

2016-2017

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 2016-17**

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BUDGET PROCEDURES

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

Your budget book provides some very detailed plans for the expenditure of funds in the coming year in the line item budgets behind each of the tabs in the book. These expenditures have been summarized in the Summary Information section of the book, on page 89. 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 FISCAL YEAR 2016-17 BUDGET MESSAGE

Dear Members of the Budget Committee and Citizens of Philomath:

This budget document represents the requested financial support for the operation of the City of Philomath for fiscal year 2016-2017 (FY2016-17). It has been prepared by the City Budget Officer and Management Team.

We strive to manage the budget in an open and direct manner, allowing consistent and careful management of all revenues and expenditures in accordance with City policy as well as all State and Federal requirements.

The Budget Document

Each budget section begins with a description of the activities performed by that fund followed by a line-item budget for:

- previous three completed years
- current FY 2015-16 budget
- proposed 2016-17 budget
- estimated FY2017-18 budget

The additional years' budget are provided for comparison sake and to help illustrate the effort this year's budget will have on next year; however, only the FY2016-17 budget up for approval and adoption.

Budget Highlights

The combined effect of relatively low increases to assessed property values and continued low growth in the residential, commercial and industrial sectors continues to make it difficult for the City to meet the increasing cost of providing basic municipal services. Some of the major steps taken to meet these challenges include:

- Moving the Comcast Franchise Fee revenue back into the General Fund
- Raising the Street Utility Fee to make up for the loss of the franchise fee
- Raising the Waste Water base fee to provide approximately \$200,000 per year for sewer line replacement projects
- Raising the storm drain fee (first increase in 17 years)
- No transfer from the General Fund into the Land, Building and Equipment Fund for most future equipment and building needs

Budget Concerns

The most concerning aspect of this year's proposed budget is the ending General Fund Balance and the City's inability to save for future equipment and building needs. It is essential for the City to have sustained, moderate to high levels of growth over the next several years in order to reverse the current trend without making substantial cuts personnel and municipal services currently offered to City residents.

Thank You

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 2016-17 Budget of the City of Philomath.

Respectfully submitted,

Chris Workman, City Manager

Joan Swanson, Budget Officer

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
GENERAL FUND**

	ACTUAL OPERATIONS 2012-13	ACTUAL OPERATIONS 2013-14	ACTUAL OPERATIONS 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
REVENUES							
Cash Balance Forward	313,297	193,610	151,499	130,500	140,000	150,000	7%
Interest Income	3,824	4,438	4,661	3,786	4,660	4,800	23%
Property Tax - Current Year	1,286,428	1,234,003	1,369,083	1,426,200	1,464,000	1,508,000	3%
Property Tax - Prior Years	19,421	25,537	28,816	28,000	26,000	27,000	-7%
Cigarette and Liquor Tax	68,060	70,970	72,850	80,000	74,640	77,890	-7%
State Revenue Sharing	38,725	41,191	42,624	46,990	44,200	46,400	-6%
Building & Electrical Permits	43,879	46,025	60,624	80,000	100,000	110,000	25%
Planning and Zoning Fees	795	3,515	8,023	5,000	15,000	15,000	100%
Franchise Fees	293,756	309,815	300,195	303,500	346,700	348,000	14%
Municipal Court Revenue	284,432	331,434	254,291	310,000	320,000	330,000	3%
Bus User Fees	15,848	17,845	18,258	18,700	19,100	19,500	2%
Flower Basket Revenue	0	0	0	0	7,300	7,300	100%
Lien Search Fees	4,935	4,445	4,790	4,600	7,500	7,500	63%
Miscellaneous Receipts	31,706	13,338	26,978	16,800	24,500	24,213	46%
Administrative Overhead	280,320	280,271	284,388	284,424	309,900	319,497	9%
Grants	9,879	5,485	6,584	11,500	6,800	5,000	-41%
Transfer-Community Develop Fund	0	120,000	0	0	20,700	0	100%
TOTAL REVENUES	2,695,305	2,701,922	2,633,664	2,750,000	2,931,000	3,000,100	7%
EXPENDITURES							
Administration/Planning	244,833	273,737	224,153	242,900	249,800	268,300	3%
Building Permit Dept.	49,252	51,468	62,275	77,600	103,000	111,800	33%
Finance	258,737	276,661	286,713	307,600	331,900	327,500	8%
Municipal Court	214,257	223,778	192,416	230,800	231,000	243,000	0%
Police	1,236,657	1,300,236	1,323,655	1,345,600	1,406,600	1,493,500	5%
Buildings & Grounds	118,458	120,797	99,342	128,900	132,600	137,600	3%
Parks	81,835	79,496	99,586	101,300	107,600	111,400	6%
Non-Departmental	184,166	184,250	160,325	181,000	206,600	195,100	14%
Subtotal department expenditures	2,388,195	2,510,423	2,448,465	2,615,700	2,769,100	2,888,200	6%
TRANSFERS							
To Development Review Fund	0	0	0	0	30,000	0	100%
To Land, Building & Equip Fund	113,500	40,000	51,000	27,300	11,900	11,900	-56%
Subtotal transfers	113,500	40,000	51,000	27,300	41,900	11,900	53%
Contingency	0	0	0	50,000	50,000	50,000	0%
TOTAL EXPENDITURES	2,501,695	2,550,423	2,499,465	2,693,000	2,861,000	2,950,100	6%
UNAPPROPRIATED ENDING BAL	0	0	0	57,000	70,000	50,000	23%
Excess Revenues Over Expenditures	193,610	151,499	134,199	0	0	0	

**CITY OF PHILOMATH
GENERAL FUND REVENUES
2016-17 BUDGET NARRATIVE**

Item	Category	Amount	Description
3001	CASH BALANCE FORWARD	140,000	Estimated cash balance at June 30, 2016
<u>INTEREST INCOME</u>			
3020	Investment interest	860	Estimated interest income
3030	Interest on tax collections	3,800	Interest earned on tax collections before they are turned over to the City.
		<u>4,660</u>	
3110	PROPERTY TAX - CURRENT YEAR	1,464,000	Estimated 3% increase over 2015-16 tax levy. The collections are estimated at 95% of taxes imposed.
3115	PROPERTY TAX - PRIOR YEARS	26,000	Property tax receipts collected for prior years
<u>CIGARETTE & LIQUOR TAX</u>			
3130	Cigarette tax	5,540	\$1.19 per capita, estimated population of 4,650
3140	Liquor tax	69,100	\$14.86 per capita
		<u>74,640</u>	
3150	STATE REVENUE SHARING	44,200	14% of state liquor tax collections allocated to qualified cities
<u>BUILDING & ELECTRICAL PERMITS</u>			
3310	Building permits	88,000	Building and electrical permits issued within the City
3315	Electrical permits	12,000	
		<u>100,000</u>	
3330	PLAN ACTIONS & ZONING COMPLIANCE	15,000	Processing land use & zoning compliance applications
<u>FRANCHISE FEES</u>			
3410	Consumers Power	53,100	Franchise revenue based on estimated 2016-17 receipts
3430	Northwest Natural Gas	41,700	
3440	PacifiCorp	203,300	
3460	Comcast	48,600	
		<u>346,700</u>	
<u>MUNICIPAL COURT REVENUE</u>			
3505	Court fines	255,000	Court fines imposed by the municipal court judge
3510	Benton County court	11,000	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	6,000	Reimbursement to the city for defense attorney costs
		<u>320,000</u>	
3605	BUS USER FEES	19,100	\$6,122 from bus fares \$12,978 from OSU student and faculty contracts
3627	FLOWER BASKETS	7,300	Downtown flower basket program. 80 baskets at \$85 each. Additional \$500 donation to the program.
3642	LIEN SEARCH FEES	7,500	Fee charged for processing city lien searches
<u>MISCELLANEOUS RECEIPTS</u>			
3625	Fingerprinting	1,400	Fingerprinting school district employees and others
3650	Miscellaneous receipts	15,100	
3675	Other permits & licenses	8,000	Park reservations and liquor license renewals
		<u>24,500</u>	

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**CITY OF PHILOMATH
GENERAL FUND REVENUES
2016-17 BUDGET NARRATIVE**

CONTINUED:

Item	Category	Amount	Description
<u>ADMINISTRATIVE OVERHEAD</u>			
3910	Street Fund	51,684	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	18,156	
3920	Water Fund	123,900	
3925	Sewer Fund	<u>116,160</u>	
		309,900	
<u>Grants</u>			
3812	Bullet Proof Vests	1,800	Reimbursement for half the cost of 4 new vests
3818	Seatbelt	<u>5,000</u>	Officer overtime to enforce seatbelt and cell phone laws
		6,800	
3945	TRANSFER - COMM DEVELOP FUND	20,700	Transfer from Community Development Fund to supplement General Fund revenue
		<u>20,700</u>	
	TOTAL GENERAL FUND REVENUES	<u><u>2,931,000</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 2016-17
GENERAL FUND - ADMINISTRATION/PLANNING**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
PERSONNEL SERVICES							
10 1 4110 City Manager	93,840	116,627	78,108	84,456	91,296	98,703	8%
10 1 4130 City Recorder	36,842	37,078	43,219	44,083	39,346	40,132	-11%
10 1 4257 Planner	13,892	15,193	15,816	16,128	0	0	-100%
10 1 4360 Incentive Pay	2,100	2,101	2,400	2,400	2,100	2,100	-13%
10 1 4366 Longevity Pay	11,198	3,786	4,322	4,408	3,935	4,013	-11%
10 1 4370 Sick Leave Conversion	1,985	232	0	0	0	0	
10 1 4500 Social Security	12,076	13,187	10,927	11,588	10,456	11,089	-10%
10 1 4520 PERS	28,292	15,922	20,599	22,034	21,842	28,177	-1%
10 1 4540 Workers' Compensation	382	465	395	425	460	505	8%
10 1 4560 Workers' Benefit Fund Assmt	48	58	61	67	54	54	-19%
10 1 4620 Deferred Compensation	8,758	4,433	7,683	8,121	8,201	8,697	1%
10 1 4640 Health Insurance	22,956	23,350	25,272	26,854	26,935	28,357	0%
10 1 4660 Dental Insurance	3,202	3,229	3,423	3,489	3,442	3,604	-1%
10 1 4670 Health Reimbursement Account	2,125	2,550	2,700	2,700	2,550	2,550	-6%
10 1 4680 Life Insurance	244	223	155	171	158	176	-8%
10 1 4820 Sick & Vacation Accrual	0	24,735	0	3,000	0	0	-100%
Subtotal Personnel Services	237,940	263,169	215,080	229,924	210,775	228,157	-8%
MATERIALS AND SERVICES							
10 1 5015 Advertising and Legal Notices	752	0	352	1,000	3,000	3,090	100%
10 1 5147 Contracted Planner	0	0	0	0	23,000	23,690	100%
10 1 5233 Dues	195	1,022	205	1,000	1,200	1,236	20%
10 1 5245 Education & Training	600	1,650	1,320	1,700	2,000	2,060	18%
10 1 5325 Insurance	885	1,327	1,704	1,900	1,700	1,751	-11%
10 1 5390 Miscellaneous	131	116	457	376	475	469	26%
10 1 5413 Office Supplies	1,073	1,582	1,468	1,200	1,600	1,615	33%
10 1 5465 Postage	66	180	505	500	650	670	30%
10 1 5563 Small Tools & Equipment	591	1,415	330	800	800	824	0%
10 1 5603 Telephone	1,333	1,214	1,283	1,300	1,300	1,339	0%
10 1 5665 Travel and Meals	1,006	2,062	1,302	2,200	2,300	2,369	5%
10 1 5745 Vehicle Repair and Maintenance	261	0	147	1,000	1,000	1,030	0%
Subtotal Materials and Services	6,893	10,568	9,073	12,976	39,025	40,143	100%
TOTAL ADMIN/PLANNING BUDGET	244,833	273,737	224,153	242,900	249,800	268,300	3%

**CITY OF PHILOMATH
GENERAL FUND - ADMINISTRATION/PLANNING
2016-17 BUDGET NARRATIVE**

PERSONNEL SERVICES

	91,296
City Manager	91,296
City Recorder	<u>39,346</u>
TOTAL SALARIES	<u>130,642</u>
Salaries include a 2% cost-of-living increase. The City Recorder's time is allocated 70% to administration and 30% to building permits.	
INCENTIVE PAY	2,100
Each employee may receive up to \$300 per month based on acquiring specialized skills	
LONGEVITY PAY	3,935
Management employees receive 5% after 10 years of service, and 10% after 15 years of service	
SOCIAL SECURITY Calendar year 2016 rate is 7.65%	10,456
PERS	21,842
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	460
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue	54
DEFERRED COMPENSATION 6% retirement benefit for management employees	8,201
HEALTH INSURANCE \$1,500 deductible plan, estimated 2.5% increase for 2017 premium	26,935
DENTAL INSURANCE Estimated 5.4% increase for 2017 premium	3,442
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible	2,550
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.	158
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination	<u>0</u>
TOTAL PERSONNEL SERVICES	<u><u>210,775</u></u>

**CITY OF PHILOMATH
GENERAL FUND - ADMINISTRATION/PLANNING
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Advertising and Legal Notices	3,000	Advertising of legal notices
Contracted Planner	23,000	Jim Minard works for the City of Tangent. We contract with Tangent for his services.
Dues	1,200	Dues to various professional organizations
Education & Training	2,000	Continuing education for staff. Pays for registration at conferences of League of Oregon Cities, Oregon Association of Municipal Recorders and other professional associations.
Insurance	1,700	Administration portion of City liability insurance
Miscellaneous	475	Incidental expenses
Office Supplies	1,600	Copier cost, paper and other office supplies
Postage	650	Postage and mailing costs
Small Tools & Equipment	800	Purchase of small office equipment
Telephone	1,300	Telephone and long distance charges
Travel and Meals	2,300	Travel, meals and lodging for seminars and conferences
Vehicle Repair & Maintenance	<u>1,000</u>	City Manager vehicle
TOTAL MATERIALS AND SERVICES	<u>39,025</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 30% of the Recorder's time is spent on the permitting process.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
GENERAL FUND - BUILDING PERMIT**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE	
PERSONNEL SERVICES								
10 2 4130	City Recorder	10,526	10,594	10,805	11,021	16,862	17,200	53%
10 2 4360	Incentive Pay	600	600	600	600	900	900	50%
10 2 4366	Longevity Pay	518	795	1,081	1,102	1,686	1,720	53%
10 2 4500	Social Security	891	917	936	973	1,488	1,516	53%
10 2 4520	PERS	2,122	2,226	2,319	2,609	3,989	5,088	53%
10 2 4540	Workers' Compensation	27	29	34	35	55	70	57%
10 2 4560	Workers' Benefit Fund Assmt	6	6	6	7	10	10	43%
10 2 4620	Deferred Compensation	699	719	750	763	1,167	1,189	53%
10 2 4640	Health Insurance	2,246	2,284	2,358	2,504	3,952	4,161	58%
10 2 4660	Dental Insurance	262	264	269	274	423	443	54%
10 2 4670	Health Reimbursement Account	250	300	300	300	450	450	50%
10 2 4680	Life Insurance	19	22	24	26	39	42	50%
10 2 4820	Sick and Vacation Accrual	0	0	0	1,032	0	0	-100%
	Subtotal Personnel Services	18,166	18,756	19,482	21,246	31,021	32,789	46%
MATERIALS AND SERVICES								
10 2 5057	Credit Card Fees	0	0	0	0	1,614	1,635	100%
10 2 5165	County Bldg & Elect Inspections	30,715	32,297	42,437	56,000	70,000	77,000	25%
10 2 5603	Telephone	371	415	356	354	365	376	3%
	Subtotal Materials and Services	31,086	32,712	42,793	56,354	71,979	79,011	28%
TOTAL BUILDING PERMIT BUDGET		49,252	51,468	62,275	77,600	103,000	111,800	33%

**CITY OF PHILOMATH
GENERAL FUND - BUILDING PERMIT
2016-17 BUDGET NARRATIVE**

PERSONNEL SERVICES

City Recorder	16,862
30% of the City Recorder's time and corresponding benefits are allocated to the issuance and processing of building permits	
INCENTIVE PAY	900
Each employee may receive up to \$300 per month based on acquiring specialized skills	
LONGEVITY PAY	1,686
Management employees receive 5% after 10 years of service, and 10% after 15 years of service	
SOCIAL SECURITY	1,488
Calendar year 2016 rate is 7.65%	
PERS	3,989
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	55
WORKERS' BENEFIT FUND ASSESSMENT	10
Required by Oregon Dept. of Revenue	
DEFERRED COMPENSATION	1,167
6% retirement benefit for management employees	
HEALTH INSURANCE	3,952
\$1,500 deductible plan, estimated 2.5% increase for 2017 premium	
DENTAL INSURANCE	423
Estimated 5.4% increase for 2017 premium	
HEALTH REIMBURSEMENT ACCOUNT	450
Employee account to help offset medical deductible	
LIFE INSURANCE	39
Basic life and AD&D policy. Employee coverage \$30,000.	
SICK & VACATION ACCRUAL	0
Liability for unused vacation and sick leave payable upon termination	
TOTAL PERSONNEL SERVICES	<u>31,021</u>

**CITY OF PHILOMATH
GENERAL FUND - BUILDING PERMIT
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Credit Card Fees	1,614	Credit card fees for contractors to pay for building permits online
County Bldg. & Electrical Inspections	70,000	70% of building and electrical permit revenue is paid to Benton County for plan review and inspections
Telephone	<u>365</u>	Telephone and long distance charges
TOTAL MATERIALS AND SERVICES	<u>71,979</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 2016-17
GENERAL FUND - FINANCE**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
PERSONNEL SERVICES							
10 3 4120 Finance Director	77,520	82,167	88,608	90,384	92,208	94,052	2%
10 3 4172 Finance Staff	44,830	45,408	46,776	47,712	38,928	39,707	-18%
10 3 4254 Accounting Clerk	7,324	13,608	11,947	14,400	14,820	15,808	3%
10 3 4360 Incentive Pay	6,028	6,540	6,540	6,540	5,892	5,892	-10%
10 3 4366 Longevity Pay	7,752	8,217	8,861	9,038	9,221	9,405	2%
10 3 4370 Sick Leave Conversion	820	1,132	2,045	2,086	2,128	2,170	2%
10 3 4500 Social Security	10,894	11,874	12,449	13,017	12,485	12,778	-4%
10 3 4520 PERS	22,936	25,740	27,212	29,605	28,763	36,613	-3%
10 3 4540 Workers' Compensation	390	396	443	470	600	690	28%
10 3 4560 Workers' Benefit Fund Assmt	65	76	76	84	74	74	-12%
10 3 4620 Deferred Compensation	5,336	5,689	6,169	6,288	6,411	6,536	2%
10 3 4640 Health Insurance	27,098	26,778	27,629	29,358	30,887	32,518	5%
10 3 4660 Dental Insurance	3,790	3,626	3,693	3,763	3,865	4,046	3%
10 3 4670 Health Reimbursement Acct	2,500	3,000	3,000	3,000	3,000	3,000	0%
10 3 4680 Life Insurance	197	244	286	295	295	340	0%
10 3 4820 Sick & Vacation Accrual	0	0	0	2,000	30,000	10,000	100%
Subtotal Personnel Services	217,480	234,495	245,734	258,040	279,577	273,629	8%
MATERIALS AND SERVICES							
10 3 5057 Credit Card Fees-Utility Paymen	3,495	4,596	5,388	5,600	5,850	6,026	4%
10 3 5137 Computer Support	4,778	5,212	5,212	5,400	5,670	5,840	5%
10 3 5138 Computer Support-Utility Billing	4,039	4,268	2,743	4,400	4,640	4,779	5%
10 3 5233 Dues	750	1,035	985	1,060	1,060	1,092	0%
10 3 5245 Education & Training	1,933	1,544	1,934	1,900	1,950	2,009	3%
10 3 5246 Education & Training-Utility	0	300	0	620	640	659	3%
10 3 5325 Insurance	1,700	762	1,015	1,120	1,120	1,154	0%
10 3 5380 Lien Search Fee	1,680	1,320	1,460	2,000	2,700	2,781	35%
10 3 5390 Miscellaneous	941	334	414	560	548	542	-2%
10 3 5413 Office Supplies	3,248	2,528	2,577	3,200	3,300	3,399	3%
10 3 5414 Office Supplies - Utility Billing	1,392	671	1,524	900	1,200	1,236	33%
10 3 5465 Postage	1,249	835	689	1,300	1,340	1,380	3%
10 3 5466 Postage - Utility Billing	0	538	573	600	600	618	0%
10 3 5505 Recording Fee	464	214	154	650	400	412	-38%
10 3 5563 Small Tools & Equipment	540	415	263	850	875	901	3%
10 3 5603 Telephone	1,647	1,746	1,514	1,600	1,650	1,700	3%
10 3 5604 Telephone - Utility Billing	1,057	1,322	1,350	1,380	1,380	1,421	0%
10 3 5665 Travel and Meals	1,835	2,106	1,747	2,700	2,700	2,781	0%
10 3 5666 Travel and Meals-Utility Billing	0	0	0	620	800	824	29%
10 3 5722 Utility Bill Printing/Mailing	8,077	8,850	8,066	9,200	10,000	10,300	9%
10 3 5730 Utility Online Service	2,432	3,570	3,371	3,900	3,900	4,017	0%
Subtotal Materials & Services	41,257	42,166	40,979	49,560	52,323	53,871	6%
TOTAL FINANCE BUDGET	258,737	276,661	286,713	307,600	331,900	327,500	8%

**CITY OF PHILOMATH
GENERAL FUND - FINANCE
2016-17 BUDGET NARRATIVE**

PERSONNEL SERVICES

Finance Director	92,208
Accounting Clerk	38,928
Utility Clerk	<u>14,820</u>
TOTAL SALARIES	145,956
Salaries include a 2% cost-of-living increase. The Accounting Clerk works 4 days per week. The Utility Clerk is a half time position.	
INCENTIVE PAY	5,892
Each employee may receive up to \$300 per month based on acquiring specialized skills	
LONGEVITY PAY	9,221
Management employees receive 5% after 10 years of service, and 10% after 15 years of service	
SICK LEAVE CONVERSION	
50% of excess sick leave for Department Heads who choose to cash out sick time	
	2,128
SOCIAL SECURITY	12,485
Calendar year 2016 rate is 7.65%	
PERS	28,763
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	600
WORKERS' BENEFIT FUND ASSESSMENT	74
Required by Oregon Dept. of Revenue	
DEFERRED COMPENSATION	6,411
6% retirement benefit for management employees	
HEALTH INSURANCE	30,887
\$1,500 deductible plan, estimated 2.5% increase for 2017 premium	
DENTAL INSURANCE	3,865
Estimated 5.4% increase for 2017 premium	
HEALTH REIMBURSEMENT ACCOUNT	3,000
Employee account to help offset medical deductible	
LIFE INSURANCE	295
Basic life and AD&D policy. Employee coverage \$30,000.	
SICK & VACATION ACCRUAL	<u>30,000</u>
Liability for unused vacation and sick leave payable upon termination	
 TOTAL PERSONNEL SERVICES	 <u><u>279,577</u></u>

**CITY OF PHILOMATH
GENERAL FUND - FINANCE
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Credit Card Fees	5,850	Credit card fees for online utility bill payment
Computer Support	5,670	Maintenance contract and support for accounting software
Computer Support - Utility Billing	4,640	Maintenance contract and support for utility software
Dues	1,060	Dues to various professional organizations
Education & Training	1,950	Continuing education for employees
Education & Training - Utility Billing	640	Continuing education for the Utility Clerk
Insurance	1,120	Finance portion of City liability insurance
Lien Search Fee	2,700	Fee for web based searches of City liens. Fee is reimbursed to City by title companies and others using the lien service.
Miscellaneous	548	Incidental expenses
Office Supplies	3,300	Copier cost, paper and other office supplies
Office Supplies - Utility Billing	1,200	Office supplies used in the billing and collection of water and sewer accounts
Postage	1,340	Postage for mailing accounts payable payments, etc.
Postage - Utility Billing	600	Postage for mailing correspondence from water department
Recording Fee	400	Fee to record liens with Benton County
Small Tools and Equipment	875	Purchase of small office equipment
Telephone	1,650	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	800	Travel, meals and lodging for seminars and conferences
Utility Bill Printing/Mailing	10,000	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 online
TOTAL MATERIALS AND SERVICES	<u>52,323</u>	

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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 2016-17
GENERAL FUND - MUNICIPAL COURT**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
PERSONNEL SERVICES							
10 4 4130 City Recorder	5,263	5,297	0	0	0	0	
10 4 4172 Finance Staff	44,122	38,148	38,797	39,690	40,484	41,293	2%
10 4 4251 Judge	24,120	24,600	25,080	25,560	26,070	26,591	2%
10 4 4259 Extra Hire	4,992	11,021	10,004	12,500	15,170	15,470	21%
10 4 4360 Incentive Pay	3,292	2,794	2,496	2,496	2,496	2,496	0%
10 4 4366 Longevity Pay	259	399	0	0	0	0	
10 4 4500 Social Security	6,114	6,102	5,460	6,139	6,443	6,568	5%
10 4 4520 PERS	10,614	10,916	9,992	10,467	10,857	14,092	4%
10 4 4540 Workers' Compensation	134	98	100	120	125	125	4%
10 4 4560 Workers' Benefit Fund Assmt	40	56	51	60	51	51	-15%
10 4 4620 Deferred Compensation	349	360	0	0	0	0	
10 4 4640 Health Insurance	15,445	16,499	15,845	16,836	17,713	18,648	5%
10 4 4660 Dental Insurance	2,220	2,436	2,346	2,391	2,456	2,571	3%
10 4 4670 Health Reimbursement Account	1,375	1,650	1,500	1,500	1,500	1,500	0%
10 4 4680 Life Insurance	58	47	36	50	50	70	0%
10 4 4820 Sick & Vacation Accrual	0	0	0	3,000	0	0	-100%
Subtotal Personnel Services	118,397	120,423	111,707	120,809	123,415	129,475	2%
MATERIALS AND SERVICES							
10 4 5057 Credit Card Fees	3,335	3,958	3,952	4,000	2,550	2,627	-36%
10 4 5115 Collection Agency	905	4,046	2,545	2,300	2,300	2,369	0%
10 4 5137 Computer Support	1,211	1,310	1,310	1,400	2,900	2,987	100%
10 4 5173 Court Fees - State	54,578	61,719	39,883	55,000	48,000	52,000	-13%
10 4 5174 Court Fees - Benton County	3,532	10,270	5,740	9,000	7,700	7,931	-14%
10 4 5215 Defense Attorney	10,125	5,960	9,322	10,000	10,000	10,300	0%
10 4 5233 Dues	50	100	100	100	100	103	0%
10 4 5245 Education and Training	50	875	350	800	850	876	6%
10 4 5325 Insurance	279	474	587	670	670	690	0%
10 4 5345 Interpreter	958	703	1,779	1,600	1,600	1,648	0%
10 4 5363 Jury Fees	509	129	350	600	600	618	0%
10 4 5390 Miscellaneous	179	36	148	371	365	528	-2%
10 4 5413 Office Supplies	2,846	3,205	1,134	3,000	2,800	2,884	-7%
10 4 5465 Postage	619	646	906	1,300	1,300	1,339	0%
10 4 5475 Prisoner Care	15,435	7,455	10,635	17,000	23,000	23,690	35%
10 4 5495 Publications	140	206	156	200	200	206	0%
10 4 5603 Telephone	896	1,209	1,232	1,250	1,250	1,288	0%
10 4 5665 Travel and Meals	213	1,054	580	1,400	1,400	1,442	0%
Subtotal Materials & Services	95,860	103,355	80,709	109,991	107,585	113,525	-2%
TOTAL MUNICIPAL COURT	214,257	223,778	192,416	230,800	231,000	243,000	0%

**CITY OF PHILOMATH
GENERAL FUND - MUNICIPAL COURT
2016-17 BUDGET NARRATIVE**

PERSONNEL SERVICES

Court Clerk		40,484
Court Clerk - part time		15,170
Judge		<u>26,070</u>
TOTAL SALARIES		<u>81,724</u>
The Court Clerk works 4 days per week. The part time clerk fills in one day per week and on court days.		
INCENTIVE PAY	Each employee may receive up to \$300 per month based on acquiring specialized skills	2,496
SOCIAL SECURITY	Calendar year 2016 rate is 7.65%	6,443
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 7.73%, and the employee rate is 6%.	10,857
WORKERS' COMPENSATION		125
WORKERS BENEFIT FUND ASSESSMENT	Required by Oregon Dept. of Revenue	51
HEALTH INSURANCE	\$1,500 deductible plan, estimated 2.5% increase for 2017 premium	17,713
DENTAL INSURANCE	Estimated 5.4% increase for 2017 premium	2,456
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>0</u>
TOTAL PERSONNEL SERVICES		<u>123,415</u>

**CITY OF PHILOMATH
GENERAL FUND - MUNICIPAL COURT
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Credit Card Fees	2,550	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	2,900	Maintenance contract on court software
Court Fees -- State	48,000	State mandated fees collected as part of court fines
Court Fees -- Benton County	7,700	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	850	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	365	Incidental expenses
Office Supplies	2,800	Copier cost, paper and other office supplies
Postage	1,300	Postage for court correspondence
Prisoner Care	23,000	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	<u>1,400</u>	Travel, meals and lodging for training classes
TOTAL MATERIALS & SERVICES	<u>107,585</u>	

The Philomath Police Department

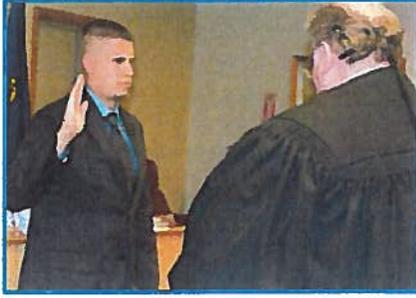


The Philomath Police Department is responsible for all law enforcement functions within the City of Philomath. We have a tremendous group of officers, support staff, and volunteers to carry out the mission of the department. We currently employ a total of nine DPSST certified police officers, which includes a Sergeant and the Chief of Police. In addition to the officers, we have a full-time Administrative Assistant, a fully trained police reserve officer, and a new Administrative Reserve Officer.

We have been in a transition period during the last two years, which includes the addition of a new Chief of Police in 2015, the hiring and training of three new police officers, the addition of another experienced police officer, and the hiring of our first Administrative Reserve Officer.

In 2015, we welcomed Officer Ted Vaughn to the Department. Ted is a long-time resident of Philomath and a graduate of Philomath High School. He graduated from the DPSST Training Academy in December of 2015, and is currently completing the field training portion of his training program.





In October of 2015, we were lucky enough to hire Officer Kyle Heese. Kyle was employed at the Lebanon Police Department at the time of his hire, and wanted to come back to Philomath after acting as a Reserve Officer here from 2009-2011. Kyle brings a wealth of patrol experience to the department and was recognized by the Lebanon Police Chief as being one of the best officers on the force.

In 2015, Marcia Gilson retired after serving the Philomath Area for over 30 years with Philomath Fire and Rescue. She is now our new Philomath Police Department Administrative Reserve, and has a full slate of responsibilities including Crime Prevention, Social Media Operations, and filling in as the Administrative Asssistant. Marcia hit the ground running and attended DPSST certified Crime Prevention training and has provided the Officers of Philomath PD with valuable medical, CPR and first aid training.



Marcia has spearheaded the establishment of three major programs that we are really exited about.

The first is, "A Child is Missing." A Child Is Missing is a nonprofit organization that assists law enforcement in the early search and recovery of children (Autistic/Down syndrome), the elderly (often with Alzheimer's), disabled and college students on campus in the USA. Parents or caretakes can register their child in the program and having this information available to us can help us quickly reunite children with their parents.

The second program is called the, "Take Me Home Program." The Take Me Home Program is designed to provide rapid identification and safe return to their home citizens who may need special assistance or are unable to communicate to law enforcement officer vital information about themselves. The system includes a picture, demographic information, such as race, height, weight, etc. and caregiver contacts. The Philomath Police Department will be hosting a database that houses the information, which is available to officers in the field if we are confronted with a missing person of this type.

Marcia also established a Business Watch Program this year. Our intent is to provide a vibrant communication platform for Philomath Area Businesses so we can arm them with valuable crime and fraud prevention information. In addition to pushing information out, our hopes that our new email list-serve system will enable businesses to share suspicious information back to us so we can recognize crime trends more rapidly.

Lastly, we have established a presence on social media. In 2016, we launched the Philomath Police Department Facebook page and the Philomath PD Twitter account. Our intent is to provide our customers with timely public safety information, crime prevention information, and information on how to make Philomath a safe place to live and do business.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
GENERAL FUND - POLICE**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE	
PERSONNEL SERVICES								
10 5 4120	Police Chief	79,767	82,728	74,292	87,090	87,288	89,034	0%
10 5 4152	Sergeant	81,942	110,525	68,933	72,192	70,617	72,890	-2%
10 5 4162	Police Officers	380,850	379,936	356,419	358,912	388,192	409,960	8%
10 5 4174	Administrative Secretary	45,288	46,560	47,508	48,456	49,440	50,430	2%
10 5 4259	Extra Hire	384	244	492	750	2,000	2,200	100%
10 5 4310	Holiday Pay	12,790	11,022	13,693	19,330	13,700	13,800	-29%
10 5 4320	Overtime	22,433	17,218	51,401	21,200	40,000	41,000	89%
10 5 4321	Overtime - Training	7,236	5,651	6,433	8,400	7,700	7,800	-8%
10 5 4348	Boot Allowance	0	1,050	0	2,700	0	2,700	-100%
10 5 4350	Uniform Allowance	2,940	2,831	2,703	3,840	3,780	3,780	-2%
10 5 4360	Incentive Pay	0	1,000	2,000	3,000	3,000	3,000	0%
10 5 4362	Special Assignment Pay	6,050	6,392	5,000	6,000	3,600	6,600	-40%
10 5 4500	Social Security	50,459	52,815	51,736	48,522	51,509	55,324	6%
10 5 4520	PERS	81,081	87,573	100,521	111,884	121,955	155,363	9%
10 5 4540	Workers' Compensation	23,181	22,832	22,002	24,000	26,000	27,720	8%
10 5 4560	Workers' Benefit Fund Assmt	281	318	333	356	320	320	-10%
10 5 4620	Deferred Compensation	25,026	27,318	41,126	14,183	12,929	13,278	-9%
10 5 4640	Health Insurance	123,438	127,365	147,337	164,047	161,063	169,566	-2%
10 5 4660	Dental Insurance	18,371	18,636	20,882	23,291	21,876	22,888	-6%
10 5 4670	Health Reimbursement Account	11,250	13,750	15,625	15,250	15,000	15,000	-2%
10 5 4680	Life Insurance	920	983	1,077	670	715	847	7%
10 5 4820	Sick & Vacation Accrual	0	5,542	17,841	10,000	10,000	14,000	0%
	Subtotal Personnel Services	973,687	1,022,289	1,047,354	1,044,073	1,090,684	1,177,500	4%
MATERIALS AND SERVICES								
10 5 5010	Accreditation	682	570	550	700	700	721	0%
10 5 5015	Advertising & Legal Notices	524	1,305	0	800	800	824	0%
10 5 5075	Bike Olympics	860	869	956	1,000	1,000	1,030	0%
10 5 5082	Body Camera Fees	0	0	3,955	3,468	4,800	4,944	38%
10 5 5102	Car Wash	511	659	371	700	500	515	-29%
10 5 5143	Computer Line Charges	3,543	3,419	4,297	4,200	4,700	4,841	12%
10 5 5160	Coroner Investigation	4,921	4,921	4,921	8,223	8,223	8,470	0%
10 5 5233	Dues	823	1,420	1,670	1,500	1,700	1,751	13%
10 5 5245	Education & Training	2,027	3,987	3,024	4,000	4,100	4,223	2%
10 5 5283	Equipment Repair/Maintenance	2,272	0	323	500	600	618	20%
10 5 5300	Firearms Training	2,873	2,926	2,654	3,300	3,300	3,399	0%
10 5 5305	Gas & Oil	25,705	22,869	14,718	26,800	17,000	17,510	-37%
10 5 5325	Insurance	17,674	24,175	30,966	34,900	35,000	36,050	0%
10 5 5370	Lane County Dispatch	0	0	0	0	2,700	2,781	100%
10 5 5377	LEDS/NCIC Teletype Service	350	350	350	350	350	361	0%
10 5 5379	Lexipol	2,950	2,950	2,867	2,950	2,950	3,039	0%
10 5 5383	Maintenance Agreement	440	668	369	450	450	464	0%
10 5 5387	Medical Expenses	0	911	2,166	1,750	1,500	1,545	-14%
10 5 5390	Miscellaneous	15,925	5,479	8,755	3,978	6,113	6,731	54%
10 5 5407	9-1-1 Center	128,290	138,160	128,960	135,120	136,060	140,142	1%
10 5 5413	Office Supplies	5,645	7,621	8,018	7,000	8,000	8,240	14%
10 5 5465	Postage	668	427	534	825	850	875	3%
10 5 5475	Prisoner Care	630	630	675	800	900	927	13%
10 5 5498	RAIN	903	901	932	950	960	989	1%
10 5 5507	Records Management System	4,900	4,100	4,100	4,100	4,100	4,223	0%

Continued Next Page

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
GENERAL FUND - POLICE**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
MATERIALS AND SERVICES (CONTINUED)							
10 5 5510 Reserves	436	164	842	1,250	500	515	-60%
10 5 5535 Security Alarm	0	0	0	0	1,300	1,339	100%
10 5 5563 Small Tools & Equipment	10,660	10,707	10,337	11,000	16,000	11,000	45%
10 5 5587 Supplies	948	1,066	1,872	1,000	1,500	1,545	50%
10 5 5603 Telephone	6,032	5,579	7,397	7,000	8,500	8,755	21%
10 5 5645 Tires	0	0	0	0	2,000	2,060	100%
10 5 5650 TLO - TransUnion	0	0	0	1,400	1,400	1,442	0%
10 5 5655 Towing	0	0	0	0	2,200	2,266	100%
10 5 5660 Transcription	0	682	1,548	1,400	1,500	1,545	7%
10 5 5665 Travel, Meals, Hotel	3,283	4,789	3,241	4,000	4,200	4,326	5%
10 5 5703 Uniforms	3,753	5,826	7,725	7,000	11,600	7,600	66%
10 5 5745 Vehicle Repair & Maintenance	10,743	14,755	13,094	15,000	13,500	13,905	-10%
10 5 5765 Willamette Criminal Justice Cncl	739	813	813	813	860	886	6%
10 5 5797 Youth Services	3,260	4,249	3,301	3,300	3,500	3,605	6%
Subtotal Materials and Services	262,970	277,947	276,301	301,527	315,916	316,000	5%
TOTAL POLICE BUDGET	1,236,657	1,300,236	1,323,655	1,345,600	1,406,600	1,493,500	5%

**CITY OF PHILOMATH
GENERAL FUND - POLICE
2016-17 BUDGET NARRATIVE**

PERSONNEL SERVICES

Police Chief	87,288
Police Sergeant	70,617
7 Police Officers	388,192
Administrative Secretary	49,440
TOTAL SALARIES	<u>595,537</u>
Salaries include a 2% cost-of-living increase.	
EXTRA HIRE To cover the front office when the Administrative Secretary takes days off	2,000
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.	13,700
OVERTIME Extra stay beyond normal shift, monthly staff meetings, and court appearances	40,000
OVERTIME - TRAINING Allows officers to train on their days off rather than during their patrol duty	7,700
UNIFORM ALLOWANCE \$35 monthly cleaning allowance paid to all officers	3,780
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.	3,600
SOCIAL SECURITY Calendar year 2016 rate is 7.65%	51,509
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%.	121,955
WORKERS' COMPENSATION	26,000
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue	320
DEFERRED COMPENSATION 6% retirement benefit for management employees	12,929
HEALTH INSURANCE \$1,500 deductible plan, estimated 2.5% increase for 2017 premium	161,063
DENTAL INSURANCE Estimated 5.4% increase for 2017 premium	21,876
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible	15,000
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.	715
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination	<u>10,000</u>
TOTAL PERSONNEL SERVICES	<u><u>1,090,684</u></u>

**CITY OF PHILOMATH
GENERAL FUND - POLICE
2016-17 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	4,800	Annual cost for software, license and data update fees
Car Wash	500	Car wash police vehicles
Computer Line Charges	4,700	Internet provider fee
Coroner Investigation	8,223	The City contributes 7.4% towards County coroner's salary
Dues	1,700	Dues to various professional organizations
Education and Training	4,100	Continuing education and training
Equipment Repair and Maintenance	600	Repair of police and office equipment
Firearms Training	3,300	Firearms training supplies for officers and reserves
Gas & Oil	17,000	Gasoline and oil changes for police vehicles
Insurance	35,000	Police portion of city liability and auto insurance
Lane County Dispatch	2,700	Proportionate share of Lane Co. dispatch costs, based on city population and radio calls
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	1,500	Medical and psychological examinations for new hires, Hepatitis B shots and follow-ups
Miscellaneous	6,113	Small items that do not fall into other categories
9-1-1 Center	136,060	City share of 911 Center operating costs
Office Supplies	8,000	Office, computer and copier supplies
Postage	850	Stamps, registered mail and mailing of evidence to crime lab

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**CITY OF PHILOMATH
GENERAL FUND - POLICE
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Prisoner Care	900	Cost to book and house prisoners at the Benton County jail
RAIN	960	Criminal justice information system throughout the state of Oregon
Records Management System	4,100	Maintenance contract on police department software
Reserves	500	Incidental expenses for reserve officers
Security Alarm	1,300	Alarm for evidence storage at the Public Works compound
Small Tools and Equipment	16,000	Purchase of equipment costing less than \$1,000, includes \$5,000 for tactical equipment to participate in B.C. Warrant Team
Supplies	1,500	Departmental supplies
Telephone	8,500	Telephone and cell phone charges
Tires	2,000	Vehicle tires
TLO - TransUnion	1,400	Investigative data base through TransUnion
Towing	2,200	Towing abandoned vehicles
Transcription	1,500	Cost to have officer voice recordings type written
Travel, Meals and Hotel	4,200	Meals and lodging when officers attend training classes and conferences or to transport prisoners or conduct background investigations
Uniforms	11,600	New and replacement uniforms, includes \$3,600 for 4 bullet proof vests and \$2,000 for vest/equipment carriers
Vehicle Repair and Maintenance	13,500	Routine repairs and maintenance of police vehicles
Willamette Criminal Justice Council	860	Willamette Criminal Justice Council dues
Youth Services	<u>3,500</u>	Advertising and promotional material targeted towards youth in the community
TOTAL MATERIALS AND SERVICES	<u>315,916</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
GENERAL FUND - BUILDINGS AND GROUNDS**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
PERSONNEL SERVICES							
10 6 4120 Public Works Director	775	791	807	823	839	856	2%
10 6 4155 Public Works Supervisor	3,196	3,367	3,434	3,503	3,574	3,645	2%
10 6 4164 Utility Maintenance Workers	7,627	4,971	5,265	6,040	6,280	6,591	4%
10 6 4250 Custodian	10,257	12,304	10,785	13,563	13,833	14,130	2%
10 6 4258 Seasonal/Part Time	524	265	677	725	1,000	1,000	38%
10 6 4320 Overtime	29	0	42	0	185	209	100%
10 6 4340 On-Call Time	165	132	53	154	90	90	-42%
10 6 4360 Incentive Pay	1,033	1,624	1,186	466	528	519	13%
10 6 4366 Longevity Pay	0	0	0	0	26	43	100%
10 6 4370 Sick Leave Conversion	0	0	0	0	19	20	100%
10 6 4500 Social Security	1,827	1,794	1,691	1,933	2,018	2,073	4%
10 6 4520 PERS	2,960	2,850	2,644	3,003	3,050	4,010	2%
10 6 4540 Workers' Compensation	1,216	1,086	1,161	1,300	1,800	2,000	38%
10 6 4560 Workers' Benefit Fund Assmt	17	19	18	22	18	22	-18%
10 6 4620 Deferred Compensation	250	260	265	271	280	287	3%
10 6 4640 Health Insurance	2,951	2,446	2,397	2,979	3,179	3,347	7%
10 6 4660 Dental Insurance	403	336	328	369	407	427	10%
10 6 4670 Health Reimbursement Account	289	258	275	300	300	300	0%
10 6 4680 Life Insurance	25	12	12	12	13	14	8%
10 6 4820 Sick & Vacation Accrual	277	0	34	108	194	204	80%
Subtotal Personnel Services	33,821	32,515	31,074	35,571	37,633	39,787	6%
MATERIALS AND SERVICES							
10 6 5095 Building Repair & Maintenance	23,286	19,119	3,137	20,500	21,000	21,630	2%
10 6 5147 Contracted Services	620	2,603	0	0	0	0	
10 6 5285 Equipment Repair & Maintenance	3,453	3,122	7,527	3,200	3,600	3,708	13%
10 6 5315 Grounds Maintenance	10,679	15,482	11,469	15,000	17,000	17,510	13%
10 6 5325 Insurance	5,419	6,254	6,938	7,700	8,400	8,652	9%
10 6 5383 Maintenance Agreements	0	463	624	1,250	0	0	-100%
10 6 5390 Miscellaneous	2,387	1,047	606	1,479	1,467	1,508	-1%
10 6 5535 Security Alarm/Remote Monitor	518	788	586	800	1,100	1,133	38%
10 6 5587 Supplies	10,037	7,889	6,804	9,400	9,400	9,682	0%
10 6 5715 Utilities	28,238	31,515	30,577	34,000	33,000	33,990	-3%
Subtotal Materials & Services	84,637	88,282	68,268	93,329	94,967	97,813	2%
TOTAL BUILDINGS AND GROUNDS BUDGET	118,458	120,797	99,342	128,900	132,600	137,600	3%

**CITY OF PHILOMATH
GENERAL FUND - BUILDINGS & GROUNDS
2016-17 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	1%	839
Public Works Supervisor	5%	3,574
Utility Maintenance Workers	3%	6,280
Custodian	90%	13,833
Seasonal/Part Time	5%	<u>1,000</u>
TOTAL SALARIES		25,526
<p>The time allocation is based on estimated needs of this department for fiscal year 2016-17. Salaries include a 2% cost-of-living increase. The Custodian works to clean city buildings for approximately 16 hours per week.</p>		
OVERTIME		185
ON-CALL TIME		90
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		528
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY		26
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		19
50% of excess sick leave for Department Heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2016 rate is 7.65%		2,018
PERS		3,050
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		1,800
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		18
DEFERRED COMPENSATION 6% retirement benefit for management employees		280
HEALTH INSURANCE \$1,500 deductible plan, estimated 2.5% increase for 2017 premium		3,179
DENTAL INSURANCE Estimated 5.4% increase for 2017 premium		407
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		300
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		13
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>194</u>
TOTAL PERSONNEL SERVICES		<u>37,633</u>

**CITY OF PHILOMATH
GENERAL FUND - BUILDINGS AND GROUNDS
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Building Repair and Maintenance	21,000	Repairs to city buildings, including City Hall, Police Building and the library
Equipment Repair & Maintenance	3,600	Parts and repairs for department equipment
Grounds Maintenance	17,000	Cost of grounds maintenance and landscaping
Insurance	8,400	Buildings and grounds share of city liability policy
Miscellaneous	1,467	Incidental expenses
Security Alarm & Remote Monitoring	1,100	Fee for monitoring security system at city hall, police dept., and library
Supplies	9,400	Restroom supplies, light bulbs, cleaning supplies, etc.
Utilities	<u>33,000</u>	Electricity, natural gas and water for city hall, police building and library
TOTAL MATERIALS & SERVICES	<u>94,967</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
GENERAL FUND - PARKS**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE	
PERSONNEL SERVICES								
10 7 4120	Public Works Director	775	791	807	823	839	856	2%
10 7 4155	Public Works Supervisor	5,114	5,387	5,495	5,604	5,718	5,832	2%
10 7 4164	Utility Maintenance Workers	8,779	7,096	7,550	8,417	8,789	9,162	4%
10 7 4250	Custodian	1,140	1,367	1,178	1,507	1,537	1,570	2%
10 7 4258	Seasonal/Part Time	9,430	4,067	6,109	9,325	9,600	9,600	3%
10 7 4320	Overtime	26	0	37	0	160	184	100%
10 7 4340	On-Call Time	197	201	47	209	76	76	-64%
10 7 4360	Incentive Pay	748	806	781	703	775	752	10%
10 7 4366	Longevity Pay	0	0	0	0	26	43	100%
10 7 4370	Sick Leave Conversion	0	0	0	0	19	20	100%
10 7 4500	Social Security	2,024	1,508	1,685	2,034	2,107	2,149	4%
10 7 4520	PERS	2,714	2,566	2,572	2,911	2,956	3,767	2%
10 7 4540	Workers' Compensation	3,155	1,341	2,919	3,410	4,500	4,600	32%
10 7 4560	Workers' Benefit Fund Assmt	19	16	18	21	20	20	-5%
10 7 4620	Deferred Compensation	371	388	395	403	416	425	3%
10 7 4640	Health Insurance	3,660	3,615	3,801	4,423	4,687	4,935	6%
10 7 4660	Dental Insurance	504	489	532	581	625	654	8%
10 7 4670	Health Reimbursement Account	365	383	401	420	420	420	0%
10 7 4680	Life Insurance	25	17	17	17	19	20	12%
10 7 4820	Sick & Vacation Accrual	255	0	26	159	538	588	100%
	Subtotal Personnel Services	39,301	30,038	34,370	40,967	43,827	45,673	7%
MATERIALS AND SERVICES								
10 7 5095	Building Repair & Maintenance	6,510	4,827	5,185	5,000	7,000	7,210	40%
10 7 5147	Contracted Services	3,367	14,600	14,570	7,680	12,000	12,360	56%
10 7 5195	Crushed Rock/Asphalt	1,072	1,187	1,939	2,000	1,100	1,133	-45%
10 7 5245	Education and Training	60	0	125	300	300	309	0%
10 7 5285	Equipment Repair/Maintenance	2,727	2,316	1,546	2,800	2,400	2,472	-14%
10 7 5305	Gas & Oil	1,434	1,075	836	1,500	1,000	1,030	-33%
10 7 5315	Grounds Maintenance	6,035	6,903	24,816	13,000	15,000	15,450	15%
10 7 5325	Insurance	947	1,454	2,025	2,000	1,500	1,545	-25%
10 7 5390	Miscellaneous	537	2,145	3,868	1,253	1,473	1,546	18%
10 7 5515	Safety Equipment	96	39	145	100	300	321	100%
10 7 5563	Small Tools & Equipment	2,149	1,540	94	1,700	1,700	1,751	0%
10 7 5587	Supplies	6,420	5,893	2,173	8,000	6,000	6,180	-25%
10 7 5715	Utilities	9,296	7,382	7,829	14,000	13,000	13,390	-7%
10 7 5740	Vandalism	1,884	97	65	1,000	1,000	1,030	0%
	Subtotal Materials & Services	42,534	49,458	65,216	60,333	63,773	65,727	6%
TOTAL PARKS BUDGET		81,835	79,496	99,586	101,300	107,600	111,400	6%

**CITY OF PHILOMATH
GENERAL FUND - PARKS
2016-17 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	1%	839
Public Works Supervisor	8%	5,718
Utility Maintenance Workers	4%	8,789
Custodian	10%	1,537
Seasonal/Part Time	5%	<u>9,600</u>
TOTAL SALARIES		26,483
<p>The time allocation is based on estimated needs of this department for fiscal year 2016-17. Salaries include a 2% cost-of-living increase. The seasonal employee mows park lawns.</p>		
OVERTIME		160
ON-CALL TIME		76
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		775
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY		26
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		19
50% of excess sick leave for Department Heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2016 rate is 7.65%		2,107
PERS		2,956
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		4,500
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		20
DEFERRED COMPENSATION 6% retirement benefit for management employees		416
HEALTH INSURANCE \$1,500 deductible plan, estimated 2.5% increase for 2017 premium		4,687
DENTAL INSURANCE Estimated 5.4% increase for 2017 premium		625
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		420
LIFE INSURANCE Basis Life and AD&D policy. Employee coverage \$30,000.		19
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>538</u>
TOTAL PERSONNEL SERVICES		<u>43,827</u>

**CITY OF PHILOMATH
GENERAL FUND - PARKS
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Building Repair and Maintenance	7,000	Painting & minor repairs to park shelters and other structures
Contracted Services	12,000	Prorated cost of Public Works summer employee
Crushed Rock and Asphalt	1,100	Rock for existing gravel roads and asphalt needed to patch chuck holes in existing park roads and paths
Education and Training	300	Pesticide application, play equipment inspection
Equipment Repair and Maintenance	2,400	Parts & repairs for department equipment
Gas and Oil	1,000	Prorated share of motor vehicle fuel
Grounds Maintenance	15,000	Maintain trails, plantings, etc. at city parks
Insurance	1,500	Prorated share of city commercial liability and property insurance
Miscellaneous	1,473	Incidental expenses
Safety Equipment	300	Protective clothing, equipment and raingear
Small Tools and Equipment	1,700	Purchase of small tools
Supplies	6,000	Restroom supplies, cleaning supplies
Utilities	13,000	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>63,773</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 2016-17
GENERAL FUND - NON-DEPARTMENTAL**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
PERSONNEL SERVICES							
10 8 4860 Unemployment Insurance	12,766	0	0	0	0	0	
Subtotal Personnel Services	12,766	0	0	0	0	0	
MATERIALS & SERVICES							
10 8 5015 Advertising & Legal Notices	581	1,568	1,499	500	1,600	1,648	100%
10 8 5033 Attorney Retainer	34,140	34,946	35,760	36,600	37,032	38,143	1%
10 8 5034 Attorney Non Contractual Services	4,043	711	763	5,000	5,000	5,150	0%
10 8 5045 Audit Fees	11,000	12,923	5,502	9,600	11,000	11,330	15%
10 8 5098 Bus Operations	47,236	55,920	43,498	62,000	63,800	65,714	3%
10 8 5132 Community Appearance	9,714	10,121	0	5,000	0	0	-100%
10 8 5133 Community Organization Support	13,500	18,500	23,000	3,500	3,500	3,500	0%
10 8 5155 Contrib.-Social Service Agencies	14,750	16,200	14,500	16,400	15,500	16,200	-5%
10 8 5233 Dues	1,087	1,472	1,604	1,600	1,600	1,648	0%
10 8 5234 Dues - COG	4,420	4,446	4,542	4,671	4,800	4,944	3%
10 8 5235 Dues - LOC	3,484	3,526	3,530	3,569	3,650	3,760	2%
10 8 5245 Education and Training	265	0	0	500	800	824	60%
10 8 5255 Election Fees	0	0	0	4,000	4,000	4,120	0%
10 8 5258 Employee Flexible Benefit Fee	1,110	1,000	1,140	1,150	1,150	1,185	0%
10 8 5290 Ethics Commission Fee	325	516	516	540	520	536	-4%
10 8 5303 Flower Baskets	0	0	0	0	8,535	8,791	100%
10 8 5325 Insurance	156	2,340	2,415	2,770	2,700	2,781	-3%
10 8 5367 Labor Consultant	0	820	0	0	10,000	0	100%
10 8 5390 Miscellaneous	6,959	8,388	10,663	10,000	9,513	9,557	-5%
10 8 5395 Municipal Code Updates	749	468	1,768	700	1,000	1,030	43%
10 8 5401 Network Consultant	3,247	1,342	1,055	3,000	11,000	4,000	100%
10 8 5403 Newsletter/Web Site	1,615	1,609	1,888	2,300	2,450	2,524	7%
10 8 5413 Office Supplies	609	1,545	624	700	700	721	0%
10 8 5465 Postage	380	413	224	600	500	515	-17%
10 8 5567 State Filing Fee	250	300	300	300	250	300	-17%
10 8 5665 Travel and Meals	30	981	115	1,000	1,000	1,030	0%
10 8 5687 Tree/Landscape Maintenance	11,750	4,195	5,419	5,000	5,000	5,150	0%
Subtotal Materials & Services	171,400	184,250	160,325	181,000	206,600	195,100	14%
TOTAL NON-DEPARTMENTAL BUDGET	184,166	184,250	160,325	181,000	206,600	195,100	14%

**CITY OF PHILOMATH
GENERAL FUND - NON-DEPARTMENTAL
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Advertising & Legal Notices	1,600	Required legal advertising in local newspapers
Attorney Retainer	37,032	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	11,000	Fee for CPA firm to prepare annual audit
Bus Operations	63,800	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 Organization Support	3,500	One half sponsorship of the Philomath Frolic fireworks display
Contrib.-Social Service Agencies	15,500	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	4,800	Dues to Council of Governments
Dues - LOC	3,650	Dues to League of Oregon Cities.
Education and Training	800	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	520	State mandated charge to support Oregon Government Ethics Commission
Flower Baskets	8,535	\$4,420 for flower baskets, \$3,465 for temp employee to water, \$650 for incidental expenses
Insurance	2,700	Liability insurance not allocated to a specific department
Labor Consultant	10,000	Labor Consultant for collective bargaining negotiations
Miscellaneous	9,513	Incidental expenses
Municipal Code Updates	1,000	Code Publishing charge when Ordinances are created or amended

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**CITY OF PHILOMATH
GENERAL FUND - NON-DEPARTMENTAL
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Network Consultants	11,000	Contract with Council of Governments to provide technical expertise regarding City networks and computer systems \$6,600 cost to transfer email account to be hosted by COG
Newsletter/Web Site	2,450	\$1,450 cost to print monthly newsletter included with utility bills. \$1,000 annual web hosting, maintenance and customer support.
Office Supplies	700	General office supplies
Postage	500	Postage for Council activities or projects
State Filing Fee	250	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>206,600</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
GENERAL FUND - TRANSFERS AND CONTINGENCY**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
TRANSFERS							
10 9 8550 To Development Review Fund	0	0	0	0	30,000	0	100%
10 9 8500 To Land Building & Equip Fund	113,500	40,000	51,000	27,300	11,900	11,900	-56%
TOTAL TRANSFERS	113,500	40,000	51,000	27,300	41,900	11,900	53%
CONTINGENCY							
10 9 9000	0	0	0	50,000	50,000	50,000	0%

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, 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 to 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 – 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 2016-17**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18
PERSONNEL						
Public Works Director	77,520	79,081	80,665	82,273	83,928	85,607
Public Works Supervisor	63,920	67,343	68,688	70,056	71,472	72,901
Utility Maintenance Workers	268,416	180,829	195,673	219,587	228,980	239,234
Water/Wastewater Operator	97,777	103,563	109,083	116,402	118,964	121,348
Custodian	13,728	13,671	11,963	15,070	15,370	15,700
Seasonal/Part Time	19,100	13,840	19,354	23,100	28,600	28,600
Overtime	4,150	4,278	4,638	5,800	10,300	11,250
On-Call Time	9,200	8,779	4,210	8,600	5,640	5,640
Incentive Pay	21,480	20,713	20,189	19,360	22,320	21,790
Level 3 Certification	1,051	1,088	89	0	1,161	1,184
Longevity	0	0	0	0	2,623	4,280
Sick Leave Conversion	0	0	0	0	1,937	1,976
Social Security	44,090	37,728	39,414	42,858	45,234	46,627
PERS	89,776	77,857	78,075	87,035	89,646	113,350
Workers' Compensation	19,060	16,030	17,068	21,710	25,600	28,800
Workers Benefit Fund Assmt	316	290	305	353	325	331
Deferred Compensation	8,753	9,056	9,227	9,406	9,894	10,191
Health Insurance	127,611	114,042	116,523	133,200	141,261	148,720
Dental Insurance	18,008	13,923	14,164	14,954	17,916	18,755
Health Reimbursement Account	10,000	12,250	12,874	13,500	13,500	13,500
Life Insurance	845	558	577	669	645	688
Sick and Vacation Accrual	8,800	0	858	14,500	22,200	23,200
Total Personal Services	903,601	774,919	803,637	898,433	957,516	1,013,672
MATERIALS & SERVICES	982,995	980,481	1,042,926	1,212,469	1,294,025	1,246,797
CAPITAL IMPROVEMENTS	10,000	43,750	0	50,000	0	0
DEBT SERVICE	378,724	412,152	409,051	389,568	370,668	381,318
TRANSFERS TO RESERVES						
Equipment Reserve	87,700	62,200	157,400	99,700	116,700	116,700
Street Infrastructure	40,000	40,000	40,000	40,000	40,000	40,000
Sewer Infrastructure	0	0	0	75,600	200,000	200,000
Water Infrastructure	40,000	40,000	0	300,000	475,000	350,000
Storm Drain Infrastructure	0	0	0	5,000	20,000	20,000
Public Works Office Equipment	15,000	5,000	20,000	6,000	2,000	2,000
Public Works Building Reserve	25,000	0	28,800	28,800	48,400	38,400
To Street Fund	18,500	17,900	17,600	17,700	19,400	20,700
To SDC Fund	24,500	18,400	18,000	9,000	5,000	5,000
Total Transfers to Reserves	250,700	183,500	281,800	581,800	926,500	792,800
CONTINGENCY	0	0	0	120,000	125,000	125,000
TOTAL PUBLIC WORKS DEPARTMENTS	2,526,020	2,394,802	2,537,414	3,252,270	3,673,709	3,559,587

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
STREET FUND**

		ACTUAL	ACTUAL	ACTUAL	ADOPTED	PROPOSED	ESTIMATED	%
		EXPENDED	EXPENDED	EXPENDED	BUDGET	BUDGET	BUDGET	CHANGE
		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	
REVENUE								
21 0 3001	Cash Balance Forward	57,546	87,867	133,809	130,900	140,000	130,000	7%
21 0 3020	Interest On Investments	197	305	357	350	500	513	43%
21 0 3120	State Highway Tax	249,905	261,507	264,603	264,300	264,564	266,359	0%
21 0 3215	Street Utility Fee	52,487	52,556	53,064	53,100	106,600	107,000	100%
21 0 3420	Franchise Fee - Republic Services	29,431	30,077	31,900	33,000	33,000	33,000	0%
21 0 3450	Franchise Fee - Pioneer Telephone	16,008	15,291	14,351	14,000	12,800	12,000	-9%
21 0 3460	Franchise Fee - Comcast	42,170	44,720	46,710	47,800	0	0	-100%
21 0 3650	Miscellaneous Income	500	616	215	500	500	515	0%
21 0 3990	Transfer-Storm Drain Fund	18,500	17,900	17,600	17,700	19,400	20,700	10%
TOTAL REVENUES		466,744	510,839	562,609	561,650	577,364	570,087	3%
EXPENDITURES								
PERSONNEL SERVICES								
21 0 4120	Public Works Director	13,178	13,444	13,713	13,986	14,268	14,553	2%
21 0 4155	Public Works Supervisor	17,898	18,856	19,233	19,616	20,012	20,412	2%
21 0 4164	Utility Maintenance Worker	67,667	51,000	57,523	64,316	67,437	70,703	5%
21 0 4258	Seasonal/Part Time	1,636	6,535	4,064	4,350	6,000	6,000	38%
21 0 4320	Overtime	368	0	408	0	1,420	1,590	100%
21 0 4340	On-Call Time	1,556	1,407	463	1,628	782	782	-52%
21 0 4360	Incentive Pay	3,958	3,618	3,994	3,925	4,619	4,426	18%
21 0 4366	Longevity Pay	0	0	0	0	446	728	100%
21 0 4370	Sick Leave Conversion	0	0	0	0	329	336	100%
21 0 4500	Social Security	8,264	7,256	7,623	8,248	8,821	9,144	7%
21 0 4520	PERS	16,998	14,415	14,706	16,468	16,969	21,454	3%
21 0 4540	Workers' Compensation	5,613	4,430	4,020	5,200	8,500	9,800	63%
21 0 4560	Workers' Benefit Fund Assmt	57	60	62	72	67	67	-7%
21 0 4620	Deferred Compensation	1,933	2,006	2,045	2,084	2,180	2,241	5%
21 0 4640	Health Insurance	23,157	22,630	23,946	29,359	31,281	32,933	7%
21 0 4660	Dental Insurance	2,989	2,767	3,080	3,522	4,070	4,261	16%
21 0 4670	Health Reimbursement Account	2,511	2,470	2,714	2,895	2,895	2,895	0%
21 0 4680	Life Insurance	182	100	99	100	112	120	12%
21 0 4820	Sick & Vacation Accrual	1,759	0	249	1,053	4,044	4,434	100%
Subtotal Personnel Services		169,724	150,994	157,942	176,822	194,252	206,879	10%
MATERIALS AND SERVICES								
21 0 5012	Administrative Overhead	51,480	45,744	46,560	48,444	51,684	53,235	7%
21 0 5015	Advertising & Legal Notices	217	315	421	0	425	438	100%
21 0 5053	Bad Debt Write-Off	140	112	210	300	350	361	17%
21 0 5095	Building Repair & Maintenance	782	2,320	1,503	3,000	3,000	3,090	0%
21 0 5137	Computer Support	0	0	0	0	1,000	1,030	100%
21 0 5143	Computer Line Charges	469	496	519	520	520	536	0%
21 0 5147	Contracted Services	4,740	9,884	4,703	5,760	7,000	7,210	22%
21 0 5195	Crushed Rock/Asphalt	3,349	4,126	3,070	6,000	6,000	6,180	0%
21 0 5233	Dues	154	300	216	300	350	361	17%
21 0 5238	Dump Fees/Excavation	0	294	50	300	300	309	0%
21 0 5245	Education and Training	516	517	652	800	700	721	-13%
21 0 5265	Engineering	447	2,781	3,712	3,100	4,000	4,120	29%
21 0 5285	Equipment Repair & Maintenance	7,919	1,069	11,504	8,000	8,000	8,240	0%
21 0 5305	Gas & Oil	11,681	10,561	7,160	12,400	8,000	8,240	-35%
21 0 5325	Insurance	2,335	3,402	3,799	4,250	4,400	4,532	4%
21 0 5375	Landscape Maintenance	1,300	1,939	1,024	1,700	2,000	2,060	18%
21 0 5383	Maintenance Agreements	590	2,259	2,184	0	0	0	
21 0 5387	Medical Expense	349	441	798	600	700	721	17%
21 0 5390	Miscellaneous	2,454	2,990	1,625	3,849	3,783	3,614	-2%

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
STREET FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
MATERIALS & SERVICES (CONTINUED)							
21 0 5413 Office Supplies	964	907	504	800	850	876	6%
21 0 5423 Oil Mat/Crack & Slurry Seal	0	0	35,437	35,000	20,000	20,000	-43%
21 0 5515 Safety Equipment	1,479	1,422	1,344	1,600	1,700	1,751	6%
21 0 5535 Security Alarm & Remote Monitoring	150	253	483	280	500	515	79%
21 0 5557 Sidewalk Improvement	788	1,171	1,588	3,800	3,800	3,914	0%
21 0 5563 Small Tools & Equipment	2,553	2,519	738	2,600	2,700	2,781	4%
21 0 5576 Street Light Replacement	242	7,899	833	7,700	5,000	5,150	-35%
21 0 5577 Street Lights/Traffic Signals	41,563	40,066	40,474	43,000	43,000	44,290	0%
21 0 5583 Street Signs	3,315	5,289	4,894	5,000	5,000	5,150	0%
21 0 5584 Streetscape-Medians	0	913	277	5,000	25,000	25,750	100%
21 0 5587 Supplies	3,634	7,109	5,915	7,200	7,200	7,416	0%
21 0 5603 Telephone	734	643	645	700	900	927	29%
21 0 5645 Tires	0	33	1,163	650	1,300	1,339	100%
21 0 5665 Travel and Meals	450	409	147	600	600	618	0%
21 0 5703 Uniforms	753	792	1,004	825	850	876	3%
21 0 5715 Utilities	5,349	4,876	5,244	5,650	6,000	6,180	6%
21 0 5740 Vandalism	224	0	0	500	500	515	0%
21 0 5745 Vehicle Repair & Maintenance	533	3,785	2,968	5,000	5,500	5,665	10%
Subtotal Materials & Services	151,653	167,636	193,368	225,228	232,612	238,708	3%
TRANSFERS							
21 0 8520 To LBE Fund - Equipment	17,500	18,400	36,400	37,600	25,500	25,500	-32%
21 0 8540 To LBE Fund - Infrastructure	40,000	40,000	40,000	40,000	40,000	40,000	0%
Subtotal Transfers	57,500	58,400	76,400	77,600	65,500	65,500	-16%
21 0 9000 Contingency	0	0	0	35,000	35,000	35,000	0%
TOTAL EXPENDITURES	378,877	377,030	427,710	514,650	527,364	546,087	2%
21 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	47,000	50,000	24,000	6%
Excess Revenues Over Expenditures	87,867	133,809	134,899	0	0	0	

**CITY OF PHILOMATH
STREET FUND
2016-17 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	17%	14,268
Public Works Supervisor	28%	20,012
Utility Maintenance Workers	29%	67,437
Seasonal/Part Time	30%	<u>6,000</u>
TOTAL SALARIES		107,717
OVERTIME		1,420
ON-CALL TIME		782
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		4,619
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY		446
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		329
50% of excess sick leave for Department Heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2016 rate is 7.65%		8,821
PERS		16,969
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		8,500
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		67
DEFERRED COMPENSATION 6% retirement benefit for management employees		2,180
HEALTH INSURANCE \$1,500 deductible plan, estimated 2.5% increase for 2017 premium		31,281
DENTAL INSURANCE Estimated 5.4% increase for 2017 premium		4,070
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		2,895
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		112
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>4,044</u>
TOTAL PERSONNEL SERVICES		<u><u>194,252</u></u>

**CITY OF PHILOMATH
STREET FUND
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	51,684	Transfer to General Fund to pay for Street Fund portion of accounting and other administrative expenses
Advertising and Legal Notices	425	Advertising for bids, sale of surplus equipment, and employment positions
Bad Debt Write-Off	350	To write-off uncollectible customer accounts
Building Repair and Maintenance	3,000	Prorated cost of painting and minor repairs for Public Works buildings
Computer Support	1,000	Prorated share of ArcGIS annual maintenance
Computer Line Charges	520	Internet provider fees
Contracted Services	7,000	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	350	Membership in professional organizations
Dump fees/Excavation	300	Disposal of excavation materials
Education and Training	700	Road maintenance classes
Engineering	4,000	Engineering fees
Equipment Repair and Maintenance	8,000	Prorated cost of repairs to shop and office equipment
Gas and Oil	8,000	Prorated share of vehicle fuel costs
Insurance	4,400	Street Fund share of commercial and vehicle liability, auto physical damage and property insurance
Landscape Maintenance	2,000	Prorated share of landscape maintenance at Public Works Office
Medical Expense	700	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	3,783	Incidental expenses
Office Supplies	850	Copier cost, paper and other office supplies
Oil Mat/Crack & Slurry Seal	20,000	Crack, slurry, chip seal and stripping projects to be determined
Safety Equipment	1,700	Protective clothing, equipment and raingear
Security Alarm & Remote Monitoring	500	Public Works building alarm monitoring

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**CITY OF PHILOMATH
STREET FUND
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Sidewalk Improvement	3,800	Replacement and repair of city owned sidewalks
Small Tools and Equipment	2,700	Purchase of new, and replacement of worn out hand tools and small equipment
Street Light Replacement	5,000	Program to annually replace approx. 15 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	25,000	Median hardscape materials
Supplies	7,200	Traffic paint and related supplies
Telephone	900	Prorated telephone cost at Public Works office
Tires	1,300	Prorated cost of tires and tire repair for equipment
Travel and Meals	600	Lodging and meals at out-of-town training
Uniforms	850	Prorated cost of shirts, pants, boots and coats
Utilities	6,000	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>5,500</u>	Prorated cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u>232,612</u>	

TRANSFERS

To LBE Fund - Equipment	25,500	Set aside for future equipment replacement
To LBE Fund - Infrastructure	<u>40,000</u>	Reserve to support capital improvement plan
TOTAL TRANSFERS	<u>65,500</u>	

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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
WATER FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
REVENUES							
51 0 3001 Cash Balance Forward	79,894	178,032	221,928	260,000	400,000	225,000	54%
51 0 3020 Interest on Investments	323	610	664	680	1,500	800	100%
51 0 3201 Metered Water Sales	898,592	903,708	973,439	1,050,000	1,120,000	1,130,000	7%
51 0 3202 Fire Line Fee	1,799	1,920	1,920	1,920	1,920	1,920	0%
51 0 3220 Water Meter Installations	7,008	5,382	9,154	9,500	14,475	14,900	52%
51 0 3230 New Account Set Up Fee	1,871	3,035	3,570	3,800	3,700	3,800	-3%
51 0 3235 Shut Off Notice Fee	7,692	5,973	5,544	5,700	6,000	6,200	5%
51 0 3240 Late Fees	3,933	3,972	3,806	4,000	4,500	4,500	13%
51 0 3650 Miscellaneous Receipts	7,020	5,554	15,129	7,800	7,800	8,000	0%
51 0 3830 CDBG Grant	0	0	0	20,000	20,000	0	0%
TOTAL REVENUES	1,008,132	1,108,186	1,235,154	1,363,400	1,579,895	1,395,120	16%
EXPENDITURES							
PERSONNEL SERVICES							
51 0 4120 Public Works Director	31,783	32,423	33,072	33,732	34,410	35,099	2%
51 0 4155 Public Works Supervisor	20,454	21,550	21,980	22,418	22,871	23,328	2%
51 0 4164 Utility Maintenance Workers	96,631	69,803	73,784	82,940	86,323	90,053	4%
51 0 4166 Water/Wastewater Operator	49,282	52,307	54,823	58,508	59,774	60,970	2%
51 0 4258 Seasonal/Part Time	3,253	1,611	4,252	4,350	6,000	6,000	38%
51 0 4320 Overtime	2,761	2,080	2,166	2,980	4,580	4,970	54%
51 0 4340 On-Call Time	3,600	3,796	1,961	3,618	2,555	2,555	-29%
51 0 4360 Incentive Pay	9,033	8,150	7,816	7,858	8,939	8,750	14%
51 0 4365 Level 3 Certification	1,044	1,088	89	0	1,161	1,184	100%
51 0 4366 Longevity Pay	0	0	0	0	1,075	1,755	100%
51 0 4370 Sick Leave Conversion	0	0	0	0	794	810	100%
51 0 4500 Social Security	16,938	14,750	15,320	16,555	17,426	17,959	5%
51 0 4520 PERS	34,776	31,830	31,619	35,402	36,512	46,136	3%
51 0 4540 Workers' Compensation	7,208	6,533	5,930	7,800	6,200	7,100	-21%
51 0 4560 Workers' Benefit Fund Assmt	112	106	112	130	120	121	-8%
51 0 4620 Deferred Compensation	3,337	3,333	3,394	3,459	3,649	3,762	5%
51 0 4640 Health Insurance	47,842	47,051	47,394	53,049	56,182	59,149	6%
51 0 4660 Dental Insurance	6,272	5,807	5,734	5,876	7,076	7,407	20%
51 0 4670 Health Reimbursement Account	4,921	5,006	5,179	5,415	5,415	5,415	0%
51 0 4680 Life Insurance	376	236	243	298	270	287	-9%
51 0 4820 Sick & Vacation Accrual	3,573	0	326	7,707	10,396	10,746	35%
Subtotal Personnel Services	343,196	307,460	315,194	352,095	371,728	393,556	6%
MATERIALS AND SERVICES							
51 0 5012 Administrative Overhead	114,120	116,040	119,040	121,500	123,900	127,617	2%
51 0 5015 Advertising & Legal Notices	1,278	1,515	421	1,400	1,400	1,442	0%
51 0 5033 Attorney Fees	0	7,354	8,997	10,000	10,000	10,300	0%
51 0 5053 Bad Debt Write-Off	2,260	2,528	6,706	6,000	6,000	6,180	0%
51 0 5095 Building Repair & Maintenance	4,245	8,100	2,482	6,100	6,100	6,283	0%
51 0 5107 Certification Costs	578	278	958	700	725	747	4%
51 0 5137 Computer Support	0	570	2,346	2,000	3,000	3,090	50%
51 0 5143 Computer Line Charges	1,463	1,413	1,480	1,500	1,525	1,571	2%
51 0 5145 Concrete Sidewalk/Curb	1,176	0	1,831	1,800	1,800	1,854	0%
51 0 5147 Contracted Services	0	4,594	11,631	5,760	6,000	6,180	4%
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	786	302	434	500	1,000	1,030	100%
51 0 5195 Crushed Rock/Asphalt	2,461	4,506	3,975	7,000	6,000	6,180	-14%
51 0 5225 DEQ Discharge Permit	469	483	483	500	600	618	20%
51 0 5233 Dues	2,447	697	657	1,200	800	824	-33%
51 0 5238 Dump fee/Excavation	12	110	80	500	500	515	0%
51 0 5245 Education & Training	1,413	1,437	950	1,500	1,500	1,545	0%

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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
WATER FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
MATERIALS & SERVICES (CONTINUED)							
51 0 5265 Engineering	1,912	2,785	4,949	33,500	42,000	5,000	25%
51 0 5275 Equipment Rental	81	104	237	500	300	309	-40%
51 0 5285 Equipment Repair & Maintenance	16,920	36,628	26,366	28,000	28,000	28,840	0%
51 0 5305 Gas & Oil	7,504	7,419	5,842	8,000	6,000	6,180	-25%
51 0 5325 Insurance	9,202	12,017	12,894	14,800	14,800	15,244	0%
51 0 5373 Laboratory Analysis	6,469	6,892	7,296	7,400	14,600	15,038	97%
51 0 5374 Lab Supplies	2,559	2,637	4,291	3,600	4,000	4,120	11%
51 0 5375 Landscape Maintenance	8,160	6,116	6,584	8,800	9,000	9,270	2%
51 0 5383 Maintenance Agreements	590	2,278	2,184	0	0	0	
51 0 5387 Medical Expenses	389	584	798	650	750	773	15%
51 0 5390 Miscellaneous	2,564	4,367	4,398	4,745	4,767	5,835	0%
51 0 5413 Office Supplies	1,686	1,544	1,387	1,700	1,500	1,545	-12%
51 0 5445 Pipes/Fittings/Mechanical	14,028	18,296	28,540	20,000	25,000	25,750	25%
51 0 5465 Postage	649	591	55	670	600	618	-10%
51 0 5513 Rock Creek Water Purchase	15,349	15,563	10,982	24,000	25,000	25,750	4%
51 0 5515 Safety Equipment	3,445	1,910	1,414	2,500	3,000	3,090	20%
51 0 5535 Security Alarm & Remote Monitori	150	253	483	300	500	515	67%
51 0 5563 Small Tools & Equipment	2,940	2,069	1,911	4,500	3,000	3,090	-33%
51 0 5587 Supplies	3,181	2,574	2,642	4,000	3,500	3,605	-13%
51 0 5597 System Supplies & Maintenance	12,666	11,914	23,286	21,000	21,000	21,630	0%
51 0 5603 Telephone	4,215	3,931	4,007	4,300	4,300	4,429	0%
51 0 5645 Tires	860	5,295	461	1,000	1,500	1,545	50%
51 0 5665 Travel and Meals	2,385	1,507	760	2,400	1,800	1,854	-25%
51 0 5685 Treatment Chemicals	29,635	29,301	38,679	35,000	40,000	41,200	14%
51 0 5703 Uniforms	987	1,027	1,227	980	1,300	1,339	33%
51 0 5715 Utilities	44,698	47,088	51,273	53,000	56,000	57,680	6%
51 0 5745 Vehicle Repair & Maintenance	5,617	9,041	6,637	6,500	8,000	8,240	23%
Subtotal Materials & Services	334,549	386,658	415,054	462,805	494,067	471,464	7%
CAPITAL OUTLAY							
51 0 6463 Water Equipment	0	43,750	0	0	0	0	
51 0 6467 Water Infrastructure	0	0	0	50,000	0	0	-100%
Subtotal Capital Outlay	0	43,750	0	50,000	0	0	-100%
DEBT SERVICE							
51 0 7142 OECDD Loan Principal	30,634	0	0	0	0	0	
51 0 7144 Contact Chamber Principal	7,251	66,369	70,577	28,000	0	0	-100%
51 0 7542 OECDD Loan Interest	1,878	0	0	0	0	0	
51 0 7544 Contact Chamber Loan Interest	11,192	10,721	6,407	2,000	0	0	-100%
Subtotal Debt Service	50,955	77,090	76,984	30,000	0	0	-100%
TRANSFERS							
51 0 8520 TO LBE Fund - Equipment	41,400	28,800	90,500	31,100	39,900	39,900	28%
51 0 8540 TO LBE Fund - Infrastructure	40,000	40,000	0	300,000	475,000	350,000	58%
51 0 8555 TO LBE Fund - P/W Office Equip	7,500	2,500	10,000	3,000	1,000	1,000	-67%
51 0 8560 TO LBE Fund - P/W Building	12,500	0	14,400	14,400	24,200	19,200	68%
Subtotal Transfers	101,400	71,300	114,900	348,500	540,100	410,100	55%
51 0 9000 Contingency	0	0	0	50,000	50,000	50,000	0%
TOTAL EXPENDITURES	830,100	886,258	922,132	1,293,400	1,455,895	1,325,120	13%
51 0 9500 UNAPPROPRIATED ENDING BA	0	0	0	70,000	124,000	70,000	77%
Excess Revenues Over Expenditures	178,032	221,928	313,022	0	0	0	

**CITY OF PHILOMATH
WATER FUND
2016-17 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	41%	34,410
Public Works Supervisor	32%	22,871
Utility Maintenance Workers	38%	86,323
Water/Wastewater Operators	50%	59,774
Seasonal/Part time	30%	<u>6,000</u>
TOTAL SALARIES		209,378
The time allocation is based on estimated needs of this fund for fiscal year 2016-17. Salaries include a 2% cost-of-living increase. The Public Works department plans on hiring one summer temporary employee.		
OVERTIME		4,580
ON-CALL TIME		2,555
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		8,939
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LEVEL 3 CERTIFICATION		1,161
2% incentive to Water/Wastewater operator to maintain a level 3 water treatment certification		
LONGEVITY PAY		1,075
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		794
50% of excess sick leave for Department Heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2016 rate is 7.65%		17,426
PERS		36,512
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		6,200
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		120
DEFERRED COMPENSATION 6% retirement benefit for management employees		3,649
HEALTH INSURANCE \$1,500 deductible plan, estimated 2.5% increase for 2017 premium		56,182
DENTAL INSURANCE Estimated 5.4% increase for 2017 premium		7,076
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		5,415
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		270
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>10,396</u>
TOTAL PERSONNEL SERVICES		<u>371,728</u>

**CITY OF PHILOMATH
WATER FUND
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	123,900	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 help with City water right issues
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	725	Employee water certifications
Computer Support	3,000	Prorated cost of Public Works computer software support
Computer Line Charges	1,525	Internet provider fees
Concrete Sidewalk/Curb	1,800	Cost to repair or replace damage while working on water system
Contracted Services	6,000	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	1,000	Backflow enforcement program. Software upgrades and letters to homeowners.
Crushed Rock and Asphalt	6,000	Crushed rock and asphalt needed to backfill and patch utility cuts
DEQ Discharge Permit	600	Mandated Department of Environmental Quality fee
Dues	800	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	42,000	\$40,000 for Water Master Plan update, \$2,000 incidental engineering fees
Equipment Rental	300	Rental of equipment
Equipment Repair & Maintenance	28,000	Equipment repairs to maintain water system and water plant
Gas and Oil	6,000	Prorated share of vehicle fuel costs

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**CITY OF PHILOMATH
WATER FUND
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Insurance	14,800	Water Fund share of commercial and vehicle liability, auto physical damage and property insurance
Laboratory Analysis	14,600	Cost of analyzing water samples by an outside certified lab to comply with state requirements
Lab Supplies	4,000	Lab testing chemicals and equipment
Landscape Maintenance	9,000	Contract landscaping at water treatment plant, water tower and portion of Public Works office. Testing of backflow prevention devices.
Medical Expenses	750	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	4,767	Incidental expenses
Office Supplies	1,500	Prorated supplies used by Public Works office
Pipes, Fittings, Mechanical	25,000	Purchase of corporation and curb stops, copper and PVC pipe, and related items
Postage	600	Mailing of water quality reports to residents and prorated postage for public works office
Rock Creek Water Purchase	25,000	Agreement with City of Corvallis to purchase treated water
Safety Equipment	3,000	Protective clothing and equipment
Security Alarm & Remote Monitoring	500	Public Works building alarm monitoring
Small Tools and Equipment	3,000	Replace worn-out hand tools & small equipment
Supplies	3,500	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	1,500	Prorated cost of tires and tire repair for equipment
Travel and Meals	1,800	Cost of lodging and meals at out-of-town training
Treatment Chemicals	40,000	Alum, soda ash, polymers, chlorine and fluoride
Uniforms	1,300	Prorated cost of shirts, pants, boots and coats
Utilities	56,000	Utility cost at water treatment plant and prorated cost of electricity, natural gas and water at Public Works office/shops
Vehicle Repair & Maintenance	<u>8,000</u>	Prorated cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u><u>494,067</u></u>	

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**CITY OF PHILOMATH
WATER FUND
2016-17 BUDGET NARRATIVE**

TRANSFERS

To LBE Fund - Equipment	39,900	Set aside for future equipment replacement
To LBE Fund - Infrastructure	475,000	Reserve to support capital improvement plan
To LBE Fund - P/W Office Equipment	1,000	Furniture and office equipment for Public Works building
To LBE Fund - P/W Building	<u>24,200</u>	Reserve for future construction/expansion of Public Works
TOTAL TRANSFERS	<u>540,100</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
SEWER FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE	
REVENUES								
52 0 3001	Cash Balance Forward	68,330	83,157	112,152	132,000	141,000	100,000	7%
52 0 3020	Interest on Investments	241	346	397	320	700	400	100%
52 0 3205	Sewer User Fees	787,981	866,850	910,378	950,000	1,104,000	1,180,000	16%
52 0 3225	Sewer Permits and Inspections	168	456	578	0	900	900	100%
52 0 3230	New Account Set Up Fee	1,871	3,035	3,570	3,600	3,600	3,600	0%
52 0 3235	Shut Off Notice Fee	6,294	4,887	4,536	5,000	5,000	5,150	0%
52 0 3240	Late Fee	3,218	3,250	3,114	3,300	3,300	3,400	0%
52 0 3280	Farm Lease	13,652	16,650	18,900	17,700	17,700	17,700	0%
52 0 3650	Miscellaneous Receipts	13,381	3,714	6,580	4,000	3,800	4,000	-5%
52 0 3830	CDBG Grant	0	0	0	20,000	20,000	0	0%
52 0 3985	Transfer from SDC Fund	50,000	10,200	30,000	70,000	100,000	100,000	43%
	TOTAL REVENUES	945,136	992,545	1,090,205	1,205,920	1,400,000	1,415,150	16%
EXPENDITURES								
PERSONNEL SERVICES								
52 0 4120	Public Works Director	31,008	31,632	32,266	32,909	33,571	34,243	2%
52 0 4155	Public Works Supervisor	17,258	18,183	18,546	18,915	19,297	19,683	2%
52 0 4164	Utility Maintenance Workers	64,391	47,959	51,551	57,874	60,151	62,724	4%
52 0 4166	Water/Wastewater Operator	47,836	51,256	54,260	57,894	59,194	60,378	2%
52 0 4258	Seasonal/Part Time	2,271	1,362	4,252	4,350	6,000	6,000	38%
52 0 4320	Overtime	2,432	2,198	1,985	2,820	3,955	4,298	40%
52 0 4340	On-Call Time	2,912	3,243	1,686	2,991	2,137	2,137	-29%
52 0 4360	Incentive Pay	7,000	6,515	6,412	6,408	7,459	7,344	16%
52 0 4366	Longevity Pay	0	0	0	0	1,049	1,712	100%
52 0 4370	Sick Leave Conversion	0	0	0	0	775	790	100%
52 0 4500	Social Security	13,540	12,420	13,095	14,088	14,863	15,302	6%
52 0 4520	PERS	27,556	26,196	26,534	29,251	30,158	37,982	3%
52 0 4540	Workers' Compensation	3,186	2,640	3,038	4,000	4,600	5,300	15%
52 0 4560	Workers' Benefit Fund Assmt	88	89	95	108	100	101	-7%
52 0 4620	Deferred Compensation	2,976	3,069	3,128	3,189	3,369	3,476	6%
52 0 4640	Health Insurance	37,375	38,300	38,985	43,390	45,931	48,356	6%
52 0 4660	Dental Insurance	4,778	4,524	4,490	4,606	5,738	6,007	25%
52 0 4670	Health Reimbursement Account	3,914	4,133	4,305	4,470	4,470	4,470	0%
52 0 4680	Life Insurance	268	193	206	242	231	246	-5%
52 0 4820	Sick and Vacation Accrual	1,880	0	223	5,473	7,028	7,228	28%
	Subtotal Personnel Services	270,669	253,912	265,057	292,978	310,076	327,777	6%
MATERIALS AND SERVICES								
52 0 5012	Administrative Overhead	102,720	106,248	107,952	103,080	116,160	119,645	13%
52 0 5015	Advertising & Legal Notices	216	315	420	450	600	618	33%
52 0 5053	Bad Debt Write-Off	2,184	2,514	4,678	5,000	4,000	4,120	-20%
52 0 5095	Building Repair & Maintenance	1,991	2,320	1,570	5,300	4,000	4,120	-25%
52 0 5107	Certification Costs	169	778	537	650	700	721	8%
52 0 5137	Computer Support	0	969	647	0	2,000	2,060	100%
52 0 5143	Computer Line Charges	503	539	519	550	550	567	0%
52 0 5145	Concrete Sidewalks/curb	0	0	314	700	700	721	0%
52 0 5147	Contracted Services	0	1,936	0	0	5,000	5,150	100%
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	56	32	24	100	100	103	0%
52 0 5195	Crushed Rock/Asphalt	1,375	1,092	987	3,500	3,500	3,605	0%
52 0 5225	DEQ Discharge Permit	1,545	1,545	1,590	1,590	1,700	1,751	7%
52 0 5233	Dues	570	697	658	700	750	773	7%
52 0 5245	Education & Training	798	392	954	1,200	1,200	1,236	0%
52 0 5265	Engineering	1,140	6,548	3,774	34,000	50,000	5,000	47%

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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
SEWER FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE	
MATERIALS & SERVICES (CONTINUED)								
52 0 5285	Equipment Repair & Maintenance	13,139	21,684	20,978	23,000	22,000	22,660	-4%
52 0 5305	Gas & Oil	7,995	8,475	7,122	9,000	7,000	7,210	-22%
52 0 5325	Insurance	10,676	16,812	19,391	22,300	23,000	23,690	3%
52 0 5373	Laboratory Analysis	8,991	7,767	4,626	6,000	7,000	7,210	17%
52 0 5374	Lab Supplies	70	410	110	500	600	618	20%
52 0 5375	Landscape Maintenance	1,473	1,939	1,024	2,000	2,200	2,266	10%
52 0 5376	Lagoon Monitoring	0	0	2,785	3,500	3,500	3,605	0%
52 0 5383	Maintenance Agreements	590	2,278	2,184	0	0	0	
52 0 5387	Medical Expenses	436	654	798	800	850	876	6%
52 0 5390	Miscellaneous	2,661	1,801	2,351	3,154	4,196	2,988	33%
52 0 5413	Office Supplies	1,170	1,243	752	1,300	1,200	1,236	-8%
52 0 5465	Postage	284	194	65	200	200	206	0%
52 0 5489	Property Lease	540	636	650	700	700	721	0%
52 0 5490	Property Tax	2,131	2,509	1,752	2,500	1,850	1,906	-26%
52 0 5515	Safety Equipment	2,890	1,836	2,987	3,000	3,500	3,605	17%
52 0 5535	Security Alarm/Remote Monitoring	510	713	695	800	1,000	1,030	25%
52 0 5545	Sewer Main Repair	10,958	8,374	24,619	35,000	35,000	36,050	0%
52 0 5563	Small Tools & Equipment	885	1,870	565	4,000	3,000	3,090	-25%
52 0 5587	Supplies	2,907	2,054	3,102	4,000	4,000	4,120	0%
52 0 5597	System Supplies & Maintenance	3,509	674	2,847	3,500	3,500	3,605	0%
52 0 5603	Telephone	3,200	2,984	3,048	3,100	3,500	3,605	13%
52 0 5645	Tires	665	517	2,568	2,800	2,800	2,884	0%
52 0 5665	Travel and Meals	549	1,193	608	1,000	1,000	1,030	0%
52 0 5685	Treatment Chemicals	15,599	19,892	22,487	21,000	23,000	23,690	10%
52 0 5695	TV Inspection	11,553	270	436	2,500	2,000	2,060	-20%
52 0 5703	Uniforms	987	1,027	1,227	1,100	1,200	1,236	9%
52 0 5715	Utilities	33,918	33,943	31,438	35,000	35,000	36,050	0%
52 0 5745	Vehicle Repair & Maintenance	1,494	3,245	3,095	2,800	4,000	4,120	43%
	Subtotal Materials & Services	256,047	273,919	291,934	354,374	390,756	354,555	10%
DEBT SERVICE								
52 0 7175	Bond Principal	90,000	100,000	100,000	130,000	145,000	160,000	12%
52 0 7575	Bond Interest	237,763	235,062	232,067	229,568	225,668	221,318	-2%
	Subtotal Debt Service	327,763	335,062	332,067	359,568	370,668	381,318	3%
TRANSFERS								
52 0 8520	To LBE Fund - Equipment	0	15,000	30,500	31,000	51,300	51,300	65%
52 0 8540	To LBE Fund - Infrastructure	0	0	0	75,600	200,000	200,000	100%
52 0 8555	To LBE Fund - P/W Office Equipm	7,500	2,500	10,000	3,000	1,000	1,000	-67%
52 0 8560	To LBE Fund - P/W Building	0	0	14,400	14,400	24,200	19,200	68%
	Subtotal Transfers	7,500	17,500	54,900	124,000	276,500	271,500	100%
52 0 9000	Contingency	0	0	0	35,000	40,000	40,000	14%
	TOTAL EXPENDITURES	861,979	880,393	943,958	1,165,920	1,388,000	1,375,150	19%
52 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	40,000	12,000	40,000	-70%
	Excess Revenues Over Expenditures	83,157	112,152	146,247	0	0	0	

**CITY OF PHILOMATH
SEWER FUND
2016-17 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	40%	33,571
Public Works Supervisor	27%	19,297
Utility Maintenance Workers	24%	60,151
Water/Wastewater Operators	50%	59,194
Seasonal/Part Time	30%	<u>6,000</u>
TOTAL SALARIES		178,213
<p>The time allocation is based on estimated needs of this fund for fiscal year 2016-17. Salaries include a 2% cost-of-living increase. The Public Works department plans to hire one summer temporary employee.</p>		
OVERTIME		3,955
ON-CALL TIME		2,137
Prorated portion of weekly payment for public works crew member on standby during off duty time		
INCENTIVE PAY		7,459
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY		1,049
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		775
50% of excess sick leave for Department Heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2016 rate is 7.65%		14,863
PERS		30,158
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		4,600
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		100
DEFERRED COMPENSATION 6% retirement benefit for management employees		3,369
HEALTH INSURANCE \$1,500 deductible plan, estimated 2.5% increase for 2017 premium		45,931
DENTAL INSURANCE Estimated 5.4% increase for 2017 premium		5,738
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		4,470
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000		231
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>7,028</u>
TOTAL PERSONNEL SERVICES		<u>310,076</u>

**CITY OF PHILOMATH
SEWER FUND
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	116,160	Transfer to General Fund to pay for Sewer Fund portion of accounting and other administrative expenses
Advertising and Legal Notices	600	Advertising for bids, sale of surplus equipment, and employment positions
Bad Debt Write-Off	4,000	To write-off uncollectible customer accounts
Building Repair and Maintenance	4,000	Minor repairs to the sewer plant and prorated cost of repairs to the Public Works buildings
Certification Costs	700	Employee waste water certifications
Computer Support	2,000	Prorated share of Public Works software maintenance cost
Computer Line Charges	550	Internet provider fees
Concrete Sidewalks/curb	700	Cost to repair or replace damage while working on sewer system
Contracted Services	5,000	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 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	1,700	Water quality tests required by state to insure compliance and obtain NPDES permit
Dues	750	Membership in professional organizations
Education and Training	1,200	Workshops and seminars to maintain certifications and train employees
Engineering	50,000	\$46,000 for Waste Water Master plan update, \$4,000 for incidental engineering fees
Equipment Repairs and Maintenance	22,000	Cost of repairs to equipment
Gas and Oil	7,000	Prorated share of vehicle fuel costs
Insurance	23,000	Sewer Fund share of commercial and vehicle liability, auto physical damage, and property insurance
Laboratory Analysis	7,000	Waste water quality testing required by DEQ for plant discharge

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**CITY OF PHILOMATH
SEWER FUND
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Lab Supplies	600	Lab testing chemicals and equipment
Landscape Maintenance	2,200	Prorated share of landscape maintenance at Public Works Office
Lagoon Monitoring	3,500	Yearly monitoring of wells at lagoon site
Medical Expenses	850	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	4,196	Incidental expenses
Office Supplies	1,200	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	1,850	Property tax on 119 acres near sewer lagoons which is leased to farmer
Safety Equipment	3,500	Protective clothing and equipment
Security Alarm/Remote Monitoring	1,000	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	3,000	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	3,500	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	23,000	Chemicals used in waste water treatment plant
T V Inspection	2,000	Inspection of private sewer laterals to determine if they are in need of replacement
Uniforms	1,200	Prorated cost of shirts, pants, boots and coats
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>4,000</u>	Prorated cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u>390,756</u>	

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**CITY OF PHILOMATH
SEWER FUND
2016-17 BUDGET NARRATIVE**

DEBT SERVICE

Bond Principal	145,000	Principal payment on \$6.125 million bond issue
Bond Interest	<u>225,668</u>	Interest on bond issue
TOTAL DEBT SERVICE	<u>370,668</u>	

TRANSFERS

To LBE Fund - Equipment	51,300	Set aside for future replacement of equipment
To LBE Fund - Infrastructure	200,000	To support the capital improvement plan
To LBE Fund - P/W Office Equipment	1,000	Furniture and office equipment for Public Works building
To LBE Fund - P/W Building	<u>24,200</u>	Reserve for future construction/expansion of Public Works facilities
TOTAL TRANSFERS	<u>276,500</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
STORM DRAIN FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE	
REVENUES								
53 0 3001	Cash Balance Forward	31,868	20,775	12,524	9,000	17,000	19,000	89%
53 0 3020	Interest on Investments	105	44	24	20	50	30	100%
53 0 3211	Storm Drain User Fees	42,495	42,532	42,826	42,960	58,200	58,200	35%
53 0 3650	Miscellaneous Revenue	128	0	0	120	0	0	-100%
	TOTAL REVENUES	74,596	63,351	55,374	52,100	75,250	77,230	44%
EXPENDITURES								
MATERIALS AND SERVICES								
53 0 5053	Bad Debt Write Off	98	80	158	200	200	206	0%
53 0 5137	Computer Support	0	0	0	0	350	361	100%
53 0 5147	Contracted Services	0	2,715	350	600	600	618	0%
53 0 5195	Crushed Rock/Asphalt	4,270	4,641	503	4,500	4,600	4,738	2%
53 0 5225	DEQ Discharge Permit	826	850	875	900	900	927	0%
53 0 5233	Dues	44	0	0	150	150	155	0%
53 0 5245	Education and Training	510	365	0	700	700	721	0%
53 0 5265	Engineering	890	2,635	2,456	2,700	3,000	3,090	11%
53 0 5390	Miscellaneous	470	1,989	1,376	1,300	2,000	2,205	54%
53 0 5413	Office Supplies	41	17	0	50	50	52	0%
53 0 5445	Pipes, Fittings, Mechanical	2,584	592	2,560	3,000	3,000	3,090	0%
53 0 5515	Safety Equipment	293	0	17	300	300	309	0%
53 0 5563	Small Tools and Equipment	157	0	21	400	400	412	0%
53 0 5587	Supplies	430	644	506	800	800	824	0%
53 0 5597	System Supply & Maintenance	208	0	264	800	800	824	0%
	Subtotal Materials & Services	10,821	14,528	9,086	16,400	17,850	18,530	9%
TRANSFERS								
53 0 8100	To Street Fund	18,500	17,900	17,600	17,700	19,400	20,700	10%
53 0 8540	To LBE Fund - Infrastructure	0	0	0	5,000	20,000	20,000	100%
53 0 8600	To SDC Fund	24,500	18,400	18,000	9,000	5,000	5,000	-44%
	Subtotal Transfers	43,000	36,300	35,600	31,700	44,400	45,700	40%
	TOTAL EXPENDITURES	53,821	50,828	44,686	48,100	62,250	64,230	29%
53 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	4,000	13,000	13,000	100%
	Excess Revenues Over Expenditures	20,775	12,523	10,688	0	0	0	

**CITY OF PHILOMATH
STORM DRAIN FUND
2016-17 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Bad Debt Write-Off	200	To write-off uncollectible customer accounts
Computer Support	350	Portion of Public Works software support
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	4,600	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 to identify illicit discharge, containment etc.
Engineering	3,000	Engineering of storm drain projects
Miscellaneous	2,000	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><u>17,850</u></u>	

TRANSFERS

To Street Fund	19,400	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	20,000	To reimburse LBE Fund for prior capital projects
To SDC Fund	<u>5,000</u>	Transfer to pay storm drain debt service
TOTAL TRANSFERS	<u><u>44,400</u></u>	

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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
DEVELOPMENT REVIEW FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
REVENUE							
16 0 3001 Cash Balance Forward	0	0	0	0	0	200	
16 0 3020 Interest on Investments	0	0	0	0	200	200	100%
16 0 3676 Plan Review Fee Deposit	0	0	0	0	75,000	45,000	100%
16 0 3678 Predesign Meeting Fee	0	0	0	0	5,000	3,000	100%
16 0 3997 Transfer from General Fund	0	0	0	0	30,000	0	100%
TOTAL REVENUE	0	0	0	0	110,200	48,400	100%
EXPENDITURES							
MATERIALS AND SERVICES							
16 0 5451 Project 1	0	0	0	0	25,000	16,000	100%
16 0 5451 Project 2	0	0	0	0	25,000	16,000	100%
16 0 5451 Project 3	0	0	0	0	20,000	16,000	100%
16 0 5451 Project 4	0	0	0	0	20,000	0	100%
16 0 5451 Project 5	0	0	0	0	20,000	0	100%
Subtotal Materials and Services	0	0	0	0	110,000	48,000	100%
TOTAL EXPENDITURES	0	0	0	0	110,000	48,000	100%
16 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	0	200	400	100%
Excess Revenues Over Expenditures	0	0	0	0	0	0	

**CITY OF PHILOMATH
DEVELOPMENT REVIEW FUND
2016-17 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	0	Estimated cash balance at June 30, 2016
Interest income	200	Estimated interest income
Plan Review Fee Deposit	75,000	4% of estimated infrastructure costs for new development. All Plan Review costs will be applied to the deposit. Either the developer will be billed for additional costs or a refund will be returned after the final inspections.
Pre-Design Meeting Fee	5,000	\$1,000 non-refundable fee for City staff and engineer time in preparing and attending Pre-Design meetings
Transfer from General Fund	<u>30,000</u>	Transfer of net money available from Pre-Design and Plan Review fees that were collected in the General Fund during FY 2015-16
TOTAL REVENUES	<u>110,200</u>	

MATERIALS AND SERVICES

Project Costs	<u>110,000</u>	Engineering review and inspection of new development infrastructure
TOTAL MATERIALS & SERVICES	<u>110,000</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 2016-17
LAND, BUILDING AND EQUIPMENT FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
REVENUES							
41 0 3001 Cash Balance Forward	1,772,339	1,754,790	1,273,558	1,299,000	1,737,000	1,505,000	34%
41 0 3020 Investment Interest	8,273	5,474	4,219	3,810	8,010	7,190	100%
41 0 3125 Bike/Footpath Revenue	2,524	2,641	2,673	2,670	2,670	2,690	0%
41 0 3580 Citation Assessment for Police Equip	11,616	14,259	7,892	7,300	11,000	12,000	51%
41 0 3610 Donations	23,851	10,485	3,410	0	0	0	
41 0 3650 Miscellaneous Income	0	0	12,492	0	0	0	
41 0 3685 Sale of Equipment/Building	5,220	3,419	4,230	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	1,460	17,735	0	0	0	0	
41 0 3809 Park Grant	0	30,000	0	0	0	0	
TRANSFERS							
41 0 3941 General Fund - Admin Equipment	10,300	0	0	0	0	0	
41 0 3942 General Fund - City Manager Car	400	0	400	500	700	700	40%
41 0 3943 General Fund - Finance Equipment	0	3,000	1,000	0	0	1,700	
41 0 3945 General Fund - Court Equipment	600	2,000	0	5,000	0	0	-100%
41 0 3949 General Fund - Police Equipment	0	0	1,000	0	1,700	0	100%
41 0 3951 General Fund - Police Vehicle	11,000	10,000	19,000	8,000	0	0	-100%
41 0 3953 General Fund - Park Equipment	18,500	0	7,600	13,800	9,500	9,500	-31%
41 0 3955 General Fund - Park Infrastructure	9,000	25,000	22,000	0	0	0	
41 0 3960 General Fund - City Hall Reserve	20,100	0	0	0	0	0	
41 0 3962 General Fund - Police Bldg. Reserve	20,200	0	0	0	0	0	
41 0 3964 General Fund - Library Reserve	23,400	0	0	0	0	0	
41 0 3971 Street Fund - Equipment	17,500	18,400	36,400	37,600	25,500	25,500	-32%
41 0 3973 Street Fund - Infrastructure	40,000	40,000	40,000	40,000	40,000	40,000	0%
41 0 3976 Water Fund - Equipment	41,400	28,800	90,500	31,100	39,900	39,900	28%
41 0 3978 Water Fund - Infrastructure	40,000	40,000	0	300,000	475,000	350,000	58%
41 0 3982 Sewer Fund - Equipment	0	15,000	30,500	31,000	51,300	51,300	65%
41 0 3984 Sewer Fund - Infrastructure	0	0	0	75,600	200,000	200,000	100%
41 0 3990 Storm Drain Fund - Infrastructure	0	0	0	5,000	20,000	20,000	100%
41 0 3985 W & S Fund - P/W Office Equip	15,000	5,000	20,000	6,000	2,000	2,000	-67%
41 0 3986 W & S Fund - P/W Buildings	12,500	0	28,800	28,800	48,400	38,400	68%
41 0 3995 Com. Development-Park Shelter	0	0	50,000	6,000	0	0	-100%
TOTAL REVENUE	2,117,303	2,038,123	1,667,794	1,913,300	2,684,800	2,318,000	40%

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2016-17
LAND, BUILDING AND EQUIPMENT FUND**

		ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
EXPENDITURES								
CAPITAL OUTLAY								
41 0 6403	Administration Equipment	6,825	0	0	3,000	2,500	2,000	-17%
41 0 6411	Finance Equipment	1,366	0	0	3,000	4,000	2,000	33%
41 0 6415	Court Equipment	0	0	1,588	7,000	2,000	2,000	-71%
41 0 6422	Police Office Equipment	0	0	1,072	3,000	1,000	2,000	-67%
41 0 6424	Police Equipment	3,566	2,291	7,582	5,000	5,000	5,000	0%
41 0 6426	Police Vehicles	62,228	5,020	50,715	0	23,500	0	100%
41 0 6432	Park Equipment	25,714	0	1,345	27,000	0	27,000	-100%
41 0 6434	Park Infrastructure	49,750	94,391	44,145	0	0	0	
41 0 6441	City Hall Improvement	0	2,700	0	5,000	25,000	25,000	100%
41 0 6443	Police Building Improvement	3,895	0	1,949	5,000	25,000	25,000	100%
41 0 6447	Library Improvement	0	0	20,867	5,000	25,000	25,000	100%
41 0 6457	Street Infrastructure	28,700	141,847	0	0	0	0	
41 0 6459	Bike/Footpath Construction	0	0	0	25,300	28,300	0	12%
41 0 6463	Water Equipment	0	28,292	134,843	55,000	0	30,000	-100%
41 0 6467	Water Infrastructure	28,700	0	0	0	707,500	0	100%
41 0 6473	Sewer Equipment	0	0	4,990	0	75,000	0	100%
41 0 6477	Sewer Infrastructure	121,603	400,027	101,618	100,000	211,000	202,000	100%
41 0 6480	Storm Drain Infrastructure	6,516	41,514	0	0	0	0	
41 0 6490	Public Works Office Equipment	20,250	13,200	0	15,000	10,000	10,000	-33%
41 0 6493	Public Works Office/Buildings	3,400	35,283	0	5,000	35,000	25,000	100%
	Total Capital Outlay	362,513	764,565	370,714	263,300	1,179,800	382,000	100%
	TOTAL EXPENDITURES	362,513	764,565	370,714	263,300	1,179,800	382,000	100%
41 0 9500	RESERVE FOR FUTURE EXPENDITURE	0	0	0	1,650,000	1,505,000	1,936,000	-9%
	Excess Revenues Over Expenditures	1,754,790	1,273,558	1,297,080	0	0	0	

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
2016-17 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	1,737,000	Estimated Cash Balance at June 30, 2016
Investment Interest	8,010	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	11,000	\$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, 2016 will be \$73,018. Interest is at 6.5%.
Subtotal Revenue Before Transfers	<u>1,770,800</u>	

TRANSFERS

General Fund

Administration Vehicle	700	Future replacement of City Manager vehicle
Police Equipment	1,700	To purchase police equipment
Park Equipment	<u>9,500</u>	Specified in Capital Improvement Plan
	<u>11,900</u>	

Street Fund

Equipment	25,500	Specified in Capital Improvement Plan
Infrastructure	<u>40,000</u>	Set aside for future capital purchases
	<u>65,500</u>	

Water Fund

Equipment	39,900	Specified in Capital Improvement Plan
Infrastructure	475,000	Specified in Capital Improvement Plan
Public Works Office Equipment	1,000	Office equipment for the Public Works staff
Public Works Buildings	<u>24,200</u>	Specified in Capital Improvement Plan
	<u>540,100</u>	

Sewer Fund

Equipment	51,300	Specified in Capital Improvement Plan
Infrastructure	200,000	Specified in Capital Improvement Plan
Public Works Office Equipment	1,000	Office equipment for the Public Works staff
Public Works Buildings	<u>24,200</u>	Specified in Capital Improvement Plan
	<u>276,500</u>	

Storm Drain

Infrastructure	<u>20,000</u>	Specified in Capital Improvement Plan
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TOTAL REVENUE **2,684,800**

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**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
2016-17 BUDGET NARRATIVE**

CAPITAL OUTLAY

Administration Equipment	2,500	Computer and office equipment
Finance Equipment	4,000	Computer and office equipment
Court Equipment	2,000	Computer and office equipment
Police Office Equipment	1,000	Computer and office equipment
Police Equipment	5,000	Police equipment
Police Vehicle	23,500	Purchase a used low mileage unmarked traffic car from Benton County Sherriff
City Hall	25,000	Miscellaneous building improvement
Police Building Improvement	25,000	Miscellaneous building improvement
Library Improvement	25,000	Miscellaneous building improvement
Bike/Footpath Construction	28,300	Ground mounted lighting along Hunsaker bike path
Water Infrastructure	707,500	Upsize N. 12th Street waterline from a 4" to a 10" pipe
Sewer Equipment	75,000	Sewer camera to TV sewer lines, includes camera, cables and software to make video recording
Sewer Infrastructure	211,000	Replacement of 1952 era sewer lines
Public Works Office Equipment	10,000	Computer and office equipment
Public Works Office/Buildings	<u>35,000</u>	\$10,000 new roof, \$25,000 remodel office lunch room
TOTAL CAPITAL OUTLAY	<u><u>1,179,800</u></u>	

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
FISCAL YEAR 2016-17**

	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 7/1/16	7,300	15,100	4,000	4,200	1,000	3,300	12,500	27,500	0	118,700	126,700	178,700	499,000
2016-17 Transfers	0	700	0	0	0	1,700	0	9,500	0	0	0	0	11,900
Interest Income	26	84	0	12	0	0	0	197	0	499	607	819	2,244
Other Income	0	0	0	0	0	0	11,000	0	0	0	12,120	0	23,120
Appropriations	(2,500)	0	(4,000)	(2,000)	(1,000)	(5,000)	(23,500)	0	0	(25,000)	(25,000)	(25,000)	(113,000)
Balance 6/30/17	<u>4,826</u>	<u>15,884</u>	<u>0</u>	<u>2,212</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>37,197</u>	<u>0</u>	<u>94,199</u>	<u>114,427</u>	<u>154,519</u>	<u>423,264</u>

	STREET			WATER		SEWER		STORM DRAIN	PUBLIC WORKS	PUBLIC WORKS	FUND TOTALS
	Equipment	Infrastructure	Bike Path	Equipment	Infrastructure	Equipment	Infrastructure	Infrastructure	Office Equip	Building	
Est Balance 7/1/16	206,400	303,300	25,600	188,300	300,800	112,000	11,100	(17,700)	11,200	97,000	1,737,000
2016-17 Transfers	25,500	40,000	0	39,900	475,000	51,300	200,000	20,000	2,000	48,400	914,000
Interest Income	1,236	1,830	30	1,216	364	471	1	12	17	589	8,010
Other Income	0	0	2,670	0	0	0	0	0	0	0	25,790
Appropriations	0	0	(28,300)	0	(707,500)	(75,000)	(211,000)	0	(10,000)	(35,000)	(1,179,800)
Balance 6/30/17	<u>233,136</u>	<u>345,130</u>	<u>0</u>	<u>229,416</u>	<u>68,664</u>	<u>88,771</u>	<u>101</u>	<u>2,312</u>	<u>3,217</u>	<u>110,989</u>	<u>1,505,000</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 2016-17
SYSTEMS DEVELOPMENT FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
REVENUES							
42 0 3001 Cash Balance Forward	669,887	707,955	187,641	364,600	559,200	434,000	53%
42 0 3020 Interest on Investments	3,209	988	977	1,199	4,099	5,350	100%
42 0 3051 Interest on Deferred SDC Liens	1,060	358	1,679	0	0	0	
42 0 3351 Park Improvement Charges	3,088	5,930	8,470	8,600	13,000	13,390	51%
42 0 3353 Street Improvement Charges	10,527	19,606	29,104	29,200	44,500	45,835	52%
42 0 3354 Street Reimbursement Charges	5,233	9,742	14,460	14,500	22,100	22,763	52%
42 0 3355 Water Improvement Charges	15,971	25,308	39,661	44,700	68,100	70,143	52%
42 0 3356 Water Reimbursement Charges	11,904	18,864	29,563	33,300	50,800	52,324	53%
42 0 3357 Sewer Improvement Charges	21,738	36,635	42,917	48,400	73,700	75,911	52%
42 0 3358 Sewer Reimbursement Charges	10,457	17,619	20,637	23,300	35,500	36,565	52%
42 0 3359 Storm Drain Improvement Charges	4,880	10,365	13,508	13,500	20,600	21,218	53%
42 0 3990 Transfer-Storm Drain Fund	24,500	18,400	18,000	9,000	5,000	5,000	-44%
TOTAL REVENUES	782,454	871,770	406,617	590,299	896,599	782,499	52%
EXPENDITURES							
CAPITAL OUTLAY							
42 0 6815 Park Improvement Outlay	0	0	0	5,000	80,000	0	100%
42 0 6825 Street Improvement Outlay	0	160,046	0	0	0	0	
42 0 6829 Street Reimbursement Outlay	0	81,913	0	0	0	0	
42 0 6835 Water Improvement Outlay	0	262,468	0	0	192,500	0	100%
42 0 6839 Water Reimbursement Outlay	0	145,003	0	0	0	0	
42 0 6839 Sewer Reimbursement Outlay	0	0	0	0	65,600	26,000	100%
TOTAL CAPITAL OUTLAY	0	649,430	0	5,000	338,100	26,000	100%
DEBT SERVICE							
42 0 7142 OECD Loan Principal	12,175	12,906	13,680	14,501	15,371	16,293	6%
42 0 7542 OECD Loan Interest	12,324	11,593	10,819	9,998	9,128	8,206	-9%
TOTAL DEBT SERVICE	24,499	24,499	24,499	24,499	24,499	24,499	0%
TRANSFERS							
42 0 8700 To Sewer Fund	50,000	10,200	30,000	70,000	100,000	100,000	43%
TOTAL TRANSFERS	50,000	10,200	30,000	70,000	100,000	100,000	43%
TOTAL EXPENDITURES	74,499	684,129	54,499	99,499	462,599	150,499	100%
42 0 9500 RESERVE FOR FUTURE EXPENDITURE	0	0	0	490,800	434,000	632,000	-12%
Excess Revenues Over Expenditures	707,955	187,641	352,118	0	0	0	

**CITY OF PHILOMATH
SYSTEMS DEVELOPMENT FUND
2016-17 BUDGET NARRATIVE**

REVENUE

Cash Balance Forward	559,200	Estimated cash balance at June 30, 2016
Interest on Investments	4,099	Interest earnings
Park Improvement Charges	13,000	Estimate based on 15 new single family homes
Street Improvement Charges	44,500	Estimate based on 15 new single family homes
Street Reimbursement Charges	22,100	Estimate based on 15 new single family homes
Water Improvement Charges	68,100	Estimate based on 15 new single family homes
Water Reimbursement Charges	50,800	Estimate based on 15 new single family homes
Sewer Improvement Charges	73,700	Estimate based on 15 new single family homes
Sewer Reimbursement Charges	35,500	Estimate based on 15 new single family homes
Storm Drain Improvement Charges	20,600	Estimate based on 15 new single family homes
Transfer - Storm Drain Fund	<u>5,000</u>	Funds to pay debt service on storm drain loan
TOTAL REVENUE	<u><u>896,599</u></u>	

CAPITAL OUTLAY

Park Improvement Outlay	80,000	Construction of a park on N. 11th Street
Water Improvement Outlay	192,500	Upsize water line on N. 12th Street. Total project cost \$900,000
Sewer Reimbursement Outlay	<u>65,600</u>	Funds to be used towards upgrading 1952 era pipes
TOTAL CAPITAL OUTLAY	<u><u>338,100</u></u>	

DEBT SERVICE

OECD - Principal	15,371	Principal portion of OECD storm drain loan
OECD - Interest	<u>9,128</u>	Interest portion of OECD storm drain loan
TOTAL DEBT SERVICE	<u><u>24,499</u></u>	

TRANSFERS

To Sewer Fund	<u><u>100,000</u></u>	Transfer sewer SDC's held in this fund to the Sewer Fund to help pay annual bond payments
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**CITY OF PHILOMATH
SYSTEM DEVELOPMENT CHARGES FUND
FISCAL YEAR 2016-17**

	<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 7/1/16	66,300	87,200	43,300	123,500	95,800	81,300	39,800	22,000	559,200
SDC Fees	13,000	44,500	22,100	68,100	50,800	73,700	35,500	20,600	328,300
Interest Income	700	611	314	918	703	312	313	228	4,099
Appropriations	(80,000)	0	0	(192,500)	0	0	(65,600)	0	(338,100)
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>(90,000)</u>	<u>(10,000)</u>	<u>5,000</u>	<u>(95,000)</u>
Balance 6/30/17	<u><u>0</u></u>	<u><u>132,311</u></u>	<u><u>65,714</u></u>	<u><u>18</u></u>	<u><u>147,303</u></u>	<u><u>65,312</u></u>	<u><u>13</u></u>	<u><u>23,329</u></u>	<u><u>434,000</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 \$37,819 in outstanding loans.

Repayment of the 1993 and 1997 loans must be used for low-income housing rehabilitation. Currently, there is \$378,084 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 2016-17
COMMUNITY DEVELOPMENT FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE	
REVENUES								
22 0 3001	Cash Balance Forward	137,083	170,151	50,349	6,500	20,750	50	100%
22 0 3020	Interest Income	671	198	9	0	0	0	
22 0 3730	Repayment of 1992 Loans	0	0	6,138	15,000	15,000	15,000	0%
22 0 3731	Repayment of 1993 Loans	29,145	0	0	0	15,000	15,000	100%
22 0 3760	Downtown Loan Repayment	3,252	0	0	0	0	0	
	TOTAL REVENUES	170,151	170,349	56,496	21,500	50,750	30,050	136%
EXPENDITURES								
MATERIALS AND SERVICES								
22 0 5820	Downtown Revolving Loan Fund	0	0	0	15,500	30,000	30,000	94%
	Subtotal Materials and Services	0	0	0	15,500	30,000	30,000	94%
TRANSFERS								
22 0 8050	To General Fund	0	120,000	0	0	20,700	0	100%
22 0 8500	To LB & E Fund	0	0	50,000	6,000	0	0	-100%
	Subtotal Transfers	0	120,000	50,000	6,000	20,700	0	100%
	TOTAL EXPENDITURES	0	120,000	50,000	21,500	50,700	30,000	100%
	Excess Revenues Over Expenditures	170,151	50,349	6,496	0	50	50	

**CITY OF PHILOMATH
COMMUNITY DEVELOPMENT FUND
2016-17 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	20,750	Estimated cash balance at June 30, 2016
Repayment of 1992 Loans	15,000	Repayment of loans made with the 1992 Block Grant
Repayment of 1993 Loans	<u>15,000</u>	Repayment of loans made with the 1993 Block Grant
TOTAL REVENUES	<u>50,750</u>	

MATERIALS AND SERVICES

Downtown Revolving Loan Fund	<u>30,000</u>	Matching loan fund to help downtown businesses with façade improvements. Funds available from 1992 Grant repayments.
TOTAL MATERIALS & SERVICES	<u>30,000</u>	

TRANSFERS

To General Fund	<u>20,700</u>	To supplement General Fund revenue
TOTAL TRANSFERS	<u>20,700</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 2016-17
ECONOMIC DEVELOPMENT FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
REVENUES							
32 0 3001 Cash Balance Forward	11,140	11,179	11,289	11,330	11,390	11,445	1%
32 0 3020 Investment Interest	36	33	39	40	55	60	38%
32 0 3050 Interest on Bonded Liens	23,270	22,515	21,603	20,763	19,887	18,976	-4%
32 0 3115 Prior Years Levy	3	1	5	0	0	0	
32 0 3711 Advanced Financing Principal Coll	23,745	23,876	24,012	24,152	24,303	24,464	1%
TOTAL REVENUES	58,194	57,604	56,948	56,285	55,635	54,945	-1%
EXPENDITURES							
DEBT SERVICE							
32 0 7143 Principal - OECDD	23,745	23,876	24,012	24,152	24,303	24,464	1%
32 0 7543 Interest - OECDD	23,270	22,439	21,603	20,763	19,887	18,976	-4%
Subtotal Debt Service	47,015	46,315	45,615	44,915	44,190	43,440	-2%
TOTAL EXPENDITURES	47,015	46,315	45,615	44,915	44,190	43,440	-2%
32 0 9500 UNAPPROPRIATED ENDING BA	0	0	0	11,370	11,445	11,505	1%
Excess Revenues Over Expenditures	11,179	11,289	11,333	0	0	0	

**CITY OF PHILOMATH
ECONOMIC DEVELOPMENT FUND
2016-17 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	11,390	Estimated cash balance at June 30, 2016
Investment Interest	55	Estimated interest income
Interest on Bonded Liens	19,887	Reimbursement from Mill Pond property owners for OECDD loan
Advanced Financing Principal Coll	<u>24,303</u>	Reimbursement from Mill Pond property owners for OECDD loan
TOTAL REVENUES	<u>55,635</u>	

DEBT SERVICE

Principal - OECDD	24,303	Principal portion of loan payment
Interest - OECDD	<u>19,887</u>	Interest portion of loan payment
TOTAL DEBT SERVICE	<u>44,190</u>	

**Urban Renewal Agency
Annual Budget
Fiscal Year 2016-17**

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Urban Renewal Agency FISCAL YEAR 2016-17 BUDGET MESSAGE

Dear Members of the Budget Committee:

The Proposed 2016-17 Budget has been prepared using estimated property tax revenue from the division of taxes and does not include any special levy.

Streetscape improvements on Main Street and Applegate Street are on hold until ODOT determines whether or not it will fund its highway construction portion of the project with 2018-21 Fix-It State Transportation Improvement Program (STIP) funds. If so, efforts will focus in on preparing for construction of the entire project area. If not, the Agency will consider constructing both the highway and streetscape portions of the project in the commercial core area of Main Street (between 12th Street and 15th Street) as early as FY2017-18.

In preparation for future improvements to Main Street, the Urban Renewal Area was amended last year to include approximately .24 total acres of land centered directly above 5200 linear feet of water and sewer pipelines on Main Street. Up to \$4.3 million of water and waste water line replacement projects will be engineered and constructed through the summer of summer of 2017. The waste water line replacement has been a Council Goal for a number of years.

Additionally, the Agency specifically identified a piece of property on Main Street it desired to acquire for future use. The Renewal Plan specifies off-street parking and a public restroom facility within the redevelopment area. Efforts are underway to perform environmental site assessments now with purchase and demolition of the existing structures totaling no more than \$350,000 to be completed during FY2016-17. Internal preliminary planning will finish out the year with no new construction taking place this year.

Special thanks to the Budget Committee for the important role you have take on in reviewing the budget documents. We welcome and look forward to your feedback.

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 2016-17
GENERAL FUND**

	ACTUAL EXPENDED 2012-13	ACTUAL EXPENDED 2013-14	ACTUAL EXPENDED 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	ESTIMATED BUDGET 2017-18	% CHANGE
REVENUE							
23 0 3001 Cash Balance Forward	47,222	660,805	1,052,062	1,494,000	1,900,000	350,000	27%
23 0 3020 Interest on Investments	897	4,710	6,661	20,000	11,000	1,000	-45%
23 0 3030 Interest on Tax Collections	0	1,177	1,311	1,200	1,200	1,200	0%
23 0 3110 Property tax increment	0	424,736	465,973	490,000	507,800	523,000	4%
23 0 3115 Prior Year Tax Increment	0	8,453	9,713	9,200	9,500	9,500	3%
23 0 3646 Loan Proceeds	0	0	0	4,000,000	3,400,000	0	-15%
23 0 3997 Trans. from Urban Renewal-Debt	370,000	0	0	0	0	0	
TOTAL REVENUE	418,119	1,099,881	1,535,720	6,014,400	5,829,500	884,700	-3%
EXPENDITURES							
MATERIALS AND SERVICES							
23 0 5012 Administrative Overhead	12,000	12,240	10,836	11,400	18,156	19,000	59%
23 0 5015 Advertising and Legal Notices	939	870	845	3,000	3,000	900	0%
23 0 5045 Audit Fees	1,000	3,153	1,372	2,450	2,600	3,000	6%
23 0 5146 Consultant Fee	124,954	31,273	32,705	0	0	0	
23 0 5265 Engineering	0	0	83	300,000	100,000	0	-67%
23 0 5390 Miscellaneous	26	82	4,387	6,510	5,704	1,760	-12%
23 0 5567 State Filing Fee	40	200	20	40	40	40	0%
Subtotal Materials and Services	138,959	47,818	50,248	323,400	129,500	24,700	-60%
CAPITAL OUTLAY							
23 0 6162 Property Acquisition	0	0	0	0	350,000	0	100%
23 0 6160 Urban Renewal Project	0	0	0	500,000	5,000,000	0	100%
Subtotal Capital Outlay	0	0	0	500,000	5,350,000	0	100%
DEBT SERVICE							
23 0 7180 Loan Principal	0	0	0	115,000	100,000	100,000	-13%
23 0 7580 Loan Interest	0	0	0	276,000	200,000	200,000	-28%
Subtotal Capital Outlay	0	0	0	391,000	300,000	300,000	-23%
TOTAL EXPENDITURES	138,959	47,818	50,248	1,214,400	5,779,500	324,700	100%
23 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	4,800,000	50,000	560,000	-99%
Excess Revenues Over Expenditures	279,160	1,052,063	1,485,472	0	0	0	

**PHILOMATH URBAN RENEWAL AGENCY
2016-17 BUDGET NARRATIVE
GENERAL FUND**

REVENUE

Cash Balance Forward	1,900,000	Estimated cash balance at June 30, 2016
Interest on Investments	11,000	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	507,800	Estimated property tax increment. Assume collection rate of 95%
Prior Years Tax Increment	9,500	Collection of prior years tax increment
Loan Proceeds	<u>3,400,000</u>	Bond sale to raise funds for Main and Applegate water and sewer projects
TOTAL REVENUE	<u>5,829,500</u>	

MATERIALS AND SERVICES

Administrative Overhead	18,156	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	2,600	Annual audit of the Urban Renewal Agency
Engineering	100,000	Engineering to complete construction plans
Miscellaneous	5,704	Miscellaneous expenses
State Filing Fee	<u>40</u>	Fee required to file Urban Renewal Agency audit
TOTAL MATERIALS AND SERVICE	<u>129,500</u>	

CAPITAL OUTLAY

Property Acquisition	350,000	\$250,000 to purchase lot on Main Street, \$50,000 environmental testing, \$50,000 building demolition
Urban Renewal Project	<u>5,000,000</u>	Replace water and sewer lines on Main and Applegate Street generally between 7th and 14th Streets. Water \$3 million, Sewer \$2 million.
TOTAL CAPITAL OUTLAY	<u>5,350,000</u>	

DEBT SERVICE

Loan Principal	100,000	Potential principal payment if bonds are sold
Loan Interest	<u>200,000</u>	Potential interest payment if bonds are sold
TOTAL DEBT SERVICE	<u>300,000</u>	

budget\urban renewal m&s
04/21/16

TAX SUMMARY

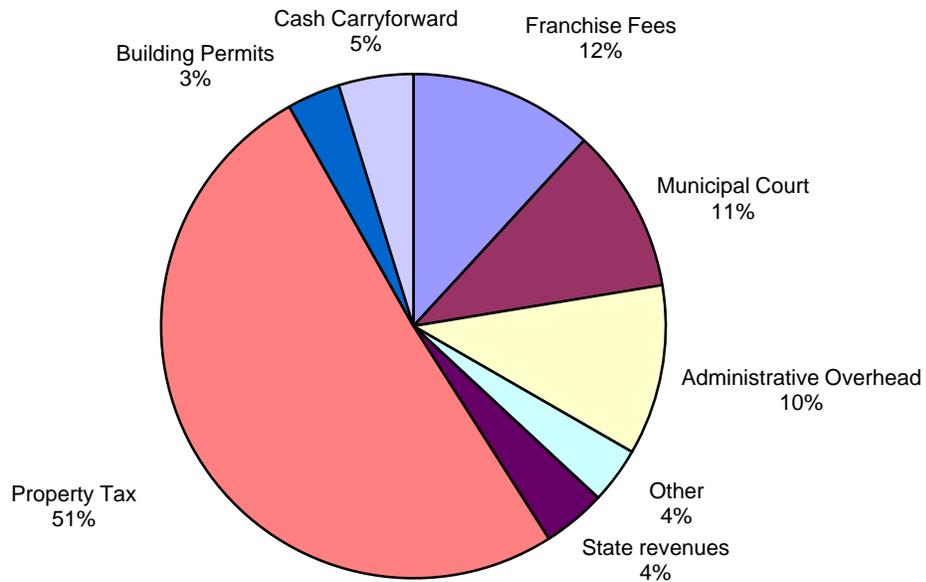
<u>Budget Year</u>	<u>General Fund Tax Levied</u>	<u>Total City Tax Rate</u>	<u>Assessed Valuation</u>	<u>General Fund Budget</u>
2007-08	1,172,249	5.30	243,266,694	2,118,278
2008-09	1,223,149	5.30	252,798,608	2,255,889
2009-10	1,263,360	5.30	260,788,879	2,157,374
2010-11	1,301,971	5.30	270,815,918	2,463,988
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
2015-16	1,496,146	5.30	312,455,096	2,750,000

<u>City Population</u>		<u>% Change</u>	<u># of City FTE Employees/1000 (calendar year)</u>
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
2016-17	4,650	.4%	5.2

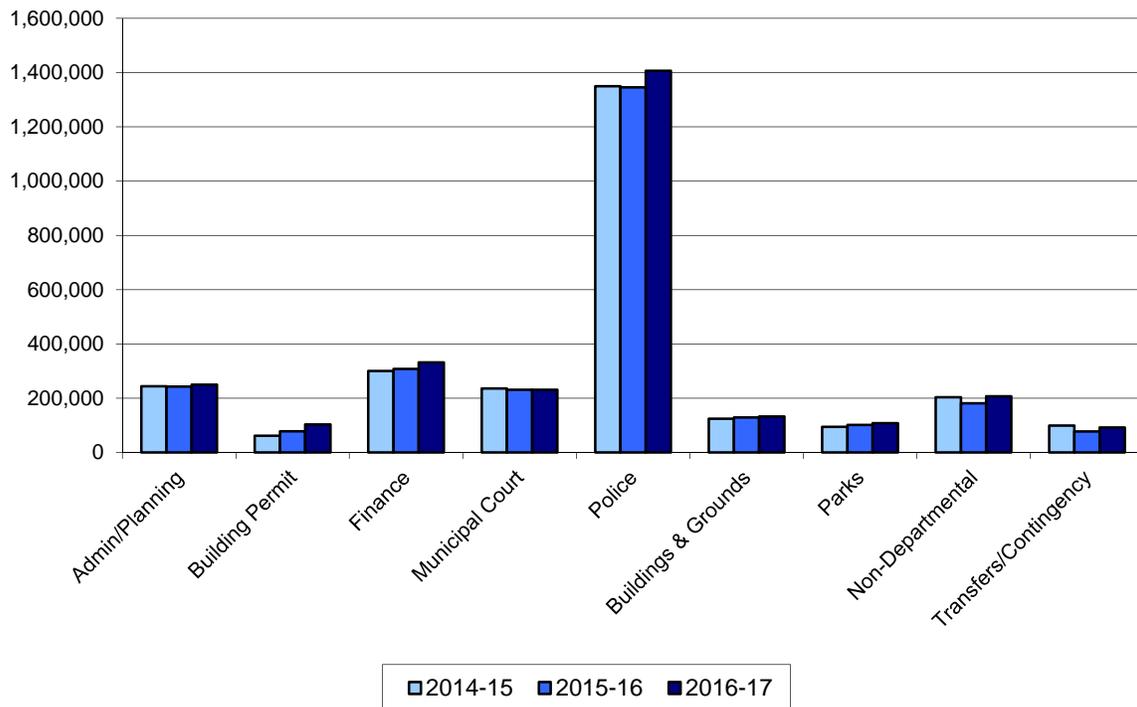
Utility Connections

	<u>Water</u>	<u>Increase</u>	<u>Sewer</u>	<u>Increase</u>
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
2015-16	1634	10	1569	10

City of Philomath 2016-17 General Fund Revenues



General Fund Appropriations



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

	<u>ADOPTED BUDGET 2015-16</u>	<u>PROPOSED BUDGET 2016-17</u>	<u>Percent Change</u>
General Fund	2,693,000	2,861,000	6%
Development Review	0	110,000	100%
Street Fund	514,650	527,364	2%
Water Fund	1,293,400	1,455,895	13%
Sewer Fund	1,165,920	1,388,000	19%
Storm Drain Fund	48,100	62,250	29%
Land, Bldg & Equipment Fund	263,300	1,179,800	348%
Systems Development Fund	99,499	462,599	365%
Community Development Fund	21,500	50,700	136%
Economic Development Fund	<u>44,915</u>	<u>44,190</u>	<u>-2%</u>
Total Budget	<u><u>6,144,284</u></u>	<u><u>8,141,798</u></u>	<u><u>33%</u></u>

**CITY OF PHILOMATH
2016-17 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	210,775	39,025	0	0	0	0	0	0	249,800
Building Permit	31,021	71,979	0	0	0	0	0	0	103,000
Finance	279,577	52,323	0	0	0	0	0	0	331,900
Municipal Court	123,415	107,585	0	0	0	0	0	0	231,000
Police	1,090,684	315,916	0	0	0	0	0	0	1,406,600
Buildings & Grounds	37,633	94,967	0	0	0	0	0	0	132,600
Parks	43,827	63,773	0	0	0	0	0	0	107,600
Non-departmental	0	206,600	0	0	0	0	0	0	206,600
Transfers/Contingency	0	0	0	0	11,900	30,000	50,000	0	91,900
Unappropriated balance	0	0	0	0	0	0	0	70,000	70,000
Total General fund	1,816,932	952,168	0	0	11,900	30,000	50,000	70,000	2,931,000
Development Review fund	0	110,000	0	0	0	0	0	200	110,200
Street fund	194,252	232,612	0	0	65,500	0	35,000	50,000	577,364
Water fund	371,728	494,067	0	0	540,100	0	50,000	124,000	1,579,895
Sewer fund	310,076	390,756	0	370,668	276,500	0	40,000	12,000	1,400,000
Storm Drain fund	0	17,850	0	0	20,000	24,400	0	13,000	75,250
Total Public Works	876,056	1,245,285	0	370,668	902,100	24,400	125,000	199,200	3,742,709
Total Operating Costs	2,692,988	2,197,453	0	370,668	914,000	54,400	175,000	269,200	6,673,709
Land, Building & Equip	0	0	1,179,800	0	0	0	0	1,505,000	2,684,800
Systems Development	0	0	338,100	24,499	0	100,000	0	434,000	896,599
Community Development	0	30,000	0	0	0	20,700	0	50	50,750
Economic Development	0	0	0	44,190	0	0	0	11,445	55,635
Total Non-Operating	0	30,000	1,517,900	68,689	0	120,700	0	1,950,495	3,687,784
TOTAL CITY	2,692,988	2,227,453	1,517,900	439,357	914,000	175,100	175,000	2,219,695	10,361,493
PERCENT OF TOTAL	26.0%	21.5%	14.6%	3.2%	8.8%	1.7%	1.7%	21.4%	100.0%

budget/budget recap
05/27/16