



2018-2019 BUDGET

.....
City of Philomath and
Philomath 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 2018-19**

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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 2018-19
BUDGET MESSAGE

Dear Budget Committee and Citizens of Philomath:

This document contains the proposed budget for operating the City of Philomath for fiscal year 2018-2019. The City manages the budget in an open and direct manner, allowing consistent and careful management of revenues and expenditures in accordance with State requirements.

The Budget Document

This document is divided into sections, each section beginning with a description of the funds presented and a line-item budget for a total of six years. For comparison purposes, the budget document includes the three previous years' budgets, the current year, and two years out. Although the other years are provided, only the FY2018-19 budget numbers will be approved and adopted.

Budget Highlights

This year's budget includes new revenue generated from the General Fund Fee. This money will help fund future building needs and restore the General Fund's ending balance. New revenue also came from State marijuana tax, the sale of two industrial lots the City owned, and an unanticipated number of building permits.

No new fees or operating levies are proposed for this year. The City continues to hold spending to a minimum as expenses such as 9-1-1 dispatch and PERS continue to rise. The City is actively looking to minimize these expenses and we will discuss both in greater detail during the budget meetings this year.

Stay the Course

Over the last four years, staff has expressed concern over the short-term strategies that were used to balance the General Fund over the long-term. The growth the City is starting to experience will eventually expand the tax base, bringing in new tax revenue; however, it may take several years to appear on the tax rolls. The City Council has determined to keep the General Fund Fee in place for the upcoming year and stay the current course.

We wish to thank the members of the Budget Committee and openly welcome your feedback and comments as you consider the FY 2018-19 Budget of the City of Philomath.

Respectfully submitted,

Chris Workman, City Manager

Joan Swanson, Budget Officer

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
GENERAL FUND**

	ACTUAL OPERATIONS 2014-15	ACTUAL OPERATIONS 2015-16	ACTUAL OPERATIONS 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
REVENUES							
Cash Balance Forward	151,499	134,199	87,904	100,000	670,000	760,000	100%
Interest Income	4,661	4,409	6,937	5,200	13,000	14,000	100%
Property Tax - Current Year	1,369,083	1,415,806	1,462,364	1,505,000	1,590,000	1,670,000	6%
Property Tax - Prior Years	28,816	23,829	23,245	25,000	25,000	25,000	0%
Cigarette, Liquor & Marijuana Tax	72,850	72,814	77,314	77,770	104,000	109,300	34%
State Revenue Sharing	42,624	43,069	45,490	46,200	55,430	57,430	20%
General Fund Fee	0	0	0	213,300	237,000	238,000	11%
Building & Electrical Permits	60,624	84,769	114,397	350,000	380,000	380,000	9%
Planning and Zoning Fees	8,023	24,780	16,144	18,000	20,000	20,000	11%
Franchise Fees	300,195	299,966	376,138	359,400	375,000	380,000	4%
Municipal Court Revenue	254,291	261,611	265,787	290,000	310,000	310,000	7%
Bus User Fees	18,258	18,132	18,820	18,300	19,500	19,500	7%
Flower Basket Revenue	0	7,230	7,255	8,500	7,300	7,300	-14%
Lien Search Fees	4,790	7,670	5,620	6,000	7,200	7,300	20%
Miscellaneous Receipts	26,978	37,663	35,448	27,510	25,886	28,586	-6%
Administrative Overhead	284,388	284,424	309,900	331,620	399,984	411,984	21%
Grants	6,584	5,106	4,666	7,000	0	0	-100%
Transfer-Community Develop Fund	0	0	11,689	0	0	0	
TOTAL REVENUES	2,633,664	2,725,477	2,869,118	3,388,800	4,239,300	4,438,400	25%
EXPENDITURES							
Administration/Planning	224,153	251,317	257,254	256,100	291,500	307,300	14%
Building Permit Dept.	62,275	79,383	112,362	353,400	325,700	329,200	-8%
Finance	286,713	303,671	299,560	346,800	358,700	348,000	3%
Municipal Court	192,416	198,109	204,290	231,200	236,000	247,100	2%
Police	1,323,655	1,397,670	1,383,972	1,491,600	1,573,000	1,680,000	5%
Buildings & Grounds	99,342	119,747	104,137	133,100	137,700	143,300	3%
Parks	99,586	89,972	78,896	93,000	97,100	101,200	4%
City Council	160,325	170,404	185,303	193,600	205,500	209,200	6%
Subtotal department expenditures	2,448,465	2,610,273	2,625,774	3,098,800	3,225,200	3,365,300	4%
TRANSFERS							
To Development Review Fund	0	0	24,034	0	0	0	
To Land, Building & Equip Fund	51,000	27,300	11,900	50,000	165,000	124,000	100%
Subtotal transfers	51,000	27,300	35,934	50,000	165,000	124,000	100%
Contingency	0	0	0	50,000	100,000	100,000	100%
TOTAL EXPENDITURES	2,499,465	2,637,573	2,661,708	3,198,800	3,490,200	3,589,300	9%
Reserved for Future Expenditure	0	0	0	0	349,100	349,100	100%
UNAPPROPRIATED ENDING BAL	0	0	0	190,000	400,000	500,000	100%
Excess Revenues Over Expenditures	134,199	87,904	207,410	0	0	0	

**CITY OF PHILOMATH
GENERAL FUND REVENUES
2018-19 BUDGET NARRATIVE**

Item	Category	Amount	Description
3001	CASH BALANCE FORWARD	670,000	Estimated cash balance at June 30, 2018
 <u>INTEREST INCOME</u>			
3020	Investment interest	10,000	Estimated interest income
3030	Interest on tax collections	3,000	Interest earned on tax collections before they are turned over to the City.
		<u>13,000</u>	
3110	PROPERTY TAX - CURRENT YEAR	1,590,000	Estimated 4.5% increase over 2017-18 tax levy. The collections are estimated at 95% of taxes imposed.
3115	PROPERTY TAX - PRIOR YEARS	25,000	Property tax receipts collected for prior years
 <u>CIGARETTE, LIQUOR TAX & MARIJUANNA</u>			
3130	Cigarette tax	5,700	\$1.21 per capita, estimated population of 4,710
3140	Liquor tax	86,523	\$18.37 per capita
3155	Marijuana	11,777	\$2.51 per capita
		<u>104,000</u>	
3150	STATE REVENUE SHARING	55,430	14% of state liquor tax collections allocated to qualified cities
3201	GENERAL FUND FEE	237,000	\$10 per month fee for each developed property. Fee will be included on the utility bills. Multi-residential customers will be charged based on the number of residential units.
 <u>BUILDING & ELECTRICAL PERMITS</u>			
3310	Building permits	340,000	Building and electrical permits issued within the City
3315	Electrical permits	40,000	
		<u>380,000</u>	
3330	PLAN ACTIONS & ZONING COMPLIANCE	20,000	Processing land use & zoning compliance applications
 <u>FRANCHISE FEES</u>			
3410	Consumers Power	58,800	Franchise revenue based on estimated 2018-19 receipts
3430	Northwest Natural Gas	45,500	
3440	PacifiCorp	218,200	
3460	Comcast	52,500	
		<u>375,000</u>	
 <u>MUNICIPAL COURT REVENUE</u>			
3505	Court fines	238,500	Court fines imposed by the municipal court judge
3510	Benton County court	12,500	Municipal court collections for Benton County jail facility
3515	State court fees	51,000	Municipal court collections for the State Assessment
3535	Defense attorney reimbursement	8,000	Reimbursement to the city for defense attorney costs
		<u>310,000</u>	
3605	BUS USER FEES	19,500	\$5,872 from bus fares \$13,628 from OSU student and faculty contracts
3627	FLOWER BASKETS	7,300	Downtown flower basket program. 86 baskets at \$85 each.
3642	LIEN SEARCH FEES	7,200	Fee charged for processing city lien searches

Continued Next Page

**CITY OF PHILOMATH
GENERAL FUND REVENUES
2018-19 BUDGET NARRATIVE**

CONTINUED:

Item	Category	Amount	Description
<u>MISCELLANEOUS RECEIPTS</u>			
3625	Fingerprinting	500	Fingerprinting school district employees and others
3650	Miscellaneous receipts	16,386	
3675	Other permits & licenses	<u>9,000</u>	Park reservations and liquor license renewals
		<u>25,886</u>	
<u>ADMINISTRATIVE OVERHEAD</u>			
3910	Street Fund	60,792	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	42,840	
3920	Water Fund	161,568	
3925	Sewer Fund	<u>134,784</u>	
		<u>399,984</u>	
TOTAL GENERAL FUND REVENUES		<u><u>4,239,300</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 2018-19
GENERAL FUND - ADMINISTRATION/PLANNING**

		ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
PERSONNEL SERVICES								
10 1 4110	City Manager	78,108	84,456	91,296	98,712	106,728	108,862	8%
10 1 4130	City Recorder	43,219	44,083	39,346	34,402	35,093	35,792	2%
10 1 4257	Planner	15,816	672	0	0	0	0	
10 1 4320	Overtime	0	2,436	3,511	0	0	0	
10 1 4360	Incentive Pay	2,400	2,400	2,100	1,800	1,800	1,800	0%
10 1 4366	Longevity Pay	4,322	4,408	3,935	3,440	3,509	3,579	2%
10 1 4500	Social Security	10,927	10,397	10,520	10,584	11,255	11,478	6%
10 1 4520	PERS	20,599	22,368	22,325	27,127	28,692	37,736	6%
10 1 4540	Workers' Compensation	395	427	495	560	590	650	5%
10 1 4560	Workers' Benefit Fund Assmt	61	55	49	51	46	46	-10%
10 1 4620	Deferred Compensation	7,683	8,267	8,411	8,301	8,828	9,002	6%
10 1 4640	Health Insurance	25,272	26,893	26,931	26,576	28,129	29,806	6%
10 1 4660	Dental Insurance	3,423	3,489	3,442	3,464	3,449	3,536	0%
10 1 4670	Health Reimbursement Account	2,700	2,700	2,550	2,400	2,400	2,400	0%
10 1 4680	Life Insurance	155	155	98	120	106	116	-12%
	Subtotal Personnel Services	215,080	213,206	215,009	217,537	230,625	244,803	6%
MATERIALS AND SERVICES								
10 1 5015	Advertising and Legal Notices	352	5,302	3,825	3,000	3,500	3,605	17%
10 1 5147	Contracted Planner	0	21,756	26,124	23,000	38,000	40,000	65%
10 1 5233	Dues	205	1,117	1,138	1,300	1,340	1,380	3%
10 1 5245	Education & Training	1,320	1,889	1,765	2,000	2,000	2,060	0%
10 1 5325	Insurance	1,704	1,494	1,633	1,800	1,800	1,854	0%
10 1 5390	Miscellaneous	457	230	515	363	610	609	68%
10 1 5413	Office Supplies	1,468	1,518	1,653	1,600	1,800	1,854	13%
10 1 5454	Planning Expense	0	0	63	0	5,000	5,150	100%
10 1 5465	Postage	505	1,202	326	600	625	644	4%
10 1 5563	Small Tools & Equipment	330	180	256	500	1,500	500	100%
10 1 5603	Telephone	1,283	1,278	1,387	2,000	2,000	2,060	0%
10 1 5665	Travel and Meals	1,302	2,145	2,950	2,000	2,100	2,163	5%
10 1 5745	Vehicle Repair and Maintenance	147	0	610	400	600	618	50%
	Subtotal Materials and Services	9,073	38,111	42,245	38,563	60,875	62,497	58%
TOTAL ADMIN/PLANNING BUDGET		224,153	251,317	257,254	256,100	291,500	307,300	14%

**CITY OF PHILOMATH
GENERAL FUND - ADMINISTRATION/PLANNING
2018-19 BUDGET NARRATIVE**

PERSONNEL SERVICES

	106,728
City Manager	
City Recorder	<u>35,093</u>
TOTAL SALARIES	141,821
Salaries include a 2% cost-of-living increase. The City Recorder's time is allocated 60% to administration and 40% to building permits.	
INCENTIVE PAY	1,800
Each employee may receive up to \$300 per month based on acquiring specialized skills	
LONGEVITY PAY	3,509
Management employees receive 5% after 10 years of service, and 10% after 15 years of service	
SOCIAL SECURITY Calendar year 2018 rate is 7.65%	11,255
PERS	28,692
The City pays both the employer and employee contributions. For fiscal years 2017-19 the Tier 1 & 2 employer rate is 19.95%, OPSRP rate is 11.06%, and the employee rate is 6%.	
WORKERS' COMPENSATION	590
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue	46
DEFERRED COMPENSATION 6% retirement benefit for management employees	8,828
HEALTH INSURANCE \$1,500 deductible plan, estimated 9.1% increase for 2019 premium	28,129
DENTAL INSURANCE Estimated 0% increase for 2019 premium	3,449
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible	2,400
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.	<u>106</u>
TOTAL PERSONNEL SERVICES	<u><u>230,625</u></u>

**CITY OF PHILOMATH
GENERAL FUND - ADMINISTRATION/PLANNING
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Advertising and Legal Notices	3,500	Advertising of legal notices
Contracted Planner	38,000	Contract with Benton County for a part-time planner Planner to work approximately 12 hours per week
Dues	1,340	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 Recordors and other professional associations.
Insurance	1,800	Administration portion of City liability insurance
Miscellaneous	610	Incidental expenses
Office Supplies	1,800	Copier cost, paper and other office supplies
Planning Expense	5,000	Engineering and plan review of zoning, code compliance and capacity for new public infrastructure
Postage	625	Postage and mailing costs
Small Tools & Equipment	1,500	Purchase of small office equipment
Telephone	2,000	Telephone and long distance charges
Travel and Meals	2,100	Travel, meals and lodging for seminars and conferences
Vehicle Repair & Maintenance	<u>600</u>	City Manager vehicle
TOTAL MATERIALS AND SERVICES	<u>60,875</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 40% of the Recorder's time is spent on the permitting process.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
GENERAL FUND - BUILDING PERMIT**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
PERSONNEL SERVICES							
10 2 4130 City Recorder	10,805	11,021	16,862	22,934	23,395	23,861	2%
10 2 4259 Extra Hire	0	0	0	0	10,400	10,400	100%
10 2 4360 Incentive Pay	600	600	900	1,200	1,200	1,220	0%
10 2 4366 Longevity Pay	1,081	1,102	1,686	2,293	2,340	2,386	2%
10 2 4500 Social Security	936	934	1,450	2,022	2,856	2,895	41%
10 2 4520 PERS	2,319	2,610	3,989	6,858	9,064	11,279	32%
10 2 4540 Workers' Compensation	34	38	69	100	110	121	10%
10 2 4560 Workers' Benefit Fund Assmt	6	6	8	13	20	20	54%
10 2 4620 Deferred Compensation	750	763	1,167	1,586	1,616	1,647	2%
10 2 4640 Health Insurance	2,358	2,508	3,952	5,467	5,787	6,340	6%
10 2 4660 Dental Insurance	269	275	423	591	585	600	-1%
10 2 4670 Health Reimbursement Account	300	300	450	600	600	600	0%
10 2 4680 Life Insurance	24	23	25	40	44	48	10%
Subtotal Personnel Services	19,482	20,180	30,981	43,704	58,017	61,417	33%
MATERIALS AND SERVICES							
10 2 5057 Credit Card Fees	0	161	891	1,331	1,323	1,413	-1%
10 2 5165 County Bldg & Elect Inspections	42,437	58,691	80,077	308,000	266,000	266,000	-14%
10 2 5603 Telephone	356	351	413	365	360	370	-1%
Subtotal Materials and Services	42,793	59,203	81,381	309,696	267,683	267,783	-14%
TOTAL BUILDING PERMIT BUDGET	62,275	79,383	112,362	353,400	325,700	329,200	-8%

**CITY OF PHILOMATH
GENERAL FUND - BUILDING PERMIT
2018-19 BUDGET NARRATIVE**

PERSONNEL SERVICES

City Recorder	23,395
Extra Hire	10,400
<p>40% of the City Recorder's time and corresponding benefits are allocated to the issuance and processing of building permits. Part time position (10 hours per week) added this fiscal year to help with issuing building permits.</p>	
INCENTIVE PAY	1,200
<p>Each employee may receive up to \$300 per month based on acquiring specialized skills</p>	
LONGEVITY PAY	2,340
<p>Management employees receive 5% after 10 years of service, and 10% after 15 years of service</p>	
SOCIAL SECURITY	2,856
<p>Calendar year 2018 rate is 7.65%</p>	
PERS	9,064
<p>The City pays both the employer and employee contributions. For fiscal years 2017-19 the employer rate is 19.95% and the employee rate is 6%.</p>	
WORKERS' COMPENSATION	110
WORKERS' BENEFIT FUND ASSESSMENT	20
<p>Required by Oregon Dept. of Revenue</p>	
DEFERRED COMPENSATION	1,616
<p>6% retirement benefit for management employees</p>	
HEALTH INSURANCE	5,787
<p>\$1,500 deductible plan, estimated 9.1% increase for 2019 premium</p>	
DENTAL INSURANCE	585
<p>Estimated 0% increase for 2019 premium</p>	
HEALTH REIMBURSEMENT ACCOUNT	600
<p>Employee account to help offset medical deductible</p>	
LIFE INSURANCE	44
<p>Basic life and AD&D policy. Employee coverage \$30,000.</p>	
TOTAL PERSONNEL SERVICES	<u>58,017</u>

**CITY OF PHILOMATH
GENERAL FUND - BUILDING PERMIT
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Credit Card Fees	1,323	Credit card fees for contractors to pay for building permits online
County Bldg. & Electrical Inspections	266,000	70% of building and electrical permit revenue is paid to Benton County for plan review and inspections
Telephone	<u>360</u>	Telephone and long distance charges
TOTAL MATERIALS AND SERVICES	<u>267,683</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 2018-19
GENERAL FUND - FINANCE**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
PERSONNEL SERVICES							
10 3 4120 Finance Director	88,608	90,384	92,208	94,032	95,928	97,831	2%
10 3 4172 Finance Staff	46,776	43,736	38,928	41,590	42,481	43,325	2%
10 3 4254 Accounting Clerk	11,947	16,494	15,540	15,808	16,800	17,300	6%
10 3 4360 Incentive Pay	6,540	6,344	5,892	5,892	6,180	6,180	5%
10 3 4366 Longevity Pay	8,861	9,038	9,221	9,403	9,593	9,783	2%
10 3 4370 Sick Leave Conversion	2,045	2,086	2,128	2,170	2,214	2,258	2%
10 3 4500 Social Security	12,449	12,730	12,434	12,920	13,249	13,516	3%
10 3 4520 PERS	27,212	28,555	28,818	37,547	38,410	49,015	2%
10 3 4540 Workers' Compensation	443	515	608	690	625	689	-9%
10 3 4560 Workers' Benefit Fund Assmt	76	80	76	74	70	70	-5%
10 3 4620 Deferred Compensation	6,169	6,288	6,411	6,534	6,662	6,790	2%
10 3 4640 Health Insurance	27,629	29,401	30,883	32,043	28,934	31,702	-10%
10 3 4660 Dental Insurance	3,693	3,763	3,865	4,055	2,926	3,000	-28%
10 3 4670 Health Reimbursement Acct	3,000	3,000	3,000	3,000	3,000	3,000	0%
10 3 4680 Life Insurance	286	256	199	340	235	257	-31%
10 3 4820 Sick & Vacation Accrual	0	0	0	20,000	30,000	0	50%
Subtotal Personnel Services	245,734	252,670	250,211	286,098	297,307	284,716	4%
MATERIALS AND SERVICES							
10 3 5015 Advertising and Legal Notices	0	825	0	0	0	0	
10 3 5057 Credit Card Fees-Utility Payment:	5,388	5,887	8,326	7,900	10,400	10,712	32%
10 3 5137 Computer Support	5,212	5,212	5,646	8,470	7,900	8,137	-7%
10 3 5138 Computer Support-Utility Billing	2,743	2,743	5,472	5,865	5,400	5,562	-8%
10 3 5233 Dues	985	1,535	1,000	1,080	1,100	1,133	2%
10 3 5245 Education & Training	1,934	1,970	1,716	2,000	2,000	2,060	0%
10 3 5246 Education & Training-Utility	0	574	0	700	700	721	0%
10 3 5325 Insurance	1,015	968	1,063	1,160	1,200	1,236	3%
10 3 5380 Lien Search Fee	1,460	2,350	1,830	2,800	2,800	2,884	0%
10 3 5390 Miscellaneous	414	514	469	562	633	701	13%
10 3 5413 Office Supplies	2,577	3,235	2,994	3,300	3,300	3,399	0%
10 3 5414 Office Supplies - Utility Billing	1,524	1,621	1,182	1,600	1,650	1,700	3%
10 3 5465 Postage	689	804	748	1,340	1,340	1,380	0%
10 3 5466 Postage - Utility Billing	573	550	571	600	620	639	3%
10 3 5505 Recording Fee	154	284	282	1,200	600	618	-50%
10 3 5563 Small Tools & Equipment	263	875	194	875	900	927	3%
10 3 5603 Telephone	1,514	2,721	1,506	1,650	1,650	1,700	0%
10 3 5604 Telephone - Utility Billing	1,350	1,346	1,345	1,380	1,400	1,442	1%
10 3 5665 Travel and Meals	1,747	2,688	2,180	2,750	2,800	2,884	2%
10 3 5666 Travel and Meals-Utility Billing	0	944	0	870	900	927	3%
10 3 5722 Utility Bill Printing/Mailing	8,066	9,511	8,371	10,000	9,200	9,476	-8%
10 3 5730 Utility Online Service	3,371	3,844	4,454	4,600	4,900	5,047	7%
Subtotal Materials & Services	40,979	51,001	49,349	60,702	61,393	63,284	1%
TOTAL FINANCE BUDGET	286,713	303,671	299,560	346,800	358,700	348,000	3%

**CITY OF PHILOMATH
GENERAL FUND - FINANCE
2018-19 BUDGET NARRATIVE**

PERSONNEL SERVICES

Finance Director	95,928
Accounting Clerk	42,481
Utility Clerk	<u>16,800</u>
TOTAL SALARIES	155,209
<p>Salaries include a 2% cost-of-living increase. The Accounting Clerk works 4 days per week. The Utility Clerk is a half time position.</p>	
INCENTIVE PAY	6,180
Each employee may receive up to \$300 per month based on acquiring specialized skills	
LONGEVITY PAY	9,593
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	
	2,214
SOCIAL SECURITY	13,249
Calendar year 2018 rate is 7.65%	
PERS	38,410
The City pays both the employer and employee contributions. For fiscal years 2017-19 the Tier 1 & 2 employer rate is 19.95%, OPSRP rate is 11.06%, and the employee rate is 6%.	
WORKERS' COMPENSATION	625
WORKERS' BENEFIT FUND ASSESSMENT	70
Required by Oregon Dept. of Revenue	
DEFERRED COMPENSATION	6,662
6% retirement benefit for management employees	
HEALTH INSURANCE	28,934
\$1,500 deductible plan, estimated 9.1% increase for 2019 premium	
DENTAL INSURANCE	2,926
Estimated 0% increase for 2019 premium	
HEALTH REIMBURSEMENT ACCOUNT	3,000
Employee account to help offset medical deductible	
LIFE INSURANCE	235
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>297,307</u>

**CITY OF PHILOMATH
GENERAL FUND - FINANCE
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Credit Card Fees	10,400	Credit card fees for online utility bill payment
Computer Support	7,900	Maintenance contract and support for accounting software
Computer Support - Utility Billing	5,400	Maintenance contract and support for utility software
Dues	1,100	Dues to various professional organizations
Education & Training	2,000	Continuing education for employees
Education & Training - Utility Billing	700	Continuing education for the Utility Clerk
Insurance	1,200	Finance portion of City liability insurance
Lien Search Fee	2,800	Fee for web based searches of City liens. Fee is reimbursed to City by title companies and others using the lien service.
Miscellaneous	633	Incidental expenses
Office Supplies	3,300	Copier cost, paper and other office supplies
Office Supplies - Utility Billing	1,650	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	620	Postage for mailing correspondence from water department
Recording Fee	600	Fee to record liens with Benton County
Small Tools and Equipment	900	Purchase of small office equipment
Telephone	1,650	Telephone and long distance charges
Telephone - Utility Billing	1,400	Telephone costs for utility clerk
Travel and Meals	2,800	Travel, meals and lodging for seminars and conferences
Travel and Meals - Utility Billing	900	Travel, meals and lodging for seminars and conferences
Utility Bill Printing/Mailing	9,200	Printing, mailing and postage for monthly utility bills
Utility Online Service	<u>4,900</u>	Monthly service fees for Web based software which customers can use to pay their utility bills online
TOTAL MATERIALS AND SERVICES	<u><u>61,393</u></u>	

MUNICIPAL COURT

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

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

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

In an effort to standardize traffic fines, the State developed a schedule of fines on violations. This schedule went into effect on January 1, 2012. \$50 of each citation is turned over to the State and \$16 is turned over to the County for operation of the jail. The new flat fee replaced a variety of State and County surcharges that were previously collected.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
GENERAL FUND - MUNICIPAL COURT**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
PERSONNEL SERVICES							
10 4 4172 Court Clerk	38,797	39,686	40,483	41,290	42,481	43,325	3%
10 4 4251 Judge	25,080	25,560	26,040	26,568	27,120	27,640	2%
10 4 4259 Extra Hire	10,004	13,689	12,475	15,470	15,800	16,100	2%
10 4 4360 Incentive Pay	2,496	2,496	2,496	2,496	2,880	2,880	15%
10 4 4500 Social Security	5,460	5,847	5,852	6,588	6,753	6,881	3%
10 4 4520 PERS	9,992	10,559	10,638	14,532	14,897	20,255	3%
10 4 4540 Workers' Compensation	100	113	132	150	140	153	-7%
10 4 4560 Workers' Benefit Fund Assmt	51	49	48	51	52	52	2%
10 4 4640 Health Insurance	15,845	16,861	17,711	18,376	19,449	20,295	6%
10 4 4660 Dental Insurance	2,346	2,391	2,456	2,577	2,571	2,636	0%
10 4 4670 Health Reimbursement Account	1,500	1,500	1,500	1,500	1,500	1,500	0%
10 4 4680 Life Insurance	36	32	29	70	25	28	-64%
Subtotal Personnel Services	111,707	118,783	119,860	129,668	133,668	141,745	3%
MATERIALS AND SERVICES							
10 4 5057 Credit Card Fees	3,952	2,477	2,768	2,700	3,800	3,914	41%
10 4 5115 Collection Agency	2,545	1,267	2,256	2,300	2,300	2,369	0%
10 4 5137 Computer Support	1,310	1,355	1,454	1,975	2,075	2,137	5%
10 4 5173 Court Fees - State	39,883	38,883	38,402	46,300	51,000	52,530	10%
10 4 5174 Court Fees - Benton County	5,740	6,902	6,615	7,500	8,800	9,064	17%
10 4 5215 Defense Attorney	9,322	9,552	3,900	10,000	8,000	8,240	-20%
10 4 5233 Dues	100	100	115	100	150	155	50%
10 4 5245 Education and Training	350	198	545	900	900	927	0%
10 4 5325 Insurance	587	534	579	670	650	670	-3%
10 4 5345 Interpreter	1,779	178	245	1,500	500	515	-67%
10 4 5363 Jury Fees	350	430	149	500	500	515	0%
10 4 5390 Miscellaneous	148	922	162	387	457	423	18%
10 4 5413 Office Supplies	1,134	2,300	2,341	2,800	2,800	2,884	0%
10 4 5465 Postage	906	597	658	1,000	800	824	-20%
10 4 5475 Prisoner Care	10,635	7,485	20,850	20,000	15,600	16,068	-22%
10 4 5495 Publications	156	242	182	250	250	258	0%
10 4 5563 Small Tools and Equipment	0	4,650	996	0	1,100	1,133	100%
10 4 5603 Telephone	1,232	1,228	1,228	1,250	1,250	1,288	0%
10 4 5665 Travel and Meals	580	26	985	1,400	1,400	1,442	0%
Subtotal Materials & Services	80,709	79,326	84,430	101,532	102,332	105,355	1%
TOTAL MUNICIPAL COURT	192,416	198,109	204,290	231,200	236,000	247,100	2%

**CITY OF PHILOMATH
GENERAL FUND - MUNICIPAL COURT
2018-19 BUDGET NARRATIVE**

PERSONNEL SERVICES

Court Clerk	42,481
Judge	27,120
Court Clerk - part time	<u>15,800</u>
TOTAL SALARIES	85,401
<p>Salaries include a 2% cost-of-living increase. The Court Clerk works 4 days per week. The part time clerk fills in one day per week and on court days.</p>	
INCENTIVE PAY	2,880
<p>Each employee may receive up to \$300 per month based on acquiring specialized skills</p>	
SOCIAL SECURITY Calendar year 2018 rate is 7.65%	6,753
PERS	14,897
<p>The City pays both the employer and employee contributions. For fiscal years 2017-19 the Tier 1 & 2 employer rate is 19.95%, OPSRP rate is 11.06%, and the employee rate is 6%.</p>	
WORKERS' COMPENSATION	140
WORKERS BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue	52
HEALTH INSURANCE \$1,500 deductible plan, estimated 9.1% increase for 2019 premium	19,449
DENTAL INSURANCE Estimated 0% increase for 2019 premium	2,571
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible	1,500
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.	<u>25</u>
TOTAL PERSONNEL SERVICES	<u>133,668</u>

**CITY OF PHILOMATH
GENERAL FUND - MUNICIPAL COURT
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Credit Card Fees	3,800	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	2,075	Maintenance contract on court software
Court Fees -- State	51,000	State mandated fees collected as part of court fines
Court Fees -- Benton County	8,800	State mandated fees collected for Benton County Jail. 30% of collections are retained by the City for administrative costs.
Defense Attorney	8,000	Defense council for those defendants that cannot afford to hire an attorney
Dues	150	Court association and notary association
Education and Training	900	Classes and conferences on court operations and accounting software
Insurance	650	Court portion of City liability insurance
Interpreter	500	Court interpreter for defendants that do not speak English
Jury Fees	500	20 jurors are called for each jury trial. Payment is \$10 per juror
Miscellaneous	457	Incidental expenses
Office Supplies	2,800	Copier cost, paper and other office supplies
Postage	800	Postage for court correspondence
Prisoner Care	15,600	Payment to Benton County jail when the judge orders jail time as part of a court sentencing
Publications	250	Legal and court publications
Small Tools and Equipment	1,100	Purchase of small office equipment
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><u>102,332</u></u>	

POLICE DEPARTMENT

Uniformed Patrol Services – The police patrol function is established to provide a safe environment for the community through enforcement of state and federal laws and municipal codes and by responding to routine and emergency calls for service, 24/7, 365 days a year. Patrol services include: Responding to routine and emergency calls for service, responding to traffic accidents and traffic related problems, enforcing criminal laws, enforcing traffic laws, enforcing municipal codes, enforcing parking laws, patrolling neighborhoods and business areas to prevent crime, working with community members to identify and understand problems and issues in specific areas, documenting criminal activity in police reports, sharing vital criminal and safety information with other police agencies, investigating criminal activity and conduct, collecting evidence and crime scene information, making arrests and assisting the District Attorney in prosecuting criminals and educating the public to help community members lead a safe life.

Investigative Services – Philomath PD provides a wide range of investigatory services to our community. Investigation responsibilities include: Conducting interviews of victims, witnesses and suspects; gathering and collecting evidence at crime scenes; forensic investigations; electronic equipment investigations; preparing and writing affidavits, search warrants and complex investigative reports; establishing strategies to investigate crimes; evaluating previously collected evidence to ascertain leads; sharing and exchanging intelligence and information with other investigators and agencies; and working closely with prosecutors to solve crimes and prepare cases for prosecution.

Administrative Services – The Department has an administrative structure to manage and oversee the day to day operations of the agency. Those functions, overseen by the Chief of Police, include the following: Policy and procedure administration; daily management of patrol and investigative personnel; budget establishment and management; purchasing and procurement of equipment, supplies and services; hiring and training of personnel; records and property management; interagency relationships and cooperation; and community relations.

Records – The Department is required by state law to manage, store, and archive important law enforcement and investigative records. Records staff provide front counter public reception, report review, report control, release of public information, records maintenance, data entry and records retrieval.

Evidence – Collection, storage and maintenance of evidence is a critical function for the Department. Department employees ensure that all evidence is packaged, stored, and tracked based on strict standards set forth by the Oregon State Police Crime Laboratory.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
GENERAL FUND - POLICE**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE	
PERSONNEL SERVICES								
10 5 4120	Police Chief	74,292	86,962	87,288	89,040	90,816	92,632	2%
10 5 4152	Sergeant	68,933	71,422	70,620	72,888	74,354	75,841	2%
10 5 4162	Police Officers	356,419	360,710	387,303	402,700	431,658	449,109	7%
10 5 4174	Administrative Secretary	47,508	48,456	49,440	50,424	51,432	52,461	2%
10 5 4250	Custodian	0	3,146	2,846	3,400	3,200	3,200	-6%
10 5 4259	Extra Hire	492	959	1,783	2,000	2,000	2,000	0%
10 5 4310	Holiday Pay	13,693	14,284	12,928	15,470	15,100	15,750	-2%
10 5 4320	Overtime	57,834	76,010	42,007	35,000	39,000	40,000	11%
10 5 4348	Boot Allowance	0	2,700	0	2,400	0	2,400	-100%
10 5 4350	Uniform Allowance	2,703	3,664	3,710	3,360	3,360	3,360	0%
10 5 4360	Incentive Pay	2,000	0	3,000	3,000	3,500	3,500	17%
10 5 4362	Special Assignment Pay	5,000	4,359	3,600	3,600	3,600	3,600	0%
10 5 4500	Social Security	51,736	52,818	50,774	53,189	55,923	57,899	5%
10 5 4520	PERS	100,521	116,660	119,951	152,162	160,003	207,365	5%
10 5 4540	Workers' Compensation	22,002	24,644	29,010	32,428	33,500	38,500	3%
10 5 4560	Workers' Benefit Fund Assmt	333	343	310	350	350	350	0%
10 5 4620	Deferred Compensation	41,126	14,783	13,016	13,174	13,426	13,707	2%
10 5 4640	Health Insurance	147,337	151,268	161,042	167,091	189,508	198,507	13%
10 5 4660	Dental Insurance	20,882	20,920	21,864	22,941	24,602	25,224	7%
10 5 4670	Health Reimbursement Account	15,625	15,250	14,625	15,000	15,000	15,000	0%
10 5 4680	Life Insurance	1,077	673	541	645	520	550	-19%
10 5 4820	Sick & Vacation Accrual	17,841	24,405	0	12,000	13,000	13,000	8%
	Subtotal Personnel Services	1,047,354	1,094,436	1,075,658	1,152,262	1,223,852	1,313,955	6%
MATERIALS AND SERVICES								
10 5 5010	Accreditation	550	646	550	700	550	567	-21%
10 5 5015	Advertising & Legal Notices	0	0	0	300	300	309	0%
10 5 5075	Bike Olympics	956	1,063	796	500	900	927	80%
10 5 5082	Body Camera Fees	3,955	5,191	7,658	7,500	7,700	7,931	3%
10 5 5102	Car Wash	371	320	320	400	340	350	-15%
10 5 5143	Computer Line Charges	4,297	4,666	5,199	4,700	5,640	5,809	20%
10 5 5160	Coroner Investigation	4,921	8,223	0	3,200	8,223	8,470	100%
10 5 5233	Dues	1,670	550	959	700	1,000	1,030	43%
10 5 5245	Education & Training	3,024	2,920	4,753	5,000	4,500	4,635	-10%
10 5 5283	Equipment Repair/Maintenance	323	1,406	920	600	1,100	1,133	83%
10 5 5293	Evidence Supplies	0	0	2,478	1,000	2,000	2,060	100%
10 5 5300	Firearms Training	2,654	2,113	2,484	3,000	3,100	3,193	3%
10 5 5305	Gas & Oil	14,718	13,362	16,656	17,000	17,500	18,025	3%
10 5 5325	Insurance	30,966	29,693	31,507	33,000	34,000	35,020	3%
10 5 5369	Lane Benton Regional Group	0	0	0	0	6,765	6,968	100%
10 5 5370	Lane County Dispatch	0	2,372	1,706	2,700	2,448	2,521	-9%
10 5 5377	LEDS/NCIC Teletype Service	350	0	350	350	1,300	1,339	100%
10 5 5379	Lexipol	2,867	2,950	3,688	3,688	4,300	4,429	17%
10 5 5383	Maintenance Agreement	369	350	0	400	2,680	2,760	100%
10 5 5387	Medical Expenses	2,166	252	0	1,000	500	515	-50%
10 5 5390	Miscellaneous	8,755	8,814	9,437	6,100	6,262	5,085	3%
10 5 5407	9-1-1 Center	128,960	135,120	136,060	165,190	175,740	188,800	6%
10 5 5413	Office Supplies	8,018	8,581	4,264	8,000	6,500	6,695	-19%
10 5 5465	Postage	534	1,063	541	700	700	721	0%
10 5 5475	Prisoner Care	675	1,590	1,170	900	900	927	0%
10 5 5498	RAIN	932	953	1,047	1,050	1,050	1,082	0%
10 5 5507	Records Management System	4,100	4,100	4,100	4,100	4,100	4,223	0%

Continued Next Page

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
GENERAL FUND - POLICE**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
MATERIALS AND SERVICES (CONTINUED)							
10 5 5510 Reserves	842	113	22	1,000	1,000	1,030	0%
10 5 5535 Security Alarm	0	108	324	1,300	430	443	-67%
10 5 5563 Small Tools & Equipment	10,337	13,196	11,043	14,000	3,500	3,605	-75%
10 5 5587 Supplies	1,872	3,893	1,312	1,700	1,500	1,545	-12%
10 5 5603 Telephone	7,397	8,794	9,572	8,500	8,500	8,755	0%
10 5 5650 TLO - TransUnion	0	1,226	1,432	1,400	1,400	1,442	0%
10 5 5655 Towing	0	2,412	4,084	2,400	2,400	2,472	0%
10 5 5660 Transcription	1,548	374	0	900	1,300	1,339	44%
10 5 5665 Travel and Meals	3,241	6,085	6,438	5,000	5,200	5,356	4%
10 5 5703 Uniforms	7,725	10,680	7,401	10,000	3,500	3,605	-65%
10 5 5745 Vehicle Repair & Maintenance	13,094	15,578	26,607	17,000	17,000	17,510	0%
10 5 5765 Willamette Criminal Justice Cncl	813	860	860	860	920	948	7%
10 5 5797 Youth Services	3,301	3,617	2,576	3,500	2,400	2,472	-31%
Subtotal Materials and Services	276,301	303,234	308,314	339,338	349,148	366,045	3%
TOTAL POLICE BUDGET	1,323,655	1,397,670	1,383,972	1,491,600	1,573,000	1,680,000	5%

**CITY OF PHILOMATH
GENERAL FUND - POLICE
2018-19 BUDGET NARRATIVE**

PERSONNEL SERVICES

Police Chief	90,816
Police Sergeant	74,354
7 Police Officers	431,658
Administrative Secretary	51,432
Custodian	<u>3,200</u>
TOTAL SALARIES	651,460
 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.	15,100
OVERTIME Extra stay beyond normal shift, monthly staff meetings, and court appearances	39,000
UNIFORM ALLOWANCE \$35 monthly cleaning allowance paid to Police Officers and Sergeant	3,360
INCENTIVE PAY Physical fitness incentive for Police Officers and Sergeant	3,500
SPECIAL ASSIGNMENT PAY Special duties assigned to certain officers such as Evidence Custodian, Firearms Instructor etc. Officers may receive up to a maximum of \$100 per month.	3,600
SOCIAL SECURITY Calendar year 2018 rate is 7.65%	55,923
PERS The City pays both the employer and employee contributions. For fiscal years 2017-19 the Tier 1 & 2 employer rate is 19.95%, OPSRP rate is 15.83%, and the employee rate is 6%.	160,003
WORKERS' COMPENSATION	33,500
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue	350
DEFERRED COMPENSATION 6% retirement benefit for management employees	13,426
HEALTH INSURANCE \$1,500 deductible plan, estimated 9.1% increase for 2019 premium	189,508
DENTAL INSURANCE Estimated 0% increase for 2019 premium	24,602
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible	15,000
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.	520
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination	<u>13,000</u>
TOTAL PERSONNEL SERVICES	<u><u>1,223,852</u></u>

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**CITY OF PHILOMATH
GENERAL FUND - POLICE
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Postage	700	Stamps, registered mail and mailing of evidence to crime lab
Prisoner Care	900	Cost to book and house prisoners at the Benton County jail
RAIN	1,050	Criminal justice information system throughout the state of Oregon
Records Management System	4,100	Maintenance contract on police department software
Reserves	1,000	Incidental expenses for reserve officers
Security Alarm	430	Alarm for evidence storage at the Public Works compound
Small Tools and Equipment	3,500	Purchase of equipment costing less than \$1,000
Supplies	1,500	Departmental supplies
Telephone	8,500	Telephone and cell phone charges
TLO - TransUnion	1,400	Investigative data base through TransUnion
Towing	2,400	Towing abandoned vehicles
Transcription	1,300	Cost to have officer voice recordings type written
Travel, Meals and Hotel	5,200	Meals and lodging when officers attend training classes and conferences or to transport prisoners or conduct investigations
Uniforms	3,500	New and replacement uniforms
Vehicle Repair and Maintenance	17,000	Routine repairs and maintenance of police vehicles
Willamette Criminal Justice Council	920	Willamette Criminal Justice Council dues
Youth Services	<u>2,400</u>	Advertising and promotional material targeted towards youth in the community
TOTAL MATERIALS AND SERVICES	<u>349,148</u>	

**CITY OF PHILOMATH
GENERAL FUND - POLICE
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Postage	700	Stamps, registered mail and mailing of evidence to crime lab
Prisoner Care	900	Cost to book and house prisoners at the Benton County jail
RAIN	1,050	Criminal justice information system throughout the state of Oregon
Records Management System	4,100	Maintenance contract on police department software
Reserves	1,000	Incidental expenses for reserve officers
Security Alarm	430	Alarm for evidence storage at the Public Works compound
Small Tools and Equipment	3,500	Purchase of equipment costing less than \$1,000
Supplies	1,500	Departmental supplies
Telephone	8,500	Telephone and cell phone charges
TLO - TransUnion	1,400	Investigative data base through TransUnion
Towing	2,400	Towing abandoned vehicles
Transcription	1,300	Cost to have officer voice recordings type written
Travel, Meals and Hotel	5,200	Meals and lodging when officers attend training classes and conferences or to transport prisoners or conduct investigations
Uniforms	3,500	New and replacement uniforms
Vehicle Repair and Maintenance	17,000	Routine repairs and maintenance of police vehicles
Willamette Criminal Justice Council	920	Willamette Criminal Justice Council dues
Youth Services	<u>2,400</u>	Advertising and promotional material targeted towards youth in the community
TOTAL MATERIALS AND SERVICES	<u>349,148</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
GENERAL FUND - BUILDINGS AND GROUNDS**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
PERSONNEL SERVICES							
10 6 4120 Public Works Director	807	823	839	856	873	891	2%
10 6 4155 Public Works Supervisor	3,434	3,503	3,574	3,644	3,718	3,792	2%
10 6 4164 Utility Maintenance Workers	5,265	5,417	6,244	6,715	7,120	7,358	6%
10 6 4250 Custodian	10,785	8,998	9,403	10,224	10,440	10,647	2%
10 6 4258 Seasonal/Part Time	677	13	0	0	0	0	
10 6 4320 Overtime	42	82	132	162	154	163	-5%
10 6 4340 On-Call Time	53	24	78	80	75	75	-6%
10 6 4350 Uniform Allowance	0	0	0	71	71	71	0%
10 6 4360 Incentive Pay	1,186	478	517	528	528	528	0%
10 6 4366 Longevity Pay	0	0	26	43	44	45	2%
10 6 4370 Sick Leave Conversion	0	5	20	20	20	21	0%
10 6 4500 Social Security	1,691	1,480	1,589	1,710	1,763	1,805	3%
10 6 4520 PERS	2,644	2,404	2,665	3,801	3,858	5,283	1%
10 6 4540 Workers' Compensation	1,161	1,645	2,283	2,400	2,500	2,800	4%
10 6 4560 Workers' Benefit Fund Assmt	18	15	15	21	21	21	0%
10 6 4620 Deferred Compensation	265	271	279	286	291	297	2%
10 6 4640 Health Insurance	2,397	2,758	3,330	3,675	3,890	4,059	6%
10 6 4660 Dental Insurance	328	344	418	515	515	527	0%
10 6 4670 Health Reimbursement Account	275	275	300	300	300	300	0%
10 6 4680 Life Insurance	12	11	9	9	9	10	0%
10 6 4820 Sick & Vacation Accrual	34	0	0	120	696	696	100%
Subtotal Personnel Services	31,074	28,546	31,721	35,180	36,886	39,389	5%
MATERIALS AND SERVICES							
10 6 5095 Building Repair & Maintenance	3,137	32,401	8,544	21,500	25,000	25,750	16%
10 6 5147 Contracted Services	0	0	1,588	2,000	2,400	2,472	20%
10 6 5285 Equipment Repair & Maintenance	7,527	5,130	6,179	3,600	3,700	3,811	3%
10 6 5310 GIS Services	0	0	0	200	200	206	0%
10 6 5315 Grounds Maintenance	11,469	10,237	12,651	17,500	18,000	18,540	3%
10 6 5325 Insurance	6,938	7,308	7,536	8,450	8,000	8,240	-5%
10 6 5390 Miscellaneous	1,230	1,345	312	1,520	1,514	1,632	0%
10 6 5535 Security Alarm/Remote Monitor	586	842	939	1,150	1,000	1,030	-13%
10 6 5587 Supplies	6,804	2,055	691	8,000	6,000	6,180	-25%
10 6 5715 Utilities	30,577	31,883	33,976	34,000	35,000	36,050	3%
Subtotal Materials & Services	68,268	91,201	72,416	97,920	100,814	103,911	3%
TOTAL BUILDINGS AND GROUNDS BUDGET	99,342	119,747	104,137	133,100	137,700	143,300	3%

**CITY OF PHILOMATH
GENERAL FUND - BUILDINGS & GROUNDS
2018-19 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	1%	873
Public Works Supervisor	5%	3,718
Utility Maintenance Workers	3%	7,120
Custodian	90%	<u>10,440</u>
TOTAL SALARIES		<u>22,151</u>
OVERTIME		154
ON-CALL TIME		75
Prorated portion of weekly payment for public works crew member on standby during off duty time		
UNIFORM ALLOWANCE		
\$375 per employee to purchase boots and other work related clothing items		71
INCENTIVE PAY		528
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY		44
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		20
50% of excess sick leave for Department Heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2018 rate is 7.65%		1,763
PERS		3,858
The City pays both the employer and employee contributions. For fiscal years 2017-19 the Tier 1 & 2 employer rate is 19.95%, OPSRP rate is 11.06%, and the employee rate is 6%.		
WORKERS' COMPENSATION		2,500
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		21
DEFERRED COMPENSATION 6% retirement benefit for management employees		291
HEALTH INSURANCE \$1,500 deductible plan, estimated 9.1% increase for 2019 premium		3,890
DENTAL INSURANCE Estimated 0% increase for 2019 premium		515
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		300
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		9
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>696</u>
TOTAL PERSONNEL SERVICES		<u>36,886</u>

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**CITY OF PHILOMATH
GENERAL FUND - BUILDINGS AND GROUNDS
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Building Repair and Maintenance	25,000	Repairs to city buildings, including City Hall, Police Building and the library. Small remodel project at City Hall to help with work flow and to better utilize the space.
Contracted Services	2,400	Contracted services for specialty repairs.
Equipment Repair & Maintenance	3,700	Parts and repairs for department equipment
GIS Services	200	Services provided through Cascades West Council of Governments for mapping, tracking of data, and archiving
Grounds Maintenance	18,000	Cost of grounds maintenance and landscaping. Some parking lot repair at City Hall and the Police Department.
Insurance	8,000	Buildings and grounds share of City liability policy
Miscellaneous	1,514	Incidental expenses
Security Alarm & Remote Monitoring	1,000	Fee for monitoring security system at city hall, police dept., and library
Supplies	6,000	Restroom supplies, light bulbs, cleaning supplies, etc.
Utilities	<u>35,000</u>	Electricity, natural gas and water for city hall, police building and library
TOTAL MATERIALS & SERVICES	<u>100,814</u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
GENERAL FUND - PARKS**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
PERSONNEL SERVICES							
10 7 4120 Public Works Director	807	823	839	856	873	891	2%
10 7 4155 Public Works Supervisor	5,495	5,604	5,718	5,831	5,948	6,067	2%
10 7 4164 Utility Maintenance Workers	7,550	7,958	8,738	9,423	9,814	10,082	4%
10 7 4250 Custodian	1,178	1,000	1,045	1,136	1,160	1,183	2%
10 7 4258 Seasonal/Part Time	6,109	8,831	3,356	2,800	1,400	1,400	-50%
10 7 4320 Overtime	37	66	151	184	213	224	16%
10 7 4340 On-Call Time	47	18	92	128	98	98	-23%
10 7 4350 Uniform Allowance	0	0	0	101	101	101	0%
10 7 4360 Incentive Pay	781	729	767	775	775	775	0%
10 7 4366 Longevity Pay	0	0	26	43	44	45	2%
10 7 4370 Sick Leave Conversion	0	5	20	20	20	21	0%
10 7 4500 Social Security	1,685	1,915	1,578	1,630	1,564	1,598	-4%
10 7 4520 PERS	2,572	2,663	2,892	3,973	3,993	5,175	1%
10 7 4540 Workers' Compensation	2,919	4,009	3,880	5,000	3,300	3,700	-34%
10 7 4560 Workers' Benefit Fund Assmt	18	21	12	11	11	11	0%
10 7 4620 Deferred Compensation	395	404	413	424	432	440	2%
10 7 4640 Health Insurance	3,801	4,261	4,800	5,145	5,446	5,683	6%
10 7 4660 Dental Insurance	532	563	627	722	722	738	0%
10 7 4670 Health Reimbursement Account	401	401	420	420	420	420	0%
10 7 4680 Life Insurance	17	15	12	12	12	12	0%
10 7 4820 Sick & Vacation Accrual	26	0	0	168	888	888	100%
Subtotal Personnel Services	34,370	39,286	35,386	38,802	37,234	39,552	-4%
MATERIALS AND SERVICES							
10 7 5095 Building Repair & Maintenance	5,185	7,835	3,060	7,400	7,900	8,137	7%
10 7 5147 Contracted Services	14,570	2,580	6,704	7,300	7,500	7,725	3%
10 7 5195 Crushed Rock/Asphalt	1,939	162	125	600	600	618	0%
10 7 5245 Education and Training	125	394	421	400	400	412	0%
10 7 5285 Equipment Repair/Maintenance	1,546	608	3,674	1,500	2,000	2,060	33%
10 7 5305 Gas & Oil	836	830	642	1,050	1,100	1,133	5%
10 7 5310 GIS Services	0	0	0	500	500	515	0%
10 7 5315 Grounds Maintenance	24,816	13,642	14,024	11,900	12,300	12,669	3%
10 7 5325 Insurance	2,025	1,351	1,395	1,550	1,400	1,442	-10%
10 7 5390 Miscellaneous	3,868	5,888	646	1,638	5,606	5,760	100%
10 7 5515 Safety Equipment	145	1,426	28	310	310	319	0%
10 7 5563 Small Tools & Equipment	94	942	83	1,750	1,750	1,803	0%
10 7 5587 Supplies	2,173	2,207	2,463	4,000	4,000	4,120	0%
10 7 5715 Utilities	7,829	12,441	10,245	13,300	13,500	13,905	2%
10 7 5740 Vandalism	65	380	0	1,000	1,000	1,030	0%
Subtotal Materials & Services	65,216	50,686	43,510	54,198	59,866	61,648	10%
TOTAL PARKS BUDGET	99,586	89,972	78,896	93,000	97,100	101,200	4%

**CITY OF PHILOMATH
GENERAL FUND - PARKS
2018-19 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	1%	873
Public Works Supervisor	8%	5,948
Utility Maintenance Workers	4%	9,814
Custodian	10%	1,160
Seasonal/Part Time	100%	<u>1,400</u>
TOTAL SALARIES		19,195
<p>The time allocation is based on estimated needs of this department for fiscal year 2018-19. Salaries include a 2% cost-of-living increase. The seasonal employee opens and closes the park restrooms.</p>		
OVERTIME		213
ON-CALL TIME		98
Prorated portion of weekly payment for public works crew member on standby during off duty time		
UNIFORM ALLOWANCE		101
\$375 per employee to purchase boots and other work related clothing items		
INCENTIVE PAY		775
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY		44
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		20
50% of excess sick leave for Department Heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2018 rate is 7.65%		1,564
PERS		3,993
The City pays both the employer and employee contributions. For fiscal years 2017-19 the Tier 1 & 2 employer rate is 19.95%, OPSRP rate is 11.06%, and the employee rate is 6%.		
WORKERS' COMPENSATION		3,300
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		11
DEFERRED COMPENSATION 6% retirement benefit for management employees		432
HEALTH INSURANCE \$1,500 deductible plan, estimated 9.1% increase for 2019 premium		5,446
DENTAL INSURANCE Estimated 0% increase for 2019 premium		722
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		420
LIFE INSURANCE Basis Life and AD&D policy. Employee coverage \$30,000.		12
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>888</u>
TOTAL PERSONNEL SERVICES		<u>37,234</u>

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**CITY OF PHILOMATH
GENERAL FUND - PARKS
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Building Repair and Maintenance	7,900	Painting & minor repairs to park shelters and other structures
Contracted Services	7,500	Prorated cost of Public Works summer employee
Crushed Rock and Asphalt	600	Rock for existing gravel roads and asphalt needed to patch chuck holes in existing park roads and paths
Education and Training	400	Pesticide application, play equipment inspection training
Equipment Repair and Maintenance	2,000	Parts & repairs for department equipment
Gas and Oil	1,100	Prorated share of motor vehicle fuel
GIS Services	500	Services provided through Cascades West Council of Governments for mapping, tracking of data, and archiving
Grounds Maintenance	12,300	Maintain trails, plantings, etc. at city parks
Insurance	1,400	Prorated share of City commercial liability and property insurance
Miscellaneous	5,606	Incidental expenses
Safety Equipment	310	Protective clothing, equipment and raingear
Small Tools and Equipment	1,750	Purchase of small tools
Supplies	4,000	Restroom supplies, cleaning supplies
Utilities	13,500	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>59,866</u>	

CITY COUNCIL

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

CITY COUNCIL

This fund tracks expenditures incurred specifically by the Mayor and Councilors during the course of their duties, including attendance at the League of Oregon Cities conference and associated travel expenses.

ELECTIONS

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

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 and as the City Prosecutor.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
GENERAL FUND - CITY COUNCIL**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
MATERIALS & SERVICES							
10 8 5015 Advertising & Legal Notices	1,499	2,116	1,335	1,600	1,650	1,700	3%
10 8 5033 Attorney Retainer	35,760	36,600	37,032	37,800	39,384	40,566	4%
10 8 5034 Attorney Non Contractual Services	763	62	1,059	5,000	5,000	5,150	0%
10 8 5045 Audit Fees	5,502	9,600	9,950	12,000	12,300	12,669	2%
10 8 5098 Bus Operations	43,498	51,994	63,928	79,700	70,000	72,100	-12%
10 8 5133 Community Organization Support	23,000	3,500	0	0	0	0	
10 8 5155 Contrib.-Social Service Agencies	14,500	16,400	15,500	16,200	19,400	20,100	20%
10 8 5233 Dues	1,604	1,447	1,225	1,600	2,000	2,060	25%
10 8 5234 Dues - COG	4,542	4,658	9,770	5,052	5,278	5,436	4%
10 8 5235 Dues - LOC	3,530	3,569	3,678	3,802	3,952	4,071	4%
10 8 5242 Economic Development Project	0	0	0	0	2,461	0	100%
10 8 5245 Education and Training	0	735	75	800	1,200	1,236	50%
10 8 5255 Election Fees	0	3,196	0	4,000	4,000	4,120	0%
10 8 5258 Employee Flexible Benefit Fee	1,140	1,140	1,201	1,200	1,230	1,267	2%
10 8 5290 Ethics Commission Fee	516	475	475	550	590	608	7%
10 8 5303 Flower Baskets	0	4,433	7,863	8,500	8,500	8,755	0%
10 8 5325 Insurance	2,415	2,364	2,528	2,760	2,500	2,575	-9%
10 8 5367 Labor Consultant	0	0	4,242	0	0	0	
10 8 5390 Miscellaneous	10,663	17,138	4,743	36	5,935	6,074	100%
10 8 5395 Municipal Code Updates	1,768	0	2,067	2,000	2,100	2,163	5%
10 8 5401 Network Consultant	1,055	1,741	9,559	6,000	6,200	6,386	3%
10 8 5403 Newsletter	1,888	2,219	1,930	2,500	1,800	1,854	-28%
10 8 5413 Office Supplies	624	841	896	800	820	845	2%
10 8 5465 Postage	224	236	525	400	400	412	0%
10 8 5560 Signs - Downtown Businesses	0	0	0	0	2,500	2,575	100%
10 8 5567 State Filing Fee	300	250	300	300	300	300	0%
10 8 5665 Travel and Meals	115	477	301	1,000	1,000	1,030	0%
10 8 5687 Tree/Landscape Maintenance	5,419	5,213	5,121	0	0	0	
10 8 5749 Website	0	0	0	0	5,000	5,150	100%
Subtotal Materials & Services	160,325	170,404	185,303	193,600	205,500	209,200	6%
TOTAL CITY COUNCIL BUDGET	160,325	170,404	185,303	193,600	205,500	209,200	6%

**CITY OF PHILOMATH
GENERAL FUND - CITY COUNCIL
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Advertising & Legal Notices	1,650	Required legal advertising in local newspapers
Attorney Retainer	39,384	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	12,300	Fee for CPA firm to prepare annual audit
Bus Operations	70,000	Bus driver, fuel, maintenance and other operating costs. Philomath shares a bus grant with the city of Corvallis. This amount represents half of the operating cost. The other half is paid for through the transit grant with the City of Corvallis.
Contrib.-Social Service Agencies	19,400	Council policy to make available 35% of anticipated state revenue sharing dollars to local social service agencies
Dues	2,000	City dues to various organizations
Dues - COG	5,278	Dues to Council of Governments
Dues - LOC	3,952	Dues to League of Oregon Cities.
Economic Development Project	2,461	Partner with seven small cities in Linn and Benton Counties to hire a full time person that will work with entrepreneurs in those cities. This is Philomath's share of the cost.
Education and Training	1,200	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	1,230	Cost to provide Sec. 125 Cafeteria plan to employees
Ethics Commission Fee	590	State mandated charge to support Oregon Government Ethics Commission
Flower Baskets	8,500	\$3,570 for flower baskets, \$3,500 for temp employee to water, \$1,430 for incidental expenses
Insurance	2,500	Liability insurance not allocated to a specific department
Miscellaneous	5,935	Incidental expenses
Municipal Code Updates	2,100	Code Publishing charge when Ordinances are created or amended
Network Consultants	6,200	Contract with Council of Governments to provide technical expertise regarding City networks and computer systems.

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**CITY OF PHILOMATH
GENERAL FUND - CITY COUNCIL
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Newsletter/Web Site	1,800	Cost to print monthly newsletter included with utility bills.
Office Supplies	820	General office supplies
Postage	400	Postage for Council activities or projects
Signs -Downtown Businesses	2,500	Cost to repair and replace downtown business directional signs
State Filing Fee	300	Fee required to file City audit
Travel and Meals	1,000	City council member travel expenses to League of Oregon Cities meetings and seminars
Website	<u>5,000</u>	\$1,000 annual web hosting, maintenance and customer support. \$4,000 archiving of content on web page and Facebook accounts
TOTAL MATERIALS AND SERVICES	<u><u>205,500</u></u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
GENERAL FUND - TRANSFERS, CONTINGENCY AND RESERVED FOR FUTURE EXPENDITURE**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
TRANSFERS							
10 9 8550 To Development Review Fund	0	0	24,034	0	0	0	
10 9 8500 To Land Building & Equip Fund	51,000	27,300	11,900	50,000	165,000	124,000	100%
TOTAL TRANSFERS	51,000	27,300	35,934	50,000	165,000	124,000	100%
CONTINGENCY							
10 9 9000	0	0	0	50,000	100,000	100,000	100%
10 9 9400 Reserved for Future Expenditure	0	0	0	0	349,100	349,100	100%

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for the management, operation and maintenance of the city's public infrastructure. This includes the street system, 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 street 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, road kill removal and alley grading and rocking. Traffic control and public safety responsibilities include right-of-way maintenance, signs, and pavement markings. The administration and inspection services for the sidewalk program are also a function of this activity. Funding is provided by the city's portion of state gasoline taxes and franchise fees.

Wastewater Collection – This activity provides for the safe and efficient operation and maintenance of the wastewater collection piping system by regular cleaning, structural defect repairs, and manhole sealing. 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 performed yearly, lead and copper are done every three years, and inorganic 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 2017, 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. The City's State issued storm water permit requires responses to spills and illicit discharges as well as inspections and monthly samples. 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 awarded to the City 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 utility workers. A temporary seasonal employee is 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 2018-19**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20
PERSONNEL						
Public Works Director	80,665	82,272	83,927	85,607	87,312	89,059
Public Works Supervisor	68,688	70,056	71,472	72,888	74,353	75,839
Utility Maintenance Workers	195,673	204,156	227,194	245,294	256,946	264,471
Water/Wastewater Operator	109,083	116,402	118,656	121,332	123,768	126,240
Custodian	11,963	9,998	10,448	11,360	11,600	11,830
Seasonal/Part Time	19,354	13,907	5,126	2,800	1,400	1,400
Overtime	4,638	8,178	10,669	12,000	11,440	12,121
On-Call Time	4,210	3,250	4,590	5,600	4,840	4,840
Uniform Allowance	0	0	0	3,064	3,000	3,000
Incentive Pay	20,189	20,906	22,085	22,380	22,380	22,380
Level 3 Certification	89	1,133	1,154	1,184	1,207	1,232
Longevity	0	0	2,622	4,281	4,366	4,454
Sick Leave Conversion	0	475	1,938	1,976	2,015	2,056
Social Security	39,414	40,544	42,553	45,118	47,401	48,495
PERS	78,075	80,891	88,210	119,521	120,630	158,227
Workers' Compensation	17,068	22,501	27,658	31,600	34,800	38,500
Workers Benefit Fund Assmt	305	299	267	305	305	305
Deferred Compensation	9,227	9,529	9,864	10,180	10,371	10,570
Health Insurance	116,523	127,756	145,033	155,965	165,078	173,767
Dental Insurance	14,164	14,335	16,337	20,995	20,926	21,451
Health Reimbursement Account	12,874	12,875	13,500	13,500	13,500	13,500
Life Insurance	577	547	481	504	478	552
Sick and Vacation Accrual	858	0	0	19,800	34,200	34,200
Total Personal Services	803,637	840,009	903,784	1,007,254	1,052,316	1,118,489
MATERIALS & SERVICES	1,042,926	979,247	1,030,880	1,260,806	1,289,804	1,325,291
CAPITAL IMPROVEMENTS	0	0	0	0	0	0
DEBT SERVICE	409,051	389,388	322,834	184,200	364,450	364,200
TRANSFERS TO RESERVES						
Equipment Reserve	157,400	99,700	116,700	110,800	137,600	137,600
Street Infrastructure	40,000	40,000	40,000	40,000	80,000	80,000
Sewer Infrastructure	0	75,600	200,000	440,000	100,000	100,000
Water Infrastructure	0	300,000	407,250	200,000	150,000	150,000
Storm Drain Infrastructure	0	5,000	20,000	10,000	20,000	20,000
Public Works Office Equipment	20,000	6,000	2,000	2,000	2,000	2,000
Public Works Building Reserve	28,800	28,800	48,400	38,000	40,400	40,400
To Street Fund	17,600	17,700	19,400	20,500	21,500	22,900
To SDC Fund	18,000	9,000	5,000	5,000	0	0
Total Transfers to Reserves	281,800	581,800	858,750	866,300	551,500	552,900
CONTINGENCY	0	0	0	190,000	210,000	200,000
RESERVED FOR FUTURE EXPENDITURE	0	0	0	0	150,900	150,000
TOTAL PUBLIC WORKS DEPARTMENTS	2,537,414	2,790,444	3,116,248	3,508,560	3,618,970	3,710,880

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
STREET FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE	
REVENUE								
21 0 3001	Cash Balance Forward	133,809	134,899	153,156	160,000	230,000	235,000	44%
21 0 3020	Interest On Investments	357	609	1,398	1,400	2,800	3,000	100%
21 0 3120	State Highway Tax	264,603	271,837	275,900	266,063	338,000	350,500	27%
21 0 3215	Street Utility Fee	53,064	53,235	107,391	107,400	108,000	109,000	1%
21 0 3420	Franchise Fee - Republic Services	31,900	33,835	38,577	37,400	48,000	49,000	28%
21 0 3450	Franchise Fee - Pioneer Telephone	14,351	13,558	12,725	12,000	11,000	10,500	-8%
21 0 3460	Franchise Fee - Comcast	46,710	49,011	0	0	0	0	
21 0 3650	Miscellaneous Income	215	230	231	300	300	300	0%
21 0 3990	Transfer-Storm Drain Fund	17,600	17,700	19,400	20,500	21,500	22,900	5%
	TOTAL REVENUES	562,609	574,914	608,778	605,063	759,600	780,200	26%
EXPENDITURES								
PERSONNEL SERVICES								
21 0 4120	Public Works Director	13,713	13,986	14,268	14,553	14,843	15,140	2%
21 0 4155	Public Works Supervisor	19,233	19,616	20,012	20,409	20,819	21,235	2%
21 0 4164	Utility Maintenance Worker	57,523	59,845	66,922	72,413	76,093	78,307	5%
21 0 4258	Seasonal/Part Time	4,064	3,791	745	0	0	0	
21 0 4320	Overtime	408	850	1,212	1,502	1,644	1,715	9%
21 0 4340	On-Call Time	463	210	774	1,184	810	810	-32%
21 0 4350	Uniform Allowance	0	0	0	724	660	660	-9%
21 0 4360	Incentive Pay	3,994	4,187	4,575	4,666	4,666	4,666	0%
21 0 4366	Longevity Pay	0	0	446	728	742	757	2%
21 0 4370	Sick Leave Conversion	0	81	329	336	343	349	2%
21 0 4500	Social Security	7,623	7,843	8,293	8,913	9,227	9,458	4%
21 0 4520	PERS	14,706	14,764	16,666	22,837	23,295	30,857	2%
21 0 4540	Workers' Compensation	4,020	6,642	8,346	9,700	11,000	12,100	13%
21 0 4560	Workers' Benefit Fund Assmt	62	63	55	62	62	62	0%
21 0 4620	Deferred Compensation	2,045	2,106	2,171	2,240	2,279	2,323	2%
21 0 4640	Health Insurance	23,946	27,799	32,377	35,466	37,537	39,169	6%
21 0 4660	Dental Insurance	3,080	3,345	3,907	4,974	4,962	5,087	0%
21 0 4670	Health Reimbursement Account	2,714	2,714	2,895	2,895	2,895	2,895	0%
21 0 4680	Life Insurance	99	91	77	79	72	86	-9%
21 0 4820	Sick & Vacation Accrual	249	0	0	1,158	3,318	3,318	100%
	Subtotal Personnel Services	157,942	167,933	184,070	204,839	215,267	228,994	5%
MATERIALS AND SERVICES								
21 0 5012	Administrative Overhead	46,560	48,444	51,684	53,580	60,792	62,616	13%
21 0 5015	Advertising & Legal Notices	421	612	0	425	425	438	0%
21 0 5053	Bad Debt Write-Off	210	175	192	350	250	258	-29%
21 0 5095	Building Repair & Maintenance	1,503	1,170	3,020	2,000	2,000	2,060	0%
21 0 5137	Computer Support	0	1,518	1,535	1,600	1,650	1,700	3%
21 0 5143	Computer Line Charges	519	519	519	520	520	536	0%
21 0 5145	Concrete Sidewalk/Curb	0	5,384	1,565	5,000	6,000	6,180	20%
21 0 5147	Contracted Services	4,703	1,958	1,691	7,000	4,000	4,120	-43%
21 0 5195	Crushed Rock/Asphalt	3,070	4,407	7,158	5,000	6,000	6,180	20%
21 0 5233	Dues	216	288	127	350	350	361	0%
21 0 5238	Dump Fees/Excavation	50	119	109	300	300	309	0%
21 0 5245	Education and Training	652	683	481	720	740	762	3%
21 0 5265	Engineering	3,712	3,007	4,069	5,000	5,200	5,356	4%
21 0 5285	Equipment Repair & Maintenance	11,504	2,903	6,170	8,500	8,500	8,755	0%
21 0 5305	Gas & Oil	7,160	5,715	6,051	7,000	7,200	7,416	3%
21 0 5310	GIS Services	0	0	0	4,000	4,000	4,120	0%
21 0 5325	Insurance	3,799	3,745	3,799	4,200	4,200	4,326	0%
21 0 5375	Landscape Maintenance	1,024	1,271	2,323	2,100	2,400	2,472	14%

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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
STREET FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
MATERIALS & SERVICES (CONTINUED)							
21 0 5383	Maintenance Agreements	2,184	1,115	0	0	0	
21 0 5387	Medical Expense	798	542	368	750	750	0%
21 0 5390	Miscellaneous	1,625	2,292	2,174	3,729	4,036	8%
21 0 5413	Office Supplies	504	683	589	800	800	0%
21 0 5423	Chip and Crack Seal	35,437	7,353	2,297	20,000	25,000	25%
21 0 5515	Safety Equipment	1,344	5,445	2,541	2,500	2,600	4%
21 0 5535	Security Alarm & Remote Monitoring	483	153	184	500	400	-20%
21 0 5557	Sidewalk Improvement	1,588	1,849	0	3,000	3,000	0%
21 0 5563	Small Tools & Equipment	738	1,850	389	2,700	2,700	0%
21 0 5576	Street Light Replacement	833	662	417	5,000	3,000	-40%
21 0 5577	Street Lights/Traffic Signals	40,474	40,870	41,254	42,000	43,300	3%
21 0 5583	Street Signs	4,894	7,645	6,043	6,000	6,200	3%
21 0 5584	Streetscape-Medians	277	2,373	12,489	1,000	1,000	0%
21 0 5587	Supplies	5,915	5,213	9,264	7,400	7,600	3%
21 0 5603	Telephone	645	832	1,004	1,200	1,100	-8%
21 0 5645	Tires	1,163	1,250	38	1,400	1,400	0%
21 0 5665	Travel and Meals	147	491	450	600	620	3%
21 0 5687	Tree Maintenance	0	0	0	6,000	6,000	0%
21 0 5703	Uniforms	1,004	1,055	498	0	400	100%
21 0 5715	Utilities	5,244	6,002	5,944	6,200	6,300	2%
21 0 5740	Vandalism	0	0	0	500	500	0%
21 0 5745	Vehicle Repair & Maintenance	2,968	6,632	3,964	7,000	7,000	0%
	Subtotal Materials & Services	193,368	176,225	180,400	225,924	238,233	5%
TRANSFERS							
21 0 8520	To LBE Fund - Equipment	36,400	37,600	25,500	9,300	25,700	100%
21 0 8540	To LBE Fund - Infrastructure	40,000	40,000	40,000	40,000	80,000	100%
	Subtotal Transfers	76,400	77,600	65,500	49,300	105,700	100%
21 0 9000	Contingency	0	0	0	50,000	70,000	40%
	TOTAL EXPENDITURES	427,710	421,758	429,970	530,063	629,200	19%
21 0 9400	Reserved For Future Expenditure	0	0	0	0	30,400	100%
21 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	75,000	100,000	33%
	Excess Revenues Over Expenditures	134,899	153,156	178,808	0	0	

**CITY OF PHILOMATH
STREET FUND
2018-19 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	17%	14,843
Public Works Supervisor	28%	20,819
Utility Maintenance Workers	31%	<u>76,093</u>
TOTAL SALARIES		<u>111,755</u>
The time allocation is based on estimated needs of this fund for fiscal year 2018-19. Salaries include a 2% cost-of-living increase.		
OVERTIME		1,644
ON-CALL TIME		810
Prorated portion of weekly payment for public works crew member on standby during off duty time		
UNIFORM ALLOWANCE		660
\$375 per employee to purchase boots and other work related clothing items		
INCENTIVE PAY		4,666
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY		742
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		343
50% of excess sick leave for Department Heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2018 rate is 7.65%		9,227
PERS		23,295
The City pays both the employer and employee contributions. For fiscal years 2017-19 the Tier 1 & 2 employer rate is 19.95%, OPSRP rate is 11.06%, and the employee rate is 6%.		
WORKERS' COMPENSATION		11,000
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		62
DEFERRED COMPENSATION 6% retirement benefit for management employees		2,279
HEALTH INSURANCE \$1,500 deductible plan, estimated 9.1% increase for 2019 premium		37,537
DENTAL INSURANCE Estimated 0% increase for 2019 premium		4,962
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		2,895
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		72
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>3,318</u>
TOTAL PERSONNEL SERVICES		<u><u>215,267</u></u>

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**CITY OF PHILOMATH
STREET FUND
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	60,792	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	250	To write-off uncollectible customer accounts
Building Repair and Maintenance	2,000	Prorated cost of painting and minor repairs for Public Works buildings
Computer Support	1,650	Prorated share of software maintenance fees
Computer Line Charges	520	Internet provider fees
Concrete Sidewalk/Curb	6,000	Repairs to sidewalks and curbs from street tree damage
Contracted Services	4,000	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 potholes in existing streets.
Dues	350	Membership in professional organizations
Dump fees/Excavation	300	Disposal of excavation materials
Education and Training	740	Road maintenance classes
Engineering	5,200	Engineering fees
Equipment Repair and Maintenance	8,500	Prorated cost of repairs to shop and office equipment
Gas and Oil	7,200	Prorated share of vehicle fuel costs
GIS Services	4,000	Services provided through Cascades West Council of Governments for mapping, tracking of data, and archiving
Insurance	4,200	Street Fund share of commercial and vehicle liability, auto physical damage and property insurance
Landscape Maintenance	2,400	Prorated share of landscape maintenance at Public Works Office
Medical Expense	750	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	4,036	Incidental expenses
Office Supplies	800	Copier cost, paper and other office supplies
Chip and Crack Seal	25,000	Chip, crack seal and stripping projects to be determined

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**CITY OF PHILOMATH
STREET FUND
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Safety Equipment	2,600	Protective clothing, equipment and raingear
Security Alarm & Remote Monitoring	400	Public Works building alarm monitoring
Sidewalk Improvement	3,000	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	3,000	Program to replace high pressure sodium lights with new LED light heads when they need replaced.
Street Lights and Traffic Signals	43,300	Cost of electricity to operate street lights and traffic signals
Street Signs	6,200	Replacement or installation of street, regulatory and informational signs
Streetscape-Medians	1,000	Median hardscape materials and maintenance
Supplies	7,600	Traffic paint and related supplies
Telephone	1,100	Prorated telephone cost at Public Works office
Tires	1,400	Prorated cost of tires and tire repair for equipment
Travel and Meals	620	Lodging and meals at out-of-town training
Tree Maintenance	6,000	Trimming, removal and replacement of street trees
Uniforms	400	City issued work shirts with city logo and raingear
Utilities	6,300	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>7,000</u>	Cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u>238,233</u>	

TRANSFERS

To LBE Fund - Equipment	25,700	Set aside for future equipment replacement
To LBE Fund - Infrastructure	<u>80,000</u>	Reserve to support capital improvement plan
TOTAL TRANSFERS	<u>105,700</u>	

RESERVED FOR FUTURE EXPENDITURE

<u>30,400</u>	Street Fund share of payment to set up a PERS side account. This portion will be added to amount set aside in fiscal 2019-20 for a one time payment. The City anticipates receiving a 20% match from the state that will be added to our side account. The side account will be used to reduce future PERS contributions.
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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
WATER FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
REVENUES							
51 0 3001 Cash Balance Forward	221,928	313,022	390,376	210,000	236,000	244,000	12%
51 0 3020 Interest on Investments	664	1,550	2,022	2,500	3,300	3,700	32%
51 0 3201 Metered Water Sales	973,439	1,106,769	1,000,817	1,070,000	1,085,000	1,115,000	1%
51 0 3202 Fire Line Fee	1,920	1,920	1,920	1,920	1,920	1,980	0%
51 0 3204 Bulk Water Sales	0	0	0	0	12,000	12,000	100%
51 0 3220 Water Meter Installations	9,154	14,130	12,354	14,900	15,000	17,000	1%
51 0 3230 New Account Set Up Fee	3,570	3,527	4,048	4,000	4,550	4,600	14%
51 0 3235 Shut Off Notice Fee	5,544	5,192	5,140	5,300	5,400	5,400	2%
51 0 3240 Late Fees	3,806	4,078	3,586	4,200	4,500	4,800	7%
51 0 3650 Miscellaneous Receipts	15,129	7,255	11,318	8,000	5,000	5,000	-38%
51 0 3830 CDBG Grant	0	10,626	8,874	1,751	0	0	-100%
TOTAL REVENUES	1,235,154	1,468,069	1,440,455	1,322,571	1,372,670	1,413,480	4%
EXPENDITURES							
PERSONNEL SERVICES							
51 0 4120 Public Works Director	33,072	33,732	34,410	35,099	35,798	36,514	2%
51 0 4155 Public Works Supervisor	21,980	22,418	22,871	23,324	23,793	24,268	2%
51 0 4164 Utility Maintenance Workers	73,784	77,083	85,616	92,405	96,587	99,425	5%
51 0 4166 Water/Wastewater Operator	54,823	58,508	59,650	60,962	62,186	63,427	2%
51 0 4258 Seasonal/Part Time	4,252	1,050	885	0	0	0	
51 0 4320 Overtime	2,166	3,800	4,998	5,429	5,123	5,411	-6%
51 0 4340 On-Call Time	1,961	1,578	1,955	2,208	2,072	2,072	-6%
51 0 4350 Uniform Allowance	0	0	0	1,200	1,200	1,200	0%
51 0 4360 Incentive Pay	7,816	8,408	8,823	8,924	8,924	8,924	0%
51 0 4365 Level 3 Certification	89	1,133	1,154	1,184	1,207	1,232	2%
51 0 4366 Longevity Pay	0	0	1,075	1,755	1,790	1,826	2%
51 0 4370 Sick Leave Conversion	0	195	794	810	826	843	2%
51 0 4500 Social Security	15,320	15,882	16,895	17,793	18,955	19,385	7%
51 0 4520 PERS	31,619	33,378	36,216	48,815	49,119	63,994	1%
51 0 4540 Workers' Compensation	5,930	5,755	7,595	8,200	10,800	11,900	32%
51 0 4560 Workers' Benefit Fund Assmt	112	109	100	116	116	116	0%
51 0 4620 Deferred Compensation	3,394	3,510	3,639	3,759	3,830	3,905	2%
51 0 4640 Health Insurance	47,394	51,089	57,748	61,628	65,229	68,821	6%
51 0 4660 Dental Insurance	5,734	5,653	6,416	8,204	8,173	8,380	0%
51 0 4670 Health Reimbursement Account	5,179	5,194	5,431	5,415	5,415	5,415	0%
51 0 4680 Life Insurance	243	233	210	222	207	241	-7%
51 0 4820 Sick & Vacation Accrual	326	0	0	10,806	17,430	17,430	61%
Subtotal Personnel Services	315,194	328,708	356,481	398,258	418,780	444,729	5%
MATERIALS AND SERVICES							
51 0 5012 Administrative Overhead	119,040	121,500	123,900	122,520	161,568	166,415	32%
51 0 5015 Advertising & Legal Notices	421	1,126	513	1,400	500	515	-64%
51 0 5033 Attorney Fees	8,997	6,881	5,816	8,000	4,000	4,120	-50%
51 0 5053 Bad Debt Write-Off	6,706	3,073	2,820	6,000	3,200	3,296	-47%
51 0 5095 Building Repair & Maintenance	2,482	1,309	3,249	6,100	6,100	6,283	0%
51 0 5107 Certification Costs	958	345	570	1,200	1,200	1,236	0%
51 0 5137 Computer Support	2,346	5,462	5,355	5,500	5,600	5,768	2%
51 0 5143 Computer Line Charges	1,480	1,436	1,640	1,525	2,000	2,060	31%
51 0 5145 Concrete Sidewalk/Curb	1,831	56	1,524	2,000	2,100	2,163	5%
51 0 5147 Contracted Services	11,631	3,373	2,832	8,000	8,000	8,240	0%
51 0 5155 Contrib.-Social Service Agencies	3,000	3,000	3,000	4,000	4,000	4,000	0%
51 0 5185 Cross Connection Control	434	561	440	600	600	618	0%
51 0 5195 Crushed Rock/Asphalt	3,975	995	2,718	6,000	6,000	6,180	0%
51 0 5225 DEQ Discharge Permit	483	557	557	600	600	618	0%
51 0 5233 Dues	657	765	561	800	820	845	2%

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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
WATER FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
MATERIALS & SERVICES (CONTINUED)							
51 0 5245 Education & Training	950	426	360	1,500	1,500	1,545	0%
51 0 5265 Engineering	4,949	13,295	41,910	24,000	10,000	10,300	-58%
51 0 5275 Equipment Rental	237	58	0	300	300	309	0%
51 0 5285 Equipment Repair & Maintenance	26,366	8,403	18,302	30,000	30,000	30,900	0%
51 0 5305 Gas & Oil	5,842	4,219	4,167	6,000	6,000	6,180	0%
51 0 5310 GIS Services	0	0	0	5,000	5,000	5,150	0%
51 0 5325 Insurance	12,894	13,167	14,347	15,700	15,000	15,450	-4%
51 0 5373 Laboratory Analysis	7,296	7,757	5,410	12,000	15,000	15,450	25%
51 0 5374 Lab Supplies	4,291	2,982	1,997	4,200	4,200	4,326	0%
51 0 5375 Landscape Maintenance	6,584	2,759	3,947	8,000	8,000	8,240	0%
51 0 5383 Maintenance Agreements	2,184	1,115	0	0	0	0	
51 0 5387 Medical Expenses	798	595	368	800	800	824	0%
51 0 5390 Miscellaneous	4,478	4,497	1,584	5,018	5,502	5,462	10%
51 0 5413 Office Supplies	1,387	886	865	1,550	1,000	1,030	-35%
51 0 5465 Postage	55	118	353	400	400	412	0%
51 0 5513 Rock Creek Water Purchase	10,982	6,565	10,479	20,000	15,000	15,450	-25%
51 0 5515 Safety Equipment	1,414	4,649	3,035	3,500	3,500	3,605	0%
51 0 5535 Security Alarm & Remote Monitorir	483	153	184	500	300	309	-40%
51 0 5563 Small Tools & Equipment	1,911	1,400	1,386	2,500	2,500	2,575	0%
51 0 5587 Supplies	2,642	2,439	2,361	3,000	3,000	3,090	0%
51 0 5597 System Supplies & Maintenance	51,826	26,716	35,306	50,000	50,000	51,500	0%
51 0 5603 Telephone	4,007	4,134	4,407	4,400	4,400	4,532	0%
51 0 5645 Tires	461	2,369	0	2,000	2,100	2,163	5%
51 0 5665 Travel and Meals	760	740	736	1,800	1,000	1,030	-44%
51 0 5685 Treatment Chemicals	38,679	48,944	35,198	45,000	50,000	51,500	11%
51 0 5703 Uniforms	1,227	1,268	790	0	800	824	100%
51 0 5715 Utilities	51,273	54,878	50,676	57,600	56,000	57,680	-3%
51 0 5745 Vehicle Repair & Maintenance	6,637	5,694	7,952	8,600	8,600	8,858	0%
Subtotal Materials & Services	415,054	370,665	401,615	487,613	506,190	521,051	4%
DEBT SERVICE							
51 0 7144 Contact Chamber Principal	70,577	28,000	0	0	0	0	
51 0 7544 Contact Chamber Loan Interest	6,407	1,820	0	0	0	0	
Subtotal Debt Service	76,984	29,820	0	0	0	0	
TRANSFERS							
51 0 8520 TO LBE Fund - Equipment	90,500	31,100	39,900	46,700	50,500	50,500	8%
51 0 8540 TO LBE Fund - Infrastructure	0	300,000	407,250	200,000	150,000	150,000	-25%
51 0 8555 TO LBE Fund - P/W Office Equip	10,000	3,000	1,000	1,000	1,000	1,000	0%
51 0 8560 TO LBE Fund - P/W Building	14,400	14,400	24,200	19,000	20,200	20,200	6%
Subtotal Transfers	114,900	348,500	472,350	266,700	221,700	221,700	-17%
51 0 9000 Contingency	0	0	0	70,000	70,000	70,000	0%
TOTAL EXPENDITURES	922,132	1,077,693	1,230,446	1,222,571	1,216,670	1,257,480	0%
51 0 9400 Reserved For Future Expenditure	0	0	0	0	66,000	66,000	100%
51 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	100,000	90,000	90,000	-10%
Excess Revenues Over Expenditures	313,022	390,376	210,009	0	0	0	

**CITY OF PHILOMATH
WATER FUND
2018-19 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	41%	35,798
Public Works Supervisor	32%	23,793
Utility Maintenance Workers	38%	96,587
Water/Wastewater Operators	50%	<u>62,186</u>
TOTAL SALARIES		218,364
<p>The time allocation is based on estimated needs of this fund for fiscal year 2018-19. Salaries include a 2% cost-of-living increase.</p>		
OVERTIME		5,123
ON-CALL TIME		2,072
Prorated portion of weekly payment for public works crew member on standby during off duty time		
UNIFORM ALLOWANCE		
\$375 per employee to purchase boots and other work related clothing items		1,200
INCENTIVE PAY		8,924
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LEVEL 3 CERTIFICATION		1,207
2% incentive to Water/Wastewater operator to maintain a level 3 water treatment certification		
LONGEVITY PAY		1,790
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		826
50% of excess sick leave for Department Heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2018 rate is 7.65%		18,955
PERS		49,119
The City pays both the employer and employee contributions. For fiscal years 2017-19 the Tier 1 & 2 employer rate is 19.95%, OPSRP rate is 11.06% and the employee rate is 6%.		
WORKERS' COMPENSATION		10,800
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		116
DEFERRED COMPENSATION 6% retirement benefit for management employees		3,830
HEALTH INSURANCE \$1,500 deductible plan, estimated 9.1% increase for 2019 premium		65,229
DENTAL INSURANCE Estimated 0% increase for 2019 premium		8,173
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		5,415
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000.		207
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>17,430</u>
TOTAL PERSONNEL SERVICES		<u>418,780</u>

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**CITY OF PHILOMATH
WATER FUND
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	161,568	Transfer to General Fund to pay Water Fund portion of accounting and other administrative expenses
Advertising and Legal Notices	500	Advertising for bids, sale of surplus equipment, and employment positions
Attorney Fees	4,000	Attorneys continuing to help with City water right issues
Bad Debt Write-Off	3,200	To write-off uncollectible customer accounts
Building Repair & Maintenance	6,100	Minor repairs to shop and Public Works buildings and Water treatment plant building maintenance.
Certification Costs	1,200	Employee water certifications
Computer Support	5,600	Prorated cost of Public Works computer software support
Computer Line Charges	2,000	Internet provider fees
Concrete Sidewalk/Curb	2,100	Cost to repair or replace damage while working on water system
Contracted Services	8,000	Cost to hire outside contractors for specialty services
Contrib.-Social Service Agencies	4,000	Contribution to social service agencies that help customers who do not have money to pay their water bills
Cross Connection Control	600	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	820	Membership in professional organizations
Education & Training	1,500	Workshops and seminars to maintain certifications and train employees
Engineering	10,000	Engineering for construction projects done in-house
Equipment Rental	300	Rental of equipment
Equipment Repair & Maintenance	30,000	Equipment repairs to maintain water system and water plant
Gas and Oil	6,000	Prorated share of vehicle fuel costs
GIS Services	5,000	Service provided through Cascades West Council of Governments for mapping, tracking of data, and archiving

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**CITY OF PHILOMATH
WATER FUND
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Insurance	15,000	Water Fund share of commercial and vehicle liability, auto physical damage and property insurance
Laboratory Analysis	15,000	Cost of analyzing water samples by an outside certified lab to comply with state requirements
Lab Supplies	4,200	Lab testing chemicals and equipment
Landscape Maintenance	8,000	Contract landscaping at water treatment plant, water tower and portion of Public Works office.
Medical Expenses	800	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	5,502	Incidental expenses
Office Supplies	1,000	Prorated supplies used by Public Works office
Postage	400	Mailing of samples and prorated postage for public works office
Rock Creek Water Purchase	15,000	Agreement with City of Corvallis to purchase treated water
Safety Equipment	3,500	Protective clothing and equipment
Security Alarm & Remote Monitoring	300	Public Works building alarm monitoring
Small Tools and Equipment	2,500	Replace worn-out hand tools & small equipment
Supplies	3,000	Miscellaneous supplies and small parts
System Supplies and Maintenance	50,000	Supplies required to maintain and operate the water system
Telephone	4,400	Prorated telephone cost at Public Works office
Tires	2,100	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	50,000	Alum, soda ash, polymers, chlorine and fluoride
Uniforms	800	City issued work shirts with city logo and raingear
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>8,600</u>	Prorated cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u>506,190</u>	

**CITY OF PHILOMATH
WATER FUND
2018-19 BUDGET NARRATIVE**

TRANSFERS

To LBE Fund - Equipment	50,500	Set aside for future equipment replacement
To LBE Fund - Infrastructure	150,000	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>20,200</u>	Reserve for future construction/expansion of Public Works
TOTAL TRANSFERS	<u>221,700</u>	

**RESERVED FOR FUTURE
EXPENDITURE**

66,000

Water Fund share of payment to set up a PERS side account. This portion will be added to amount set aside in fiscal 2019-20 for a one time payment. The City anticipates receiving a 20% match from the state that will be added to our side account. The side account will be used to reduce future PERS contributions.

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
SEWER FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE	
REVENUES								
52 0 3001	Cash Balance Forward	112,152	146,247	171,270	310,000	200,000	210,000	-35%
52 0 3020	Interest on Investments	397	777	1,242	2,500	2,000	2,200	-20%
52 0 3205	Sewer User Fees	910,378	953,877	1,100,689	1,106,000	1,115,000	1,125,000	1%
52 0 3225	Sewer Permits and Inspections	578	892	780	1,050	1,100	1,100	5%
52 0 3230	New Account Set Up Fee	3,570	3,527	4,140	3,700	4,100	4,100	11%
52 0 3235	Shut Off Notice Fee	4,536	4,248	4,560	4,600	4,400	4,500	-4%
52 0 3240	Late Fee	3,114	3,337	3,077	3,400	3,400	3,400	0%
52 0 3280	Farm Lease	18,900	17,400	17,200	17,600	17,400	17,400	-1%
52 0 3650	Miscellaneous Receipts	6,580	1,328	1,123	3,500	3,000	3,000	-14%
52 0 3830	CDBG Grant	0	13,224	0	6,776	0	0	-100%
52 0 3985	Transfer from SDC Fund	30,000	70,000	100,000	100,000	150,000	150,000	50%
	TOTAL REVENUES	1,090,205	1,214,857	1,404,081	1,559,126	1,500,400	1,520,700	-4%
EXPENDITURES								
PERSONNEL SERVICES								
52 0 4120	Public Works Director	32,266	32,909	33,571	34,243	34,925	35,623	2%
52 0 4155	Public Works Supervisor	18,546	18,915	19,297	19,680	20,075	20,477	2%
52 0 4164	Utility Maintenance Workers	51,551	53,853	59,674	64,338	67,332	69,299	5%
52 0 4166	Water/Wastewater Operator	54,260	57,894	59,006	60,370	61,582	62,813	2%
52 0 4258	Seasonal/Part Time	4,252	222	140	0	0	0	
52 0 4320	Overtime	1,985	3,380	4,176	4,723	4,306	4,608	-9%
52 0 4340	On-Call Time	1,686	1,420	1,691	2,000	1,785	1,785	-11%
52 0 4350	Uniform Allowance	0	0	0	968	968	968	0%
52 0 4360	Incentive Pay	6,412	7,104	7,403	7,487	7,487	7,487	0%
52 0 4366	Longevity Pay	0	0	1,049	1,712	1,746	1,781	2%
52 0 4370	Sick Leave Conversion	0	190	775	790	806	822	2%
52 0 4500	Social Security	13,095	13,424	14,198	15,072	15,892	16,249	5%
52 0 4520	PERS	26,534	27,682	29,771	40,095	40,365	52,918	1%
52 0 4540	Workers' Compensation	3,038	4,449	5,554	6,300	7,200	8,000	14%
52 0 4560	Workers' Benefit Fund Assmt	95	90	85	95	95	95	0%
52 0 4620	Deferred Compensation	3,128	3,238	3,362	3,471	3,539	3,605	2%
52 0 4640	Health Insurance	38,985	41,848	46,778	50,051	52,976	56,035	6%
52 0 4660	Dental Insurance	4,490	4,429	4,969	6,580	6,554	6,719	0%
52 0 4670	Health Reimbursement Account	4,305	4,291	4,454	4,470	4,470	4,470	0%
52 0 4680	Life Insurance	206	197	173	182	178	203	-2%
52 0 4820	Sick and Vacation Accrual	223	0	0	7,548	11,868	11,868	57%
	Subtotal Personnel Services	265,057	275,535	296,126	330,175	344,149	365,825	4%
MATERIALS AND SERVICES								
52 0 5012	Administrative Overhead	107,952	103,080	116,160	112,800	134,784	138,828	19%
52 0 5015	Advertising & Legal Notices	420	613	0	600	600	618	0%
52 0 5053	Bad Debt Write-Off	4,678	2,815	2,335	4,000	3,000	3,090	-25%
52 0 5095	Building Repair & Maintenance	1,570	1,170	3,021	4,000	4,000	4,120	0%
52 0 5107	Certification Costs	537	665	485	725	725	747	0%
52 0 5137	Computer Support	647	2,591	1,537	2,600	2,600	2,678	0%
52 0 5143	Computer Line Charges	519	519	519	550	519	535	-6%
52 0 5145	Concrete Sidewalks/curb	314	121	0	700	700	721	0%
52 0 5147	Contracted Services	0	0	473	6,000	6,000	6,180	0%
52 0 5155	Contrib.-Social Service Agencies	3,000	3,000	3,000	4,000	4,000	4,000	0%
52 0 5185	Cross Connection Control	24	78	68	100	100	103	0%
52 0 5195	Crushed Rock/Asphalt	987	2,592	2,439	3,500	3,500	3,605	0%
52 0 5225	DEQ Discharge Permit	1,590	1,736	1,833	1,850	2,000	2,060	8%
52 0 5233	Dues	658	766	475	800	1,300	1,339	63%
52 0 5245	Education & Training	954	419	410	1,200	1,000	1,030	-17%

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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
SEWER FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
MATERIALS & SERVICES (CONTINUED)							
52 0 5265 Engineering	3,774	17,631	44,992	10,000	10,000	10,300	0%
52 0 5285 Equipment Repair & Maintenance	20,978	15,907	18,878	23,000	23,000	23,690	0%
52 0 5305 Gas & Oil	7,122	4,714	4,367	6,000	8,000	8,240	33%
52 0 5310 GIS Services	0	0	0	5,000	5,000	5,150	0%
52 0 5325 Insurance	19,391	20,049	20,923	23,300	22,000	22,660	-6%
52 0 5373 Laboratory Analysis	4,626	6,544	6,315	7,500	7,500	7,725	0%
52 0 5374 Lab Supplies	110	483	680	650	700	721	8%
52 0 5375 Landscape Maintenance	1,024	1,595	2,743	2,300	2,400	2,472	4%
52 0 5376 Lagoon Monitoring	2,785	3,400	3,400	3,600	3,600	3,708	0%
52 0 5383 Maintenance Agreements	2,184	1,490	0	0	0	0	
52 0 5387 Medical Expenses	798	595	559	850	700	721	-18%
52 0 5390 Miscellaneous	2,351	2,636	1,434	5,556	5,753	3,379	4%
52 0 5413 Office Supplies	752	840	773	900	900	927	0%
52 0 5465 Postage	65	5	149	200	200	206	0%
52 0 5489 Property Lease	650	656	675	720	720	742	0%
52 0 5490 Property Tax	1,752	1,768	1,885	1,950	2,100	2,163	8%
52 0 5515 Safety Equipment	2,987	4,618	3,197	3,600	3,600	3,708	0%
52 0 5535 Security Alarm/Remote Monitoring	695	1,194	589	1,200	1,200	1,236	0%
52 0 5545 Sewer Main Repair	24,619	18,136	2,786	35,000	35,000	36,050	0%
52 0 5563 Small Tools & Equipment	565	1,390	1,084	2,500	2,700	2,781	8%
52 0 5587 Supplies	3,102	1,800	2,200	3,500	3,500	3,605	0%
52 0 5597 System Supplies & Maintenance	2,847	2,032	1,090	3,500	3,800	3,914	9%
52 0 5603 Telephone	3,048	3,191	3,412	3,700	3,500	3,605	-5%
52 0 5645 Tires	2,568	1,513	1,733	2,900	3,200	3,296	10%
52 0 5665 Travel and Meals	608	713	676	1,100	1,000	1,030	-9%
52 0 5685 Treatment Chemicals	22,487	14,410	34,088	26,000	27,000	27,810	4%
52 0 5695 TV Inspection	436	907	3,579	500	500	515	0%
52 0 5703 Uniforms	1,227	1,268	790	0	800	824	100%
52 0 5715 Utilities	31,438	31,073	32,107	35,500	35,500	36,565	0%
52 0 5745 Vehicle Repair & Maintenance	3,095	3,761	5,080	6,000	6,000	6,180	0%
Subtotal Materials & Services	291,934	284,484	332,939	359,951	384,701	393,575	7%
DEBT SERVICE							
52 0 7175 Bond Principal	100,000	130,000	145,000	160,000	175,000	180,000	9%
52 0 7575 Bond Interest	232,067	229,568	177,834	194,250	189,450	184,200	-2%
Subtotal Debt Service	332,067	359,568	322,834	354,250	364,450	364,200	3%
TRANSFERS							
52 0 8520 To LBE Fund - Equipment	30,500	31,000	51,300	54,800	61,400	61,400	12%
52 0 8540 To LBE Fund - Infrastructure	0	75,600	200,000	269,950	100,000	100,000	-63%
52 0 8555 To LBE Fund - P/W Office Equipme	10,000	3,000	1,000	1,000	1,000	1,000	0%
52 0 8560 To LBE Fund - P/W Building	14,400	14,400	24,200	19,000	20,200	20,200	6%
Subtotal Transfers	54,900	124,000	276,500	344,750	182,600	182,600	-47%
52 0 9000 Contingency	0	0	0	70,000	70,000	60,000	0%
TOTAL EXPENDITURES	943,958	1,043,587	1,228,399	1,459,126	1,345,900	1,366,200	-8%
52 0 9400 Reserved For Future Expenditure	0	0	0	0	54,500	54,500	100%
52 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	100,000	100,000	100,000	0%
Excess Revenues Over Expenditures	146,247	171,270	175,682	0	0	0	

**CITY OF PHILOMATH
SEWER FUND
2018-19 BUDGET NARRATIVE**

PERSONNEL SERVICES	<u>TIME ALLOCATION</u>	<u>SALARY ALLOCATION</u>
Public Works Director	40%	34,925
Public Works Supervisor	27%	20,075
Utility Maintenance Workers	24%	67,332
Water/Wastewater Operators	50%	<u>61,582</u>
TOTAL SALARIES		183,914
<p>The time allocation is based on estimated needs of this fund for fiscal year 2018-19. Salaries include a 2% cost-of-living increase.</p>		
OVERTIME		4,306
ON-CALL TIME		1,785
Prorated portion of weekly payment for public works crew member on standby during off duty time		
UNIFORM ALLOWANCE		
\$375 per employee to purchase boots and other work related clothing items		968
INCENTIVE PAY		7,487
Each employee may receive up to \$300 per month based on acquiring specialized skills		
LONGEVITY PAY		1,746
Management employees receive 5% after 10 years of service, and 10% after 15 years of service		
SICK LEAVE CONVERSION		806
50% of excess sick leave for Department Heads who choose to cash out sick time		
SOCIAL SECURITY Calendar year 2018 rate is 7.65%		15,892
PERS		40,365
The City pays both the employer and employee contributions. For fiscal years 2017-19 the Tier 1 & 2 employer rate is 19.95%, OPSRP rate is 11.06%, and the employee rate is 6%.		
WORKERS' COMPENSATION		7,200
WORKERS' BENEFIT FUND ASSESSMENT Required by Oregon Dept. of Revenue		95
DEFERRED COMPENSATION 6% retirement benefit for management employees		3,539
HEALTH INSURANCE \$1,500 deductible plan, estimated 9.1% increase for 2019 premium		52,976
DENTAL INSURANCE Estimated 0% increase for 2019 premium		6,554
HEALTH REIMBURSEMENT ACCOUNT Employee account to help offset medical deductible		4,470
LIFE INSURANCE Basic life and AD&D policy. Employee coverage \$30,000		178
SICK & VACATION ACCRUAL Liability for unused vacation and sick leave payable upon termination		<u>11,868</u>
TOTAL PERSONNEL SERVICES		<u><u>344,149</u></u>

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**CITY OF PHILOMATH
SEWER FUND
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Administrative Overhead	134,784	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	3,000	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	725	Employee waste water certifications
Computer Support	2,600	Prorated share of Public Works software maintenance cost
Computer Line Charges	519	Internet provider fees
Concrete Sidewalks/curb	700	Cost to repair or replace damage while working on sewer system
Contracted Services	6,000	Cost to hire outside contractors for specialty services
Contrib.-Social Service Agencies	4,000	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	2,000	Water quality tests required by state to insure compliance and obtain NPDES permit
Dues	1,300	Membership in professional organizations
Education and Training	1,000	Workshops and seminars to maintain certifications and train employees
Engineering	10,000	Engineering for construction projects done in-house
Equipment Repairs and Maintenance	23,000	Cost of repairs to equipment
Gas and Oil	8,000	Prorated share of vehicle fuel costs
GIS Services	5,000	Services provided through Cascades West Council of Governments for mapping, tracking of data and archiving
Insurance	22,000	Sewer Fund share of commercial and vehicle liability, auto physical damage, and property insurance
Laboratory Analysis	7,500	Waste water quality testing required by DEQ for plant discharge

Continued Next Page

**CITY OF PHILOMATH
SEWER FUND
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES (CONTINUED)

Lab Supplies	700	Lab testing chemicals and equipment
Landscape Maintenance	2,400	Prorated share of landscape maintenance at Public Works Office
Lagoon Monitoring	3,600	Yearly monitoring of wells at lagoon site
Medical Expenses	700	Prorated share of mandatory CDL physical, drug and alcohol testing and required vaccinations
Miscellaneous	5,753	Incidental expenses
Office Supplies	900	Copier cost, paper and other office supplies
Postage	200	Prorated postage for Public Works office use
Property Lease	720	Lease on Gilbert Faxon land equal to annual property tax
Property Tax	2,100	Property tax on 119 acres near sewer lagoons which is leased to farmer
Safety Equipment	3,600	Protective clothing and equipment
Security Alarm/Remote Monitoring	1,200	Public Works building alarm monitoring
Sewer Main Repair	35,000	Broken sewer mains, laterals and repairs to sewer manholes
Small Tools and Equipment	2,700	Purchase of new, and replacement of worn out hand tools
Supplies	3,500	Miscellaneous supplies and small parts
System Supplies and Maintenance	3,800	Supplies required to maintain the collection system and operate the department
Telephone	3,500	Prorated telephone cost at Public Works office
Tires	3,200	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	27,000	Chemicals used in waste water treatment plant
T V Inspection	500	Contract for inspection of private sewer laterals to determine if they are in need of replacement
Uniforms	800	City issued work shirts with city logo and raingear
Utilities	35,500	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>6,000</u>	Prorated cost of repairs to vehicles
TOTAL MATERIALS & SERVICES	<u>384,701</u>	

**CITY OF PHILOMATH
SEWER FUND
2018-19 BUDGET NARRATIVE**

DEBT SERVICE

Bond Principal	175,000	Principal payment on sewer bonds
Bond Interest	<u>189,450</u>	Interest on sewer bonds
TOTAL DEBT SERVICE	<u>364,450</u>	

TRANSFERS

To LBE Fund - Equipment	61,400	Set aside for future replacement of equipment
To LBE Fund - Infrastructure	100,000	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>20,200</u>	Reserve for future construction/expansion of Public Works facilities
TOTAL TRANSFERS	<u>182,600</u>	

RESERVED FOR FUTURE EXPENDITURE

<u>54,500</u>	Sewer Fund share of payment to set up a PERS side account. This portion will be added to amount set aside in fiscal 2019-20 for a one time payment. The City anticipates receiving a 20% match from the state that will be added to our side account. The side account will be used to reduce future PERS contributions.
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**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
STORM DRAIN FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE	
REVENUES								
53 0 3001	Cash Balance Forward	12,524	10,688	16,335	21,000	20,000	27,000	-5%
53 0 3020	Interest on Investments	24	58	142	200	300	300	50%
53 0 3211	Storm Drain User Fees	42,826	43,276	58,211	58,500	58,800	59,200	1%
	TOTAL REVENUES	55,374	54,022	74,688	79,700	79,100	86,500	-1%
EXPENDITURES								
MATERIALS AND SERVICES								
53 0 5053	Bad Debt Write Off	158	138	113	200	200	206	0%
53 0 5137	Computer Support	0	868	43	800	825	850	3%
53 0 5147	Contracted Services	350	0	106	1,000	3,000	3,412	100%
53 0 5195	Crushed Rock/Asphalt	503	38	0	1,500	1,500	1,545	0%
53 0 5225	DEQ Discharge Permit	875	875	875	900	875	901	-3%
53 0 5245	Education and Training	0	0	512	2,000	2,000	2,060	0%
53 0 5265	Engineering	2,456	510	3,335	3,000	3,000	3,090	0%
53 0 5310	GIS Services	0	0	0	4,000	4,000	4,120	0%
53 0 5373	Laboratory Analysis	0	748	1,512	800	1,000	1,030	25%
53 0 5390	Miscellaneous	1,397	446	540	1,650	1,850	1,906	12%
53 0 5413	Office Supplies	0	223	67	150	150	155	0%
53 0 5445	Pipes, Fittings, Mechanical	2,560	1,030	120	1,500	2,000	2,060	33%
53 0 5515	Safety Equipment	17	45	754	300	300	309	0%
53 0 5587	Supplies	506	883	1,195	1,000	1,500	1,545	50%
53 0 5597	System Supply & Maintenance	264	183	114	400	400	412	0%
	Subtotal Materials & Services	9,086	5,987	9,286	19,200	22,600	23,600	18%
TRANSFERS								
53 0 8100	To Street Fund	17,600	17,700	19,400	20,500	21,500	22,900	5%
53 0 8540	To LBE Fund - Infrastructure	0	5,000	20,000	10,000	20,000	20,000	100%
53 0 8600	To SDC Fund	18,000	9,000	5,000	5,000	0	0	-100%
	Subtotal Transfers	35,600	31,700	44,400	35,500	41,500	42,900	17%
	TOTAL EXPENDITURES	44,686	37,687	53,686	54,700	64,100	66,500	17%
53 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	25,000	15,000	20,000	-40%
	Excess Revenues Over Expenditures	10,688	16,335	21,002	0	0	0	

**CITY OF PHILOMATH
STORM DRAIN FUND
2018-19 BUDGET NARRATIVE**

MATERIALS AND SERVICES

Bad Debt Write-Off	200	To write-off uncollectible customer accounts
Computer Support	825	Portion of Public Works software support
Contracted Services	3,000	To hire summer temps to help with storm drain brush clearing and maintenance.
Crushed Rock and Asphalt	1,500	Crushed rock and asphalt to backfill and patch utility cuts
DEQ Discharge Permit	875	Mandated Department of Environmental Quality fee
Education and Training	2,000	Training to identify illicit discharge, containment etc.
Engineering	3,000	Engineering of in-house storm drain projects
GIS Services	4,000	Prorated share of GIS services provided by the COG. Mapping of storm system and tracking of maintenance items to adhere to DEQ regulations.
Laboratory Analysis	1,000	Storm water sampling to adhere to regulations
Miscellaneous	1,850	Incidental expenses
Office Supplies	150	Prorated share of Public Works office supplies
Pipes, Fittings, Mechanical	2,000	Purchase of catch basins, manholes, pipe and related items
Safety Equipment	300	Protective clothing and equipment
Supplies	1,500	Supplies needed for storm water maintenance
System Supplies and Maintenance	<u>400</u>	Supplies required to maintain the storm water collection system and operate the department
TOTAL MATERIALS & SERVICES	<u><u>22,600</u></u>	

TRANSFERS

To Street Fund	21,500	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	<u>20,000</u>	Reserve to support capital improvement plan
TOTAL TRANSFERS	<u><u>41,500</u></u>	

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
DEVELOPMENT REVIEW FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE	
REVENUE								
16 0 3001	Cash Balance Forward	0	0	0	30,000	105,000	100,000	100%
16 0 3020	Interest on Investments	0	0	270	400	1,000	1,000	100%
16 0 3676	Pre-Design Meeting Fee	0	0	5,000	5,000	5,000	5,000	0%
16 0 3678	Plan Review Fee Deposit	0	0	30,001	200,000	100,000	100,000	-50%
16 0 3997	Transfer from General Fund	0	0	24,034	0	0	0	
	TOTAL REVENUE	0	0	59,305	235,400	211,000	206,000	-10%
EXPENDITURES								
MATERIALS AND SERVICES								
16 0 5451	Plan Review Expense	0	0	30,482	200,000	211,000	206,000	5%
	Subtotal Materials and Services	0	0	30,482	200,000	211,000	206,000	5%
	TOTAL EXPENDITURES	0	0	30,482	200,000	211,000	206,000	5%
16 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	35,400	0	0	-100%
	Excess Revenues Over Expenditures	0	0	28,823	0	0	0	

**CITY OF PHILOMATH
DEVELOPMENT REVIEW FUND
2018-19 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	105,000	Estimated cash balance at June 30, 2018
Interest income	1,000	Estimated interest income
Pre-Design Meeting Fee	5,000	\$1,000 non-refundable fee for City staff and engineer time in preparing and attending Pre-Design meetings
Plan Review Fee Deposit	100,000	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.
	<hr/>	
TOTAL REVENUES	<u>211,000</u>	

MATERIALS AND SERVICES

Project Costs	<u>211,000</u>	Engineering review and inspection of new development infrastructure
TOTAL MATERIALS & SERVICES	<u>211,000</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 2018-19
LAND, BUILDING AND EQUIPMENT FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE	
REVENUES								
41 0 3001	Cash Balance Forward	1,273,558	1,297,080	1,741,772	2,497,700	2,725,000	2,472,000	9%
41 0 3020	Investment Interest	4,219	8,469	22,209	25,000	44,900	38,000	80%
41 0 3125	Bike/Footpath Revenue	2,673	2,746	2,787	2,700	3,400	3,540	26%
41 0 3580	Citation Assessment for Police Equip	7,892	9,407	8,771	9,400	4,000	3,000	-57%
41 0 3610	Donations	3,410	0	0	0	0	0	
41 0 3650	Miscellaneous Income	12,492	0	423	0	0	0	
41 0 3685	Sale of Equipment/Building	4,230	11,000	5,580	0	0	0	
41 0 3740	Justice Building Mortgage Payments	12,120	12,120	75,528	0	0	0	
41 0 3770	Sewer Lateral Reimbursement	0	1,740	990	0	0	0	
41 0 3833	E Citation Grant	0	0	0	43,450	0	0	-100%
TRANSFERS								
41 0 3942	General Fund - City Manager Car	400	500	700	0	2,600	2,600	100%
41 0 3943	General Fund - Finance Equipment	1,000	0	0	0	12,600	2,000	100%
41 0 3945	General Fund - Court Equipment	0	5,000	0	25,364	4,000	0	-84%
41 0 3947	General Fund - Police Office Equip	0	0	0	5,000	0	0	-100%
41 0 3949	General Fund - Police Equipment	1,000	0	1,700	7,236	24,000	5,000	100%
41 0 3951	General Fund - Police Vehicle	19,000	8,000	0	2,200	20,000	20,000	100%
41 0 3953	General Fund - Park Equipment	7,600	13,800	9,500	10,200	10,200	10,200	0%
41 0 3955	General Fund - Park Infrastructure	22,000	0	0	0	7,400	0	100%
41 0 3960	General Fund - City Hall Reserve	0	0	0	0	28,000	28,000	100%
41 0 3962	General Fund - Police Bldg. Reserve	0	0	0	0	23,200	23,200	100%
41 0 3964	General Fund - Library Reserve	0	0	0	0	33,000	33,000	100%
41 0 3971	Street Fund - Equipment	36,400	37,600	25,500	9,300	25,700	25,700	100%
41 0 3973	Street Fund - Infrastructure	40,000	40,000	40,000	40,000	80,000	80,000	100%
41 0 3976	Water Fund - Equipment	90,500	31,100	39,900	46,700	50,500	50,500	8%
41 0 3978	Water Fund - Infrastructure	0	300,000	407,250	200,000	150,000	150,000	-25%
41 0 3982	Sewer Fund - Equipment	30,500	31,000	51,300	54,800	61,400	61,400	12%
41 0 3984	Sewer Fund - Infrastructure	0	75,600	200,000	269,950	100,000	100,000	-63%
41 0 3990	Storm Drain Fund - Infrastructure	0	5,000	20,000	10,000	20,000	20,000	100%
41 0 3985	W & S Fund - P/W Office Equip	20,000	6,000	2,000	2,000	2,000	2,000	0%
41 0 3986	W & S Fund - P/W Buildings	28,800	28,800	48,400	38,000	40,400	40,400	6%
41 0 3995	Com. Development-Park Shelter	50,000	6,000	0	0	0	0	
	TOTAL REVENUE	1,667,794	1,930,962	2,704,310	3,299,000	3,472,300	3,170,540	5%

**CITY OF PHILOMATH ANNUAL BUDGET
FISCAL YEAR 2018-19
LAND, BUILDING AND EQUIPMENT FUND**

		ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
EXPENDITURES								
CAPITAL OUTLAY								
41 0 6403	Administration Equipment	0	0	0	4,000	2,000	2,000	-50%
41 0 6411	Finance Equipment	0	0	14,143	2,900	2,300	2,540	-21%
41 0 6415	Court Equipment	1,588	1,245	0	29,000	19,000	2,000	-34%
41 0 6422	Police Office Equipment	1,072	6,740	0	6,000	6,000	2,000	0%
41 0 6424	Police Equipment	7,582	3,754	0	53,086	0	5,000	-100%
41 0 6426	Police Vehicles	50,715	0	31,567	17,600	24,000	0	36%
41 0 6432	Park Equipment	1,345	5,058	0	0	0	27,000	
41 0 6434	Park Infrastructure	44,145	0	0	0	7,400	0	100%
41 0 6441	City Hall Improvement	0	0	0	25,000	25,000	25,000	0%
41 0 6443	Police Building Improvement	1,949	24,940	0	25,000	25,000	25,000	0%
41 0 6447	Library Improvement	20,867	0	0	25,000	25,000	25,000	0%
41 0 6455	Street Equipment	0	0	2,000	0	0	50,000	
41 0 6457	Street Infrastructure	0	0	0	380,000	280,000	0	-26%
41 0 6459	Bike/Footpath Construction	0	0	12,433	18,900	22,600	0	20%
41 0 6463	Water Equipment	134,843	38,799	0	0	27,000	0	100%
41 0 6467	Water Infrastructure	0	11,611	13,641	420,000	130,000	0	-69%
41 0 6473	Sewer Equipment	4,990	0	74,348	0	0	125,000	
41 0 6477	Sewer Infrastructure	101,618	90,398	0	481,750	370,000	0	-23%
41 0 6490	Public Works Office Equipment	0	6,645	5,480	10,000	10,000	10,000	0%
41 0 6493	Public Works Office/Buildings	0	0	16,883	25,000	25,000	100,000	0%
	Total Capital Outlay	370,714	189,190	170,495	1,523,236	1,000,300	400,540	-34%
	TOTAL EXPENDITURES	370,714	189,190	170,495	1,523,236	1,000,300	400,540	-34%
41 0 9500	RESERVED FOR FUTURE EXPENDITURE	0	0	0	1,775,764	2,472,000	2,770,000	39%
	Excess Revenues Over Expenditures	1,297,080	1,741,772	2,533,815	0	0	0	

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
2018-19 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	2,725,000	Estimated Cash Balance at June 30, 2018
Investment Interest	44,900	Interest income on cash balance
Bike/Footpath Revenue	3,400	1% of highway fuel tax allocated for bike and footpath construction
Citation Assessment for Police Equipment	<u>4,000</u>	\$10 fee added to each traffic citation. Funds are designated for purchase of police equipment.
Subtotal Revenue Before Transfers	<u>2,777,300</u>	

TRANSFERS

General Fund

City Manager Car	2,600	Specified in Capital Improvement Plan
Finance Equipment	12,600	To purchase finance equipment
Court Equipment	4,000	To purchase court equipment
Police Equipment	24,000	To purchase police equipment for officers
Police Vehicle	20,000	To purchase police vehicle
Park Equipment	10,200	Specified in Capital Improvement Plan
Park Infrastructure	7,400	For park infrastructure project
City Hall Reserve	28,000	Specified in Capital Improvement Plan
Police Building Reserve	23,200	Specified in Capital Improvement Plan
Library Reserve	<u>33,000</u>	Specified in Capital Improvement Plan
	165,000	

Street Fund

Equipment	25,700	Specified in Capital Improvement Plan
Infrastructure	<u>80,000</u>	Specified in Capital Improvement Plan
	105,700	

Water Fund

Equipment	50,500	Specified in Capital Improvement Plan
Infrastructure	150,000	Specified in Capital Improvement Plan
Public Works Office Equipment	1,000	Office equipment for the Public Works staff
Public Works Buildings	<u>20,200</u>	Specified in Capital Improvement Plan
	221,700	

Sewer Fund

Equipment	61,400	Specified in Capital Improvement Plan
Infrastructure	100,000	Specified in Capital Improvement Plan
Public Works Office Equipment	1,000	Office equipment for the Public Works staff
Public Works Buildings	<u>20,200</u>	Specified in Capital Improvement Plan
	182,600	

Storm Drain

Infrastructure	<u>20,000</u>	Set aside for future capital purchases
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TOTAL REVENUE **3,472,300**

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
2018-19 BUDGET NARRATIVE**

CAPITAL OUTLAY

Administration Equipment	2,000	Computer and office equipment
Finance Equipment	2,300	Computer and office equipment
Court Equipment	19,000	Purchase new court software
Police Office Equipment	6,000	Computer and office equipment
Police Vehicle	24,000	Possible purchase of a used patrol vehicle
Park Infrastructure	7,400	To add to bike/footpath funds for City Park loop overlay
City Hall	25,000	Miscellaneous building improvement
Police Building Improvement	25,000	Miscellaneous building improvement
Library Improvement	25,000	Miscellaneous building improvement
Street Infrastructure	280,000	\$160,000 to repave Cedar Place and Cedar Street between 13th and 15th Street. \$120,000 to resurface approximately 4 city blocks with 2 inches of asphalt overlay. Streets to be resurfaced have not been identified.
Bike/Footpath Construction	22,600	Overlay City Park loop and add additional parking for Shelter 2
Water Equipment	27,000	Purchase mid size utility pickup
Water Infrastructure	130,000	Preliminary engineering for new water treatment plant
Sewer Infrastructure	370,000	Remove Timber Estates pump station and replace with gravity sewer line.
Public Works Office Equipment	10,000	Computer and office equipment
Public Works Office/Buildings	<u>25,000</u>	Miscellaneous building improvement
TOTAL CAPITAL OUTLAY	<u><u>1,000,300</u></u>	

**CITY OF PHILOMATH
LAND, BUILDING AND EQUIPMENT FUND
FISCAL YEAR 2018-19**

	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 7/1/18	7,500	16,200	(10,300)	15,000	6,000	6,700	0	48,200	0	121,800	202,500	183,500	597,100
2018-19 Transfers	0	2,600	12,600	4,000	0	24,000	20,000	10,200	7,400	28,000	23,200	33,000	165,000
Interest Income	102	348	0	0	0	568	0	1,080	0	2,309	3,713	3,543	11,662
Other Income	0	0	0	0	0	0	4,000	0	0	0	0	0	4,000
Appropriations	<u>(2,000)</u>	<u>0</u>	<u>(2,300)</u>	<u>(19,000)</u>	<u>(6,000)</u>	<u>0</u>	<u>(24,000)</u>	<u>0</u>	<u>(7,400)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(135,700)</u>
Balance 6/30/19	<u>5,602</u>	<u>19,148</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>31,268</u>	<u>0</u>	<u>59,480</u>	<u>0</u>	<u>127,109</u>	<u>204,413</u>	<u>195,043</u>	<u>642,062</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 7/1/18	72,800	384,500	19,200	286,800	648,900	146,600	376,800	12,300	10,000	170,000	2,725,000
2018-19 Transfers	25,700	80,000	0	50,500	150,000	61,400	100,000	20,000	2,000	40,400	695,000
Interest Income	1,822	3,413	0	5,740	12,374	3,848	1,976	598	37	3,430	44,900
Other Income	0	0	3,400	0	0	0	0	0	0	0	7,400
Appropriations	<u>0</u>	<u>(280,000)</u>	<u>(22,600)</u>	<u>(27,000)</u>	<u>(130,000)</u>	<u>0</u>	<u>(370,000)</u>	<u>0</u>	<u>(10,000)</u>	<u>(25,000)</u>	<u>(1,000,300)</u>
Balance 6/30/19	<u>100,322</u>	<u>187,913</u>	<u>0</u>	<u>316,040</u>	<u>681,274</u>	<u>211,848</u>	<u>108,776</u>	<u>32,898</u>	<u>2,037</u>	<u>188,830</u>	<u>2,472,000</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 2018-19
SYSTEMS DEVELOPMENT FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
REVENUES							
42 0 3001 Cash Balance Forward	187,641	352,118	588,384	903,200	1,600,000	1,633,500	77%
42 0 3020 Interest on Investments	977	2,523	7,320	6,964	28,000	31,114	100%
42 0 3051 Interest on Deferred SDC Liens	1,679	6,091	3,486	0	0	0	
42 0 3351 Park Improvement Charges	8,470	12,444	11,640	14,040	14,500	14,935	3%
42 0 3353 Street Improvement Charges	29,104	43,003	51,518	47,895	49,470	50,954	3%
42 0 3354 Street Reimbursement Charges	14,460	21,361	25,592	23,805	24,585	25,323	3%
42 0 3355 Water Improvement Charges	39,661	65,971	74,985	70,770	73,110	75,303	3%
42 0 3356 Water Reimbursement Charges	29,563	49,170	55,888	52,740	54,480	56,114	3%
42 0 3357 Sewer Improvement Charges	42,917	68,355	81,147	76,575	79,095	81,468	3%
42 0 3358 Sewer Reimbursement Charges	20,637	32,867	39,032	36,825	38,040	39,181	3%
42 0 3359 Storm Drain Improvement Charges	13,508	19,980	37,835	22,185	22,920	23,608	3%
42 0 3829 Park Grant	0	0	0	220,000	202,000	0	-8%
42 0 3990 Transfer-Storm Drain Fund	18,000	9,000	5,000	5,000	0	0	-100%
TOTAL REVENUES	406,617	682,883	981,827	1,479,999	2,186,200	2,031,500	48%
EXPENDITURES							
CAPITAL OUTLAY							
42 0 6815 Park Improvement Outlay	0	0	0	245,000	255,000	0	4%
42 0 6835 Water Improvement Outlay	0	0	0	260,000	20,000	0	-92%
42 0 6839 Sewer Reimbursement Outlay	0	0	0	70,000	0	0	-100%
TOTAL CAPITAL OUTLAY	0	0	0	575,000	275,000	0	-52%
DEBT SERVICE							
42 0 7142 OECDD Loan Principal	13,680	14,501	15,371	16,293	120,470	0	100%
42 0 7542 OECDD Loan Interest	10,819	9,998	9,128	8,206	7,230	0	-12%
TOTAL DEBT SERVICE	24,499	24,499	24,499	24,499	127,700	0	100%
TRANSFERS							
42 0 8700 To Sewer Fund	30,000	70,000	100,000	100,000	150,000	150,000	50%
TOTAL TRANSFERS	30,000	70,000	100,000	100,000	150,000	150,000	50%
TOTAL EXPENDITURES	54,499	94,499	124,499	699,499	552,700	150,000	-21%
42 0 9500 RESERVED FOR FUTURE EXPENDITURE	0	0	0	780,500	1,633,500	1,881,500	100%
Excess Revenues Over Expenditures	352,118	588,384	857,328	0	0	0	

**CITY OF PHILOMATH
SYSTEMS DEVELOPMENT FUND
2018-19 BUDGET NARRATIVE**

REVENUE

Cash Balance Forward	1,600,000	Estimated cash balance at June 30, 2018
Interest on Investments	28,000	Interest earnings
Park Improvement Charges	14,500	Estimate based on 15 new single family homes
Street Improvement Charges	49,470	Estimate based on 15 new single family homes
Street Reimbursement Charges	24,585	Estimate based on 15 new single family homes
Water Improvement Charges	73,110	Estimate based on 15 new single family homes
Water Reimbursement Charges	54,480	Estimate based on 15 new single family homes
Sewer Improvement Charges	79,095	Estimate based on 15 new single family homes
Sewer Reimbursement Charges	38,040	Estimate based on 15 new single family homes
Storm Drain Improvement Charges	22,920	Estimate based on 15 new single family homes
Park Grant	<u>202,000</u>	State park grant for new 11th Street park
TOTAL REVENUE	<u><u>2,186,200</u></u>	

CAPITAL OUTLAY

Park Improvement Outlay	255,000	\$53,000 City's match, \$202,000 grant for construction of a park on N.11th Street
Water Improvement Outlay	<u>20,000</u>	Chip seal N. 12th St. from Lincoln to Houser. When the new water line was installed in 2017 the street was to have been re-paved. It was determined that it would be more cost cost effective to wait and chip seal in 2018.
TOTAL CAPITAL OUTLAY	<u><u>275,000</u></u>	

DEBT SERVICE

OECD - Principal	120,470	Principal portion of OECD storm drain loan
OECD - Interest	<u>7,230</u>	Interest portion of OECD storm drain loan
TOTAL DEBT SERVICE	<u><u>127,700</u></u>	

TRANSFERS

To Sewer Fund	<u><u>150,000</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 2018-19**

	<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 7/1/18	170,600	387,800	192,600	175,000	307,200	150,700	111,100	105,000	1,600,000
SDC Fees	14,500	49,470	24,585	73,110	54,480	79,095	38,040	22,920	356,200
Grant	202,000	0	0	0	0	0	0	0	202,000
Interest Income	2,869	6,779	3,367	3,846	5,607	2,167	1,382	1,983	28,000
Appropriations	(255,000)	0	0	(20,000)	0	0	0	0	(275,000)
Debt Service	0	0	0	0	0	0	0	(127,700)	(127,700)
Transfers In/(Out)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(90,000)</u>	<u>(60,000)</u>	<u>0</u>	<u>(150,000)</u>
Balance 6/30/19	<u>134,969</u>	<u>444,049</u>	<u>220,552</u>	<u>231,956</u>	<u>367,287</u>	<u>141,962</u>	<u>90,522</u>	<u>2,203</u>	<u>1,633,500</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 2018-19
COMMUNITY DEVELOPMENT FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE	
REVENUES								
22 0 3001	Cash Balance Forward	50,349	6,496	20,756	0	1,056	0	100%
22 0 3020	Interest Income	9	67	0	0	20	0	100%
22 0 3730	Repayment of 1992 Loans	6,138	15,000	0	15,000	15,000	15,000	0%
22 0 3731	Repayment of 1993 Loans	0	0	0	15,000	15,000	15,000	0%
22 0 3732	Repayment of 1997 Loans	0	5,193	0	0	0	0	
	TOTAL REVENUES	56,496	26,756	20,756	30,000	31,076	30,000	4%
EXPENDITURES								
MATERIALS AND SERVICES								
22 0 5820	Downtown Revolving Loan Fund	0	0	8,027	30,000	31,076	30,000	4%
	Subtotal Materials and Services	0	0	8,027	30,000	31,076	30,000	4%
TRANSFERS								
22 0 8050	To General Fund	0	0	11,689	0	0	0	
22 0 8500	To LB & E Fund	50,000	6,000	0	0	0	0	
	Subtotal Transfers	50,000	6,000	11,689	0	0	0	
	TOTAL EXPENDITURES	50,000	6,000	19,716	30,000	31,076	30,000	4%
	Excess Revenues Over Expenditures	6,496	20,756	1,040	0	0	0	

**CITY OF PHILOMATH
COMMUNITY DEVELOPMENT FUND
2018-19 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	1,056	Estimated cash balance at June 30, 2018
Interest Income	20	
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>31,076</u>	

MATERIALS AND SERVICES

Downtown Revolving Loan Fund	<u>31,076</u>	Matching loan fund to help downtown businesses with façade improvements. Funds available from 1992 Grant repayments.
TOTAL MATERIALS & SERVICES	<u>31,076</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 2018-19
ECONOMIC DEVELOPMENT FUND**

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE
REVENUES							
32 0 3001 Cash Balance Forward	11,289	11,333	11,394	11,500	11,680	11,860	2%
32 0 3020 Investment Interest	39	59	114	120	180	200	50%
32 0 3050 Interest on Bonded Liens	21,603	20,763	19,887	18,976	17,997	17,011	-5%
32 0 3115 Prior Years Levy	5	2	0	0	0	0	
32 0 3711 Advanced Financing Principal Coll	24,012	24,152	24,303	24,464	24,643	29,828	1%
TOTAL REVENUES	56,948	56,309	55,698	55,060	54,500	58,899	-1%
EXPENDITURES							
DEBT SERVICE							
32 0 7143 Principal - OECDD	24,012	24,152	24,303	24,464	24,643	29,828	1%
32 0 7543 Interest - OECDD	21,603	20,763	19,887	18,976	17,997	17,011	-5%
Subtotal Debt Service	45,615	44,915	44,190	43,440	42,640	46,839	-2%
TOTAL EXPENDITURES	45,615	44,915	44,190	43,440	42,640	46,839	-2%
32 0 9500 UNAPPROPRIATED ENDING BAL	0	0	0	11,620	11,860	12,060	2%
Excess Revenues Over Expenditures	11,333	11,394	11,508	0	0	0	

**CITY OF PHILOMATH
ECONOMIC DEVELOPMENT FUND
2018-19 BUDGET NARRATIVE**

REVENUES

Cash Balance Forward	11,680	Estimated cash balance at June 30, 2018
Investment Interest	180	Estimated interest income
Interest on Bonded Liens	17,997	Reimbursement from Mill Pond property owners for OECDD loan
Advanced Financing Principal Coll	<u>24,643</u>	Reimbursement from Mill Pond property owners for OECDD loan
TOTAL REVENUES	<u>54,500</u>	

DEBT SERVICE

Principal - OECDD	24,643	Principal portion of loan payment
Interest - OECDD	<u>17,997</u>	Interest portion of loan payment
TOTAL DEBT SERVICE	<u>42,640</u>	

**Urban Renewal Agency
Annual Budget
Fiscal Year 2018-19**

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◆ General Fund	82-83

**Urban Renewal Agency
Fiscal Year 2018-19
BUDGET MESSAGE**

Dear Budget Committee and Citizens of Philomath:

This document contains the proposed budget for operating the City of Philomath Urban Renewal Agency for fiscal year 2018-2019.

Improvements to the downtown corridor were the main focus as the Agency completed a \$2.9 million dollar water and sewer line replacement project last summer, \$500,000 under the budgeted \$3.4 million dollars. Public Works did an exception job of communicating with the contractor, monitoring project costs, and reducing or eliminating costs throughout the project.

Completion of the water and sewer line replacement project sets the stage for the Downtown Safety and Streetscapes Project. This project includes ODOT reconstructing the road surface and the Agency paying to widen sidewalks, narrow crosswalks and add pedestrian amenities such as benches, trash receptacles and decorative lighting to downtown. This year, the Agency will pay for the final engineering and preparation of bid documents with construction possible in the 2019 and 2020 construction seasons.

Special thanks to the Budget Committee for the important role you have taken 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 2018-19
GENERAL FUND

	ACTUAL EXPENDED 2014-15	ACTUAL EXPENDED 2015-16	ACTUAL EXPENDED 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	ESTIMATED BUDGET 2019-20	% CHANGE	
REVENUE								
23 0 3001	Cash Balance Forward	1,052,063	1,485,472	1,883,977	4,700,000	2,800,000	2,613,000	-40%
23 0 3020	Interest on Investments	6,660	11,265	46,486	30,000	45,000	40,000	50%
23 0 3030	Interest on Tax Collections	1,311	1,153	1,044	1,250	1,300	1,300	4%
23 0 3110	Property tax increment	465,973	491,082	498,901	513,400	568,000	590,000	11%
23 0 3115	Prior Year Tax Increment	9,713	8,055	7,984	8,500	8,000	8,100	-6%
23 0 3646	Loan Proceeds	0	0	3,446,168	0	0	0	
23 0 3832	Brownsfield Grant	0	18,111	0	0	0	0	
	TOTAL REVENUE	1,535,720	2,015,138	5,884,560	5,253,150	3,422,300	3,252,400	-35%
EXPENDITURES								
MATERIALS AND SERVICES								
23 0 5012	Administrative Overhead	10,836	11,400	18,156	42,720	42,840	44,125	0%
23 0 5015	Advertising and Legal Notices	845	1,624	603	3,000	1,000	1,000	-67%
23 0 5045	Audit Fees	1,372	2,450	2,600	3,000	3,300	3,500	10%
23 0 5146	Consultant Fee	32,705	18,110	0	0	0	0	
23 0 5265	Engineering	83	24,664	13,103	500,000	500,000	0	0%
23 0 5290	Ethics Commission Fee	0	32	31	32	80	80	100%
23 0 5390	Miscellaneous	4,387	3,234	390	2,158	2,290	2,355	6%
23 0 5567	State Filing Fee	20	40	40	40	40	40	0%
	Subtotal Materials and Services	50,248	61,554	34,923	550,950	549,550	51,100	0%
CAPITAL OUTLAY								
23 0 6162	Property Acquisition	0	0	0	0	300,000	0	100%
23 0 6164	Sewer Projects	0	32,019	46,445	1,200,000	0	0	-100%
23 0 6169	Water Projects	0	37,588	230,013	2,200,000	35,000	0	-98%
	Subtotal Capital Outlay	0	69,607	276,458	3,400,000	335,000	0	-90%
DEBT SERVICE								
23 0 7180	Loan Principal	0	0	90,000	115,000	115,000	120,000	0%
23 0 7580	Loan Interest	0	0	36,097	113,200	109,750	106,300	-3%
23 0 7580	Bond Issuance Costs	0	0	45,862	0	0	0	
	Subtotal Capital Outlay	0	0	171,959	228,200	224,750	226,300	-2%
	TOTAL EXPENDITURES	50,248	131,161	483,340	4,179,150	1,109,300	277,400	-73%
23 0 9500	UNAPPROPRIATED ENDING BAL	0	0	0	1,074,000	2,313,000	2,975,000	100%
	Excess Revenues Over Expenditures	1,485,472	1,883,977	5,401,220	0	0	0	

**PHILOMATH URBAN RENEWAL AGENCY
2018-19 BUDGET NARRATIVE
GENERAL FUND**

REVENUE

Cash Balance Forward	2,800,000	Estimated cash balance at June 30, 2018
Interest on Investments	45,000	Estimated interest income
Interest on Tax Collections	1,300	Interest on tax collections held at Benton County before they are turned over to the City
Current Year Property Tax Increment	568,000	Estimated property tax increment. Increase of 4.5% over 2017-18. Assume collection rate of 95%
Prior Years Tax Increment	<u>8,000</u>	Collection of prior years tax increment
TOTAL REVENUE	<u>3,422,300</u>	

MATERIALS AND SERVICES

Administrative Overhead	42,840	To reimburse General Fund for cost of staff time and a portion of other administrative costs
Advertising and Legal Notices	1,000	Advertising and legal notices
Audit Fees	3,300	Annual audit of the Urban Renewal Agency
Engineering	500,000	Complete design for downtown safety and streetscape project including street, sidewalk, stormwater and pedestrian amenities
Ethics Commission Fee	80	State mandated charge to support Oregon Government Ethics Commission
Miscellaneous	2,290	Miscellaneous expenses
State Filing Fee	<u>40</u>	Fee required to file Urban Renewal Agency audit
TOTAL MATERIALS AND SERVICES	<u>549,550</u>	

CAPITAL OUTLAY

Property Acquisition	300,000	Available for possible land acquisition
Water Projects	<u>35,000</u>	Replace water line under railroad tracks at 13th Street
TOTAL CAPITAL OUTLAY	<u>335,000</u>	

DEBT SERVICE

Loan Principal	115,000	Principal payment on 2016 Bonds
Loan Interest	<u>109,750</u>	Interest on 2016 Bonds
TOTAL DEBT SERVICE	<u>224,750</u>	

budget\urban renewal m&s
04/08/18

TAX SUMMARY

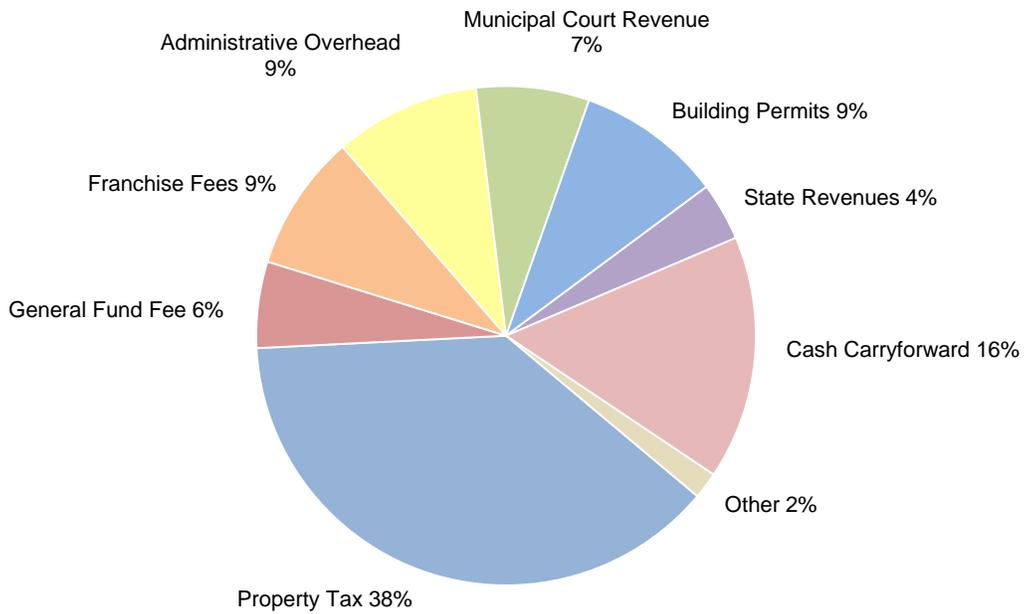
Budget Year	General Fund Tax Levied	Total City Tax Rate	Assessed Valuation	General Fund Budget
2009-10	1,263,360	5.30	260,788,879	2,157,374
2010-11	1,301,971	5.30	270,815,918	2,463,988
2011-12	1,343,333	5.30	278,890,870	2,727,130
2012-13	1,370,296	5.30	285,594,482	2,695,205
2013-14	1,403,873	5.30	293,925,167	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
2016-17	1,537,874	5.30	320,268,872	2,931,000
2017-18	1,601,102	5.30	336,174,152	3,388,800

City Population		% Change	# of City FTE Employees/1000 (calendar year)
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%	5.4
2017-18	4,665	.3%	5.4
2018-19	4,710	1.0%	5.3

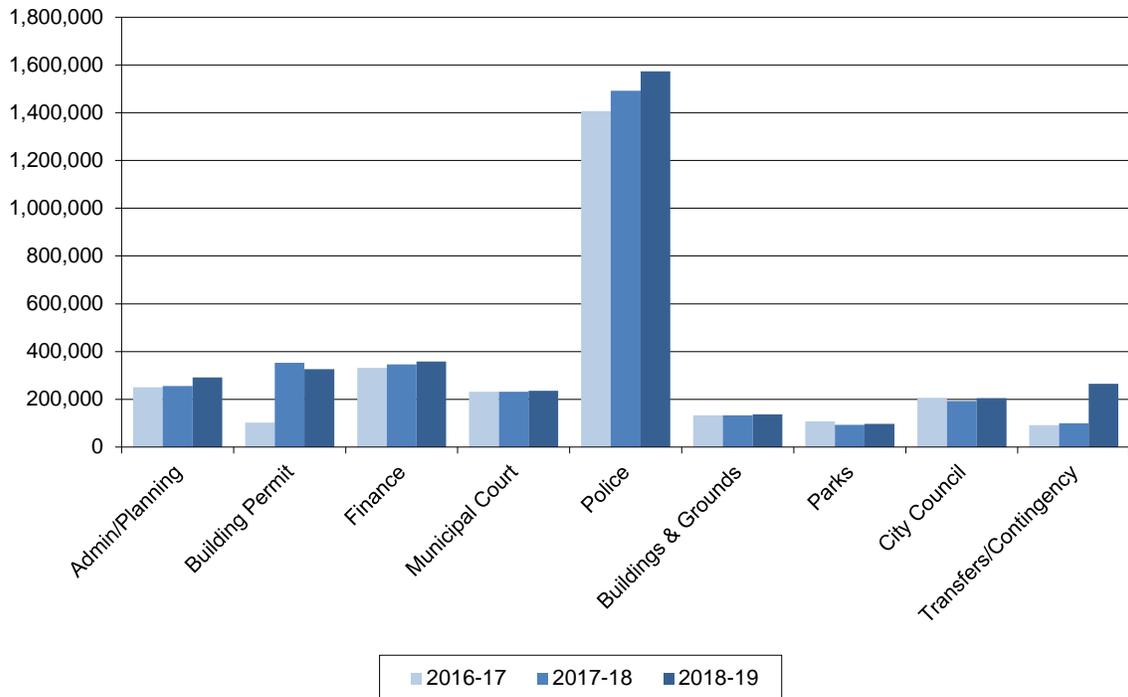
Utility Connections

	Water	Increase	Sewer	Increase
2008-09	1581	10	1543	11
2009-10	1592	11	1553	10
2010-11	1598	6	1559	6
2011-12	1601	3	1562	3
2012-13	1609	8	1565	6
2013-14	1615	6	1573	8
2014-15	1624	10	1582	10
2015-16	1634	15	1592	15
2016-17	1644	10	1602	10
2017-18	1648	4	1606	4

City of Philomath 2018-19 General Fund Revenues



General Fund Appropriations



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

	<u>ADOPTED BUDGET 2017-18</u>	<u>PROPOSED BUDGET 2018-19</u>	<u>Percent Change</u>
General Fund	3,198,800	3,490,200	9%
Development Review	200,000	211,000	6%
Street Fund	530,063	629,200	19%
Water Fund	1,222,571	1,216,670	0%
Sewer Fund	1,459,126	1,345,900	-8%
Storm Drain Fund	54,700	64,100	17%
Land, Bldg & Equipment Fund	1,523,236	1,000,300	-34%
Systems Development Fund	699,499	552,700	-21%
Community Development Fund	30,000	31,076	4%
Economic Development Fund	<u>43,440</u>	<u>42,640</u>	<u>-2%</u>
Total Budget	<u><u>8,961,435</u></u>	<u><u>8,583,786</u></u>	<u><u>-4%</u></u>

**CITY OF PHILOMATH
2018-19 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	230,625	60,875	0	0	0	0	0	0	291,500
Building Permit	58,017	267,683	0	0	0	0	0	0	325,700
Finance	297,307	61,393	0	0	0	0	0	0	358,700
Municipal Court	133,668	102,332	0	0	0	0	0	0	236,000
Police	1,223,852	349,148	0	0	0	0	0	0	1,573,000
Buildings & Grounds	36,886	100,814	0	0	0	0	0	0	137,700
Parks	37,234	59,866	0	0	0	0	0	0	97,100
City Council	0	205,500	0	0	0	0	0	0	205,500
Transfers/Contingency	0	0	0	0	165,000	0	100,000	0	265,000
Unappropriated balance	0	0	0	0	0	0	0	749,100	749,100
Total General fund	2,017,589	1,207,611	0	0	165,000	0	100,000	749,100	4,239,300
Development Review fund	0	211,000	0	0	0	0	0	0	211,000
Street fund	215,267	238,233	0	0	105,700	0	70,000	130,400	759,600
Water fund	418,780	506,190	0	0	221,700	0	70,000	156,000	1,372,670
Sewer fund	344,149	384,701	0	364,450	182,600	0	70,000	154,500	1,500,400
Storm Drain fund	0	22,600	0	0	20,000	21,500	0	15,000	79,100
Total Public Works	978,196	1,362,724	0	364,450	530,000	21,500	210,000	455,900	3,922,770
Total Operating Costs	2,995,785	2,570,335	0	364,450	695,000	21,500	310,000	1,205,000	8,162,070
Land, Building & Equip	0	0	1,000,300	0	0	0	0	2,472,000	3,472,300
Systems Development	0	0	275,000	127,700	0	150,000	0	1,633,500	2,186,200
Community Development	0	31,076	0	0	0	0	0	0	31,076
Economic Development	0	0	0	42,640	0	0	0	11,860	54,500
Total Non-Operating	0	31,076	1,275,300	170,340	0	150,000	0	4,117,360	5,744,076
TOTAL CITY	2,995,785	2,601,411	1,275,300	534,790	695,000	171,500	310,000	5,322,360	13,906,146
PERCENT OF TOTAL	21.54%	18.71%	9.17%	3.85%	5.01%	1.23%	2.23%	38.27%	100.0%