Maintenance	1,109	1,473	1,939	2,000	2,000	2,060	0%
52 0 5376	Lagoon Monitoring	0	0	0	3,500	3,500	3,605	0%
52 0 5383	Maintenance Agreements	104	590	2,278	0	0	0	
52 0 5387	Medical Expenses	532	436	654	700	800	824	14%
52 0 5390	Miscellaneous	1,583	1,565	1,799	3,298	2,954	3,598	-10%
52 0 5413	Office Supplies	1,011	1,170	1,243	1,200	1,300	1,339	8%
52 0 5465	Postage	78	284	194	150	200	206	33%
52 0 5489	Property Lease	520	540	636	700	700	721	0%
52 0 5490	Property Tax	2,047	2,131	2,509	2,500	2,500	2,575	0%
52 0 5515	Safety Equipment	2,010	2,890	1,836	2,600	3,000	3,090	15%
52 0 5535	Security Alarm/Remote Monitoring	598	510	713	200	800	824	100%
52 0 5545	Sewer Main Repair	15,561	10,958	8,374	18,000	35,000	36,050	94%
52 0 5563	Small Tools & Equipment	2,561	885	1,870	5,000	4,000	4,120	-20%
52 0 5587	Supplies	1,706	2,907	2,054	3,500	4,000	4,120	14%
52 0 5597	System Supplies & Maintenance	1,083	3,509	674	3,000	3,500	3,605	17%
52 0 5603	Telephone	2,704	3,200	2,984	3,200	3,100	3,193	-3%
52 0 5645	Tires	4,221	665	517	2,800	2,800	2,884	0%
52 0 5665	Travel and Meals	1,024	549	1,193	900	1,000	1,030	11%
52 0 5685	Treatment Chemicals	10,233	15,599	19,892	26,000	21,000	21,630	-19%
52 0 5695	TV Inspection	0	11,553	270	2,500	2,500	2,575	0%
52 0 5703	Uniforms	1,217	987	1,027	800	1,100	1,133	38%
52 0 5704	Uniform Cleaning	1,510	1,096	2	200	200	206	0%
52 0 5715	Utilities	27,434	33,918	33,943	36,000	35,000	36,050	-3%
52 0 5745	Vehicle Repair & Maintenance	1,725	1,494	3,245	2,100	2,800	2,884	33%
	Subtotal Materials & Services	235,317	256,047	273,919	317,130	354,374	335,498	12%
DEBT SERVICE								
52 0 7175	Bond Principal	75,000	90,000	100,000	100,000	130,000	145,000	30%
52 0 7575	Bond Interest	240,009	237,763	235,062	232,068	229,568	225,668	-1%
	Subtotal Debt Service	315,009	327,763	335,062	332,068	359,568	370,668	8%
TRANSFERS								
52 0 8520	To LBE Fund - Equipment	0	0	15,000	30,500	31,000	31,000	2%
52 0 8540	To LBE Fund - Infrastructure	0	0	0	0	75,600	75,000	100%
52 0 8555	To LBE Fund - P/W Office Equipment	5,000	7,500	2,500	10,000	3,000	3,000	-70%
52 0 8560	To LBE Fund - P/W Building	9,000	0	0	14,400	14,400	14,400	0%
	Subtotal Transfers	14,000	7,500	17,500	54,900	124,000	123,400	100%
52 0 9000	Contingency	0	0	0	35,000	35,000	35,000	0%
	TOTAL EXPENDITURES	831,256	861,979	880,393	1,027,890	1,165,920	1,169,310	13%
52 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	30,000	40,000	60,000	33%
	Excess Revenues Over Expenditures	68,330	83,157	112,152	0	0	0	

**CITY OF PHILOMATH
SEWER FUND
2015-16 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	40%	32,909
Public Works Supervisor	27%	18,915
Utility Maintenance Workers	24%	57,874
Water/Wastewater Operators	50%	57,894
Part Time GIS Technician	30%	<u>4,350</u>
TOTAL SALARIES		171,942
<p>The time allocation is based on estimated needs of this fund for fiscal year 2015-16. Salaries include a 2% COLA increase. The part time GIS technician maps and records utility lines, service connections, repairs and maintenance.</p>		
OVERTIME		2,820
ON-CALL TIME		2,991
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		6,408
Each employee may receive up to \$300 per month based on acquiring specialized skills		
SOCIAL SECURITY Calendar year 2015 rate is 7.65%		14,088
PERS		29,251
The City pays both the employer and employee contributions. For fiscal years 2015-17 the Tier 1 & 2 employer rate is 14.51%, OPSRP rate is 7.73%, and the employee rate is 6%.		
WORKERS' COMPENSATION		4,000
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		108
DEFERRED COMPENSATION 6% retirement benefit for management employees		3,189
HEALTH INSURANCE \$1,500 deductible plan, estimated 7.5% increase for 2016 premium		43,390
DENTAL INSURANCE Estimated 0% increase fro 2016 premium		4,606
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		4,470
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000		242
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>5,473</u>
TOTAL PERSONNEL SERVICES		<u>292,978</u>

**CITY OF PHILOMATH
SEWER FUND
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	103,080	Transfer to General Fund to pay for Sewer Fund portion of accounting and other administrative expenses
Advertising and Legal Notices	450	Advertising for bids, sale of surplus equipment, and employment positions
Bad Debt Write-Off	5,000	To write-off uncollectible customer accounts
Building Repair and Maintenance	5,300	Minor repairs to the sewer plant and prorated cost of repairs to the Public Works buildings
Certification Costs	650	Employee waste water certifications
Computer Line Charges	550	Internet provider fees
Concrete Sidewalks/curb	700	Cost to repair or replace damage while working on sewer system
Contrib.-Social Service Agencies	3,000	Contribution to social service agencies that help customers who do not have money to pay their sewer bills
Cross Connection Control	100	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	1,590	Water quality tests required by state to insure compliance and obtain NPDES permit
Dues	700	Membership in professional organizations
Education and Training	1,200	Workshops and seminars to maintain certifications and train employees
Engineering	34,000	\$30,000 for Waste Water Master plan update, \$4,000 for incidental engineering fees
Equipment Repairs and Maintenance	23,000	Cost of repairs to equipment
Gas and Oil	9,000	Prorated share of vehicle fuel costs
Insurance	22,300	Sewer Fund share of commercial and vehicle liability, auto physical damage, and property insurance
Laboratory Analysis	6,000	Waste water quality testing required by DEQ for plant discharge
Lab Supplies	500	Lab testing chemicals and equipment
Landscape Maintenance	2,000	Prorated share of landscape maintenance at Public Works Office

Continued Next Page

**CITY OF PHILOMATH
SEWER FUND
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Lagoon Monitoring	3,500	Yearly monitoring of wells at lagoon site
Medical Expenses	800	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	2,954	Incidental expenses
Office Supplies	1,300	Copier cost, paper and other office supplies
Postage	200	Prorated postage for Public Works office use
Property Lease	700	Lease on Gilbert Faxon land equal to annual property tax
Property Tax	2,500	Property tax on 119 acres near sewer lagoons which is leased to farmer
Safety Equipment	3,000	Protective clothing and equipment
Security Alarm/Remote Monitoring	800	Public Works building alarm monitoring
Sewer Main Repair	35,000	\$23,000 for repair of services, laterals, and sections of pipe. \$12,000 for sewer manhole rehab.
Small Tools and Equipment	4,000	Purchase of new, and replacement of worn out hand tools
Supplies	4,000	Miscellaneous supplies and small parts
System Supplies and Maintenance	3,500	Supplies required to maintain the collection system and operate the department
Telephone	3,100	Prorated telephone cost at Public Works office
Tires	2,800	Prorated cost of tires and tire repair for equipment
Travel and Meals	1,000	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	1,100	Prorated cost of shirts, pants, boots and coats
Uniform Cleaning	200	Prorated cost of laundry for coveralls and shop rags
Utilities	35,000	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>2,800</u>	Prorated cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u>354,374</u>	

**CITY OF PHILOMATH
SEWER FUND
2015-16 BUDGET NARRATIVE**

DEBT SERVICE

Bond Principal	130,000	Principal payment on \$6.125 million bond issue
Bond Interest	<u>229,568</u>	Interest on bond issue
TOTAL DEBT SERVICE	<u>359,568</u>	

TRANSFERS

To LBE Fund - Equipment	31,000	Set aside for future replacement of equipment
To LBE Fund - Infrastructure	75,600	To support the capital improvement plan
To LBE Fund - P/W Office Equipment	3,000	Furniture and office equipment for Public Works building
To LBE Fund - P/W Building	<u>14,400</u>	Reserve for future construction/expansion of Public Works facilities
TOTAL TRANSFERS	<u>124,000</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
STORM DRAIN FUND**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE	
REVENUES								
53 0 3001	Cash Balance Forward	15,747	31,868	20,775	12,100	9,000	10,000	-26%
53 0 3020	Interest on Investments	90	105	44	40	20	30	-50%
53 0 3211	Storm Drain User Fees	42,587	42,495	42,532	42,600	42,960	43,000	1%
53 0 3650	Miscellaneous Revenue	834	128	0	120	120	120	0%
	TOTAL REVENUES	59,258	74,596	63,351	54,860	52,100	53,150	-5%
EXPENDITURES								
MATERIALS AND SERVICES								
53 0 5053	Bad Debt Write Off	913	98	80	150	200	206	33%
53 0 5147	Contracted Services	0	0	2,715	500	600	618	20%
53 0 5195	Crushed Rock/Asphalt	227	4,270	4,641	4,500	4,500	4,635	0%
53 0 5225	DEQ Discharge Permit	804	826	850	875	900	927	3%
53 0 5233	Dues	130	44	0	250	150	155	-40%
53 0 5245	Education and Training	610	510	365	1,200	700	721	-42%
53 0 5265	Engineering	1,819	890	2,635	2,500	2,700	2,781	8%
53 0 5390	Miscellaneous	198	470	1,989	1,000	1,300	1,397	30%
53 0 5413	Office Supplies	234	41	17	230	50	52	-78%
53 0 5445	Pipes, Fittings, Mechanical	0	2,584	592	2,755	3,000	3,090	9%
53 0 5515	Safety Equipment	197	293	0	300	300	309	0%
53 0 5563	Small Tools and Equipment	165	157	0	800	400	412	-50%
53 0 5587	Supplies	1,273	430	644	1,500	800	824	-47%
53 0 5597	System Supply & Maintenance	720	208	0	2,700	800	824	-70%
	Subtotal Materials & Services	7,290	10,821	14,528	19,260	16,400	16,950	-15%
TRANSFERS								
53 0 8100	To Street Fund	20,100	18,500	17,900	17,600	17,700	18,700	1%
53 0 8540	To LBE Fund - Infrastructure	0	0	0	0	5,000	5,000	100%
53 0 8600	To SDC Fund	0	24,500	18,400	18,000	9,000	9,000	-50%
	Subtotal Transfers	20,100	43,000	36,300	35,600	31,700	32,700	-11%
	TOTAL EXPENDITURES	27,390	53,821	50,828	54,860	48,100	49,650	-12%
53 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	0	4,000	3,500	100%
	Excess Revenues Over Expenditures	31,868	20,775	12,523	0	0	0	

**CITY OF PHILOMATH
STORM DRAIN FUND
2015-16 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Bad Debt Write-Off	200	To write-off uncollectible customer accounts
Contracted Services	600	Consultant to help implement federal regulations and/or hire a contractor to assist city crews in specialized projects
Crushed Rock and Asphalt	4,500	Crushed rock and asphalt to backfill and patch utility cuts
DEQ Discharge Permit	900	Mandated Department of Environmental Quality fee
Dues	150	Dues related to storm water maintenance
Education and Training	700	Training on identifying illicit discharges, containment etc.
Engineering	2,700	Engineering of storm drain projects
Miscellaneous	1,300	Incidental expenses
Office Supplies	50	Prorated share of Public Works office supplies
Pipes, Fittings, Mechanical	3,000	Purchase of catch basins, manholes, pipe and related items
Safety Equipment	300	Protective clothing and equipment
Small Tools and Equipment	400	Hand tools and small equipment
Supplies	800	Supplies needed for storm water maintenance
System Supplies and Maintenance	<u>800</u>	Supplies required to maintain the storm water collection system and operate the department
TOTAL MATERIALS & SERVICES	<u>16,400</u>	

TRANSFERS

To Street Fund	17,700	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 LBE Fund - Infrastructure	5,000	To reimburse LBE Fund for prior capital projects
To SDC Fund	<u>9,000</u>	Transfer to pay storm drain debt service
TOTAL TRANSFERS	<u>31,700</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 2015-16
LAND, BUILDING AND EQUIPMENT FUND**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE	
REVENUES								
41 0 3001	Cash Balance Forward	4,652,661	1,772,339	1,754,790	1,314,000	1,299,000	1,650,000	-1%
41 0 3020	Investment Interest	12,907	8,273	5,474	4,380	3,810	4,190	-13%
41 0 3125	Bike/Footpath Revenue	2,506	2,524	2,641	2,600	2,670	2,700	3%
41 0 3580	Citation Assessment for Police Equip	13,561	11,616	14,259	13,000	7,300	9,000	-44%
41 0 3610	Donations	150	23,851	10,485	0	0	0	
41 0 3650	Miscellaneous Income	4,971	0	0	0	0	0	
41 0 3685	Sale of Equipment/Building	27,260	5,220	3,419	0	0	0	
41 0 3740	Justice Building Mortgage Payments	12,120	12,120	12,120	12,120	12,120	12,120	0%
41 0 3770	Sewer Lateral Reimbursement	3,044	1,460	17,735	0	0	0	
41 0 3809	Park Grant	0	0	30,000	0	0	0	
TRANSFERS								
41 0 3941	General Fund - Admin Equipment	0	10,300	0	0	0	0	
41 0 3942	General Fund - City Manager Car	300	400	0	400	500	500	25%
41 0 3943	General Fund - Finance Equipment	6,100	0	3,000	1,000	0	2,000	-100%
41 0 3945	General Fund - Court Equipment	0	600	2,000	0	5,000	0	100%
41 0 3949	General Fund - Police Equipment	0	0	0	1,000	0	0	-100%
41 0 3951	General Fund - Police Vehicle	16,000	11,000	10,000	19,000	8,000	8,000	-58%
41 0 3952	General Fund - B & G Vehicle	3,300	0	0	0	0	0	
41 0 3953	General Fund - Park Equipment	3,600	18,500	0	7,600	13,800	17,500	82%
41 0 3955	General Fund - Park Infrastructure	0	9,000	25,000	22,000	0	0	-100%
41 0 3960	General Fund - City Hall Reserve	21,800	20,100	0	17,000	0	0	-100%
41 0 3962	General Fund - Police Bldg. Reserve	20,200	20,200	0	7,500	0	0	-100%
41 0 3964	General Fund - Library Reserve	23,700	23,400	0	10,500	0	0	-100%
41 0 3965	General Fund - Sidewalk	2,000	0	0	0	0	0	
41 0 3971	Street Fund - Equipment	16,200	17,500	18,400	36,400	37,600	37,600	3%
41 0 3973	Street Fund - Infrastructure	50,000	40,000	40,000	40,000	40,000	40,000	0%
41 0 3976	Water Fund - Equipment	39,200	41,400	28,800	90,500	31,100	31,100	-66%
41 0 3978	Water Fund - Infrastructure	60,000	40,000	40,000	0	300,000	240,000	100%
41 0 3982	Sewer Fund - Equipment	0	0	15,000	30,500	31,000	31,000	2%
41 0 3984	Sewer Fund - Infrastructure	0	0	0	0	75,600	75,000	100%
41 0 3990	Storm Drain Fund - Infrastructure	0	0	0	0	5,000	5,000	100%
41 0 3985	W & S Fund - P/W Office Equip	10,000	15,000	5,000	20,000	6,000	6,000	-70%
41 0 3986	W & S Fund - P/W Buildings	21,700	12,500	0	28,800	28,800	28,800	0%
41 0 3995	Community Development-Park Shelter	0	0	0	50,000	6,000	0	-88%
TOTAL REVENUE		5,023,280	2,117,303	2,038,123	1,728,300	1,913,300	2,200,510	11%

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2015-16
LAND, BUILDING AND EQUIPMENT FUND**

		ACTUAL	ACTUAL	ACTUAL	ADOPTED	PROPOSED	ESTIMATED	%
		EXPENDED	EXPENDED	EXPENDED	BUDGET	BUDGET	BUDGET	CHANGE
		2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
EXPENDITURES								
CAPITAL OUTLAY								
41 0 6403	Administration Equipment	3,375	6,825	0	3,000	3,000	2,000	0%
41 0 6411	Finance Equipment	1,700	1,366	0	3,000	3,000	2,000	0%
41 0 6415	Court Equipment	2,348	0	0	2,000	7,000	2,000	100%
41 0 6422	Police Office Equipment	0	0	0	3,000	3,000	3,000	0%
41 0 6424	Police Equipment	18,720	3,566	2,291	17,000	5,000	5,000	-71%
41 0 6426	Police Vehicles	32,171	62,228	5,020	44,400	0	0	-100%
41 0 6432	Park Equipment	1,797	25,714	0	0	27,000	0	100%
41 0 6434	Park Infrastructure	0	49,750	94,391	72,000	0	0	-100%
41 0 6441	City Hall Improvement	0	0	2,700	5,000	5,000	5,000	0%
41 0 6443	Police Building Improvement	0	3,895	0	5,000	5,000	5,000	0%
41 0 6447	Library Improvement	0	0	0	15,000	5,000	5,000	-67%
41 0 6455	Street Equipment	0	0	0	0	0	230,000	
41 0 6457	Street Infrastructure	0	28,700	141,847	0	0	0	
41 0 6459	Bike/Footpath Construction	0	0	0	22,500	25,300	0	12%
41 0 6463	Water Equipment	0	0	28,292	130,500	55,000	25,000	-58%
41 0 6467	Water Infrastructure	0	28,700	0	0	0	0	
41 0 6473	Sewer Equipment	2,984	0	0	0	0	0	
41 0 6477	Sewer Infrastructure	3,151,975	121,603	400,027	123,900	100,000	0	-19%
41 0 6480	Storm Drain Infrastructure	0	6,516	41,514	0	0	0	
41 0 6490	Public Works Office Equipment	0	20,250	13,200	10,000	15,000	5,000	50%
41 0 6493	Public Works Office/Buildings	35,871	3,400	35,283	5,000	5,000	5,000	0%
	Total Capital Outlay	3,250,941	362,513	764,565	461,300	263,300	294,000	-43%
	TOTAL EXPENDITURES	3,250,941	362,513	764,565	461,300	263,300	294,000	-43%
41 0 9500	RESERVE FOR FUTURE EXPENDITURE	0	0	0	1,267,000	1,650,000	1,906,510	30%
	Excess Revenues Over Expenditures	1,772,339	1,754,790	1,273,558	0	0	0	

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
2015-16 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	1,299,000	Estimated Cash Balance at June 30, 2015
Investment Interest	3,810	Interest income on cash balance
Bike/Footpath Revenue	2,670	1% of highway fuel tax allocated for bike and footpath construction
Citation Assessment for Police Equipment	7,300	\$10 fee added to each traffic citation. Funds are designated for purchase of police equipment.
Police Building Mortgage Collections	<u>12,120</u>	The City took back a note for the sale of the old City Hall/Police Building. The Loan balance on July 1, 2015 will be \$80,138. Interest is at 6.5%
Subtotal Revenue Before Transfers	<u>1,324,900</u>	

TRANSFERS

General Fund

Administration Vehicle	500	Future replacement of City Manager vehicle
Court Equipment	5,000	To purchase court equipment
Police Vehicle	8,000	Set aside for future police vehicle replacement
Park Equipment	<u>13,800</u>	Specified in Capital Improvement Plan
	<u>27,300</u>	

Street Fund

Equipment	37,600	Specified in Capital Improvement Plan
Infrastructure	<u>40,000</u>	Set aside for future capital purchases
	<u>77,600</u>	

Water Fund

Equipment	31,100	Specified in Capital Improvement Plan
Infrastructure	300,000	Specified in Capital Improvement Plan
Public Works Office Equipment	3,000	Office equipment for the Public Works staff
Public Works Buildings	<u>14,400</u>	Specified in Capital Improvement Plan
	<u>348,500</u>	

Sewer Fund

Equipment	31,000	Specified in Capital Improvement Plan
Infrastructure	75,600	Specified in Capital Improvement Plan
Public Works Office Equipment	3,000	Office equipment for the Public Works staff
Public Works Buildings	<u>14,400</u>	Specified in Capital Improvement Plan
	<u>124,000</u>	

Storm Drain

Infrastructure	<u>5,000</u>	Specified in Capital Improvement Plan
----------------	---------------------	---------------------------------------

Community Development Fund

	<u>6,000</u>	Transfer from repaid 1992 loan
--	---------------------	--------------------------------

TOTAL REVENUE **1,913,300**

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
2015-16 BUDGET NARRATIVE**

CAPITAL OUTLAY

Administration Equipment	3,000	Computer and office equipment
Finance Equipment	3,000	Computer and office equipment
Court Equipment	7,000	Secure file cabinets
Police Office Equipment	3,000	Computer and office equipment
Police Equipment	5,000	Police equipment
Park Equipment	27,000	Replace 2007 John Deere front mower
City Hall	5,000	Miscellaneous building improvement
Police Building Improvement	5,000	Miscellaneous building improvement
Library Improvement	5,000	Miscellaneous building improvement
Bike/Footpath Construction	25,300	Bike or footpath improvement or construction
Water Equipment	55,000	Replace 2004 Ford utility truck
Sewer Infrastructure	100,000	Riprap lagoon cell number two
Public Works Office Equipment	15,000	Computer and office equipment
Public Works Office/Buildings	<u>5,000</u>	Miscellaneous building improvement
TOTAL CAPITAL OUTLAY	<u>263,300</u>	

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
FISCAL YEAR 2015-16**

	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 7/1/15	7,300	14,500	3,900	2,000	3,000	5,300	0	18,500	(6,000)	118,000	140,500	178,200	485,200
2015-16 Transfers	0	500	0	5,000	0	0	8,000	13,800	0	0	0	0	27,300
Interest Income	10	35	2	0	0	1	35	12	0	262	342	401	1,099
Other Income	0	0	0	0	0	0	7,300	0	6,000	0	12,120	0	25,420
Appropriations	(3,000)	0	(3,000)	(7,000)	(3,000)	(5,000)	0	(27,000)	0	(5,000)	(5,000)	(5,000)	(63,000)
Balance 6/30/16	<u>4,310</u>	<u>15,035</u>	<u>902</u>	<u>0</u>	<u>0</u>	<u>301</u>	<u>15,335</u>	<u>5,312</u>	<u>0</u>	<u>113,262</u>	<u>147,962</u>	<u>173,601</u>	<u>476,019</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 7/1/15	167,900	261,800	22,700	184,600	10,500	80,500	24,400	(22,600)	11,800	67,700	4,500	1,299,000
2015-16 Transfers	37,600	40,000	0	31,100	300,000	31,000	75,600	5,000	6,000	28,800	0	582,400
Interest Income	476	698	0	372	719	258	0	(41)	6	212	10	3,810
Other Income	0	0	2,670	0	0	0	0	0	0	0	0	28,090
Appropriations	0	0	(25,300)	(55,000)	0	0	(100,000)	0	(15,000)	(5,000)	0	(263,300)
Balance 6/30/16	<u>205,976</u>	<u>302,498</u>	<u>70</u>	<u>161,072</u>	<u>311,219</u>	<u>111,758</u>	<u>0</u>	<u>(17,641)</u>	<u>2,806</u>	<u>91,712</u>	<u>4,510</u>	<u>1,650,000</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 2015-16
SYSTEMS DEVELOPMENT FUND**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
REVENUES							
42 0 3001 Cash Balance Forward	711,935	669,887	707,955	139,600	364,600	490,800	100%
42 0 3020 Interest on Investments	3,123	3,209	988	499	1,199	1,634	100%
42 0 3051 Interest on Deferred SDC Liens	5,684	1,060	358	0	0	0	
42 0 3351 Park Improvement Charges	1,515	3,088	5,930	4,100	8,600	8,858	100%
42 0 3353 Street Improvement Charges	7,851	10,527	19,606	14,100	29,200	30,076	100%
42 0 3354 Street Reimbursement Charges	3,902	5,233	9,742	7,000	14,500	14,935	100%
42 0 3355 Water Improvement Charges	12,516	15,971	25,308	21,700	44,700	46,041	100%
42 0 3356 Water Reimbursement Charges	9,327	11,904	18,864	16,100	33,300	34,299	100%
42 0 3357 Sewer Improvement Charges	18,033	21,738	36,635	23,400	48,400	49,852	100%
42 0 3358 Sewer Reimbursement Charges	8,677	10,457	17,619	11,300	23,300	23,999	100%
42 0 3359 Storm Drain Improvement Charges	4,002	4,880	10,365	6,600	13,500	13,905	100%
42 0 3809 Park Grant	46,060	0	0	151,000	0	0	-100%
42 0 3990 Transfer-Storm Drain Fund	0	24,500	18,400	18,000	9,000	9,000	-50%
TOTAL REVENUES	832,625	782,454	871,770	413,399	590,299	723,399	43%
EXPENDITURES							
CAPITAL OUTLAY							
42 0 6815 Park Improvement Outlay	48,239	0	0	203,200	5,000	70,600	-98%
42 0 6825 Street Improvement Outlay	0	0	160,046	0	0	0	
42 0 6829 Street Reimbursement Outlay	0	0	81,913	0	0	0	
42 0 6835 Water Improvement Outlay	0	0	262,468	0	0	0	
42 0 6839 Water Reimbursement Outlay	0	0	145,003	0	0	0	
TOTAL CAPITAL OUTLAY	48,239	0	649,430	203,200	5,000	70,600	-98%
DEBT SERVICE							
42 0 7142 OECDD Loan Principal	11,486	12,175	12,906	13,680	14,501	15,371	6%
42 0 7542 OECDD Loan Interest	13,013	12,324	11,593	10,819	9,998	9,128	-8%
TOTAL DEBT SERVICE	24,499	24,499	24,499	24,499	24,499	24,499	0%
TRANSFERS							
42 0 8700 To Sewer Fund	90,000	50,000	10,200	30,000	70,000	75,000	100%
TOTAL TRANSFERS	90,000	50,000	10,200	30,000	70,000	75,000	100%
TOTAL EXPENDITURES	162,738	74,499	684,129	257,699	99,499	170,099	-61%
42 0 9500 RESERVE FOR FUTURE EXPENDITURE	0	0	0	155,700	490,800	553,300	100%
Excess Revenues Over Expenditures	669,887	707,955	187,641	0	0	0	

**CITY OF PHILOMATH
SYSTEMS DEVELOPMENT FUND
2015-16 BUDGET NARRATIVE**

REVENUE

Cash Balance Forward	364,600	Estimated cash balance at June 30, 2015
Interest on Investments	1,199	Interest earnings
Park Improvement Charges	8,600	Estimate based on 10 new single family homes
Street Improvement Charges	29,200	Estimate based on 10 new single family homes
Street Reimbursement Charges	14,500	Estimate based on 10 new single family homes
Water Improvement Charges	44,700	Estimate based on 10 new single family homes
Water Reimbursement Charges	33,300	Estimate based on 10 new single family homes
Sewer Improvement Charges	48,400	Estimate based on 10 new single family homes
Sewer Reimbursement Charges	23,300	Estimate based on 10 new single family homes
Storm Drain Improvement Charges	13,500	Estimate based on 10 new single family homes
Transfer - Storm Drain Fund	<u>9,000</u>	Funds to pay debt service on storm drain loan
TOTAL REVENUE	<u><u>590,299</u></u>	

CAPITAL OUTLAY

Park Improvement Outlay	<u>5,000</u>	Planning and design for possible park on N 11th Street
TOTAL CAPITAL OUTLAY	<u><u>5,000</u></u>	

DEBT SERVICE

OECD - Principal	14,501	Principal portion of OECD storm drain loan
OECD - Interest	<u>9,998</u>	Interest portion of OECD storm drain loan
TOTAL DEBT SERVICE	<u><u>24,499</u></u>	

TRANSFERS

To Sewer Fund	<u><u>70,000</u></u>	Transfer sewer SDC's held in this fund to the Sewer Fund to help pay annual bond payments
---------------	----------------------	---

**CITY OF PHILOMATH
SYSTEM DEVELOPMENT CHARGES FUND
FISCAL YEAR 2015-16**

	<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 7/1/15	58,400	46,000	22,800	64,800	52,000	69,100	32,900	18,600	364,600
SDC Fees	8,600	29,200	14,500	44,700	33,300	48,400	23,300	13,500	215,500
Interest Income	155	174	86	253	197	161	79	95	1,199
Appropriations	(5,000)	0	0	0	0	0	0	0	(5,000)
Debt Service	0	0	0	0	0	0	0	(24,499)	(24,499)
Transfers In/(Out)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(48,000)</u>	<u>(22,000)</u>	<u>9,000</u>	<u>(61,000)</u>
Balance 6/30/16	<u><u>62,155</u></u>	<u><u>75,374</u></u>	<u><u>37,386</u></u>	<u><u>109,753</u></u>	<u><u>85,497</u></u>	<u><u>69,661</u></u>	<u><u>34,279</u></u>	<u><u>16,696</u></u>	<u><u>490,800</u></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 \$52,800 in outstanding loans.

Repayment of the 1993 and 1997 loans must be used for low-income housing rehabilitation. Currently, there is \$389,300 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 2015-16
COMMUNITY DEVELOPMENT FUND**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE	
REVENUES								
22 0 3001	Cash Balance Forward	128,063	137,083	170,151	50,350	6,500	500	-87%
22 0 3020	Interest Income	624	671	198	0	0	0	
22 0 3730	Repayment of 1992 Loans	0	0	0	10,000	15,000	15,000	50%
22 0 3731	Repayment of 1993 Loans	0	29,145	0	20,000	0	0	-100%
22 0 3732	Repayment of 1997 Loans	3,495	0	0	20,000	0	0	-100%
22 0 3760	Downtown Loan Repayment	4,901	3,252	0	0	0	0	
	TOTAL REVENUES	137,083	170,151	170,349	100,350	21,500	15,500	-79%
EXPENDITURES								
MATERIALS AND SERVICES								
22 0 5125	Grant Match	0	0	0	20,000	0	0	-100%
22 0 5323	Industrial Property Development	0	0	0	20,000	0	0	-100%
22 0 5820	Downtown Revolving Loan Fund	0	0	0	10,000	15,500	15,500	55%
	Subtotal Materials and Services	0	0	0	50,000	15,500	15,500	-69%
TRANSFERS								
22 0 8050	To General Fund	0	0	120,000	0	0	0	
22 0 8500	To LB & E Fund	0	0	0	50,000	6,000	0	-88%
	Subtotal Transfers	0	0	120,000	50,000	6,000	0	-88%
	TOTAL EXPENDITURES	0	0	120,000	100,000	21,500	15,500	-79%
	Excess Revenues Over Expenditures	137,083	170,151	50,349	350	0	0	

**CITY OF PHILOMATH
COMMUNITY DEVELOPMENT FUND
2015-16 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	6,500	Estimated cash balance at June 30, 2015
Repayment of 1992 Loans	<u>15,000</u>	Repayment of loans made with the 1992 Block Grant
TOTAL REVENUES	<u>21,500</u>	

MATERIALS AND SERVICES

Downtown Revolving Loan Fund	<u>15,500</u>	Matching loan fund to help downtown businesses with façade improvements. Funds available from 1992 Grant repayments.
TOTAL MATERIALS & SERVICES	<u>15,500</u>	

TRANSFERS

To Land, Building & Equipment Fund	<u>6,000</u>	To complete parking lot paving at City Park
TOTAL TRANSFERS	<u>6,000</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 2015-16
ECONOMIC DEVELOPMENT FUND**

		ACTUAL EXPENDED	ACTUAL EXPENDED	ACTUAL EXPENDED	ADOPTED BUDGET	PROPOSED BUDGET	ESTIMATED BUDGET	% CHANGE
		2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
REVENUES								
32 0 3001	Cash Balance Forward	11,084	11,140	11,179	11,287	11,330	11,370	0%
32 0 3020	Investment Interest	52	36	33	35	40	45	14%
32 0 3050	Interest on Bonded Liens	24,096	23,270	22,515	21,603	20,763	19,887	-4%
32 0 3115	Prior Years Levy	4	3	1	0	0	0	
32 0 3711	Advanced Financing Principal Coll	23,618	23,745	23,876	24,012	24,152	24,303	1%
TOTAL REVENUES		58,854	58,194	57,604	56,937	56,285	55,605	-1%
EXPENDITURES								
DEBT SERVICE								
32 0 7143	Principal - OECDD	23,618	23,745	23,876	24,012	24,152	24,303	1%
32 0 7543	Interest - OECDD	24,096	23,270	22,439	21,603	20,763	19,887	-4%
Subtotal Debt Service		47,714	47,015	46,315	45,615	44,915	44,190	-2%
TOTAL EXPENDITURES		47,714	47,015	46,315	45,615	44,915	44,190	-2%
32 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	11,322	11,370	11,415	0%
Excess Revenues Over Expenditures		11,140	11,179	11,289	0	0	0	

**CITY OF PHILOMATH
ECONOMIC DEVELOPMENT FUND
2015-16 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	11,330	Estimated cash balance at June 30, 2015
Investment Interest	40	Estimated interest income
Interest on Bonded Liens	20,763	Reimbursement from Mill Pond property owners for OECDD loan
Advanced Financing Principal Coll	<u>24,152</u>	Reimbursement from Mill Pond property owners for OECDD loan
TOTAL REVENUES	<u>56,285</u>	

DEBT SERVICE

Principal - OECDD	24,152	Principal portion of loan payment
Interest - OECDD	<u>20,763</u>	Interest portion of loan payment
TOTAL DEBT SERVICE	<u>44,915</u>	

**Urban Renewal Agency
Annual Budget
Fiscal Year 2015-16**

TABLE OF CONTENTS

	<u>Page</u>
Budget Message	80
Information About the Urban Renewal Agency Budget	81
◆ General Fund	82-83

Urban Renewal Agency 2015-16 BUDGET MESSAGE

Dear Members of the Budget Committee:

The 2015-16 Budget has been prepared using estimated property tax revenue from the division of taxes and does not include any special levy.

Last year, the City applied for a federal transportation TIGER 6 grant for the Downtown Multimodal Connectivity and Streetscapes Improvement Project. Unfortunately, our application was denied despite having strong support from the community, ODOT and elected officials at the local, county and state levels. Our focus has since shifted to splitting the project into four phases and prioritizing portions of the project that can be completed prior to ODOT's work on reconstructing Hwy 20/34.

This year, staff will work with the city engineer on designing the replacement water and waste water lines within the project area and the Urban Renewal District. We are also planning to move or bury the power lines. The Agency will sell approximately \$4 million dollars in bonds to raise funds to pay for these and other projects. Reconstruction and streetscape improvements to Main Street and Applegate Street will be on hold until ODOT deems the highway to be in bad enough condition to warrant it. Meanwhile, the Agency will continue to take on projects identified in the Renewal Plan and apply for grants where available to help supplement the costs.

The Urban Renewal District will play a vital role in the future development of Philomath's downtown. It will prove to be a valuable tool in stimulating economic development and improving the livability of Philomath for years to come.

Special thanks to the Budget Committee for the important role you have taken on. We welcome your questions as you look to adopt the FY2015-16 Budget.

Respectfully submitted,

Chris Workman, 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 2015-16
GENERAL FUND**

	ACTUAL EXPENDED 2011-12	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ADOPTED BUDGET 2014-15	PROPOSED BUDGET 2015-16	ESTIMATED BUDGET 2016-17	% CHANGE
REVENUE							
23 0 3001 Cash Balance Forward	10,885	47,222	660,805	1,080,000	1,494,000	4,800,000	38%
23 0 3020 Interest on Investments	186	897	4,710	5,951	20,000	30,000	100%
23 0 3030 Interest on Tax Collections	0	0	1,177	1,200	1,200	1,300	0%
23 0 3110 Property tax increment	0	0	424,736	472,000	490,000	505,000	4%
23 0 3115 Prior Year Tax Increment	0	0	8,453	9,000	9,200	9,500	2%
23 0 3646 Loan Proceeds	0	0	0	4,000,000	4,000,000	0	0%
23 0 3997 Transfer from Urban Renewal-Debt	100,000	370,000	0	0	0	0	
TOTAL REVENUE	111,071	418,119	1,099,881	5,568,151	6,014,400	5,345,800	100%
EXPENDITURES							
MATERIALS AND SERVICES							
23 0 5012 Administrative Overhead	11,568	12,000	12,240	10,836	11,400	12,000	5%
23 0 5015 Advertising and Legal Notices	0	939	870	3,000	3,000	3,000	0%
23 0 5045 Audit Fees	2,000	1,000	3,153	2,325	2,450	2,600	5%
23 0 5146 Consultant Fee	49,138	124,954	31,273	100,000	0	25,000	-100%
23 0 5265 Engineering	0	0	0	0	300,000	160,000	100%
23 0 5390 Miscellaneous	1,123	26	82	1,950	6,510	2,160	100%
23 0 5567 State Filing Fee	20	40	200	40	40	40	0%
Subtotal Materials and Services	63,849	138,959	47,818	118,151	323,400	204,800	174%
CAPITAL OUTLAY							
23 0 6160 Urban Renewal Project	0	0	0	3,000,000	500,000	4,750,000	-83%
Subtotal Capital Outlay	0	0	0	3,000,000	500,000	4,750,000	-83%
DEBT SERVICE							
23 0 7180 Loan Principal	0	0	0	0	276,000	276,000	100%
23 0 7580 Loan Interest	0	0	0	0	115,000	115,000	100%
Subtotal Capital Outlay	0	0	0	0	391,000	391,000	100%
TOTAL EXPENDITURES	63,849	138,959	47,818	3,118,151	1,214,400	5,345,800	-61%
23 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	2,450,000	4,800,000	0	96%
Excess Revenues Over Expenditures	47,222	279,160	1,052,063	0	0	0	

**PHILOMATH URBAN RENEWAL AGENCY
2015-16 BUDGET NARRATIVE
GENERAL FUND**

REVENUE

Cash Balance Forward	1,494,000	Estimated cash balance at June 30, 2015
Interest on Investments	20,000	Estimated interest income
Interest on Tax Collections	1,200	Interest on tax collections held at Benton County before they are turned over to the City
Current Year Property Tax Increment	490,000	Estimated property tax increment. Assume collection rate of 95%
Prior Years Tax Increment	9,200	Collection of prior years tax increment
Loan Proceeds	<u>4,000,000</u>	Bond sale to raise funds for an Urban Renewal project
TOTAL REVENUE	<u>6,014,400</u>	

MATERIALS AND SERVICES

Administrative Overhead	11,400	To reimburse General Fund for cost of staff time and a portion of other administrative costs
Advertising and Legal Notices	3,000	Legal notices for bond sale and RFP for construction
Audit Fees	2,450	Annual audit of the Urban Renewal Agency
Engineering	300,000	Engineering to complete construction plans
Miscellaneous	6,510	Miscellaneous expenses
State Filing Fee	<u>40</u>	Fee required to file Urban Renewal Agency audit
TOTAL MATERIALS AND SERVICE	<u>323,400</u>	

CAPITAL OUTLAY

Urban Renewal Project	<u>500,000</u>	The first portion of a \$2.3 million dollar water & sewer replacement project in the downtown urban renewal area.
	<u>500,000</u>	The project would be completed in the following fiscal year.

DEBT SERVICE

Loan Principal	276,000	Potential principal payment if bonds are sold
Loan Interest	<u>115,000</u>	Potential interest payment if bonds are sold
TOTAL DEBT SERVICE	<u>391,000</u>	

TAX SUMMARY

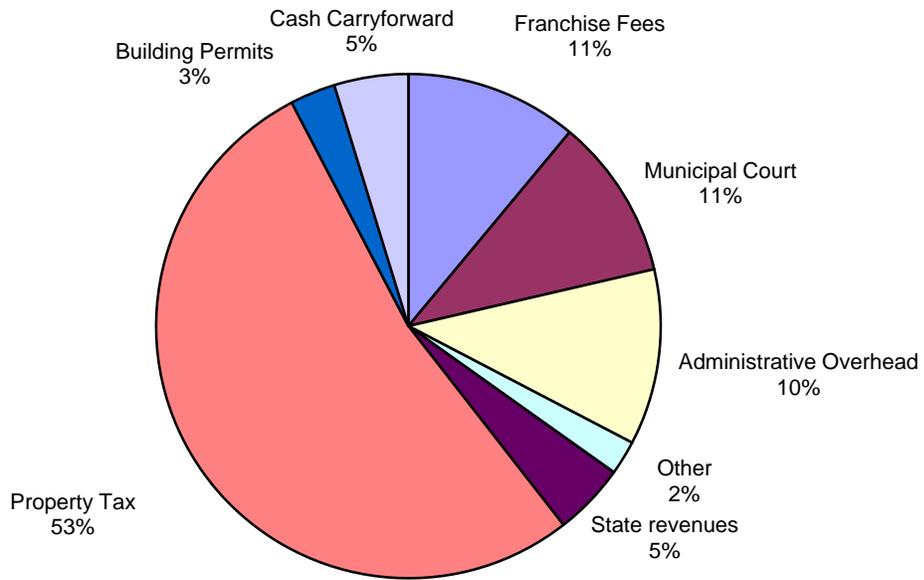
Budget Year	General Fund Tax Levied	Total City Tax Rate	Assessed Valuation	General Fund Budget
2006-07	1,107,374	5.30	229,465,110	2,171,200
2007-08	1,172,249	5.30	243,266,694	2,118,278
2008-09	1,223,149	5.30	252,798,608	2,255,889
2009-10	1,263,360	5.30	260,788,879	2,157,374
2010-11	1,301,971	5.30	270,815,918	2,463,988
2011-12	1,343,333	5.30	278,890,870	2,727,130
2012-13	1,370,296	5.30	285,594,482	2,695,205
2013-14	1,403,873	5.30	293,925,167	2,701,922
2014-15	1,457,516	5.30	303,120,090	2,742,200

City Population		% Change	# of City FTE Employees/1000 (calendar year)
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
2014-15	4,625	.1%	5.2
2015-16	4,630	.1%	5.4

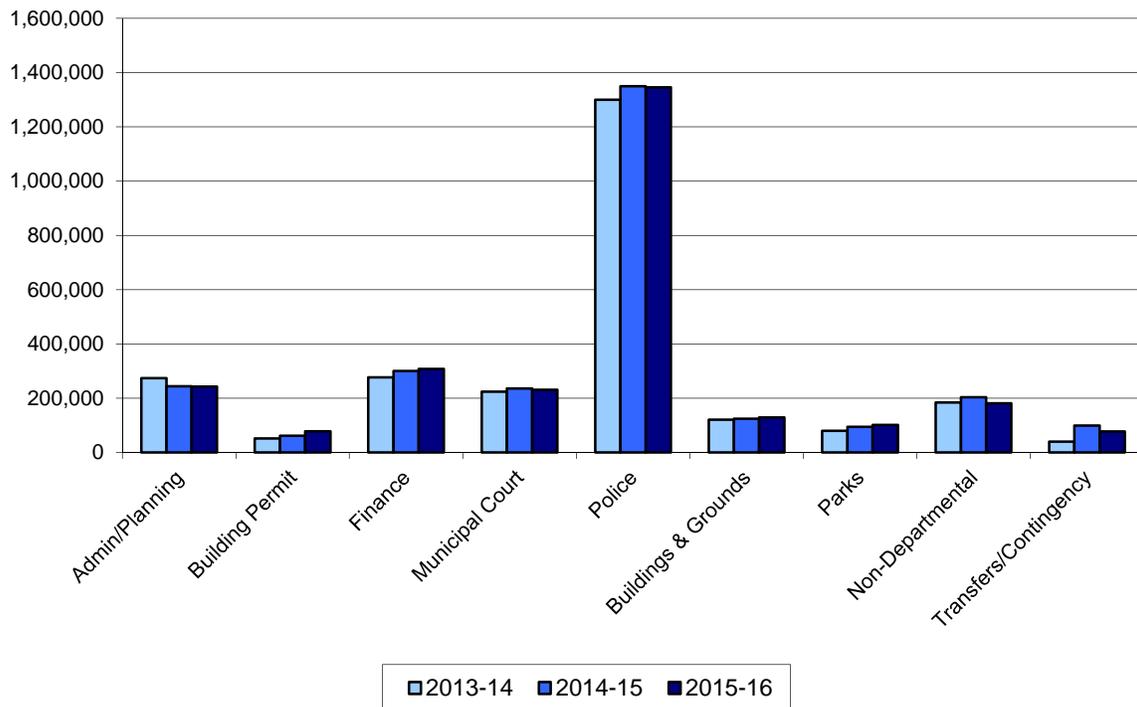
Utility Connections

	Water	Increase	Sewer	Increase
2005-06	1523	38	1461	36
2006-07	1558	35	1494	33
2007-08	1571	13	1509	15
2008-09	1581	10	1520	11
2009-10	1592	11	1530	10
2010-11	1598	6	1536	6
2011-12	1601	3	1539	3
2012-13	1609	8	1542	3
2013-14	1615	6	1550	8
2014-15	1624	9	1559	9

City of Philomath 2015-16 General Fund Revenues



General Fund Appropriations



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

	<u>ADOPTED BUDGET 2014-15</u>	<u>PROPOSED BUDGET 2014-15</u>	<u>Percent Change</u>
General Fund	2,712,200	2,693,000	-1%
Street Fund	512,260	514,650	0%
Water Fund	1,078,070	1,293,400	20%
Sewer Fund	1,027,890	1,165,920	13%
Storm Drain Fund	54,860	48,100	-12%
Land, Bldg & Equipment Fund	461,300	263,300	-43%
Systems Development Fund	257,699	99,499	-61%
Community Development Fund	100,000	21,500	-79%
Economic Development Fund	<u>45,615</u>	<u>44,915</u>	<u>-2%</u>
Total Budget	<u><u>6,249,894</u></u>	<u><u>6,144,284</u></u>	<u><u>-2%</u></u>

**CITY OF PHILOMATH
2015-16 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	229,924	12,976	0	0	0	0	0	0	242,900
Building Permit	21,246	56,354	0	0	0	0	0	0	77,600
Finance	258,040	49,560	0	0	0	0	0	0	307,600
Municipal Court	120,809	109,991	0	0	0	0	0	0	230,800
Police	1,044,073	301,527	0	0	0	0	0	0	1,345,600
Buildings & Grounds	35,571	93,329	0	0	0	0	0	0	128,900
Parks	40,967	60,333	0	0	0	0	0	0	101,300
Non-departmental	0	181,000	0	0	0	0	0	0	181,000
Transfers/Contingency	0	0	0	0	27,300	0	50,000	0	77,300
Unappropriated balance	0	0	0	0	0	0	0	57,000	57,000
Total General fund	1,750,630	865,070	0	0	27,300	0	50,000	57,000	2,750,000
Street fund	176,822	225,228	0	0	77,600	0	35,000	47,000	561,650
Water fund	352,095	462,805	50,000	30,000	348,500	0	50,000	70,000	1,363,400
Sewer fund	292,978	354,374	0	359,568	124,000	0	35,000	40,000	1,205,920
Storm Drain fund	0	16,400	0	0	5,000	26,700	0	4,000	52,100
Total Public Works	821,895	1,058,807	50,000	389,568	555,100	26,700	120,000	161,000	3,183,070
Total Operating Costs	2,572,525	1,923,877	50,000	389,568	582,400	26,700	170,000	218,000	5,933,070
Land, Building & Equip	0	0	263,300	0	0	0	0	1,650,000	1,913,300
Systems Development	0	0	5,000	24,499	0	70,000	0	490,800	590,299
Community Development	0	15,500	0	0	0	6,000	0	0	21,500
Economic Development	0	0	0	44,915	0	0	0	11,370	56,285
Total Non-Operating	0	15,500	268,300	69,414	0	76,000	0	2,152,170	2,581,384
TOTAL CITY	2,572,525	1,939,377	318,300	458,982	582,400	102,700	170,000	2,370,170	8,514,454
PERCENT OF TOTAL	30.2%	22.8%	3.8%	5.4%	6.8%	1.2%	2.0%	27.8%	100.0%

budget/budget recap
04/12/15