



CITY OF SILVERTON
BUDGET
FISCAL YEAR 2018-2019

City of Silverton

Budget Committee

Fiscal Year 2018-2019

Mayor:

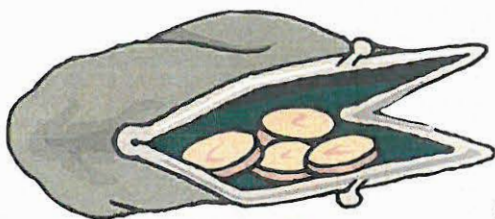
Kyle Palmer

Council Members:

*Laurie Carter
Jason Freifinger
Dana Smith
Jim Sears
Matt Plummer
Rhett Martin*

Citizen Members:

*Aaron Koch
Richard Bittner
Jeff Desantis
Chris Childs
Ammon Benedict
April Newton
Micole Olivas-Leyva*



City Manager:

Christy S Wurster

Finance Director:

Kathleen Zaragoza

Police Chief:

Jeff Fossholm

Public Works Director:

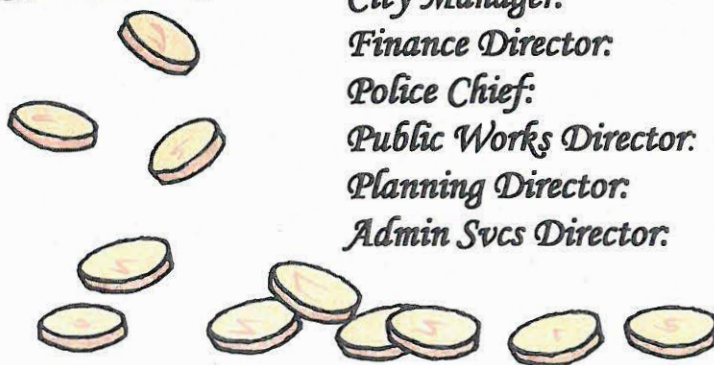
Christian Saxe

Planning Director:

Jason Gottgetreu

Admin Svcs Director:

Dianne Hunt



CITY OF SILVERTON, OREGON

2018-2019 Budget Calendar

- 01/03/2018 Worksheets and other information distributed to Department Heads.
- 02/12/2018 Last day to submit proposed budget worksheets to Finance.
- 02/16/2018 Last day to submit narratives to Finance.
- 02/26/2018 City Manager meetings with Department Heads begin.
- 04/03/2018 Notice of first budget meeting to paper.
- 04/11/2018 City Manager to complete budget message.
- 04/11/2018 **Publish first notice** of first Budget Committee meeting. (Not less than 5 days before the meeting nor more than 30 days.) Include notice of State Revenue Sharing Hearing and the website for the second notice. (At least 10 days prior to hearing.)
- 04/11/2018 **Post on website second notice** of first Budget Committee meeting. (Must be posted at least 10 days before the first budget meeting.)
- 04/30/2018 Deliver Preliminary Budgets to Budget Committee, and Department Heads.
- 05/15/2018 **First Budget Committee meeting** and State Revenue Sharing Budget Hearing. (Meetings will be held in Council Chambers starting at 6:00 pm) (Tuesday)
- 05/17/2018 Second Budget Committee meeting. (Thursday)
- 05/22/2018 Third Budget Committee meeting. (Tuesday)
Additional Budget Committee meetings will be added if necessary.
- 05/29/2018 Send budget summaries and notice of council hearing to paper.
- 06/06/2018 **Publish notice** of hearing before the City Council. (Not less than 5 days nor more than 30 days before the meeting.) Publish Budget Summaries and all other required State of Oregon Department of Revenue forms.
- 06/18/2018 Budget Hearing before City Council for adoption of appropriations, tax rate, bonded debt levy and acceptance of State Revenue Sharing.
- 07/11/2018 Submit Notice of Property Tax Levy to County Assessor.

CITY OF SILVERTON

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**Fiscal Year 2018-2019 Budget Message
City of Silverton, Oregon
April 2018**

Honorable Mayor Palmer
Members of the Silverton City Council
Citizen Budget Committee Members
Citizens of the City of Silverton

INTRODUCTION

The proposed budget submitted herein is for the fiscal year beginning July 1, 2018 and ending June 30, 2019. The budget is prepared and organized by program and fund type. This document has been prepared to satisfy the legal requirements of the State of Oregon budget law, Local Government Accounting Standards, and the City of Silverton's reserve and contingency policies. The budget proposed for the City is balanced and was prepared to continue existing traditional services and to include the goals established by City Council.

The City of Silverton continues to be financially stable and will continue to work on capital improvement projects related to the Civic Building, streets, sewer, and water this year. The total proposed budget (all funds) for 2018-2019 fiscal year (FY) is **\$44,365,470**. This is a 10.53% increase (\$4,225,374) over the FY 2017-2018 current adopted budget, and is primarily attributable to budgeted capital improvement projects within the Sewer Fund and the Water Fund.

The City continues to see significant construction in the single residential home category. Staff believes construction will continue to be at the same level as the current fiscal year. New construction provides additional tax revenues to the City's permanent tax base. However, the tax revenue usually lags completion of the construction by one fiscal year.

City Council has adopted new goals for FY 2018-2019 which have been addressed within this budget. Some of the goals will take more than one fiscal year to complete, such as the Civic Building and major water infrastructure. Fees for services, system development charges and utility rates continue to be reviewed to assure resources are sufficient to cover

City of Silverton

FY 2018-2019 Budget Message

the costs associated with providing the service and infrastructure. The major operating funds continue to be fiscally healthy in FY 2018-2019. The City adopted a reserve and contingency policy which staff has also incorporated in the FY 2018-2019 budget. This is another mechanism to solidify a healthy financial picture for more than one fiscal year and assure citizens that the City is being fiscally responsible. Staff will continue to pursue grant funding opportunities and all other financing mechanisms to help reduce impacts to our residents.

This message highlights the activity and some of the major changes in each of the City's funds and service areas.

WORKFORCE/PERSONNEL SERVICES

The City of Silverton employees continue to be the most valuable resource in providing services to our residents in the manner they deserve and expect. During the FY 2018-2019 the City will be experiencing several retirements within the Public Works and one in Community Development. Staffing needs and service expectations continue to be a priority. This budget includes funding for a salary survey for the unrepresented employees. The only staffing increase is in the additional hours for the new Building Inspector which is split between the Planning Department in the General Fund and the Building Operations Fund. In addition, appropriations in the funds that cover personnel costs for those employees retiring have been increased in anticipation of the retirements.

The cost of personnel services includes manageable increases, including a three (3) percent cost of living allowance beginning July 1, 2018 for all departments, except the Police Department and Public Works Department collective bargaining unit employees. We have also budgeted an additional fifteen (15) percent to cover the cost of medical insurance, dental and vision coverage. This will cover the actual cost increase and the potential changes that can be made to a plan during open enrollment. The Public Employee Retirement System (PERS) rates will remain in effect for the next year. There are efforts being made in the legislature to make adjustments in the retirement system and we will continue to follow those changes as we receive updated information.

GENERAL FUND

The General Fund is an unrestricted fund that allocates property taxes, franchise fees, transfers, and other fees and revenues to fund services for police protection, parks maintenance, City Council expenses, administration, finance, planning, community services, legal services, information management services, and municipal court services. The total General Fund budget is **\$8,062,335**, which represents an increase of less than 1% (\$59,434) over the FY 2017-2018 adopted budget.

The City's fixed property tax rate is **\$3.6678 per each \$1,000** of assessed valuation. The proposed budget projects just over **\$2.6 million** in current year property tax receipts. This is a projected increase of approximately 2.71% over the budgeted taxes to be received for the current fiscal year. The increase in property taxes is partly due to the increase in new homes

City of Silverton FY 2018-2019 Budget Message

and commercial businesses which were placed on the tax roll by January 1, 2018 as well as the three percent property tax limitation increases. As we have done in the past, the City is taking a conservative approach with property tax projections.

The reserves have been increased in FY 2018-2019 to ensure the City has adequate resources available to pay for program expenditures that are paid primarily with property taxes. The City receives the majority of property tax revenues in December as most property owners pay their taxes by November 15 to receive a 3% discount. To meet the future financial needs from July 1, 2018 through November 30, 2018 for services funded primarily by property taxes, the City has increased the total cash reserve for these expenditures to \$1,317,181, compared to the reserves of \$1,242,825 in the current fiscal year. In addition, the City maintains a General Operating Reserve Fund with a balance of \$728,139 to accumulate money for general operating purposes should we experience unexpected increases, severely reduced revenues, or a natural disaster.

The City has placed a priority in setting aside funds to construct a new Police Station/Civic Building. The Fiscal Year 2018-2019 budget includes additional transfers to the Civic Building Project Fund for the future facility. The property acquisition was done in the current fiscal year and the next phase of the building project includes hazardous material abatement and demolition/deconstruction. While the contingency for FY 2018-2019 is reduced to \$441,235, compared to \$633,104 in the current fiscal year adopted budget, these funds are what a City might expect to spend for unforeseen circumstances. As you can see, the current contingency is \$288,081 and any remaining funds are carried forward to the next fiscal year.

PROPRIETARY FUNDS

The proprietary funds include water, sewer, and internal service funds. At the current time there is no proposed increase in the water and sewer rates. The City plans to conduct a rate study to determine if projected revenues will be sufficient to cover projected costs for operations and necessary capital improvements.

The necessary treatment facility upgrades for both water and sewer are among the most critical improvements needed within the next five years. The highest priorities for the Water Fund are to build a new water treatment facility intake line, and above-ground reservoir. The priorities in the Sewer Fund include the need for a system for dewatering biosolids as well as a third digester. An effort to set aside funds in both the Water Fund and Sewer Fund to reduce financial impacts to utility customers still remains a priority. Grant opportunities and low cost loans will also be pursued.

OTHER FEES/TAXES

The fees for storm water, street maintenance and parks will be adjusted by the annual Portland/Salem Consumer Price Index for Urban Wage Earners (CPI-U) which is 4.2% this year. These increases will help support ongoing maintenance and planned projects.

City of Silverton
FY 2018-2019 Budget Message

An additional revenue source that was approved by voters and that is included in this budget is the fuels tax that was effective as of January 1, 2018. This new revenue source will help fund critical street improvements.

CAPITAL PROJECTS FOR FY 2018-2019

The following list includes the highlighted capital improvements proposed in FY 2018-2019 by fund:

FUND	PROJECT
016	Replacement of 4 sides of the pool cover
020	Sidewalk projects for 50/50 program and City funded
027	Street Fee slurry seal, crack seal and skin patching projects
030	Sewer – Building sealing and coating
030	Sewer – Dissolved air return pump for DAFT
030	Sewer – Facility cart
030	Sewer – Lime silo control cabinet
030	Sewer – Asphalt chip seal and overlay
030	Sewer – RAS pump
030	Sewer – UV bar rack cleaning mechanism
040	Water – Hydraulic level control sensors
040	Water – Plant #2 backwash control valves
040	Water – Chemical feed control valves
040	Water – High-level reservoir exterior clean and paint
212	Wastewater digester project – solids thickening
225	Civic Building – Prepare for new building
226	McClaine Street – Street, water, sewer and storm design
330	Sewer UV replacement project completion
330	Sewer Headworks replacement
610	Fleet Replacement – Police and Building Insp vehicles

NEW FUNDS/PROGRAMS

There is one new fund for the proposed budget. It is the creation of the McClaine Street Improvement Project Fund (226) where resources will be accumulated to improve a street that is in need of a complete rebuild.

CONTINGENCY AND RESERVES

At the City Council meeting on December 4, 2017, the City Council set contingency and reserve policy goals for the City operating funds. The goal is to maintain 15% in contingency and reserves; a General Fund sufficient to cover operations until property taxes for that fiscal year are received; and adequate funds to cover 90 days of operations for enterprise funds. Staff has indicated that it will take about two years to arrive at the target for each fund. The following table outlines the percentage of the contingency, reserve, and the combined total percentage. The General Fund is the only fund with a contingency below the

**City of Silverton
FY 2018-2019 Budget Message**

10% and three other funds are below 15%. Several funds have a reserve below 10%. However, all of the operating funds have a combined contingency and reserve well above 15%. Staff will continue to evaluate the contingency and reserves as they are an integral part of being a financially healthy city.

Operating Fund	Contingency %	Reserve %	Total %
General	5.47%	16.34%	21.81%
Electrical Inspection	21.28%	0.00%	21.28%
Building Operations	15.85%	33.00%	48.85%
Transportation	35.93%	0.00%	35.93%
Street	13.67%	9.37%	23.04%
Sewer	10.03%	9.57%	19.60%
Water	12.43%	4.46%	16.89%

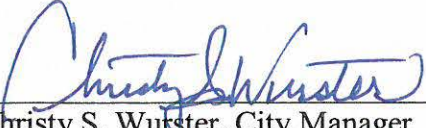
CONCLUSION

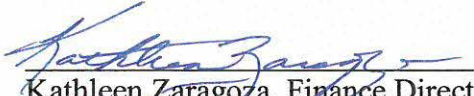
The City is a wonderful place to live and work. Both staff and citizens want the City to be financially healthy and provide more than the minimum basic services. With that in mind, this budget has adequate reserves to help reduce risks associated with revenue shortfalls and ensure funding for the next fiscal year is in place. The City continues to be proactive in dealing with the aging infrastructure and the need for a new Civic Building.

We look forward to working with the Budget Committee and City Council during this budget process and want to thank you for the numerous hours you contribute to ensure an open and transparent budget process. We appreciate your guidance, support, and willingness to serve our community as you make decisions that help improve the livability of our City.

We would also like to extend special thanks to the Silverton staff for the time they have spent in preparing the budget document you will be reviewing. Many hours have been spent doing research, preparing financial information, and updating narratives for preparation of the budget. The management staff will be available to answer questions as you review the budget. It is an honor to work with professional and skilled City employees and community volunteers to implement the Fiscal Year 2018-2019 Budget for the City of Silverton.

Respectfully submitted by,


Christy S. Wurster, City Manager


Kathleen Zaragoza, Finance Director

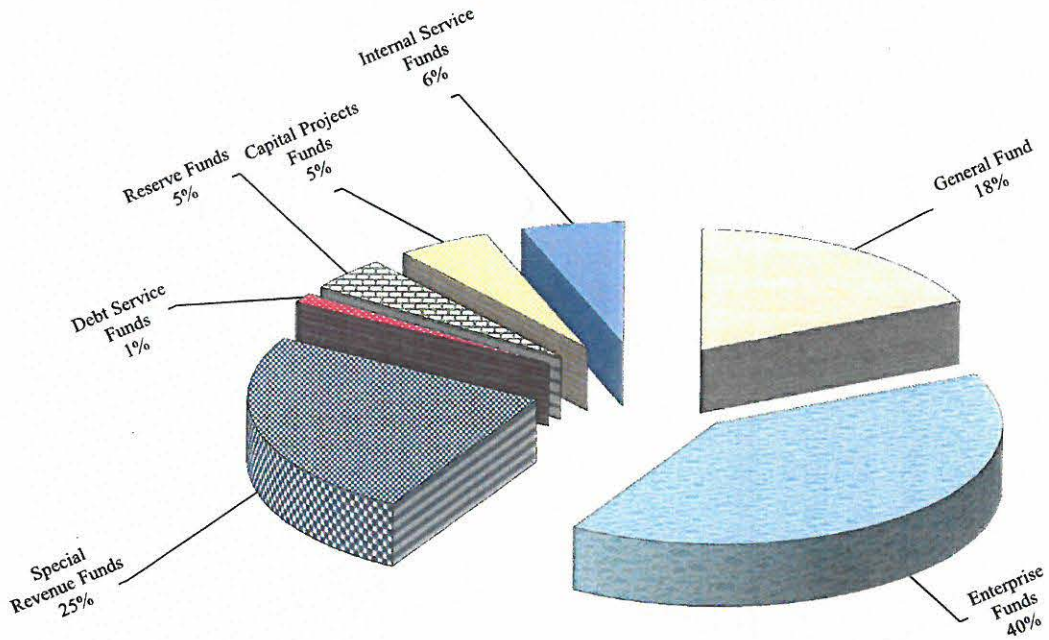


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CITY OF SILVERTON

Summary By Fund Type

Fiscal Year 2018 - 2019



Fund Type	Amount
General Fund	\$8,062,335
Enterprise Funds	17,961,494
Special Revenue Funds	11,160,884
Debt Service Funds	575,614
Reserve Funds	2,035,777
Capital Projects Funds	2,356,838
Internal Service Funds	2,581,028
Total	\$44,733,970

The graph above depicts the total budget by fund type. The category with the largest portion of the expenditures is related to Enterprise Funds, which are all the funds related to the water and sewer utilities. The next largest is related to Special Revenue Funds.

CITY OF SILVERTON												
BUDGET SUMMARY												
FISCAL YEAR 2018-2019												
	General	Electrical	Building				Debt	Special		Capital	Internal	
	Fund	Inspections	Operations	Street	Sewer	Water	Service	Revenue	Reserve	Project	Service	Total
	Fund	Fund	Fund	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	
Beginning Balance	\$2,728,911	\$15,465	\$448,044	\$4,394,754	\$7,207,557	\$3,380,212	\$339,244	\$3,137,268	\$1,816,777	\$578,317	\$2,275,996	\$26,322,545
Property Taxes current year	2,600,510							255,750				2,856,260
Fees, Licenses, Permits, Assmnts, Fines & charges	1,003,085	49,000	195,000	1,237,300	3,855,750	2,622,800	30,000	664,800		3,321		9,661,056
Intergovernmental, Grants and Donations	409,081			500,000				93,500				1,002,581
All Other Revenues	150,772	200	6,250	252,885	89,865	127,160	4,920	47,162	19,000	5,200	31,650	735,064
Transfers	1,169,976			58,432	596,150	82,000	201,450	5,074	200,000	1,770,000	273,382	4,356,464
Total Resources	8,062,335	64,665	649,294	6,443,371	11,749,322	6,212,172	575,614	4,203,554	2,035,777	2,356,838	2,581,028	44,933,970
Non-Departmental	454,610											454,610
City Council	25,100											25,100
City Manager	457,211											457,211
Finance	438,356											438,356
Municipal Court	87,791											87,791
Police	2,879,033											2,879,033
Community Services	64,347											64,347
Planning	335,907											335,907
Facilities Maintenance	286,527											286,527
Parks & Recreation	282,201											282,201
Computer Services	68,900											68,900
Personnel		4,680	255,789	232,425	923,470	753,497		93,408			127,821	2,391,090
Materials & Services		38,600	20,400	301,920	684,095	766,120	6,000	704,777				2,521,912
Capital	10,000		1,850	3,701,137	2,684,549	3,095,120		2,165,098	1,307,638	2,293,332	1,163,051	16,421,775
Debt Service					828,760	193,726	277,167					1,299,653
Total Expenditures	5,389,983	43,280	278,039	4,235,482	5,120,874	4,808,463	283,167	2,963,283	1,307,638	2,293,332	1,290,872	28,014,413
Transfers Out	913,936	7,627	54,111	1,230,406	1,273,250	713,894		99,734		63,506		4,356,464
Contingency	441,235	13,758	102,906	189,056	460,763	347,847	292,447	957,137				2,805,149
Reserves	1,317,181		214,238	588,427	4,894,435	341,968		183,400	728,139		1,290,156	9,557,944
Unappropriated Ending Balance												-
Total Other Uses	2,672,352	21,385	371,255	2,007,889	6,628,448	1,403,709	292,447	1,240,271	728,139	63,506	1,290,156	16,719,557
Total Expenditures & Other Uses	8,062,335	64,665	649,294	6,243,371	11,749,322	6,212,172	575,614	4,203,554	2,035,777	2,356,838	2,581,028	44,733,970

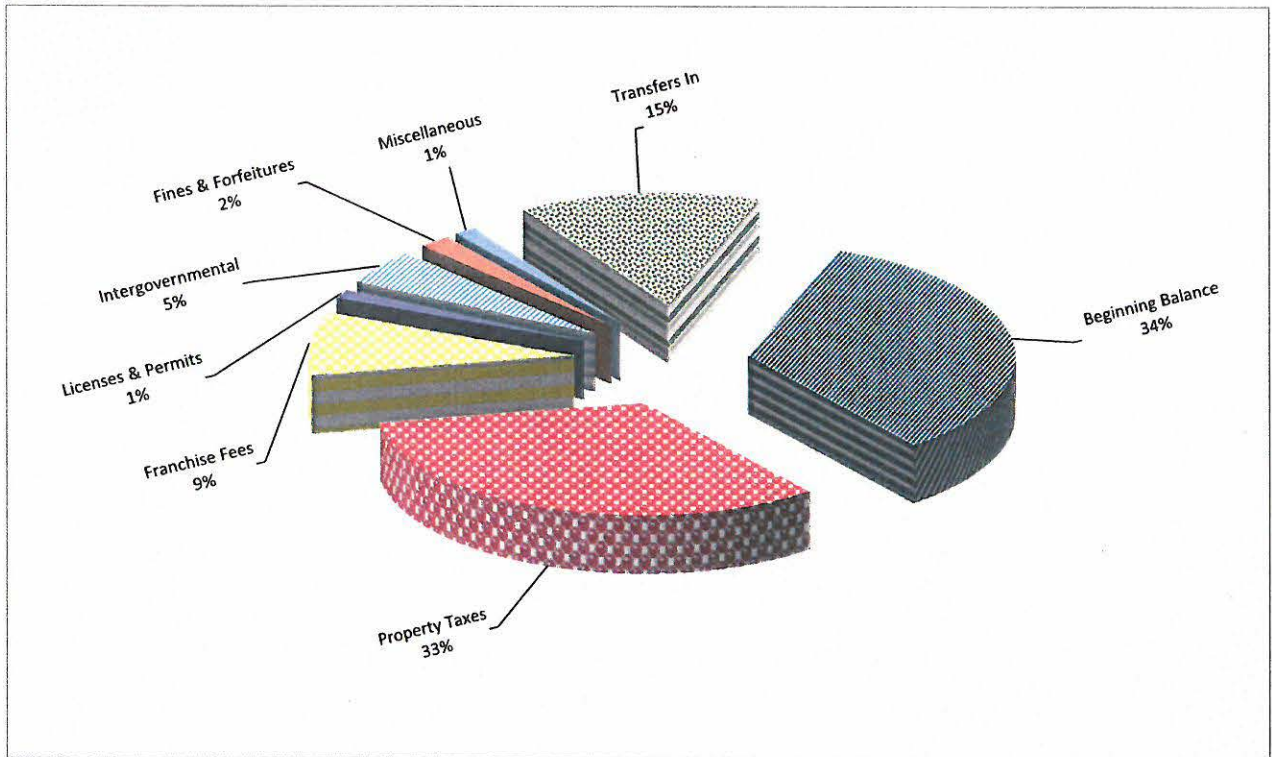
CITY OF SILVERTON

SOURCES OF FUNDING BETWEEN FUNDS

Fiscal Year Ending June 30, 2019

	Prior Percentage Allocation															
	INDIRECT COST TRANSFERS															(017)
	General Fund (010)															
			General (010)		Sewer (030)		Water (040)		Street (020)		Electrical		Building		(013)	Transient
Dept	Expenditures	Total	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	\$	\$
012	City Council	25,100	53.50%	13,428	20.00%	5,020	20.00%	5,020	5.00%	1,255	0.50%	126	1.00%	251		
013	City Manager	457,211	55.50%	253,751	17.00%	77,726	19.00%	86,870	7.00%	32,005	0.50%	2,286	1.00%	4,572		
015	Finance	438,356	13.60%	59,616	39.72%	174,115	40.95%	179,507	2.99%	13,107	0.24%	1,052	2.50%	10,959		
020	Municipal Court	87,791	100.00%	87,791	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
050	Police	2,879,033	100.00%	2,879,033	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
100	Community Services Officer	64,347	100.00%	64,347	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
151	Planning	328,907	63.00%	207,211	15.00%	49,336	15.00%	49,336	5.00%	16,445	0.50%	1,645	1.50%	4,934		
152	Planning Grants	7,000	100.00%	7,000	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
190	Facilities Maintenance	286,527	63.90%	183,091	15.00%	42,979	15.00%	42,979	3.00%	8,596	0.30%	860	2.80%	8,023		
225	Parks & Recreation	282,201	100.00%	282,201	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
300	Computer Services	68,900	42.00%	28,938	25.00%	17,225	25.00%	17,225	5.00%	3,445	0.50%	345	2.50%	1,723		
011	Non-Departmental	464,610	42.30%	196,530	25.00%	116,153	25.00%	116,153	5.00%	23,231	0.20%	929	2.50%	11,615		
011	Contingency	441,235	100.00%	441,235	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
011	Reserves	1,317,181	100.00%	1,317,181	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
011	Transfers															
	Debt Service	127,284	83.69%	106,524	6.92%	8,808	6.92%	8,808	2.08%	2,648	0.15%	191	0.24%	305		
	Building Imp Reserve		88.50%	0	5.00%	0	5.00%	0	1.00%	0	0.00%	0	0.50%	0		
	General Operating Reserve	200,000	100.00%	200,000	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
	Civic Building Project	500,000	100.00%	500,000	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
	Fleet Replacement	56,732	90.00%	51,059	4.50%	2,553	4.50%	2,553	1.00%	567	0.00%	0	0.00%	0		
	Major Equipment Replcmnt	29,920	45.00%	13,464	25.00%	7,480	25.00%	7,480	5.00%	1,496	0.00%	0	0.00%	0		
	Total	8,062,335		6,892,400		501,395		515,931		102,795		7,434		42,382	0	0
Fund	OTHER TRANSFERS:															
027	Street Maintenance Fee	(655,000)														
028	Storm Water Fees	(351,440)														
036	Sewer Debt Reserve	96,150														(96,150)
051	Debt Svc Fund	201,450		(127,284)		(29,977)		(24,432)		(7,458)		(154)		(8,561)	(3,584)	
062	General Operating Reserve	200,000		(200,000)												
070	Parks Fee Fund	5,074														
225	Civic Building Project	500,000		(500,000)												
226	McClaine Street Improvement	1,270,000				(182,000)		(43,000)								
323	Storm Water CIP	(58,432)														
330	Sewer CIP	500,000				(500,000)										
340	Water CIP	82,000						(82,000)								
372	Parks CIP	(5,074)														
600	Fleet Replacement	180,234		(56,732)		(37,989)		(28,118)		(34,355)				(3,168)		
610	Major Equip Replacement	93,148		(29,920)		(21,889)		(20,413)		(20,926)						
	Total Other Transfers In	3,128,056		0		0		0		0		0		0	0	0
	Total Other Transfers Out	1,069,946		913,936		771,855		197,963		62,739		154		11,729	3,584	96,150

CITY OF SILVERTON
General Fund Revenue
Fiscal Year 2018 - 2019



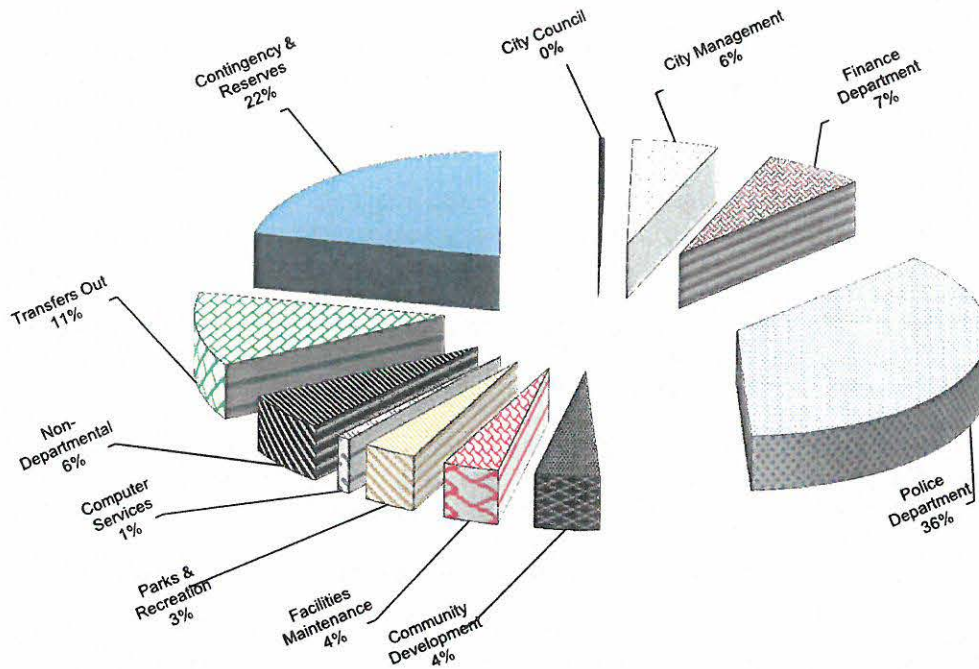
Source	Amount
Beginning Balance	\$2,728,911
Property Taxes	2,635,510
Franchise Fees	737,000
Licenses & Permits	107,035
Intergovernmental	409,081
Fines & Forfeitures	159,050
Miscellaneous	115,772
Transfers In	1,169,976
Total	\$8,062,335

The largest portion of General Fund revenues are derived from the beginning fund balance. The second largest source is from property taxes.

CITY OF SILVERTON

General Fund Expenditures

Fiscal Year 2018 - 2019



Use	Amount	
City Council	\$25,100	0.31%
City Management	457,211	5.67%
Finance Department	526,147	6.53%
Police Department	2,943,380	36.51%
Community Development	335,907	4.17%
Facilities Maintenance	286,527	3.55%
Parks & Recreation	282,201	3.50%
Computer Services	68,900	0.85%
Non-Departmental	464,610	5.76%
Transfers Out	913,936	11.34%
Contingency & Reserves	1,758,416	21.81%
Total	\$8,062,335	

The largest use of General Fund resources is for Police services. The Second largest use is for Contingency and Reserves which provides funding for the first part of the next fiscal year. Many of the other programs are partially supported by transfers in.

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: GENERAL

Budget Comments

The following provides a list of General Fund Revenues and a brief description of each category. Budget estimates are based on historical data with current economic factors taken into consideration. The City uses a modified accrual basis for accounting to show revenues when earned and expenditures when they are incurred.

Property Taxes: The property tax levy for general purposes can be no greater than the fixed rate of \$3.6678 applied towards each \$1,000 of assessed property value. Each assessed property value cannot increase by more than 3% each year, unless they are improved under the Measure 50 property tax limitations. Additional levies can be approved, but only after meeting, certain criteria. The Fiscal Year 2018-2019 revenue projection is based on the fixed rate multiplied times the previous year's city wide assessed value with a 3% growth factor, less a 7% allowance for taxes levied, but not collected in the current year. Prior year tax revenue is based on historical data.

Franchise Fees: The City grants the right to franchise services to conduct business within the city limits and to use the City's right-of-way. A fee is charged for the franchise based on the gross revenues. Franchise fee rates range from 4% to 7% of the gross sales.

Fees and Permits: The City charges fees to cover the cost of providing permits and services.

Intergovernmental Revenue: The State distributes a portion of the liquor, and cigarette tax to the City. In addition, part of the Liquor Control Commission revenue is distributed to local governments in the form of State Revenue Sharing Funds. The State distributions are based on State projected per capita figures as provided by Portland State University.

Fines and Forfeits: The Municipal Court primarily generates these revenues. This category also includes revenue from Marion County Circuit Court and revenue from parking violations.

Miscellaneous: This category includes revenues from interest earned, parking meter collections, parking lot rent, lien search fees, as well as impound and storage fees.

Transfers In: These are funds transferred to the General Fund to compensate for insurance costs as well as the administrative and accounting services provided to the other funds.

Beginning Fund Balance: Account #49090 includes funds carried forward from the previous year. This revenue source provides funding for services until property tax revenue and other revenue sources are collected. Property tax revenue is not received until late November of each year.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
GENERAL FUND							
PROPERTY TAXES							
010-000-40001	PROPERTY TAXES CURRENT	2,403,766	2,518,030	2,531,895	2,600,510	2,600,510	2,600,510
010-000-40002	PROPERTY TAXES DELINQUENT	47,301	48,958	30,000	35,000	35,000	35,000
	TOTAL PROPERTY TAXES	2,451,068	2,566,987	2,561,895	2,635,510	2,635,510	2,635,510
FRANCHISE FEES							
010-000-41001	NORTHWEST NATURAL GAS	123,802	133,245	125,000	128,000	128,000	128,000
010-000-41002	PORTLAND GENERAL ELECTRIC	358,058	361,414	350,000	358,000	358,000	358,000
010-000-41003	COMMUNICATION FRANCHISE	13,879	95,775	18,000	88,000	88,000	88,000
010-000-41004	REFUSE FRANCHISE FEES	93,445	107,154	80,000	105,000	105,000	105,000
010-000-41005	CABLE COMMUNICATIONS	59,564	61,192	55,000	58,000	58,000	58,000
	TOTAL FRANCHISE FEES	648,748	758,780	628,000	737,000	737,000	737,000
FEES AND PERMITS							
010-000-42006	PEG FEES FOR SCAN TV	1,588	4,131	3,000	3,000	3,000	3,000
010-000-42103	LIQUOR LICENSE FEES	1,160	1,175	1,000	1,000	1,000	1,000
010-000-42109	SIGN PERMITS	2,910	2,280	1,200	1,560	1,560	1,560
010-000-42110	CONDITIONAL USE PERMITS	2,200	3,300	1,100	1,100	1,100	1,100
010-000-42111	ZONE CHANGE FEES	2,063	12,375	2,750	0	0	0
010-000-42112	ANNEXATION FEES	11,000	6,574	0	0	0	0
010-000-42113	LOT LINE ADJUSTMENT FEES	2,976	2,063	1,100	550	550	550
010-000-42114	VARIANCE APPLICATION FEES	1,375	2,300	750	750	750	750
010-000-42115	PARTITION APPLICATION FEES	3,713	2,200	1,650	550	550	550
010-000-42117	SUBDIVISION REVIEW FEES	8,615	825	5,500	2,150	2,150	2,150
010-000-42119	DESIGN REVIEW FEES	4,470	2,044	825	825	825	825
010-000-42120	OTHER PLANNING FEES	5,255	2,598	1,000	1,000	1,000	1,000
010-000-42121	PARK RESERVATION FEES	2,780	2,400	2,000	1,800	1,800	1,800
010-000-42122	COMMUNITY/ FISCHER RENTAL FEES	5,562	5,256	4,800	5,000	5,000	5,000
010-000-42124	RESERVOIR PARKING FEES	12,682	24,052	16,000	21,000	21,000	21,000
010-000-42125	LIQUOR USE PERMIT FEES	100	75	25	100	100	100
010-000-42130	BUSINESS LICENSE FEES	49,644	51,962	48,000	48,000	48,000	48,000
010-000-42140	LIEN SEARCH FEES	20,580	19,210	16,000	15,000	15,000	15,000
010-000-42159	RETURNED CHECK FEES	1,274	1,450	1,000	1,250	1,250	1,250
010-000-42183	IMPOUND AND STORAGE FEES	2,400	5,000	2,000	2,400	2,400	2,400
	TOTAL FEES AND PERMITS	142,346	151,268	109,700	107,035	107,035	107,035
INTERGOVERNMENTAL							
010-000-43002	LIQUOR TAXES	137,101	148,336	120,000	135,000	135,000	135,000
010-000-43003	CIGARETTE TAXES	12,563	12,266	30,000	12,000	12,000	12,000
010-000-43015	STATE SHARED REVENUE	89,234	100,988	95,000	162,500	162,500	162,500
010-000-43060	SCHOOL DIST - SRO SUPPORT	39,256	78,403	90,323	92,581	92,581	92,581
010-000-43063	POLICE EQUIPMENT GRANT	180	1,260	0	0	0	0
010-000-43154	CLG/ SHIPO PLANNING GRANT	0	6,174	10,000	7,000	7,000	7,000
010-000-43170	MISC GRANTS & CONTRIBUTIONS	0	359	0	0	0	0
	TOTAL INTERGOVERNMENTAL	278,335	347,785	345,323	409,081	409,081	409,081
FINES AND FORFEITURES							
010-000-44000	COURT COSTS	47,448	63,781	35,000	50,500	50,500	50,500
010-000-44001	MUNICIPAL COURT FINES	105,197	107,694	80,000	90,250	90,250	90,250
010-000-44006	PARKING FINE REVENUE	14,579	12,784	8,000	10,800	10,800	10,800
010-000-44012	COUNTY CIRCUIT COURT FINES	14,606	10,256	8,000	7,500	7,500	7,500
	TOTAL FINES AND FORFEITURES	181,830	194,515	131,000	159,050	159,050	159,050



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CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
GENERAL FUND							
MISCELLANEOUS REVENUE							
010-000-45002	INTEREST EARNED	26,982	46,100	42,000	50,000	50,000	50,000
010-000-45003	PARKING METERS COLLECTIONS	54,350	53,711	45,000	40,000	40,000	40,000
010-000-45004	MISC - ENGINEERING FEES	4,279	501	0	0	0	0
010-000-45005	PARKING LOT REVENUE	4,060	6,200	4,000	4,250	4,250	4,250
010-000-45008	MISC - POLICE RECEIPTS	2,227	2,292	1,500	1,500	1,500	1,500
010-000-45009	DONATIONS - POLICE	0	331	0	0	0	0
010-000-45014	DONATIONS - GENERAL	0	548	0	0	0	0
010-000-45016	RENTAL RECEIPTS	22	22	0	22	22	22
010-000-45018	DONATIONS - SKATE PARK	300	700	0	0	0	0
010-000-45019	MISCELLANEOUS REVENUE	17,147	72,974	15,000	20,000	20,000	20,000
010-000-45100	WELLNESS/ RECOGNITION PROCEED	52	3	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		109,418	183,382	107,500	115,772	115,772	115,772
TRANSFERS IN							
010-000-46011	TRANSFER FROM ELECTRIC INSPEC	0	0	6,389	7,473	7,473	7,473
010-000-46012	TRANSFER FROM BUILDING OP	13,290	18,325	39,055	42,382	42,382	42,382
010-000-46020	TRANSFER FROM STREET FUND	98,056	98,276	92,046	102,795	102,795	102,795
010-000-46028	TRANSFER FROM STORM WATER FE	0	50,706	140,000	0	0	0
010-000-46030	TRANSFER FROM SEWER	438,766	449,431	463,121	501,395	501,395	501,395
010-000-46040	TRANSFER FROM WATER	448,403	462,154	476,697	515,931	515,931	515,931
TOTAL TRANSFERS IN		998,515	1,078,892	1,217,308	1,169,976	1,169,976	1,169,976
BEGINNING FUND BALANCE							
010-000-49090	BEGINNING FUND BALANCE	2,948,004	3,224,986	2,902,175	2,728,911	2,728,911	2,728,911
010-000-49095	PRIOR PERIOD ADJUSTMENT	(73,500)	0	0	0	0	0
TOTAL BEGINNING FUND BALANCE		2,874,504	3,224,986	2,902,175	2,728,911	2,728,911	2,728,911
TOTAL FUND REVENUE		7,684,763	8,506,597	8,002,901	8,062,335	8,062,335	8,062,335

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

DEPARTMENT: NON-DEPARTMENTAL
FUND: GENERAL

Program Description/Mission

This program provides for expenditures that cannot be allocated to a specific program or fund.

Budget Comments

Account #61009 (Lien Search Fees) Costs are billed to title companies or users based on report information the City receives showing who made a request and the number of requests made.

Account #61011 (Audit Services) covers costs of the annual audit and includes \$7,000 for a Transient Occupancy Tax audit.

Account #61012 (Municipal Code Services) covers costs to update the City Code Book.

Account #61016 (Dues & Memberships) pays fees to League of Oregon City; Council of Governments; Chamber of Commerce; Local Government Personnel Institute and State Purchasing.

Account #61019 (Insurance) is for Property Insurance premiums paid to City County Insurance Services (CIS), which is expected to increase due to additional property added to the schedule.

Account #61045 (Equipment Rental) pays the equipment rental on the postage machine used by all funds and programs. The postage is charged to the fund or program sending out the mailing.

Account #61058 (Legal Services) covers all City legal fees, except those related to a specific legal conflict that is outside the contracted services or those related to bargaining. Legal projects anticipated in Fiscal Year 2018-2019 include the Oregon Garden Foundation revision of the Management Agreement, Master Lease and associated documents, and new franchise agreements.

Account #61059 (Contracted Services) covers \$8,250 for the Insurance Agent of Record, \$15,000 for salary survey and \$30,000 for Strategic Plan and Growth Study.

Account #61065 (Emergency Management) provides funds for equipment and for spending money during an emergency.

Account #62530 (Wellness & Recognition) covers funds for volunteer recognition events and staff wellness and Holiday events.

Account #62572 (SCAN TV Services) is for SCAN TV contracted services such as Castus to provide live streaming and Vimeo Pro to host videos of City meetings.

Account #62573 (Senior Center Services) subsidizes the Silverton Area Seniors, Inc. (SASI) in its operation of the Senior Center for the City of Silverton after demonstrating an emergency situation due to a financial hardship.

Account # 81003 (Capital-Replacement) is for SCAN TV capital equipment replacement.

Contingency and Reserves

The desire is to maintain an amount equal to 15% or greater of the fund's revenues to cover unforeseen circumstances. The reserve is to cover the next year's budgeted costs for July through November until property taxes are received.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
GENERAL FUND							
NON-DEPARTMENTAL							
MATERIALS AND SERVICES:							
010-011-61009	LIEN SEARCH FEES	5,840	5,570	4,000	7,200	7,200	7,200
010-011-61011	AUDIT SERVICES	27,470	28,335	36,000	38,000	38,000	38,000
010-011-61012	MUNICIPAL CODE SERVICES	4,193	886	7,500	6,000	6,000	6,000
010-011-61016	DUES & MEMBERSHIPS	14,358	14,702	17,000	20,000	20,000	20,000
010-011-61019	INSURANCE	143,129	149,587	160,000	180,960	180,960	180,960
010-011-61024	VEHICLE EXPENSE	44	61	1,000	1,000	1,000	1,000
010-011-61025	UNEMPLOYMENT CLAIMS	7,597	0	25,000	40,000	40,000	40,000
010-011-61045	EQUIPMENT RENTAL	3,767	3,236	4,800	5,200	5,200	5,200
010-011-61058	LEGAL SERVICES	54,772	51,328	75,000	75,000	75,000	75,000
010-011-61059	CONTRACTED SERVICES	9,354	9,585	38,000	53,250	53,250	53,250
010-011-61065	EMERGENCY MANAGEMENT	4,462	2,220	10,000	10,000	10,000	10,000
010-011-62530	WELLNESS & RECOGNITION PROGR	1,868	1,575	3,000	3,000	3,000	3,000
010-011-62572	SCAN TV SERVICES	6,125	8,515	6,500	10,000	10,000	10,000
010-011-62573	SENIOR CENTER SERVICES	15,000	3,249	8,000	5,000	5,000	5,000
	TOTAL MATERIALS AND SERVICES	297,979	278,848	395,800	454,610	454,610	454,610
CAPITAL OUTLAY:							
010-011-81001	LAND ACQUISITION	0	57,288	0	0	0	0
010-011-81003	CAPITAL - REPLACEMENT	0	0	13,000	10,000	10,000	10,000
010-011-85003	CAPITAL - NEW	4,288	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	4,288	57,288	13,000	10,000	10,000	10,000
CONTINGENCY & RESERVES:							
010-011-90001	CONTINGENCY	0	0	261,233	441,235	441,235	441,235
010-011-91072	RESERVE - FUTURE EXPENDITURE	0	0	1,242,825	1,317,181	1,317,181	1,317,181
	TOTAL CONTINGENCY & RESERVES	0	0	1,504,058	1,758,416	1,758,416	1,758,416
TRANSFERS OUT:							
010-011-95050	TRANSFER TO DEBT SERVICE FUND	114,657	116,564	121,164	127,284	127,284	127,284
010-011-95061	TRANSFER TO BLDG IMP RSRV	200,000	200,000	250,000	0	0	0
010-011-95062	TRANSFER TO GEN OPERATING FUN	0	100,000	200,000	200,000	200,000	200,000
010-011-95225	TRANSFER TO CIVIC BLDG PROJECT	0	400,000	500,000	500,000	500,000	500,000
010-011-95600	TRANSFER TO FLEET REPLACEMENT	34,458	34,458	52,139	56,732	56,732	56,732
010-011-95610	TRANSFER TO MAJOR EQUIP REP	29,920	29,920	29,920	29,920	29,920	29,920
	TOTAL TRANSFERS OUT	379,035	880,942	1,153,223	913,936	913,936	913,936
	TOTAL NON-DEPARTMENTAL	681,302	1,217,079	3,066,081	3,136,962	3,136,962	3,136,962

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: CITY COUNCIL
DEPARTMENT: CITY COUNCIL
FUND: GENERAL

Program Description/Mission

Silverton's Governing Body is comprised of the Mayor and six Council members. The Mayor is elected, at-large, for a two-year term, while Council members are elected to four-year staggered terms. The Mayor and Council members do not receive a salary for services rendered. They do receive reimbursement of actual expenses incurred in carrying out their official duties. The City Council is the official policy-making body for the City of Silverton.

Budget Comments

Account #61015 (Travel, Training & Meetings) provides for training received by the Mayor and Councilors at the League of Oregon Cities annual conference, Mayor's Association Conference and other training.

Account #61016 (Dues & Memberships) provides for the Mayor's Association dues.

Account #61059 (Contracted Services) provides \$5,000 for consultant fees relating to a Council Team Building /Retreat.

Account #62574 (Community Programs) Community events were consolidated under this line item for ease of tracking and managing these expenditures. The breakdown is as follows:

1.	\$5,000	Utility Ratepayer Relief Program for Low Income & Senior Residents
2.	2,500	Silverton Days Fireworks
3.	2,000	Downtown Flower Baskets
4.	400	Spring Clean-up Day
5.	400	Holiday wreaths and swags
6.	250	"If I Were Mayor" contest
7.	50	Silverton Together Holiday craft table
8.	<u>450</u>	Various Council Approved requests
	\$11,050	Total

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GENERAL FUND</u>						
<u>CITY COUNCIL</u>						
<u>MATERIALS AND SERVICES:</u>						
010-012-61001 OFFICE SUPPLIES	93	10	200	200	200	200
010-012-61015 TRAVEL, TRAINING & MEETINGS	2,120	2,066	5,500	5,500	5,500	5,500
010-012-61016 DUES & MEMBERSHIPS	695	132	850	850	850	850
010-012-61059 CONTRACTED SERVICES	41,486	31,913	5,000	5,000	5,000	5,000
010-012-62573 MISCELLANEOUS EXPENSE	0	393	250	500	500	500
010-012-62574 COMMUNITY PROGRAMS	6,554	4,269	10,450	11,050	11,050	11,050
010-012-71000 MINOR EQUIPMENT	434	4,230	2,000	2,000	2,000	2,000
TOTAL MATERIALS AND SERVICES	51,382	43,014	24,250	25,100	25,100	25,100
TOTAL CITY COUNCIL	51,382	43,014	24,250	25,100	25,100	25,100

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: ADMINISTRATION
DEPARTMENT: CITY MANAGER
FUND: GENERAL

STAFF LEVEL 2019: 2.80 FTE
STAFF LEVEL 2018: 2.80 FTE

Program Description/Mission

The Department of the City Manager (CM) is responsible for providing leadership in the administration and execution of policies, goals and objectives formulated by City Council, and carrying out the day-to-day administration of the City. The CM, in concert with the Mayor and Council members, is also responsible for ensuring effective working relationships with citizens, community groups and other governmental agencies. Included within the Office of the City Manager, are the Administrative Services Director (ASD) and the City Clerk. The ASD is responsible for human resources, risk management, emergency management, communications, and special projects. The City Clerk supports the City Manager, City Council and Council appointed committees, administers public records, and serves as the Elections Officer and website administrator for the City. The .80 FTE allocation for the City Clerk position reflects the time spent on administrative support functions. The remaining .20 of this FTE is allocated in the Planning Program.

Personnel

<u>Title</u>	<u>2018 FTE</u>	<u>2019 FTE</u>	<u>FTE Change</u>
City Manager	1.00	1.00	
Administrative Services Director	1.00	1.00	
City Clerk	<u>0.80</u>	<u>0.80</u>	
Total	2.80	2.80	<u>0.00</u>

Budget Comments

Account #61003 (Advertising Expense) covers advertising expenses for committee vacancies, public notices, and recruitment.

Account # 61059 (Contracted Services) covers community publications, website modifications, employee driving records, music licenses (ASCAP and SESAC), and other contracted services that are necessary.

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY MANAGEMENT</u>							
<u>PERSONNEL SERVICES:</u>							
010-013-51001	FULL TIME SALARIES	212,945	247,971	257,727	277,827	277,827	277,827
010-013-51003	WORKERS COMP INS	646	769	1,166	1,340	1,340	1,340
010-013-51004	SOCIAL SECURITY/MEDICARE	16,175	18,867	19,716	21,254	21,254	21,254
010-013-51005	HEALTH INSURANCE	36,539	35,636	47,175	43,977	43,977	43,977
010-013-51006	LIFE/ DISABILITY INS	625	581	925	994	994	994
010-013-51007	PERS RETIREMENT	38,747	45,865	57,117	61,519	61,519	61,519
010-013-51009	OVERTIME SALARIES	166	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	305,843	349,689	383,826	406,911	406,911	406,911
<u>MATERIALS AND SERVICES:</u>							
010-013-61001	OFFICE SUPPLIES	893	1,109	1,200	1,200	1,200	1,200
010-013-61002	PUBLICATIONS	0	23	200	200	200	200
010-013-61003	ADVERTISING EXPENSE	883	884	900	1,000	1,000	1,000
010-013-61004	COMMUNICATION EXPENSE	2,110	2,059	2,500	2,500	2,500	2,500
010-013-61005	POSTAGE & FREIGHT	145	297	600	500	500	500
010-013-61015	TRAVEL, TRAINING & MEETINGS	3,191	6,401	7,000	10,000	10,000	10,000
010-013-61016	DUES & MEMBERSHIPS	1,198	961	2,000	3,000	3,000	3,000
010-013-61022	EQUIPMENT MAINTENANCE	0	0	200	200	200	200
010-013-61024	VEHICLE EXPENSE	178	24	4,000	2,000	2,000	2,000
010-013-61030	FUEL EXPENSES	258	195	500	500	500	500
010-013-61045	EQUIPMENT RENTAL	4,917	6,549	5,000	5,000	5,000	5,000
010-013-61059	CONTRACTED SERVICES	15,195	20,456	15,000	20,000	20,000	20,000
010-013-62573	MISCELLANEOUS EXPENSE	470	1,281	700	500	500	500
010-013-71000	MINOR EQUIPMENT	408	1,679	1,750	2,000	2,000	2,000
	TOTAL MATERIALS AND SERVICES	29,844	41,917	41,550	48,600	48,600	48,600
<u>CAPITAL OUTLAY:</u>							
010-013-81003	CAPITAL- REPLACEMENT EQUIPMEN	1,750	0	0	1,700	1,700	1,700
	TOTAL CAPITAL OUTLAY	1,750	0	0	1,700	1,700	1,700
	TOTAL CITY MANAGEMENT	337,437	391,606	425,376	457,211	457,211	457,211

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2018-2019

PROGRAM: ACCOUNTING & BILLING
DEPARTMENT: FINANCE
FUND: GENERAL

STAFF LEVEL 2019: 3.25 FTE
STAFF LEVEL 2018: 3.25 FTE

Program Description/Mission

The Finance Department administers all financial operations of the City. Staff prepares reports for general ledger, budget, audit, payroll, accounts payable, accounts receivable, utility billing, special assessments, business licenses, and other general receipts. This department is also responsible for receipting revenue, balancing subsidiary reports to the general ledger, handling all city billing, handling the municipal court, assisting the City Manager and other departments during the budget process and working with the auditors to prepare the Annual Financial Report. Finance staff assists customers who call, email or come into City Hall. The department also handles all financial aspects related to the Silverton Urban Renewal Agency.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Finance Director	1.00	1.00	
Accounting Manager	1.00	1.00	
Account Clerk	1.00	1.00	
Account Clerk II	0.25	0.25	
Total	3.25	3.25	0.00

Budget Comments

Account #61001 provides for office supplies such as pens, paper, envelopes, printed forms for payroll, accounts payable and other various office supplies.

Account #61005 is primarily for postage to mail accounts payable checks, billing statements and delinquent letters.

Account #61016 covers dues for the Government Finance Officers Association (GFOA), Oregon Government Finance Officers Association (OGFOA) and Heart of Oregon for payroll.

Account #61059 covers charges for the maintenance and support of the Caselle software and for shredding services.

Account #61079 covers charges related to Local Government Investment Pool monthly maintenance, bank account charges and merchant fees charged for payments allocated to the General Fund.

Account #81003 covers replacement of one computer in the Finance Department.

Accomplishments

Finance has implemented online bill pay options for utility accounts, parking fines, court fines, business license renewals and improvement districts. Customers can also request utility services using the online form and payment process.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>FINANCE OFFICE</u>							
<u>PERSONNEL SERVICES:</u>							
010-015-51001	FULL TIME SALARIES	196,819	208,173	224,686	234,198	234,198	234,198
010-015-51003	WORKERS COMP INS	612	680	836	1,243	1,243	1,243
010-015-51004	SOCIAL SECURITY/MEDICARE	14,512	15,224	17,239	17,978	17,978	17,978
010-015-51005	HEALTH INSURANCE	52,502	57,814	65,742	69,974	69,974	69,974
010-015-51006	LIFE/ DISABILITY INS	431	409	627	638	638	638
010-015-51007	PERS RETIREMENT	39,478	41,738	54,713	56,864	56,864	56,864
010-015-51009	OVERTIME SALARIES	0	0	659	811	811	811
	TOTAL PERSONNEL SERVICES	304,353	324,039	364,502	381,706	381,706	381,706
<u>MATERIALS AND SERVICES:</u>							
010-015-61001	OFFICE SUPPLIES	2,231	1,972	2,750	2,750	2,750	2,750
010-015-61002	PUBLICATIONS	352	0	400	500	500	500
010-015-61003	ADVERTISING EXPENSE	649	684	1,500	1,600	1,600	1,600
010-015-61004	COMMUNICATION EXPENSE	3,369	3,592	4,150	4,600	4,600	4,600
010-015-61005	POSTAGE & FREIGHT	2,483	2,832	3,000	3,250	3,250	3,250
010-015-61015	TRAVEL, TRAINING & MEETINGS	1,644	2,739	4,700	4,900	4,900	4,900
010-015-61016	DUES & MEMBERSHIPS	275	275	500	500	500	500
010-015-61022	EQUIPMENT MAINTENANCE	0	0	600	600	600	600
010-015-61045	EQUIPMENT RENTAL	3,925	3,910	4,000	4,500	4,500	4,500
010-015-61059	CONTRACTED SERVICES	17,804	19,971	24,000	25,000	25,000	25,000
010-015-61075	COLLECTION SERVICES	208	155	750	500	500	500
010-015-61079	BANK & CHARGE CARD FEES	3,146	3,816	5,300	5,200	5,200	5,200
010-015-62573	MISCELLANEOUS EXPENSE	34	127	250	250	250	250
010-015-71000	MINOR EQUIPMENT	874	999	900	1,000	1,000	1,000
	TOTAL MATERIALS AND SERVICES	36,994	41,071	52,800	55,150	55,150	55,150
<u>CAPITAL OUTLAY:</u>							
010-015-81003	CAPITAL - REPLACEMENT	0	0	3,500	1,500	1,500	1,500
	TOTAL CAPITAL OUTLAY	0	0	3,500	1,500	1,500	1,500
	TOTAL FINANCE OFFICE	341,347	365,110	420,802	438,356	438,356	438,356

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: COURT
DEPARTMENT: FINANCE
FUND: GENERAL

STAFF LEVEL 2019: 0.75 FTE
STAFF LEVEL 2018: 0.75 FTE

Program Description/Mission

This program handles all aspects for Silverton's Municipal Court. This program provides services for the violations bureau, processes tickets, prepares the court docket, handles collections, handles suspensions and prepares reports. It sets up trials and sends out appropriate notification to defendants, officers and other required individuals. The Court staff also works with Peer Court to set up appointments and hearings with the Judge.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Account Clerk II	0.75	0.75	0.00

Budget Comments

Account #61001 covers office supplies such as pens, receipts for court, paper, as well as other items.
Account #61005 covers postage to mail suspensions, letters and information to other agencies.
Account #61015 covers attendance to Oregon Association of Court Administrators (OACA) conferences and a portion of the Judge's cost to attend training.
Account #61016 covers dues for the Oregon Association of Court Administrators (OACA).
Account #61059 covers charges for the Judge and court interpreters.
Account #61075 covers costs charged by the collection agency to collect delinquent court fines.

Accomplishments

The Municipal Court processed the following number of cases:

<u>Fiscal Year</u>	<u>Cases</u>	<u>City Collections</u>
2007-2008	1,413	\$ 252,095
2008-2009	951	162,608
2009-2010	1,239	179,555
2010-2011	1,431	219,986
2011-2012	1,157	189,126
2012-2013	1,161	167,378
2013-2014	962	146,495
2014-2015	1,074	139,651
2015-2016	1,011	152,774
2016-2017	1,232	172,555

General Note

The Municipal Court now accepts online payments. For the last two years, the Court has been offering a diversion program, which has increased staff time due to follow-up requirements. Court is only held one day per month with the Judge. However, with the Violation Bureau ability allowed by the Judge, Finance staff is able to handle a majority of traffic citations at City Hall. In 2018 staff has begun to send delinquent accounts to Department of Revenue for tax offset.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>COURT</u>							
<u>PERSONNEL SERVICES:</u>							
010-020-51001	FULL TIME SALARIES	34,531	35,773	36,518	39,496	39,496	39,496
010-020-51003	WORKERS COMP INS	109	134	144	237	237	237
010-020-51004	SOCIAL SECURITY/MEDICARE	2,633	2,720	2,820	3,080	3,080	3,080
010-020-51005	HEALTH INSURANCE	14,760	16,111	17,002	17,941	17,941	17,941
010-020-51006	LIFE/ DISABILITY INS	45	41	56	56	56	56
010-020-51007	PERS RETIREMENT	5,069	5,251	6,522	7,121	7,121	7,121
010-020-51009	OVERTIME SALARIES	0	0	351	760	760	760
	TOTAL PERSONNEL SERVICES	57,147	60,031	63,413	68,691	68,691	68,691
<u>MATERIALS AND SERVICES:</u>							
010-020-61001	OFFICE SUPPLIES	149	297	550	600	600	600
010-020-61002	PUBLICATIONS/ FORMS	80	0	100	100	100	100
010-020-61005	POSTAGE & FREIGHT	569	749	900	900	900	900
010-020-61015	TRAVEL, TRAINING & MEETINGS	265	752	1,300	2,500	2,500	2,500
010-020-61016	DUES & MEMBERSHIPS	50	75	400	250	250	250
010-020-61059	CONTRACTED SERVICES	4,587	4,599	7,000	8,000	8,000	8,000
010-020-61075	COLLECTION SERVICES	5,082	4,154	9,000	6,000	6,000	6,000
010-020-62573	MISCELLANEOUS EXPENSE	0	0	250	250	250	250
010-020-71000	MINOR EQUIPMENT	275	166	500	500	500	500
	TOTAL MATERIALS AND SERVICES	11,057	10,793	20,000	19,100	19,100	19,100
<u>CAPITAL OUTLAY:</u>							
010-020-81003	CAPITAL - REPLACEMENT	0	0	1,000	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	1,000	0	0	0
	TOTAL COURT	68,204	70,824	84,413	87,791	87,791	87,791

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: POLICE ADMINISTRATION
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2019: 3.00 FTE
STAFF LEVEL 2018: 3.00 FTE

Program Description/Mission

Program includes Police Administration and Support Services Division of the agency. The mission is to provide support to operations personnel and to identify community resources in order to provide sworn staff with the resources they need to perform their duties. Administration works closely with our community, other City departments and elected officials. Administration focuses on community and regional partnerships in order to ensure the philosophy of community policing continues to be the vision of the agency. The Police Technician II (1) FTE is responsible to handle and oversee all office administrative functions and supervises the Police Technician I (1) FTE. Together they accomplish all support functions of the agency. This includes but is not limited to all evidence and property duties, records data entry and distribution, public records requests, police website and social media monitoring. Support Services are located in the front office and provide customer service for all walk in traffic and all business hour phone calls. The Peer Court Coordinator and Domestic Violence Advocate are independent contractors and not city employees. All department and contract personnel in support services work under the direction of the Chief of Police.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Chief of Police	1.00	1.00	
Police Technician II	1.00	1.00	
Police Technician I	1.00	1.00	
Total	3.00	3.00	0.00

Accomplishments:

1) All identified Council goals achieved. 2) We continued our partnership with Silver Falls School District regarding the School Resource Officer (SRO) with positive outcomes. 3) Department training improved with more hands on and active scenario training classes for personnel. 4) Worked to increase social media outreach on Facebook, police app and posting information to City Website.

During FY 2017-2018, we rolled out the body worn camera policy and began implementation and use of body worn cameras. We are now downloading, tagging and storing body camera recordings into our computer system. This also includes distribution of the evidence "copy" to the District Attorney's Office and the processing of any Public Records Requests for audio/video recordings. Additionally we have been working to make sure support staff personnel are cross-trained internally in all aspects for the police department to provide full service to our citizens. This is due to the increase of .38 FTE added in FY 2017-2018.

Major Issues to be Resolved in the Next 5 Years:

1) Need for a modern police facility to meet operational and statutory needs 2) Hiring of police personnel to meet authorized and budgeted staffing levels. 3) Continue mentoring of personnel in department for promotion to supervisory and administrative positions as part of a transition plan.

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: POLICE OPERATIONS
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2019: 16.00 FTE
STAFF LEVEL 2018: 16.00 FTE

Program Description/Mission

This program includes all aspects for the operational function of the department including patrol, detective and traffic functions. The primary mission is to provide full police services that directly affect the quality of life relative to public safety, fear reduction and community livability. The Operations personnel work under a "community policing philosophy" in response to calls for service and they attempt to resolve issues by taking direct action or by referring complainants to community resources that may be able to provide assistance. Operations personnel perform their duties utilizing both traditional enforcement methods and nontraditional community policing problem-solving methods and problem oriented policing methods. The mission of the agency is "to provide the highest quality of police services possible, creating a community partnership to protect lives and property, problem solve, and promote community livability while respecting individual rights." The School Resource Officer was enacted within the schools starting with FY 2015-2016, in partnership with Silver Falls School District, funded by a split of 0.75% District and 0.25% City.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Captain	1.00	1.00	
Sergeants	3.00	3.00	
Patrol Officers	9.00	9.00	
Detective	1.00	1.00	
School Resource Officer	1.00	1.00	
<u>Traffic Officer</u>	<u>1.00</u>	<u>1.00</u>	
Total	16.00	16.00	0.00

Budget Comments

Account #61023 provides funds for purchase and replacement of all uniforms, and accessories needed to equip (19) personnel. Account #61024 is increased \$1,500.00 to cover labor and parts increases related to vehicle fleet maintenance costs. Account #61030 covers fuel for city owned vehicles. Account #61028 covers dispatching services and costs from METCOM, which are set through the budget process of METCOM. Account #61059 covers all costs associated with maintenance agreements and contracts, field reporting for these systems, Lexipol Policy Manual and Daily Training Bulletins, and maintenance agreements for the New World Records Management and Mobile Data Terminals (MDT's). Account #81003 'Capital Replacement' includes funds for the replacement of three vehicle (3) MDT's, office computers. Account #85003 'Capital New' includes funds to finish the police motorcycle up-fit and (2) X26P Tasers. A patrol vehicle to replace a 2013 Dodge Charger and its equipment have been budgeted in the Fleet Replacement Fund which sets aside funds in advance for vehicles under the established vehicle replacement plan.



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CITY OF SILVERTON

EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
GENERAL FUND							
POLICE							
PERSONNEL SERVICES:							
010-050-51001	FULL TIME SALARIES	1,159,078	1,215,366	1,342,679	1,363,368	1,363,368	1,363,368
010-050-51002	PART TIME SALARIES	6,775	19,713	0	0	0	0
010-050-51003	WORKERS COMP INS	42,830	47,611	61,273	65,436	65,436	65,436
010-050-51004	SOCIAL SECURITY/MEDICARE	92,863	98,798	109,941	111,623	111,623	111,623
010-050-51005	HEALTH INSURANCE	306,958	346,465	366,379	414,359	414,359	414,359
010-050-51006	LIFE/ DISABILITY INS	4,539	4,604	6,193	6,264	6,264	6,264
010-050-51007	PERS RETIREMENT	225,303	237,550	356,143	360,604	360,604	360,604
010-050-51009	OVERTIME SALARIES	66,872	83,247	94,454	95,754	95,754	95,754
	TOTAL PERSONNEL SERVICES	1,905,218	2,053,355	2,337,062	2,417,408	2,417,408	2,417,408
MATERIALS AND SERVICES:							
010-050-61001	OFFICE SUPPLIES	3,138	2,815	3,500	3,800	3,800	3,800
010-050-61002	PUBLICATIONS	99	23	300	300	300	300
010-050-61003	ADVERTISING	40	20	400	400	400	400
010-050-61004	COMMUNICATION EXPENSE	15,737	15,557	17,000	18,000	18,000	18,000
010-050-61005	POSTAGE & FREIGHT	1,619	2,562	2,500	2,500	2,500	2,500
010-050-61015	TRAVEL, TRAINING & MEETINGS	7,411	9,186	10,300	11,850	11,850	11,850
010-050-61016	DUES & MEMBERSHIPS	1,330	1,323	2,500	2,500	2,500	2,500
010-050-61022	EQUIPMENT MAINTENANCE	1,189	1,038	2,500	2,500	2,500	2,500
010-050-61023	UNIFORM EXPENSE	10,636	12,624	14,500	15,000	15,000	15,000
010-050-61024	VEHICLE EXPENSE	22,977	26,965	25,500	27,000	27,000	27,000
010-050-61025	RAIN SERVICE/MEMBERSHIP	1,925	2,139	2,140	2,355	2,355	2,355
010-050-61026	RADIO MAINTENANCE	546	0	1,500	1,500	1,500	1,500
010-050-61028	DISPATCHING SERVICES	158,233	162,980	172,000	179,000	179,000	179,000
010-050-61029	POLICE SUPPLIES	6,400	10,122	8,500	12,500	12,500	12,500
010-050-61030	FUEL EXPENSES	25,544	26,002	32,000	32,000	32,000	32,000
010-050-61045	EQUIPMENT RENTAL	5,056	5,111	7,500	7,500	7,500	7,500
010-050-61050	VEHICLE LEASE PAYMENTS	2,230	2,712	5,000	6,500	6,500	6,500
010-050-61059	CONTRACTED SERVICES	44,407	47,727	56,558	63,298	63,298	63,298
010-050-61060	HIRING EXPENSES	1,242	0	2,500	2,500	2,500	2,500
010-050-61069	TOWING EXPENSE	0	1,080	1,000	1,000	1,000	1,000
010-050-61086	COMPUTER SERVICES	0	180	1,500	1,500	1,500	1,500
010-050-62503	CRIME PREV/COMMUNITY POLICING	668	1,185	1,400	1,400	1,400	1,400
010-050-62515	STOP VIOLENCE PROGRAM	3,600	7,200	7,420	7,420	7,420	7,420
010-050-62520	PEER COURT SERVICES	18,058	18,959	19,278	19,278	19,278	19,278
010-050-62522	RESERVE OFFICER EXPENSES	0	0	1,000	1,000	1,000	1,000
010-050-62570	DRUG CONTROL ENFORCEMENT	0	695	2,000	2,000	2,000	2,000
010-050-62573	MISCELLANEOUS EXPENSE	1,322	1,210	1,400	2,000	2,000	2,000
010-050-71002	OFFICE EQUIPMENT	214	481	1,500	2,000	2,000	2,000
010-050-71003	MINOR EQUIPMENT	768	2,572	1,500	1,500	1,500	1,500
010-050-71004	COMMUNICATION EQUIPMENT	913	542	1,500	1,500	1,500	1,500
010-050-71009	SOFTWARE	0	17	500	4,000	4,000	4,000
010-050-71070	DRUG ENFORCEMENT EQUIPMENT	0	372	750	1,000	1,000	1,000
	TOTAL MATERIALS AND SERVICES	335,304	363,399	407,446	436,601	436,601	436,601
CAPITAL OUTLAY:							
010-050-81003	CAPITAL - REPLACEMENT	18,190	4,722	16,673	16,983	16,983	16,983
010-050-85003	CAPITAL - NEW	6,639	2,969	7,248	8,041	8,041	8,041
	TOTAL CAPITAL OUTLAY	24,829	7,691	23,921	25,024	25,024	25,024
	TOTAL POLICE	2,265,351	2,424,445	2,768,429	2,879,033	2,879,033	2,879,033

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: COMMUNITY SERVICES
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2019: 0.76 FTE
STAFF LEVEL 2018: 0.76 FTE

Program Description/Mission

For Fiscal Year 2018-2019, there are no changes planned for the Community Services Program. The Enforcement Officer (EO) is budgeted at 25 hours a week for parking and code enforcement. Investigations into violations of the Silverton Municipal Code handled via a complaint basis model. Compliance in the downtown parking district including meter revenue continues to be high with good vehicle turnover in the two-hour zones. The parking function is responsible for enforcement of all Truck Loading Zones, Parking Meter Violations, Time Zone Violations, Permit Parking (at City owned parking lots) and other parking violations such as over-space vehicles, yellow zone violations or handicapped parking violations. Police officers and the EO handle and enforce parking violations at the Silverton Reservoir Marine Park. The EO works under the direction of the Police Chief. The EO issues parking citations and code violation summons to citizens and testifies in court. Collection of the fines and notices to violators is a function of the Court Clerk and Finance Department. The EO also places the wheel immobilization device on vehicles that have unpaid parking fines. This program continues to employ a part time meter repairperson who works only hours needed to repair broken or non-functioning meters and empty coin from parking meters.

Personnel

<u>Title</u>	<u>2018</u> <u>FTE</u>	<u>2019</u> <u>FTE</u>	<u>FTE</u> <u>Change</u>
Enforcement Officer	0.62	0.62	
Parking Meter Repairperson	0.14	0.14	
Total	0.76	0.76	0.00

Budget Comments

The budget for Fiscal Year 2018 - 2019, Community Service Officer will remain at .62 FTE. It also includes pro-rated benefits for the position with monies for postage and misc. expenses associated with the Community Service Program.

Account #71020 is increased by \$1,800 as our meter repair person advised that additional monies was needed for replacement parts to replace parts that are going bad with our aging parking meters.

Account #61059 Contracted Services will continue with the \$10,000 for costs associated with abatement and prosecution of nuisances or problem properties.

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>COMMUNITY SERVICES</u>							
<u>PERSONNEL SERVICES:</u>							
010-100-51002	PART TIME SALARIES	23,635	24,203	31,558	33,812	33,812	33,812
010-100-51003	WORKERS COMP INS	893	962	1,488	1,665	1,665	1,665
010-100-51004	SOCIAL SECURITY/MEDICARE	1,649	1,674	2,414	2,587	2,587	2,587
010-100-51005	HEALTH INSURANCE	4,561	4,833	4,996	5,340	5,340	5,340
010-100-51006	LIFE/ DISABILITY INS	61	54	86	86	86	86
010-100-51007	PERS RETIREMENT	2,858	2,964	4,879	5,257	5,257	5,257
TOTAL PERSONNEL SERVICES		33,656	34,690	45,421	48,747	48,747	48,747
<u>MATERIALS AND SERVICES:</u>							
010-100-61001	OFFICE SUPPLIES	212	0	450	450	450	450
010-100-61004	COMMUNICATION EXPENSE	485	459	250	350	350	350
010-100-61005	POSTAGE & FREIGHT	35	75	150	150	150	150
010-100-61023	UNIFORM EXPENSE	0	0	350	500	500	500
010-100-61024	VEHICLE EXPENSE	45	0	0	0	0	0
010-100-61027	PARKING METER SUPPLIES	494	1,150	200	1,500	1,500	1,500
010-100-61029	MISCELLANEOUS SUPPLIES	166	0	150	150	150	150
010-100-61030	FUEL EXPENSES	45	0	0	0	0	0
010-100-61059	CONTRACTED SERVICES	60	60	10,000	10,000	10,000	10,000
010-100-71000	MINOR EQUIPMENT	54	789	300	500	500	500
010-100-71020	PARKING METERS	3,645	2,504	200	2,000	2,000	2,000
TOTAL MATERIALS AND SERVICES		5,241	5,038	12,050	15,600	15,600	15,600
TOTAL COMMUNITY SERVICES		38,897	39,728	57,471	64,347	64,347	64,347

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: PLANNING
DEPARTMENT: COMMUNITY DEVELOPMENT
FUND: GENERAL

STAFF LEVEL 2019: 1.90 FTE
STAFF LEVEL 2018: 1.77 FTE

Program Description/Mission

This program is responsible for administering all planning related functions. The Planning Department processes all land use applications at the staff, Planning Commission, or the City Council level. Planning is also responsible for long range planning efforts. Staff will be pursuing grants to aid in the development of a Eugene Field Site Concept Plan, a Pettit Property Master Plan, an Ike Mooney Property Master Plan, a Westfield Site Plan, and a Housing Needs Analysis.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Community Development Director	1.00	1.00	
Building Inspector	0.37	0.50	0.13
Admin Assistant / City Clerk	0.20	0.20	
Permit Technician	<u>0.20</u>	<u>0.20</u>	
Total	1.77	1.90	<u>0.13</u>

Budget Comments

Budgeted amounts are similar to budgeted expenditures for Fiscal Year 2017-2018, excluding personnel that are addressed below.

Account #61059 covers contracted services for housing needs study (\$40,000) and an aerial flyover (\$20,000). It also covers master planning for the Pettit Property (\$10,000), for the Ike Mooney Property (\$10,000) and consultant services (\$10,000). The remaining \$1,000 is for miscellaneous services.

Significant Changes

The staff position created the previous fiscal year was a nine (9) month appropriation. The current fiscal year incurs a full year appropriation. The Building Inspector will work in the Planning and Building Department to address the increased workload. The position will be responsible for reviewing building permit plans and conducting building inspection services. The position will assist the Planning Department by reviewing sign permits, minor land use applications, business licenses, landscape plans, answering questions at the counter, and conducting zoning inspections to ensure projects are progressing according to submitted plans and conditions of approval.

Accomplishments

During the past year, 21 land use applications were processed. There were 40 processed in 2016 and 31 processed in 2015. Additional efforts included Tourism Promotion Grants, downtown kiosk map updates, working on a Transportation System Plan update, and working with businesses for Urban Renewal Grants.

Major Issues to be Resolved in the Next 5 Years

Issues expected to be addressed over the next 5 years includes updates to the comprehensive plan, housing needs within the community and long-range planning for various City owned properties.

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
GENERAL FUND							
PLANNING							
PERSONNEL SERVICES:							
010-151-51001	FULL TIME SALARIES	131,854	116,639	139,495	150,686	150,686	150,686
010-151-51003	WORKERS COMP INS	406	373	1,152	1,349	1,349	1,349
010-151-51004	SOCIAL SECURITY/MEDICARE	10,037	9,429	10,672	11,527	11,527	11,527
010-151-51005	HEALTH INSURANCE	26,368	20,603	24,884	29,241	29,241	29,241
010-151-51006	LIFE/ DISABILITY INS	388	338	545	465	465	465
010-151-51007	PERS RETIREMENT	21,788	16,300	27,853	30,489	30,489	30,489
	TOTAL PERSONNEL SERVICES	190,841	163,683	204,601	223,757	223,757	223,757
MATERIALS AND SERVICES:							
010-151-61001	OFFICE SUPPLIES	666	881	1,000	1,000	1,000	1,000
010-151-61003	ADVERTISING EXPENSE	2,277	2,536	2,300	2,300	2,300	2,300
010-151-61004	COMMUNICATION EXPENSE	1,952	1,871	2,100	2,100	2,100	2,100
010-151-61005	POSTAGE & FREIGHT	1,520	1,670	1,500	1,500	1,500	1,500
010-151-61015	TRAVEL, TRAINING & MEETINGS	1,393	199	1,200	1,200	1,200	1,200
010-151-61016	DUES & MEMBERSHIPS	1,395	1,395	1,600	1,600	1,600	1,600
010-151-61024	VEHICLE EXPENSE	75	101	250	250	250	250
010-151-61030	FUEL EXPENSES	338	215	600	500	500	500
010-151-61045	EQUIPMENT RENTAL	1,834	2,363	2,000	2,200	2,200	2,200
010-151-61059	CONTRACTED SERVICES	651	971	1,000	91,000	91,000	91,000
010-151-62573	MISCELLANEOUS EXPENSE	138	94	200	200	200	200
010-151-71000	MINOR EQUIPMENT	0	1,185	1,000	1,000	1,000	1,000
010-151-71009	SOFTWARE	0	0	300	300	300	300
	TOTAL MATERIALS AND SERVICES	12,239	13,482	15,050	105,150	105,150	105,150
	TOTAL PLANNING	203,080	177,165	219,651	328,907	328,907	328,907

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
GENERAL FUND							
PLANNING GRANTS							
MATERIALS AND SERVICES:							
010-152-61065	CLG PLANNING GRANT	0	6,174	10,000	7,000	7,000	7,000
	TOTAL MATERIALS AND SERVICES	0	6,174	10,000	7,000	7,000	7,000
	TOTAL PLANNING GRANTS	0	6,174	10,000	7,000	7,000	7,000

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: FACILITIES MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2019: 0.89 FTE
STAFF LEVEL 2018: 0.89 FTE

Program Description/Mission

This department provides certain building operating, maintenance and janitorial services for the primary administrative, community outreach and public meeting buildings owned or operated by the City. The specific buildings serviced by this program include, City Hall, Community Center, Senior Center, and Fischer Building.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.04	0.04	
Building & Parks Maintenance Worker	0.75	0.75	
Parks Worker II	0.10	0.10	
Total	0.89	0.89	0.00

Budget Comments

Account #61008 includes HVAC services \$2,000, electrical services \$1,500, boiler services and permits \$4,000, and grounds and building maintenance for all facilities \$12,500.

Account #61059 includes funds for annual fire extinguisher testing and servicing \$500, annual fire system testing for City Hall and 5 year testing for Senior Center \$4,600, elevator services contract \$1,060, security alarm contract \$314, and, fleet management work order system, employee hearing test, community center elevator work and additional contracted services as-needed.

Account #62600 includes \$15,000 for Pettit Property maintenance.

Accomplishments

Implemented facilities maintenance program and performed several key maintenance projects including but not limited to the re-siding, re-roofing and painting of multiple City facilities as well as several plumbing and electrical maintenance projects.

CITY OF SILVERTON

EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>FACILITIES MAINTENANCE</u>							
<u>PERSONNEL SERVICES:</u>							
010-190-51001	FULL TIME SALARIES	36,071	38,409	37,579	37,791	37,791	37,791
010-190-51003	WORKERS COMP INS	1,283	1,431	1,776	1,780	1,780	1,780
010-190-51004	SOCIAL SECURITY/MEDICARE	2,743	2,946	2,918	2,934	2,934	2,934
010-190-51005	HEALTH INSURANCE	11,809	13,552	15,080	15,926	15,926	15,926
010-190-51006	LIFE/ DISABILITY INS	145	164	196	196	196	196
010-190-51007	PERS RETIREMENT	1,226	1,254	10,075	10,131	10,131	10,131
010-190-51009	OVERTIME SALARIES	0	396	569	569	569	569
	TOTAL PERSONNEL SERVICES	53,278	58,153	68,193	69,327	69,327	69,327
<u>MATERIALS AND SERVICES:</u>							
010-190-61001	OFFICE SUPPLIES	28	17	100	100	100	100
010-190-61003	ADVERTISING EXPENSE	0	0	100	100	100	100
010-190-61004	COMMUNICATION EXPENSE	914	206	3,000	1,500	1,500	1,500
010-190-61006	GAS/ELECTRIC EXPENSE	27,739	27,917	30,500	30,000	30,000	30,000
010-190-61007	STREET LIGHTING ENERGY	116,837	113,137	129,000	129,000	129,000	129,000
010-190-61008	BUILDING/ GROUNDS MAINTENANCE	8,486	9,071	20,000	20,000	20,000	20,000
010-190-61015	TRAVEL, TRAINING & MEETINGS	66	23	300	300	300	300
010-190-61022	EQUIPMENT MAINTENANCE	290	0	500	500	500	500
010-190-61024	VEHICLE EXPENSE	502	8	500	500	500	500
010-190-61030	FUEL EXPENSES	729	562	1,000	1,000	1,000	1,000
010-190-61032	JANITORIAL SUPPLIES	2,371	2,165	3,000	2,500	2,500	2,500
010-190-61042	SAFETY EQ/ PROT CLTHNG	95	235	500	500	500	500
010-190-61059	CONTRACTED SERVICES	23,242	15,570	20,000	15,000	15,000	15,000
010-190-61063	PROPERTY TAXES	0	511	0	0	0	0
010-190-62573	MISCELLANEOUS EXPENSE	22	68	200	200	200	200
010-190-62600	PETTIT PROPERTY	0	0	0	15,000	15,000	15,000
010-190-71000	MINOR EQUIPMENT	359	230	1,400	1,000	1,000	1,000
	TOTAL MATERIALS AND SERVICES	181,680	169,720	210,100	217,200	217,200	217,200
<u>CAPITAL OUTLAY:</u>							
010-190-81001	LAND ACQUISITION	0	0	310,000	0	0	0
010-190-81003	CAPITAL - REPLACEMENT	1,768	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	1,768	0	310,000	0	0	0
	TOTAL FACILITIES MAINTENANCE	236,726	227,873	588,293	286,527	286,527	286,527

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: PARKS AND RECREATION
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2019: 1.96 FTE
STAFF LEVEL 2018: 1.96 FTE

Program Description/Mission

This program provides for all operations and maintenance of the City's parks and recreation programs, as well as the personnel costs related to pool maintenance and operations. In addition, certain expenses or services are provided to the Country Museum and Chamber of Commerce.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	0.05	0.05	
Water Quality Division Supervisor	0.04	0.04	
Utility Worker I	0.12	0.12	
Utility Worker II	0.04	0.04	
Utility Worker III/Lead	0.05	0.05	
Building/ Parks Maintenance Worker	0.25	0.25	
Park Worker II	0.90	0.90	
Park Worker I (seasonal)	0.48	0.48	
Sewer/ Water Operator II	<u>0.03</u>	<u>0.03</u>	
Total	1.96	1.96	<u>0.00</u>

Budget Comments

Account #61032 reduced to account for historical usage.

Account #61034 includes bark and engineered wood fiber for under the playground equipment.

Account #61043 includes tree canopy work for Coolidge-McClaine Park \$5,000 and remainder of \$8,000 for normal building and grounds maintenance.

Account #61059 includes annual fire extinguisher service \$50, Iworq management system \$500, parks and recreation task force consultant \$30,000 and all other contracted service needs.

Account #61065 includes costs to for payment kiosk \$1,500, estimated costs for slurry sealing and signing of parking lot and standard maintenance \$24,500.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
GENERAL FUND							
PARKS & RECREATION							
PERSONNEL SERVICES:							
010-225-51001	FULL TIME SALARIES	66,811	69,460	69,786	70,521	70,521	70,521
010-225-51002	PART TIME SALARIES	4,723	5,874	10,810	14,797	14,797	14,797
010-225-51003	WORKERS COMP INS	2,826	3,148	4,194	4,609	4,609	4,609
010-225-51004	SOCIAL SECURITY/MEDICARE	5,488	5,700	6,306	6,665	6,665	6,665
010-225-51005	HEALTH INSURANCE	21,541	23,892	25,404	27,428	27,428	27,428
010-225-51006	LIFE/ DISABILITY INS	306	289	353	353	353	353
010-225-51007	PERS RETIREMENT	9,196	8,879	19,384	22,824	22,824	22,824
010-225-51009	OVERTIME SALARIES	1,180	560	1,838	1,804	1,804	1,804
	TOTAL PERSONNEL SERVICES	112,072	117,802	138,075	149,001	149,001	149,001
MATERIALS AND SERVICES:							
010-225-61001	OFFICE SUPPLIES	68	15	100	100	100	100
010-225-61003	ADVERTISING EXPENSE	20	30	0	0	0	0
010-225-61004	COMMUNICATION EXPENSE	1,815	2,325	2,160	2,200	2,200	2,200
010-225-61006	GAS/ELECTRIC EXPENSE	3,777	4,242	4,000	4,500	4,500	4,500
010-225-61015	TRAVEL, TRAINING & MEETINGS	66	161	500	500	500	500
010-225-61022	EQUIPMENT MAINTENANCE	437	862	1,500	1,500	1,500	1,500
010-225-61024	VEHICLE EXPENSE	1,039	275	1,000	1,000	1,000	1,000
010-225-61030	FUEL EXPENSES	1,699	1,918	2,000	2,000	2,000	2,000
010-225-61032	JANITORIAL SUPPLIES	1,642	2,584	3,000	2,500	2,500	2,500
010-225-61034	LANDSCAPE SUPPLIES	3,646	1,979	5,500	5,500	5,500	5,500
010-225-61042	SAFETY EQP/ PROT CLTHNG	244	240	1,200	1,000	1,000	1,000
010-225-61043	BUILDING/ GROUNDS MAINTENANCE	7,512	8,931	13,000	13,000	13,000	13,000
010-225-61044	SMALL TOOLS	24	219	300	300	300	300
010-225-61045	EQUIPMENT RENTAL	0	0	1,500	1,000	1,000	1,000
010-225-61059	CONTRACTED SERVICES	2,767	6,877	40,000	50,000	50,000	50,000
010-225-61060	INTERGOVERNMENTAL-SCHOOL FIE	20,000	20,000	20,000	20,000	20,000	20,000
010-225-61065	MARINE PARK EXPENSES	1,301	4,778	5,800	26,000	26,000	26,000
010-225-62537	MUSEUM/DEPOT EXPENSES	1,555	1,592	27,000	1,500	1,500	1,500
010-225-62573	MISCELLANEOUS EXPENSE	62	832	500	500	500	500
010-225-71000	MINOR EQUIPMENT	493	40	0	100	100	100
	TOTAL MATERIALS AND SERVICES	48,165	57,899	129,060	133,200	133,200	133,200
CAPITAL OUTLAY:							
010-225-85001	PARKS IMPROVEMENT	0	1,525	0	0	0	0
010-225-85003	CAPITAL - NEW EQUIPMENT	10,371	1,944	2,400	0	0	0
	TOTAL CAPITAL OUTLAY	10,371	3,469	2,400	0	0	0
	TOTAL PARKS & RECREATION	170,608	179,170	269,535	282,201	282,201	282,201

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: COMPUTER SERVICES
DEPARTMENT: COMMUNITY DEVELOPMENT
FUND: GENERAL

Program Description/Mission

This program administers services for the City's computer network system. Services are specifically related to maintaining and improving secure and effective communications and technical information sharing among the 51 network users. Employees at City Hall, City Shops, the Wastewater Treatment Plant and the Water Treatment Plant are part of this network. Purchasing of services and equipment is limited in this program budget to only network related items.

Budget Comments

Account #61057 provides for continued contract services with Woodburn IT.
Account #61059 provides for ongoing subscription services needed for various elements of software support, including, email network, firewall and related internet filter services, GIS map webhosting website hosting, and social media archiving.

Accomplishments

During the past year, the City changed the email spam filtering service due to the previous service being canceled by the provider.

Major Issues to be Resolved in the Next 5 Years

Continue to maintain network security and uptime to facilitate efficient workflow.

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>COMPUTER SERVICES</u>							
<u>MATERIALS AND SERVICES:</u>							
010-300-61004	COMMUNICATION EXPENSE	0	871	900	900	900	900
010-300-61057	IT SERVICES	0	5,025	18,000	12,000	12,000	12,000
010-300-61059	CONTRACTED SERVICES	50,631	31,916	43,700	50,000	50,000	50,000
010-300-71000	MINOR EQUIPMENT	691	547	1,000	1,000	1,000	1,000
010-300-71009	SOFTWARE	8,059	0	5,000	5,000	5,000	5,000
	TOTAL MATERIALS AND SERVICES	59,381	38,359	68,600	68,900	68,900	68,900
<u>CAPITAL OUTLAY:</u>							
010-300-81003	CAPITAL - REPLACEMENT EQUIP	1,896	0	0	0	0	0
010-300-85003	CAPITAL - NEW EQUIPMENT	4,165	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	6,061	0	0	0	0	0
	TOTAL COMPUTER SERVICES	65,442	38,359	68,600	68,900	68,900	68,900
	TOTAL FUND EXPENDITURES	4,459,777	5,180,547	8,002,901	8,062,335	8,062,335	8,062,335

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: ELECTRICAL INSPECTIONS

STAFF LEVEL 2019: 0.05 FTE

STAFF LEVEL 2018: 0.05 FTE

Program Description/Mission

The City is responsible for administering all functions related to implementation and enforcement of the State Electrical Code. Electrical inspections are currently performed under an Intergovernmental Agreement with Marion County Building Department. The Electrical Inspection Fund is expected to maintain revenue due to the sustained economic conditions, but not reach a level to support in-house services.

Personnel

<u>Title</u>	<u>2018 FTE</u>	<u>2019 FTE</u>	<u>FTE Change</u>
Permit Technician	0.05	0.05	0.00

Budget Comments

Account #61059 allows the utilization of an Intergovernmental Agreement with Marion County for electrical inspection services. They are paid 80% of the electrical permit revenue received.

Major Issues to be Resolved in the Next 5 Years

The City of Silverton will continue to maintain control of its electrical inspection program with the contracting of plan review and inspection services to Marion County Building Department as needed.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
ELECTRICAL INSPECTIONS FUND							
FEES AND PERMITS							
011-000-42106	PLAN REVIEW FEES	261	1,608	1,500	1,000	1,000	1,000
011-000-42118	ELECTRICAL PERMITS	36,916	46,499	31,000	48,000	48,000	48,000
	TOTAL FEES AND PERMITS	37,177	48,107	32,500	49,000	49,000	49,000
MISCELLANEOUS REVENUE							
011-000-45002	INTEREST EARNED	79	198	100	200	200	200
	TOTAL MISCELLANEOUS REVENUE	79	198	100	200	200	200
BEGINNING FUND BALANCE							
011-000-49090	BEGINNING FUND BALANCE	9,792	13,007	13,668	15,465	15,465	15,465
	TOTAL BEGINNING FUND BALANCE	9,792	13,007	13,668	15,465	15,465	15,465
	TOTAL FUND REVENUE	47,048	61,312	46,268	64,665	64,665	64,665

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
ELECTRICAL INSPECTIONS FUND							
OPERATIONS							
PERSONNEL SERVICES:							
011-141-51001	FULL TIME SALARIES	2,308	2,385	2,435	2,823	2,823	2,823
011-141-51003	WORKERS COMP INS	7	9	14	16	16	16
011-141-51004	SOCIAL SECURITY/MEDICARE	173	175	186	216	216	216
011-141-51005	HEALTH INSURANCE	745	785	819	876	876	876
011-141-51006	LIFE/ DISABILITY INS	3	3	4	4	4	4
011-141-51007	PERS RETIREMENT	501	510	643	745	745	745
	TOTAL PERSONNEL SERVICES	3,738	3,868	4,101	4,680	4,680	4,680
MATERIALS AND SERVICES:							
011-141-61001	OFFICE SUPPLIES	100	100	150	150	150	150
011-141-61059	CONTRACTED SERVICES	30,052	38,366	24,800	38,400	38,400	38,400
011-141-61079	BANK & CHARGE CARD FEES	22	23	50	50	50	50
	TOTAL MATERIALS AND SERVICES	30,174	38,490	25,000	38,600	38,600	38,600
CONTINGENCY & RESERVES:							
011-141-90001	CONTINGENCY	0	0	10,646	13,758	13,758	13,758
	TOTAL CONTINGENCY & RESERVES	0	0	10,646	13,758	13,758	13,758
TRANSFERS OUT:							
011-141-95001	TRANSFER TO GENERAL FUND	0	0	6,389	7,473	7,473	7,473
011-141-95050	TRANSFER TO DEBT SERVICE	129	129	132	154	154	154
	TOTAL TRANSFERS OUT	129	129	6,521	7,627	7,627	7,627
	TOTAL OPERATIONS	34,041	42,487	46,268	64,665	64,665	64,665
	TOTAL FUND EXPENDITURES	34,041	42,487	46,268	64,665	64,665	64,665

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: BUILDING OPERATIONS

STAFF LEVEL 2019: 2.25 FTE
STAFF LEVEL 2018: 2.13 FTE

Program Description/Mission

This fund is responsible for administering all functions related to the implementation of State Building Code regulations. The personnel, working for this fund issue building permits and conduct the inspections. Staff also works with the public to explain complex building codes and take enforcement action when necessary. The amount of new construction remains strong. The next fiscal year estimate is comparable to this fiscal year and is a conservative estimate. Both residential and commercial construction remains strong. The City of Silverton will continue to maintain control of its inspection program and will continue to provide building review and inspection services.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Building Official	1.00	1.00	
Building Inspector	0.38	0.50	0.12
Permit Technician	0.75	0.75	
Total	2.13	2.25	0.12

Budget Comments

Since new construction has increased, the Building Operations Fund is estimated to continue to be able to support the salary of an in-house Building Official and a Building Inspector. The Inspector position that was created the previous fiscal year was a nine-month appropriation. The current fiscal year incurs a full year appropriation. The Building Inspector will review building permit plans and conduct building inspections for the Building Department.

Account #61059 covers the cost of Marion County or Woodburn to provide inspection services, when city staff is unable to conduct inspections or plan review due to absences.

Significant Changes

The Building Inspector will work in the Planning and Building Department to address the workload reaching previous averages. The position will help workload in the building department by reviewing building permit plans and conducting building inspection. The position would help in workload in the planning department by reviewing sign permits, minor land use applications, business licenses, landscape plans, answering questions at the counter, and conducting zoning inspections to ensure projects are progressing according to submitted plans and conditions of approval.

Accomplishments

During 2017, Building Operations reviewed plans and issued 804 building permits, including 51 new single-family residences, 59 structural, 244 electrical, 246 mechanical, and 160 plumbing permits. The division conducted 2,252 inspections, about 188 every month throughout the year.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
BUILDING OPERATIONS FUND							
FEES AND PERMITS							
012-000-42104	BUILDING PERMITS	148,962	154,519	88,000	85,000	85,000	85,000
012-000-42105	PLUMBING PERMITS	36,351	64,555	33,000	30,000	30,000	30,000
012-000-42106	PLAN REVIEW FEES	112,553	132,074	75,000	70,000	70,000	70,000
012-000-42116	MECHANICAL PERMITS	20,894	18,769	8,000	10,000	10,000	10,000
	TOTAL FEES AND PERMITS	318,761	369,917	204,000	195,000	195,000	195,000
MISCELLANEOUS REVENUE							
012-000-45002	INTEREST EARNED	1,756	4,431	2,850	6,250	6,250	6,250
012-000-45019	MISCELLANEOUS REVENUE	112	668	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	1,869	5,098	2,850	6,250	6,250	6,250
BEGINNING FUND BALANCE							
012-000-49090	BEGINNING FUND BAL - BUILDING	194,068	350,969	396,223	448,044	448,044	448,044
	TOTAL BEGINNING FUND BALANCE	194,068	350,969	396,223	448,044	448,044	448,044
	TOTAL FUND REVENUE	514,698	725,984	603,073	649,294	649,294	649,294



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CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
BUILDING OPERATIONS FUND							
BUILDING OPERATIONS							
PERSONNEL SERVICES:							
012-140-51001	FULL TIME SALARIES	84,705	111,858	142,536	156,689	156,689	156,689
012-140-51003	WORKERS COMP INS	1,326	1,506	2,592	2,851	2,851	2,851
012-140-51004	SOCIAL SECURITY/MEDICARE	6,248	8,374	10,905	11,987	11,987	11,987
012-140-51005	HEALTH INSURANCE	22,919	29,989	43,358	42,711	42,711	42,711
012-140-51006	LIFE/ DISABILITY INS	323	346	526	169	169	169
012-140-51007	PERS RETIREMENT	18,111	24,794	37,644	41,382	41,382	41,382
	TOTAL PERSONNEL SERVICES	133,631	176,867	237,561	255,789	255,789	255,789
MATERIALS AND SERVICES:							
012-140-61001	OFFICE SUPPLIES	442	248	350	900	900	900
012-140-61003	ADVERTISING EXPENSE	0	10	100	50	50	50
012-140-61004	COMMUNICATION EXPENSE	1,731	1,625	2,100	2,100	2,100	2,100
012-140-61005	POSTAGE & FREIGHT	14	23	50	50	50	50
012-140-61015	TRAVEL, TRAINING & MEETINGS	0	633	800	2,000	2,000	2,000
012-140-61016	DUES & MEMBERSHIPS	335	460	480	750	750	750
012-140-61024	VEHICLE EXPENSE	148	172	300	800	800	800
012-140-61030	FUEL EXPENSES	826	761	1,000	1,400	1,400	1,400
012-140-61045	EQUIPMENT RENTAL	292	331	350	350	350	350
012-140-61059	CONTRACTED SERVICES	3,527	5,731	15,000	10,000	10,000	10,000
012-140-61079	BANK & CHARGE CARD FEES	51	81	100	100	100	100
012-140-61098	REFERENCE LIBRARY	0	546	400	1,000	1,000	1,000
012-140-62573	MISCELLANEOUS EXPENSE	0	0	0	900	900	900
012-140-71000	MINOR EQUIPMENT	70	263	750	0	0	0
	TOTAL MATERIALS AND SERVICES	7,436	10,884	21,780	20,400	20,400	20,400
CAPITAL OUTLAY:							
012-140-81003	CAPITAL - REPLACEMENT	0	1,181	0	1,850	1,850	1,850
	TOTAL CAPITAL OUTLAY	0	1,181	0	1,850	1,850	1,850
CONTINGENCY & RESERVES:							
012-140-90001	CONTINGENCY	0	0	144,341	102,906	102,906	102,906
012-140-91072	RESERVE - FUTURE EXPENDITURE	0	0	149,993	214,238	214,238	214,238
	TOTAL CONTINGENCY & RESERVES	0	0	294,334	317,144	317,144	317,144
TRANSFERS OUT:							
012-140-95001	TRANSFER TO GENERAL FUND	13,290	18,325	39,055	42,382	42,382	42,382
012-140-95050	TRANSFER TO DEBT SERVICE	4,713	6,129	7,175	8,561	8,561	8,561
012-140-95600	TRANSFER TO FLEET REPLCMNT	4,659	4,659	3,168	3,168	3,168	3,168
	TOTAL TRANSFERS OUT	22,662	29,113	49,398	54,111	54,111	54,111
	TOTAL BUILDING OPERATIONS	163,729	218,046	603,073	649,294	649,294	649,294
	TOTAL FUND EXPENDITURES	163,729	218,046	603,073	649,294	649,294	649,294

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: TRANSPORTATION

Budget Comments

The Transportation Fund is a Special Revenue Fund, which accounts for grant revenue and other miscellaneous revenue such as interest and donations. The revenues are restricted for the operation of the Silver Trolley and related expenditures. The trolley operates Monday through Friday from 9:00 am to 5:00 pm, and Saturday from 9:00 am to 3:30 pm. This service is also used during community events such as Silverton Art Festival, and the Oktoberfest. The Silver Trolley also provides transportation for Senior Center sponsored field trips to events and destinations in neighboring communities.

Trolley Ridership:

	Fiscal <u>2013-2014</u>	Fiscal <u>2014-2015</u>	Fiscal <u>2015-2016</u>	Fiscal <u>2016-2017</u>
General population	1,588	1,985	1,312	2,064
Youth	662	401	356	379
Elderly& Disabled	<u>6,659</u>	<u>6,932</u>	<u>7,786</u>	<u>5,537</u>
Total Rides	8,909	9,318	9,454	7,980

Intergovernmental Revenue: These revenues are from two different grant sources. Grants are received from Oregon Department of Transportation (ODOT) and Salem Area Transit.

Miscellaneous Revenue: These revenues are from interest earned on the cash balance maintained in this fund. The other revenue is from donations received by citizens riding the trolley.

Beginning Fund Balance: Accounts for funds carried forward from the previous year. This revenue provides the funding source to pay expenditures until grant revenues are received.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>TRANSPORTATION FUND</u>							
<u>INTERGOVERNMENTAL</u>							
013-000-43054	ODOT TRANSIT GRANT	53,264	38,904	77,000	77,000	77,000	77,000
013-000-43055	SALEM AREA TRANSIT GRANTS	16,824	16,176	16,500	16,500	16,500	16,500
TOTAL INTERGOVERNMENTAL		70,088	55,080	93,500	93,500	93,500	93,500
<u>MISCELLANEOUS REVENUE</u>							
013-000-45002	INTEREST EARNED	265	483	410	450	450	450
013-000-45017	TROLLEY DONATIONS	2,948	1,906	1,800	1,800	1,800	1,800
TOTAL MISCELLANEOUS REVENUE		3,213	2,389	2,210	2,250	2,250	2,250
<u>BEGINNING FUND BALANCE</u>							
013-000-49090	BEGINNING FUND BALANCE	56,514	59,432	58,366	67,495	67,495	67,495
TOTAL BEGINNING FUND BALANCE		56,514	59,432	58,366	67,495	67,495	67,495
TOTAL FUND REVENUE		129,815	116,901	154,076	163,245	163,245	163,245

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: TRANSPORTATION

STAFF LEVEL 2019: 1.47 FTE
STAFF LEVEL 2018: 1.47 FTE

Program Description/Mission

This fund is responsible for operation of the City's transit system, the Silver Trolley. One goal for this fund is the need to maintain a contingency balance sufficient to support at least six months of operation. This would allow for continued operation of the Trolley in the event grant funds are drastically reduced and other resources, such as a tax levy, would need to be pursued.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Transit Operators (3 part-time)	1.47	1.47	0.00

Budget Comments

Account #61004 covers telephone related expenses for the cell phone used by the trolley drivers.
Account #61024 covers tire replacement and major mechanical repairs to the trolley vehicles.
Account #61030 covers costs for gas for the trolley.

Accomplishments

The City of Silverton continues to provide reliable and affordable transportation for residents who are otherwise without access to transportation. The City provided shuttle services for Homer Davenport Days, the Art Festival, Wine and Jazz Festival, and the Mount Angel Oktoberfest. To maintain this service, City staff is responsible for grant preparation, grant management, and dispatching services. The City was audited by ODOT for compliance with Federal Transit Guidelines that lead to a number of policy changes, the most significant being switching to a certified mechanic for maintenance responsibilities. The City has applied for additional grant funds to cover the increased cost of using a certified mechanic.

Major Issues to be Resolved in the Next 5 Years

The City will coordinate with other transit providing agencies serving Silverton and the surrounding area. In addition, the City will continue to apply for grants and seek alternative stable funding source(s) for the operation of the Trolley.

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>TRANSPORTATION FUND</u>							
<u>TROLLEY OPERATIONS</u>							
<u>PERSONNEL SERVICES:</u>							
013-013-51002	PART TIME SALARIES	45,261	43,681	63,182	65,591	65,591	65,591
013-013-51003	WORKERS COMP INS	1,888	1,869	3,307	3,346	3,346	3,346
013-013-51004	SOCIAL SECURITY/MEDICARE	3,462	3,342	4,833	5,018	5,018	5,018
013-013-51007	PERS RETIREMENT	6,644	4,274	11,177	11,603	11,603	11,603
TOTAL PERSONNEL SERVICES		57,255	53,166	82,499	85,558	85,558	85,558
<u>MATERIALS AND SERVICES:</u>							
013-013-61001	OFFICE SUPPLIES	73	124	100	100	100	100
013-013-61003	ADVERTISING EXPENSE	0	0	200	100	100	100
013-013-61004	COMMUNICATION EXPENSE	822	778	900	900	900	900
013-013-61015	TRAVEL, TRAINING & MEETINGS	0	0	200	200	200	200
013-013-61022	EQUIPMENT MAINTENANCE	13	0	500	500	500	500
013-013-61023	UNIFORM EXPENSE	180	94	150	150	150	150
013-013-61024	VEHICLE EXPENSE	3,730	4,756	5,750	5,750	5,750	5,750
013-013-61030	FUEL EXPENSES	4,307	4,154	6,000	6,000	6,000	6,000
013-013-61059	CONTRACTED SERVICES	591	401	800	800	800	800
013-013-71000	MINOR EQUIPMENT	41	263	300	300	300	300
013-013-71009	SOFTWARE	350	0	0	650	650	650
TOTAL MATERIALS AND SERVICES		10,107	10,570	14,900	15,450	15,450	15,450
<u>CONTINGENCY & RESERVES:</u>							
013-013-90001	CONTINGENCY	0	0	53,243	58,653	58,653	58,653
TOTAL CONTINGENCY & RESERVES		0	0	53,243	58,653	58,653	58,653
<u>TRANSFERS OUT:</u>							
013-013-95050	TRANSFER TO DEBT SERVICE	3,020	3,290	3,434	3,584	3,584	3,584
TOTAL TRANSFERS OUT		3,020	3,290	3,434	3,584	3,584	3,584
TOTAL TROLLEY OPERATIONS		70,383	67,026	154,076	163,245	163,245	163,245
TOTAL FUND EXPENDITURES		70,383	67,026	154,076	163,245	163,245	163,245

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: POOL OPERATIONS LEVY

Program Description/Mission

Fiscal Year 2018-2019 will be the initial funding year for the extension of tax revenues collected exclusively for the operation and capital costs of the Silverton swimming pool. The levy is a five-year levy of \$275,000 for each levy year and was passed by the voters at the November 2017 General Election. With the passage of the operating levy, funding to cover the cost of operating a year-round pool is in place through Fiscal Year 2023-2024.

This fund will cover operation, maintenance, and facility use programming of the City's swimming pool. The Public Works Water Quality Division is responsible for maintenance and operation of the mechanical and chemical systems to ensure ongoing compliance with regulations governing public pool water quality. The Public Works Maintenance Division provides maintenance for the pool structure, bathhouse, and associated mechanical support systems. Under an annual contract, the YMCA provides management and lifeguards for daily pool use, swim lessons and aquatic programs.

Budget Comments

Account #61008 includes services for electrical \$600, HVAC \$1,000, mechanical room HVAC trouble shooting and repairs \$750, and hot water heater \$500. The remainder of funds is for all other building and grounds maintenance for pool and bathhouse.

Account #61015 covers the certified pool operator course and certification renewal for one employee \$400.

Account #61022 includes annual inspection and service for the emergency generator \$800, chemical delivery system controller service \$500, mechanical seal and impeller parts for recirculating pump \$1,500, electronic equipment controller repairs \$1,000, pool vacuum maintenance \$500, and miscellaneous maintenance and repairs.

Account #61059 includes YMCA contract \$50,000; pool cover removal, storage and re-install \$10,000; annual fire extinguisher services \$100; approximately \$16,000 for a geotechnical slope stability study and the remainder for other contracted services.

Account #71000 includes equipment replacement, as needed \$1,000.

Account #81003 includes replacement of all four sides for the winter pool cover \$20,000.

Accomplishments

Various mechanical systems were replaced.

Major Issues to be Resolved in the Next 5 Years

Continue to address recommended improvements identified in the 2016 pool facility assessment.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>POOL OPERATIONS LEVY</u>							
<u>PROPERTY TAXES</u>							
016-000-40001	PROPERTY TAXES CURRENT	260,837	261,883	255,800	255,750	255,750	255,750
016-000-40002	PROPERTY TAXES DELINQUENT	3,573	5,215	3,500	3,500	3,500	3,500
	TOTAL PROPERTY TAXES	264,410	267,098	259,300	259,250	259,250	259,250
<u>MISCELLANEOUS REVENUE</u>							
016-000-45002	INTEREST EARNED	2,228	5,084	2,500	5,960	5,960	5,960
016-000-45019	MISCELLANEOUS REVENUE	0	220	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	2,228	5,304	2,500	5,960	5,960	5,960
<u>BEGINNING FUND BALANCE</u>							
016-000-49090	BEGINNING FUND BALANCE	178,756	299,746	374,174	502,917	502,917	502,917
	TOTAL BEGINNING FUND BALANCE	178,756	299,746	374,174	502,917	502,917	502,917
	TOTAL FUND REVENUE	445,394	572,148	635,974	768,127	768,127	768,127

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>POOL OPERATIONS LEVY</u>							
<u>POOL OPERATIONS</u>							
<u>MATERIALS AND SERVICES:</u>							
016-210-61004	COMMUNICATION EXPENSE	510	466	550	550	550	550
016-210-61005	POSTAGE & FREIGHT	18	59	400	400	400	400
016-210-61006	GAS/ ELECTRIC EXPENSE	63,217	73,172	80,000	80,000	80,000	80,000
016-210-61008	BUILDING & GROUNDS MAINTENANC	8,951	4,698	9,000	9,000	9,000	9,000
016-210-61009	PERMIT FEES	454	364	550	550	550	550
016-210-61015	TRAVEL, TRAINING & MEETINGS	0	325	400	400	400	400
016-210-61016	DUES & MEMBERSHIPS	0	0	100	100	100	100
016-210-61022	EQUIPMENT MAINTENANCE	6,518	3,448	9,250	9,250	9,250	9,250
016-210-61032	JANITORIAL SUPPLIES	855	913	1,500	1,500	1,500	1,500
016-210-61042	SAFETY EQP/ PROT CLTHNG	258	635	700	700	700	700
016-210-61045	EQUIPMENT RENTAL	962	1,251	1,500	1,600	1,600	1,600
016-210-61047	POOL CHEMICALS	7,494	5,234	11,800	9,500	9,500	9,500
016-210-61059	CONTRACTED SERVICES	53,940	59,926	65,000	88,000	88,000	88,000
016-210-71000	MINOR EQUIPMENT	2,472	1,307	2,100	1,000	1,000	1,000
	TOTAL MATERIALS AND SERVICES	145,648	151,798	182,850	202,550	202,550	202,550
<u>CAPITAL OUTLAY:</u>							
016-210-81003	CAPITAL - REPLACEMENT	0	2,623	1,200	20,000	20,000	20,000
	TOTAL CAPITAL OUTLAY	0	2,623	1,200	20,000	20,000	20,000
<u>CONTINGENCY & RESERVES:</u>							
016-210-90001	CONTINGENCY	0	0	268,524	362,177	362,177	362,177
016-210-91215	RESERVE- POOL CAPITAL IMPRVMT	0	0	183,400	183,400	183,400	183,400
	TOTAL CONTINGENCY & RESERVES	0	0	451,924	545,577	545,577	545,577
	TOTAL POOL OPERATIONS	145,648	154,421	635,974	768,127	768,127	768,127
	TOTAL FUND EXPENDITURES	145,648	154,421	635,974	768,127	768,127	768,127

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: TRANSIENT LODGING TAXES

Budget Comments

This special revenue fund accounts for transient taxes charged to patrons staying at hotels/ motels or bed and breakfast locations within the City of Silverton. The taxes are collected by the lodging business and remitted either monthly or quarterly to the City of Silverton. As of July 2018 large businesses must remit the tax monthly.

ORS 320.350 (6) states that at least 70 percent of net revenue from a new or increased local transient occupancy lodging tax shall be used for the purposes described in subsection (5) (a) or (c) of this section. Subsection (5) (a) and (c) require the revenues to be used to fund tourism promotion or tourism related facilities, or to finance or refinance the debt of tourism-related facilities and pay reasonable administrative costs incurred in financing or refinancing debt. The remaining 30 percent can be used to fund city services, generally. Council has dedicated this portion to help decrease the sewer debt in the Sewer Fund. Therefore, these revenues are transferred to the Sewer Debt Reserve Fund and will be used to make additional payments in the future.

Account #61057 provides \$5,000 for the first of three repayments to the URA for the downtown tree lighting.

Account #61059 provides \$35,000 for the Chamber of Commerce to provide visitor center services. Payments to the Chamber are made quarterly.

Account #62577 is to provide assistance for the Gordon House, a tourism site, towards their utilities plus another \$1,500 to help with the purchase of a security camera and additional lighting.

Accomplishments

Listed below are the grant amounts distributed to local organizations by year:

<u>Fiscal Year ended</u>	<u>Amount</u>
June 30, 2017	\$ 19,711
June 30, 2016	20,912
June 30, 2015	6,673
June 30, 2014	17,673
June 30, 2013	7,912
June 30, 2012	23,335
June 30, 2011	29,912

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>TRANSIENT TAX FUND</u>							
<u>TAXES</u>							
017-000-40003	TRANSIENT TAXES	275,998	283,891	290,000	310,500	310,500	310,500
	TOTAL TAXES	275,998	283,891	290,000	310,500	310,500	310,500
<u>MISCELLANEOUS REVENUE</u>							
017-000-45002	INTEREST EARNED	372	618	450	750	750	750
	TOTAL MISCELLANEOUS REVENUE	372	618	450	750	750	750
<u>BEGINNING FUND BALANCE</u>							
017-000-49090	BEGINNING FUND BALANCE	64,108	64,340	54,111	71,757	71,757	79,257
	TOTAL BEGINNING FUND BALANCE	64,108	64,340	54,111	71,757	71,757	79,257
	TOTAL FUND REVENUE	340,478	348,849	344,561	383,007	383,007	390,507

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>TRANSIENT TAX FUND</u>							
<u>OPERATIONS</u>							
<u>MATERIALS AND SERVICES:</u>							
017-017-61057	TOURISM PROMOTION GRANTS	20,912	19,711	33,500	18,752	18,752	26,252
017-017-61059	CONTRACTED SERVICES	35,000	35,000	35,000	35,000	35,000	35,000
017-017-61060	OREGON GARDEN FOUNDATION	137,427	135,717	152,607	153,000	153,000	153,000
017-017-62571	MURAL MAINTENANCE ASSISTANCE	0	6,000	0	0	0	0
017-017-62577	GORDON HOUSE TOURISM SUPPOR	0	3,192	3,500	5,000	5,000	5,000
	TOTAL MATERIALS AND SERVICES	193,339	199,621	224,607	211,752	211,752	219,252
<u>CONTINGENCY & RESERVES:</u>							
017-017-90001	CONTINGENCY	0	0	30,000	75,105	75,105	75,105
	TOTAL CONTINGENCY & RESERVES	0	0	30,000	75,105	75,105	75,105
<u>TRANSFERS OUT:</u>							
017-017-95036	TRANSFER TO SEWER DEBT RESER	82,799	85,097	89,954	96,150	96,150	96,150
	TOTAL TRANSFERS OUT	82,799	85,097	89,954	96,150	96,150	96,150
	TOTAL OPERATIONS	276,138	284,718	344,561	383,007	383,007	390,507
	TOTAL FUND EXPENDITURES	276,138	284,718	344,561	383,007	383,007	390,507

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STREET

Budget Comments

Street Fund revenues are primarily received from the State Highway apportionment. This is the allocation of gas tax collected by the state and then distributed to various entities. The Street Fund is a special revenue fund, which requires that funds are used for the purpose as set by the source of the revenue. The resources collected by this fund are to be used for street purposes, walkways and bikeways.

Taxes: This category was added this year and is for the new fuels tax that was passed by voters and was effective January 1, 2018.

Fees and Permits: The City charges a permit fee when a customer requests putting in a driveway or a sidewalk. This is a small portion of the revenues collected by this fund and can change as the building demand within the city changes.

Miscellaneous: Includes interest earned on funds deposited with the Local Government Investment Pool.

Beginning Fund Balance: Account #49090 includes funds carried forward from the previous year. This revenue provides a funding source for services until revenues are collected during the current fiscal year.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STREET FUND</u>							
<u>TAXES</u>							
020-000-40020	MOTOR VEHICLE FUELS TAX	0	0	0	20,000	20,000	20,000
	TOTAL TAXES	0	0	0	20,000	20,000	20,000
<u>FEES AND PERMITS</u>							
020-000-42065	TRAFFIC IMPACT FEES	950	0	20,000	30,000	30,000	30,000
020-000-42102	INSPECTION FEES	18,904	11,315	0	0	0	0
020-000-42107	DRIVEWAY PERMITS	4,840	4,664	5,280	5,000	5,000	5,000
020-000-42108	SIDEWALK PERMITS	4,752	3,872	5,280	5,000	5,000	5,000
	TOTAL FEES AND PERMITS	29,446	19,851	30,560	40,000	40,000	40,000
<u>INTERGOVERNMENTAL</u>							
020-000-43005	STATE HIWAY APPORTIONMENT	564,099	578,288	500,000	500,000	500,000	500,000
	TOTAL INTERGOVERNMENTAL	564,099	578,288	500,000	500,000	500,000	500,000
<u>MISCELLANEOUS REVENUE</u>							
020-000-45002	INTEREST EARNED	2,756	3,528	2,000	4,150	4,150	4,150
020-000-45019	MISCELLANEOUS REVENUE	256	3,664	0	500	500	500
020-000-45030	SIDEWALK REIMBURSEMENTS	0	9,704	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	3,012	16,896	2,000	4,650	4,650	4,650
<u>BEGINNING FUND BALANCE</u>							
020-000-49090	BEGINNING FUND BALANCE	510,967	481,974	286,406	379,212	379,212	379,212
	TOTAL BEGINNING FUND BALANCE	510,967	481,974	286,406	379,212	379,212	379,212
	TOTAL FUND REVENUE	1,107,523	1,097,008	818,966	943,862	943,862	943,862

BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: STREET ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: STREET

STAFF LEVEL 2019: 0.53 FTE
STAFF LEVEL 2018: 0.53 FTE

Program Description/Mission

This program administers all street operations for 33 miles of City owned and maintained roadways and right-of-ways. The mission is to provide a safe and efficient transportation system for all City right-of-ways. The City's Transportation System Plan and Transportation Capital Improvement Plan are the guide documents for this program.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	0.10	0.10	
Admin Assistant II - PW	0.15	0.15	
Senior Engineer	0.10	0.10	
Engineering Technician	0.18	0.18	
Total	0.53	0.53	0.00

Budget Comments

Account #61059 covers updated aerial flyover \$20,000 (shared expense with Community Development), GIS updates \$3,000 and contracted services as needed.
Account #81003 includes the replacement of two computers (shared expense) \$1,000.

Accomplishments

Updated the Capital Improvement Plan in Fiscal Year 2017-2018. Engineering review and inspection of multiple private developments that included street network improvements.

Major Issues to be Resolved in the Next 5 Years

Continue the design and inspection services associated with street maintenance and construction projects including the bid, award and management of CIP listed projects such as the McClaine Street Project.

CITY OF SILVERTON

EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
STREET FUND							
STREET ADMINISTRATION							
PERSONNEL SERVICES:							
020-010-51001	FULL TIME SALARIES	0	0	37,264	41,094	41,094	41,094
020-010-51003	WORKERS COMP INS	0	0	713	788	788	788
020-010-51004	SOCIAL SECURITY/MEDICARE	0	0	2,863	3,158	3,158	3,158
020-010-51005	HEALTH INSURANCE	0	0	7,888	8,437	8,437	8,437
020-010-51006	LIFE/ DISABILITY INS	0	0	73	75	75	75
020-010-51007	PERS RETIREMENT	0	0	9,247	10,149	10,149	10,149
020-010-51009	OVERTIME SALARIES	0	0	162	188	188	188
	TOTAL PERSONNEL SERVICES	0	0	58,210	63,889	63,889	63,889
MATERIALS AND SERVICES:							
020-010-61001	OFFICE SUPPLIES	0	0	200	500	500	500
020-010-61002	PUBLICATIONS	0	0	40	200	200	200
020-010-61003	ADVERTISING EXPENSE	0	0	30	50	50	50
020-010-61004	COMMUNICATION EXPENSE	0	0	200	700	700	700
020-010-61005	POSTAGE & FREIGHT	0	0	40	50	50	50
020-010-61015	TRAVEL, TRAINING & MEETINGS	0	0	240	2,000	2,000	2,000
020-010-61016	DUES & MEMBERSHIPS	0	0	50	100	100	100
020-010-61024	VEHICLE EXPENSE	0	0	100	2,000	2,000	2,000
020-010-61030	FUEL EXPENSES	0	0	100	500	500	500
020-010-61031	RECORDING FEES	0	0	200	300	300	300
020-010-61042	SAFETY EQP/ PROT CLTHNG	0	0	50	300	300	300
020-010-61044	SMALL TOOLS	0	0	50	50	50	50
020-010-61045	EQUIPMENT RENTAL	0	0	170	220	220	220
020-010-61059	CONTRACTED SERVICES	0	0	14,852	35,000	35,000	35,000
020-010-61065	TRAFFIC IMPACT SERVICES	0	0	20,000	30,000	30,000	30,000
020-010-61079	BANK & CHARGE CARD FEES	0	0	25	0	0	0
020-010-62573	MISCELLANEOUS EXPENSE	0	0	200	200	200	200
020-010-71000	MINOR EQUIPMENT	0	0	100	500	500	500
020-010-71009	SOFTWARE	0	0	300	700	700	700
	TOTAL MATERIALS AND SERVICES	0	0	36,947	73,370	73,370	73,370
CAPITAL OUTLAY:							
020-010-81003	CAPITAL - REPLACEMENT	0	0	400	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	0	0	400	1,000	1,000	1,000
CONTINGENCY & RESERVES:							
020-010-90001	CONTINGENCY	0	0	84,179	129,056	189,056	189,056
020-010-91702	RESERVE - FUTURE EXPENDITURE	0	0	95,196	88,427	88,427	88,427
	TOTAL CONTINGENCY & RESERVES	0	0	179,375	217,483	277,483	277,483
TRANSFERS OUT:							
020-010-95001	TRANSFER TO GENERAL FUND	0	0	92,046	102,795	102,795	102,795
020-010-95027	TRANSFER TO STREET MAINT FEE	0	0	50,000	0	0	0
020-010-95050	TRANSFER TO DEBT SERVICE	0	0	6,400	7,458	7,458	7,458
020-010-95320	TRANSFER TO STREET CIP FUND	0	0	50,000	0	0	0
020-010-95600	TRANSFER TO FLEET REPLACEMENT	0	0	44,765	34,355	34,355	34,355
020-010-95610	TRANSFER TO MAJOR EQUIP REP	0	0	20,926	20,926	20,926	20,926
	TOTAL TRANSFERS OUT	0	0	264,137	165,534	165,534	165,534
	TOTAL STREET ADMINISTRATION	0	0	539,069	521,276	581,276	581,276

BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: STREET MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: STREET

STAFF LEVEL 2019: 1.84 FTE
STAFF LEVEL 2018: 1.84 FTE

Program Description/Mission

This program administers all street maintenance operations for 33 miles of City owned and maintained roadways and right-of-ways. The mission is to maintain a safe and efficient transportation system for all City right-of-ways.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.20	0.20	
Admin Assistant I - PW	0.14	0.14	
Parks/ Street Maintenance Worker	0.16	0.16	
Utility Worker I	0.58	0.58	
Utility Worker II	0.38	0.38	
Utility Worker III/ Lead	0.18	0.18	
Utility Worker III/ Mechanic	0.20	0.20	
Total	1.84	1.84	0.00

Budget Comments

Account #61022 includes multiple equipment repairs and \$5,200 for grader tires.

Account #61039 thermoplastic and curb paint \$16,000, signs & supplies \$14,000.

Account #61043 includes portion of annual HVAC \$300, portion of annual electrical \$200 portion of siding and paint for Corp Yard out buildings \$13,000 (shared expense) and the remainder is for standard maintenance.

Account #61046 includes annual street striping \$4,000, dust control \$5,000, cold mix for pot hole repair \$1,000, rock and sand for street repairs and grading \$2,000 , and the remainder for routine or unforeseen street maintenance costs.

Account #61059 covers Iworq's system \$1,400, fire extinguisher services \$100, labor for storm detention clean-up \$1,000, locate tickets program \$200, remainder for Bio-med testing, hearing tests, ODOT signal related services, and contracted services as needed.

Account #71000 is for two pavement marking torches \$1,400 and portion of mobile tablets (4x\$700).

Account #81003 includes computer replacements \$1,000 (shared expense) and \$15,000 for parking lot paving.

Account #81031 includes an increase to the 50/50 program and City funded sidewalk projects per Council Goal 3.21 \$50,000.

Accomplishments

Replaced 600 signs, multiple streets sealed or re-surfaced and over two miles of gravel street graded

Major Issues to be Resolved in the Next 5 Years

Completion of deferred maintenance activities and capital improvement program projects. Continued community support of street maintenance fee to maintain pavement integrity. Replacement of aging vehicles and equipment.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
STREET FUND							
STREET MAINTENANCE							
PERSONNEL SERVICES:							
020-020-51001	FULL TIME SALARIES	102,164	117,402	71,986	86,242	86,242	86,242
020-020-51002	PART TIME SALARIES	4,983	5,480	10,494	6,268	6,268	6,268
020-020-51003	WORKERS COMP INS	5,269	5,587	4,439	5,186	5,186	5,186
020-020-51004	SOCIAL SECURITY/MEDICARE	7,998	9,272	6,504	7,283	7,283	7,283
020-020-51005	HEALTH INSURANCE	31,386	38,024	31,025	36,784	36,784	36,784
020-020-51006	LIFE/ DISABILITY INS	359	371	378	402	402	402
020-020-51007	PERS RETIREMENT	18,824	20,352	19,807	23,674	23,674	23,674
020-020-51009	OVERTIME SALARIES	1,413	3,534	2,544	2,697	2,697	2,697
	TOTAL PERSONNEL SERVICES	172,396	200,021	147,177	168,536	168,536	168,536
MATERIALS AND SERVICES:							
020-020-61001	OFFICE SUPPLIES	883	1,076	1,000	1,000	1,000	1,000
020-020-61002	PUBLICATIONS	93	0	300	300	300	300
020-020-61003	ADVERTISING EXPENSE	0	0	350	350	350	350
020-020-61004	COMMUNICATION EXPENSE	2,454	2,357	3,000	3,800	3,800	3,800
020-020-61005	POSTAGE & FREIGHT	243	143	250	200	200	200
020-020-61006	GAS/ ELECTRIC EXPENSE	554	648	700	700	700	700
020-020-61009	PERMIT FEES	150	0	100	100	100	100
020-020-61015	TRAVEL, TRAINING & MEETINGS	289	422	500	500	500	500
020-020-61016	DUES & MEMBERSHIPS	175	100	250	250	250	250
020-020-61022	EQUIPMENT MAINTENANCE	1,955	1,271	6,800	11,900	11,900	11,900
020-020-61024	VEHICLE EXPENSE	4,104	6,417	7,300	7,300	7,300	7,300
020-020-61030	FUEL EXPENSES	4,573	5,620	6,000	6,500	6,500	6,500
020-020-61031	RECORDING FEES	234	204	250	250	250	250
020-020-61032	JANITORIAL SUPPLIES	0	0	200	100	100	100
020-020-61039	TRAFFIC CONTROL SUPPLIES	13,591	15,474	30,000	30,000	30,000	30,000
020-020-61041	TREE MAINTENANCE	610	0	4,000	4,000	4,000	4,000
020-020-61042	SAFETY EQP/ PROT CLTHNG	719	819	1,500	1,500	1,500	1,500
020-020-61043	BUILDING/ GROUNDS MAINTENANCE	886	883	2,000	95,000	20,000	20,000
020-020-61044	SMALL TOOLS	202	263	800	800	800	800
020-020-61045	EQUIPMENT RENTAL	302	300	1,000	4,500	4,500	4,500
020-020-61046	STREET MAINTENANCE	8,935	11,949	22,195	22,000	22,000	22,000
020-020-61059	CONTRACTED SERVICES	8,010	6,770	6,500	6,500	6,500	6,500
020-020-61065	TRAFFIC IMPACT SERVICES	2,100	0	0	0	0	0
020-020-61079	BANK & CHARGE CARD FEES	2	2	0	0	0	0
020-020-61095	STORM SEWER MAINTENANCE	0	0	500	500	500	500
020-020-62532	MAPPING COSTS	0	0	100	100	100	100
020-020-62573	MISCELLANEOUS EXPENSE	260	556	400	400	400	400
020-020-71000	MINOR EQUIPMENT	922	1,049	2,000	4,400	4,400	4,400
020-020-71009	SOFTWARE	2,027	291	50	100	100	100
	TOTAL MATERIALS AND SERVICES	54,272	56,614	98,045	203,050	128,050	128,050
CAPITAL OUTLAY:							
020-020-81003	CAPITAL - REPLACEMENT	2,487	311	2,000	1,000	16,000	16,000
020-020-81031	SIDEWALK CONST/ REPAIR	2,320	2,434	15,000	50,000	50,000	50,000
020-020-82100	CAPITAL- BUILDING IMPROVEMENTS	0	0	13,000	0	0	0
020-020-85003	CAPITAL - NEW EQUIPMENT	1,705	0	4,675	0	0	0
	TOTAL CAPITAL OUTLAY	6,512	2,745	34,675	51,000	66,000	66,000
TRANSFERS OUT:							
020-020-95001	TRANSFER TO GENERAL FUND	98,056	98,276	0	0	0	0
020-020-95021	TRANSFER TO STREET IMP SDC	17,000	0	0	0	0	0
020-020-95027	TRANSFER TO STREET MAINT FEE	0	105,000	0	0	0	0
020-020-95050	TRANSFER TO DEBT SERVICE	6,298	6,316	0	0	0	0
020-020-95320	TRANSFER TO STREET CIP FUND	220,000	150,000	0	0	0	0
020-020-95600	TRANSFER TO FLEET REPLACEMENT	30,089	59,849	0	0	0	0
020-020-95610	TRANSFER TO MAJOR EQUIP REP	20,926	20,926	0	0	0	0
	TOTAL TRANSFERS OUT	392,369	440,367	0	0	0	0
	TOTAL STREET MAINTENANCE	625,549	699,747	279,897	422,586	362,586	362,586
	TOTAL FUND EXPENDITURES	625,549	699,747	818,966	943,862	943,862	943,862

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STREET IMPROVEMENT SDC

Program Description/Mission

This fund is dedicated to capacity increasing street improvement projects. The primary revenue source for this fund is from system development charges (SDCs) received that are used for street improvements that increase capacity or are growth related. The 2008 Transportation System Master Plan is the planning document for this budget.

Budget Comments

Account #61059 includes funding for the completion of the Transportation System Plan and SDC Methodology update.

Account #81801 includes credits to developers that make offsite public improvements or oversize improvements benefiting the system.

Major Issues to be Resolved in the Next 5 Years

Maintain adequate funding to meet transportation needs as new growth occurs. Current transportation SDC methodology includes the entire master plan project list.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
STREET IMPROVEMENT SDC FUND							
MISCELLANEOUS REVENUE							
021-000-45002	INTEREST EARNED	4,610	9,249	4,500	19,500	19,500	19,500
021-000-45007	IMPROVEMENT SDCS	326,910	196,472	197,760	170,400	170,400	170,400
021-000-45008	STEELHAMMER SDCS	1,041	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	332,561	205,722	202,260	189,900	189,900	189,900
TRANSFERS IN							
021-000-46020	TRANSFER FROM STREET FUND	17,000	0	0	0	0	0
	TOTAL TRANSFERS IN	17,000	0	0	0	0	0
BEGINNING FUND BALANCE							
021-000-49090	BEGINNING FUND BALANCE	807,386	796,037	889,653	1,287,098	1,287,098	1,287,098
	TOTAL BEGINNING FUND BALANCE	807,386	796,037	889,653	1,287,098	1,287,098	1,287,098
	TOTAL FUND REVENUE	1,156,946	1,001,759	1,091,913	1,476,998	1,476,998	1,476,998

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
STREET IMPROVEMENT SDC FUND							
STREET SYSTEM IMPROVEMENTS							
MATERIALS AND SERVICES:							
021-021-61003	ADVERTISING EXPENSE	136	0	0	0	0	0
021-021-61059	CONTRACTED SERVICES	94,371	46,460	95,000	50,000	50,000	50,000
	TOTAL MATERIALS AND SERVICES	94,507	46,460	95,000	50,000	50,000	50,000
CAPITAL OUTLAY:							
021-021-81072	STREET CAPACITY IMPROVEMENTS	0	0	963,826	1,393,911	1,393,911	1,393,911
021-021-81801	DEVELOPER SDC CREDITS	1,980	0	33,087	33,087	33,087	33,087
	TOTAL CAPITAL OUTLAY	1,980	0	996,913	1,426,998	1,426,998	1,426,998
TRANSFERS OUT:							
021-021-95217	TRANSFER TO STEELHMMR PROJ	264,422	0	0	0	0	0
	TOTAL TRANSFERS OUT	264,422	0	0	0	0	0
	TOTAL STREET SYSTEM IMPROVEME	360,909	46,460	1,091,913	1,476,998	1,476,998	1,476,998
	TOTAL FUND EXPENDITURES	360,909	46,460	1,091,913	1,476,998	1,476,998	1,476,998

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STREET REIMBURSEMENT SDC

Program Description/Mission

The overall mission is to provide resources for any combination of street capital improvement debt, street capacity improvements or any other street improvements. Street Reimbursement System Development Charges (SDCs) collected from new development is the primary revenue of this fund.

Major Issues to be Resolved in the Next 5 Years

Providing adequate resources for street improvements that do not qualify for Improvement SDC funds.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STREET REIMBURSEMENT SDC</u>							
<u>MISCELLANEOUS REVENUE</u>							
022-000-45002	INTEREST EARNED	1,228	2,685	2,582	4,650	4,650	4,650
022-000-45009	REIMBURSEMENT SDC'S	67,783	52,184	41,280	54,000	54,000	54,000
	TOTAL MISCELLANEOUS REVENUE	69,011	54,869	43,862	58,650	58,650	58,650
<u>BEGINNING FUND BALANCE</u>							
022-000-49090	BEGINNING FUND BALANCE	162,828	231,839	258,268	336,333	336,333	336,333
	TOTAL BEGINNING FUND BALANCE	162,828	231,839	258,268	336,333	336,333	336,333
	TOTAL FUND REVENUE	231,839	286,708	302,130	394,983	394,983	394,983

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STREET REIMBURSEMENT SDC</u>							
<u>STREET REIMBURSEMENT SDC'S</u>							
<u>CAPITAL OUTLAY:</u>							
022-022-81072	STREET CAPACITY IMPROVEMENTS	0	0	277,130	394,983	394,983	394,983
	TOTAL CAPITAL OUTLAY	0	0	277,130	394,983	394,983	394,983
<u>TRANSFERS OUT:</u>							
022-022-95217	TRANSFER TO STEELHAMMER PROJ	0	0	25,000	0	0	0
	TOTAL TRANSFERS OUT	0	0	25,000	0	0	0
	TOTAL STREET REIMBURSEMENT SD	0	0	302,130	394,983	394,983	394,983
	TOTAL FUND EXPENDITURES	0	0	302,130	394,983	394,983	394,983

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STORMWATER IMPROVEMENT SDC

Program Description/Mission

This fund is dedicated to provide stormwater improvements for the City of Silverton. System Development Charges (SDCs) for stormwater improvements are accounted for in this fund. Storm water projects related to either increasing capacity or growth are the only allowable uses of the Stormwater Improvement SDC revenue.

Budget Comments

Account #81801 includes credits to developers that make offsite public improvements or oversized improvements benefiting the system and that are approved by Council for the credit.

Major Issues to be Resolved in the Next 5 Years

The Stormwater SDC and rate study provided adequate funding recommendations such as a new stormwater utility fee to be used in combination with local improvement districts. Full funding of a stormwater fee or other funding mechanism to help fund stormwater improvement projects will need consideration if the City expects to build all of the stormwater projects when needed.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STORM WATER IMPROVE SDC FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
023-000-45002	INTEREST EARNED	3,487	4,565	3,000	6,000	6,000	6,000
023-000-45007	IMPROVEMENT SDCS	43,856	37,123	32,880	30,350	30,350	30,350
	TOTAL MISCELLANEOUS REVENUE	47,343	41,688	35,880	36,350	36,350	36,350
<u>BEGINNING FUND BALANCE</u>							
023-000-49090	BEGINNING FUND BALANCE	554,959	475,340	396,518	463,733	463,733	463,733
	TOTAL BEGINNING FUND BALANCE	554,959	475,340	396,518	463,733	463,733	463,733
	TOTAL FUND REVENUE	602,302	517,028	432,398	500,083	500,083	500,083

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STORM WATER IMPROVE SDC FUND</u>							
<u>STORM WATER SYSTEM IMPROVEMENT</u>							
<u>MATERIALS AND SERVICES:</u>							
023-023-61059	CONTRACTED SERVICES	0	0	15,000	50,000	50,000	50,000
	TOTAL MATERIALS AND SERVICES	0	0	15,000	50,000	50,000	50,000
<u>CAPITAL OUTLAY:</u>							
023-023-81072	SYSTEM CAPACITY IMPROVEMENTS	0	0	409,529	442,214	442,214	442,214
023-023-81801	DEVELOPER SDC CREDITS	1,079	548	7,869	7,869	7,869	7,869
	TOTAL CAPITAL OUTLAY	1,079	548	417,398	450,083	450,083	450,083
<u>TRANSFERS OUT:</u>							
023-023-95323	TRANSFER TO STORM WATER CIP	125,883	101,394	0	0	0	0
	TOTAL TRANSFERS OUT	125,883	101,394	0	0	0	0
	TOTAL STORM WATER SYSTEM IMPR	126,962	101,942	432,398	500,083	500,083	500,083
	TOTAL FUND EXPENDITURES	126,962	101,942	432,398	500,083	500,083	500,083

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STORMWATER REIMBURSEMENT SDC

Program Description/Mission

The overall mission is to provide resources for any combination of stormwater capital improvement debt, stormwater capacity improvements or any other stormwater improvements. Stormwater Reimbursement System Development Charges (SDCs) collected from new development are the primary revenue of this fund.

Major Issues to be Resolved in the Next 5 Years

Providing adequate resources for Stormwater improvements that do not qualify for Improvement SDC funds.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STORM WATER REIMB SDC FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
024-000-45002	INTEREST EARNED	297	708	625	435	435	435
024-000-45009	REIMBURSEMENT SDCS	21,961	17,134	19,860	16,550	16,550	16,550
	TOTAL MISCELLANEOUS REVENUE	22,258	17,842	20,485	16,985	16,985	16,985
<u>BEGINNING FUND BALANCE</u>							
024-000-49090	BEGINNING FUND BALANCE	36,423	58,681	70,862	52,168	52,168	52,168
	TOTAL BEGINNING FUND BALANCE	36,423	58,681	70,862	52,168	52,168	52,168
	TOTAL FUND REVENUE	58,681	76,523	91,347	69,153	69,153	69,153

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STORM WATER REIMB SDC FUND</u>							
<u>STORM WATER CAPITAL PROJECTS</u>							
<u>CAPITAL OUTLAY:</u>							
024-024-81072	SYSTEM CAPACITY IMPROVEMENTS	0	0	41,347	69,153	69,153	69,153
	TOTAL CAPITAL OUTLAY	0	0	41,347	69,153	69,153	69,153
<u>TRANSFERS OUT:</u>							
024-024-95217	TRANSFER TO STEELHAMMER PROJ	0	0	50,000	0	0	0
	TOTAL TRANSFERS OUT	0	0	50,000	0	0	0
	TOTAL STORM WATER CAPITAL PRO	0	0	91,347	69,153	69,153	69,153
	TOTAL FUND EXPENDITURES	0	0	91,347	69,153	69,153	69,153

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STREET LIGHT IMPROVEMENT

Program Description/Mission

This fund is being used to account for the revenues received from Portland General Electric (PGE) for the buy-out of the light poles that were owned by the City. The resources will be expended when a project is decided.

Budget Comments

Account #81005 includes funds for a solar street light project to be determined.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STREET LIGHT IMPROVEMENT FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
025-000-45002	INTEREST EARNED	1,253	2,140	1,800	2,600	2,600	2,600
	TOTAL MISCELLANEOUS REVENUE	1,253	2,140	1,800	2,600	2,600	2,600
<u>BEGINNING FUND BALANCE</u>							
025-000-49090	BEGINNING FUND BALANCE	195,098	196,352	197,326	200,316	200,316	200,316
	TOTAL BEGINNING FUND BALANCE	195,098	196,352	197,326	200,316	200,316	200,316
	TOTAL FUND REVENUE	196,352	198,492	199,126	202,916	202,916	202,916

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STREET LIGHT IMPROVEMENT FUND</u>							
<u>STREET LIGHTING IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
025-025-81005	STREET LIGHT IMPROVEMENTS	0	937	199,126	202,916	202,916	202,916
	TOTAL CAPITAL OUTLAY	0	937	199,126	202,916	202,916	202,916
	TOTAL STREET LIGHTING IMPROVEM	0	937	199,126	202,916	202,916	202,916
	TOTAL FUND EXPENDITURES	0	937	199,126	202,916	202,916	202,916

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STREET MAINTENANCE FEE

Program Description/Mission

Fiscal Year (FY) 2018-2019 will be the sixth year of the Street Maintenance Fee Fund. It was created to account for the Street Maintenance Fee. The fee was established with Resolution 13-18 and was passed by Council at the June 17, 2013 City Council meeting. The monthly fee, effective July 1, 2018, will be increased by the annual CPI. The fee was approved by Council with Resolution 17-06 at the February 6, 2017 City Council meeting. The fee will be used to pay costs associated with planning, management, construction, preservation, and maintenance of City owned or controlled streets.

Budget Comments

Account #85020 will cover costs for street maintenance. For FY 2018-2019, the maintenance projects will include slurry sealing, crack sealing and asphalt skin patching.

Accomplishments:

Worked with Marion County to jointly undertake street slurry seal and overlay projects and completed an in-house update to the City's Pavement Condition Index. The City's share of these projects was approximately \$90,000.

Major Issues to be Resolved in the Next 5 Years

Continued community support to collect and increase funds to maintain or improve the current street infrastructure owned or controlled by the City as identified in the Pavement Condition Index report.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STREET MAINTENANCE FEE FUND</u>							
<u>FEES AND PERMITS</u>							
027-000-42172	STREET MAINTENANCE FEE	240,730	301,528	526,600	465,500	465,500	465,500
	TOTAL FEES AND PERMITS	240,730	301,528	526,600	465,500	465,500	465,500
<u>MISCELLANEOUS REVENUE</u>							
027-000-45002	INTEREST EARNED	2,070	1,877	1,250	3,850	3,850	3,850
	TOTAL MISCELLANEOUS REVENUE	2,070	1,877	1,250	3,850	3,850	3,850
<u>TRANSFERS IN</u>							
027-000-46020	TRANSFER FROM STREET FUND	0	105,000	50,000	0	0	0
	TOTAL TRANSFERS IN	0	105,000	50,000	0	0	0
<u>BEGINNING FUND BALANCE</u>							
027-000-49090	BEGINNING FUND BALANCE	222,326	410,467	227,837	591,656	801,656	601,656
	TOTAL BEGINNING FUND BALANCE	222,326	410,467	227,837	591,656	801,656	601,656
	TOTAL FUND REVENUE	465,126	818,871	805,687	1,061,006	1,271,006	1,071,006

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STREET MAINTENANCE FEE FUND</u>							
<u>STREET IMPROVEMENTS</u>							
<u>MATERIALS AND SERVICES:</u>							
027-027-61003	ADVERTISING	297	324	1,000	500	500	500
027-027-61059	CONTRACTED SERVICES	617	0	0	0	0	0
	TOTAL MATERIALS AND SERVICES	914	324	1,000	500	500	500
<u>CAPITAL OUTLAY:</u>							
027-027-85020	STREET CAPITAL IMPROVEMENTS	53,745	574,946	804,687	405,506	615,506	415,506
	TOTAL CAPITAL OUTLAY	53,745	574,946	804,687	405,506	615,506	415,506
<u>TRANSFERS OUT:</u>							
027-027-95226	TRANSFER TO MCCLAIN IMP PROJ	0	0	0	655,000	655,000	655,000
	TOTAL TRANSFERS OUT	0	0	0	655,000	655,000	655,000
	TOTAL STREET IMPROVEMENTS	54,659	575,270	805,687	1,061,006	1,271,006	1,071,006
	TOTAL FUND EXPENDITURES	54,659	575,270	805,687	1,061,006	1,271,006	1,071,006

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STORMWATER FEE

Program Description/Mission

Fiscal Year 2018-2019 will be the sixth year of the Stormwater Fee Fund. It was created to account for the Stormwater Fee revenues and expenditures that meet the criteria set by City Council. The fee will be increased by the annual CPI effective July 1, 2018. Funds will be used to pay costs associated with planning, management, construction, preservation, and maintenance of City's Stormwater System. Project selection will be based on master plan recommendations.

Budget Comments

Account #95600 covers 50% of the costs to accumulate funds to replace the vector truck.

Major Issues to be Resolved in the Next 5 Years

Continued community support to collect and increase funds to maintain or improve the current stormwater infrastructure owned or controlled by the City. Prepare for the anticipated MS4 permit requirements associated with a certified population of 10,000.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STORM WATER FEE FUND</u>							
<u>FEES AND PERMITS</u>							
028-000-42173	STORM WATER FEE	180,510	248,253	440,855	440,500	440,500	440,500
	TOTAL FEES AND PERMITS	180,510	248,253	440,855	440,500	440,500	440,500
<u>MISCELLANEOUS REVENUE</u>							
028-000-45002	INTEREST EARNED	324	313	25	1,500	1,500	1,500
	TOTAL MISCELLANEOUS REVENUE	324	313	25	1,500	1,500	1,500
<u>TRANSFERS IN</u>							
028-000-46323	TRANSFER FRM STORM WATER CIP	0	0	0	58,432	58,432	58,432
	TOTAL TRANSFERS IN	0	0	0	58,432	58,432	58,432
<u>BEGINNING FUND BALANCE</u>							
028-000-49090	BEGINNING FUND BALANCE	37,519	16,424	20	317,767	317,767	317,767
	TOTAL BEGINNING FUND BALANCE	37,519	16,424	20	317,767	317,767	317,767
	TOTAL FUND REVENUE	218,353	264,989	440,900	818,199	818,199	818,199

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STORM WATER FEE FUND</u>							
<u>STORMWATER IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
028-028-85010	DESIGN SERVICES	0	0	130,000	0	0	0
028-028-85020	STORM WTR CAPITAL IMPROVEMEN	0	0	151,028	408,327	408,327	408,327
	TOTAL CAPITAL OUTLAY	0	0	281,028	408,327	408,327	408,327
<u>TRANSFERS OUT:</u>							
028-028-95010	TRANSFER TO GENERAL FUND	0	50,706	140,000	0	0	0
028-028-95226	TRANSFER TO MCCLAIN IMP PROJ	0	0	0	390,000	390,000	390,000
028-028-95323	TRANSFER TO STORM WATER CIP	182,057	193,321	0	0	0	0
028-028-95600	TRANSFER TO FLEET REPLACEMENT	19,872	0	19,872	19,872	19,872	19,872
	TOTAL TRANSFERS OUT	201,929	244,027	159,872	409,872	409,872	409,872
	TOTAL STORMWATER IMPROVEMEN	201,929	244,027	440,900	818,199	818,199	818,199
	TOTAL FUND EXPENDITURES	201,929	244,027	440,900	818,199	818,199	818,199

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: SEWER

Budget Comments

Sewer revenues are separated into categories as listed below with a short description of each classification. Budget estimates are based on historical data unless otherwise noted.

Fees and Permits: The primary revenue source within this category is from sewer service charges. Customers are classified as residential, commercial or industrial. Residential customer's sewer charge is based on their average water usage for actual water usage on the billings for November through April, as set by Resolution 16-04. Customers now have the ability to "Opt-Out" of the winter averaging method. This means their sewer bill will be based on actual usage each month. When choosing to "Opt-Out" the customer will remain on this method for the upcoming year and has the ability to "Opt-In" effective with the next averaging period. Commercial customers are charged based on actual water usage. Industrial customer are charged a base and flow fee, and load charges based on \$/Lb. of BOD and TSS.

Miscellaneous: Includes interest earned on funds deposited with the Local Government Investment Pool.

Beginning Fund Balance: Account #49090 includes funds carried forward from the previous year. This revenue provides a funding source for services until revenues are collected during the current fiscal year.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
SEWER FUND							
FEES AND PERMITS							
030-000-42101	SEWER SERVICE CHARGES	3,186,099	3,409,601	3,356,081	3,600,000	3,600,000	3,600,000
030-000-42102	INSPECTION FEES	6,498	10,008	0	0	0	0
030-000-42106	PLAN REVIEW FEES	88	0	0	0	0	0
TOTAL FEES AND PERMITS		3,192,685	3,419,609	3,356,081	3,600,000	3,600,000	3,600,000
MISCELLANEOUS REVENUE							
030-000-45002	INTEREST EARNED	87,320	13,093	7,000	16,000	16,000	16,000
030-000-45019	MISCELLANEOUS REVENUE	13,460	3,557	0	0	0	0
030-000-45080	INSURANCE PROCEEDS	29,676	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		130,455	16,650	7,000	16,000	16,000	16,000
BEGINNING FUND BALANCE							
030-000-49090	BEGINNING FUND BALANCE	1,365,018	1,371,825	935,201	1,250,748	1,390,748	1,390,748
030-000-49095	PRIOR PERIOD ADJUSTMENT	493,500	0	0	0	0	0
TOTAL BEGINNING FUND BALANCE		1,858,518	1,371,825	935,201	1,250,748	1,390,748	1,390,748
TOTAL FUND REVENUE		5,181,658	4,808,084	4,298,282	4,866,748	5,006,748	5,006,748

BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: SEWER ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2019: 1.81 FTE
STAFF LEVEL 2018: 1.81 FTE

Program Description/Mission

This program accounts for the administration of the City's wastewater collection and treatment systems. This division is responsible for engineering and contract management of projects related to the collection and treatment of wastewater, clean effluent disposal and treated bio solids disposal.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	0.36	0.36	
Admin Assistant II - PW	0.45	0.45	
Senior Engineer	0.45	0.45	
Engineering Technician	<u>0.42</u>	<u>0.42</u>	
Total	1.81	1.81	<u>0.00</u>

Budget Comments

Account #61059 includes funds for an update to the sewer rate study \$20,000 and additional contracted services.

Account #81003 includes the replacement of two computers (shared expense) \$1,000.

Major Issues to be Resolved in the Next 5 Years

Continue to support the Sewer Operations and Maintenance programs and implement a succession plan for anticipated retirements of one Operator II and the Water Quality Division Supervisor.

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
SEWER FUND							
SEWER ADMINISTRATION							
PERSONNEL SERVICES:							
030-010-51001	FULL TIME SALARIES	0	0	123,645	134,387	134,387	134,387
030-010-51003	WORKERS COMP INS	0	0	2,394	2,606	2,606	2,606
030-010-51004	SOCIAL SECURITY/MEDICARE	0	0	9,488	10,314	10,314	10,314
030-010-51005	HEALTH INSURANCE	0	0	25,196	26,997	26,997	26,997
030-010-51006	LIFE/ DISABILITY INS	0	0	244	251	251	251
030-010-51007	PERS RETIREMENT	0	0	30,843	33,346	33,346	33,346
030-010-51009	OVERTIME SALARIES	0	0	378	440	440	440
TOTAL PERSONNEL SERVICES		0	0	192,188	208,341	208,341	208,341
MATERIALS AND SERVICES:							
030-010-61001	OFFICE SUPPLIES	0	0	300	2,500	2,500	2,500
030-010-61002	PUBLICATIONS	0	0	80	200	200	200
030-010-61003	ADVERTISING EXPENSE	0	0	60	70	70	70
030-010-61004	COMMUNICATION EXPENSE	0	0	400	1,500	1,500	1,500
030-010-61005	POSTAGE & FREIGHT	0	0	10,000	10,000	10,000	10,000
030-010-61015	TRAVEL, TRAINING & MEETINGS	0	0	480	2,000	2,000	2,000
030-010-61016	DUES & MEMBERSHIPS	0	0	250	500	500	500
030-010-61024	VEHICLE EXPENSE	0	0	200	1,000	1,000	1,000
030-010-61030	FUEL EXPENSES	0	0	100	200	200	200
030-010-61031	RECORDING FEES	0	0	100	200	200	200
030-010-61042	SAFETY EQP/ PROT CLTHNG	0	0	50	100	100	100
030-010-61044	SMALL TOOLS	0	0	50	50	50	50
030-010-61045	EQUIPMENT RENTAL	0	0	750	1,000	1,000	1,000
030-010-61059	CONTRACTED SERVICES	0	0	28,500	28,500	28,500	28,500
030-010-61079	BANK & CHARGE CARD FEES	0	0	9,000	13,000	13,000	13,000
030-010-62573	MISCELLANEOUS EXPENSE	0	0	200	200	200	200
030-010-71009	SOFTWARE	0	0	600	1,000	1,000	1,000
TOTAL MATERIALS AND SERVICES		0	0	51,120	62,020	62,020	62,020
CAPITAL OUTLAY:							
030-010-81003	CAPITAL - REPLACEMENT	0	0	400	1,000	1,000	1,000
TOTAL CAPITAL OUTLAY		0	0	400	1,000	1,000	1,000
CONTINGENCY & RESERVES:							
030-010-90001	CONTINGENCY	0	0	265,694	487,963	460,763	460,763
030-010-91072	RESERVE - FUTURE EXPENDITURE	0	0	279,010	465,610	465,610	465,610
TOTAL CONTINGENCY & RESERVES		0	0	544,704	953,573	926,373	926,373
TRANSFERS OUT:							
030-010-95001	TRANSFER TO GENERAL FUND	0	0	463,121	501,395	501,395	501,395
030-010-95050	TRANSFER TO DEBT SERVICE	0	0	30,440	29,977	29,977	29,977
030-010-95226	TRANSFER TO MCCLAIN IMP PROJ	0	0	0	182,000	182,000	182,000
030-010-95330	TRANSFER TO SEWER CIP FUND	0	0	560,000	500,000	500,000	500,000
030-010-95600	TRANSFER TO FLEET REPLACEMENT	0	0	38,227	37,989	37,989	37,989
030-010-95610	TRANSFER TO MAJOR EQUIP REP	0	0	21,889	21,889	21,889	21,889
TOTAL TRANSFERS OUT		0	0	1,113,677	1,273,250	1,273,250	1,273,250
TOTAL SEWER ADMINISTRATION		0	0	1,902,089	2,498,184	2,470,984	2,470,984

BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: SEWER OPERATIONS
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2019: 3.62 FTE
STAFF LEVEL 2018: 3.62 FTE

Program Description/Mission

This program accounts for maintenance and the operation of the Wastewater Treatment Plant (WWTP) and eight (8) lift stations. This division is responsible for treatment of wastewater, clean effluent disposal and treated bio solids disposal. The Water Quality Division annually treats over 759 million gallons of raw sewage received from the residential, commercial, and industrial customers.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Water Quality Division Supervisor	0.72	0.72	
Water/Sewer Operator I	1.90	1.90	
Water/Sewer Operator II	<u>1.00</u>	<u>1.00</u>	
Total	3.62	3.62	0.00

Budget Comments

Account #61022 covers maintenance on UV Lamp, wiper, & detector \$10,000; headworks \$3,000; primary clarifier drive and sludge vault \$2,000; secondary clarifier \$2,000; primary sludge gravity thickener \$1,000; aeration basin \$4,000; effluent pump station \$1,000; SCADA conduit and wire \$5,000; emergency generator inspection \$2,000; DAFT \$2,000; RAS/WAS pump \$3,000; hydrated lime slurry feed system \$3,000; crane and hoist inspection \$2,000; digester and pumping system \$4,000; in-line chemical monitoring device \$1,000; plant HVAC equipment \$2,000; and miscellaneous maintenance \$3,000.

Account #61043 covers building maintenance \$2,000; fertilizer and pesticides \$1,500; Waste Disposal fees \$6,500; cottonwood tree removal \$1,500; and HVAC maintenance \$3,000.

Account #61059 covers sewer bond administration fee \$750; industrial electrician services \$5,000; SCADA/PLC contract services \$5,000; and other contracted services.

Account #62525 includes hydrated lime \$50,000 and other chemicals \$10,000.

Account #62554 includes sludge disposal (transportation and land application) \$60,000.

Account #62560 includes NPDES compliance testing \$22,000.

Account #62615 covers Oregon Garden wetlands maintenance \$25,000.

Account #81003 includes sealing and coating of building \$30,000, dissolved air return pump for DAFT \$25,000, WWTP facility cart \$5,000, lime silo control cabinet \$20,000, asphalt overlay \$70,000, RAS pump \$35,000

Account #85003 includes UV bar rack cleaning mechanism \$45,000.

Accomplishments

Treated and discharged 759 million gallons of wastewater without any compliance issues (as compared to 630 MGD in 2017).

Completed the Pudding River Watershed Council Supplemental Environmental Project.

Land applied 1.277 million gallons of bio solids as fertilizer on grass seed fields.

Major Issues to be Resolved in the Next 5 Years

Make necessary preparations for potential regulatory changes associated with an MS4 permit and implement a succession plan for anticipated retirements of one Operator II and the Water Quality Division Supervisor.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
SEWER FUND							
SEWER OPERATIONS							
PERSONNEL SERVICES:							
030-030-51001	FULL TIME SALARIES	338,706	336,827	261,663	226,233	226,233	226,233
030-030-51003	WORKERS COMP INS	9,471	9,874	14,215	12,953	12,953	12,953
030-030-51004	SOCIAL SECURITY/MEDICARE	25,670	25,895	21,078	18,317	18,317	18,317
030-030-51005	HEALTH INSURANCE	70,059	77,050	74,346	68,937	68,937	68,937
030-030-51006	LIFE/ DISABILITY INS	1,146	1,100	1,273	1,080	1,080	1,080
030-030-51007	PERS RETIREMENT	68,494	60,499	72,767	63,234	63,234	63,234
030-030-51009	OVERTIME SALARIES	11,083	10,011	13,867	13,200	13,200	13,200
	TOTAL PERSONNEL SERVICES	524,628	521,257	459,209	403,954	403,954	403,954
MATERIALS AND SERVICES:							
030-030-61001	OFFICE SUPPLIES	3,018	3,127	2,500	2,500	2,500	2,500
030-030-61002	PUBLICATIONS	40	0	100	100	100	100
030-030-61003	ADVERTISING EXPENSE	0	0	500	500	500	500
030-030-61004	COMMUNICATION EXPENSE	12,585	11,704	12,000	13,740	13,740	13,740
030-030-61005	POSTAGE & FREIGHT	8,046	6,708	180	300	300	300
030-030-61006	GAS/ELECTRIC EXPENSE	192,177	214,768	200,000	225,000	225,000	225,000
030-030-61009	PERMIT FEES	11,499	11,853	12,700	13,000	13,000	13,000
030-030-61015	TRAVEL, TRAINING & MEETINGS	1,700	2,236	2,000	2,000	2,000	2,000
030-030-61016	DUES & MEMBERSHIPS	1,601	1,012	1,835	1,835	1,835	1,835
030-030-61022	EQUIPMENT MAINTENANCE	22,318	24,784	50,000	50,000	50,000	50,000
030-030-61024	VEHICLE EXPENSE	216	595	1,000	1,000	1,000	1,000
030-030-61030	FUEL EXPENSES	3,736	3,351	4,000	4,000	4,000	4,000
030-030-61031	RECORDING FEES	0	0	200	0	0	0
030-030-61032	JANITORIAL SUPPLIES	135	306	0	500	500	500
030-030-61040	LIFT STATION MAINTENANCE	1,490	2,507	7,000	7,000	7,000	7,000
030-030-61042	SAFETY EQP/ PROT CLTHNG	1,350	653	2,000	2,000	2,000	2,000
030-030-61043	BUILDING/ GROUNDS MAINTENANCE	36,242	11,432	14,500	14,500	14,500	14,500
030-030-61044	SMALL TOOLS	626	301	1,000	1,000	1,000	1,000
030-030-61045	EQUIPMENT RENTAL	1,843	2,623	3,000	3,000	3,000	3,000
030-030-61048	SEWER SYSTEM MAINTENANCE	5,135	(2,605)	0	0	0	0
030-030-61059	CONTRACTED SERVICES	9,186	9,574	27,100	15,000	15,000	15,000
030-030-61079	BANK & CHARGE CARD FEES	6,907	8,705	0	0	0	0
030-030-62525	CHEMICAL SUPPLIES	44,803	37,992	50,000	60,000	60,000	60,000
030-030-62530	LAB SUPPLIES	0	0	0	3,000	3,000	3,000
030-030-62554	SLUDGE DISPOSAL	93,216	77,283	70,000	60,000	60,000	60,000
030-030-62560	WATER TESTS	20,385	21,743	20,500	22,000	22,000	22,000
030-030-62573	MISCELLANEOUS EXPENSE	377	1,769	5,000	1,500	1,500	1,500
030-030-62615	OREGON GARDEN OPERATIONS	3,410	1,825	25,800	25,000	25,000	25,000
030-030-71000	MINOR EQUIPMENT	1,342	2,021	1,000	1,000	1,000	1,000
030-030-71009	SOFTWARE	510	510	200	200	200	200
	TOTAL MATERIALS AND SERVICES	483,895	456,777	514,115	529,675	529,675	529,675
CAPITAL OUTLAY:							
030-030-81003	CAPITAL - REPLACEMENT	95,519	20,102	140,000	185,000	322,200	322,200
030-030-85003	CAPITAL - NEW	0	0	100,000	45,000	45,000	45,000
	TOTAL CAPITAL OUTLAY	95,519	20,102	240,000	230,000	367,200	367,200
TRANSFERS OUT:							
030-030-95001	TRANSFER TO GENERAL FUND	438,766	449,431	0	0	0	0
030-030-95050	TRANSFER TO DEBT SERVICE	27,439	27,128	0	0	0	0
030-030-95330	TRANSFER TO SEWER CIP FUND	1,052,975	800,000	0	0	0	0
030-030-95600	TRANSFER TO FLEET REPLACEMENT	66,290	115,870	0	0	0	0
030-030-95610	TRANSFER TO MAJOR EQUIP REP	21,889	21,889	0	0	0	0
	TOTAL TRANSFERS OUT	1,607,359	1,414,318	0	0	0	0
	TOTAL SEWER OPERATIONS	2,711,401	2,412,454	1,213,324	1,163,629	1,300,829	1,300,829

BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: SEWER MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2019: 3.34 FTE
STAFF LEVEL 2018: 3.34 FTE

Program Description/Mission

This program accounts for the operation and maintenance of the sewer collection system. The sewer system consists of approximately 28 miles of sewer mains, 1,400 manholes, and over 3,000 service connections. The division is responsible for ongoing maintenance, monitoring, and cleaning of the system and responds to sewer related customer issues 24 hours a day all year.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.36	0.36	
Admin Assistant I – Public Works	0.38	0.38	
Utility Worker I	1.14	1.14	
Utility Worker II	0.70	0.70	
Utility Worker III/ Lead	0.36	0.36	
Utility Worker III/ Mechanic	<u>0.40</u>	<u>0.40</u>	
Total	3.34	3.34	<u>0.00</u>

Budget Comments

Account #61022 includes multiple equipment repairs.

Account #61059 includes costs for fire extinguisher services \$100, locate ticket program \$200, Iworq's system \$600, remainder for Bio-Med and hearing tests and unforeseen contracted services.

Account #61048 includes materials associated with sewer system maintenance and repairs, which includes the required grind and overlays associated with County street repairs.

Account #81003 includes two computer replacements \$1,600 (shared expense).

Account #85003 includes a new adjustable sit-to-stand desk and ancillary equipment \$550 (shared expense).

Accomplishments

Performed annual sewer line flushing and preventative maintenance.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
SEWER FUND							
SEWER MAINTENANCE							
PERSONNEL SERVICES:							
030-035-51001	FULL TIME SALARIES	128,375	126,997	138,102	150,758	150,758	150,758
030-035-51002	PART TIME SALARIES	14,616	16,074	17,002	18,387	18,387	18,387
030-035-51003	WORKERS COMP INS	4,488	5,185	8,045	9,162	9,162	9,162
030-035-51004	SOCIAL SECURITY/MEDICARE	10,759	10,792	12,244	13,341	13,341	13,341
030-035-51005	HEALTH INSURANCE	46,782	54,455	60,062	70,709	70,709	70,709
030-035-51006	LIFE/ DISABILITY INS	594	581	738	782	782	782
030-035-51007	PERS RETIREMENT	23,307	25,374	39,165	42,791	42,791	42,791
030-035-51009	OVERTIME SALARIES	2,254	3,107	4,951	5,245	5,245	5,245
	TOTAL PERSONNEL SERVICES	231,176	242,564	280,309	311,175	311,175	311,175
MATERIALS AND SERVICES:							
030-035-61001	OFFICE SUPPLIES	761	789	1,000	1,000	1,000	1,000
030-035-61002	PUBLICATIONS	0	0	50	50	50	50
030-035-61003	ADVERTISING EXPENSE	10	0	50	50	50	50
030-035-61004	COMMUNICATION EXPENSE	3,802	3,490	3,500	4,500	4,500	4,500
030-035-61005	POSTAGE & FREIGHT	166	215	100	100	100	100
030-035-61006	GAS/ELECTRIC EXPENSE	1,099	1,296	1,000	1,000	1,000	1,000
030-035-61015	TRAVEL, TRAINING & MEETINGS	1,977	924	2,400	2,400	2,400	2,400
030-035-61016	DUES & MEMBERSHIPS	393	555	850	850	850	850
030-035-61022	EQUIPMENT MAINTENANCE	1,264	832	5,500	5,500	5,500	5,500
030-035-61024	VEHICLE EXPENSE	1,367	1,507	5,500	5,500	5,500	5,500
030-035-61030	FUEL EXPENSES	6,699	7,578	8,000	8,500	8,500	8,500
030-035-61031	RECORDING FEES	77	0	100	100	100	100
030-035-61032	JANITORIAL SUPPLIES	0	0	200	100	100	100
030-035-61042	SAFETY EQ/ PROT CLTHNG	856	1,106	2,500	2,500	2,500	2,500
030-035-61043	BUILDING/ GROUNDS MAINTENANCE	886	961	1,000	1,000	1,000	1,000
030-035-61044	SMALL TOOLS	134	318	800	800	800	800
030-035-61045	EQUIPMENT RENTAL	646	775	600	900	900	900
030-035-61048	SEWER SYSTEM MAINTENANCE	5,069	16,078	12,500	22,500	22,500	22,500
030-035-61059	CONTRACTED SERVICES	1,865	8,181	2,500	2,500	2,500	2,500
030-035-62573	MISCELLANEOUS EXPENSE	21	22	1,000	500	500	500
030-035-62600	PETTIT PROPERTY MAINTENANCE	349	170	1,500	1,000	1,000	1,000
030-035-71000	MINOR EQUIPMENT	1,103	984	1,000	1,000	1,000	1,000
030-035-71009	SOFTWARE	22	36	50	50	50	50
	TOTAL MATERIALS AND SERVICES	28,567	45,816	51,700	62,400	62,400	62,400
CAPITAL OUTLAY:							
030-035-81003	CAPITAL - REPLACEMENT	10,048	575	4,900	1,600	31,600	31,600
030-035-82100	CAPITAL- BUILDING IMPROVEMENTS	0	0	13,000	0	0	0
030-035-85003	CAPITAL - NEW	0	0	4,675	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	10,048	575	22,575	2,600	32,600	32,600
	TOTAL SEWER MAINTENANCE	269,791	288,955	354,584	376,175	406,175	406,175

BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: DEBT SERVICE
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

Program Description/Mission

This program accounts for the payments of principal and interest owed by the Sewer Fund. The Sewer Fund has two debts outstanding. The first of the debts is for the Sewer Refunding bonds and is for a term of 25 years with interest rates ranging from 3% to 4.625%. The payments are due June 1, principal and interest, and December 1, interest only, of each year. The second of the debts is for the Wastewater Digester Project and is for a term of 20 years with interest rates ranging from 2% to 4.6%. The payments are due annually June 1 for both principal and interest. The outstanding debt on June 30, 2017 owed by the Sewer Fund was \$9,680,000.

Budget Comments

Account #96020 covers the principal portion of the payment for the Refunding Bond.
Account #96021 covers the interest portion of the payment for the Refunding Bond.
Account #96022 covers the principal portion of the payment for the Digester Project Bond.
Account #96023 covers the interest portion of the payment for the Digester Project Bond.

Sewer Revenue
Refunding Bonds

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 270,000	\$ 268,406	\$ 538,406
2019	225,000	258,956	483,956
2020	235,000	249,956	484,956
2021	245,000	240,556	485,556
2022-26	1,390,000	1,047,180	2,437,180
2027-31	1,705,000	727,093	2,432,093
2032-36	<u>2,130,000</u>	<u>304,329</u>	<u>2,434,329</u>
	\$ 6,200,000	\$ 3,096,476	\$ 9,296,476

LOCAP Bonds

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 145,000	\$ 144,872	\$ 289,872
2019	205,000	139,798	344,798
2020	210,000	131,597	341,597
2021	220,000	124,668	344,668
2022-26	1,210,000	493,930	1,703,930
2027-31	<u>1,490,000</u>	<u>211,950</u>	<u>1,701,830</u>
	\$ 3,480,000	\$ 1,246,695	\$ 4,726,695

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>SEWER FUND</u>							
<u>DEBT SERVICES</u>							
<u>DEBT SERVICE:</u>							
030-050-96020	SEWER REF BONDS 2010 - PRIN	300,000	265,000	270,000	225,000	225,000	225,000
030-050-96021	SEWER REF BONDS 2010 - INT	286,681	277,681	268,410	258,960	258,960	258,960
030-050-96022	DIGESTER PROJ DEBT 2011 PRIN	90,000	135,000	145,000	205,000	205,000	205,000
030-050-96023	DIGESTER PROJECT DEBT 2011 INT	151,960	149,260	144,875	139,800	139,800	139,800
	TOTAL DEBT SERVICE	828,641	826,941	828,285	828,760	828,760	828,760
	TOTAL DEBT SERVICES	828,641	826,941	828,285	828,760	828,760	828,760
	TOTAL FUND EXPENDITURES	3,809,833	3,528,351	4,298,282	4,866,748	5,006,748	5,006,748

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: SEWER IMPROVEMENT SDC

Program Description/Mission

This fund is dedicated to capacity increasing sanitary sewer improvement projects. The primary revenue source for this fund is from System Development Charges (SDCs) received that are used for sanitary sewer improvements that increase capacity or are growth related. The 2007 Wastewater System Facility Master Plan is the planning document for this budget.

Budget Comments

Account #81801 includes credits to developers that make offsite public improvements or oversize improvements benefiting the system.

Major Issues to be Resolved in the Next 5 Years

Maintain adequate funding to meet sanitary sewer needs as new growth occurs. Current sanitary SDC methodology includes the entire master plan project list. Continued implementation of the rate increases identified in the 2013 Rate Study will need consideration if the City expects to build all of the sanitary sewer projects when needed.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>SEWER IMPROVEMENT SDC FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
031-000-45002	INTEREST EARNED	2,877	6,646	7,630	9,500	9,500	9,500
031-000-45007	IMPROVEMENT SDCS	186,995	171,306	178,980	154,200	154,200	154,200
	TOTAL MISCELLANEOUS REVENUE	189,872	177,951	186,610	163,700	163,700	163,700
<u>BEGINNING FUND BALANCE</u>							
031-000-49090	BEGINNING FUND BALANCE	361,043	550,915	663,572	884,631	884,631	884,631
	TOTAL BEGINNING FUND BALANCE	361,043	550,915	663,572	884,631	884,631	884,631
	TOTAL FUND REVENUE	550,915	728,866	850,182	1,048,331	1,048,331	1,048,331

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>SEWER IMPROVEMENT SDC FUND</u>							
<u>SEWER SYSTEM IMPROVEMENT</u>							
<u>MATERIALS AND SERVICES:</u>							
031-031-61059	CONTRACTED SERVICES	0	0	15,000	30,000	30,000	30,000
	TOTAL MATERIALS AND SERVICES	0	0	15,000	30,000	30,000	30,000
<u>CAPITAL OUTLAY:</u>							
031-031-81072	SYSTEM CAPACITY IMPRVMENTS	0	0	200,000	1,005,307	1,005,307	1,005,307
031-031-81801	DEVELOPER SDC CREDITS	0	0	23,441	13,024	13,024	13,024
	TOTAL CAPITAL OUTLAY	0	0	223,441	1,018,331	1,018,331	1,018,331
<u>CONTINGENCY & RESERVES:</u>							
031-031-91301	RESERVE- SEWER CAPACITY IMP	0	0	611,741	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	611,741	0	0	0
	TOTAL SEWER SYSTEM IMPROVEME	0	0	850,182	1,048,331	1,048,331	1,048,331
	TOTAL FUND EXPENDITURES	0	0	850,182	1,048,331	1,048,331	1,048,331

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: SEWER REIMBURSEMENT SDC

Program Description/Mission

The overall mission is to provide resources for any combination of sewer capital improvement debt, sewer capacity improvement and any other sewer improvements. Sewer Reimbursement System Development Charges (SDCs) collected from new development is the primary revenue of this fund.

Major Issues to be Resolved in the Next 5 Years

Provide adequate resources for capital improvements that do not qualify for Improvement SDC funds.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>SEWER REIMBURSEMENT SDC FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
032-000-45002	INTEREST EARNED	3,963	7,961	8,849	16,025	16,025	16,025
032-000-45009	REIMBURSEMENT SDGS	128,329	117,554	121,860	101,550	101,550	101,550
	TOTAL MISCELLANEOUS REVENUE	132,292	125,515	130,709	117,575	117,575	117,575
<u>BEGINNING FUND BALANCE</u>							
032-000-49090	BEGINNING FUND BALANCE	557,247	689,539	769,555	929,329	929,329	929,329
	TOTAL BEGINNING FUND BALANCE	557,247	689,539	769,555	929,329	929,329	929,329
	TOTAL FUND REVENUE	689,539	815,054	900,264	1,046,904	1,046,904	1,046,904

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>SEWER REIMBURSEMENT SDC FUND</u>							
<u>SEWER REIMBURSEMENT SDC</u>							
<u>CONTINGENCY & RESERVES:</u>							
032-032-91702	RESERVE - FUTURE EXPENDITURE	0	0	900,264	1,046,904	1,046,904	1,046,904
	TOTAL CONTINGENCY & RESERVES	0	0	900,264	1,046,904	1,046,904	1,046,904
	TOTAL SEWER REIMBURSEMENT SD	0	0	900,264	1,046,904	1,046,904	1,046,904
	TOTAL FUND EXPENDITURES	0	0	900,264	1,046,904	1,046,904	1,046,904

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: SEWER DEBT RESERVE

Budget Comments

This fund was created to accumulate the resources dedicated to pay debt owed by the Sewer Fund. The Sewer Fund is required to maintain, per the bond covenants, a specific amount of resources to cover future bond payments. The reserve requirement is \$834,049. This fund was setup for that purpose and currently has sufficient resources to meet the covenant requirement.

The resources are from the required reserve that was previously included in the Sewer Fund. The remaining balance of funds in the Debt Service fund are from the Transient Taxes that are dedicated to help pay the Sewer Fund debt as previously directed by the City Council.

Funds above the requirement will be accumulated and then used to call bonds to reduce the Sewer Fund debt burden for sewer customers.

CITY OF SILVERTON

REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>SEWER DEBT RESERVE FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
036-000-45002	INTEREST EARNED	7,112	13,092	12,500	22,250	22,250	22,250
	TOTAL MISCELLANEOUS REVENUE	7,112	13,092	12,500	22,250	22,250	22,250
<u>TRANSFERS IN</u>							
036-000-46017	TRANSFER FROM TRANSIENT TAX	82,799	85,097	89,954	96,150	96,150	96,150
	TOTAL TRANSFERS IN	82,799	85,097	89,954	96,150	96,150	96,150
<u>BEGINNING FUND BALANCE</u>							
036-000-49090	BEGINNING FUND BALANCE	1,081,081	1,170,992	1,268,442	1,377,586	1,377,586	1,377,586
	TOTAL BEGINNING FUND BALANCE	1,081,081	1,170,992	1,268,442	1,377,586	1,377,586	1,377,586
	TOTAL FUND REVENUE	1,170,992	1,269,182	1,370,896	1,495,986	1,495,986	1,495,986

CITY OF SILVERTON

EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>SEWER DEBT RESERVE FUND</u>							
<u>DEBT SERVICES</u>							
<u>CONTINGENCY & RESERVES:</u>							
036-050-91009	RESERVE FOR DEBT SERVICE	0	0	1,370,896	1,495,986	1,495,986	1,495,986
	TOTAL CONTINGENCY & RESERVES	0	0	1,370,896	1,495,986	1,495,986	1,495,986
	TOTAL DEBT SERVICES	0	0	1,370,896	1,495,986	1,495,986	1,495,986
	TOTAL FUND EXPENDITURES	0	0	1,370,896	1,495,986	1,495,986	1,495,986

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: WATER

Budget Comments

Water revenues are separated into categories as listed below with a short description of each classification. Budget estimates are based on historical data unless otherwise noted.

Fees and Permits: The primary revenue source within this category is from water sales. Water customers are charged a base rate (based on meter size), a fixed fee (based on the number of users served by the meter) and a commodity rate per hundred cubic feet.

Miscellaneous: Includes interest earned on funds deposited with the Local Government Investment Pool, delinquent/ late charges and charges to customers for new water meters.

Beginning Fund Balance: Account #49090 includes funds carried forward from the previous year. This revenue provides a funding source for services until revenues are collected during the current fiscal year.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>WATER FUND</u>							
<u>FEES AND PERMITS</u>							
040-000-42101	WATER SERVICE CHARGES	1,929,696	1,979,018	2,329,220	2,330,250	2,330,250	2,330,250
040-000-42102	INSPECTION FEES	10,958	5,715	2,000	6,000	6,000	6,000
040-000-42140	ADMIN FEES	6,180	5,985	5,250	4,500	4,500	4,500
	TOTAL FEES AND PERMITS	1,946,833	1,990,718	2,336,470	2,340,750	2,340,750	2,340,750
<u>MISCELLANEOUS REVENUE</u>							
040-000-45002	INTEREST EARNED	6,120	8,944	6,250	12,500	12,500	12,500
040-000-45008	DELINQUENT/LATE CHARGES	80,468	66,379	60,000	50,000	50,000	50,000
040-000-45010	NEW WATER METER CONNECTIONS	25,387	33,197	29,400	25,000	25,000	25,000
040-000-45016	RENTAL RECEIPTS	11,025	10,295	10,350	10,350	10,350	10,350
040-000-45019	MISCELLANEOUS REVENUE	(2,656)	8,968	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	120,344	127,784	106,000	97,850	97,850	97,850
<u>BEGINNING FUND BALANCE</u>							
040-000-49090	BEGINNING FUND BALANCE	1,002,549	989,257	879,659	883,052	883,052	883,052
	TOTAL BEGINNING FUND BALANCE	1,002,549	989,257	879,659	883,052	883,052	883,052
	TOTAL FUND REVENUE	3,069,726	3,107,758	3,322,129	3,321,652	3,321,652	3,321,652

BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: WATER ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2019: 1.74 FTE
STAFF LEVEL 2018: 1.74 FTE

Program Description/Mission

This program accounts for the administration of the City's water treatment and distribution systems. This division is responsible for engineering and contract administration of projects related to the City's potable water treatment and distribution.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	0.49	0.49	
Admin Assistant II - PW	0.40	0.40	
Senior Engineer	0.45	0.45	
Engineering Technician	0.40	0.40	
Total	1.74	1.74	0.00

Budget Comments

Account #61059 includes funds associated with a water rate study \$20,000; a reservoir capacity study \$20,000; an update to the inundation zone map \$50,000, an agreement for the maintenance and live-stream data monitoring of Silver Creek Stream Gauge \$20,000, an update to the Water Conservation Plan \$20,000 and other contracted services as necessary.

Account #81003 includes the replacement of two computers (shared expense) - \$1,000.

Major Issues to be Resolved in the Next 5 Years

Manage the design and construction of the Water Treatment Plant Upgrade Project and implement a succession plan for the anticipated retirements of one Operator II and the Water Quality Division Supervisor.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
WATER FUND							
WATER ADMINISTRATION							
PERSONNEL SERVICES:							
040-010-51001	FULL TIME SALARIES	0	0	132,607	143,444	143,444	143,444
040-010-51003	WORKERS COMP INS	0	0	2,629	2,856	2,856	2,856
040-010-51004	SOCIAL SECURITY/MEDICARE	0	0	10,172	11,006	11,006	11,006
040-010-51005	HEALTH INSURANCE	0	0	27,362	29,371	29,371	29,371
040-010-51006	LIFE/ DISABILITY INS	0	0	291	301	301	301
040-010-51007	PERS RETIREMENT	0	0	33,418	35,984	35,984	35,984
040-010-51009	OVERTIME SALARIES	0	0	360	419	419	419
	TOTAL PERSONNEL SERVICES	0	0	206,839	223,381	223,381	223,381
MATERIALS AND SERVICES:							
040-010-61001	OFFICE SUPPLIES	0	0	300	2,500	2,500	2,500
040-010-61002	PUBLICATIONS	0	0	80	200	200	200
040-010-61003	ADVERTISING EXPENSE	0	0	60	70	70	70
040-010-61004	COMMUNICATION EXPENSE	0	0	400	1,500	1,500	1,500
040-010-61005	POSTAGE & FREIGHT	0	0	10,000	10,000	10,000	10,000
040-010-61015	TRAVEL, TRAINING & MEETINGS	0	0	480	1,200	1,200	1,200
040-010-61016	DUES & MEMBERSHIPS	0	0	250	500	500	500
040-010-61024	VEHICLE EXPENSE	0	0	200	1,000	1,000	1,000
040-010-61030	FUEL EXPENSES	0	0	100	200	200	200
040-010-61031	RECORDING FEES	0	0	200	200	200	200
040-010-61042	SAFETY EQP/ PROT CLTHNG	0	0	50	100	100	100
040-010-61044	SMALL TOOLS	0	0	50	50	50	50
040-010-61045	EQUIPMENT RENTAL	0	0	750	1,000	1,000	1,000
040-010-61059	CONTRACTED SERVICES	0	0	15,950	145,000	145,000	145,000
040-010-61063	PROPERTY TAXES	0	0	1,100	0	0	0
040-010-61079	BANK & CHARGE CARD FEES	0	0	6,500	13,000	13,000	13,000
040-010-62573	MISCELLANEOUS EXPENSE	0	0	200	200	200	200
040-010-71000	MINOR EQUIPMENT	0	0	100	100	100	100
040-010-71009	SOFTWARE	0	0	600	1,000	1,000	1,000
	TOTAL MATERIALS AND SERVICES	0	0	37,370	177,820	177,820	177,820
CAPITAL OUTLAY:							
040-010-81003	CAPITAL - REPLACEMENT	0	0	400	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	0	0	400	1,000	1,000	1,000
CONTINGENCY & RESERVES:							
040-010-90001	CONTINGENCY	0	0	398,751	412,847	347,847	347,847
040-010-91009	RESERVE FOR DEBT SERVICE	0	0	193,726	193,726	193,726	193,726
040-010-91702	RESERVE - FUTURE EXPENDITURE	0	0	186,614	148,242	148,242	148,242
	TOTAL CONTINGENCY & RESERVES	0	0	779,091	754,815	689,815	689,815
TRANSFERS OUT:							
040-010-95001	TRANSFER TO GENERAL FUND	0	0	476,697	515,931	515,931	515,931
040-010-95050	TRANSFER TO DEBT SERVICE	0	0	22,710	24,432	24,432	24,432
040-010-95226	TRANSFER TO MCCLAIN IMP PROJ	0	0	0	43,000	43,000	43,000
040-010-95340	TRANSFER TO WATER CIP FUND	0	0	465,000	82,000	82,000	82,000
040-010-95600	TRANSFER TO FLEET REPLACEMENT	0	0	25,817	28,118	28,118	28,118
040-010-95610	TRANSFER TO MAJOR EQUIP REP	0	0	20,413	20,413	20,413	20,413
	TOTAL TRANSFERS OUT	0	0	1,010,637	713,894	713,894	713,894
	TOTAL WATER ADMINISTRATION	0	0	2,034,337	1,870,910	1,805,910	1,805,910

BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: WATER OPERATIONS
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2019: 1.90 FTE
STAFF LEVEL 2018: 1.90 FTE

Program Description/Mission

This program accounts for the operation and maintenance of the Water Treatment Plant (WTP), three pump stations, two surface water supply sources, and three reservoirs totaling 5.5 million gallons (MG) by Water Quality Division staff. This division is responsible for treatment of drinking water. The Water Quality Division annually treats over 545 MGs of drinking and firefighting water for the City's residential, commercial, and industrial customers.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Water Quality Division Supervisor	0.24	0.24	
Water/Sewer Operator I	0.10	0.10	
Water/Sewer Operator II – part-time	0.34	0.34	
Water/Sewer Operator II	1.22	1.22	
Total	1.90	1.90	0.00

Budget Comments

Account #61022 maintains: Abiqua intake \$2,000, Silver Creek intake \$1,000, WTP Plant #1 mixer \$1,000, WTP Plant #2 clarifier drive & rack assembly \$1,000, chemical feed pump \$1,000, hypochlorite generator \$1,000, anthracite filter material \$2,000, SCADA \$10,000, cathodic system 2MG reservoir \$1,000, 1.5MG clear water dive inspection and cleaning \$10,000, WTP transducer calibration and maintenance \$3,000, and emergency generator \$1,500, and Edison Road pump station \$1,000.

Account #61043 includes demolition of existing structure at 907 Reserve.

Account #61059 covers PLC programming services \$10,000, industrial electrician service \$5,000, Silver Creek Dam mailer printing and minor costs related to hearing tests, shredding and copier costs.

Account #62525 covers chemicals for water treatment \$35,000.

Account #62530 includes lab regents and testing supplies \$2,000.

Account #81003 includes hydraulic level control sensors \$20,000, plant #2 backwash control valves \$60,000, chemical feed control valves \$15,000 and high-level reservoir exterior clean and paint \$110,000.

Account #85003 includes funding for a utility vehicle canopy.

Accomplishments

Treated and provided 545 million gallons of water to City customers.

Worked with the USGS on stream gauge enhancements.

Pilot tested water treatment package plant systems for possible implementation in the Water Treatment Plant facility upgrade.

Major Issues to be Resolved in the Next 5 Years

Complete replacement/upgrades of the Water Treatment Plant Facility.

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
WATER FUND							
WATER OPERATIONS							
PERSONNEL SERVICES:							
040-040-51001	FULL TIME SALARIES	198,113	194,838	100,676	111,546	111,546	111,546
040-040-51003	WORKERS COMP INS	4,959	5,191	5,410	6,273	6,273	6,273
040-040-51004	SOCIAL SECURITY/MEDICARE	14,268	14,608	7,902	8,763	8,763	8,763
040-040-51005	HEALTH INSURANCE	42,330	44,989	26,002	29,550	29,550	29,550
040-040-51006	LIFE/ DISABILITY INS	547	529	526	562	562	562
040-040-51007	PERS RETIREMENT	39,427	34,212	27,282	30,252	30,252	30,252
040-040-51009	OVERTIME SALARIES	1,202	2,224	2,624	3,003	3,003	3,003
	TOTAL PERSONNEL SERVICES	300,846	296,589	170,422	189,949	189,949	189,949
MATERIALS AND SERVICES:							
040-040-61001	OFFICE SUPPLIES	3,212	2,423	2,600	2,000	2,000	2,000
040-040-61002	PUBLICATIONS	40	0	100	100	100	100
040-040-61003	ADVERTISING EXPENSE	81	0	100	100	100	100
040-040-61004	COMMUNICATION EXPENSE	11,845	10,717	12,385	11,500	11,500	11,500
040-040-61005	POSTAGE & FREIGHT	7,687	6,463	180	300	300	300
040-040-61006	GAS/ELECTRIC EXPENSE	51,857	65,558	61,000	70,000	70,000	70,000
040-040-61009	PERMIT FEES	709	8,532	3,000	3,000	3,000	3,000
040-040-61015	TRAVEL, TRAINING & MEETINGS	1,384	2,402	2,500	2,000	2,000	2,000
040-040-61016	DUES & MEMBERSHIPS	717	465	1,500	1,000	1,000	1,000
040-040-61022	EQUIPMENT MAINTENANCE	10,623	18,121	35,500	35,500	35,500	35,500
040-040-61024	VEHICLE EXPENSE	157	847	500	200	200	200
040-040-61030	FUEL EXPENSES	771	760	1,000	1,000	1,000	1,000
040-040-61032	JANITORIAL SUPPLIES	60	45	50	50	50	50
040-040-61042	SAFETY EQP/ PROT CLTHNG	179	533	500	500	500	500
040-040-61043	BUILDING/ GROUNDS MAINTENANCE	1,083	2,723	3,500	13,000	13,000	13,000
040-040-61044	SMALL TOOLS	731	630	600	500	500	500
040-040-61045	EQUIPMENT RENTAL	1,235	5,955	17,300	2,500	2,500	2,500
040-040-61049	WATER SYSTEM MAINTENANCE	(2,009)	0	0	0	0	0
040-040-61059	CONTRACTED SERVICES	9,202	8,223	28,910	25,000	25,000	25,000
040-040-61063	PROPERTY TAXES	1,012	1,012	1,100	0	0	0
040-040-61079	BANK & CHARGE CARD FEES	6,926	8,712	0	0	0	0
040-040-62525	CHEMICAL SUPPLIES	39,785	37,341	35,000	35,000	35,000	35,000
040-040-62530	LAB SUPPLIES	0	0	0	2,000	2,000	2,000
040-040-62538	ABIQUA DAM MAINTENANCE	0	4,250	3,000	3,000	3,000	3,000
040-040-62560	WATER TESTS	4,894	8,573	9,000	9,000	9,000	9,000
040-040-62573	MISCELLANEOUS EXPENSE	19	1,659	2,000	1,000	1,000	1,000
040-040-71000	MINOR EQUIPMENT	1,425	1,847	1,500	1,000	1,000	1,000
040-040-71009	SOFTWARE	510	510	500	500	500	500
	TOTAL MATERIALS AND SERVICES	154,134	198,299	223,325	219,750	219,750	219,750
CAPITAL OUTLAY:							
040-040-81003	CAPITAL - REPLACEMENT	103,324	63,959	64,000	205,000	240,000	240,000
040-040-85003	CAPITAL - NEW	0	5,950	10,000	2,000	2,000	2,000
	TOTAL CAPITAL OUTLAY	103,324	69,909	74,000	207,000	242,000	242,000
TRANSFERS OUT:							
040-040-95001	TRANSFER TO GENERAL FUND	448,403	462,154	0	0	0	0
040-040-95050	TRANSFER TO DEBT SERVICE	20,192	21,894	0	0	0	0
040-040-95340	TRANSFER TO WATER CIP FUND	425,000	425,000	0	0	0	0
040-040-95600	TRANSFER TO FLEET REPLACEMENT	46,305	65,765	0	0	0	0
040-040-95610	TRANSFER TO MAJOR EQUIP REP	20,413	20,413	0	0	0	0
	TOTAL TRANSFERS OUT	960,313	995,226	0	0	0	0
	TOTAL WATER OPERATIONS	1,518,616	1,560,022	467,747	616,699	651,699	651,699

BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: WATER MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2019: 3.61 FTE
STAFF LEVEL 2018: 3.61 FTE

Program Description/Mission

This program accounts for the operation and maintenance of the water distribution system. The water system consists of approximately 58 miles of waterlines, 490 fire hydrants, 7 pressure zones, over 3,300 water meters and the Silverton reservoir. The division is responsible for ongoing maintenance, monitoring, and flushing of the system and responds to water related customer issues 24 hours a day all year.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.40	0.40	
Admin Assistant I - PW	0.36	0.36	
Utility Worker I	1.23	1.23	
Utility Worker II	0.81	0.81	
Utility Worker III (Lead)	0.41	0.41	
Utility Worker III/ Mechanic	<u>0.40</u>	<u>0.40</u>	
Total	3.61	3.61	<u>0.00</u>

Budget Comments

Account #61049 includes funds associated with water system repairs and annual maintenance \$30,000. Account #61051 includes completion of water meter change-out program. Account #61059 includes Iworq's contract \$600, locate ticket program \$200, compound meter testing \$2,000, pressure regulating valve services \$2,000, and remainder of funds for hearing tests, Bio-Med services, annual fire extinguisher services and unforeseen contracted services. Account #62539 includes costs associated with upgrades to the dam early warning system, new safety measures and additional improvements and maintenance work. Account #81003 includes a new adjustable sit-to-stand desk and ancillary equipment \$550 (shared expense).

Accomplishments

- The Maintenance Division continued the annual fire hydrant and water main flushing, which allows the Division to move forward on preventive maintenance tasks.
- Installed 488 electronic read water meters during the 2017-2018 fiscal year.
- Performed over 100 water maintenance activities including but not limited to taps/new services, repairing leaks in mains, high-pressure main repairs and responding to customers needing assistance for leaks, etc.

Major Issues to be Resolved in the Next 5 Years

Flushing of the system and a condition assessment of fire hydrants, valves, vacuum/ air valves, and pressure reducing/ sustaining valves. Focus will be to identify hydrants and other appurtenances in need of repairs or replacement.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
WATER FUND							
WATER MAINTENANCE							
PERSONNEL SERVICES:							
040-045-51001	FULL TIME SALARIES	144,026	151,979	151,231	165,830	165,830	165,830
040-045-51002	PART TIME SALARIES	13,620	14,978	15,843	17,133	17,133	17,133
040-045-51003	WORKERS COMP INS	5,722	6,777	8,768	10,026	10,026	10,026
040-045-51004	SOCIAL SECURITY/MEDICARE	11,822	12,597	13,199	14,440	14,440	14,440
040-045-51005	HEALTH INSURANCE	52,020	61,181	65,400	77,626	77,626	77,626
040-045-51006	LIFE/ DISABILITY INS	706	638	804	854	854	854
040-045-51007	PERS RETIREMENT	25,831	29,273	42,383	48,464	48,464	48,464
040-045-51009	OVERTIME SALARIES	1,765	3,996	5,466	5,794	5,794	5,794
	TOTAL PERSONNEL SERVICES	255,512	281,420	303,094	340,167	340,167	340,167
MATERIALS AND SERVICES:							
040-045-61001	OFFICE SUPPLIES	895	805	1,000	1,000	1,000	1,000
040-045-61002	PUBLICATIONS	0	0	50	50	50	50
040-045-61003	ADVERTISING EXPENSE	10	0	50	50	50	50
040-045-61004	COMMUNICATION EXPENSE	3,943	3,754	4,000	5,000	5,000	5,000
040-045-61005	POSTAGE & FREIGHT	182	244	200	200	200	200
040-045-61006	GAS/ELECTRIC EXPENSE	1,099	1,296	1,400	1,400	1,400	1,400
040-045-61009	PERMIT FEES	200	0	200	200	200	200
040-045-61015	TRAVEL, TRAINING & MEETINGS	587	2,047	3,500	3,500	3,500	3,500
040-045-61016	DUES & MEMBERSHIPS	423	473	1,000	1,000	1,000	1,000
040-045-61022	EQUIPMENT MAINTENANCE	908	1,268	5,800	5,800	5,800	5,800
040-045-61024	VEHICLE EXPENSE	1,585	1,445	3,600	3,600	3,600	3,600
040-045-61030	FUEL EXPENSES	4,672	5,788	6,000	6,000	6,000	6,000
040-045-61031	RECORDING FEES	36	102	200	200	200	200
040-045-61032	JANITORIAL SUPPLIES	0	0	200	200	200	200
040-045-61039	TRAFFIC CONTROL SUPPLIES	0	0	100	100	100	100
040-045-61042	SAFETY EQ/ PROT CLTHNG	922	1,206	3,000	3,000	3,000	3,000
040-045-61043	BUILDING/ GROUNDS MAINTENANCE	886	961	2,000	2,000	2,000	2,000
040-045-61044	SMALL TOOLS	170	353	800	800	800	800
040-045-61045	EQUIPMENT RENTAL	641	595	600	900	900	900
040-045-61049	WATER SYSTEM MAINTENANCE	15,176	14,997	20,000	30,000	30,000	30,000
040-045-61051	WATER METER PROGRAM	60,582	84,581	220,000	150,000	150,000	150,000
040-045-61059	CONTRACTED SERVICES	11,744	2,367	5,500	5,500	5,500	5,500
040-045-62539	SILVER CREEK DAM MAINT	1,281	1,920	13,000	75,000	75,000	75,000
040-045-62573	MISCELLANEOUS EXPENSE	17	22	500	500	500	500
040-045-71000	MINOR EQUIPMENT	1,263	1,489	2,000	2,500	2,500	2,500
040-045-71009	SOFTWARE	1,622	36	50	50	50	50
	TOTAL MATERIALS AND SERVICES	108,845	125,749	294,750	298,550	298,550	298,550
CAPITAL OUTLAY:							
040-045-81003	CAPITAL - REPLACEMENT	3,771	1,659	10,800	1,600	31,600	31,600
040-045-82100	CAPITAL- BUILDING IMPROVEMENTS	0	0	13,000	0	0	0
040-045-85003	CAPITAL - NEW	0	0	4,675	0	0	0
	TOTAL CAPITAL OUTLAY	3,771	1,659	28,475	1,600	31,600	31,600
	TOTAL WATER MAINTENANCE	368,128	408,828	626,319	640,317	670,317	670,317

BUDGET NARRATIVE
Fiscal Year 2018-2019

PROGRAM: DEBT SERVICE
DEPARTMENT: PUBLIC WORKS
FUND: WATER

Program Description/Mission

This program accounts for payments of principal and interest owed by the Water Fund. The Water Fund has one debt outstanding. The debt is for a loan from Citizens Bank used to refinance a 40-year bond. The loan from Citizens Bank is a 10-year loan with 3% interest rate and no early payment penalty. Payments of principal and interest are paid April 30 and October 30 of each year. The outstanding debt on June 30, 2017 owed by the Water Fund was \$1,137,883.

Budget Comments

Account #96024 covers the principal portion of the payment for the loan.
Account #96025 covers the interest portion of the payment for the loan.

Citizens Bank Loan			
<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 160,832	\$ 32,893	\$ 193,725
2019	165,693	28,032	193,725
2020	170,701	23,024	193,725
2021	175,861	17,864	193,725
2022	181,176	12,549	193,725
2023	186,652	7,073	193,725
2024	96,968	1,432	98,400
	<u>\$ 1,137,883</u>	<u>\$ 122,867</u>	<u>\$ 1,260,750</u>

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>WATER FUND</u>							
<u>DEBT SERVICES</u>							
<u>DEBT SERVICE:</u>							
040-050-96024	CITIZENS BANK LOAN - PRINCIPAL	151,903	153,582	160,832	165,694	165,694	165,694
040-050-96025	CITIZENS BANK LOAN - INTEREST	41,823	40,143	32,894	28,032	28,032	28,032
TOTAL DEBT SERVICE		193,725	193,725	193,726	193,726	193,726	193,726
TOTAL DEBT SERVICES		193,725	193,725	193,726	193,726	193,726	193,726
TOTAL FUND EXPENDITURES		2,080,469	2,162,575	3,322,129	3,321,652	3,321,652	3,321,652

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: WATER IMPROVEMENT SDC

Program Description/Mission

This fund is dedicated to capacity increasing water improvement projects. The primary revenue source for this fund is from System Development Charges (SDCs) received that are used for water improvements that increase capacity or are growth related. The 2011 Water Master Plan is the planning document for this budget. The total owed to developers as of June 30, 2018 is anticipated to be approximately \$75,000.

Budget Comments

Account #81801 provides for credits to developers that make offsite public improvements or oversized improvements benefiting the system and approved by City Council.

Major Issues to be Resolved in the Next 5 Years

Maintain adequate funding to meet water needs as new growth occurs. Current Water SDC methodology includes the entire master plan project list. Continue implementation of the rate increases identified in the 2013 Rate Study will need consideration if the City expects to build all of the water projects when needed.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>WATER IMPROVEMENT SDC FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
041-000-45002	INTEREST EARNED	8,358	14,731	12,250	24,760	24,760	24,760
041-000-45007	IMPROVEMENT SDCS	253,559	224,942	241,740	208,300	208,300	208,300
	TOTAL MISCELLANEOUS REVENUE	261,917	239,673	253,990	233,060	233,060	233,060
<u>BEGINNING FUND BALANCE</u>							
041-000-49090	BEGINNING FUND BALANCE	1,182,569	1,261,771	1,430,358	1,719,114	1,719,114	1,719,114
	TOTAL BEGINNING FUND BALANCE	1,182,569	1,261,771	1,430,358	1,719,114	1,719,114	1,719,114
	TOTAL FUND REVENUE	1,444,486	1,501,443	1,684,348	1,952,174	1,952,174	1,952,174

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>WATER IMPROVEMENT SDC FUND</u>							
<u>WATER SYSTEM IMPROVEMENT</u>							
<u>MATERIALS AND SERVICES:</u>							
041-041-61059	CONTRACTED SERVICES	0	0	15,000	70,000	70,000	70,000
	TOTAL MATERIALS AND SERVICES	0	0	15,000	70,000	70,000	70,000
<u>CAPITAL OUTLAY:</u>							
041-041-81072	SYSTEM CAPACITY IMPRVMENTS	0	0	1,540,298	1,753,124	1,753,124	1,753,124
041-041-81801	DEVELOPER SDC CREDITS	0	0	129,050	129,050	129,050	129,050
	TOTAL CAPITAL OUTLAY	0	0	1,669,348	1,882,174	1,882,174	1,882,174
<u>TRANSFERS OUT:</u>							
041-041-95340	TRANSFER TO WATER CIP FUND	182,715	0	0	0	0	0
	TOTAL TRANSFERS OUT	182,715	0	0	0	0	0
	TOTAL WATER SYSTEM IMPROVEME	182,715	0	1,684,348	1,952,174	1,952,174	1,952,174
	TOTAL FUND EXPENDITURES	182,715	0	1,684,348	1,952,174	1,952,174	1,952,174

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: WATER REIMBURSEMENT SDC

Program Description/Mission

The overall mission is to provide resources for any combination of water capital improvement debt, water capacity improvement and any other water improvements. Water Reimbursement System Development Charges (SDCs) collected from new development is the primary revenue of this fund.

Budget Comments

No projects scheduled at this time for this fiscal year.

Major Issues to be Resolved in the Next 5 Years

Provide adequate resources for improvements that do not qualify for Improvement SDC funds.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>WATER REIMBURSEMENT SDC FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
042-000-45002	INTEREST EARNED	1,813	2,167	1,400	2,300	2,300	2,300
042-000-45009	REIMBURSEMENT SDCS	93,649	81,022	88,500	73,750	73,750	73,750
	TOTAL MISCELLANEOUS REVENUE	95,461	83,189	89,900	76,050	76,050	76,050
<u>BEGINNING FUND BALANCE</u>							
042-000-49090	BEGINNING FUND BALANCE	238,470	333,932	136,939	261,406	261,406	261,406
	TOTAL BEGINNING FUND BALANCE	238,470	333,932	136,939	261,406	261,406	261,406
	TOTAL FUND REVENUE	333,932	417,120	226,839	337,456	337,456	337,456

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>WATER REIMBURSEMENT SDC FUND</u>							
<u>WATER REIMBURSEMENT SDC'S</u>							
<u>CAPITAL OUTLAY:</u>							
042-042-81072	SYSTEM CAPACITY IMPRVMTS	0	0	101,839	337,456	337,456	337,456
	TOTAL CAPITAL OUTLAY	0	0	101,839	337,456	337,456	337,456
<u>TRANSFERS OUT:</u>							
042-042-95073	TRANSFER TO ASSESSMENT	0	125,000	125,000	0	0	0
	TOTAL TRANSFERS OUT	0	125,000	125,000	0	0	0
	TOTAL WATER REIMBURSEMENT SD	0	125,000	226,839	337,456	337,456	337,456
	TOTAL FUND EXPENDITURES	0	125,000	226,839	337,456	337,456	337,456

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: DEBT SERVICE

Budget Comments

This fund accounts for money transferred in from other operating funds to pay the general debt of the City. There is currently only one debt being paid from this fund.

In 2002, City Council decided to become part of a larger group of entities who worked with Seattle Northwest to issue bonds to pay the balance of the unfunded liability owed to the Public Employees Retirement System (PERS).

The PERS bonds were issued March of 2002, for \$1,957,495 with varying interest rates from 2% to 7.36% amortized over 28 years. The payments are made in December, interest only, and June, both principal and interest, of each year. The bonds are non-callable, except for the 2025 maturity. During the 2010-2011 fiscal year, the City called the 2025 maturity to save on total interest (\$209,975) and paid an additional \$ 220,000 in principal. The principal balance as of June 30, 2017 was \$1,423,413.

STATEMENT OF BOND INTEREST & RETIREMENT REQUIREMENTS

PERS Pension (Issued 3/15/2002 – Interest payable December and June)

<u>Tax Year</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Principal Required</u>	<u>Interest Required</u>	<u>Total Required</u>
2017-18	7.31%	06/01/2018	\$ 31,307	\$ 160,141	\$ 191,448
2018-19	7.36%	06/01/2019	31,788	169,660	201,448
2019-20	6.85%	06/01/2020	50,317	161,131	211,448
2020-21	6.85%	06/01/2021	130,000	89,735	219,735
2021-22	6.85%	06/01/2021	150,000	80,830	230,830
Remaining	various	06/01	<u>1,030,001</u>	<u>378,086</u>	<u>1,408,087</u>
Total			\$1,423,413	\$1,039,583	\$2,462,996

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
DEBT SERVICE FUND							
MISCELLANEOUS REVENUE							
051-000-45002	INTEREST EARNED	658	1,268	850	950	950	950
	TOTAL MISCELLANEOUS REVENUE	658	1,268	850	950	950	950
TRANSFERS IN							
051-000-46010	TRANSFER FROM GENERAL FUND	114,657	116,564	121,164	127,284	127,284	127,284
051-000-46011	TRANSFER FROM ELEC INSPECTION	129	129	132	154	154	154
051-000-46012	TRANSFER FROM BUILDING OP	4,713	6,129	7,175	8,561	8,561	8,561
051-000-46013	TRANSFER FROM TRANSPORTATION	3,020	3,290	3,434	3,584	3,584	3,584
051-000-46020	TRANSFER FROM STREET	6,298	6,316	6,400	7,458	7,458	7,458
051-000-46030	TRANSFER FROM SEWER	27,439	27,128	30,440	29,977	29,977	29,977
051-000-46040	TRANSFER FROM WATER	20,192	21,894	22,710	24,432	24,432	24,432
	TOTAL TRANSFERS IN	176,448	181,450	191,455	201,450	201,450	201,450
BEGINNING FUND BALANCE							
051-000-49090	BEGINNING FUND BALANCE	13,442	14,102	15,172	16,517	16,517	16,517
	TOTAL BEGINNING FUND BALANCE	13,442	14,102	15,172	16,517	16,517	16,517
	TOTAL FUND REVENUE	190,549	196,820	207,477	218,917	218,917	218,917

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
DEBT SERVICE FUND							
DEBT SERVICES							
DEBT SERVICE:							
051-051-97011	PERS BOND - PRINCIPAL	30,974	30,318	47,332	49,257	49,257	49,257
051-051-97012	PERS BOND - INTEREST	145,473	151,128	160,145	169,660	169,660	169,660
	TOTAL DEBT SERVICE	176,447	181,446	207,477	218,917	218,917	218,917
	TOTAL DEBT SERVICES	176,447	181,446	207,477	218,917	218,917	218,917
	TOTAL FUND EXPENDITURES	176,447	181,446	207,477	218,917	218,917	218,917

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: BUILDING CAPITAL IMPROVEMENT RESERVE

Program Description/Mission

This fund was reviewed June 16, 2014 by City Council and has been authorized for another ten years. The overall mission is to set aside funds for new buildings, replacement buildings, or to cover the cost of major remodeling projects. An evaluation of the fund will need to take place once every 10 years to determine whether to retain or discontinue the fund. This fund receives its resources from transfers in from the General Fund, Street Fund, Sewer Fund, and Water Fund and is set aside for this purpose. The current resources in this fund are all transfers from the General Fund.

Budget Comments

A portion of these resources are expected to be used when the new Civic Center is approved. These funds will be needed to cover costs to renovate the current City Hall if the Police Department is the only department to move to the new Civic Center. Part of this fund can be used to help with construction costs related to the Civic Center as well.

Account #81001 is a place holder to cover major building costs for City Hall if necessary.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>BUILDING CAPITAL IMP RESERVE</u>							
<u>MISCELLANEOUS REVENUE</u>							
061-000-45002	INTEREST EARNED	4,588	10,024	10,000	14,000	14,000	14,000
	TOTAL MISCELLANEOUS REVENUE	4,588	10,024	10,000	14,000	14,000	14,000
<u>TRANSFERS IN</u>							
061-000-46010	TRANSFER FROM GENERAL FUND	200,000	200,000	250,000	0	0	0
	TOTAL TRANSFERS IN	200,000	200,000	250,000	0	0	0
<u>BEGINNING FUND BALANCE</u>							
061-000-49090	BEGINNING FUND BALANCE	613,527	818,115	1,026,365	1,293,638	1,293,638	1,293,638
	TOTAL BEGINNING FUND BALANCE	613,527	818,115	1,026,365	1,293,638	1,293,638	1,293,638
	TOTAL FUND REVENUE	818,115	1,028,138	1,286,365	1,307,638	1,307,638	1,307,638

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>BUILDING CAPITAL IMP RESERVE</u>							
<u>BUILDING CAPITAL PROJECTS</u>							
<u>CAPITAL OUTLAY:</u>							
061-100-81001	BUILDING IMPROVEMENTS	0	0	1,286,365	1,307,638	1,307,638	1,307,638
	TOTAL CAPITAL OUTLAY	0	0	1,286,365	1,307,638	1,307,638	1,307,638
	TOTAL BUILDING CAPITAL PROJECTS	0	0	1,286,365	1,307,638	1,307,638	1,307,638
	TOTAL FUND EXPENDITURES	0	0	1,286,365	1,307,638	1,307,638	1,307,638

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: GENERAL OPERATING RESERVE

Program Description/Mission

The General Operating Reserve Fund was created on June 23, 2008 by Resolution No. 08-25. The monies in this fund have been set aside for General Fund operations in the event of severely reduced revenues, unexpected increases in operating costs or a natural disaster that requires additional resources for recovery. This fund was reviewed at the May 17, 2018 meeting and it was determined that the fund should continue for at least another 10 years.

Budget Comments

The goal is to have a minimum fund balance equal to 15% of the General Fund operating expenditures (does not include contingency and reserves). The proposed General Fund operating expenditures for the fiscal year (FY) 2018-2019 Budget is \$6.2 million, which means a fully funded reserve for this fiscal year would require a set aside of \$924,408. The current budgeted amount is \$728,139 or 79% of the desired funding for the reserve.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GENERAL OPERATING RESERVE</u>							
<u>MISCELLANEOUS REVENUE</u>							
062-000-45002	INTEREST EARNED	4,912	5,916	3,150	5,000	5,000	5,000
062-000-45019	MISCELLANEOUS REVENUE	12,119	17,968	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	17,032	23,884	3,150	5,000	5,000	5,000
<u>TRANSFERS IN</u>							
062-000-46010	TRANSFER FROM GENERAL FUND	0	100,000	200,000	200,000	200,000	200,000
062-000-46050	TRANSFER FROM DEBT SERVICE	0	0	17,274	0	0	0
	TOTAL TRANSFERS IN	0	100,000	217,274	200,000	200,000	200,000
<u>BEGINNING FUND BALANCE</u>							
062-000-49090	BEGINNING FUND BALANCE	760,929	777,960	299,872	523,139	523,139	523,139
	TOTAL BEGINNING FUND BALANCE	760,929	777,960	299,872	523,139	523,139	523,139
	TOTAL FUND REVENUE	777,960	901,844	520,296	728,139	728,139	728,139

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GENERAL OPERATING RESERVE</u>							
<u>GENERAL RESERVES</u>							
<u>CONTINGENCY & RESERVES:</u>							
062-100-91733	RESERVE - OPERATIONS	0	0	520,296	728,139	728,139	728,139
	TOTAL CONTINGENCY & RESERVES	0	0	520,296	728,139	728,139	728,139
<u>TRANSFERS OUT:</u>							
062-100-95225	TRANSFER TO CIVIC BLDG PROJECT	0	600,000	0	0	0	0
	TOTAL TRANSFERS OUT	0	600,000	0	0	0	0
	TOTAL GENERAL RESERVES	0	600,000	520,296	728,139	728,139	728,139
	TOTAL FUND EXPENDITURES	0	600,000	520,296	728,139	728,139	728,139

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: PARKS FEE

STAFF LEVEL 2019: 0.48 FTE
STAFF LEVEL 2018: 0.48 FTE

Program Description/Mission

Fiscal Year 2018-2019 will be the fifth year of this fund. It was created to account for the new Parks Fee established with Resolution 13-17 and passed by Council at the June 17, 2013 City Council meeting. Per Resolution No. 16-06, the monthly Park Fee will be adjusted every July 1 by the annual CPI. The Park Fee pays costs associated with construction, maintenance and operation of City owned parks and the marine park.

Personnel

	2018	2019	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Parks Maintenance Worker (Seasonal)	0.48	0.48	0.00

Budget Comments

Account #61034 includes bark and other landscape supplies \$3,000.

Account #61043 includes funds for park maintenance.

Account #61059 includes Skate & Dog park and Pioneer Park port-a-pots \$2,800 and other contracted services as needed.

Account #85001 includes costs to complete the overlook and funds for other improvements to be determined.

Accomplishments

Replaced turf and bark at dog park facility.

Worked with the Silverton Rotary Club for the purchase and installation of ADA compliant swings at Coolidge McClaine Park.

Major Issues to be Resolved in the Next 5 Years

Ability to collect sufficient funds to maintain, improve or construct additional park infrastructure of the City.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>PARKS FEE FUND</u>							
<u>FEES AND PERMITS</u>							
070-000-42170	PARKS FEE	72,220	75,525	75,245	79,500	79,500	79,500
	TOTAL FEES AND PERMITS	72,220	75,525	75,245	79,500	79,500	79,500
<u>MISCELLANEOUS REVENUE</u>							
070-000-45002	INTEREST EARNED	838	849	550	2,250	2,250	2,250
070-000-45010	DONATIONS	700	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	1,538	849	550	2,250	2,250	2,250
<u>TRANSFERS IN</u>							
070-000-46224	TRANSFER FROM FALLEN HEROES P	0	4,775	0	0	0	0
070-000-46372	TRANSFER FROM PARKS CIP	0	0	10,620	5,074	5,074	5,074
	TOTAL TRANSFERS IN	0	4,775	10,620	5,074	5,074	5,074
<u>BEGINNING FUND BALANCE</u>							
070-000-49090	BEGINNING FUND BALANCE	98,625	46,288	107,554	74,818	169,818	169,818
	TOTAL BEGINNING FUND BALANCE	98,625	46,288	107,554	74,818	169,818	169,818
	TOTAL FUND REVENUE	172,383	127,437	193,969	161,642	256,642	256,642



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CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
PARKS FEE FUND							
PARKS MAINTENANCE FEE PROGRAM							
PERSONNEL SERVICES:							
070-070-51002	PART TIME SALARIES	0	0	4,698	7,398	7,398	7,398
070-070-51003	WORKERS COMP INS	0	0	297	452	452	452
070-070-51004	SOCIAL SECURITY/MEDICARE	0	0	359	0	0	0
	TOTAL PERSONNEL SERVICES	0	0	5,354	7,850	7,850	7,850
MATERIALS AND SERVICES:							
070-070-61003	ADVERTISING	143	0	50	50	50	50
070-070-61034	LANDSCAPE SUPPLIES	1,804	608	15,500	3,000	3,000	3,000
070-070-61035	FALLEN HEROES MEMORIAL	0	0	4,775	4,275	4,275	4,275
070-070-61042	SAFETY EQP/ PROT CLTHNG	16	0	200	200	200	200
070-070-61043	BUILDING/ GROUNDS MAINTENANCE	1,284	580	3,300	3,300	3,300	3,300
070-070-61044	SMALL TOOLS	0	1,281	500	500	500	500
070-070-61059	CONTRACTED SERVICES	1,907	1,918	4,000	3,200	3,200	3,200
070-070-71000	MINOR EQUIPMENT	0	694	0	500	500	500
	TOTAL MATERIALS AND SERVICES	5,154	5,079	28,325	15,025	15,025	15,025
CAPITAL OUTLAY:							
070-070-81003	CAPITAL - REPLACEMENT	0	1,460	0	0	0	0
070-070-85001	PARKS IMPROVEMENT	120,941	3,669	98,170	30,000	125,000	125,000
070-070-85003	CAPITAL - NEW EQUIPMENT	0	0	11,500	0	0	0
	TOTAL CAPITAL OUTLAY	120,941	5,129	109,670	30,000	125,000	125,000
CONTINGENCY & RESERVES:							
070-070-90001	CONTINGENCY	0	0	50,620	108,767	108,767	108,767
	TOTAL CONTINGENCY & RESERVES	0	0	50,620	108,767	108,767	108,767
	TOTAL PARKS MAINTENANCE FEE P	126,095	10,208	193,969	161,642	256,642	256,642
	TOTAL FUND EXPENDITURES	126,095	10,208	193,969	161,642	256,642	256,642

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: PARKS & RECREATION IMPROVEMENT SDC

Program Description/Mission

This fund is dedicated to capacity increasing parks and recreation projects. The primary revenue source for this fund is from Park System Development Charges (SDCs) received that are used for parks and recreation improvements that increase capacity or are growth related. Commercial and industrial developments are exempt from Parks and Recreation SDCs. The 2008 Park and Recreation Master Plan is the planning document for this budget.

Major Issues to be Resolved in the Next 5 Years

Without continued residential growth, the funding of future improvements will be deferred to future years.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>PARKS & REC IMPROVE SDC FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
072-000-45002	INTEREST EARNED	4,824	11,441	8,500	25,852	25,852	25,852
072-000-45007	IMPROVEMENT SDCS	343,308	265,085	294,060	253,400	253,400	253,400
	TOTAL MISCELLANEOUS REVENUE	348,132	276,526	302,560	279,252	279,252	279,252
<u>BEGINNING FUND BALANCE</u>							
072-000-49090	BEGINNING FUND BALANCE	607,113	955,244	1,141,529	1,740,846	1,740,846	1,740,846
	TOTAL BEGINNING FUND BALANCE	607,113	955,244	1,141,529	1,740,846	1,740,846	1,740,846
	TOTAL FUND REVENUE	955,244	1,231,771	1,444,089	2,020,098	2,020,098	2,020,098

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>PARKS & REC IMPROVE SDC FUND</u>							
<u>PARKS AND RECREATION</u>							
<u>CAPITAL OUTLAY:</u>							
072-072-81040	PARK CAPACITY IMPROVEMENT	0	0	1,444,089	2,020,098	2,020,098	2,020,098
	TOTAL CAPITAL OUTLAY	0	0	1,444,089	2,020,098	2,020,098	2,020,098
	TOTAL PARKS AND RECREATION	0	0	1,444,089	2,020,098	2,020,098	2,020,098
	TOTAL FUND EXPENDITURES	0	0	1,444,089	2,020,098	2,020,098	2,020,098

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: ASSESSMENT

Budget Comments

This fund accounts for the collection of assessments charged to property owners for improvements that affect their property. The improvement could be for a street improvement, water improvement or sewer improvement. Property owners can enter into a payment agreement with the City to make semi-annual payments for the improvement. This fund also accounts for agreements with property owners who have requested to pay their system development charges using an installment method.

The expenditures within this fund are for the required debt service payments. There is currently one outstanding debt being repaid from this fund.

The debt is to Oregon Economic Development Department (OECDD) for bonds sold to cover costs of the WEVP water improvement project. The bonds were closed December 23, 2003 for \$1,275,000. The bonds were issued with interest rates of 3.00% to 4.625% and a total term of 25 years. The additional payments in Fiscal years 2014, 2015, 2016 and 2017 the City has saved \$269,515 in interest costs and reduced the term by more than 8 years. Additional principal of \$125,000 was paid in fiscal year 2017-2018. The unpaid balance as of June 30, 2017 was \$234,225. This fiscal year should be the final payoff of this bond.

STATEMENT OF BOND INTEREST & RETIREMENT REQUIREMENTS
OECDD Bonds (Payments due December 1st of each year)

<u>Tax Year</u>	<u>Principal Required</u>	<u>Interest Required</u>	<u>Total Required</u>
2017-18	\$ 48,388	\$ 8,213	\$ 56,601
2018-19	53,740	5,902	59,642
2019-20	54,116	3,521	57,637
2020-21	54,517	1,068	55,585
2021-22	23,464		23,464
Total	\$ 234,225	\$ 18,704	\$ 252,929

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
ASSESSMENT FUND							
MISCELLANEOUS REVENUE							
073-000-45002	INTEREST EARNED	1,953	4,662	3,000	3,970	3,970	3,970
073-000-45019	MISCELLANEOUS REVENUE	1,214	0	0	0	0	0
073-000-45022	ASSESSMENT - PRINCIPAL	120,681	24,908	12,000	13,500	13,500	13,500
073-000-45023	ASSESSMENT - INTEREST	25,888	61,648	48,000	16,500	16,500	16,500
	TOTAL MISCELLANEOUS REVENUE	149,737	91,219	63,000	33,970	33,970	33,970
TRANSFERS IN							
073-000-46042	TRANSFER FROM WATER REIMB SD	0	125,000	125,000	0	0	0
	TOTAL TRANSFERS IN	0	125,000	125,000	0	0	0
BEGINNING FUND BALANCE							
073-000-49090	BEGINNING FUND BALANCE	332,030	309,322	313,028	322,727	322,727	322,727
	TOTAL BEGINNING FUND BALANCE	332,030	309,322	313,028	322,727	322,727	322,727
	TOTAL FUND REVENUE	481,766	525,541	501,028	356,697	356,697	356,697

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
ASSESSMENT FUND							
ASSESSMENTS							
MATERIALS AND SERVICES:							
073-073-61058	LEGAL SERVICES	0	0	6,000	6,000	6,000	6,000
	TOTAL MATERIALS AND SERVICES	0	0	6,000	6,000	6,000	6,000
CONTINGENCY & RESERVES:							
073-073-90001	CONTINGENCY	0	0	305,068	292,447	292,447	292,447
	TOTAL CONTINGENCY & RESERVES	0	0	305,068	292,447	292,447	292,447
DEBT SERVICE:							
073-073-96030	WEVP WATER PROJ BOND- PRIN	147,390	177,557	173,750	52,300	52,300	52,300
073-073-96031	WEVP WATER PROJ BOND- INT	25,054	18,177	16,210	5,950	5,950	5,950
	TOTAL DEBT SERVICE	172,444	195,734	189,960	58,250	58,250	58,250
	TOTAL ASSESSMENTS	172,444	195,734	501,028	356,697	356,697	356,697
	TOTAL FUND EXPENDITURES	172,444	195,734	501,028	356,697	356,697	356,697

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: CDBG HOUSING REHAB

Program Description/Mission

This fund accounts for Community Development Block Grant (CDBG) loans made to residential community members for improvements to their property. Loans are made based on application approval and are contingent on the borrower's financial situation. Loans are secured by a lien on the property. CDBG loans are interest free and must be repaid when the securing property is sold, refinanced, or ownership is otherwise transferred. The City does have the option to provide other types of loans with a payback and/ or interest charge. The City currently contracts with Willamette Valley Council of Governments for the administration of the Loans. The City maintains information on customer balance owed and submits the information to Net Assets so it is available for lien searches.

The Commercial Improvements program was added during the 2005-2006 fiscal year. Depending on the length of the repayment terms these type of loans may accrue interest charges. There is currently one loan outstanding as of June 30, 2017 with a balance of \$6,043.

The total loans outstanding for both programs as of June 30, 2017 totaled \$553,930.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>CDBG HOUSING REHAB FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
080-000-45002	INTEREST EARNED	2,791	5,360	2,000	6,500	6,500	6,500
080-000-45055	LOAN RE-PAYMENTS	29,945	12,248	18,000	20,000	20,000	20,000
080-000-45056	FACADE LOAN REPAYMENTS	12,956	19,092	10,000	1,400	1,400	1,400
080-000-45057	LOAN INTEREST EARNED	2,305	803	600	100	100	100
	TOTAL MISCELLANEOUS REVENUE	47,996	37,503	30,600	28,000	28,000	28,000
<u>BEGINNING FUND BALANCE</u>							
080-000-49090	BEGINNING FUND BALANCE	429,682	468,560	510,290	576,935	576,935	576,935
	TOTAL BEGINNING FUND BALANCE	429,682	468,560	510,290	576,935	576,935	576,935
	TOTAL FUND REVENUE	477,678	506,062	540,890	604,935	604,935	604,935

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>CDBG HOUSING REHAB FUND</u>							
<u>CDBG HOUSING REHAB PROGRAM</u>							
<u>MATERIALS AND SERVICES:</u>							
080-080-62507	ADMINISTRATIVE SERVICES	0	108	2,500	2,500	2,500	2,500
080-080-62900	CDBG LOANS	0	0	150,000	150,000	150,000	150,000
	TOTAL MATERIALS AND SERVICES	0	108	152,500	152,500	152,500	152,500
<u>CONTINGENCY & RESERVES:</u>							
080-080-90001	CONTINGENCY	0	0	288,390	352,435	352,435	352,435
	TOTAL CONTINGENCY & RESERVES	0	0	288,390	352,435	352,435	352,435
	TOTAL CDBG HOUSING REHAB PROG	0	108	440,890	504,935	504,935	504,935

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>CDBG HOUSING REHAB FUND</u>							
<u>COMMERCIAL FACADE IMPROVEMENTS</u>							
<u>MATERIALS AND SERVICES:</u>							
080-081-62900	COMMERCIAL IMPROVEMENT LOANS	9,119	0	100,000	100,000	100,000	100,000
	TOTAL MATERIALS AND SERVICES	9,119	0	100,000	100,000	100,000	100,000
	TOTAL COMMERCIAL FACADE IMPRO	9,119	0	100,000	100,000	100,000	100,000
	TOTAL FUND EXPENDITURES	9,119	108	540,890	604,935	604,935	604,935

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: WWTP DIGESTER PROJECT

Program Description/Mission

The overall mission is to increase the wastewater treatment plant's (WWTP) bio-solids treatment capacity and replace the aging process equipment constructed in 1984. The council approved a project that included rehabilitating the existing digesters, construction of a new digester control building, a new biogas control building, a grit classifier replacement, and process control upgrades. The construction of the main portion of the project was completed in the spring of 2013. The final phase of the project includes the addition of a solids thickening process to address the current liquid bio solids storage problem. This final phase of the WWTP Digester project is funded with the remaining transfers in from the sewer fund, Sewer System Development Charge (SDC) Funds, and bond proceeds to fund this project.

Budget Comments

Account #85010 will provide engineering services, as necessary.
Account #85020 includes funding for the solids thickening process.

Accomplishments:

Staff worked with the DEQ on approval of a pre-design process. Procurement of the screw-press has been initiated with installation and activation expected to be completed in late summer of 2018.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>WWTP DIGESTER PROJECT FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
212-000-45002	INTEREST EARNED	4,546	6,641	1,560	1,000	1,000	1,000
	TOTAL MISCELLANEOUS REVENUE	4,546	6,641	1,560	1,000	1,000	1,000
<u>BEGINNING FUND BALANCE</u>							
212-000-49090	BEGINNING FUND BALANCE	911,260	610,051	611,371	483,418	599,418	599,418
	TOTAL BEGINNING FUND BALANCE	911,260	610,051	611,371	483,418	599,418	599,418
	TOTAL FUND REVENUE	915,807	616,692	612,931	484,418	600,418	600,418

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>WWTP DIGESTER PROJECT FUND</u>							
<u>WWTP DIGESTER PROJECT</u>							
<u>CAPITAL OUTLAY:</u>							
212-212-85010	ARCH & ENGR SERVICES	25,891	4,750	10,000	5,000	21,000	21,000
212-212-85020	CONSTRUCTION COSTS	279,864	0	602,931	479,418	579,418	579,418
	TOTAL CAPITAL OUTLAY	305,755	4,750	612,931	484,418	600,418	600,418
	TOTAL WWTP DIGESTER PROJECT	305,755	4,750	612,931	484,418	600,418	600,418
	TOTAL FUND EXPENDITURES	305,755	4,750	612,931	484,418	600,418	600,418

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STEELHAMMER STREET IMPROVEMENT PROJECT

Program Description/Mission

The funds for this account were transferred from the Street Improvement System Development Charge (SDC) Fund where they were accounted for in a dedicated line item. It was decided to begin the Steelhammer improvement in phases so the funds collected have been transferred to this capital project fund.

Accomplishments:

Phase 1 of the project was completed in late 2017.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
STEELHAMMER PROJECT FUND							
INTERGOVERNMENTAL							
217-000-43051	ODOT FUND EXCHANGE	0	0	400,000	0	0	0
217-000-43200	MARION COUNTY REVENUE	0	110,000	0	0	0	0
	TOTAL INTERGOVERNMENTAL	0	110,000	400,000	0	0	0
MISCELLANEOUS REVENUE							
217-000-45002	INTEREST EARNED	1,329	3,640	2,500	200	200	200
217-000-45008	STEELHAMMER SDCS	17,046	22,528	0	3,321	3,321	3,321
	TOTAL MISCELLANEOUS REVENUE	18,375	26,168	2,500	3,521	3,521	3,521
TRANSFERS IN							
217-000-46021	TRANS FROM STREET IMP SDC FUN	264,422	0	0	0	0	0
217-000-46022	TRANSFER FROM STREET REIM SDC	0	0	25,000	0	0	0
217-000-46024	TRANSFER FROM STORM REIM SDC	0	0	50,000	0	0	0
	TOTAL TRANSFERS IN	264,422	0	75,000	0	0	0
BEGINNING FUND BALANCE							
217-000-49090	BEGINNING FUND BALANCE	0	254,938	369,870	23,425	23,425	23,425
	TOTAL BEGINNING FUND BALANCE	0	254,938	369,870	23,425	23,425	23,425
	TOTAL FUND REVENUE	282,797	391,106	847,370	26,946	26,946	26,946

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
STEELHAMMER PROJECT FUND							
STEELHAMMER IMP PROJECT							
CAPITAL OUTLAY:							
217-217-85003	ADVERTISING	0	598	0	0	0	0
217-217-85010	ENGINEERING SERVICES	27,860	7,015	18,215	0	0	0
217-217-85020	CONSTRUCTION COSTS	0	1,337	829,155	26,946	26,946	26,946
	TOTAL CAPITAL OUTLAY	27,860	8,950	847,370	26,946	26,946	26,946
	TOTAL STEELHAMMER IMP PROJECT	27,860	8,950	847,370	26,946	26,946	26,946
	TOTAL FUND EXPENDITURES	27,860	8,950	847,370	26,946	26,946	26,946

REVENUE BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: CIVIC BUILDING PROJECT

Program Description/Mission

This fund was created in fiscal year 2016-2017 to account for costs related to purchase the land and construction of the new Civic Building. It is anticipated that the Civic Building will be built in phases, but the desire is to build it all at once to save on construction costs. The Civic Building will help meet the space needs for the Police Department into the future. The building may include the Council Chambers and meeting space to meet City needs. It will also be built to meet current regulations regarding police buildings. This fund was established with a transfer from the General Operating Reserve Fund and a transfer from the General Fund.

Budget Comments

Account #85010 will be for preliminary conceptual planning and design of the building.
Account #85050 will be for demolition/deconstruction removal of hazardous materials.

Accomplishments:

The property for the new Civic Building was purchased.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>CIVIC BUILDING PROJECT</u>							
<u>MISCELLANEOUS REVENUE</u>							
225-000-45002	INTEREST EARNED	0	5,391	500	5,000	5,000	5,000
	TOTAL MISCELLANEOUS REVENUE	0	5,391	500	5,000	5,000	5,000
<u>TRANSFERS IN</u>							
225-000-46010	TRANSFER FROM GENERAL FUND	0	400,000	500,000	500,000	500,000	500,000
225-000-46062	TRANSFER FROM GENERAL OP RSR	0	600,000	0	0	0	0
	TOTAL TRANSFERS IN	0	1,000,000	500,000	500,000	500,000	500,000
<u>BEGINNING FUND BALANCE</u>							
225-000-49090	BEGINNING FUND BALANCE	0	0	1,002,350	491,386	491,386	491,386
	TOTAL BEGINNING FUND BALANCE	0	0	1,002,350	491,386	491,386	491,386
	TOTAL FUND REVENUE	0	1,005,391	1,502,850	996,386	996,386	996,386

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>CIVIC BUILDING PROJECT</u>							
<u>CIVIC BUILDING CAPITAL PROJECT</u>							
<u>CAPITAL OUTLAY:</u>							
225-225-81001	LAND ACQUISITION	0	0	1,220,000	0	0	0
225-225-85010	ARCH & ENGR SERVICES	0	0	182,850	250,000	250,000	250,000
225-225-85050	CAPITAL- BUILDING IMPROVEMENTS	0	0	100,000	746,386	746,386	746,386
	TOTAL CAPITAL OUTLAY	0	0	1,502,850	996,386	996,386	996,386
	TOTAL CIVIC BUILDING CAPITAL PRO	0	0	1,502,850	996,386	996,386	996,386
	TOTAL FUND EXPENDITURES	0	0	1,502,850	996,386	996,386	996,386

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: McCLAIN STREET IMPROVEMENT PROJECT

Program Description/Mission

The resources for this fund were transferred from the Sewer, Water, Stormwater and Street Fund's where they were accounted for in a dedicated line item. Due to the complexity and depth of scope for this project it was determined that only initial engineering work would be completed in Fiscal Year (FY) 2018-2019 with construction commencing the following fiscal year (FY 2019-2020).

Budget Comments

Account #85010 will cover design costs of the street (\$80,000), stormwater (\$40,000), sewer (\$12,000), and water (\$3,000) scope of work for this project
Account #85020 is for the remaining transfers budgeted as construction costs to begin accumulating the resources necessary to complete the project.

Accomplishments:

CCTV assessment of the sanitary sewer main in the project limits has been completed. This condition assessment resulted in the inclusion of significant replacement and upgrades to the existing sewer main, which is over its design capacity and in poor condition.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>MCCLAIN ST IMPROVEMENT PROJ</u>							
<u>TRANSFERS IN</u>							
226-000-46027	TRANSFER FROM STREET MAINT FN	0	0	0	655,000	655,000	655,000
226-000-46028	TRANSFER FROM STORM WTR FUND	0	0	0	390,000	390,000	390,000
226-000-46030	TRANSFER FROM SEWER FUND	0	0	0	182,000	182,000	182,000
226-000-46040	TRANSFER FROM WATER FUND	0	0	0	43,000	43,000	43,000
	TOTAL TRANSFERS IN	0	0	0	1,270,000	1,270,000	1,270,000
	TOTAL FUND REVENUE	0	0	0	1,270,000	1,270,000	1,270,000

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>MCCLAIN ST IMPROVEMENT PROJ</u>							
<u>MCCLAIN ST IMPROVEMENT PROJ</u>							
<u>CAPITAL OUTLAY:</u>							
226-226-85010	DESIGN SERVICES	0	0	0	135,000	135,000	135,000
226-226-85020	CONSTRUCTION COSTS	0	0	0	1,135,000	1,135,000	1,135,000
	TOTAL CAPITAL OUTLAY	0	0	0	1,270,000	1,270,000	1,270,000
	TOTAL MCCLAIN ST IMPROVEMENT	0	0	0	1,270,000	1,270,000	1,270,000
	TOTAL FUND EXPENDITURES	0	0	0	1,270,000	1,270,000	1,270,000

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STREET CAPITAL PROJECT FUND

Program Description/Mission

This fund administers the design and construction of all vehicle, bicycle, and pedestrian capital improvement projects and studies. Transfers to this fund are from the Street Fund, the Street Improvement System Development Charge Fund and Street Reimbursement System Development Charge Fund. The City's Transportation System Plan (TSP) and Capital Improvement Plan are the guide documents for this program.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STREET CAPITAL PROJECT FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
320-000-45002	INTEREST EARNED	2,070	7,099	2,300	9,700	9,700	9,700
320-000-45019	MISCELLANEOUS REVENUE	152,391	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	154,461	7,099	2,300	9,700	9,700	9,700
<u>TRANSFERS IN</u>							
320-000-46020	TRANSFER FROM STREET FUND	220,000	150,000	50,000	0	0	0
	TOTAL TRANSFERS IN	220,000	150,000	50,000	0	0	0
<u>BEGINNING FUND BALANCE</u>							
320-000-49090	BEGINNING FUND BALANCE	208,261	582,649	700,795	756,471	756,471	756,471
	TOTAL BEGINNING FUND BALANCE	208,261	582,649	700,795	756,471	756,471	756,471
	TOTAL FUND REVENUE	582,723	739,748	753,095	766,171	766,171	766,171

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STREET CAPITAL PROJECT FUND</u>							
<u>STREET CAPITAL PROJECTS</u>							
<u>CAPITAL OUTLAY:</u>							
320-320-85003	ADVERTISING	74	83	0	0	0	0
320-320-85010	DESIGN SERVICES	0	21,189	61,595	0	0	0
320-320-85020	CONSTRUCTION COSTS	0	22,832	191,500	266,171	266,171	266,171
	TOTAL CAPITAL OUTLAY	74	44,103	253,095	266,171	266,171	266,171
<u>CONTINGENCY & RESERVES:</u>							
320-320-91702	RESERVE - FUTURE EXPENDITURE	0	0	500,000	500,000	500,000	500,000
	TOTAL CONTINGENCY & RESERVES	0	0	500,000	500,000	500,000	500,000
	TOTAL STREET CAPITAL PROJECTS	74	44,103	753,095	766,171	766,171	766,171
	TOTAL FUND EXPENDITURES	74	44,103	753,095	766,171	766,171	766,171

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: STORMWATER CAPITAL PROJECT FUND

Program Description/Mission

This fund is being closed and stormwater capital projects will be budgeted in the Stormwater Fee Fund.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STORM WATER CAPITAL PROJ FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
323-000-45002	INTEREST EARNED	81	417	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	81	417	0	0	0	0
<u>TRANSFERS IN</u>							
323-000-46023	TRANSFER FRM STORM WTR FUND	78,883	101,394	0	0	0	0
323-000-46028	TRANSFER FRM STORM WTR FEE	229,057	193,321	0	0	0	0
	TOTAL TRANSFERS IN	307,940	294,715	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
323-000-49090	BEGINNING FUND BALANCE	22,467	34,342	0	58,432	58,432	58,432
	TOTAL BEGINNING FUND BALANCE	22,467	34,342	0	58,432	58,432	58,432
	TOTAL FUND REVENUE	330,488	329,474	0	58,432	58,432	58,432

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>STORM WATER CAPITAL PROJ FUND</u>							
<u>STORM WATER CAPITAL PROJECTS</u>							
<u>MATERIALS AND SERVICES:</u>							
323-323-61003	ADVERTISING	207	0	0	0	0	0
	TOTAL MATERIALS AND SERVICES	207	0	0	0	0	0
<u>CAPITAL OUTLAY:</u>							
323-323-85010	DESIGN SERVICES	75,795	21,602	0	0	0	0
323-323-85020	CONSTRUCTION COSTS	220,144	250,355	0	0	0	0
	TOTAL CAPITAL OUTLAY	295,940	271,957	0	0	0	0
<u>TRANSFERS OUT:</u>							
323-323-95028	TRANSFER TO STORM WATER FEE	0	0	0	58,432	58,432	58,432
	TOTAL TRANSFERS OUT	0	0	0	58,432	58,432	58,432
	TOTAL STORM WATER CAPITAL PRO	296,147	271,957	0	58,432	58,432	58,432
	TOTAL FUND EXPENDITURES	296,147	271,957	0	58,432	58,432	58,432

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: SEWER CAPITAL PROJECT FUND

Program Description/Mission

This fund administers the design and construction of all sanitary sewer capital improvement projects and studies. Transfers to this fund are from Sewer Fund, Sewer Improvement System Development Chagres's (SDC's) and Sewer Reimbursement SDC's funds. The City's Sanitary Sewer Master Plan and Capital Improvement Plan are the guide documents for this program.

Budget Comments

Account #85010 includes design of sewerline rehabilitation and replacement (R&R) projects identified \$10,000.

Account #85020 includes replacement of the headworks at the wastewater treatment plant \$400,000 and \$195,000 to cover installation of the UV to complete the project.

Major Issues to be Resolved in the Next 5 Years

Completion of sanitary sewer deferred maintenance activities and Capital Improvement Program projects.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>SEWER CAPITAL PROJECT FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
330-000-45002	INTEREST EARNED	4,388	15,680	14,000	25,090	25,090	25,090
	TOTAL MISCELLANEOUS REVENUE	4,388	15,680	14,000	25,090	25,090	25,090
<u>TRANSFERS IN</u>							
330-000-46030	TRANSFER FROM SEWER FUND	1,052,975	800,000	560,000	500,000	500,000	500,000
	TOTAL TRANSFERS IN	1,052,975	800,000	560,000	500,000	500,000	500,000
<u>BEGINNING FUND BALANCE</u>							
330-000-49090	BEGINNING FUND BALANCE	333,406	1,115,782	1,530,316	2,025,845	2,025,845	2,025,845
	TOTAL BEGINNING FUND BALANCE	333,406	1,115,782	1,530,316	2,025,845	2,025,845	2,025,845
	TOTAL FUND REVENUE	1,390,769	1,931,461	2,104,316	2,550,935	2,550,935	2,550,935

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>SEWER CAPITAL PROJECT FUND</u>							
<u>SEWER CAPITAL PROJECTS</u>							
<u>MATERIALS AND SERVICES:</u>							
330-330-61003	ADVERTISING	253	0	0	0	0	0
	TOTAL MATERIALS AND SERVICES	253	0	0	0	0	0
<u>CAPITAL OUTLAY:</u>							
330-330-85010	DESIGN SERVICES	40,688	50,841	100,000	70,000	70,000	70,000
330-330-85020	CONSTRUCTION COSTS	234,046	438,541	640,000	595,000	595,000	595,000
	TOTAL CAPITAL OUTLAY	274,734	489,382	740,000	665,000	665,000	665,000
<u>CONTINGENCY & RESERVES:</u>							
330-330-91301	RESERVE- SEWER CAPACITY IMP	0	0	1,364,316	1,885,935	1,885,935	1,885,935
	TOTAL CONTINGENCY & RESERVES	0	0	1,364,316	1,885,935	1,885,935	1,885,935
	TOTAL SEWER CAPITAL PROJECTS	274,987	489,382	2,104,316	2,550,935	2,550,935	2,550,935
	TOTAL FUND EXPENDITURES	274,987	489,382	2,104,316	2,550,935	2,550,935	2,550,935

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: WATER CAPITAL PROJECT FUND

Program Description/Mission

This fund administers the design and construction of water capital improvement projects and studies. Transfers to this fund can be from the Water Fund, the Water Improvement System Development Charge (SDC) Fund and the Water Reimbursement SDC Fund. The City's Water Master Plan and Capital Improvement Plan are the guide documents for this fund.

Budget Comments

All available funds will be designated for the necessary improvements associated with the Water Treatment Plant Replacement Project.

Major Issues to be Resolved in the Next 5 Years

Completion of water deferred maintenance activities and Capital Improvement Program projects.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>WATER CAPITAL PROJECT FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
340-000-45002	INTEREST EARNED	855	833	600	2,250	2,250	2,250
	TOTAL MISCELLANEOUS REVENUE	855	833	600	2,250	2,250	2,250
<u>TRANSFERS IN</u>							
340-000-46040	TRANSFER FROM WATER FUND	425,000	425,000	465,000	82,000	82,000	82,000
340-000-46041	TRANSFER FROM WATER IMP SDC	182,715	0	0	0	0	0
	TOTAL TRANSFERS IN	607,715	425,000	465,000	82,000	82,000	82,000
<u>BEGINNING FUND BALANCE</u>							
340-000-49090	BEGINNING FUND BALANCE	280,530	98,040	51,035	516,640	516,640	516,640
	TOTAL BEGINNING FUND BALANCE	280,530	98,040	51,035	516,640	516,640	516,640
	TOTAL FUND REVENUE	889,099	523,873	516,635	600,890	600,890	600,890

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>WATER CAPITAL PROJECT FUND</u>							
<u>WATER CAPITAL PROJECTS</u>							
<u>MATERIALS AND SERVICES:</u>							
340-340-61003	ADVERTISING	350	0	0	0	0	0
340-340-61059	CONTRACTED SERVICES	73,905	15,850	0	0	0	0
	TOTAL MATERIALS AND SERVICES	74,255	15,850	0	0	0	0
<u>CAPITAL OUTLAY:</u>							
340-340-81001	LAND ACQUISITION	7,375	327,379	0	0	0	0
340-340-85010	DESIGN SERVICES	33,623	5,572	58,000	60,000	60,000	60,000
340-340-85020	CONSTRUCTION COSTS	675,807	123,513	458,635	540,890	540,890	540,890
	TOTAL CAPITAL OUTLAY	716,804	456,463	516,635	600,890	600,890	600,890
	TOTAL WATER CAPITAL PROJECTS	791,059	472,313	516,635	600,890	600,890	600,890
	TOTAL FUND EXPENDITURES	791,059	472,313	516,635	600,890	600,890	600,890

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: PARKS CAPITAL PROJECT FUND

Program Description/Mission

This fund is being closed and park capital projects will be budgeted in the Park Fee Fund.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>PARKS CAPITAL PROJECT FUND</u>							
<u>INTERGOVERNMENTAL</u>							
372-000-43175	GRANTS- PARKS CAPITAL IMP	15,338	0	0	0	0	0
	TOTAL INTERGOVERNMENTAL	15,338	0	0	0	0	0
<u>MISCELLANEOUS REVENUE</u>							
372-000-45002	INTEREST EARNED	78	169	100	0	0	0
	TOTAL MISCELLANEOUS REVENUE	78	169	100	0	0	0
<u>BEGINNING FUND BALANCE</u>							
372-000-49090	BEGINNING FUND BALANCE	4	15,420	10,520	5,074	5,074	5,074
	TOTAL BEGINNING FUND BALANCE	4	15,420	10,520	5,074	5,074	5,074
	TOTAL FUND REVENUE	15,420	15,589	10,620	5,074	5,074	5,074

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>PARKS CAPITAL PROJECT FUND</u>							
<u>PARKS CAPITAL PROJECTS</u>							
<u>TRANSFERS OUT:</u>							
372-372-95070	TRANSFER TO PARK FEE FUND	0	0	10,620	5,074	5,074	5,074
	TOTAL TRANSFERS OUT	0	0	10,620	5,074	5,074	5,074
	TOTAL PARKS CAPITAL PROJECTS	0	0	10,620	5,074	5,074	5,074
	TOTAL FUND EXPENDITURES	0	0	10,620	5,074	5,074	5,074

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: FLEET REPLACEMENT

Program Description/Mission

This is an Internal Service Fund with the purpose of providing funds for fleet replacement. The goal of this fund is to accumulate resources to purchase the replacement item without the need to go out for financing which would cost more due to the interest charges. The fleet replacement is based on a capital replacement schedule. This year's revenues are from transfers in from the various funds that use City owned vehicles.

Budget Comments

Two (2) vehicles are budgeted:

1)	2018 Police Ford Utility V-6	
	Graphic and Equipment included	\$ 47,715
2)	Building Inspection	<u>18,000</u>
	Total	\$ 65,715

Major Issues to be Resolved in the Next 5 Years

- Provide adequate funding for long-term vehicle replacements.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
FLEET REPLACEMENT FUND							
MISCELLANEOUS REVENUE							
600-000-45002	INTEREST EARNED	6,793	12,891	8,000	16,500	16,500	16,500
600-000-45111	SALE OF FIXED ASSETS	0	14,269	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	6,793	27,160	8,000	16,500	16,500	16,500
TRANSFERS IN							
600-000-46010	TRANSFER FROM GENERAL	34,458	34,458	52,139	56,732	56,732	56,732
600-000-46012	TRANSFER FROM BLDG OP	4,659	4,659	3,168	3,168	3,168	3,168
600-000-46020	TRANSFER FROM STREET	30,089	59,849	44,765	34,355	34,355	34,355
600-000-46028	TRANSFER FROM STORM WTR IMP	19,872	0	19,872	19,872	19,872	19,872
600-000-46030	TRANSFER FROM SEWER	66,290	115,870	38,227	37,989	37,989	37,989
600-000-46040	TRANSFER FROM WATER	46,305	65,765	25,817	28,118	28,118	28,118
	TOTAL TRANSFERS IN	201,673	280,601	183,988	180,234	180,234	180,234
BEGINNING FUND BALANCE							
600-000-49090	BEGINNING FUND BALANCE	906,376	1,043,352	1,161,710	1,159,137	1,159,137	1,159,137
	TOTAL BEGINNING FUND BALANCE	906,376	1,043,352	1,161,710	1,159,137	1,159,137	1,159,137
	TOTAL FUND REVENUE	1,114,841	1,351,113	1,353,698	1,355,871	1,355,871	1,355,871

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
FLEET REPLACEMENT FUND							
FLEET REPLACEMENT							
CAPITAL OUTLAY:							
600-600-81076	CAPITAL - FLEET	71,490	187,464	206,850	65,715	65,715	65,715
	TOTAL CAPITAL OUTLAY	71,490	187,464	206,850	65,715	65,715	65,715
CONTINGENCY & RESERVES:							
600-600-91731	RESERVE - VEHICLES	0	0	1,146,848	1,290,156	1,290,156	1,290,156
	TOTAL CONTINGENCY & RESERVES	0	0	1,146,848	1,290,156	1,290,156	1,290,156
	TOTAL FLEET REPLACEMENT	71,490	187,464	1,353,698	1,355,871	1,355,871	1,355,871
	TOTAL FUND EXPENDITURES	71,490	187,464	1,353,698	1,355,871	1,355,871	1,355,871

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: MAJOR EQUIPMENT REPLACEMENT

Program Description/Mission

This is an Internal Service Fund with the purpose of providing funds for major equipment replacement. The goal of this fund is to provide resources to purchase the item to be replaced without the need for outside financing which would cost more due to the interest charges. General Fund capital funded items that receive reserve funds include; telephone system, computer servers, building HVAC systems, and park play structures.

Major Issues to be Resolved in the Next 5 Years

Provide adequate funding for long-term equipment replacements.

CITY OF SILVERTON

REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>MAJOR EQUIP REPLACEMENT FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
610-000-45002	INTEREST EARNED	4,936	9,475	8,870	13,350	13,350	13,350
	TOTAL MISCELLANEOUS REVENUE	4,936	9,475	8,870	13,350	13,350	13,350
<u>TRANSFERS IN</u>							
610-000-46010	TRANSFER FROM GENERAL	29,920	29,920	29,920	29,920	29,920	29,920
610-000-46020	TRANSFER FROM STREET	20,926	20,926	20,926	20,926	20,926	20,926
610-000-46030	TRANSFER FROM SEWER	21,889	21,889	21,889	21,889	21,889	21,889
610-000-46040	TRANSFER FROM WATER	20,413	20,413	20,413	20,413	20,413	20,413
	TOTAL TRANSFERS IN	93,148	93,148	93,148	93,148	93,148	93,148
<u>BEGINNING FUND BALANCE</u>							
610-000-49090	BEGINNING FUND BALANCE	681,603	779,687	878,335	990,838	990,838	990,838
	TOTAL BEGINNING FUND BALANCE	681,603	779,687	878,335	990,838	990,838	990,838
	TOTAL FUND REVENUE	779,687	882,310	980,353	1,097,336	1,097,336	1,097,336

CITY OF SILVERTON

EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>MAJOR EQUIP REPLACEMENT FUND</u>							
<u>MAJOR EQUIPMENT</u>							
<u>CAPITAL OUTLAY:</u>							
610-610-81003	CAPITAL -REPLACEMNT EQUIPMENT	0	0	980,353	1,097,336	1,097,336	1,097,336
	TOTAL CAPITAL OUTLAY	0	0	980,353	1,097,336	1,097,336	1,097,336
	TOTAL MAJOR EQUIPMENT	0	0	980,353	1,097,336	1,097,336	1,097,336
	TOTAL FUND EXPENDITURES	0	0	980,353	1,097,336	1,097,336	1,097,336

BUDGET NARRATIVE
Fiscal Year 2018-2019

FUND: EXTENDED LEAVE

Budget Comments

This is an Internal Service fund and was created as part of the budget for fiscal year 2004-2005. The purpose of this fund is to provide funding for a temporary worker in the event an employee is out on extended leave and job duties still must be performed. The goal of this fund is to have a minimum balance of 10% of the sick-leave liability as of the end of December. The current fund balance is greater than the 10% goal so no transfers are budgeted.

The resources from this fund will only be expended in the event the City Manager approves hiring a temporary worker to offset work that cannot be performed by the employee who is out on an extended leave. This work also must be unable to be done later when the employee returns or by other City staff.

Each fund or program has a budget for personnel costs of current employees needed to fulfill the functions of the program or fund. If an employee were out on a paid extended leave, normally due to illness or injury, there would not be enough appropriation to hire a temporary worker to fill-in if needed.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>EXTENDED LEAVE FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
620-000-45002	INTEREST EARNED	783	1,341	950	1,800	1,800	1,800
	TOTAL MISCELLANEOUS REVENUE	783	1,341	950	1,800	1,800	1,800
<u>BEGINNING FUND BALANCE</u>							
620-000-49090	BEGINNING FUND BALANCE	121,897	122,680	123,630	126,021	126,021	126,021
	TOTAL BEGINNING FUND BALANCE	121,897	122,680	123,630	126,021	126,021	126,021
	TOTAL FUND REVENUE	122,680	124,022	124,580	127,821	127,821	127,821

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>EXTENDED LEAVE FUND</u>							
<u>OPERATIONS</u>							
<u>PERSONNEL SERVICES:</u>							
620-100-51002	PART TIME SALARIES	0	0	110,755	112,800	112,800	112,800
620-100-51003	WORKERS COMP INS	0	0	5,352	6,391	6,391	6,391
620-100-51004	SOCIAL SECURITY/MEDICARE	0	0	8,473	8,630	8,630	8,630
	TOTAL PERSONNEL SERVICES	0	0	124,580	127,821	127,821	127,821
	TOTAL OPERATIONS	0	0	124,580	127,821	127,821	127,821
	TOTAL FUND EXPENDITURES	0	0	124,580	127,821	127,821	127,821



DISCONTINUED FUNDS/
PROGRAMS AND
OTHER INFORMATION

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GO DEBT SERVICE FUND</u>							
<u>PROPERTY TAXES</u>							
050-000-40001	PROPERTY TAXES CURRENT	283,103	73,305	0	0	0	0
050-000-40002	PROPERTY TAXES DELINQUENT	6,510	5,712	0	0	0	0
	TOTAL PROPERTY TAXES	289,613	79,018	0	0	0	0
<u>MISCELLANEOUS REVENUE</u>							
050-000-45002	INTEREST EARNED	1,255	864	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	1,255	864	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
050-000-49090	BEGINNING FUND BALANCE	19,096	34,164	17,274	0	0	0
	TOTAL BEGINNING FUND BALANCE	19,096	34,164	17,274	0	0	0
	TOTAL FUND REVENUE	309,964	114,045	17,274	0	0	0

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>GO DEBT SERVICE FUND</u>							
<u>GO DEBT SERVICE</u>							
<u>TRANSFERS OUT:</u>							
050-050-95062	TRANSFER TO GEN OPERATING FUN	0	0	17,274	0	0	0
	TOTAL TRANSFERS OUT	0	0	17,274	0	0	0
<u>DEBT SERVICE:</u>							
050-050-97007	GO REFUNDING BONDS 2010 - PRIN	265,000	95,000	0	0	0	0
050-050-97008	GO REFUNDING BONDS 2010 - INT	10,800	2,850	0	0	0	0
	TOTAL DEBT SERVICE	275,800	97,850	0	0	0	0
	TOTAL GO DEBT SERVICE	275,800	97,850	17,274	0	0	0
	TOTAL FUND EXPENDITURES	275,800	97,850	17,274	0	0	0



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CITY OF SILVERTON

REVENUES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>FALLEN HEROES PROJECT</u>							
<u>INTERGOVERNMENTAL</u>							
224-000-43170	GRANTS- CAPITAL IMPROVEMENTS	32,500	0	0	0	0	0
224-000-43180	URA GRANT PROCEEDS	10,000	0	0	0	0	0
	TOTAL INTERGOVERNMENTAL	42,500	0	0	0	0	0
<u>MISCELLANEOUS REVENUE</u>							
224-000-45002	INTEREST EARNED	54	0	0	0	0	0
224-000-45010	DONATIONS - FALLEN HEROES MEM	1,169	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	1,223	0	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
224-000-49090	BEGINNING FUND BALANCE	5,507	4,775	0	0	0	0
	TOTAL BEGINNING FUND BALANCE	5,507	4,775	0	0	0	0
	TOTAL FUND REVENUE	49,230	4,775	0	0	0	0

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2018-2019

		2015-2016 FISCAL ACTUAL	2016-2017 FISCAL ACTUAL	2017-2018 FISCAL BUDGET	2018-2019 CITY MNGR PROPOSED	2018-2019 BDGT COMM APPROVED	2018-2019 COUNCIL ADOPTED
<u>FALLEN HEROES PROJECT</u>							
<u>FALLEN HEROE PROJECT</u>							
<u>CAPITAL OUTLAY:</u>							
224-224-85020	CONSTRUCTION COSTS	44,455	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	44,455	0	0	0	0	0
<u>TRANSFERS OUT:</u>							
224-224-95070	TRANSFER TO PARK FEE FUND	0	4,775	0	0	0	0
	TOTAL TRANSFERS OUT	0	4,775	0	0	0	0
	TOTAL FALLEN HEROE PROJECT	44,455	4,775	0	0	0	0
	TOTAL FUND EXPENDITURES	44,455	4,775	0	0	0	0



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CITY OF SILVERTON
RESOLUTION
18-16

**A RESOLUTION OF THE SILVERTON CITY COUNCIL DETERMINING
ELIGIBILITY TO RECEIVE STATE SHARED REVENUES**

WHEREAS, ORS 221.760 provides as follows:

The officer responsible for disbursing funds to cities under ORS 323.455, 366.785, to 366.820 and 471.805 shall, in the case of a City located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the City provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewers
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services

WHEREAS, City Officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

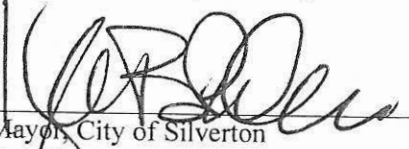
NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SILVERTON AS FOLLOWS:

Section 1: The City of Silverton hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

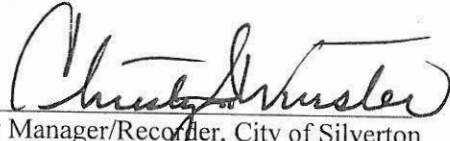
1. Police protection
2. Street construction, maintenance, and lighting
3. Sanitary sewers
4. Storm sewers
5. Planning, zoning, and subdivision control
6. Water utility services
7. Sewer utility services

Section 2: That this resolution is and shall be effective after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton, this 18th day of June, 2018.


Mayor, City of Silverton
Kyle Palmer

ATTEST:


City Manager/Recorder, City of Silverton
Christy S. Wurster

CITY OF SILVERTON
RESOLUTION
18-17

**A RESOLUTION OF THE SILVERTON CITY COUNCIL DECLARING THE CITY'S
ELECTION TO RECEIVE STATE SHARED REVENUES**

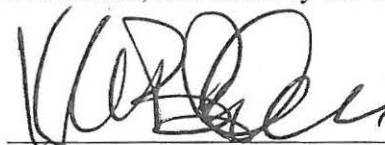
WHEREAS, the City of Silverton must declare its election to receive state shared revenues.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SILVERTON AS FOLLOWS:

Section 1: Pursuant to ORS 221.770, the City hereby elects to receive state shared revenues for fiscal year 2018-2019.

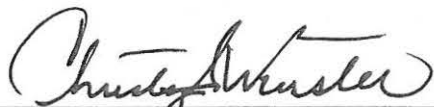
Section 2: That this resolution is and shall be effective after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton, this 18th day of June, 2018.



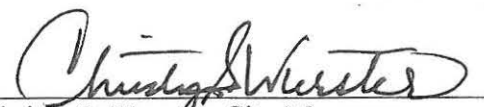
Mayor, City of Silverton
Kyle Palmer

ATTEST:



City Manager/Recorder, City of Silverton
Christy S. Wurster

I certify that a public hearing before the Budget Committee was held on May 15, 2018, and a public hearing before the City Council was held on June 18, 2018, giving citizens an opportunity to comment on the proposed uses of state shared revenues.



Christy S. Wurster, City Manager

CITY OF SILVERTON
RESOLUTION
18-18

**A RESOLUTION OF THE SILVERTON CITY COUNCIL ADOPTING THE BUDGET,
MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING THE AD
VALOREM PROPERTY TAXES TO BE CERTIFIED TO THE COUNTY ASSESSOR**

WHEREAS, May 15, 2018, the City of Silverton Budget Committee, after appropriate deliberation and public hearing, approved the budget for fiscal year 2018-2019; and

WHEREAS, in accordance with Oregon Budget Law, the City seeks to adopt a budget and appropriate City expenditures for fiscal year 2018-2019; and

WHEREAS, the City seeks to declare the ad valorem property taxes for fiscal year 2018-2019 to the Marion County Tax Assessor.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SILVERTON AS FOLLOWS:

Section 1: The City Council of the City of Silverton hereby adopts the budget for fiscal year 2018-2019 (July 1, 2018 through June 30, 2019) in the total of \$44,733,970, on file at City Hall after July 1, 2018.

Section 2: The City Council hereby declares and certifies to the Marion County Tax Assessor the following ad valorem property taxes are hereby imposed for fiscal year 2018-2019 upon the assessed value of all taxable property within the tax district of the City of Silverton:

In the amount of \$ 3.6678 per \$ 1,000 of assessed value for permanent rate tax;
In the amount of \$ 275,000 for local option tax; and

Section 3: The City Council hereby resolves that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

General Fund	\$ 3.6678/ \$ 1,000
Local Option Tax	\$ 275,000

Section 4: The City Council makes the following appropriations in the amounts stated for fiscal year 2018-2019 and for the following purposes by Fund:

GENERAL FUND

Non-Departmental/ non-program	
Materials & Services	\$ 454,610
Capital Outlay	10,000
Transfers	913,936
Contingency	441,235
City Council	25,100
City Management	457,211
Finance	526,147
Police	2,879,033
Community Enforcement	64,347
Planning	335,907
Facilities Maintenance	286,527
Parks and Recreation	282,201
Computer Services	68,900
Fund Subtotal	6,745,154
Reserve-Future Expenditures*	1,317,181
Fund Total	\$ 8,062,335

ELECTRICAL INSPECTION FUND

Electrical Inspection Services	\$ 43,280
Transfers	7,627
Contingency	13,758
Fund Total	\$ 64,665

BUILDING OPERATIONS FUND

Building Inspection Services	\$ 278,039
Transfers	54,111
Contingency	102,906
Fund Subtotal	435,056
Reserve-Future Expenditures*	214,238
Fund Total	\$ 649,294

TRANSPORTATION FUND

Trolley Services	\$ 101,008
Transfers	3,584
Contingency	58,653
Fund Total	\$ 163,245

POOL OPERATIONS LEVY FUND

Materials & Services	\$ 202,550
Capital Outlay	20,000
Contingency	362,177
Fund Subtotal	584,727
Reserve-Future Expenditures*	183,400
Fund Total	\$ 768,127

TRANSIENT TAX FUND

Materials & Services	\$ 219,252
Transfers	96,150
Contingency	75,105
Fund Total	\$ 390,507

STREET FUND

Street Administrations	\$ 138,259
Street Operations	362,586
Transfers	165,534
Contingency	189,056
Fund Subtotal	855,435
Reserve-Future Expenditures*	88,427
Fund Total	\$ 943,862

STREET IMPROVEMENT SDC FUND

Materials and Services	\$ 50,000
Street Improvements	1,426,998
Fund Total	\$ 1,476,998

STREET REIMBURSEMENT SDC FUND

Street Improvements	\$ 394,983
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STORM WATER IMPROVEMENT SDC FUND

Storm Water Improvements	\$ 500,083
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STORM WATER REIMBURSEMENT SDC FUND

Storm Water Improvements	\$ 69,153
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STREET LIGHT IMPROVEMENT FUND

Street Light Improvements	\$ 202,916
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STREET MAINTENANCE FEE FUND

Street Improvements	\$ 416,006
Transfers	655,000
Fund Total	\$ 1,071,006

STORMWATER FEE FUND

Storm Water Improvements	\$ 408,327
Transfers	409,872
Fund Total	\$ 818,199

SEWER FUND

Sewer Administration	\$ 271,361
Sewer Operations	1,300,829
Sewer Maintenance	406,175
Debt Service	828,760
Transfers	1,273,250
Contingency	<u>460,763</u>
Fund Subtotal	4,541,138
Reserve-Future Expenditures*	<u>465,610</u>
Fund Total	\$ 5,006,748

SEWER IMPROVEMENT SDC FUND

Sewer Improvements	\$ 1,048,331
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SEWER REIMBURSEMENT SDC FUND

Reserve-Future Expenditures*	\$ 1,046,904
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SEWER DEBT RESERVE FUND

Reserve-Debt Service	\$ 1,495,986
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WATER FUND

Water Administration	\$ 402,201
Water Operations	651,699
Water Maintenance	670,317
Debt Service	193,726
Transfers	713,894
Contingency	<u>347,847</u>
Fund Subtotal	2,979,684
Reserve-Debt Service*	193,726
Reserve-Future Expenditures*	<u>148,242</u>
Fund Total	\$ 3,321,652

WATER IMPROVEMENT SDC FUND

Water Improvements	\$ 1,952,174
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WATER REIMBURSEMENT SDC FUND

Water Improvements	\$ 337,456
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DEBT SERVICE FUND

Debt Services	\$ 218,917
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BUILDING CAPITAL IMP RESERVE FUND

Capital Outlay	\$ 1,307,638
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GENERAL OPERATING RESERVE FUND

Reserve-Operations*	\$ 728,139
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PARKS FEE FUND

Parks Maintenance	\$ 22,875
Capital Outlay	125,000
Contingency	<u>108,767</u>
Fund Total	\$ 256,642

PARKS & REC IMPROVEMENT SDC FUND

Parks Improvements	\$ 2,020,098
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ASSESSMENT FUND

Materials & Services	\$ 6,000
Debt Service	58,250
Contingency	<u>292,447</u>
Fund Total	\$ 356,697

CDBG HOUSING REHAB FUND

Materials & Services	\$ 252,500
Contingency	<u>352,435</u>
Fund Total	\$ 604,935

WWTP DIGESTER PROJECT FUND

Capital Outlay	\$ 600,418
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STEELHAMMER LID PROJECT FUND

Capital Outlay	\$ 26,946
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CIVIC BUILDING PROJECT FUND

Capital Outlay	\$ 996,386
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MCCLAIN ST IMPROVEMENT FUND

Capital Outlay	\$ 1,270,000
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STREET CAPITAL PROJECT FUND

Street Improvements	\$ 266,171
Reserve for Future Expenditures*	<u>500,000</u>
Fund Total	\$ 766,171

STORMWATER CAPITAL PROJECT FUND

Transfers	\$ 58,432
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SEWER CAPITAL PROJECT FUND

Sewer Improvements	\$ 665,000
Reserve for Future Expenditures*	<u>1,885,935</u>
Fund Total	\$ 2,550,935

WATER CAPITAL PROJECT FUND

Water Improvements	\$ 600,890
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PARKS CAPITAL PROJECT FUND

Transfers	\$ 5,074
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FLEET REPLACEMENT FUND

Capital Outlay	\$ 65,715
Reserve-Future Expenditures*	<u>1,290,156</u>
Fund Total	\$ 1,355,871

MAJOR EQUIP REPLACEMENT FUND

Capital Outlay	\$ 1,097,336
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EXTENDED LEAVE FUND

Personnel Services	\$ 127,821
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Section 5: The City Council hereby directs the City to certify to Marion County Clerk and the County Assessor the tax levy made by this resolution and shall file with them the required documents as required by Oregon Budget Law on or before July 15, 2018.

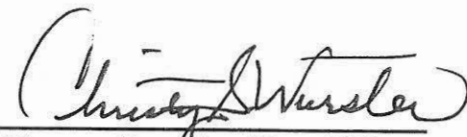
Section 6: That this resolution is and shall be effective after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton this 18th day of June, 2018.



Mayor, City of Silverton
Kyle Palmer

ATTEST:



City Manager/Recorder, City of Silverton
Christy S. Wurster

*Included for informational purposes only

CITY OF SILVERTON
RESOLUTION
18-19

A RESOLUTION OF THE SILVERTON CITY COUNCIL EXTENDING THE CITY OF SILVERTON'S WORKERS' COMPENSATION COVERAGE TO CERTAIN VOLUNTEER POSITIONS

WHEREAS, pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule, and verified at audit:

1. Public Safety Volunteers

An assumed monthly wage of \$800 will be used for applicable public safety volunteers in the following volunteer positions):

☒ Police reserve

2. Applicable volunteer boards, commissions and councils for the performance of administrative duties.

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission or council for the performance of administrative duties. The covered bodies are (list each body):

- a. City Council
- b. Planning Commission
- c. Silverton City Budget Committee

3. Non-public safety volunteers

All applicable non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed.

☒ Parks and recreation

☐ Other

4. Other volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Silverton:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

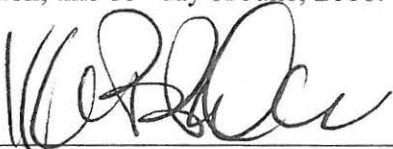
The City of Silverton agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SILVERTON, AS FOLLOWS:

Section 1: Workers compensation coverage is provided as indicated above.

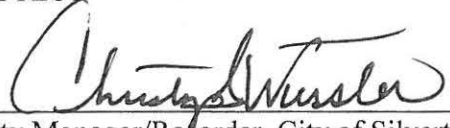
Section 2: That this resolution is and shall be effective after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton, this 18th day of June, 2018.



Mayor, City of Silverton
Kyle Palmer

ATTEST



City Manager/Recorder, City of Silverton
Christy S. Wurster

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

To assessor of Marion County

FORM LB-50
2018-2019

☐ Check here if this is an amended form.

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

The City of Silverton has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Marion County. The property tax, fee, charge or assessment is categorized as stated by this form.

306 S Water Silverton OR 97381 July 6, 2018
Mailing Address of District City State ZIP code Date
Kathleen Zaragoza Finance Director 503-874-2203 kzaragoza@silverton.or.us
Contact Person Title Daytime Telephone Contact Person E-Mail

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

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

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	3.6678	
2. Local option operating tax	2	275,000	
3. Local option capital project tax	3	0	
4. City of Portland Levy for pension and disability obligations	4	0	
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.	0	
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	0	
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	3.6678
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

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

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
Pool Operating Levy	November 2017	2018	2022	275,000

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

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

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

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