



Fiscal Year 2022-2023





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City of Silverton

Budget Committee

Fiscal Year 2022-2023

Mayor:

Kyle Palmer

Council Members:

Jason Freilinger

Jess Miller

Crystal Neideigh

Jim Sears

Dana Smith

Elvi Cuellar Sutton

Citizen Members:

Chris Childs

Hilary Dumitrescu

Morry Jones

Ciara Jung

April Newton

Ammon Saboe

Vacant



City Manager

Deputy City Manager/Finance Director:

Police Chief:

Community Development Director:

Public Works Director:

Ron Chandler

Kathleen Zaragoza

Jim Anglemier

Jason Gottgetreu

Travis Sperle



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Silverton
Oregon**

For the Fiscal Year Beginning

July 01, 2021

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Silverton, Oregon, for its Annual Budget for the fiscal year beginning July 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

CITY OF SILVERTON

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CITY OF SILVERTON, OREGON

2022-2023 Budget Calendar

- 01/07/2022 Worksheets and other information distributed to Department Heads.
- 02/18/2022 Last day to submit proposed budget worksheets and narratives to Finance.
- 02/21/2022 City Manager meetings with Department Heads begin.
- 03/28/2022 Notice of first budget meeting to paper.
- 04/06/2022 **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.)
- 04/08/2022 City Manager to complete budget message.
- 04/11/2022 **Post on website second notice** of first Budget Committee meeting. (Must be posted at least 10 days before the first budget meeting.)
- 04/14/2022 Deliver Preliminary Budgets to Budget Committee, and Department Heads.
- 04/21/2022 **First Budget Committee meeting** and State Revenue Sharing Budget Hearing. (Meetings will be held in Council Chambers starting at 6:00 pm) (Thursday)
- 04/26/2022 Second Budget Committee meeting. (Tuesday)
- 04/28/2022 Third Budget Committee meeting. (Thursday)
Additional Budget Committee meetings will be added if necessary.
- 05/23/2022 Send budget summaries and notice of City Council hearing to paper.
- 06/01/2022 **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.
- 06/20/2022 Budget Hearing before City Council for adoption of appropriations, tax rate, bonded debt levy and acceptance of State Revenue Sharing.
- 07/08/2022 Submit Notice of Property Tax Levy to County Assessor.
- 09/16/2022 Submit Budget to GFOA for Distinguished Budget Presentation Award (90 days of the date when the budget was approved/adopted)



CITY OF SILVERTON CITY MANAGER'S OFFICE

306 S. Water Street | Silverton, Oregon 97381

April 12, 2022

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

I'm pleased to present the Fiscal Year (FY) 2022-2023 budget. This budget represents a significant investment in facilities, infrastructure and other capital improvements. Over the course of FY 2021-2022, the City Council of the City of Silverton updated their goals and action plans; and adopted five-year capital improvement plans for water, sewer, streets and stormwater services. This budget is meant to reflect these goals and capital improvement plans. The City Council goals and the capital improvement plans follow this budget message.

The budget was developed using generally accepted accounting principles (GAAP) and is presented by Funds. Each fund is a self-balancing set of accounts and is categorized by type in accordance with Oregon Budget Law. For more information on the basis of budgeting, see the budget information section at the end of the budget document.

Revenue and expenditures for services such as water, sewer, streets, etc. are found in multiple funds. For the purpose of the budget message and presentation, we'll present the budget in the aggregate and according to categories and services.

The Fund section of this budget provides financial information according to the individual funds.

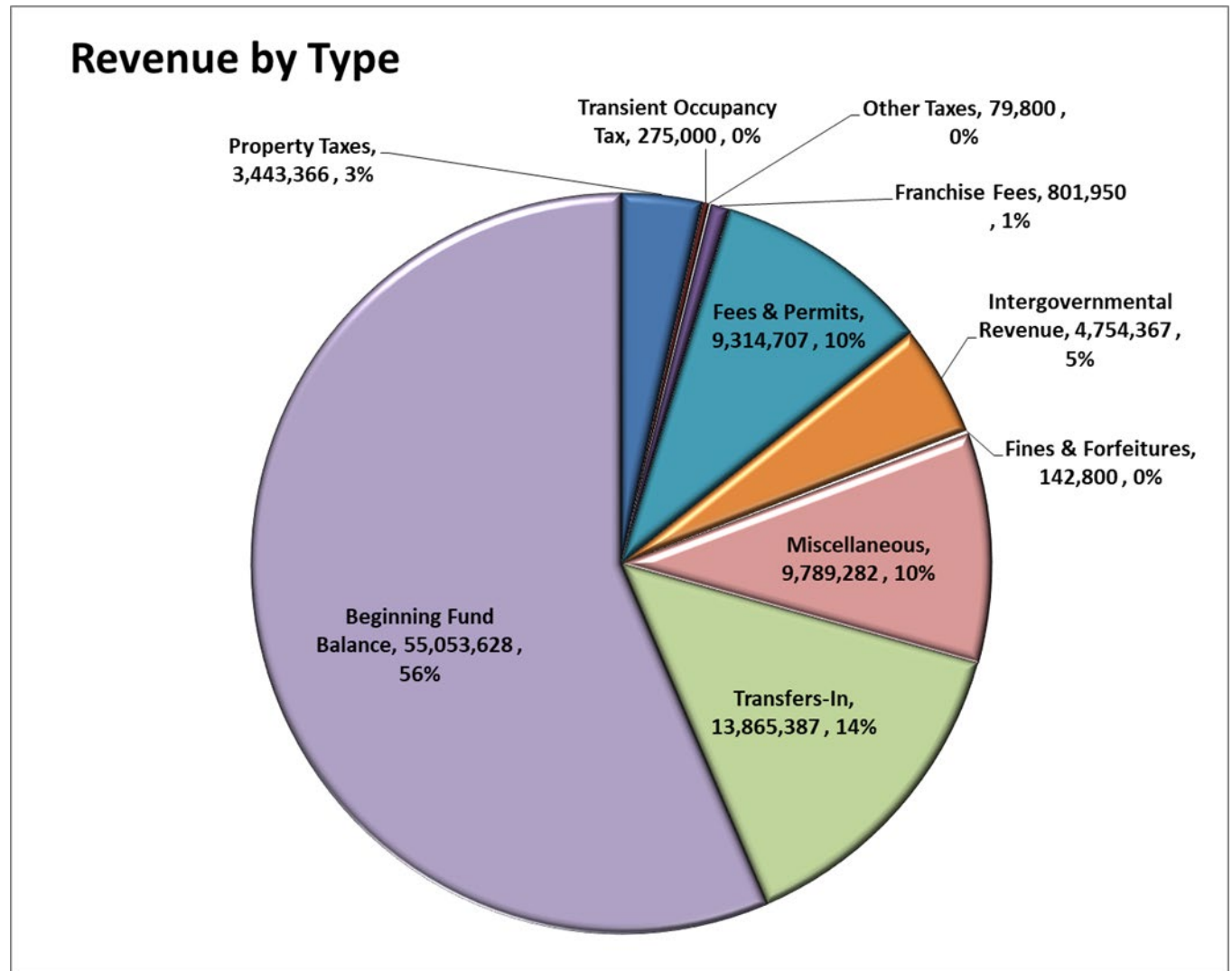
REVENUE – WHERE DOES THE CITY'S MONEY COME FROM?

Revenue for the City comes from the following sources.

- Taxes
- Fees and Permits
- Intergovernmental Revenue
- Transfers from one fund to another
- Beginning Fund Balance
- Miscellaneous

Significant to this budget, are proceeds from two loans. The Beginning Fund Balance for the Civic Building Project Fund contains \$10,000,000 in proceeds from a loan for the construction of the Civic Center.

The Water Capital Project Fund includes \$9,500,000 in proceeds from a loan for the construction of a new water treatment plant.



Total Revenue, \$97,520,287

Property Tax: \$3,443,366; 3.5% of total City budget

The property tax rate used to estimate the general fund property revenue is the same as prior years (\$3.6678 per each \$1,000). The increase in the property tax revenue is due to an increase taxable assessed value and new construction. Property taxes support the General Fund expenditures.

Fees & Permits: \$9,314,707; 9.6% of total City budget

Fees & Permits are used to cover the cost of a direct service that is provided by the City. Fees & Permits include zoning and subdivision approval services; building inspection fees; system

development charges (SDCs); business licensing; parking reservations. Fees & Permits also include utility billing charges for water, sewer, street maintenance, park and storm water maintenance fees.

Intergovernmental Revenue: \$4,754,367; 4.9% of total City budget

Intergovernmental revenue is funds received from other governmental organizations. They can be one-time or ongoing payments. Revenue of note for this budget include the 2nd installment in Federal ARPA funds (\$1,179,208); a one-time grant from Marion County for a pallet sheltering facility (\$250,000); ongoing transportation funds for Silverton's transit system (\$84,796); State Highway apportionment funds (\$700,000); and State grant proceeds for the Civic Center building construction (\$500,000); and, \$1,150,000 from the EDA for the Silver Creek Pump Station Water line upgrade.

Miscellaneous Revenue: \$9,789,282; 10% of total City budget

Miscellaneous Revenue covers interest earned, rental receipt and other miscellaneous revenue. It also covers loan proceeds. This year's budget includes \$9,500,000 from Business Oregon, but not yet accrued, for the water treatment plant project.

Franchise Fees: \$801,950; less than 1% of total City budget

Franchise fees are fees charged to private utility companies for the use of City rights-of-way. Silverton receives franchise fees from Northwest Natural Gas, Portland General Electric, Ziply Communications, Wave (Astound) Broadband Service, LS Networks and Republic Services.

Transient Occupancy Tax: \$275,000; less than 1% of total City budget

Transient Occupancy Tax funds are used to support tourism promotion through tourism promotion grants (\$105,273) and a contribution to the Oregon Garden Foundation (\$150,000).

Fines & Forfeitures: \$142,800; less than 1% of total City budget

Fines & Forfeitures are revenue associated with the Court and parking fines.

Other Taxes: \$79,800; less than 1% of total City budget

Other taxes revenue is the motor vehicle fuels tax.

Transfers-In from other Funds: \$13,865,628; 14.2% of total City budget

The City of Silverton uses various funds to account for revenues and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Revenue and expenditures are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law. Funds are transferred from one operating fund to another operating fund to account for shared services such as personnel and from operating funds to capital project funds to account for large capital projects.

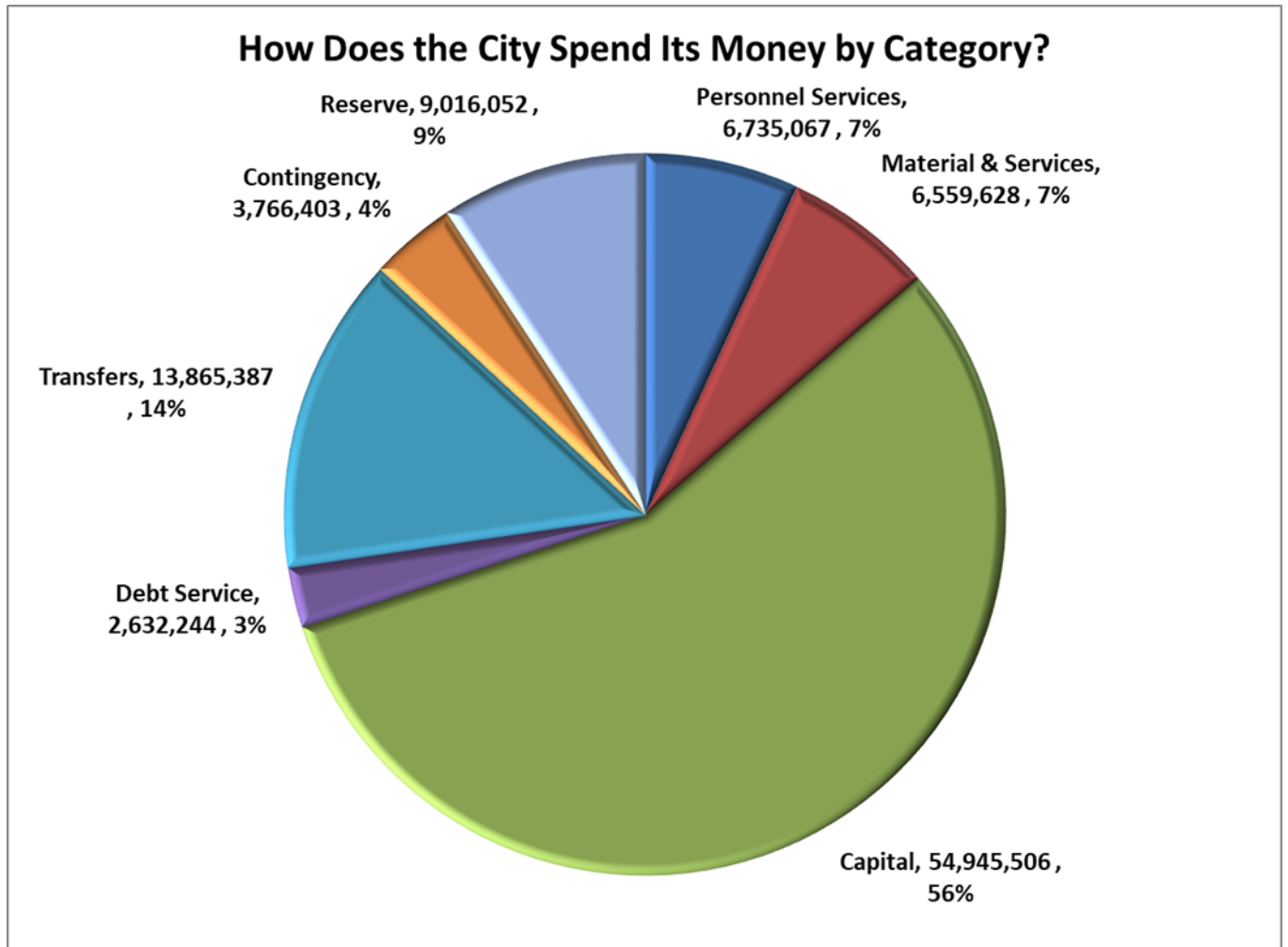
Beginning Fund Balance: \$55,053,628; 56.5% of total City budget

The City of Silverton uses various funds to account for revenues and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The total beginning fund balance for the City budget is an accumulation of revenue over expenditures over time for each fund. The total

City beginning fund balance includes \$10,000,000 of proceeds from a loan for the Civic Center building construction.

EXPENDITURES – HOW DOES THE CITY SPEND ITS MONEY BY CATEGORY?

All expenditures in all funds can be categorized as Personnel Services, Materials & Services, Capital, Debt Services, Transfers, Contingency and Reserve. The following graph shows the City wide expenditures according to these categories.



Total Expenditures by Category: \$97,520,287

Personnel Services: \$6,735,067; 6.9% of the total City budget

The City employs fifty-three (53) full and part-time employees. This budget adds an Associate Planner in compliance with the City Council Goal 5, objective 3 personnel service expenditures include salaries, workers compensation insurance, social security/medicare payments, employee health insurance, employee life and disability insurance and employee retirement. Union employees are represented by

the Public Works Association/Laborer's Local 483 and the Silverton Police Officers' Association.

Materials & Services: \$6,559,628; 6.7% of total City budget

Materials & Services account for ongoing expenditures necessary to conduct City business. This category includes supplies, vehicle expenses, legal services, computer services, contracted services, etc.

Capital: \$54,945,506; 53.6% of total City budget

Capital expenditures include new equipment, equipment replacement, building construction, street and utility construction.

Debt Service: \$2,632,244; 2.7% of total City budget

This budget includes two new debts: \$10,000,000 in proceeds for the construction of the Civic Center and \$9,500,000 for the construction of a new water treatment plant.

Transfers: \$13,865,387; 14.2% of total City budget

The City of Silverton uses various funds to account for revenues and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Revenue and expenditures are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law. Funds are transferred from one operating fund to another operating fund to account for shared services such as personnel and from operating funds to capital project fund to account for large capital projects.

Contingency: \$3,766,403; 3.9% of total City budget

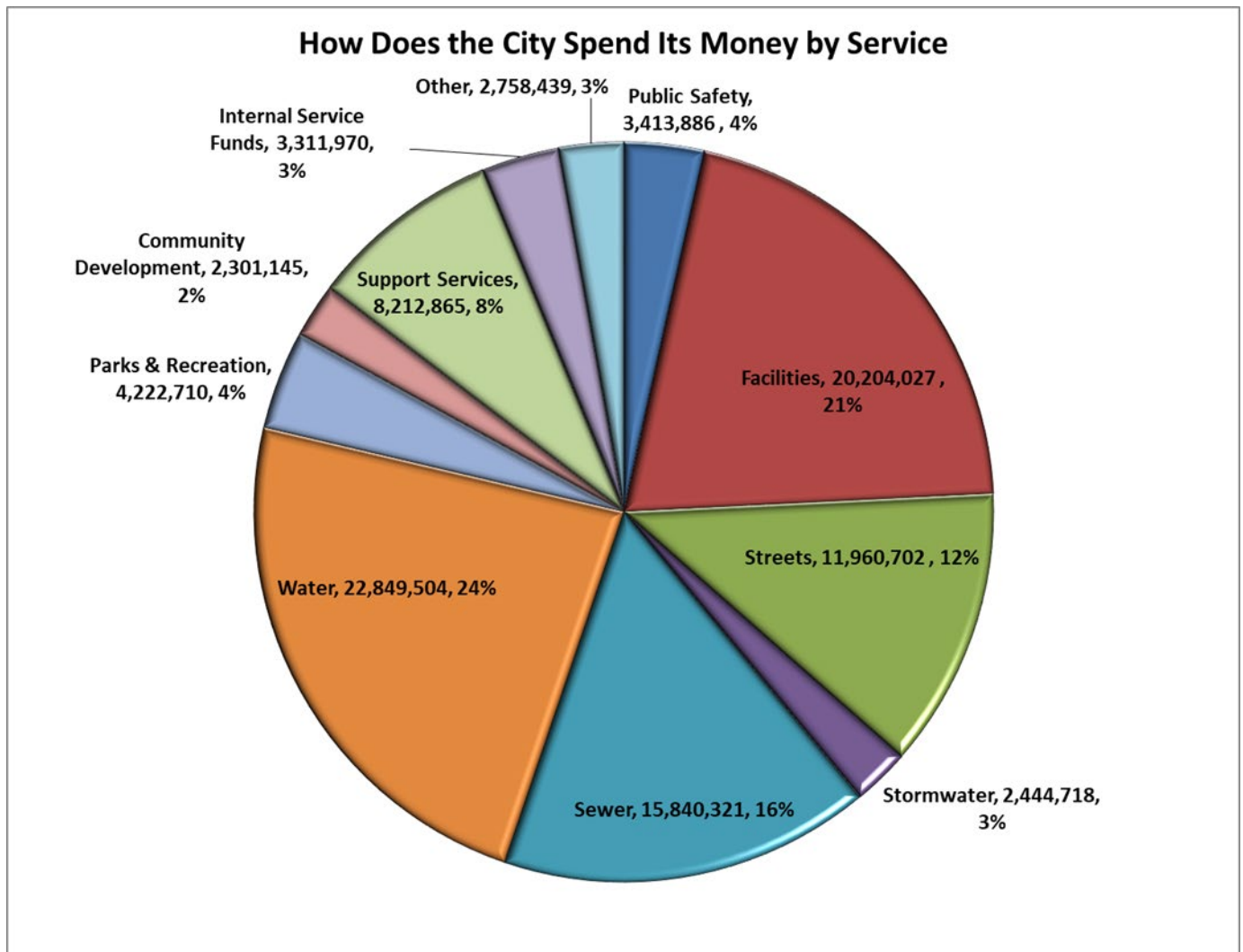
The City Council adopted a contingency and reserve policy for the City operating funds. The goal is to maintain a contingency of 15% of the total budget. The contingency is used to cover unforeseen expenditures.

Reserve: \$9,016,052; 9.2% of total City budget

The reserve category is to account for future expenditures. Reserve funds are to cover operations for 90 days for operating funds other than the General Fund and an amount in the General Fund sufficient to cover operations from July through November of the programs funded 100% by taxes.

EXPENDITURES – HOW DOES THE CITY SPEND ITS MONEY BY SERVICE?

Expenditures can also be classified according to services. Services delivered by the City are public safety, facilities, streets, stormwater, sewer, water, parks & recreation and community development. All other expenditures - such as City Management, Finance, Internal Service Fund, etc. - support the delivery of these services. Each service includes all expenditures associated with that service including personnel expenditures, materials & service, capital, debt service, etc. The following graph shows the city wide expenditures according to services delivered.



Total City-Wide Expenditures by Service = \$97,520,287

Public Safety: \$3,413,886; 3.5% of total City budget

Public Safety services include Police (\$3,263,726), Community Enforcement (\$82,689) and Court (\$67,471).

Facilities: \$20,204,027; 20.7% of total City budget

Facilities expenditures include constructing the new Civic Center (\$19,040,456) and general fund facilities program.

Streets: \$11,960,702; 12.3% of total City budget

Street expenditures include maintenance of existing roads, upgrade and reconstruction of existing roads and new construction. Road construction includes Second Street upgrade (\$2,422,245) and James Street upgrade (\$307,500). Street upgrades also include \$200,000 for the 50/50 sidewalk program and \$300,000 for street overlay projects.

Stormwater: \$2,444,718; 2.5% of total City budget

Stormwater expenditures include maintenance and upgrade of the existing storm drain system.

Sewer: \$15,840,321; 16.2% of total City budget

Sewer expenditures account for sewer operations (\$5,186,408); debt service (\$829,127) and construction projects - Sewer Improvement SDC fund (\$1,650,405), Sewer Reimbursement SDC fund (\$2,303,113), WWTP Digester project fund (\$245,000) and Sewer Capital Project Fund (\$3,853,738).

Water: \$22,849,504; 23.4% of total City budget

Water expenditures account for water operations (\$4,245,354); debt service (\$941,054) and construction projects - Water Improvement SDC fund (\$2,676,946), Water Reimbursement SDC fund (\$600,858), and Water Capital Project Fund (\$14,385,292).

Parks & Recreation: \$4,222,710; 4.3% of total City budget

Parks & Recreation expenditures account for the maintenance and upgrade of City Parks. The Silverton City Council is meeting on April 18, 2022, to discuss park projects and to create a capital improvement plan.

Community Development: \$2,301,145; 2.4% of total City budget

Community Development expenditures account for Planning (\$470,303), Building Inspections (\$747,249); Transportation (the Silver Trolley) (\$256,253), administration of the Transient Occupation Tax (\$423,773) and CDBG Housing (\$403,567).

Support Services: \$8,212,865; 8.4% of total budget

Support service provide support for the services listed above and include Non-Departmental expenditures (\$6,965,849), City Council (\$51,275), City Manager (\$484,708), Finance (579,568) and Computer Services (\$131,465).

Internal Services: \$3,311,970; 3.4% of total City budget

Internal Service funds account for revenues and expenditures of goods or services provided by one department or agency of the City to another on a cost reimbursement basis. The City's Internal service funds are the Fleet Replacement Fund (\$1,876,849); Major Equipment Replacement Fund (\$1,401,902) and the Extended Leave Fund (\$33,219).

Other: \$2,758,439; 2.8% of total City budget

Other services include City-wide expenditures and include General Operating Reserve Fund (\$1,662,239), Debt Service Fund (\$861,985) and Assessment Fund (\$234,215).

Ronald F. Chandler

City Manager

City of Silverton

CITY COUNCIL GOALS AND ACTION PLANS

On February 7, 2022 the City Council adopted their goals and action plans for the upcoming year. This budget implements the applicable portions of the goals and action plans. The narratives for the various sections of these budgets attempt to identify the goals of the City Council.

Goal 1: Adopt and Execute Capital Improvement Plan

Each fiscal year budget shall be built with this plan in mind. Within five to six years the following will be addressed: The conditions of Second Street; the conditions of the Abiqua Dam and fish ladder; and improve streetscape and connections to Pioneer Village.

Action Plan

1. Develop and adopt a five year capital improvement plan, (5 Year CIP). The 5 Year CIP will be presented to the City Council for approval on February 7, 2022. It's proposed that the City Council use the September work meeting to review, evaluate and update the 5 Year CIP.
2. Incorporate the Second Street project into the Fiscal Years 2023-2027 Five Year Capital Improvement Plan (5 Year CIP).
3. Incorporate the Abiqua Dam and Fish Ladder project into the Fiscal Years 2023-2027 Capital Improvement Plan.
4. Begin the process of adding South Water Street to ODOT's project list. South Water Street is an ODOT street and, in order for an ODOT project to go forward, it needs to be in the Statewide Transportation Improvement Program (STIP). The STIP is revised every 2 or 3 years with new projects based on available funding. The next STIP is scheduled for 2024-2027. The projects are identified and prioritized by local commissions on transportation. Our local commission is the Mid-Willamette Valley Area Commission on Transportation.

Goal 2: Construct the Civic Center

Action Plan

Dates to Remember:

January 20, 2022	Due date for "requests for quotes" for financing the Civic Center.
February 7, 2022	Selection of the company that will finance the Civic Center
February 17, 2022	Due date for "request for proposal" for constructing the Civic Center.
March 7, 2022	Selection of the General Contractor for constructing the Civic Center and determining the amount to finance through debt.
Construction time	18 months (estimated)

The Civic Center construction includes some street improvements that are to be paid out of water and street funds. The monies for these improvements have been added to the 5 year capital improvement plan.

Goal 3: Implement City's master plans (i.e. Transportation, Water, etc.)

Action Plan:

It's proposed that the City Council use the September work meeting to review, evaluate and update the City's master plans. It's also proposed that the City review, evaluate and update the 5 Year CIP during this work meeting.

Goal 4: Review this plan annually during the first quarter of the year.

Action Plan:

It's proposed that the City Council use the September work meeting to review, evaluate and update the City's strategic plan, goals and objectives.

Goal 5: Enhance City's ability to properly meet community development needs.

Objective 1: Work with Planning Commission to review and if necessary, update the comprehensive plan.

Action Plan:

1. The first step is to determine if the City is going to conduct a periodic review of the comprehensive plan or a post acknowledgement plan amendment (PAPA) of the comprehensive plan. Future steps will be based on the review the City chooses. It's proposed that the City Council discuss this objective during the joint City Council/Planning Commission meeting on February 28th meeting.

Objective 2: Work with Planning Commission to review and if necessary, update the development code.

Action Plan:

The Planning Commission and Planning Department are working on the following development codes.

- Clear and Objective Code Audit
- Tree conservation
- Irrigation/Landscaping/Water Conservation
- Sidewalk connectivity
- Park land dedication / Pocket Parks
- Environmental Impacts
- Fill dirt/Grading
- Storm Water Detention
- Annexation Review Criteria
- Fencing Standards on Reverse Frontage lots
- Container Homes
- Accessory Structure – size, material, exemptions
- Bee Keeping Standards
- HVAC/Utility/Dumpster Screening Standards

It's proposed to discuss these and other code revision topics during the February 28th joint City Council/Planning Commission meeting.

Objective 3: Work with City Manager to ensure staffing needs are met. (give Jason help)

Action Plan:

1) Fill the associate planner vacancy and 2) evaluate City's IT functions.

1) Fill the associate planner vacancy

Step 1: Prepare the list of duties to be performed by the Associate Planner and the tasks of Community Development Director. (Completion Date: April 21, 2022)

Step 2: Obtain budgetary approval. (Completion: June 30, 2022)

Step 3: Advertise and hire Associate Planner. (Estimated Completion: October 31, 2022)

2) Evaluate the City's IT functions.

Current conditions. The City contracts with the City of Woodburn for IT services. Their services include a once-a-week visit to the Silverton for services. All other on-sight work is distributed among City employees, including Jason Gottgetreu. I propose the following.

Step 1: Evaluate the IT needs of the City. The City hired an IT expert to evaluate the City's existing needs for IT services. His report is expected by February 11, 2022.

Step 2: Propose a course of action for addressing IT services through the budget process. (Completion Date: June 30, 2022)

Step 3: Implement the course of action if approved in the City's budget. (December 31, 2022)

Objective 4: Hold two joint Planning Commission/Council meetings each year.

Action Plan:

Schedule the joint meetings for the January and July City Council work meetings

Proposed Dates:

Calendar Year 2022

February 28th. (For calendar year 2022, we propose scheduling the 1st meeting in February in as much as the goal was established in January)

July 18th

Calendar Year 2023

January 24th
July 17th

Calendar Year 2024
January 22nd
July 16th

Calendar Year 2025
January 27th
July 21st

Calendar Year 2026
January 26th
July 20th

Goal 6: Strive for community-wide connectivity for multi modal use. (Emphasis on Water Street and NE quadrant of town.)

Objective 1: City staff will assess connectivity deficiencies and provide the council a plan for addressing them.

Action Plan.

It is proposed that the City Council provide direction for assessing the deficiencies during the May 16th work meeting.

It is proposed that the staff provide the City Council with an assessment of the connectivity deficiencies based upon the direction from the May 16th work meeting during the September 19th work meeting.

Objective 2: Work with City Manager to identify funding sources to respond to connectivity deficiencies.

Goal 7: Address City's housing needs.

Objective 1: Review Silverton 2020 Housing Needs Analysis and identify strategy for implementation.

Action Plan

It's proposed that the staff present housing strategies based on previous meetings to the City Council during the June 20, 2022 work meeting.

Objective 2: Continue to respond to the needs of Silverton's unhoused population by working with community partners.

Silverton applied a \$1,095,000 grant to construct a pallet shelter/office facility for Sheltering Silverton. Silverton was awarded the grant in the amount of \$250,000. It's proposed that the City address the funding of this project during the Fiscal Year 2023 budget process.

Goal 8: Appropriately utilize URA resources and capabilities.

Objective 1: Assess how URA funds can best be spent to improve the Downtown Core Area.

Action Plan

It's proposed to review the downtown master plan and other studies with the City Council during the March 21, 2022 work meeting to determine the scope of work to be done in the downtown area.

Objective 2: Commit to utilizing URA funds in accordance with the recommendations of the above assessment.

Action Plan

It's proposed that the scope of work mentioned in objective 1 is incorporated into the annual budget process.

Goal 9: Decide the Future of Silverton Parks and Recreation.

Objective 1: If Parks and Rec District is approved in May 2023, create a transition plan.

Objective 2: If Parks and Rec District is not approved in May 2023, update the City's Parks Master Plan.

Capital Improvement Plans

During Fiscal Year 2021-2022 the City Council approved five year capital plans for Water, Sewer, Streets and Stormwater services. They are currently working on the Parks Capital Plan. The Five Year Capital Plan was developed from the City's Master Plans for these services. The Capital Plans are incorporated into this budget message.

Projects included within this budget are as follows.

Silver Creek Pump Station – New Intake and transmission line improvements, (Silver Creek Raw Water Line). The City was approved for a \$1,115,000 EDA grant for this project. This project was bid and construction will begin in July. The project is expected to take 15 to 18 months. Estimated cost = \$4,600,000.

New Water Treatment Plant. This project includes a new water treatment plant and replacement of 1,110 feet of the Abiqua intake line. Planning Commission and City Council land use applications have been approved. The project is estimated to be bid on or before July 2022. Estimated cost = \$9,500,000.

Aquifer Storage and Recovery (ASR) Study – The City conducted a preliminary ASR to determine the feasibility of ASR facility. ASR is a water resource management technique for actively storing water underground during wet period for recovery when needed, usually during dry periods. The next step is to conduct a more in depth ASR study. The City will apply for a State grant to assist in the cost of this study. Estimated cost = \$450,000.

Replacement of aging sewer pipelines – The City uses a slip line technique to repair aging pipelines. Slip lining involves installing a smaller pipe into a large pipe, grouting the annular space between the two pipes and sealing the ends. The Sewer Capital Project Fund includes \$340,000 for a slip line project.

Wastewater Treatment Plant – Bio Solids Screw Press. This is a drying technique to further reduce the water contained in the bio-solids (sludge). The City has used land application to dispose of the bio-solids. The screw press will reduce the water content into a sludge that has the consistency of mud. This can then be disposed of at the land fill. Estimated cost = \$245,000.

James Street Capacity Project. This project includes extending the sidewalk across the railroad tracks at the intersection of James Street and McClaine Street. It is a two-year project. The first year will be Engineering and design of the sidewalk over the railroad tracks. It also includes the sewer main replacement for James Street from McClaine Street to Brooks Street. Estimated cost = \$307,500.

Second Street Project. The Second Street project will improve 1,400 feet of Second Street from Lincoln south to where existing sidewalk ends. Improvement consists of upsizing the water main from Jefferson to the southern end of the project to 10", sidewalk on the east side of Second Street the full length of the project, 34' paved width reconstruction of Second Street, and associated stormwater improvements. Storm system components will be sized to accept stormwater from future road improvements on Washington, Jefferson, and Lincoln. Estimated cost = \$2,422,245.

Stormwater. Rock Street to Jersey Street improvements. Estimated cost =\$100,000.

Civic Center Building Construction. Ground breaking took place on April 11,2022. This project is estimated to take 18 months. Estimated cost = \$19,040,056.

Other Capital Projects of Note

Fleet Replacement.

- 2023 Ford Interceptor SUV for Police (\$70,850).
- 2023 New Flatbed 550 Pickup for PW Maintenance (\$72,000).

Computer System Upgrade.

- Main Server Replacement – The current server was purchased in 2014 and is overdue for replacement under the five year replacement schedule. Estimated cost = \$15,000.
- Back-up server. Estimated back-up server cost = \$7,000.
- Replacement two network switches. Estimated cost \$5,000 - \$10,000.

Webpage Upgrade. The upgrade will enhance the City's ability to display video, photos and improve search capabilities. Estimated cost = \$5,000.

Five Year Capital Improvement Plan - March 7, 2022

Projects	Timeline (Fiscal Years)	Impacted Funds			
		Water	Sewer	Streets	Storm Drain
Silver Creek Pump Station - New Intake and Transmission Line Improvements, (Silver Creek Raw Water Line) Water Mater Plan Project 1A	3 Years - Fiscal Years 2022-2024	X			
New Water Treatment Plant. Includes water master plan treatment projects 1C, 1D, 1P and 2A.	3 Years - Fiscal Years 2022-2024	X			
Aquifer Storage and Recovery Preliminary Study	1 Year - Fiscal Years 2022	X			
Aquifer Storage and Recovery Study	2 Years - Fiscal Years 2024-2025	X			
Abiqua Dam Intake. Water Master Plan Project 1B	5 Years - Fiscal Years 2022-2026	X			
SR-01 Replacement of aging pipelines	5 Years - Fiscal Years 2023-2027		X		
WWTP-1a - Thickener sludge blend tanks	1 Year - Fiscal Years 2022		X		
WWTP-1a - New Headworks screen	1 Year - Fiscal Years 2022		X		
DMS-10 - Biosolids screwpress	2 Years - Fiscal Years 2022-2023		X		
James Street Capacity	2 Years - Fiscal Years 2023-2024		X	X	X
Sidewalk/Railroad Crossing - James & C Street	2 Years - Fiscal Years 2023-2024			X	
2nd Street Improvement	2 Years - Fiscal Years 2023-2024	X		X	X
South Water Street Connectivity	3 Years - Fiscal Years 2023-2025			X	X
Rock Street Storm Drain	1 Year - Fiscal Years 2023				X
Civic Center Street Improvement	2 Years - Fiscal Years 2023-2024	X		X	X
Crack Seal, Slurry Seal, Skin Patch/Overlay	5 Years - Fiscal Years 2023-2027			X	

A Snapshot of Silverton: Past and Present

Early History

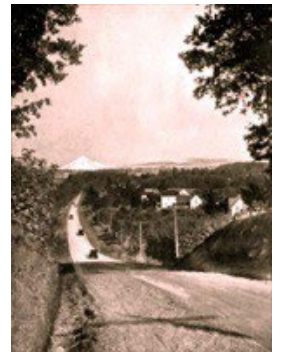
The first settlers arrived on the banks of Silver Creek in the 1800s following timber and water power. In 1846, James Smith and John Barger established a sawmill on the creek and a small settlement, Milford, began to grow. In 1854, Milford was abandoned and the businesses that had started there moved downstream to the current site of the City of Silverton.



Silverton was incorporated in February 16, 1885. By 1894, the population was nearly 900. The young town was a trading and banking center of prominence and ranked among the most progressive towns of western Oregon.

Growth in Silverton

By 1921, Silverton industries were producing exports for other areas and even some foreign countries. The Fischer Flour Mill on South Water Street was among the exporters. Power for the mill was obtained by damming Silver Creek at a point near the present swimming pool, diverting water into a millrace that ran along the creek to the mill and then dumped back into the creek.



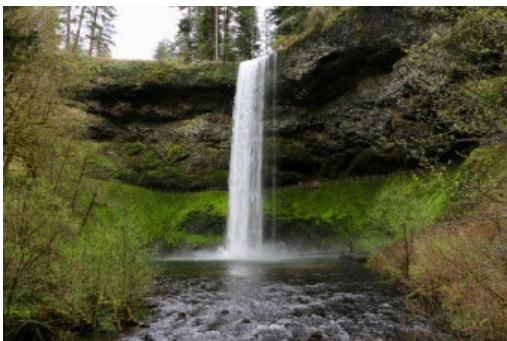
A short distance downstream from the Fischer Mill, the creek was dammed again to furnish power for a sash and door plant. Timber drove local industry, and the Silver Falls Timber Company was once the largest sawmill of its kind in the world. Metal piping was also part of the economy. To this day, metal



covers on Silverton streets and sidewalks bear the legend "Eastman Brothers Metal Works." One of the Eastman brothers, L.C., was mayor in the 1920s.



Silverton, Oregon's Garden City, is a growing community! Today Silverton features a historic downtown, hospital, a wide range of businesses, and access to nature including Silverton Reservoir and Silver Falls State Park just down the road.



The Oregon Garden in Oregon's Garden City

The opening of the Oregon Garden signifies the success of a partnership between the Garden, a public enterprise attracting tourists to botanical displays, and the City of Silverton. The Oregon Garden's expansive wetlands area benefits from the City's excess reclaimed water, while the community benefits from visitors the Garden draws to the area.



On June 3, 2019 Silverton City Council selected Silverton's first City flag following a city-wide design contest. According to the flag designers:

- The blue line symbolizes Silver Creek running through the middle of town and is in the shape of an "S" for Silverton.
- The blue is the same color as Oregon's State flag to represent unity with the state.
- The green background represents Silverton being "The Garden City."
- The oak leaves connect to the city's heritage, because Silverton was built on a white oak grove and there was once a large white oak tree in the center of town known as the Old Oak.



Comparing Silverton and Marion County 2020

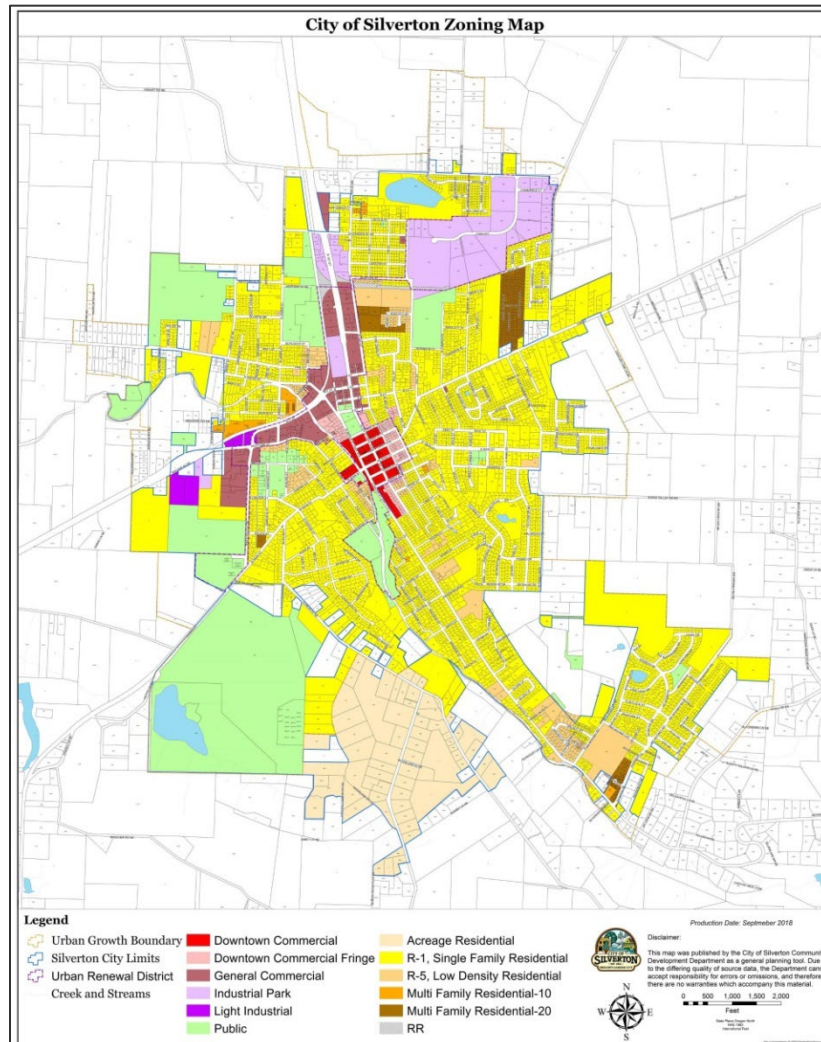
	Silverton	Marion County
Population April 1, 2020	10,484	345,920
Population change 2010-2021	N/A	0.3%
Median value owner occupied housing (2016-2020)	\$324,300	\$270,300
High school graduate or higher (25+ years old, 2016-2020)	94.0%	85.2%
Bachelor's degree or higher (25+ years old, 2016-2020)	27.4%	24.1%
Language other than English spoken at home (5+ years old, 2016-2020)	11.5%	25.2%

Source: US Census QuickFacts (<https://www.census.gov/>)

Top 10 Taxpayers in Silverton 2020-2021

Total Measure 5 Taxable Value: 1,413,916,628		
Top 10 Taxpayers	M50 Assessed Value	Total Tax
Portland General Electric Co	17,979,000	300,653.81
Kumis LLC	10,816,171	180,873.43
Garden Resort LLC	8,514,974	143,664.80
Northwest Natural Gas Co	7,125,000	119,147.82
Diana Naturals Inc	6,984,240	116,840.51
Silverplace Apartment Homes LLC	6,219,530	104,675.30
Roth IGA Foodliner Inc	6,055,090	101,812.76
Forest River Manufacturing LLC	4,924,780	82,354.63
M Hashem Limited Partnership	4,419,460	74,379.99
Pacific Crest Apartments	4,259,720	71,691.50

Source: Marion County Assessor's Office
<https://www.co.marion.or.us/AO/Pages/datacenter.aspx>



CITY OF SILVERTON

Contingency and Reserve Information for Operating Funds

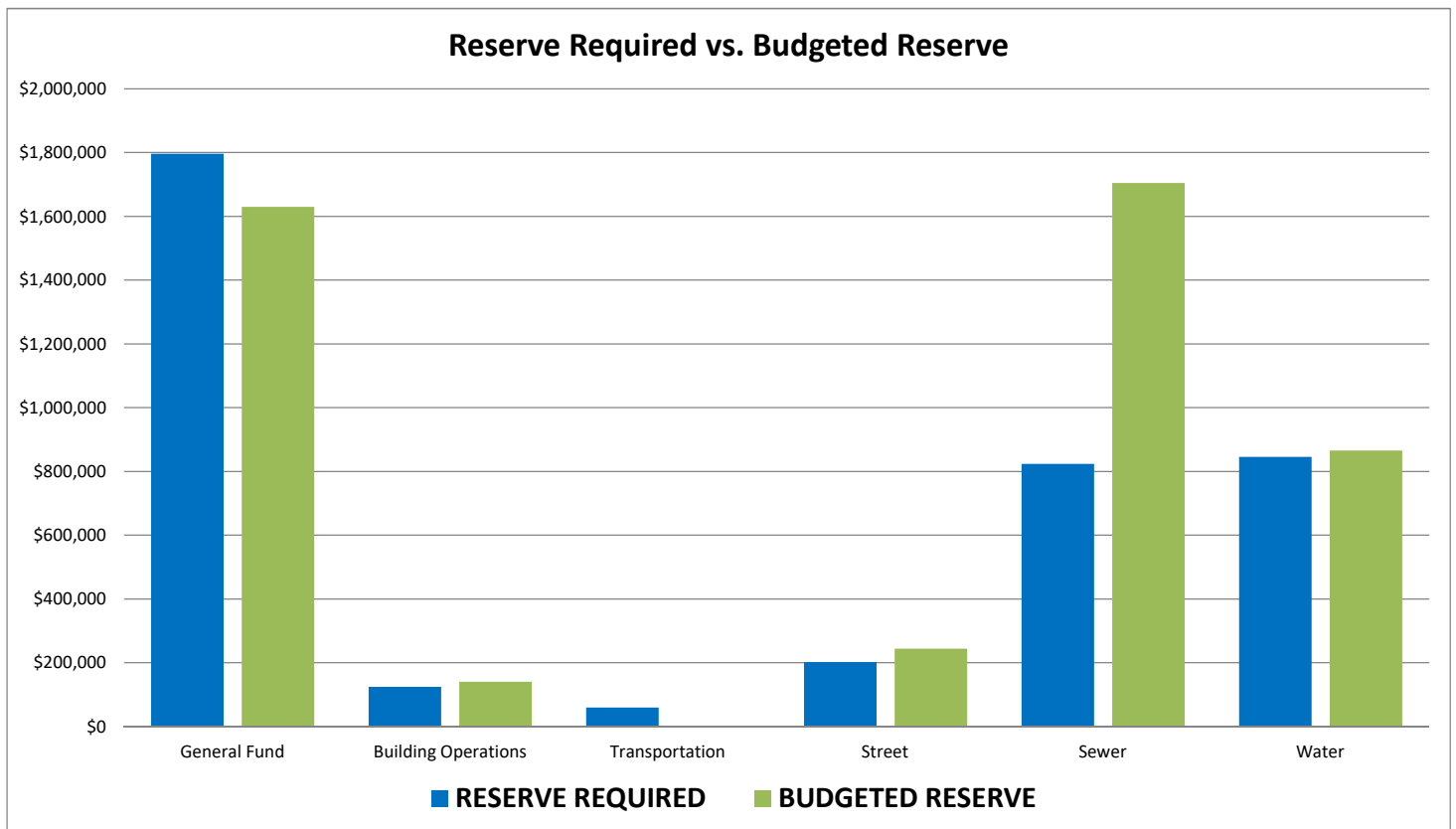
FISCAL YEAR 2022-2023

FUND	TOTAL BUDGETED	CONTINGENCY	** %	OPERATING * EXPENSES	RESERVE REQUIRED	BUDGETED RESERVE	RESERVE DIFFERENCE	CONTINGENCY AND RESERVE TOTAL	% OF BUDGET
General Fund	\$ 12,942,049	\$ 1,134,613	8.77%	7,182,744	1,795,686	\$ 1,629,964	(165,722)	\$ 2,764,577	21.36%
Building Operations	747,249	107,212	14.35%	497,903	124,476	139,934	15,458	247,146	33.07%
Transportation	256,253	19,633	7.66%	236,620	59,155	-	(59,155)	19,633	7.66%
Street	2,131,272	288,242	13.52%	810,355	202,589	244,379	41,790	532,621	24.99%
Sewer	7,128,938	1,075,180	15.08%	3,292,780	823,195	1,704,837	881,642	2,780,017	39.00%
Water	5,186,408	414,823	8.00%	3,384,077	846,019	865,933	19,914	1,280,756	24.69%
Total	\$ 28,392,169	\$ 3,039,703	10.71%	15,404,479	3,851,120	\$ 4,585,047	733,927	\$ 7,624,750	26.86%

Reserve Requirement Police and Park \$ 1,453,104
 GF Reserve at 3 mo for all except transfers \$ 1,795,686

* Operating expenditures are the personnel, materials and services and transfers, excluding those transfers for project portions of the budgets.

** The goal is 15% contingency.



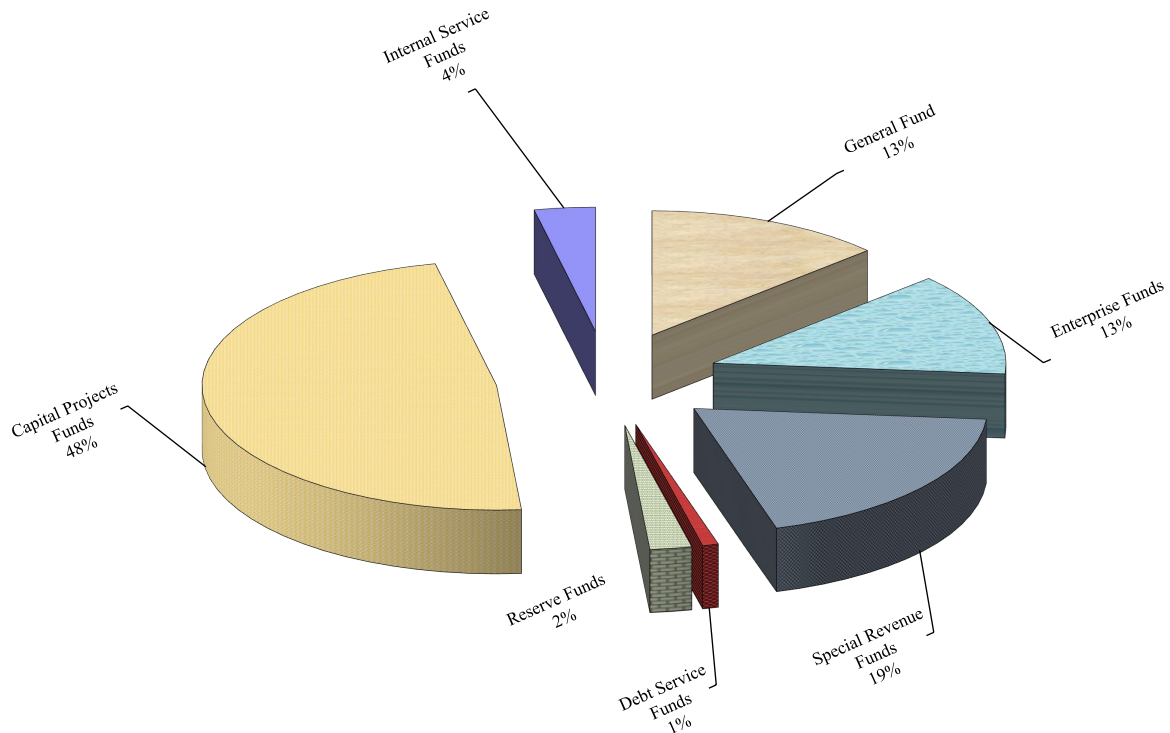


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CITY OF SILVERTON

Summary By Fund Type

Fiscal Year 2022 - 2023

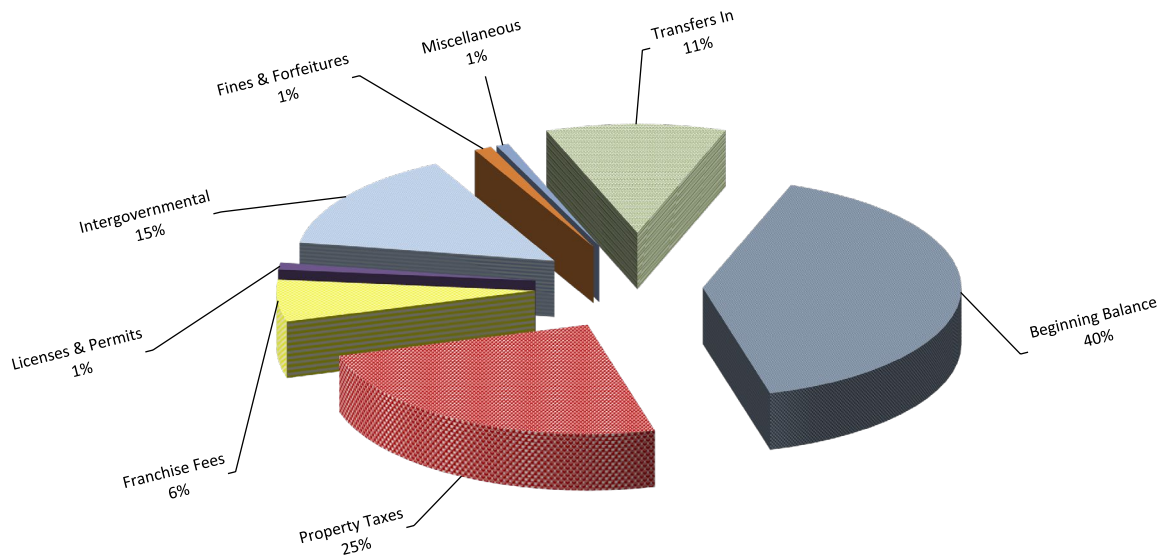


Fund Type	Amount
General Fund	\$12,942,049
Enterprise Funds	13,154,473
Special Revenue Funds	18,891,705
Debt Service Funds	861,985
Reserve Funds	2,266,649
Capital Projects Funds	47,485,553
Internal Service Funds	3,311,970
Total	\$98,914,384

The graph above depicts the total budget by fund type. The category with the largest portion of the expenditures is related to Capital Project Funds, which are all the funds designated for a capital project. The next largest is related to Enterprise Funds, which are the Water Fund, Sewer Fund and the respective system development charge funds.

CITY OF SILVERTON													
SOURCES OF FUNDING BETWEEN FUNDS													
Fiscal Year Ending June 30, 2023													
INDIRECT COST TRANSFERS													
General Fund (010)													
Dept	Total	General (010)		Sewer (030)		Water (040)		Street (020)		Building Operations (012)		(013) Transprtn	Transient Tax (017)
		%	\$	%	\$	%	\$	%	\$	%	\$	\$	\$
012 City Council	51,275	53.75%	27,560	20.00%	10,255	20.00%	10,255	5.00%	2,564	1.25%	641		
013 City Manager	484,708	55.75%	270,224	17.00%	82,400	19.00%	92,095	7.00%	33,930	1.25%	6,059		
015 Finance	579,568	13.59%	78,764	39.72%	230,204	40.95%	237,333	2.99%	17,329	2.75%	15,938		
020 Municipal Court	67,471	100.00%	67,471	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
050 Police	3,263,726	100.00%	3,263,726	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
100 Community Services Officer	82,689	100.00%	82,689	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
151 Community Development	470,303	63.10%	296,761	15.00%	70,545	15.00%	70,545	4.90%	23,045	2.00%	9,407		
190 Facilities Maintenance *	559,161	79.54%	444,732	8.61%	48,164	8.61%	48,164	1.62%	9,068	1.62%	9,033		
225 Parks & Recreation	322,145	100.00%	322,145	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
300 Computer Services	131,465	42.25%	55,545	25.00%	32,866	25.00%	32,866	5.00%	6,573	2.75%	3,615		
011 Non-Departmental	549,400	43.60%	239,529	24.45%	134,301	24.45%	134,301	4.87%	26,765	2.64%	14,504		
011 Contingency	1,134,613	100.00%	1,134,613	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
011 Reserves	1,629,964	100.00%	1,629,964	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
011 Transfers													
Debt Service	543,392	92.75%	503,996	3.00%	16,302	3.00%	16,302	1.00%	5,434	0.25%	1,358		
General Operating Reserve	600,000	100.00%	600,000	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
Civic Building Project	2,358,417	100.00%	2,358,417	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
Fleet Replacement	83,832	97.82%	82,005	0.95%	796	0.95%	796	0.23%	193	0.05%	42		
Major Equipment Replcmnt	29,920	77.40%	23,158	10.00%	2,992	10.00%	2,992	2.60%	778	0.00%	0		
Total	12,942,049		11,481,299		628,825		645,649		125,679		60,597	0	0
Fund OTHER TRANSFERS:													
021 Street Imp SDC Fund	22,553												
023 Stormwater Imp SDC Fund	(125,707)												
025 Street Light Imp Fund	(214,259)												
027 Street Maintenance Fee	(178,042)												
028 Storm Water Fees	(476,541)												
031 Sewer Improvement SDC	(205,600)												
041 Water Improvement SDC	(2,389,766)												
042 Water Reimbursement SDC	(544,528)												
051 Debt Svc Fund	836,268												
061 Building Improvement Reserve Fn	(417,500)		(543,392)		(108,012)		(100,012)		(40,781)		(38,247)	(5,824)	(82,500)
062 General Operating Reserve Fund	600,000		(600,000)										
070 Parks Fee Fund	(177,655)												
072 Parks and Rec Imp SDC Fund	(75,000)												
212 WWTP Digester Project	36,900				(36,900)								
217 Steelhammer Project Fund	(22,553)												
225 Civic Building Project	3,453,373		(2,358,417)										
226 McClaine Street Improvement	(96,438)												
228 Second Street Improvement	2,422,245						(224,200)						
229 James Street Improvement	307,000				(51,400)								
320 Street CIP	(1,004,510)								(565,000)				
330 Sewer CIP	500,000				(500,000)								
340 Water CIP	3,184,573						(200,000)						
600 Fleet Replacement	254,918		(83,832)		(14,787)		(23,402)		(109,058)		(3,967)		
610 Major Equip Replacement	93,148		(29,920)		(21,889)		(20,413)		(20,926)		0	0	0
Total Other Transfers In	11,710,978		0		0		0		0		0	0	0
Total Other Transfers Out	5,928,099		3,615,561		732,988		568,027		735,765		42,214	5,824	82,500

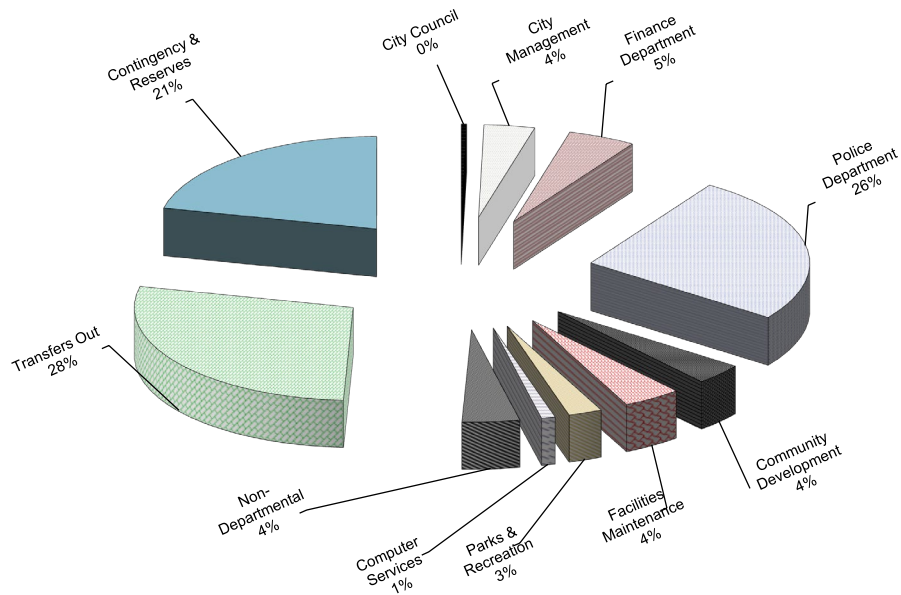
CITY OF SILVERTON
General Fund Revenue
Fiscal Year 2022 - 2023



Source	Amount
Beginning Balance	\$5,210,159
Property Taxes	3,183,866
Franchise Fees	801,950
Licenses & Permits	136,880
Intergovernmental	1,904,844
Fines & Forfeitures	142,800
Miscellaneous	100,800
Transfers In	1,460,750
Total	\$12,942,049

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 2022 - 2023



Use	Amount	
City Council	\$51,275	0.40%
City Management	484,708	3.75%
Finance Department	647,039	5.00%
Police Department	3,346,415	25.86%
Community Development	470,303	3.63%
Facilities Maintenance	559,161	4.32%
Parks & Recreation	322,145	2.49%
Computer Services	131,465	1.02%
Non-Departmental	549,400	4.25%
Transfers Out	3,615,561	27.94%
Contingency & Reserves	2,764,577	21.36%
Total	\$12,942,049	

The largest use of General Fund resources is for transfers out.
The second largest use is for Police Services.



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GENERAL FUND

The General Fund is used to account for most fiscal activities except for those activities required to be accounted for in another fund.

REVENUE BUDGET NARRATIVE
Fiscal Year 2022-2023

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 2022-2023 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 gross revenues. Franchise fee rates range from 4% to 7% of the gross revenues.

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. The City has a 3% local tax on marijuana, which is collected by the State and distributed at the same time they distribute the City's allocated share of the statewide marijuana tax collections, which per the State of Oregon may be reduced by 75%.

Fines and Forfeitures: 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, and other miscellaneous types of revenue.

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

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 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
GENERAL FUND							
PROPERTY TAXES							
010-000-40001	PROPERTY TAXES CURRENT	2,858,388	3,005,854	3,020,729	3,145,566	3,145,566	3,145,566
010-000-40002	PROPERTY TAXES DELINQUENT	49,209	51,668	38,000	38,300	38,300	38,300
	TOTAL PROPERTY TAXES	2,907,597	3,057,521	3,058,729	3,183,866	3,183,866	3,183,866
FRANCHISE FEES							
010-000-41001	NORTHWEST NATURAL GAS	124,238	131,500	118,500	127,500	127,500	127,500
010-000-41002	PORTLAND GENERAL ELECTRIC	402,281	404,571	395,000	392,250	392,250	392,250
010-000-41003	COMMUNICATION FRANCHISE	104,847	96,168	92,600	95,600	95,600	95,600
010-000-41004	REFUSE FRANCHISE FEES	111,162	143,257	105,800	140,750	140,750	140,750
010-000-41005	CABLE FRANCHISE	61,230	64,099	58,000	45,850	45,850	45,850
	TOTAL FRANCHISE FEES	803,757	839,596	769,900	801,950	801,950	801,950
FEES AND PERMITS							
010-000-42006	PEG FEES FOR SCAN TV	2,375	2,091	2,500	1,480	1,480	1,480
010-000-42103	LIQUOR LICENSE FEES	1,285	1,095	850	950	950	950
010-000-42109	SIGN PERMITS	720	800	1,200	1,200	1,200	1,200
010-000-42110	CONDITIONAL USE PERMITS	1,100	2,200	1,100	1,100	1,100	1,100
010-000-42111	ZONE CHANGE FEES	7,740	0	2,750	2,750	2,750	2,750
010-000-42112	ANNEXATION FEES	2,750	0	0	0	0	0
010-000-42113	LOT LINE ADJUSTMENT FEES	0	2,200	550	1,100	1,100	1,100
010-000-42114	VARIANCE APPLICATION FEES	2,175	1,450	725	725	725	725
010-000-42115	PARTITION APPLICATION FEES	963	1,400	1,100	1,100	1,100	1,100
010-000-42117	SUBDIVISION REVIEW FEES	6,443	24,041	2,750	2,750	2,750	2,750
010-000-42119	DESIGN REVIEW FEES	1,994	4,125	825	825	825	825
010-000-42120	OTHER PLANNING FEES	2,150	6,125	1,000	1,000	1,000	1,000
010-000-42121	PARK RESERVATION FEES	0	800	0	1,000	1,000	1,000
010-000-42122	COMMUNITY/ FISCHER RENTAL FEES	4,669	2,295	500	4,000	4,000	4,000
010-000-42124	RESERVOIR PARKING FEES	47,775	72,205	48,000	50,600	50,600	50,600
010-000-42125	LIQUOR USE PERMIT FEES	50	150	50	50	50	50
010-000-42130	BUSINESS LICENSE FEES	62,119	61,244	48,000	52,000	52,000	52,000
010-000-42140	LIEN SEARCH FEES	14,640	19,276	12,150	12,500	12,500	12,500
010-000-42159	RETURNED CHECK FEES	1,988	1,320	500	750	750	750
010-000-42183	IMPOUND AND STORAGE FEES	2,850	1,415	750	1,000	1,000	1,000
	TOTAL FEES AND PERMITS	163,785	204,231	125,300	136,880	136,880	136,880
INTERGOVERNMENTAL							
010-000-43002	LIQUOR TAXES	183,941	204,133	155,000	155,000	155,000	155,000
010-000-43003	CIGARETTE TAXES	11,302	10,016	10,000	9,000	9,000	9,000
010-000-43010	MARIJUANA TAXES	112,022	135,191	76,670	80,000	80,000	80,000
010-000-43015	STATE SHARED REVENUE	120,017	133,177	108,500	105,000	105,000	105,000
010-000-43060	SCHOOL DIST - SRO SUPPORT	87,880	81,442	85,500	105,136	105,136	105,136
010-000-43062	GRANTS - POLICE	7,024	3,633	11,500	1,500	1,500	1,500
010-000-43063	POLICE EQUIPMENT GRANT	21,059	0	0	0	0	0
010-000-43066	TSS DUI GRANT	1,849	963	0	0	0	0
010-000-43154	CLG/ SHIPO PLANNING GRANT	0	0	10,000	5,000	5,000	5,000
010-000-43170	MISC GRANTS & CONTRIBUTIONS	39,870	337,474	0	1,444,208	1,444,208	1,444,208
	TOTAL INTERGOVERNMENTAL	584,964	906,027	457,170	1,904,844	1,904,844	1,904,844
FINES AND FORFEITURES							
010-000-44000	COURT COSTS	60,626	55,226	40,000	43,800	43,800	43,800
010-000-44001	MUNICIPAL COURT FINES	130,577	111,572	94,825	75,000	75,000	75,000
010-000-44006	PARKING FINE REVENUE	18,402	25,521	18,000	15,500	15,500	15,500
010-000-44012	COUNTY CIRCUIT COURT FINES	24,916	15,617	8,500	8,500	8,500	8,500
	TOTAL FINES AND FORFEITURES	234,521	207,935	161,325	142,800	142,800	142,800



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CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
010-000-45002	INTEREST EARNED	88,314	32,436	25,600	20,500	20,500	20,500
010-000-45003	PARKING METERS COLLECTIONS	48,605	40,381	28,650	38,900	38,900	38,900
010-000-45004	MISC - ENGINEERING FEES	2,470	37,645	0	0	0	0
010-000-45005	PARKING LOT REVENUE	8,795	9,715	8,000	8,000	8,000	8,000
010-000-45008	MISC - POLICE RECEIPTS	2,465	2,915	2,300	2,400	2,400	2,400
010-000-45014	DONATIONS - GENERAL	0	1,000	0	0	0	0
010-000-45016	RENTAL RECEIPTS	18,722	19,222	17,622	19,000	19,000	19,000
010-000-45019	MISCELLANEOUS REVENUE	28,661	22,767	10,000	12,000	12,000	12,000
010-000-45080	INSURANCE PROCEEDS	17,458	150,964	59,736	0	0	0
010-000-45100	WELLNESS/ RECOGNITION PROCEED	10	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	215,499	317,046	151,908	100,800	100,800	100,800
<u>TRANSFERS IN</u>							
010-000-46011	TRANSFER FROM ELEC INSPECTION	7,787	7,638	6,352	0	0	0
010-000-46012	TRANSFER FROM BUILDING OP	45,968	45,983	47,433	60,597	60,597	60,597
010-000-46020	TRANSFER FROM STREET FUND	108,199	108,592	112,453	125,679	125,679	125,679
010-000-46030	TRANSFER FROM SEWER	551,938	554,403	576,017	628,825	628,825	628,825
010-000-46040	TRANSFER FROM WATER	567,901	571,016	593,085	645,649	645,649	645,649
010-000-46073	TRANSFER FROM ASSESSMENT	0	150,000	0	0	0	0
	TOTAL TRANSFERS IN	1,281,793	1,437,632	1,335,340	1,460,750	1,460,750	1,460,750
<u>BEGINNING FUND BALANCE</u>							
010-000-49090	BEGINNING FUND BALANCE	3,682,798	3,505,358	3,125,315	5,210,159	5,210,159	5,210,159
	TOTAL BEGINNING FUND BALANCE	3,682,798	3,505,358	3,125,315	5,210,159	5,210,159	5,210,159
	TOTAL FUND REVENUE	9,874,714	10,475,346	9,184,987	12,942,049	12,942,049	12,942,049

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

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 search requests.
- 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; GFOA Budget Award submittal fee; Local Government Personnel Institute and State Purchasing.
- Account #61019 (Insurance) is for Property Insurance premiums paid to City County Insurance Services (CIS).
- Account #61045 (Equipment Rental) pays the equipment rental on the postage machine used by all funds and programs. 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.
- Account #61059 (Contracted Services) covers the Insurance Agent of Record, Bond paying agent fee and for other miscellaneous contracted services.
- Account #61065 (Emergency Management) provides funds for equipment and for needed funds during an emergency.
- Account #62530 (Wellness & Recognition) covers 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 #95062 transfer is to replenish General Operating Fund for monies already expensed for the Civic Building.
- Account #95225 is to transfer funds for the construction of the Civic Center.

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 intended to cover the next year's budgeted costs for those services primarily funded by property taxes, such as police and parks, for July through November until property taxes are received.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>NON-DEPARTMENTAL</u>							
<u>MATERIALS AND SERVICES:</u>							
010-011-61009	LIEN SEARCH FEES	4,380	6,024	7,000	5,000	5,000	5,000
010-011-61011	AUDIT SERVICES	32,792	31,840	47,000	47,000	47,000	47,000
010-011-61012	MUNICIPAL CODE SERVICES	1,600	2,028	6,000	6,000	6,000	6,000
010-011-61016	DUES & MEMBERSHIPS	16,365	17,569	20,000	23,000	23,000	23,000
010-011-61019	INSURANCE	164,877	173,845	203,500	263,400	263,400	263,400
010-011-61024	VEHICLE EXPENSE	14	18	0	0	0	0
010-011-61025	UNEMPLOYMENT CLAIMS	5,895	9,321	25,000	25,000	25,000	25,000
010-011-61045	EQUIPMENT RENTAL	4,133	3,365	4,000	4,500	4,500	4,500
010-011-61050	VEHICLE LEASE PAYMENTS	0	0	3,000	0	0	0
010-011-61058	LEGAL SERVICES	82,879	120,542	147,500	125,000	125,000	125,000
010-011-61059	CONTRACTED SERVICES	30,438	36,731	65,000	27,000	27,000	27,000
010-011-61065	EMERGENCY MANAGEMENT	16,987	230,413	10,000	10,000	10,000	10,000
010-011-62530	WELLNESS & RECOGNITION PROGR	2,351	1,447	3,500	3,500	3,500	3,500
010-011-62572	SCAN TV SERVICES	5,850	3,613	10,000	10,000	10,000	10,000
010-011-62573	SENIOR CENTER SERVICES	0	0	5,000	0	0	0
010-011-69950	PERS UAL DEPOSIT	201,673	0	0	0	0	0
TOTAL MATERIALS AND SERVICES		570,236	636,756	556,500	549,400	549,400	549,400
<u>CAPITAL OUTLAY:</u>							
010-011-81003	CAPITAL - REPLACEMENT	0	0	10,000	0	0	0
TOTAL CAPITAL OUTLAY		0	0	10,000	0	0	0
<u>CONTINGENCY & RESERVES:</u>							
010-011-90001	CONTINGENCY	0	0	781,637	1,140,924	1,134,613	1,134,613
010-011-91072	RESERVE - FUTURE EXPENDITURE	0	0	1,611,190	1,659,964	1,629,964	1,629,964
TOTAL CONTINGENCY & RESERVES		0	0	2,392,827	2,800,888	2,764,577	2,764,577
<u>TRANSFERS OUT:</u>							
010-011-95050	TRANSFER TO DEBT SERVICE FUND	135,731	138,947	145,408	543,392	543,392	543,392
010-011-95062	TRANSFER TO GEN OPERATING FUN	200,000	0	0	600,000	600,000	600,000
010-011-95225	TRANSFER TO CIVIC BLDG PROJECT	800,000	1,400,000	500,000	2,358,417	2,358,417	2,358,417
010-011-95600	TRANSFER TO FLEET REPLACEMENT	83,832	83,832	83,832	83,832	83,832	83,832
010-011-95610	TRANSFER TO MAJOR EQUIP REP	29,920	29,920	29,920	29,920	29,920	29,920
TOTAL TRANSFERS OUT		1,249,483	1,652,699	759,160	3,615,561	3,615,561	3,615,561
TOTAL NON-DEPARTMENTAL		1,819,719	2,289,455	3,718,487	6,965,849	6,929,538	6,929,538

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: CITY COUNCIL
DEPARTMENT: CITY COUNCIL
FUND: GENERAL

Program Description/Mission

The City Council is the official policy-making body for the City of Silverton and 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 volunteer their time; they do not receive a salary for services rendered, though they do receive reimbursement of actual expenses incurred in carrying out their official duties.

Budget Comments

- Account #61015 (Travel, Training & Meetings) covers costs of training for the Mayor and Councilors at the League of Oregon Cities annual conference, Mayor's Association conference and other training. Should trainings continue to be remote, expenses would be less than budgeted. We have budgeted for each Councilor to attend the annual conference and at least one League training.
- Account #61003 (Advertising Expense) covers advertising expenses for Town Hall meetings and other Council-sponsored events.
- Account #61016 (Dues & Memberships) provides for the Mayor's Association dues and any other related associations Councilors may wish to join.
- Account #61059 (Contracted Services) provides for facilitated goal setting, outreach or digital engagement tools, and miscellaneous contracted services as determined. Decrease to account for City Council goal setting that will be conducted in-house instead of using the League of Oregon Cities.
- Account #62573 (Miscellaneous Expenses) provides for informal neighbor fairs.
- Account #62574 (Community Programs) community programs are consolidated under this line item for ease of tracking and managing these expenditures. The breakdown is as follows:

\$7,500	Utility Ratepayer Relief Program for Low Income & Senior Residents
\$25,000	Election costs for FY 2022-2023
\$2,500	Fireworks support
\$1,800	Downtown Flower Baskets
\$400	Spring Clean-up Day
\$575	Holiday wreaths and swags
\$150	"If I Were Mayor" contest
\$250	Parade support
<u>\$150</u>	Various Council Approved requests
\$38,325	Total

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY COUNCIL</u>							
<u>MATERIALS AND SERVICES:</u>							
010-012-61001	SUPPLIES	0	0	200	200	200	200
010-012-61003	ADVERTISING EXPENSE	0	0	500	250	250	250
010-012-61015	TRAVEL, TRAINING & MEETINGS	1,882	917	7,500	7,500	7,500	7,500
010-012-61016	DUES & MEMBERSHIPS	139	139	500	500	500	500
010-012-61059	CONTRACTED SERVICES	12,421	0	11,700	2,500	2,500	2,500
010-012-62573	MISCELLANEOUS EXPENSE	0	143	1,000	1,000	1,000	1,000
010-012-62574	COMMUNITY PROGRAMS	14,048	22,681	38,325	38,325	38,325	38,325
010-012-71000	MINOR EQUIPMENT	0	0	1,000	1,000	1,000	1,000
TOTAL MATERIALS AND SERVICES		28,489	23,880	60,725	51,275	51,275	51,275
TOTAL CITY COUNCIL		28,489	23,880	60,725	51,275	51,275	51,275

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: ADMINISTRATION
DEPARTMENT: CITY MANAGEMENT
FUND: GENERAL

STAFF LEVEL 2023: 2.90 FTE
STAFF LEVEL 2022: 2.90 FTE

Program Description/Mission

The Department of City Management 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 City Manager, in collaboration with the Mayor and Council members, is also responsible for ensuring effective working relationships with community members, community groups and other governmental agencies.

Included within the Office of the City Manager are two Assistants to the City Manager: the Assistant to the City Manager/City Clerk and the Assistant to the City Manager/Human Resources Coordinator. Both support special projects as assigned as well as carrying out position-specific duties. The City Clerk supports the City Manager, City Council and Council-appointed committees, administers public records, and serves as the Elections Officer and Records Manager for the City. The Human Resources Coordinator coordinates human resources and communications.

Personnel

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
City Manager	1.00	1.00	
Assistant to the CM/City Clerk	0.90	0.90	
Assistant to the CM/HR Coordinator	1.00	1.00	
Total	2.90	2.90	0.00

Budget Comments

- Account #61003 (Advertising Expense) covers committee vacancies, public notices, and recruitments.
- Account #61015 (Travel, Training & Meetings) covers attendance at conferences and workshops of professional development organizations as well as local meetings.
- Account #61016 (Dues and Memberships) covers memberships in professional development organizations.
- Account # 61059 (Contracted Services) covers community publications, website modifications, employee-driving records, music licenses (ASCAP and SESAC), Government Jobs posting service, facilitation of all staff trainings and other necessary contracted services.
- Account #71009 (Software) covers software expenses or subscriptions.

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY MANAGEMENT</u>							
<u>PERSONNEL SERVICES:</u>							
010-013-51001	FULL TIME SALARIES	273,219	293,512	296,629	278,821	278,821	278,821
010-013-51003	WORKERS COMP INS	308	291	703	1,225	1,225	1,225
010-013-51004	SOCIAL SECURITY/MEDICARE	19,826	18,938	22,692	21,330	21,330	21,330
010-013-51005	HEALTH INSURANCE	43,827	38,237	53,589	52,521	52,521	52,521
010-013-51006	LIFE/ DISABILITY INS	646	631	1,219	1,159	1,159	1,159
010-013-51007	PERS RETIREMENT	78,740	81,009	85,079	76,402	76,402	76,402
	TOTAL PERSONNEL SERVICES	416,565	432,617	459,911	431,458	431,458	431,458
<u>MATERIALS AND SERVICES:</u>							
010-013-61001	SUPPLIES	922	828	1,400	1,400	1,400	1,400
010-013-61002	PUBLICATIONS	0	0	200	200	200	200
010-013-61003	ADVERTISING EXPENSE	0	90	500	500	500	500
010-013-61004	COMMUNICATION EXPENSE	1,781	1,388	2,000	2,000	2,000	2,000
010-013-61005	POSTAGE & FREIGHT	116	142	250	250	250	250
010-013-61015	TRAVEL, TRAINING & MEETINGS	5,796	445	6,000	6,000	6,000	6,000
010-013-61016	DUES & MEMBERSHIPS	1,942	2,981	2,500	3,500	3,500	3,500
010-013-61022	EQUIPMENT MAINTENANCE	0	0	200	200	200	200
010-013-61030	FUEL EXPENSES	0	0	500	0	0	0
010-013-61045	EQUIPMENT RENTAL	2,105	2,254	3,000	3,000	3,000	3,000
010-013-61059	CONTRACTED SERVICES	15,804	24,260	30,000	35,000	35,000	35,000
010-013-62573	MISCELLANEOUS EXPENSE	408	521	500	500	500	500
010-013-71000	MINOR EQUIPMENT	0	110	1,000	100	100	100
010-013-71009	SOFTWARE	0	0	600	600	600	600
	TOTAL MATERIALS AND SERVICES	28,874	33,018	48,650	53,250	53,250	53,250
<u>CAPITAL OUTLAY:</u>							
010-013-81003	CAPITAL - REPLACEMNT EQUIPMENT	0	0	1,700	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	1,700	0	0	0
	TOTAL CITY MANAGEMENT	445,439	465,636	510,261	484,708	484,708	484,708

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: ACCOUNTING & BILLING
DEPARTMENT: FINANCE
FUND: GENERAL

STAFF LEVEL 2023: 3.80 FTE
STAFF LEVEL 2022: 3.73 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.

<u>Personnel</u>	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Deputy City Mngr/Finance Director	1.00	1.00	
Assistant Finance Director	1.00	0.90	(0.10)
Accounting Manager	1.00	1.00	
Account Clerk II	0.23	0.40	0.17
Customer Service Representative	<u>0.50</u>	<u>0.50</u>	
Total	3.73	3.80	0.07

Budget Comments

- Personnel Services accounts for reclassification of Customer Service Representative to full-time position. Personnel costs associated with this position are shared with the Community Enforcement budget.
- Account #61001 provides for office supplies such as pens, paper, envelopes, printed forms for payroll, accounts payable and other various office supplies.
- Account #61002 provides for GASB subscription and GFOA publications
- Account #61005 is primarily for postage to mail accounts payable checks, billing statements and delinquent letters.
- Account #61015 covers trainings and conferences for two (2) finance staff members to attend Caselle, Government Finance Officers Association (GFOA), Oregon Government Finance Officers Association (OGFOA), CIS, League of Oregon Cities (LOC) trainings/conference, Oregon City/County Management Association (OCCMA) and expenses related to Oregon Garden Foundation board meetings.
- Account #61016 covers dues for the Government Finance Officers Association (GFOA), Oregon Government Finance Officers Association (OGFOA), Oregon City/County Management Association (OCCMA), Code 4 and Heart of Oregon for payroll.
- Account #61059 covers the maintenance and support of the Caselle software, parking ticket searches through DMV and shredding services.
- Account #61075 covers charges for Professional Credit Services for collections of unpaid parking tickets and utility billings.
- Account #61079 covers Local Government Investment Pool monthly maintenance, bank account charges and merchant fees charged for payments allocated to the General Fund.

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>FINANCE OFFICE</u>							
<u>PERSONNEL SERVICES:</u>							
010-015-51001	FULL TIME SALARIES	270,390	276,303	285,612	326,414	326,414	326,414
010-015-51002	PART TIME SALARIES	0	6,023	25,088	0	0	0
010-015-51003	WORKERS COMP INS	317	302	890	1,749	1,749	1,749
010-015-51004	SOCIAL SECURITY/MEDICARE	19,827	21,136	23,824	25,035	25,035	25,035
010-015-51005	HEALTH INSURANCE	66,391	58,559	73,061	73,709	73,709	73,709
010-015-51006	LIFE/ DISABILITY INS	669	735	1,371	1,435	1,435	1,435
010-015-51007	PERS RETIREMENT	75,746	78,571	86,440	87,378	87,378	87,378
010-015-51009	OVERTIME SALARIES	0	0	729	273	273	273
	TOTAL PERSONNEL SERVICES	433,339	441,627	497,015	515,993	515,993	515,993
<u>MATERIALS AND SERVICES:</u>							
010-015-61001	SUPPLIES	2,290	3,108	2,800	2,800	2,800	2,800
010-015-61002	PUBLICATIONS	0	306	825	825	825	825
010-015-61003	ADVERTISING EXPENSE	359	525	800	800	800	800
010-015-61004	COMMUNICATION EXPENSE	4,236	3,691	4,600	4,600	4,600	4,600
010-015-61005	POSTAGE & FREIGHT	2,382	2,575	3,500	3,500	3,500	3,500
010-015-61015	TRAVEL, TRAINING & MEETINGS	3,411	1,917	7,000	7,500	7,500	7,500
010-015-61016	DUES & MEMBERSHIPS	280	330	750	800	800	800
010-015-61022	EQUIPMENT MAINTENANCE	0	0	400	400	400	400
010-015-61045	EQUIPMENT RENTAL	3,562	3,883	4,800	5,000	5,000	5,000
010-015-61059	CONTRACTED SERVICES	28,126	23,452	28,000	30,000	30,000	30,000
010-015-61075	COLLECTION SERVICES	370	277	500	500	500	500
010-015-61079	BANK & CHARGE CARD FEES	4,838	5,305	5,900	6,000	6,000	6,000
010-015-62573	MISCELLANEOUS EXPENSE	69	0	250	250	250	250
010-015-71000	MINOR EQUIPMENT	319	602	800	600	600	600
	TOTAL MATERIALS AND SERVICES	50,241	45,970	60,925	63,575	63,575	63,575
	TOTAL FINANCE OFFICE	483,581	487,598	557,940	579,568	579,568	579,568

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: COURT
DEPARTMENT: FINANCE
FUND: GENERAL

STAFF LEVEL 2023: 0.70 FTE
STAFF LEVEL 2022: 0.65 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. Court staff set 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 related to Peer Court.

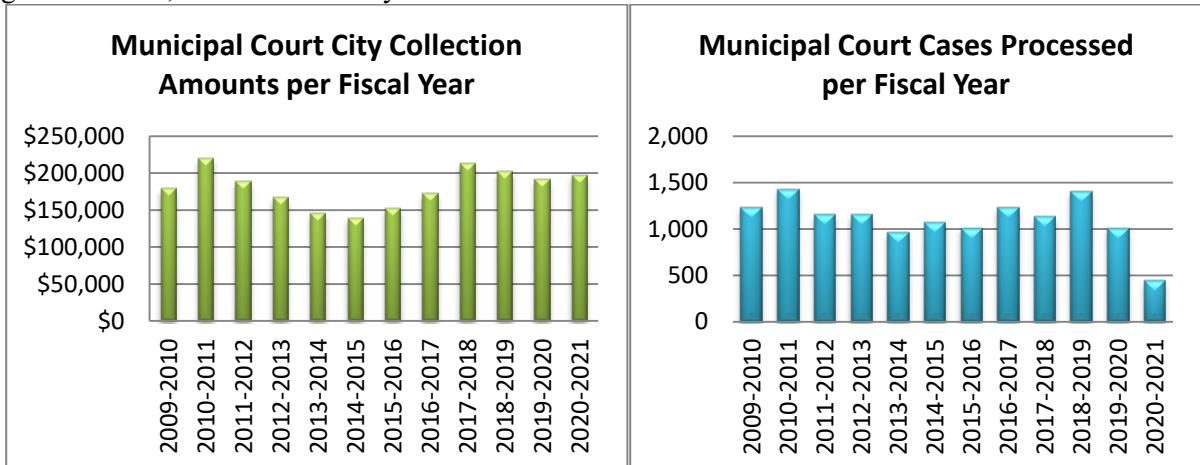
<u>Personnel</u>	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Assistant Finance Director	0.00	0.10	0.10
Account Clerk II	0.65	0.60	(0.05)
Total	0.65	0.70	0.05

Budget Comments

- Account #61001 covers costs of supplies such as pens, paper, forms and violation cards.
- 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 trainings.
- Account #61016 covers dues for two (2) memberships to 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 and Department of Revenue to collect delinquent court fines.

Accomplishments and Goals

Municipal Court worked with the Police Department to implement E-cites in 2021-2022. Municipal Court would like to do an amnesty program in the 2022-2023 fiscal year. The first time the program ran was in December 2018-February 2019, 71 individuals took advantage of the program and it generated \$19,923.08 for the City.



CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>COURT</u>							
<u>PERSONNEL SERVICES:</u>							
010-020-51001	FULL TIME SALARIES	25,580	17,016	28,548	29,181	29,181	29,181
010-020-51003	WORKERS COMP INS	40	33	125	221	221	221
010-020-51004	SOCIAL SECURITY/MEDICARE	1,776	1,247	2,184	2,253	2,253	2,253
010-020-51005	HEALTH INSURANCE	6,155	3,978	6,955	5,448	5,448	5,448
010-020-51006	LIFE/ DISABILITY INS	93	76	152	144	144	144
010-020-51007	PERS RETIREMENT	5,633	1,501	6,286	6,724	6,724	6,724
	TOTAL PERSONNEL SERVICES	39,277	23,850	44,250	43,971	43,971	43,971
<u>MATERIALS AND SERVICES:</u>							
010-020-61001	SUPPLIES	348	253	700	700	700	700
010-020-61002	PUBLICATIONS/ FORMS	0	0	150	150	150	150
010-020-61005	POSTAGE & FREIGHT	658	626	1,800	2,700	2,700	2,700
010-020-61015	TRAVEL, TRAINING & MEETINGS	1,263	0	3,000	3,000	3,000	3,000
010-020-61016	DUES & MEMBERSHIPS	150	150	200	200	200	200
010-020-61059	CONTRACTED SERVICES	4,616	4,775	8,000	8,000	8,000	8,000
010-020-61075	COLLECTION SERVICES	5,207	10,068	6,000	8,500	8,500	8,500
010-020-62573	MISCELLANEOUS EXPENSE	0	0	250	250	250	250
010-020-71000	MINOR EQUIPMENT	241	0	0	0	0	0
	TOTAL MATERIALS AND SERVICES	12,482	15,872	20,100	23,500	23,500	23,500
	TOTAL COURT	51,760	39,722	64,350	67,471	67,471	67,471

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: POLICE ADMINISTRATION
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2023: 3.00 FTE
STAFF LEVEL 2022: 3.00 FTE

Program Description/Mission

Includes Police Administration and Support Services. Provides support to Operations Staff and identifies community resources needed to perform their duties. The Chief and staff work closely with the community, City departments, elected officials and partnering agencies. Chief is responsible for the overall capabilities and performance of the Department to meet Council Goals of community outreach and involvement, public safety and service to the community while focusing to ensure the philosophy of community policing continues to be the vision of the agency. The Police Technician II supervises all office administrative functions and the Police Technician I. This includes but is not limited to all evidence, and property duties, records data entry and distribution, public records requests, body camera video evidence and processing, police social media and assisting walk in customers. The Chief oversees the Peer Court Coordinator who provides juvenile offenders with resolution options. The Domestic Violence Advocate assists staff with victim assistance. Both, the Peer Court Coordinator and Domestic Violence Advocate are contract employees. All department and contract personnel in support services work under the direction of the Chief of Police.

Personnel

	2022	2023	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	<u>1.00</u>	<u>1.00</u>	
Total	3.00	3.00	0.00

Significant Changes:

- Account 61015 covers support staff continually cross-train in all aspects of administrative duties to provide full service to our citizens which has been impacted by recent legislative and court decisions.
- Account 61028 covers increased cost in dispatch contracted services
- Account 61059 covers the addition of E-Cite annual contract and laser fiche record storage computer program
- Account 71003 increased to cover LED flare kits for patrol vehicles and computer server for body worn cameras. Cost for Body Worn Camera video System.

Accomplishments:

- All police related Council goals for FY 2021-2022 achieved to include the design and Council approval of a new Civic Center- Police Department.
- The SRO-Silver Falls School District program continues productive work for students back in school.
- Training to include monthly in-service, on-line, hands-on and sponsoring of courses continues.
- Staff continues to work on social media outreach on the City's Facebook page and the police department website, meeting a Council Goal.
- Staff continues community outreach efforts and will hold its first Citizens Police Academy this summer.

Major Issues to be Resolved in the Next 5 Years:

- Increasing Records Staff with the addition of a half or full time position.
- Continue Officer Retention efforts.
- Upgrade of Body Worn Camera (BWC) system. BWC video system is experiencing performance issues and will need upgrading next year to allow better dependability, editing and increase storage. An additional dedicated server for BWC evidence storage will be necessary.
- Continue mentoring and training of all staff for future assignments and promotions.

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: POLICE OPERATIONS
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2023: 16.00 FTE
STAFF LEVEL 2022: 16.00 FTE

Program Description/Mission

This program includes all aspects of the operational functions of the department including patrol, Detective, School Resource Officer and Traffic Officer. 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. They attempt to resolve issues by taking direct action, coordinating resources or referral of 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 started in FY 2015-2016, in partnership with Silver Falls School District, funded by a split of 75% District / 25% City. The agreement is in its eighth year.

Personnel

	2022	2023	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 new and replacement uniform items needed to equip (17) personnel.
- Account #61024 covers labor and vehicle fleet maintenance costs. The Public Works mechanic performs vehicle maintenance on the Police Department fleet.
- Account #61030 covers fuel costs for all police vehicles.
- Account #61028 covers dispatching services from METCOM, which are set through the budget process of METCOM.
- Account #61059 covers costs associated with maintenance agreements and contracts, field reporting, Lexipol Policy Manual, maintenance agreements for the New World Records Management and Mobile Data Terminals and E-Cites.
- Account #71003 covers additional duty and training weapons.
- Account #81003 includes funds for five (5) replacement office computers and monitors, a replacement LIDAR and Radar unit and LED Flare kits for Patrol vehicles.
- Account #85003 is to purchase a FLIR thermal imager device (\$2,700).

Accomplishments

During FY 2021-2022, the department hired two Sergeants and two Officers, which put the department at full staffing for the first time in two years. One Officer will start the Police Academy in May 2022 for four months, followed by four months of Field Training before going to a solo Officer status.



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CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
GENERAL FUND							
POLICE							
PERSONNEL SERVICES:							
010-050-51001	FULL TIME SALARIES	1,273,816	1,231,702	1,326,607	1,507,170	1,507,170	1,507,170
010-050-51003	WORKERS COMP INS	27,903	25,584	35,935	44,161	44,161	44,161
010-050-51004	SOCIAL SECURITY/MEDICARE	102,613	98,728	110,550	125,700	125,700	125,700
010-050-51005	HEALTH INSURANCE	380,559	331,437	435,866	424,130	424,130	424,130
010-050-51006	LIFE/ DISABILITY INS	3,921	3,776	6,489	7,157	7,157	7,157
010-050-51007	PERS RETIREMENT	360,453	335,473	404,776	452,456	452,456	452,456
010-050-51009	OVERTIME SALARIES	101,063	91,930	118,488	135,969	135,969	135,969
TOTAL PERSONNEL SERVICES		2,250,329	2,118,630	2,438,711	2,696,743	2,696,743	2,696,743
MATERIALS AND SERVICES:							
010-050-61001	SUPPLIES	3,451	4,291	4,000	4,000	4,000	4,000
010-050-61002	PUBLICATIONS	0	288	400	400	400	400
010-050-61003	ADVERTISING EXPENSE	40	80	200	200	200	200
010-050-61004	COMMUNICATION EXPENSE	17,810	16,580	27,750	27,750	27,750	27,750
010-050-61005	POSTAGE & FREIGHT	1,242	1,361	2,000	2,000	2,000	2,000
010-050-61015	TRAVEL, TRAINING & MEETINGS	7,935	6,215	14,000	18,000	18,000	18,000
010-050-61016	DUES & MEMBERSHIPS	2,738	1,920	2,000	2,500	2,500	2,500
010-050-61022	EQUIPMENT MAINTENANCE	790	730	2,500	2,500	2,500	2,500
010-050-61023	UNIFORM EXPENSE	12,855	14,394	19,000	20,000	20,000	20,000
010-050-61024	VEHICLE EXPENSE	19,224	16,688	27,000	30,000	30,000	30,000
010-050-61025	RAIN SERVICE/MEMBERSHIP	2,509	2,319	2,750	2,500	2,500	2,500
010-050-61026	RADIO MAINTENANCE	1,375	0	1,500	1,500	1,500	1,500
010-050-61028	DISPATCHING SERVICES	199,755	211,369	217,750	224,245	224,245	224,245
010-050-61029	POLICE SUPPLIES	10,207	11,166	14,000	16,000	16,000	16,000
010-050-61030	FUEL EXPENSES	21,916	21,200	32,000	36,800	36,800	36,800
010-050-61045	EQUIPMENT RENTAL	5,849	5,957	6,500	6,500	6,500	6,500
010-050-61050	VEHICLE LEASE PAYMENTS	4,262	2,467	0	0	0	0
010-050-61058	LEGAL SERVICES	0	0	5,000	5,000	5,000	5,000
010-050-61059	CONTRACTED SERVICES	53,333	53,066	72,000	85,000	85,000	85,000
010-050-61060	HIRING EXPENSES	1,924	2,156	2,500	2,500	2,500	2,500
010-050-61069	TOWING EXPENSE	0	0	1,000	1,000	1,000	1,000
010-050-61086	COMPUTER SERVICES	0	0	6,500	6,500	6,500	6,500
010-050-62503	CRIME PREV/COMMUNITY POLICING	406	55	1,400	6,000	6,000	6,000
010-050-62515	STOP VIOLENCE PROGRAM	7,200	7,200	8,000	8,000	8,000	8,000
010-050-62520	PEER COURT SERVICES	19,278	16,065	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	0	1,000	1,000	1,000	1,000
010-050-62573	MISCELLANEOUS EXPENSE	1,946	698	2,500	3,000	3,000	3,000
010-050-71002	OFFICE EQUIPMENT	545	694	2,000	2,000	2,000	2,000
010-050-71003	MINOR EQUIPMENT	2,447	6,505	7,000	10,200	10,200	10,200
010-050-71004	COMMUNICATION EQUIPMENT	0	0	1,500	2,000	2,000	2,000
010-050-71009	SOFTWARE	408	408	1,500	1,500	1,500	1,500
010-050-71070	DRUG ENFORCEMENT EQUIPMENT	0	0	1,000	1,000	1,000	1,000
TOTAL MATERIALS AND SERVICES		399,444	403,873	506,528	549,873	549,873	549,873
CAPITAL OUTLAY:							
010-050-81003	CAPITAL - REPLACEMENT	19,374	14,074	12,710	14,410	14,410	14,410
010-050-85003	CAPITAL - NEW	25,602	0	26,000	2,700	2,700	2,700
TOTAL CAPITAL OUTLAY		44,976	14,074	38,710	17,110	17,110	17,110
TOTAL POLICE		2,694,749	2,536,577	2,983,949	3,263,726	3,263,726	3,263,726

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: COMMUNITY ENFORCEMENT
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2023: 0.76 FTE
STAFF LEVEL 2022: 0.76 FTE

Program Description/Mission

For FY 2022-2023, there are no changes planned for the Community Services program. The Enforcement Officer (EO) is budgeted at 25 hours a week for parking enforcement and code enforcement issues. The (EO) investigates violations of the Silverton Municipal Code, on a complaint-based model. Compliance in the Downtown parking district was acceptable however, meter revenue declined due to the impact of Covid-19, but is starting to increase with businesses being able to re-open, additional time has been focused on parking meter violations. The parking function is responsible for enforcement of 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 at Municipal court as needed. Collection of fines is a function of the Finance Department. The EO also places the wheel immobilization device (boot) on vehicles that have three (3) or more unpaid parking fines. This program continues to employ a part-time parking meter repairperson who works only those hours needed to repair broken or non-functioning meters and collect coin from parking meters.

Personnel

<u>Title</u>	<u>2022</u> <u>FTE</u>	<u>2023</u> <u>FTE</u>	<u>FTE</u> <u>Change</u>
Enforcement Officer	0.62	0.62	
Parking Meter Repairman	0.14	0.14	
Total	0.76	0.76	0.00

Budget Comments

- Account #61059 includes funds needed for costs associated with abatement and prosecution of nuisances or problem properties (\$10,000).
- Account #61004 was increased as the EO was issued a department cell phone for duty use and covers his desk phone charges.
- Account #61027 includes funding for replacement parking meters due to reaching the end of service life and spare parts no longer being available.
- Account #71020 includes funding for needed meter repair parts (\$1,700).

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>COMMUNITY ENFORCEMENT</u>							
<u>PERSONNEL SERVICES:</u>							
010-100-51001	FULL TIME SALARIES	0	143	0	31,774	31,774	31,774
010-100-51002	PART TIME SALARIES	30,419	34,325	46,023	9,361	9,361	9,361
010-100-51003	WORKERS COMP INS	780	795	1,268	1,334	1,334	1,334
010-100-51004	SOCIAL SECURITY/MEDICARE	2,088	2,524	3,521	3,147	3,147	3,147
010-100-51005	HEALTH INSURANCE	5,490	7,787	9,226	12,711	12,711	12,711
010-100-51006	LIFE/ DISABILITY INS	89	128	210	193	193	193
010-100-51007	PERS RETIREMENT	5,831	6,645	8,112	7,254	7,254	7,254
TOTAL PERSONNEL SERVICES		44,697	52,346	68,360	65,774	65,774	65,774
<u>MATERIALS AND SERVICES:</u>							
010-100-61001	SUPPLIES	7	59	600	600	600	600
010-100-61004	COMMUNICATION EXPENSE	545	496	500	1,100	1,100	1,100
010-100-61005	POSTAGE & FREIGHT	38	37	200	200	200	200
010-100-61023	UNIFORM EXPENSE	0	0	500	500	500	500
010-100-61024	VEHICLE EXPENSE	0	5	0	0	0	0
010-100-61027	PARKING METER SUPPLIES	2,478	448	2,500	2,000	2,000	2,000
010-100-61029	MISCELLANEOUS SUPPLIES	0	0	200	200	200	200
010-100-61030	FUEL EXPENSES	0	86	100	115	115	115
010-100-61059	CONTRACTED SERVICES	45	0	10,000	10,000	10,000	10,000
010-100-71000	MINOR EQUIPMENT	0	0	500	500	500	500
010-100-71020	PARKING METERS	12	0	1,700	1,700	1,700	1,700
TOTAL MATERIALS AND SERVICES		3,124	1,130	16,800	16,915	16,915	16,915
TOTAL COMMUNITY ENFORCEMENT		47,821	53,476	85,160	82,689	82,689	82,689

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: PLANNING
DEPARTMENT: COMMUNITY DEVELOPMENT
FUND: GENERAL

STAFF LEVEL 2023: 2.45 FTE
STAFF LEVEL 2022: 1.45 FTE

Program Description/Mission

This program is responsible for administering all planning related functions and long-range planning efforts. The Community Development Department processes all land use applications at the staff, Planning Commission or the City Council level. Planning efforts to further refine and implement strategies for affordable housing continue to remain a focus. New State mandates regarding housing and zoning will continue to be addressed this year. Staff will continue to work on housing strategies and policies with the Planning Commission and Affordable Housing Task Force.

The Associate Planner position is proposed to be added back to the Department to handle the processing of land use applications, front counter and phone inquiries and other related duties. The position was eliminated in 2012 due to the recession, which caused a drop in workload. Workload levels have steadily increased making the reestablishment of the position timely. This will address **City Council Goal #5: Enhance City's ability to properly meet community development needs.**

Personnel

<u>Title</u>	2022 <u>FTE</u>	2023 <u>FTE</u>	FTE <u>Change</u>
Community Development Director	1.00	1.00	
Associate Planner	0.00	1.00	1.00
Building Inspector	0.25	0.25	
Assistant to CM / City Clerk	0.10	0.10	
Planning and Permit Assistant	<u>0.10</u>	<u>0.10</u>	
Total	1.45	2.45	<u>1.00</u>

Budget Comments

- Personnel Services accounts for cost of new Associate Planner.
- Account #61016 covers dues for the American Planning Association, SEDCOR and Oregon City Planning Directors Association.
- Account #61059 increased to account for an Economic Opportunity Analysis.
- Account #61066 increased to account for CLG Planning Grant from the State to hire a consultant to perform Historic Survey's and the research required to add another structure to the National Register of Historic Places.
- Account #81003 covers costs for the procurement of a computer for the new Associate Planner.

Accomplishments

During the past year, 20 land use applications were processed. There were 17 processed in 2020, 21 processed in 2019, 24 processed in 2018, 21 processed in 2017, and 40 processed in 2016. Additional efforts included working with Tourism Promotion Grants and working with businesses for Urban Renewal Grants.

Major Issues to be Resolved in the Next 5 Years

Issues to be addressed include providing strategies for affordable housing (**City Council Goal #7: Address City's housing needs**), long-range planning for various City owned properties, working on downtown infrastructure improvements (**City Council Goal #8: Appropriately utilize URA resources and capabilities**), and updating the Comprehensive Plan.

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>COMMUNITY DEVELOPMENT</u>							
<u>PERSONNEL SERVICES:</u>							
010-151-51001	FULL TIME SALARIES	153,493	128,809	140,427	210,965	210,965	210,965
010-151-51003	WORKERS COMP INS	536	351	561	1,252	1,252	1,252
010-151-51004	SOCIAL SECURITY/MEDICARE	11,630	9,803	10,743	27,314	27,314	27,314
010-151-51005	HEALTH INSURANCE	25,409	26,677	28,621	55,945	55,945	55,945
010-151-51006	LIFE/ DISABILITY INS	377	340	583	896	896	896
010-151-51007	PERS RETIREMENT	34,371	29,050	31,562	48,556	48,556	48,556
	TOTAL PERSONNEL SERVICES	225,816	195,029	212,497	344,928	344,928	344,928
<u>MATERIALS AND SERVICES:</u>							
010-151-61001	SUPPLIES	501	631	1,000	1,000	1,000	1,000
010-151-61003	ADVERTISING EXPENSE	1,558	2,280	2,200	2,400	2,400	2,400
010-151-61004	COMMUNICATION EXPENSE	2,057	1,881	2,100	2,100	2,100	2,100
010-151-61005	POSTAGE & FREIGHT	904	562	1,200	1,200	1,200	1,200
010-151-61015	TRAVEL, TRAINING & MEETINGS	221	150	1,000	1,000	1,000	1,000
010-151-61016	DUES & MEMBERSHIPS	454	1,826	1,800	1,925	1,925	1,925
010-151-61024	VEHICLE EXPENSE	117	65	250	250	250	250
010-151-61030	FUEL EXPENSES	201	76	300	600	600	600
010-151-61045	EQUIPMENT RENTAL	1,783	1,684	2,500	2,000	2,000	2,000
010-151-61059	CONTRACTED SERVICES	65,275	15,055	1,000	90,000	90,000	90,000
010-151-61066	CLG PLANNING GRANT	0	0	10,000	5,000	5,000	5,000
010-151-61100	BUSINESS ASSISTANCE GRANTS	0	15,000	0	15,000	15,000	15,000
010-151-62573	MISCELLANEOUS EXPENSE	37	0	200	100	100	100
010-151-71000	MINOR EQUIPMENT	590	909	1,000	1,000	1,000	1,000
010-151-71009	SOFTWARE	245	204	350	300	300	300
	TOTAL MATERIALS AND SERVICES	73,943	40,323	24,900	123,875	123,875	123,875
<u>CAPITAL OUTLAY:</u>							
010-151-81003	CAPITAL - REPLACEMENT	1,854	0	4,100	1,500	1,500	1,500
	TOTAL CAPITAL OUTLAY	1,854	0	4,100	1,500	1,500	1,500
	TOTAL COMMUNITY DEVELOPMENT	301,614	235,352	241,497	470,303	470,303	470,303

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: FACILITIES MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2023: 0.89 FTE
STAFF LEVEL 2022: 0.89 FTE

Program Description/Mission

This program 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 served include, City Hall, Community Center, Senior Center, and Fischer Building. Additional work is rarely required at other City owned buildings including, Historic Museum, Silverton Library, Chamber of Commerce and the Art Buildings.

Personnel

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.04	0.04	
Facilities Maintenance Worker	0.75	0.75	
Parks Maintenance Worker II	<u>0.10</u>	<u>0.10</u>	
Total	0.89	0.89	0.00

Budget Comments

- Account #61007 increased to cover anticipated Portland General Electric rate increase.
- Account #61043 includes HVAC services, electrical services, boiler services, permits, building and grounds maintenance for all facilities including senior clean up.
- Account #61059 includes annual fire extinguisher testing and servicing, annual fire system testing for City Hall and Senior Center (\$4,600), elevator contract services for both City Hall and the Community Center, security alarm contract, facility management work order system, employee hearing tests, bargaining contract costs and additional contracted services such as energy savings performance contract and/or power purchase agreements.
- Account #62600 includes Pettit property maintenance (\$3,000) and property tax payments (\$7,500).
- Account #71000 includes costs for a hedge trimmer (\$350) and other items.
- Account #85003 accounts for pallet sheltering services and building at the City Shop, work began June 2022 (\$250,000).

Major Issues to be Resolved in the Next 5 Years

- Future day-to-day maintenance of the new Civic Center will need to be evaluated in FY 2023-2024.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>FACILITIES MAINTENANCE</u>							
<u>PERSONNEL SERVICES:</u>							
010-190-51001	FULL TIME SALARIES	42,982	42,250	41,171	40,710	40,710	40,710
010-190-51003	WORKERS COMP INS	926	951	1,236	1,391	1,391	1,391
010-190-51004	SOCIAL SECURITY/MEDICARE	3,288	3,223	3,197	3,162	3,162	3,162
010-190-51005	HEALTH INSURANCE	16,561	16,728	17,606	17,751	17,751	17,751
010-190-51006	LIFE/ DISABILITY INS	148	144	208	206	206	206
010-190-51007	PERS RETIREMENT	6,689	11,103	12,432	11,623	11,623	11,623
010-190-51009	OVERTIME SALARIES	346	241	618	618	618	618
TOTAL PERSONNEL SERVICES		70,940	74,640	76,468	75,461	75,461	75,461
<u>MATERIALS AND SERVICES:</u>							
010-190-61001	SUPPLIES	108	415	100	150	150	150
010-190-61004	COMMUNICATION EXPENSE	183	209	1,500	1,500	1,500	1,500
010-190-61006	GAS/ELECTRIC EXPENSE	27,276	26,745	35,000	35,000	35,000	35,000
010-190-61007	STREET LIGHTING ENERGY	116,055	120,697	125,000	150,000	150,000	150,000
010-190-61015	TRAVEL, TRAINING & MEETINGS	0	48	100	100	100	100
010-190-61022	EQUIPMENT MAINTENANCE	31	61	500	500	500	500
010-190-61024	VEHICLE EXPENSE	211	36	1,500	1,500	1,500	1,500
010-190-61030	FUEL EXPENSES	596	794	850	1,000	1,000	1,000
010-190-61032	JANITORIAL SUPPLIES	1,802	2,456	2,500	2,500	2,500	2,500
010-190-61042	SAFETY EQ/ PROT CLTHNG	46	213	100	100	100	100
010-190-61043	BUILDING/ GROUNDS MAINTENANCE	20,285	19,822	20,000	20,000	20,000	20,000
010-190-61059	CONTRACTED SERVICES	5,739	9,151	15,000	10,000	10,000	10,000
010-190-62573	MISCELLANEOUS EXPENSE	28	26	100	100	100	100
010-190-62600	PETTIT PROPERTY	7,631	7,651	17,500	10,500	10,500	10,500
010-190-71000	MINOR EQUIPMENT	1,004	452	1,000	750	750	750
TOTAL MATERIALS AND SERVICES		180,992	188,775	220,750	233,700	233,700	233,700
<u>CAPITAL OUTLAY:</u>							
010-190-82100	CAPITAL - BUILDING IMPROVEMNTS	0	0	30,000	0	0	0
010-190-85003	CAPITAL - NEW	1,645	0	250,000	250,000	250,000	250,000
TOTAL CAPITAL OUTLAY		1,645	0	280,000	250,000	250,000	250,000
TOTAL FACILITIES MAINTENANCE		253,577	263,415	577,218	559,161	559,161	559,161

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

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

STAFF LEVEL 2023: 1.48 FTE
STAFF LEVEL 2022: 1.48 FTE

Program Description/Mission

This program provides for 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 Historic Museum and Chamber of Commerce.

Personnel

<u>Title</u>	<u>2022 FTE</u>	<u>2023 FTE</u>	<u>FTE Change</u>
Public Works Director	0.05	0.05	
Water Quality Division Supervisor	0.04	0.04	
Sewer/Water Operator III	0.03	0.03	
Utility Worker III/Lead	0.05	0.05	
Utility Worker II	0.14	0.14	
Utility Worker I	0.02	0.02	
Park Maintenance Worker II	0.90	0.90	
Facilities Maintenance Worker	<u>0.25</u>	<u>0.25</u>	
Total	1.48	1.48	0.00

Budget Comments

- Account #61034 includes costs for annual bark and landscape needs (\$5,000).
- Account #61043 includes ongoing tree canopy work for Coolidge-McClaine Park (\$5,000) and general building and grounds maintenance (\$10,000).
- Account #61045 includes costs to rent a brush mower two (2) times.
- Account #61059 includes annual fire extinguisher service, Iworq management system and other contracted services as needed.
- Account #61060 includes funds per an annual Intergovernmental Agreement (IGA) with the Silver Falls School District (\$20,000) and funds to refurbish the ¾ mile walking/jogging trail around the athletic fields at Silverton High School as requested by the Silverton Runners Club (\$6,311).
- Account #61065 includes costs for parking kiosk at the Silverton Marine Park (\$5,000) and for other minor costs.
- Account #71000 includes costs to replace two (2) chainsaws (\$605) shared.
- Account #81003 includes costs to install drinking fountains with bottle fillers in Old Mill Park, Coolidge McClaine Park, Silverton Marine Park and Pioneer Park (\$20,000).
- Account #82100 includes costs for a new roof and gutters at the Museum (\$25,000), finish repairs on old restroom at Coolidge McClaine Park damaged in the 2021 ice storm (\$20,000) and costs associated with installing drinking fountains with bottle fillers in the parks (\$10,000).

Accomplishments

- Completion of ice storm clean up
- New roof at Coolidge McClaine Pavilion
- Purchase of new picnic tables
- Coolidge McClaine pathway paving.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>PARKS & RECREATION</u>							
<u>PERSONNEL SERVICES:</u>							
010-225-51001	FULL TIME SALARIES	74,881	97,922	78,544	76,931	76,931	76,931
010-225-51002	PART TIME SALARIES	3,590	0	0	18,066	18,066	18,066
010-225-51003	WORKERS COMP INS	1,786	1,725	2,501	3,565	3,565	3,565
010-225-51004	SOCIAL SECURITY/MEDICARE	6,050	7,659	6,173	6,048	6,048	6,048
010-225-51005	HEALTH INSURANCE	26,496	25,262	30,610	30,388	30,388	30,388
010-225-51006	LIFE/ DISABILITY INS	266	262	384	378	378	378
010-225-51007	PERS RETIREMENT	17,014	22,487	20,036	24,729	24,729	24,729
010-225-51009	OVERTIME SALARIES	2,554	3,965	2,150	2,124	2,124	2,124
TOTAL PERSONNEL SERVICES		132,636	159,283	140,398	162,229	162,229	162,229
<u>MATERIALS AND SERVICES:</u>							
010-225-61001	SUPPLIES	5	100	100	150	150	150
010-225-61003	ADVERTISING EXPENSE	0	5	100	100	100	100
010-225-61004	COMMUNICATION EXPENSE	1,841	1,560	2,000	2,000	2,000	2,000
010-225-61006	GAS/ELECTRIC EXPENSE	4,366	4,583	5,000	5,000	5,000	5,000
010-225-61015	TRAVEL, TRAINING & MEETINGS	163	55	500	500	500	500
010-225-61016	DUES & MEMBERSHIPS	25	0	0	0	0	0
010-225-61022	EQUIPMENT MAINTENANCE	702	2,020	1,800	3,000	3,000	3,000
010-225-61024	VEHICLE EXPENSE	127	732	2,300	2,500	2,500	2,500
010-225-61030	FUEL EXPENSES	2,262	2,038	2,700	3,105	3,105	3,105
010-225-61032	JANITORIAL SUPPLIES	2,585	3,021	3,000	3,200	3,200	3,200
010-225-61034	LANDSCAPE SUPPLIES	977	4,377	5,000	7,350	7,350	7,350
010-225-61042	SAFETY EQP/ PROT CLTHNG	405	194	500	1,000	1,000	1,000
010-225-61043	BUILDING/ GROUNDS MAINTENANCE	8,062	2,640	19,802	15,000	15,000	15,000
010-225-61044	SMALL TOOLS	36	0	0	0	0	0
010-225-61045	EQUIPMENT RENTAL	1,387	0	1,000	3,000	3,000	3,000
010-225-61059	CONTRACTED SERVICES	698	12,571	2,500	2,500	2,500	2,500
010-225-61060	INTERGOVERNMENTAL-SCHOOL FIEL	20,000	20,000	20,000	20,000	26,311	26,311
010-225-61065	MARINE PARK EXPENSES	6,353	7,369	7,000	7,000	7,000	7,000
010-225-62537	MUSEUM/DEPOT EXPENSES	1,545	1,414	1,500	1,500	1,500	1,500
010-225-62573	MISCELLANEOUS EXPENSE	292	33	500	500	500	500
010-225-71000	MINOR EQUIPMENT	34	231	500	1,200	1,200	1,200
TOTAL MATERIALS AND SERVICES		51,867	62,943	75,802	78,605	84,916	84,916
<u>CAPITAL OUTLAY:</u>							
010-225-81003	CAPITAL - REPLACEMNT EQUIPMENT	0	85	95,000	0	20,000	20,000
010-225-82100	CAPITAL - BUILDING IMPROVEMNTS	0	0	0	45,000	55,000	55,000
TOTAL CAPITAL OUTLAY		0	85	95,000	45,000	75,000	75,000
TOTAL PARKS & RECREATION		184,503	222,311	311,200	285,834	322,145	322,145

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

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 52 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 #61016 includes funds for ongoing subscription services needed for various elements of software support for records management, ARC GIS maintenance, Zoom, GoDaddy.com, anti-virus, Archive Social, Civic Plus web hosting/support and Aruba wireless access point at City Hall.
- Account #61057 to account for increase service from Woodburn IT.
- Account #61059 to account for reallocation of expense to the IT services. Expenditures include funds for a forms builder add-on at Xpress Bill Pay to allow for more online payment options to customers and a website redesign.
- Account #71009 includes fund for Microsoft 360 upgrade (\$35,000).
- Account #85003 increased to account for new computer switches (\$8,000).

Accomplishments

The City continues to maintain the network by keeping up-to-date and updating needed software or hardware.

Major Issues to be Resolved in the Next 5 Years

Proactively address network security and maximize uptime to facilitate efficient workflow.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>COMPUTER SERVICES</u>							
<u>MATERIALS AND SERVICES:</u>							
010-300-61004	COMMUNICATION EXPENSE	1,439	1,156	1,200	1,200	1,200	1,200
010-300-61016	DUES & MEMBERSHIPS	0	0	0	24,000	24,000	24,000
010-300-61057	IT SERVICES	5,775	5,231	8,000	35,630	35,630	35,630
010-300-61059	CONTRACTED SERVICES	44,090	48,604	63,000	26,635	26,635	26,635
010-300-71000	MINOR EQUIPMENT	2,433	0	1,000	1,000	1,000	1,000
010-300-71009	SOFTWARE	832	240	1,000	35,000	35,000	35,000
	TOTAL MATERIALS AND SERVICES	54,568	55,230	74,200	123,465	123,465	123,465
<u>CAPITAL OUTLAY:</u>							
010-300-81003	CAPITAL - REPLACEMNT EQUIPMENT	3,538	0	0	0	0	0
010-300-85003	CAPITAL - NEW EQUIPMENT	0	0	0	8,000	8,000	8,000
	TOTAL CAPITAL OUTLAY	3,538	0	0	8,000	8,000	8,000
	TOTAL COMPUTER SERVICES	58,107	55,230	74,200	131,465	131,465	131,465
	TOTAL FUND EXPENDITURES	6,369,357	6,672,652	9,184,987	12,942,049	12,942,049	12,942,049



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SPECIAL REVENUE FUNDS

with associated

CAPITAL PROJECT FUNDS

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Capital project funds are used to account for resources, such as bond sale proceeds and expenditures to be used for major capital item purchase or construction.

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: BUILDING OPERATIONS

STAFF LEVEL 2023: 2.55 FTE

STAFF LEVEL 2022: 2.50 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 fiscal year 2022-2023's estimate is comparable to fiscal year 2021-2022 and is a conservative estimate of 40 new homes. The City of Silverton will continue to maintain control of the inspection program and will continue to provide building review and inspection services. The Electrical Fund has been dissolved and is now a component of the Building Operations fund. The City contracts with Marion County Building Department for inspection services and plan reviews for electrical permits. New construction remains steady and the Building Operations Fund will continue to be able to support the salary of an in-house Building Official, Building Inspector and Planning and Permit Assistant.

Personnel

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Building Official	1.00	1.00	
Building Inspector	0.75	0.75	
Planning and Permit Assistant	<u>0.75</u>	<u>0.80</u>	<u>0.05</u>
Total	2.50	2.55	0.05

Budget Comments

- Account #42118 increased to account for dissolution of Electrical Inspection Fund.
- Account #61015 covers the training to have the Building Official and Building Inspector certified by the FAA as a Remote Pilots of the aerial drone (\$180 each).
- Account #61024 covers vehicle maintenance.
- Account #61059 increased to account for dissolution of the Electrical Inspection Fund. Covers cost of Marion County or Woodburn to provide inspection services, when City staff is unable to conduct inspections or plan review due to absences and utilizes Marion County for electrical inspection services, they are paid 80% of the electrical permit revenue received.
- Account #62573 covers one license of plan review software.
- Account #85003 covers the procurement of an aerial drone for rooftop and other inspections and will be available in emergency/disaster situations for rapid assessments (\$2,200).

Accomplishments

During 2021, Building Operations issued 705 building permits, including 31 new single-family residences, 145 structural, 234 electrical, 230 mechanical, and 96 plumbing permits. The division conducted 988 inspections within Silverton, about 83 every month throughout the 2021 calendar year. Between February and September, the division performed 109.5 hours of plan reviews and inspections for Marion County and 180.25 hours of plan reviews and inspections for the City of Woodburn through Inter Governmental Agreements. Marion County performed 401 electrical inspections in Silverton per the Inter-Governmental Agreement.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>BUILDING OPERATIONS FUND</u>							
<u>FEES AND PERMITS</u>							
012-000-42104	BUILDING PERMITS	193,297	148,670	140,000	119,581	119,581	119,581
012-000-42105	PLUMBING PERMITS	44,270	33,906	30,000	22,765	22,765	22,765
012-000-42106	PLAN REVIEW FEES	149,671	98,799	100,000	88,852	88,852	88,852
012-000-42116	MECHANICAL PERMITS	26,909	25,573	25,000	21,922	21,922	21,922
012-000-42118	ELECTRICAL PERMITS	0	0	0	82,500	82,500	82,500
TOTAL FEES AND PERMITS		414,148	306,949	295,000	335,620	335,620	335,620
<u>MISCELLANEOUS REVENUE</u>							
012-000-45002	INTEREST EARNED	11,477	4,658	3,500	1,800	1,800	1,800
TOTAL MISCELLANEOUS REVENUE		11,477	4,658	3,500	1,800	1,800	1,800
<u>BEGINNING FUND BALANCE</u>							
012-000-49090	BEGINNING FUND BAL - BUILDING	503,016	597,683	526,730	409,829	409,829	409,829
TOTAL BEGINNING FUND BALANCE		503,016	597,683	526,730	409,829	409,829	409,829
TOTAL FUND REVENUE		928,641	909,290	825,230	747,249	747,249	747,249



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CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
BUILDING OPERATIONS FUND							
INSPECTION SERVICES							
PERSONNEL SERVICES:							
012-140-51001	FULL TIME SALARIES	147,685	183,096	180,939	196,564	196,564	196,564
012-140-51003	WORKERS COMP INS	1,424	1,646	2,293	2,913	2,913	2,913
012-140-51004	SOCIAL SECURITY/MEDICARE	10,931	13,570	13,842	15,037	15,037	15,037
012-140-51005	HEALTH INSURANCE	35,305	43,550	45,140	48,655	48,655	48,655
012-140-51006	LIFE/ DISABILITY INS	397	556	799	855	855	855
012-140-51007	PERS RETIREMENT	39,933	47,944	47,782	50,508	50,508	50,508
	TOTAL PERSONNEL SERVICES	235,675	290,361	290,795	314,532	314,532	314,532
MATERIALS AND SERVICES:							
012-140-61001	SUPPLIES	518	853	800	750	750	750
012-140-61002	PUBLICATIONS	473	341	100	200	200	200
012-140-61003	ADVERTISING EXPENSE	0	0	50	50	50	50
012-140-61004	COMMUNICATION EXPENSE	1,888	1,491	2,100	2,000	2,000	2,000
012-140-61005	POSTAGE & FREIGHT	7	122	50	60	60	60
012-140-61015	TRAVEL, TRAINING & MEETINGS	510	115	1,500	1,500	1,500	1,500
012-140-61016	DUES & MEMBERSHIPS	265	225	500	500	500	500
012-140-61024	VEHICLE EXPENSE	82	856	1,200	1,200	1,200	1,200
012-140-61030	FUEL EXPENSES	722	995	900	900	900	900
012-140-61045	EQUIPMENT RENTAL	484	758	500	500	500	500
012-140-61059	CONTRACTED SERVICES	401	1,960	5,000	71,000	71,000	71,000
012-140-61079	BANK & CHARGE CARD FEES	36	110	100	100	100	100
012-140-61098	REFERENCE LIBRARY	0	0	500	500	500	500
012-140-62573	MISCELLANEOUS EXPENSE	100	349	700	500	500	500
012-140-69950	PERS UAL DEPOSIT	30,082	0	0	0	0	0
012-140-71000	MINOR EQUIPMENT	187	234	800	800	800	800
	TOTAL MATERIALS AND SERVICES	35,754	8,409	14,800	80,560	80,560	80,560
CAPITAL OUTLAY:							
012-140-81003	CAPITAL - REPLACEMENT	1,034	0	3,650	0	0	0
012-140-85003	CAPITAL - NEW EQUIPMENT	0	0	0	2,200	2,200	2,200
	TOTAL CAPITAL OUTLAY	1,034	0	3,650	2,200	2,200	2,200
CONTINGENCY & RESERVES:							
012-140-90001	CONTINGENCY	0	0	146,735	107,212	107,212	107,212
012-140-91072	RESERVE - FUTURE EXPENDITURE	0	0	306,998	139,934	139,934	139,934
	TOTAL CONTINGENCY & RESERVES	0	0	453,733	247,146	247,146	247,146
TRANSFERS OUT:							
012-140-95001	TRANSFER TO GENERAL FUND	45,968	45,983	47,433	60,597	60,597	60,597
012-140-95050	TRANSFER TO DEBT SERVICE	8,561	9,974	10,852	38,247	38,247	38,247
012-140-95600	TRANSFER TO FLEET REPLCMNT	3,967	3,967	3,967	3,967	3,967	3,967
	TOTAL TRANSFERS OUT	58,496	59,924	62,252	102,811	102,811	102,811
	TOTAL INSPECTION SERVICES	330,958	358,694	825,230	747,249	747,249	747,249
	TOTAL FUND EXPENDITURES	330,958	358,694	825,230	747,249	747,249	747,249

REVENUE BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: TRANSPORTATION

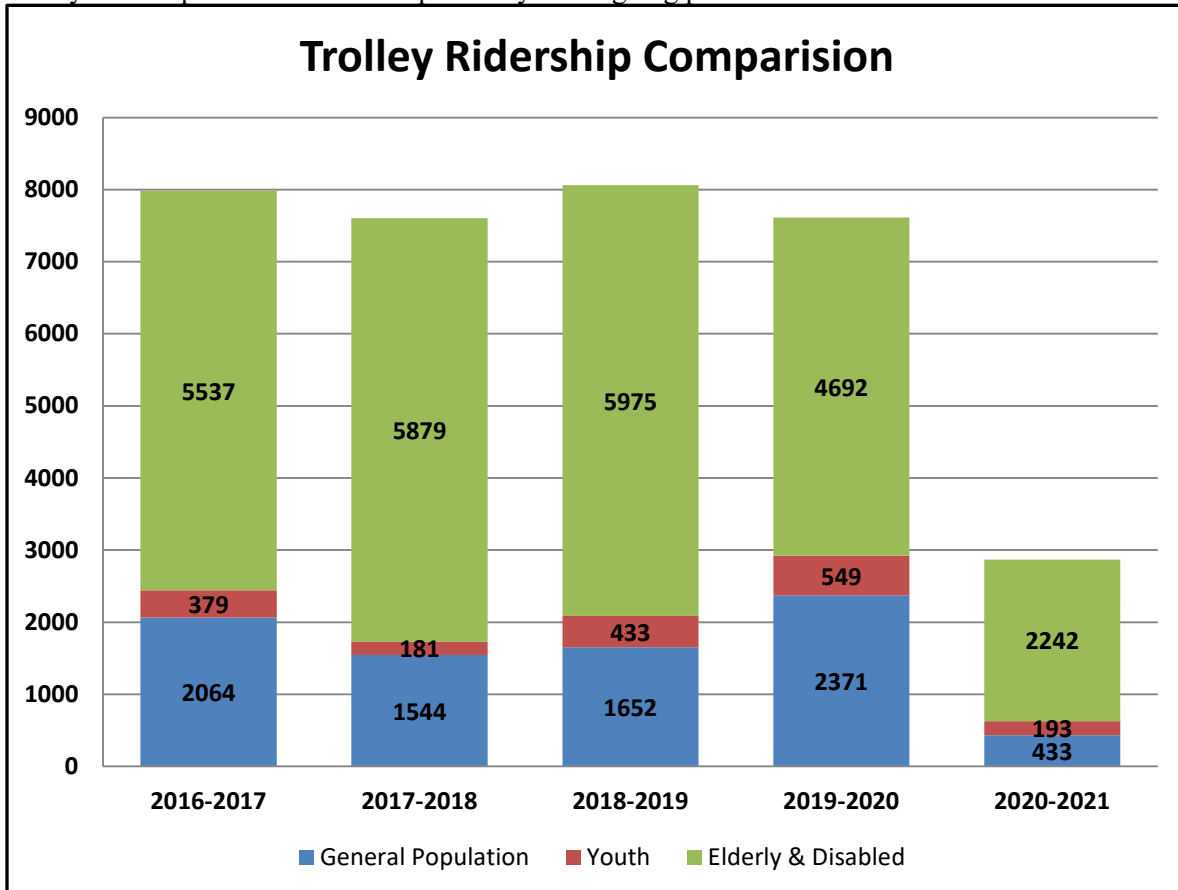
Budget Comments

The Transportation Fund is for the Silver Trolley, a free dial-a-ride service available to all seniors, disabled, youth and general populations, in the Silverton City Limits. This is a Special Revenue Fund that 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 Silver 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 the 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.

Intergovernmental Revenue: These revenues are from two different grant sources. Grants are received from Oregon Department of Transportation (ODOT) and Salem Area Transit. Section 122 of Keep Oregon Moving (Oregon House Bill 2017) established a new dedicated source of funding for improving or expanding public transportation service in Oregon. This new funding source is called the Statewide Transportation Improvement Fund (STIF). This is a carryover from the previous year as the project was put on hold due to the COVID pandemic.

Trolley Ridership:

Trolley ridership continues to be impacted by the ongoing pandemic.



CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>TRANSPORTATION FUND</u>							
<u>INTERGOVERNMENTAL</u>							
013-000-43054	ODOT TRANSIT GRANT	60,191	33,467	67,303	67,296	67,296	67,296
013-000-43055	SALEM AREA TRANSIT GRANTS	16,687	16,687	16,687	17,500	17,500	17,500
013-000-43057	OREGON STIF GRANT	0	0	80,000	80,000	80,000	80,000
	TOTAL INTERGOVERNMENTAL	76,878	50,154	163,990	164,796	164,796	164,796
<u>MISCELLANEOUS REVENUE</u>							
013-000-45002	INTEREST EARNED	1,099	470	350	350	350	350
013-000-45017	TROLLEY DONATIONS	2,202	1,362	1,250	1,700	1,700	1,700
	TOTAL MISCELLANEOUS REVENUE	3,301	1,832	1,600	2,050	2,050	2,050
<u>BEGINNING FUND BALANCE</u>							
013-000-49090	BEGINNING FUND BALANCE	70,863	77,148	75,770	89,407	89,407	89,407
	TOTAL BEGINNING FUND BALANCE	70,863	77,148	75,770	89,407	89,407	89,407
	TOTAL FUND REVENUE	151,042	129,135	241,360	256,253	256,253	256,253

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: TRANSPORTATION

STAFF LEVEL 2023: 1.57 FTE

STAFF LEVEL 2022: 1.57 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

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Transit Operators (3 part-time)	1.47	1.47	
Planning and Permit Assistant	<u>0.10</u>	<u>0.10</u>	
Total	1.57	1.57	0.00

Budget Comments

- Account #61003 increased \$5,000 for marketing.
- 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 and proposed vehicle wraps to apply new graphics to the full size van.
- Account #61030 covers costs for gas for the trolley.
- Account #61059 contains funds from ODOT for the planning, and implementation following a study for service expansion including a deviated fixed route type of service (\$80,000). The scope would include stakeholder interviews, rider surveys, community surveys, a project advisory committee, community meeting(s), cost benefit analysis, attendance at Council work sessions/meetings, etc.

Accomplishments

The City of Silverton was able to apply for and received several COVID grants. The City went through an ODOT compliance review and is working on implementing the recommendations to comply with grant requirements.

Major Issues to be Resolved in the Next 5 Years

Coordinate with other transit providing agencies serving Silverton and the surrounding area for services. In addition, the City will continue to apply for grants and seek alternative stable funding source(s) for the operation of the Trolley. City staff will be conducting a planning effort to determine what increase in service will be provided given the increase in funding due to new transportation funding.

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>TRANSPORTATION FUND</u>							
<u>TROLLEY OPERATIONS</u>							
<u>PERSONNEL SERVICES:</u>							
013-013-51001	FULL TIME SALARIES	0	1,414	5,096	5,539	5,539	5,539
013-013-51002	PART TIME SALARIES	40,002	25,961	90,834	88,964	88,964	88,964
013-013-51003	WORKERS COMP INS	1,231	815	3,933	4,631	4,631	4,631
013-013-51004	SOCIAL SECURITY/MEDICARE	3,034	2,074	7,339	7,229	7,229	7,229
013-013-51005	HEALTH INSURANCE	0	875	916	908	908	908
013-013-51006	LIFE/ DISABILITY INS	5	17	25	26	26	26
013-013-51007	PERS RETIREMENT	7,742	5,879	21,124	21,575	21,575	21,575
	TOTAL PERSONNEL SERVICES	52,014	37,035	129,267	128,872	128,872	128,872
<u>MATERIALS AND SERVICES:</u>							
013-013-61001	SUPPLIES	93	218	200	200	200	200
013-013-61003	ADVERTISING EXPENSE	0	0	250	5,200	5,200	5,200
013-013-61004	COMMUNICATION EXPENSE	822	828	900	900	900	900
013-013-61015	TRAVEL, TRAINING & MEETINGS	31	0	200	200	200	200
013-013-61019	INSURANCE	0	4,141	4,250	5,224	5,224	5,224
013-013-61022	EQUIPMENT MAINTENANCE	78	0	500	500	500	500
013-013-61023	UNIFORM EXPENSE	50	100	150	150	150	150
013-013-61024	VEHICLE EXPENSE	1,393	1,437	5,000	5,000	5,000	5,000
013-013-61030	FUEL EXPENSES	4,088	2,121	4,000	4,000	4,000	4,000
013-013-61059	CONTRACTED SERVICES	513	354	80,000	80,000	80,000	80,000
013-013-69950	PERS UAL DEPOSIT	10,887	0	0	0	0	0
013-013-71000	MINOR EQUIPMENT	0	35	300	300	300	300
013-013-71009	SOFTWARE	0	0	500	250	250	250
	TOTAL MATERIALS AND SERVICES	17,954	9,233	96,250	101,924	101,924	101,924
<u>CONTINGENCY & RESERVES:</u>							
013-013-90001	CONTINGENCY	0	0	10,090	19,633	19,633	19,633
	TOTAL CONTINGENCY & RESERVES	0	0	10,090	19,633	19,633	19,633
<u>TRANSFERS OUT:</u>							
013-013-95050	TRANSFER TO DEBT SERVICE	3,925	4,788	5,753	5,824	5,824	5,824
	TOTAL TRANSFERS OUT	3,925	4,788	5,753	5,824	5,824	5,824
	TOTAL TROLLEY OPERATIONS	73,894	51,057	241,360	256,253	256,253	256,253
	TOTAL FUND EXPENDITURES	73,894	51,057	241,360	256,253	256,253	256,253

BUDGET NARRATIVE
Fiscal Year 2022-2023

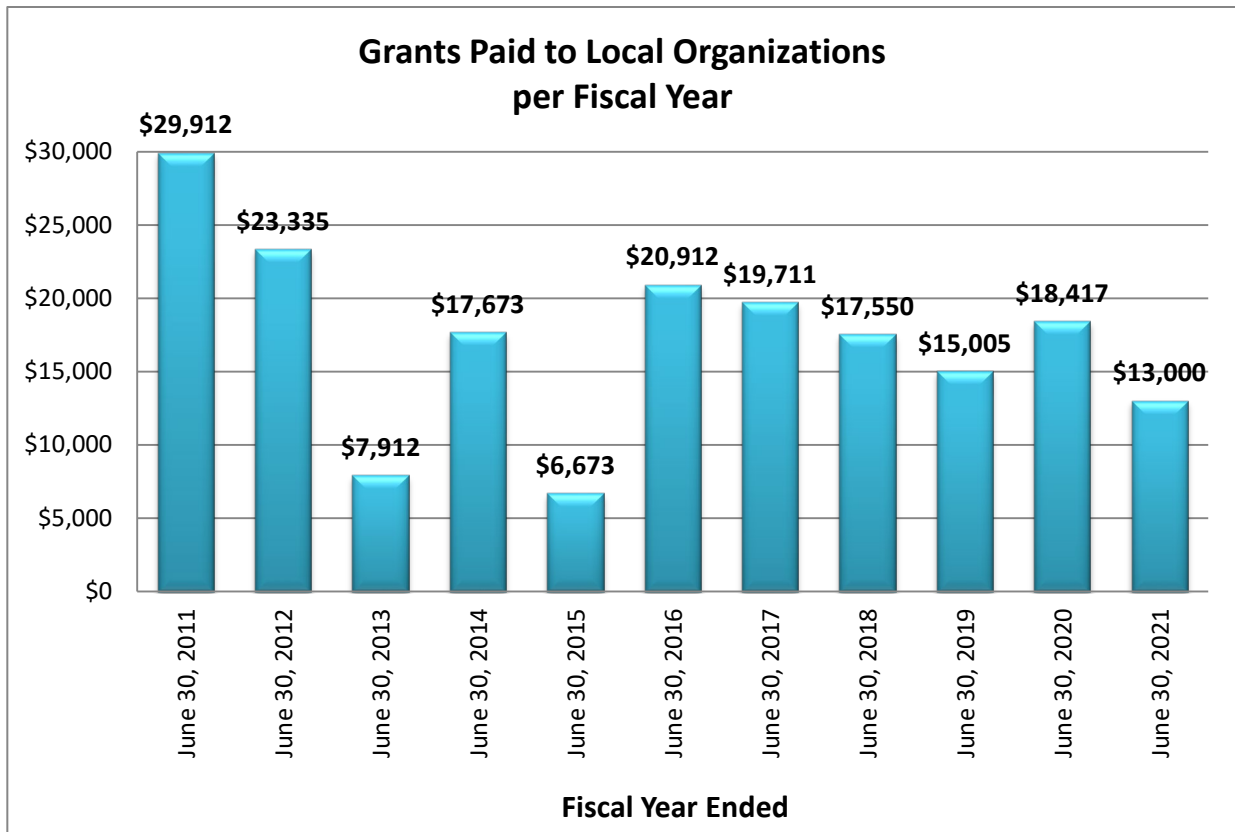
FUND: TRANSIENT TAX

Budget Comments

This special revenue fund accounts for transient taxes charged to patrons staying at hotels/ motels, 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 are required to remit their tax collections 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 is transferred to the Building Capital Improvement Reserve Fund.

- Account #61057 accounts for an increase in the Tourism Promotion Grants.
- Account #61059 provides \$35,000 for the Chamber of Commerce to provide visitor center services. Payments to the Chamber are made quarterly per Visitor Agreement dated July 1, 2019. (Expires June 30, 2022)
- Account #62577 is to provide assistance for the Gordon House (\$3,500), a tourism site, towards their utilities.



CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>TRANSIENT TAX FUND</u>							
<u>TAXES</u>							
017-000-40003	TRANSIENT TAXES	274,811	286,920	250,000	275,000	275,000	275,000
	TOTAL TAXES	274,811	286,920	250,000	275,000	275,000	275,000
<u>MISCELLANEOUS REVENUE</u>							
017-000-45002	INTEREST EARNED	3,069	1,086	950	750	750	750
	TOTAL MISCELLANEOUS REVENUE	3,069	1,086	950	750	750	750
<u>BEGINNING FUND BALANCE</u>							
017-000-49090	BEGINNING FUND BALANCE	105,121	113,958	81,713	148,023	148,023	148,023
	TOTAL BEGINNING FUND BALANCE	105,121	113,958	81,713	148,023	148,023	148,023
	TOTAL FUND REVENUE	383,002	401,964	332,663	423,773	423,773	423,773

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>TRANSIENT TAX FUND</u>							
<u>OPERATIONS</u>							
<u>MATERIALS AND SERVICES:</u>							
017-017-61057	TOURISM PROMOTION GRANTS	18,417	13,000	30,000	105,273	105,273	105,273
017-017-61059	CONTRACTED SERVICES	35,000	35,000	35,000	35,000	35,000	35,000
017-017-61060	OREGON GARDEN FOUNDATION	129,684	135,765	150,000	150,000	150,000	150,000
017-017-62577	GORDON HOUSE TOURISM SUPPOR	3,500	5,645	5,700	3,500	3,500	3,500
	TOTAL MATERIALS AND SERVICES	186,601	189,410	220,700	293,773	293,773	293,773
<u>CONTINGENCY & RESERVES:</u>							
017-017-90001	CONTINGENCY	0	0	36,963	47,500	47,500	47,500
	TOTAL CONTINGENCY & RESERVES	0	0	36,963	47,500	47,500	47,500
<u>TRANSFERS OUT:</u>							
017-017-95036	TRANSFER TO SEWER DEBT RESERV	82,443	0	0	0	0	0
017-017-95061	TRANSFER TO BLDG IMP RSRV	0	71,832	75,000	82,500	82,500	82,500
	TOTAL TRANSFERS OUT	82,443	71,832	75,000	82,500	82,500	82,500
	TOTAL OPERATIONS	269,044	261,242	332,663	423,773	423,773	423,773
	TOTAL FUND EXPENDITURES	269,044	261,242	332,663	423,773	423,773	423,773

BUDGET NARRATIVE
Fiscal Year 2022-2023

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.

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 online lien searches.

- Account # 62900 includes CDBG loans for residential which are interest free and must be repaid when the securing property is sold, refinanced, or ownership is otherwise transferred. The Commercial Improvements program was added during the 2005-2006 fiscal year and depending on the length of the repayment term, these loans may accrue interest charges. There is currently no loan outstanding as of June 30, 2021.

The total CDBG loans outstanding for both programs as of June 30, 2021 totaled \$396,545.

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>CDBG HOUSING REHAB FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
080-000-45002	INTEREST EARNED	14,212	4,623	2,500	1,850	1,850	1,850
080-000-45055	LOAN REPAYMENTS	35,782	42,080	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	49,994	46,702	2,500	1,850	1,850	1,850
<u>BEGINNING FUND BALANCE</u>							
080-000-49090	BEGINNING FUND BALANCE	633,944	680,631	374,801	401,717	401,717	401,717
	TOTAL BEGINNING FUND BALANCE	633,944	680,631	374,801	401,717	401,717	401,717
	TOTAL FUND REVENUE	683,937	727,334	377,301	403,567	403,567	403,567

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>CDBG HOUSING REHAB FUND</u>							
<u>CDBG HOUSING REHAB PROGRAM</u>							
<u>MATERIALS AND SERVICES:</u>							
080-080-62507	ADMINISTRATIVE SERVICES	3,306	5,206	6,500	10,000	10,000	10,000
080-080-62900	CDBG LOANS	0	25,583	100,000	250,000	250,000	250,000
	TOTAL MATERIALS AND SERVICES	3,306	30,789	106,500	260,000	260,000	260,000
<u>CONTINGENCY & RESERVES:</u>							
080-080-90001	CONTINGENCY	0	0	120,801	143,567	143,567	143,567
	TOTAL CONTINGENCY & RESERVES	0	0	120,801	143,567	143,567	143,567
<u>TRANSFERS OUT:</u>							
080-080-95225	TRANSFER TO CIVIC BUILDING PRJ	0	300,000	0	0	0	0
	TOTAL TRANSFERS OUT	0	300,000	0	0	0	0
	TOTAL CDBG HOUSING REHAB PROG	3,306	330,789	227,301	403,567	403,567	403,567

REVENUE BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: STREET

Budget Comments

Street Fund revenues are primarily 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 be used for the purpose as set by the source of the revenue. The resources collected by this fund are for street purposes, walkways and bikeways i.e. surface right-of-way.

Taxes: This category is for the local fuels tax passed by the Silverton voters and became effective January 1, 2018, which is currently \$0.02 cents per gallon motor vehicle fuel license tax on all dealers per Ordinance 17-09.

Fees and Permits: The City charges a permit fee to customers requesting to put 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 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET FUND</u>							
<u>TAXES</u>							
020-000-40020	MOTOR VEHICLE FUELS TAX	86,131	91,981	82,000	79,800	79,800	79,800
	TOTAL TAXES	86,131	91,981	82,000	79,800	79,800	79,800
<u>FEES AND PERMITS</u>							
020-000-42065	TRAFFIC IMPACT FEES	0	0	10,000	0	0	0
020-000-42102	INSPECTION FEES	13,148	7,594	8,000	7,000	7,000	7,000
020-000-42107	DRIVEWAY PERMITS	4,752	3,872	4,000	1,760	1,760	1,760
020-000-42108	SIDEWALK PERMITS	4,576	3,168	4,000	3,520	3,520	3,520
	TOTAL FEES AND PERMITS	22,476	14,634	26,000	12,280	12,280	12,280
<u>INTERGOVERNMENTAL</u>							
020-000-43005	STATE HIWAY APPORTIONMENT	709,550	778,102	645,000	700,000	700,000	700,000
020-000-43021	GRANT PROCEEDS	0	155,721	0	0	0	0
020-000-43180	URA GRANT PROCEEDS	14,532	0	0	0	0	0
	TOTAL INTERGOVERNMENTAL	724,082	933,823	645,000	700,000	700,000	700,000
<u>MISCELLANEOUS REVENUE</u>							
020-000-45002	INTEREST EARNED	19,948	6,705	4,500	5,500	5,500	5,500
020-000-45019	MISCELLANEOUS REVENUE	47	1,771	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	19,995	8,476	4,500	5,500	5,500	5,500
<u>BEGINNING FUND BALANCE</u>							
020-000-49090	BEGINNING FUND BALANCE	1,086,863	897,076	689,033	1,333,692	1,333,692	1,333,692
	TOTAL BEGINNING FUND BALANCE	1,086,863	897,076	689,033	1,333,692	1,333,692	1,333,692
	TOTAL FUND REVENUE	1,939,546	1,945,990	1,446,533	2,131,272	2,131,272	2,131,272

BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: STREET ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: STREET

STAFF LEVEL 2023: 0.58 FTE
STAFF LEVEL 2022: 0.58 FTE

Program Description/Mission

This program administers all street operations for 34 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, Circulation Refinement Plan, Parks Master Plan (Trails and Pathways portions) and Transportation Capital Improvement Plan (CIP) are the guidance documents for this program.

Personnel

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	0.15	0.15	
City Engineer	0.10	0.10	
Engineering Technician	0.18	0.18	
Administrative Assistant II	<u>0.15</u>	<u>0.15</u>	
Total	0.58	0.58	0.00

Budget Comments

- Account #61059 increased to account includes the James Street railroad crossing design (\$100,000). Other Contracted services include Shred-it services, phone system, bio-med testing and two (2) street light repairs.
- Account #95001 increased to account for reallocation of expenditures for the General Fund.
- Account #95320 accounts for a transfer to Street CIP to cover for the Second Street Improvement Project Fund.

Accomplishments

- Completed the McClaine Street project.

Major Issues to be Resolved in the Next 5 Years

Continue the design and inspection services associated with street maintenance and construction. Maintain in-house design capability.

City Council Goals #1: Adopt and Execute Capital Improvement Plan (CIP)

Develop and adopt a five (5) year capital improvement plan. This plan will be presented to the City Council for approval on February 7, 2022. It's proposed that the City Council use the September work meeting to review, evaluate and update the 5 year CIP

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
STREET FUND							
ADMINISTRATION							
PERSONNEL SERVICES:							
020-010-51001	FULL TIME SALARIES	32,910	70,169	47,223	44,803	44,803	44,803
020-010-51003	WORKERS COMP INS	316	465	595	696	696	696
020-010-51004	SOCIAL SECURITY/MEDICARE	2,428	5,278	3,613	3,427	3,427	3,427
020-010-51005	HEALTH INSURANCE	7,085	10,060	13,025	11,912	11,912	11,912
020-010-51006	LIFE/ DISABILITY INS	81	107	203	195	195	195
020-010-51007	PERS RETIREMENT	7,708	17,980	12,871	11,819	11,819	11,819
020-010-51009	OVERTIME SALARIES	0	11	0	0	0	0
	TOTAL PERSONNEL SERVICES	50,528	104,070	77,530	72,852	72,852	72,852
MATERIALS AND SERVICES:							
020-010-61001	SUPPLIES	384	401	500	500	500	500
020-010-61002	PUBLICATIONS	0	73	200	250	250	250
020-010-61003	ADVERTISING EXPENSE	168	18	200	250	250	250
020-010-61004	COMMUNICATION EXPENSE	871	890	800	800	800	800
020-010-61005	POSTAGE & FREIGHT	49	174	150	150	150	150
020-010-61009	PERMIT FEES	0	33	100	100	100	100
020-010-61015	TRAVEL, TRAINING & MEETINGS	436	413	1,800	1,800	1,800	1,800
020-010-61016	DUES & MEMBERSHIPS	133	146	200	200	200	200
020-010-61024	VEHICLE EXPENSE	18	0	500	1,000	1,000	1,000
020-010-61030	FUEL EXPENSES	236	111	400	500	500	500
020-010-61031	RECORDING FEES	0	254	400	400	400	400
020-010-61042	SAFETY EQP/ PROT CLTHNG	26	77	600	600	600	600
020-010-61045	EQUIPMENT RENTAL	404	417	450	500	500	500
020-010-61059	CONTRACTED SERVICES	82,800	3,599	75,000	124,250	124,250	124,250
020-010-61065	TRAFFIC IMPACT SERVICES	0	0	2,000	0	0	0
020-010-61079	BANK & CHARGE CARD FEES	2	2	10	10	10	10
020-010-62573	MISCELLANEOUS EXPENSE	27	176	100	0	0	0
020-010-69950	PERS UAL DEPOSIT	26,524	0	0	0	0	0
020-010-71000	MINOR EQUIPMENT	281	163	200	200	200	200
020-010-71009	SOFTWARE	274	180	500	500	500	500
	TOTAL MATERIALS AND SERVICES	112,633	7,127	84,110	132,010	132,010	132,010
CAPITAL OUTLAY:							
020-010-81003	CAPITAL - REPLACEMENT	215	256	1,790	0	0	0
020-010-85003	CAPITAL - NEW EQUIPMENT	0	0	11,670	0	0	0
	TOTAL CAPITAL OUTLAY	215	256	13,460	0	0	0
CONTINGENCY & RESERVES:							
020-010-90001	CONTINGENCY	0	0	304,726	288,242	288,242	288,242
020-010-91702	RESERVE - FUTURE EXPENDITURE	0	0	168,656	244,379	244,379	244,379
	TOTAL CONTINGENCY & RESERVES	0	0	473,382	532,621	532,621	532,621
TRANSFERS OUT:							
020-010-95001	TRANSFER TO GENERAL FUND	108,199	108,592	112,453	125,679	125,679	125,679
020-010-95050	TRANSFER TO DEBT SERVICE	7,589	7,724	8,198	40,781	40,781	40,781
020-010-95320	TRANSFER TO STREET CIP FUND	425,000	0	0	565,000	565,000	565,000
020-010-95600	TRANSFER TO FLEET REPLACEMENT	15,121	109,058	109,058	109,058	109,058	109,058
020-010-95610	TRANSFER TO MAJOR EQUIP REP	20,926	20,926	20,926	20,926	20,926	20,926
	TOTAL TRANSFERS OUT	576,835	246,300	250,635	861,444	861,444	861,444
	TOTAL ADMINISTRATION	740,211	357,752	899,117	1,598,927	1,598,927	1,598,927

BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: STREET MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: STREET

STAFF LEVEL 2023: 2.04 FTE
STAFF LEVEL 2022: 2.04 FTE

Program Description/Mission

This program is responsible for street maintenance operations for 34 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.

<u>Personnel</u>	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.20	0.20	
Utility Worker III/ Lead	0.18	0.18	
Utility Worker III/ Mechanic	0.20	0.20	
Utility Worker II	0.38	0.38	
Utility Worker I	<u>1.08</u>	<u>1.08</u>	
Total	2.04	2.04	<u>0.00</u>

Budget Comments

- Account #61022 includes equipment repairs.
- Account #61024 includes funds for fleet vehicle tire replacement (\$2,864) shared.
- Account #61039 thermoplastic and curb paint signs and supplies.
- Account #61042 covers basic clothing per agreement (shared).
- Account #61043 covers a portion of annual HVAC and of annual electrical standard maintenance.
- Account #61046 for annual street striping, dust control, cold mix for pothole repair, rock and sand for street repairs, grading and routine street maintenance costs (\$30,000).
- Account #61059 covers Iworq, fire extinguisher service, labor for storm detention clean-up, locate ticket services; Bio-med testing; hearing tests; bargaining services and other contracted services.
- Account #71000 includes funds for a replacement plate compactor (\$785) shared and two (2) replacement chainsaws (\$605) shared.
- Account #81003 includes funds for Maintenance Supervisor laptop (\$1,079) shared, utility line locator (\$1,264) shared, storm/sewer camera monitor (\$3,466) shared, two (2) jackhammers (\$1,284) shared and excavator tracks (\$1,600) shared.
- Account #81031 funding for the 50/50 sidewalk program (\$200,000). Street Reimbursement SDC also includes \$200,000 for 50/50 sidewalk program for a total of \$400,000.
- Account #85003 includes funds for four (4) Safety Headsets (\$1,815) shared, excavation safety shoring box (\$4,288) shared and two (2) speed indicators (\$8,500).

Accomplishments

- Continuous repair of failed roads.
- Completion of items identified in Safe Routes to School.
- Western Avenue pathway construction.

Major Issues to be Resolved in the Next 5 Years

- Completion of deferred maintenance activities and capital improvement projects.
- Replacement of aging vehicles and equipment.
- Western/James/Grant Street improvements.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
STREET FUND							
MAINTENANCE							
PERSONNEL SERVICES:							
020-020-51001	FULL TIME SALARIES	96,483	111,344	105,840	102,188	102,188	102,188
020-020-51003	WORKERS COMP INS	2,037	2,237	3,433	4,039	4,039	4,039
020-020-51004	SOCIAL SECURITY/MEDICARE	7,411	8,652	8,318	8,034	8,034	8,034
020-020-51005	HEALTH INSURANCE	33,016	29,407	43,775	36,077	36,077	36,077
020-020-51006	LIFE/ DISABILITY INS	342	318	521	508	508	508
020-020-51007	PERS RETIREMENT	22,385	27,903	28,178	26,711	26,711	26,711
020-020-51009	OVERTIME SALARIES	2,243	3,940	2,896	2,837	2,837	2,837
	TOTAL PERSONNEL SERVICES	163,918	183,802	192,961	180,394	180,394	180,394
MATERIALS AND SERVICES:							
020-020-61001	SUPPLIES	563	670	800	800	800	800
020-020-61002	PUBLICATIONS	0	0	100	100	100	100
020-020-61003	ADVERTISING EXPENSE	4	0	350	350	350	350
020-020-61004	COMMUNICATION EXPENSE	2,769	2,598	4,000	4,000	4,000	4,000
020-020-61005	POSTAGE & FREIGHT	132	8	200	200	200	200
020-020-61006	GAS/ ELECTRIC EXPENSE	401	560	500	500	500	500
020-020-61009	PERMIT FEES	0	0	100	100	100	100
020-020-61015	TRAVEL, TRAINING & MEETINGS	584	66	500	500	500	500
020-020-61016	DUES & MEMBERSHIPS	87	56	200	200	200	200
020-020-61022	EQUIPMENT MAINTENANCE	2,010	1,553	10,000	10,000	10,000	10,000
020-020-61024	VEHICLE EXPENSE	6,704	7,746	18,000	18,000	18,000	18,000
020-020-61030	FUEL EXPENSES	5,200	6,841	6,500	7,500	7,500	7,500
020-020-61031	RECORDING FEES	0	0	250	250	250	250
020-020-61032	JANITORIAL SUPPLIES	81	30	100	100	100	100
020-020-61039	TRAFFIC CONTROL SUPPLIES	14,843	18,449	23,000	23,000	23,000	23,000
020-020-61041	TREE MAINTENANCE	1,100	1,500	5,000	5,000	5,000	5,000
020-020-61042	SAFETY EQP/ PROT CLTHNG	1,456	570	1,000	1,200	1,200	1,200
020-020-61043	BUILDING/ GROUNDS MAINTENANCE	765	2,176	7,655	7,655	7,655	7,655
020-020-61044	SMALL TOOLS	51	0	0	0	0	0
020-020-61045	EQUIPMENT RENTAL	561	382	500	500	500	500
020-020-61046	STREET MAINTENANCE	22,078	11,705	25,000	30,000	30,000	30,000
020-020-61059	CONTRACTED SERVICES	5,124	42,548	8,000	10,000	10,000	10,000
020-020-61095	STORM SEWER MAINTENANCE	0	0	5,000	5,000	5,000	5,000
020-020-62532	MAPPING COSTS	0	0	100	100	100	100
020-020-62573	MISCELLANEOUS EXPENSE	37	0	500	500	500	500
020-020-71000	MINOR EQUIPMENT	2,107	1,403	1,000	3,000	3,000	3,000
020-020-71009	SOFTWARE	25	25	100	100	100	100
	TOTAL MATERIALS AND SERVICES	66,680	98,884	118,455	128,655	128,655	128,655
CAPITAL OUTLAY:							
020-020-81003	CAPITAL - REPLACEMENT	0	13,649	17,667	8,693	8,693	8,693
020-020-81031	SIDEWALK CONST/ REPAIR	50,641	11,288	200,000	200,000	200,000	200,000
020-020-82100	CAPITAL - BUILDING IMPROVEMNTS	20,511	2,675	18,333	0	0	0
020-020-85003	CAPITAL - NEW EQUIPMENT	510	0	0	14,603	14,603	14,603
	TOTAL CAPITAL OUTLAY	71,661	27,611	236,000	223,296	223,296	223,296
	TOTAL MAINTENANCE	302,259	310,297	547,416	532,345	532,345	532,345
	TOTAL FUND EXPENDITURES	1,042,470	668,049	1,446,533	2,131,272	2,131,272	2,131,272

BUDGET NARRATIVE
Fiscal Year 2022-2023

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 for street improvements that increase capacity or are growth related.

Budget Comments

- Account #81072 is for street capacity improvements. No projects are scheduled.
- Account #81801 is for developer credits for the Westside Gateway Subdivision Developer, Westrend Homes LLC budgeted to be collected and paid. Per Resolution 22-13- The cost of the Railway Avenue Improvements Project is \$373,777.51 and the City is responsible for reimbursing Westrend Homes 74% of that cost or \$276,595.35 between Transportation SDC credits (\$196,689.28) and Stormwater SDC credits (\$79,906.07) as homes are built.
- Account #91702 is for Steelhammer SDCs that have or will be collected.

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 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET IMPROVEMENT SDC FUND</u>							
<u>FEES AND PERMITS</u>							
021-000-42307	IMPROVEMENT SDCS	222,147	231,971	150,000	125,080	125,080	125,080
021-000-42308	STEELHAMMER SDCS	0	0	0	1,107	1,107	1,107
	TOTAL FEES AND PERMITS	222,147	231,971	150,000	126,187	126,187	126,187
<u>MISCELLANEOUS REVENUE</u>							
021-000-45002	INTEREST EARNED	35,053	14,882	1,225	8,350	8,350	8,350
	TOTAL MISCELLANEOUS REVENUE	35,053	14,882	1,225	8,350	8,350	8,350
<u>TRANSFERS IN</u>							
021-000-46217	TRANSFER FROM STEELHAMMER PR	0	0	0	22,553	22,553	22,553
	TOTAL TRANSFERS IN	0	0	0	22,553	22,553	22,553
<u>BEGINNING FUND BALANCE</u>							
021-000-49090	BEGINNING FUND BALANCE	1,538,855	1,766,115	1,980,615	2,133,915	2,133,915	2,133,915
	TOTAL BEGINNING FUND BALANCE	1,538,855	1,766,115	1,980,615	2,133,915	2,133,915	2,133,915
	TOTAL FUND REVENUE	1,796,055	2,012,968	2,131,840	2,291,005	2,291,005	2,291,005

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET IMPROVEMENT SDC FUND</u>							
<u>STREET IMPROVEMENTS</u>							
<u>MATERIALS AND SERVICES:</u>							
021-021-61059	CONTRACTED SERVICES	21,681	0	0	0	0	0
	TOTAL MATERIALS AND SERVICES	21,681	0	0	0	0	0
<u>CAPITAL OUTLAY:</u>							
021-021-81072	STREET CAPACITY IMPROVEMENTS	0	0	2,131,840	2,157,900	2,157,900	2,157,900
021-021-81801	DEVELOPER SDC CREDITS	8,259	0	0	109,445	109,445	109,445
	TOTAL CAPITAL OUTLAY	8,259	0	2,131,840	2,267,345	2,267,345	2,267,345
<u>CONTINGENCY & RESERVES:</u>							
021-021-91702	RESERVE - FUTURE EXPENDITURE	0	0	0	23,660	23,660	23,660
	TOTAL CONTINGENCY & RESERVES	0	0	0	23,660	23,660	23,660
	TOTAL STREET IMPROVEMENTS	29,940	0	2,131,840	2,291,005	2,291,005	2,291,005
	TOTAL FUND EXPENDITURES	29,940	0	2,131,840	2,291,005	2,291,005	2,291,005

BUDGET NARRATIVE
Fiscal Year 2022-2023

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.

Budget Comments

- Account #81031 includes additional funding for 50/50 sidewalk program (\$200,000). Street Maintenance Fund also includes \$200,000 for 50/50 sidewalk program for a total of \$400,000.

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET REIMBURSEMENT SDC</u>							
<u>FEES AND PERMITS</u>							
022-000-42309	REIMBURSEMENT SDC'S	45,451	64,258	23,320	25,320	25,320	25,320
	TOTAL FEES AND PERMITS	45,451	64,258	23,320	25,320	25,320	25,320
<u>MISCELLANEOUS REVENUE</u>							
022-000-45002	INTEREST EARNED	9,373	3,931	2,500	2,250	2,250	2,250
	TOTAL MISCELLANEOUS REVENUE	9,373	3,931	2,500	2,250	2,250	2,250
<u>BEGINNING FUND BALANCE</u>							
022-000-49090	BEGINNING FUND BALANCE	416,828	471,652	504,020	566,662	566,662	566,662
	TOTAL BEGINNING FUND BALANCE	416,828	471,652	504,020	566,662	566,662	566,662
	TOTAL FUND REVENUE	471,652	539,841	529,840	594,232	594,232	594,232

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET REIMBURSEMENT SDC</u>							
<u>STREET IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
022-022-81072	STREET CAPACITY IMPROVEMENTS	0	0	529,840	594,232	594,232	594,232
	TOTAL CAPITAL OUTLAY	0	0	529,840	594,232	594,232	594,232
	TOTAL STREET IMPROVEMENTS	0	0	529,840	594,232	594,232	594,232
	TOTAL FUND EXPENDITURES	0	0	529,840	594,232	594,232	594,232

BUDGET NARRATIVE
Fiscal Year 2022-2023

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 #95225 is for the transfer of funds to the Civic Building Project capital fund for streetlights and will close out this fund.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET LIGHT IMPROVEMENT FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
025-000-45002	INTEREST EARNED	4,509	1,663	1,200	950	950	950
	TOTAL MISCELLANEOUS REVENUE	4,509	1,663	1,200	950	950	950
<u>BEGINNING FUND BALANCE</u>							
025-000-49090	BEGINNING FUND BALANCE	206,138	210,647	212,257	213,309	213,309	213,309
	TOTAL BEGINNING FUND BALANCE	206,138	210,647	212,257	213,309	213,309	213,309
	TOTAL FUND REVENUE	210,647	212,309	213,457	214,259	214,259	214,259

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET LIGHT IMPROVEMENT FUND</u>							
<u>STREET IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
025-025-81005	STREET LIGHT IMPROVEMENTS	0	0	213,457	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	213,457	0	0	0
<u>TRANSFERS OUT:</u>							
025-025-95225	TRANSFER TO CIVIC BLDG PROJECT	0	0	0	214,259	214,259	214,259
	TOTAL TRANSFERS OUT	0	0	0	214,259	214,259	214,259
	TOTAL STREET IMPROVEMENTS	0	0	213,457	214,259	214,259	214,259
	TOTAL FUND EXPENDITURES	0	0	213,457	214,259	214,259	214,259

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: STREET MAINTENANCE FEE

Program Description/Mission

This fund was created to account for the Street Maintenance Fee revenue and expenditures that meet the criteria set by City Council established with Resolution 13-18 and passed by City Council at the June 17, 2013 Council meeting. Per Council approval on June 18, 2018 the monthly Street Maintenance Fee will adjust every July 1 by the annual average as of December of the West Region Consumer Price Index, CPI-U. Effective July 1, 2022 this fee will increase by 7.1%. The Street Maintenance fee pay for costs associated with planning, management, construction, preservation, and maintenance of City owned or controlled streets.

Funds are being transferred to the Civic Building Project Fund and the James St Capacity Improvement Fund for a portion of the street project.

Budget Comments:

- Account #85020 includes funds for street overlay projects for asphalt grind and overlay of four blocks in downtown and a block of Pine Street from Brown Street to James Street (\$300,000).
- Account #95225 increased to account for transfer to the Civic Building Project fund.
- Account #95229 increased to account for transfer to the James Street Improvement Project fund.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET MAINTENANCE FEE FUND</u>							
<u>FEES AND PERMITS</u>							
027-000-42172	STREET MAINTENANCE FEE	501,592	524,036	520,000	855,627	855,627	855,627
	TOTAL FEES AND PERMITS	501,592	524,036	520,000	855,627	855,627	855,627
<u>MISCELLANEOUS REVENUE</u>							
027-000-45002	INTEREST EARNED	4,818	1,687	950	2,800	2,800	2,800
027-000-45019	MISCELLANEOUS REVENUE	750	1,000	1,000	0	0	0
	TOTAL MISCELLANEOUS REVENUE	5,568	2,687	1,950	2,800	2,800	2,800
<u>BEGINNING FUND BALANCE</u>							
027-000-49090	BEGINNING FUND BALANCE	255,748	282,908	807,393	1,088,661	1,088,661	1,088,661
	TOTAL BEGINNING FUND BALANCE	255,748	282,908	807,393	1,088,661	1,088,661	1,088,661
	TOTAL FUND REVENUE	762,908	809,632	1,329,343	1,947,088	1,947,088	1,947,088

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET MAINTENANCE FEE FUND</u>							
<u>STREET IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
027-027-85020	STREET CAPITAL IMPROVEMENTS	0	0	1,201,686	1,769,046	1,769,046	1,769,046
	TOTAL CAPITAL OUTLAY	0	0	1,201,686	1,769,046	1,769,046	1,769,046
<u>TRANSFERS OUT:</u>							
027-027-95225	TRANSFER TO CIVIC BLDG PROJECT	0	0	0	128,042	128,042	128,042
027-027-95226	TRANSFER TO MCCLAIN IMP PROJ	480,000	95,373	0	0	0	0
027-027-95227	TRANSFER TO WESTERN IMP PROJ	0	0	127,657	0	0	0
027-027-95229	TRANSFER TO JAMES ST IMP PROJ	0	0	0	50,000	50,000	50,000
	TOTAL TRANSFERS OUT	480,000	95,373	127,657	178,042	178,042	178,042
	TOTAL STREET IMPROVEMENTS	480,000	95,373	1,329,343	1,947,088	1,947,088	1,947,088
	TOTAL FUND EXPENDITURES	480,000	95,373	1,329,343	1,947,088	1,947,088	1,947,088

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: STEELHAMMER STREET IMPROVEMENT PROJECT

Program Description/Mission

The funds for this account were originally transferred from the Street Improvement System Development Charge (SDC) Fund where they were accounted for in a dedicated line item for the Steelhammer SDC's. This fund now accounts for the collection of Steelhammer SDC's and the expenditures related to the Steelhammer improvement.

It was decided to begin the Steelhammer improvement in phases so the funds collected have been transferred to this capital project fund. The existing fund balance is not enough to complete any work on the next phase in FY 2022-2023.

Budget Comments

- Account #95021 is for the transfer of funds to the Street Improvement SDC fund and will be accounted for in that fund.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STEELHAMMER PROJECT FUND</u>							
<u>FEES AND PERMITS</u>							
217-000-42308	STEELHAMMER SDCS	8,647	5,535	3,321	0	0	0
	TOTAL FEES AND PERMITS	8,647	5,535	3,321	0	0	0
<u>MISCELLANEOUS REVENUE</u>							
217-000-45002	INTEREST EARNED	549	141	75	0	0	0
	TOTAL MISCELLANEOUS REVENUE	549	141	75	0	0	0
<u>BEGINNING FUND BALANCE</u>							
217-000-49090	BEGINNING FUND BALANCE	37,019	15,655	23,524	22,553	22,553	22,553
	TOTAL BEGINNING FUND BALANCE	37,019	15,655	23,524	22,553	22,553	22,553
	TOTAL FUND REVENUE	46,215	21,331	26,920	22,553	22,553	22,553

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STEELHAMMER PROJECT FUND</u>							
<u>STREET IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
217-217-85010	ENGINEERING SERVICES	0	0	26,920	0	0	0
217-217-85020	CONSTRUCTION COSTS	30,560	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	30,560	0	26,920	0	0	0
<u>TRANSFERS OUT:</u>							
217-217-95021	TRANSFER TO STREET IMP SDC	0	0	0	22,553	22,553	22,553
	TOTAL TRANSFERS OUT	0	0	0	22,553	22,553	22,553
	TOTAL STREET IMPROVEMENTS	30,560	0	26,920	22,553	22,553	22,553
	TOTAL FUND EXPENDITURES	30,560	0	26,920	22,553	22,553	22,553

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: MCCLAIN STREET IMPROVEMENT PROJECT

Program Description/Mission

The resources for this fund have been transferred from the Sewer, Water, Stormwater and Street Fund's based on an estimated cost and the portion each fund would be responsible to pay for the McClaine Street improvements. Some of the funding will be from the Oregon Department of Transportation Fund Exchange.

Budget Comments

Final transfers out are to refund amounts transferred in that were more than the applicable fund's share of the project cost to closeout fund as project is complete.

Accomplishments:

The project was completed in Fiscal Year 2020-2021.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>MCCLAIN ST IMPROVEMENT PROJ</u>							
<u>INTERGOVERNMENTAL</u>							
226-000-43051	ODOT FUND EXCHANGE	0	500,000	0	0	0	0
	TOTAL INTERGOVERNMENTAL	0	500,000	0	0	0	0
<u>MISCELLANEOUS REVENUE</u>							
226-000-45002	INTEREST EARNED	39,615	16,817	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	39,615	16,817	0	0	0	0
<u>TRANSFERS IN</u>							
226-000-46027	TRANSFER FROM STREET MAINT FN	480,000	95,373	0	0	0	0
226-000-46028	TRANSFER FROM STORM WTR FUND	500,000	0	0	0	0	0
226-000-46030	TRANSFER FROM SEWER FUND	300,000	0	0	0	0	0
226-000-46032	TRANSFER FROM SEWER REIMB SD	0	12,741	0	0	0	0
226-000-46040	TRANSFER FROM WATER FUND	335,623	0	0	0	0	0
	TOTAL TRANSFERS IN	1,615,623	108,114	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
226-000-49090	BEGINNING FUND BALANCE	1,233,771	2,597,509	389,881	96,438	96,438	96,438
	TOTAL BEGINNING FUND BALANCE	1,233,771	2,597,509	389,881	96,438	96,438	96,438
	TOTAL FUND REVENUE	2,889,009	3,222,440	389,881	96,438	96,438	96,438

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>MCCLAIN ST IMPROVEMENT PROJ</u>							
<u>MCCLAIN ST IMPROVEMENT PROJ</u>							
<u>CAPITAL OUTLAY:</u>							
226-226-85010	DESIGN SERVICES	291,500	27,573	0	0	0	0
226-226-85020	CONSTRUCTION COSTS	0	2,710,547	0	0	0	0
	TOTAL CAPITAL OUTLAY	291,500	2,738,121	0	0	0	0
<u>TRANSFERS OUT:</u>							
226-226-95028	TRANSFER TO STORMWATER FEE FN	0	0	207,516	46,159	46,159	46,159
226-226-95340	TRANSFER TO WATER CIP FUND	0	0	182,365	50,279	50,279	50,279
	TOTAL TRANSFERS OUT	0	0	389,881	96,438	96,438	96,438
	TOTAL MCCLAIN ST IMPROVEMENT	291,500	2,738,121	389,881	96,438	96,438	96,438
	TOTAL FUND EXPENDITURES	291,500	2,738,121	389,881	96,438	96,438	96,438

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: SECOND STREET IMPROVEMENT PROJECT

Program Description/Mission

The resources for this fund are from the Street Maintenance Fee Fund, the Stormwater Fee fund and the Water Fund based on the estimated project cost. Since there are more than one type of improvement that needs to be funded for this project it was determined that a specific fund be created to accumulate the resources and to pay for costs of the project.

Budget Comments

The Second Street project will improve 1,400 feet of Second Street from Lincoln Street south to where existing sidewalk ends. Improvement consists of upsizing the water main from Jefferson Street to the southern end of the project to 10", sidewalk on the east side of Second Street the full length of the project, 34' paved width reconstruction of Second Street, and associated stormwater improvements. Storm system components will be sized to accept stormwater from future road improvements on Washington, Jefferson, and Lincoln streets.

City Council Goal #1-Adopt and Execute Capital Improvement Plan

Incorporate the Second Street project into the Fiscal Years 2023-2027 five (5) year Capital Improvements Plan (CIP).

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SECOND ST IMPROVEMENT PROJ</u>							
<u>TRANSFERS IN</u>							
228-000-46023	TRANSFER FROM STRMWTR IMP SD	0	0	0	125,707	125,707	125,707
228-000-46028	TRANSFER FROM STRMWTR FEE FU	0	0	0	502,828	502,828	502,828
228-000-46040	TRANSFER FROM WATER FUND	0	0	0	224,200	224,200	224,200
228-000-46320	TRANSFER FROM STREET CIP FUND	0	0	0	1,569,510	1,569,510	1,569,510
	TOTAL TRANSFERS IN	0	0	0	2,422,245	2,422,245	2,422,245
	TOTAL FUND REVENUE	0	0	0	2,422,245	2,422,245	2,422,245

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SECOND ST IMPROVEMENT PROJ</u>							
<u>SECOND ST IMPROVEMENT PROJ</u>							
<u>CAPITAL OUTLAY:</u>							
228-228-85010	DESIGN SERVICES	0	0	0	342,000	342,000	342,000
228-228-85020	CONSTRUCTION COSTS	0	0	0	2,080,245	2,080,245	2,080,245
	TOTAL CAPITAL OUTLAY	0	0	0	2,422,245	2,422,245	2,422,245
	TOTAL SECOND ST IMPROVEMENT P	0	0	0	2,422,245	2,422,245	2,422,245
	TOTAL FUND EXPENDITURES	0	0	0	2,422,245	2,422,245	2,422,245

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: JAMES STREET CAPACITY PROJECT

Program Description/Mission

The resources for this fund are from the Street Maintenance Fee Fund, Sewer Fund and Sewer Improvement SDCs based on the estimated project cost. Since there are more than one type of improvement that needs to be funded for this project it was determined that a specific fund be created to accumulate the resources and to pay for costs of the project.

Budget Comments

The James Street Capacity Project is a two-year project that the first year will be engineering and design of the sidewalk over the railroad tracks. It also includes the sewer main replacement for James Street from McClaine Street to Brooks Street.

Design costs are in the Street Fund - Administration.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>JAMES ST IMPROVEMENT PROJ</u>							
<u>MISCELLANEOUS REVENUE</u>							
229-000-45002	INTEREST EARNED	0	0	0	500	500	500
	TOTAL MISCELLANEOUS REVENUE	0	0	0	500	500	500
<u>TRANSFERS IN</u>							
229-000-46027	TRANSFER FROM STREET MNT FEE	0	0	0	50,000	50,000	50,000
229-000-46030	TRANSFER FROM SEWER FUND	0	0	0	51,400	51,400	51,400
229-000-46031	TRANSFER FROM SEWER IMP SDC	0	0	0	205,600	205,600	205,600
	TOTAL TRANSFERS IN	0	0	0	307,000	307,000	307,000
	TOTAL FUND REVENUE	0	0	0	307,500	307,500	307,500

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>JAMES ST IMPROVEMENT PROJ</u>							
<u>CAPITAL OUTLAY:</u>							
229-229-85020	CONSTRUCTION COSTS	0	0	0	307,500	307,500	307,500
	TOTAL CAPITAL OUTLAY	0	0	0	307,500	307,500	307,500
	TOTAL DEPARTMENT 229	0	0	0	307,500	307,500	307,500
	TOTAL FUND EXPENDITURES	0	0	0	307,500	307,500	307,500

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: STREET CAPITAL PROJECT FUND

Program Description/Mission

This fund administers the design and construction of all vehicle, bicycle, and pedestrian street capital improvement projects. This fund is funded by 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.

One project to be funded within this fund is for the Eastside sidewalk on South Water Street. ODOT is managing the design and construction of this project. The ODOT Fund Exchange will fund a portion of the project. These funds will be requested in Fiscal Year 2022-2023 when the project is anticipated to begin construction.

Budget Comments

- Account #85020 accounts for the City's portion of the South Water Street ODOT project (\$250,000) and the remaining is unassigned.
- Account #95228 is a transfer of funds to the Second Street Improvement Project.

City Council Goals #1: Adopt and Execute Capital Improvement Plan

Begin the process of adding South Water Street to ODOT's project list. South Water Street is an ODOT street and, in order for an ODOT project to go forward, it needs to be in the Statewide Transportation Improvement Program (STIP). The STIP is revised every 2 or 3 years with new projects based on available funding. The next STIP is scheduled for 2024-2027. The projects are identified and prioritized by local commissions on transportation. Our local commission is the Mid-Willamette Valley Area Commission on Transportation.

City Council Goals #3: Implement City's master plans (i.e. Transportation, Water, etc.)

It's proposed that the City Council use the September work meeting to review, evaluate and update the City's master plans. It's also proposed that the City review, evaluate and update the 5 Year CIP during this work meeting.

City Council Goals #4: Review this plan annually during the first quarter of the year.

It's proposed that the City Council use the September work meeting to review, evaluate and update the City's strategic plan, goals and objectives.

City Council Goals #6: Strive for community-wide connectivity for multi modal use. (Emphasis on Water Street and NE quadrant of town.)

City staff will assess connectivity deficiencies and provide the Council a plan for addressing them and Work with City Manager to identify funding sources to respond to connectivity deficiencies.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET CAPITAL PROJECT FUND</u>							
<u>INTERGOVERNMENTAL</u>							
320-000-43051	ODOT FUND EXCHANGE	0	0	250,000	250,000	250,000	250,000
	TOTAL INTERGOVERNMENTAL	0	0	250,000	250,000	250,000	250,000
<u>MISCELLANEOUS REVENUE</u>							
320-000-45002	INTEREST EARNED	20,590	9,398	7,500	4,000	4,000	4,000
	TOTAL MISCELLANEOUS REVENUE	20,590	9,398	7,500	4,000	4,000	4,000
<u>TRANSFERS IN</u>							
320-000-46020	TRANSFER FROM STREET FUND	425,000	0	0	565,000	565,000	565,000
	TOTAL TRANSFERS IN	425,000	0	0	565,000	565,000	565,000
<u>BEGINNING FUND BALANCE</u>							
320-000-49090	BEGINNING FUND BALANCE	777,221	1,190,481	1,189,058	1,115,110	1,115,110	1,115,110
	TOTAL BEGINNING FUND BALANCE	777,221	1,190,481	1,189,058	1,115,110	1,115,110	1,115,110
	TOTAL FUND REVENUE	1,222,811	1,199,879	1,446,558	1,934,110	1,934,110	1,934,110

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STREET CAPITAL PROJECT FUND</u>							
<u>STREET IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
320-320-85010	DESIGN SERVICES	32,330	10,770	59,579	0	0	0
320-320-85020	CONSTRUCTION COSTS	0	0	1,386,979	364,600	364,600	364,600
	TOTAL CAPITAL OUTLAY	32,330	10,770	1,446,558	364,600	364,600	364,600
<u>TRANSFERS OUT:</u>							
320-320-95228	TRANSFER TO SECOND ST IMP PROJ	0	0	0	1,569,510	1,569,510	1,569,510
	TOTAL TRANSFERS OUT	0	0	0	1,569,510	1,569,510	1,569,510
	TOTAL STREET IMPROVEMENTS	32,330	10,770	1,446,558	1,934,110	1,934,110	1,934,110
	TOTAL FUND EXPENDITURES	32,330	10,770	1,446,558	1,934,110	1,934,110	1,934,110

BUDGET NARRATIVE
Fiscal Year 2022-2023

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. Stormwater projects related to either increasing capacity or growth are the only allowable uses of the Stormwater Improvement SDC revenue.

Budget Comments

- Account #81072 is for the Stormwater SDC Credits approved by Council for the Railway Avenue Sidewalk Improvements the Westside Gateway Subdivision. Per Resolution 22-13- The cost of the Railway Avenue Improvements Project is \$373,777.51 and the City is responsible for reimbursing Westrend Homes 74% of that cost or \$276,595.35 between Transportation and Stormwater SDC credits as homes are built.
- Account #81801 is for developer credits, there are currently three (3) developments to Silver Mountain (\$1,260).
- Account #95228 is the transfer of funds for the Second Street stormwater improvement project (20% eligible for SDCs) (\$125,707).

Major Issues to be Resolved in the Next 5 Years

- Full funding of the stormwater fee or other funding mechanism such as Local Improvement District (LID) to help fund stormwater improvement projects will need consideration if the City expects to build all the stormwater projects when needed.
- Update stormwater design standards.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STORM WATER IMPROVE SDC FUND</u>							
<u>FEES AND PERMITS</u>							
023-000-42307	IMPROVEMENT SDCS	32,093	31,629	28,000	16,800	16,800	16,800
023-000-42309	REIMBURSEMENT SDCS	0	1,462	0	0	0	0
	TOTAL FEES AND PERMITS	32,093	33,091	28,000	16,800	16,800	16,800
<u>MISCELLANEOUS REVENUE</u>							
023-000-45002	INTEREST EARNED	11,438	3,235	4,000	1,250	1,250	1,250
	TOTAL MISCELLANEOUS REVENUE	11,438	3,235	4,000	1,250	1,250	1,250
<u>BEGINNING FUND BALANCE</u>							
023-000-49090	BEGINNING FUND BALANCE	512,781	556,312	224,622	312,295	312,295	257,295
	TOTAL BEGINNING FUND BALANCE	512,781	556,312	224,622	312,295	312,295	257,295
	TOTAL FUND REVENUE	556,312	592,638	256,622	330,345	330,345	275,345

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STORM WATER IMPROVE SDC FUND</u>							
<u>STORM WATER IMPROVEMENTS</u>							
<u>MATERIALS AND SERVICES:</u>							
023-023-61059	CONTRACTED SERVICES	0	75,631	85,000	0	0	0
	TOTAL MATERIALS AND SERVICES	0	75,631	85,000	0	0	0
<u>CAPITAL OUTLAY:</u>							
023-023-81072	SYSTEM CAPACITY IMPROVEMENTS	0	0	168,682	144,638	144,638	89,638
023-023-81801	DEVELOPER SDC CREDITS	0	203,690	2,940	60,000	60,000	60,000
	TOTAL CAPITAL OUTLAY	0	203,690	171,622	204,638	204,638	149,638
<u>TRANSFERS OUT:</u>							
023-023-95228	TRANSFER TO SECOND ST IMP PROJ	0	0	0	125,707	125,707	125,707
	TOTAL TRANSFERS OUT	0	0	0	125,707	125,707	125,707
	TOTAL STORM WATER IMPROVEMEN	0	279,321	256,622	330,345	330,345	275,345
	TOTAL FUND EXPENDITURES	0	279,321	256,622	330,345	330,345	275,345

BUDGET NARRATIVE
Fiscal Year 2022-2023

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.

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STORM WATER REIMB SDC FUND</u>							
<u>FEES AND PERMITS</u>							
024-000-42309	REIMBURSEMENT SDCS	34,050	22,179	18,280	18,280	18,280	18,280
	TOTAL FEES AND PERMITS	34,050	22,179	18,280	18,280	18,280	18,280
<u>MISCELLANEOUS REVENUE</u>							
024-000-45002	INTEREST EARNED	2,248	1,121	500	500	500	500
	TOTAL MISCELLANEOUS REVENUE	2,248	1,121	500	500	500	500
<u>BEGINNING FUND BALANCE</u>							
024-000-49090	BEGINNING FUND BALANCE	94,382	130,680	153,288	182,760	182,760	182,760
	TOTAL BEGINNING FUND BALANCE	94,382	130,680	153,288	182,760	182,760	182,760
	TOTAL FUND REVENUE	130,680	153,980	172,068	201,540	201,540	201,540

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STORM WATER REIMB SDC FUND</u>							
<u>STORM WATER IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
024-024-81072	SYSTEM CAPACITY IMPROVEMENTS	0	0	172,068	201,540	201,540	201,540
	TOTAL CAPITAL OUTLAY	0	0	172,068	201,540	201,540	201,540
	TOTAL STORM WATER IMPROVEMEN	0	0	172,068	201,540	201,540	201,540
	TOTAL FUND EXPENDITURES	0	0	172,068	201,540	201,540	201,540

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: STORMWATER FEE

Program Description/Mission

This fund was created to account for the Stormwater Fee revenues and expenditures that meet the criteria set by City Council established with Resolution 13-16 and passed by City Council at the June 17, 2013 Council meeting. Per Council approval on June 18, 2018 the monthly Stormwater Fee will adjust every July 1 by the annual average as of December of the West Region Consumer Price Index, CPI-U. Effective July 1, 2022 this fee will increase by 7.1%.

The fees 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 #85020 includes Stormwater improvements from Rock Street to Jersey Street.
- Account #95228 to account for transfer to Second Street Improvement Project.
- Account #95600 covers 50% of the costs 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.
- Purchase Vector truck.

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STORM WATER FEE FUND</u>							
<u>FEES AND PERMITS</u>							
028-000-42173	STORM WATER FEE	471,875	491,021	490,000	530,943	530,943	530,943
	TOTAL FEES AND PERMITS	471,875	491,021	490,000	530,943	530,943	530,943
<u>MISCELLANEOUS REVENUE</u>							
028-000-45002	INTEREST EARNED	7,954	3,518	3,600	3,800	3,800	3,800
	TOTAL MISCELLANEOUS REVENUE	7,954	3,518	3,600	3,800	3,800	3,800
<u>TRANSFERS IN</u>							
028-000-46226	TRANSFER FROM MCCLAIN ST PRO	0	0	207,516	46,159	46,159	46,159
	TOTAL TRANSFERS IN	0	0	207,516	46,159	46,159	46,159
<u>BEGINNING FUND BALANCE</u>							
028-000-49090	BEGINNING FUND BALANCE	437,298	385,476	858,104	1,331,931	1,331,931	1,331,931
	TOTAL BEGINNING FUND BALANCE	437,298	385,476	858,104	1,331,931	1,331,931	1,331,931
	TOTAL FUND REVENUE	917,127	880,015	1,559,220	1,912,833	1,912,833	1,912,833

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>STORM WATER FEE FUND</u>							
<u>STORMWATER IMPROVEMENTS</u>							
<u>MATERIALS AND SERVICES:</u>							
028-028-61024	VEHICLE EXPENSE	1,780	0	0	0	0	0
028-028-61059	CONTRACTED SERVICES	10,000	0	0	0	0	0
	TOTAL MATERIALS AND SERVICES	11,780	0	0	0	0	0
<u>CAPITAL OUTLAY:</u>							
028-028-85020	STORM WTR CAPITAL IMPROVEMENT	0	0	1,450,157	1,390,133	1,390,133	1,390,133
	TOTAL CAPITAL OUTLAY	0	0	1,450,157	1,390,133	1,390,133	1,390,133
<u>TRANSFERS OUT:</u>							
028-028-95226	TRANSFER TO MCCLAIN IMP PROJ	500,000	0	0	0	0	0
028-028-95227	TRANSFER TO WESTERN IMP PROJ	0	0	89,191	0	0	0
028-028-95228	TRANSFER TO SECOND ST IMP PROJ	0	0	0	502,828	502,828	502,828
028-028-95600	TRANSFER TO FLEET REPLACEMENT	19,872	19,872	19,872	19,872	19,872	19,872
	TOTAL TRANSFERS OUT	519,872	19,872	109,063	522,700	522,700	522,700
	TOTAL STORMWATER IMPROVEMEN	531,652	19,872	1,559,220	1,912,833	1,912,833	1,912,833
	TOTAL FUND EXPENDITURES	531,652	19,872	1,559,220	1,912,833	1,912,833	1,912,833

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: POOL OPERATIONS LEVY

Program Description/Mission

Fiscal Year 2022-2023 will be the fifth funding year for the extension of tax revenues collected exclusively for the operation and capital costs of the Silverton Community Pool. The levy is a five-year levy, \$275,000 for each levy year passed by voters November 2017 General Election. The City will need to place another levy on the ballot to continue this levy.

This fund covers operation, maintenance, and programming. 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 #61006 includes gas and electric expenses to operate the pool; a 5% increase added due to Portland General Electric notification of rate increases.
- Account #61022 includes annual inspection and service for the emergency generator, chemical delivery system controller service, and mechanical pool vacuum maintenance, etc.
- Account #61032 includes janitorial and sanitation supplies; increased due to changes in sanitation requirements and increased community services, which have required additional product.
- Account #61043 includes maintenance services for electrical, HVAC, mechanical, mechanical seal impeller for recirculating pump; backwash valves; maintenance to the building and grounds for pool and bathhouse.
- Account #61059 includes YMCA management contract (\$50,000); pool covers removal; storage and re-install (\$22,000), fire extinguisher services, and other contracted services as needed.

Accomplishments

Replaced the pool boiler with two smaller more energy efficient boilers.

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>POOL OPERATIONS LEVY</u>							
<u>PROPERTY TAXES</u>							
016-000-40001	PROPERTY TAXES CURRENT	261,636	262,094	255,750	256,000	256,000	256,000
016-000-40002	PROPERTY TAXES DELINQUENT	4,663	4,806	2,500	3,500	3,500	3,500
	TOTAL PROPERTY TAXES	266,299	266,899	258,250	259,500	259,500	259,500
<u>INTERGOVERNMENTAL</u>							
016-000-43021	GRANT PROCEEDS	0	31,129	0	0	0	0
	TOTAL INTERGOVERNMENTAL	0	31,129	0	0	0	0
<u>MISCELLANEOUS REVENUE</u>							
016-000-45002	INTEREST EARNED	15,882	6,537	3,500	3,000	3,000	3,000
	TOTAL MISCELLANEOUS REVENUE	15,882	6,537	3,500	3,000	3,000	3,000
<u>BEGINNING FUND BALANCE</u>							
016-000-49090	BEGINNING FUND BALANCE	660,307	688,899	673,882	725,012	725,012	725,012
	TOTAL BEGINNING FUND BALANCE	660,307	688,899	673,882	725,012	725,012	725,012
	TOTAL FUND REVENUE	942,488	993,464	935,632	987,512	987,512	987,512

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>POOL OPERATIONS LEVY</u>							
<u>POOL OPERATIONS</u>							
<u>MATERIALS AND SERVICES:</u>							
016-210-61004	COMMUNICATION EXPENSE	492	492	500	500	500	500
016-210-61005	POSTAGE & FREIGHT	0	0	300	300	300	300
016-210-61006	GAS/ ELECTRIC EXPENSE	63,104	60,918	79,000	80,000	80,000	80,000
016-210-61009	PERMIT FEES	514	424	700	700	700	700
016-210-61015	TRAVEL, TRAINING & MEETINGS	0	0	500	500	500	500
016-210-61022	EQUIPMENT MAINTENANCE	2,800	5,712	10,000	10,000	10,000	10,000
016-210-61032	JANITORIAL SUPPLIES	1,491	1,751	3,700	2,500	2,500	2,500
016-210-61042	SAFETY EQP/ PROT CLTHNG	0	84	600	600	600	600
016-210-61043	BUILDING/ GROUNDS MAINTENANCE	3,116	2,601	20,500	15,000	15,000	15,000
016-210-61045	EQUIPMENT RENTAL	1,224	2,391	2,500	3,000	3,000	3,000
016-210-61047	POOL CHEMICALS	3,588	10,207	10,000	10,000	10,000	10,000
016-210-61059	CONTRACTED SERVICES	72,580	67,257	80,000	80,000	80,000	80,000
016-210-71000	MINOR EQUIPMENT	603	122	1,000	1,000	1,000	1,000
	TOTAL MATERIALS AND SERVICES	149,511	151,959	209,300	204,100	204,100	204,100
<u>CAPITAL OUTLAY:</u>							
016-210-81003	CAPITAL - REPLACEMENT	104,078	39,395	156,000	0	0	0
	TOTAL CAPITAL OUTLAY	104,078	39,395	156,000	0	0	0
<u>CONTINGENCY & RESERVES:</u>							
016-210-90001	CONTINGENCY	0	0	335,332	250,000	250,000	250,000
016-210-91215	RESERVE- POOL CAPITAL IMPRVMT	0	0	235,000	533,412	533,412	533,412
	TOTAL CONTINGENCY & RESERVES	0	0	570,332	783,412	783,412	783,412
	TOTAL POOL OPERATIONS	253,589	191,354	935,632	987,512	987,512	987,512
	TOTAL FUND EXPENDITURES	253,589	191,354	935,632	987,512	987,512	987,512

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: PARKS FEE

STAFF LEVEL 2023: 0.98 FTE
STAFF LEVEL 2022: 0.98 FTE

Program Description/Mission

This fund was created to account for the Parks fee revenue and expenditures that meet the criteria set by City Council established with Resolution 13-17 and passed by City Council at the June 17, 2013 Council meeting. Per Council approval on June 18, 2018 the monthly Parks Fee will adjust every July 1 by the annual average as of December of the West Region Consumer Price Index, CPI-U. Effective July 1, 2022 this fee will increase by 7.1%. The Parks fee pays costs associated with construction, maintenance and operation of City owned parks and the marine park.

Personnel

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Utility Worker I	0.50	0.50	
Parks Maintenance Worker (1-Seasonal)	<u>0.48</u>	<u>0.48</u>	
Total	0.98	0.98	0.00

Budget Comments

- Account #61034 includes bark and other landscape supplies.
- Account #61035 includes the remaining funds from the “Fallen Hero Memorial” project the City agreed to use specifically for costs related to the memorial.
- Account #61043 includes funds for park maintenance.
- Account #61059 includes Skate Park, Dog Park and Pioneer Park port-a-pots and other contracted services as needed.
- Account #85001 includes funds for Lincoln Park improvements which include new concrete paths and new concrete, half-basketball court (\$35,000) and 450 feet of fencing extension in Old Mill Park (\$25,000) .

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.
- A transition plan will be required if the Parks and Recreation District comes to fruition.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>PARKS FEE FUND</u>							
<u>FEES AND PERMITS</u>							
070-000-42170	PARKS FEE	84,567	88,083	89,445	94,040	94,040	94,040
	TOTAL FEES AND PERMITS	84,567	88,083	89,445	94,040	94,040	94,040
<u>MISCELLANEOUS REVENUE</u>							
070-000-45002	INTEREST EARNED	6,013	2,604	1,800	1,400	1,400	1,400
070-000-45010	DONATIONS	4,959	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	10,972	2,604	1,800	1,400	1,400	1,400
<u>BEGINNING FUND BALANCE</u>							
070-000-49090	BEGINNING FUND BALANCE	255,722	319,273	379,953	316,288	316,288	316,288
	TOTAL BEGINNING FUND BALANCE	255,722	319,273	379,953	316,288	316,288	316,288
	TOTAL FUND REVENUE	351,262	409,960	471,198	411,728	411,728	411,728



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CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
PARKS FEE FUND							
PARKS & RECREATION							
PERSONNEL SERVICES:							
070-070-51001	FULL TIME SALARIES	0	0	19,266	19,827	19,827	19,827
070-070-51002	PART TIME SALARIES	7,711	18,868	33,913	18,066	18,066	18,066
070-070-51003	WORKERS COMP INS	236	480	1,728	1,451	1,451	1,451
070-070-51004	SOCIAL SECURITY/MEDICARE	590	1,443	4,068	2,899	2,899	2,899
070-070-51005	HEALTH INSURANCE	0	0	13,173	5,470	5,470	5,470
070-070-51006	LIFE/ DISABILITY INS	0	0	103	104	104	104
070-070-51007	PERS RETIREMENT	0	0	5,942	10,944	10,944	10,944
	TOTAL PERSONNEL SERVICES	8,537	20,791	78,193	58,761	58,761	58,761
MATERIALS AND SERVICES:							
070-070-61001	SUPPLIES	0	14	0	0	0	0
070-070-61022	EQUIPMENT MAINTENANCE	0	0	0	2,500	2,500	2,500
070-070-61032	JANITORIAL SUPPLIES	6	0	0	0	0	0
070-070-61034	LANDSCAPE SUPPLIES	410	569	3,000	6,350	6,350	6,350
070-070-61035	FALLEN HEROES MEMORIAL	0	0	4,125	4,125	4,125	4,125
070-070-61042	SAFETY EQP/ PROT CLTHNG	58	0	100	100	100	100
070-070-61043	BUILDING/ GROUNDS MAINTENANCE	4,451	1,902	4,000	4,000	4,000	4,000
070-070-61045	EQUIPMENT RENTAL	0	0	0	2,000	2,000	2,000
070-070-61059	CONTRACTED SERVICES	2,274	2,444	3,200	3,200	3,200	3,200
070-070-71000	MINOR EQUIPMENT	834	17,924	1,000	1,605	1,605	1,605
	TOTAL MATERIALS AND SERVICES	8,033	22,853	15,425	23,880	23,880	23,880
CAPITAL OUTLAY:							
070-070-85001	PARK IMPROVEMENTS	15,418	0	65,000	35,000	60,000	60,000
070-070-85003	CAPITAL - NEW EQUIPMENT	0	5,617	25,000	0	0	0
	TOTAL CAPITAL OUTLAY	15,418	5,617	90,000	35,000	60,000	60,000
CONTINGENCY & RESERVES:							
070-070-90001	CONTINGENCY	0	0	287,580	116,432	91,432	91,432
	TOTAL CONTINGENCY & RESERVES	0	0	287,580	116,432	91,432	91,432
TRANSFERS OUT:							
070-070-95225	TRANSFER TO CIVIC BLDG PROJECT	0	0	0	177,655	177,655	177,655
	TOTAL TRANSFERS OUT	0	0	0	177,655	177,655	177,655
	TOTAL PARKS & RECREATION	31,988	49,261	471,198	411,728	411,728	411,728
	TOTAL FUND EXPENDITURES	31,988	49,261	471,198	411,728	411,728	411,728

REVENUE BUDGET NARRATIVE
Fiscal Year 2022-2023

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.

Budget Comments

- Account #81040 based on the City Council goal 9#, the City Council is reviewing current park improvement proposals to determine projects that will begin in Fiscal year 2022-2023.

All Ability Park Feature in Old Mill Park: Total cost = \$381,000. Split three ways (\$127,000 Urban Renewal Funds, \$127,000 Rotary Club of Silverton fundraising and Parks & Recreation Improvement SDC (\$127,000). 58.6% of the total cost of this project is SDC eligible.

Trail at Pettit Park: Design, Engineering, Mobilization, Erosion Control, Clear/Grub (\$46,000), trail construction (\$150,000), Bridge Construction (\$80,000), project contingency (\$24,000) for a total project cost of \$300,000.

- Account #95225 accounts for the transfer to the Civic Building Capital Project Fund.

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>PARKS & REC IMPROVE SDC FUND</u>							
<u>FEES AND PERMITS</u>							
072-000-42307	IMPROVEMENT SDCS	348,858	277,734	249,600	187,200	187,200	187,200
	TOTAL FEES AND PERMITS	348,858	277,734	249,600	187,200	187,200	187,200
<u>MISCELLANEOUS REVENUE</u>							
072-000-45002	INTEREST EARNED	47,296	20,041	16,500	9,500	9,500	9,500
	TOTAL MISCELLANEOUS REVENUE	47,296	20,041	16,500	9,500	9,500	9,500
<u>BEGINNING FUND BALANCE</u>							
072-000-49090	BEGINNING FUND BALANCE	2,042,799	2,438,954	2,672,665	2,340,936	2,340,936	2,340,936
	TOTAL BEGINNING FUND BALANCE	2,042,799	2,438,954	2,672,665	2,340,936	2,340,936	2,340,936
	TOTAL FUND REVENUE	2,438,954	2,736,729	2,938,765	2,537,636	2,537,636	2,537,636

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>PARKS & REC IMPROVE SDC FUND</u>							
<u>PARK IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
072-072-81040	PARK CAPACITY IMPROVEMENT	0	0	2,388,765	2,462,636	2,462,636	2,462,636
	TOTAL CAPITAL OUTLAY	0	0	2,388,765	2,462,636	2,462,636	2,462,636
<u>TRANSFERS OUT:</u>							
072-072-95225	TRANSFER TO CIVIC CAPITAL PROJ	0	0	550,000	75,000	75,000	75,000
	TOTAL TRANSFERS OUT	0	0	550,000	75,000	75,000	75,000
	TOTAL PARK IMPROVEMENTS	0	0	2,938,765	2,537,636	2,537,636	2,537,636
	TOTAL FUND EXPENDITURES	0	0	2,938,765	2,537,636	2,537,636	2,537,636

BUDGET NARRATIVE
Fiscal Year 2022-2023

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 (10) 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 has received its resources from transfers in from the General Fund. In the future, there will be a need to transfer funds from the Building Operation Fund, Street Fund, Sewer Fund, and Water Fund and to set aside for this purpose. The current resources in this fund are all transfers from the General Fund.

Budget Comments

- Account #81001 is a placeholder to cover major building costs for City Hall if necessary.
- Account #95225 is a transfer to the Civic Building Project Fund (\$500,000).

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>BUILDING CAPITAL IMP RESERVE</u>							
<u>MISCELLANEOUS REVENUE</u>							
061-000-45002	INTEREST EARNED	29,124	10,853	9,155	1,700	1,700	1,700
	TOTAL MISCELLANEOUS REVENUE	29,124	10,853	9,155	1,700	1,700	1,700
<u>TRANSFERS IN</u>							
061-000-46017	TRANSFER FROM TOT FUND	0	71,832	75,000	82,500	82,500	82,500
	TOTAL TRANSFERS IN	0	71,832	75,000	82,500	82,500	82,500
<u>BEGINNING FUND BALANCE</u>							
061-000-49090	BEGINNING FUND BALANCE	1,331,357	1,360,481	433,123	520,210	520,210	520,210
	TOTAL BEGINNING FUND BALANCE	1,331,357	1,360,481	433,123	520,210	520,210	520,210
	TOTAL FUND REVENUE	1,360,481	1,443,165	517,278	604,410	604,410	604,410

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>BUILDING CAPITAL IMP RESERVE</u>							
<u>BUILDING CAPITAL PROJECTS</u>							
<u>CAPITAL OUTLAY:</u>							
061-100-81001	BUILDING IMPROVEMENTS	0	0	517,278	104,410	104,410	104,410
	TOTAL CAPITAL OUTLAY	0	0	517,278	104,410	104,410	104,410
<u>TRANSFERS OUT:</u>							
061-100-95225	TRANSFER TO CIVIC BLDG PROJECT	0	1,000,000	0	500,000	500,000	500,000
	TOTAL TRANSFERS OUT	0	1,000,000	0	500,000	500,000	500,000
	TOTAL BUILDING CAPITAL PROJECTS	0	1,000,000	517,278	604,410	604,410	604,410
	TOTAL FUND EXPENDITURES	0	1,000,000	517,278	604,410	604,410	604,410

BUDGET NARRATIVE
Fiscal Year 2022-2023

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 ten (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).

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL OPERATING RESERVE</u>							
<u>MISCELLANEOUS REVENUE</u>							
062-000-45002	INTEREST EARNED	18,697	7,979	6,296	3,500	3,500	3,500
062-000-45019	MISCELLANEOUS REVENUE	18,974	27,559	7,000	7,000	7,000	7,000
	TOTAL MISCELLANEOUS REVENUE	37,671	35,538	13,296	10,500	10,500	10,500
<u>TRANSFERS IN</u>							
062-000-46010	TRANSFER FROM GENERAL FUND	200,000	0	0	600,000	600,000	600,000
	TOTAL TRANSFERS IN	200,000	0	0	600,000	600,000	600,000
<u>BEGINNING FUND BALANCE</u>							
062-000-49090	BEGINNING FUND BALANCE	766,744	1,004,416	1,020,286	1,051,739	1,051,739	1,051,739
	TOTAL BEGINNING FUND BALANCE	766,744	1,004,416	1,020,286	1,051,739	1,051,739	1,051,739
	TOTAL FUND REVENUE	1,004,416	1,039,954	1,033,582	1,662,239	1,662,239	1,662,239

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>GENERAL OPERATING RESERVE</u>							
<u>GENERAL RESERVES</u>							
<u>MATERIALS AND SERVICES:</u>							
062-100-61065	RISK MANAGEMENT	0	0	983,582	1,612,239	1,612,239	1,612,239
062-100-62573	MISCELLANEOUS EXPENSE	0	0	50,000	50,000	50,000	50,000
	TOTAL MATERIALS AND SERVICES	0	0	1,033,582	1,662,239	1,662,239	1,662,239
	TOTAL GENERAL RESERVES	0	0	1,033,582	1,662,239	1,662,239	1,662,239
	TOTAL FUND EXPENDITURES	0	0	1,033,582	1,662,239	1,662,239	1,662,239

BUDGET NARRATIVE
Fiscal Year 2022-2023

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, sidewalk, water improvement or sewer improvement. Property owners can enter into a payment agreement with the City to make semi-annual payments for these types of improvements.

This fund also accounts for agreements with property owners who have requested to pay their system development charges using an installment method. These agreements require a monthly payment with a maximum term of ten (10) years.

The expenditures within this fund are typically for the required debt service payments. The debt owed by this fund was paid during the 2018-2019 fiscal year. The expenditure for this fund are for possible legal services as there is still outstanding debt owed the City and if property owners do not pay as required then legal costs may be incurred to collect the debt.

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>ASSESSMENT FUND</u>							
<u>FEES AND PERMITS</u>							
073-000-42422	ASSESSMENT - PRINCIPAL	3,810	5,000	2,000	0	0	0
073-000-42423	ASSESSMENT - INTEREST	36,410	27,986	10,000	10,000	10,000	10,000
	TOTAL FEES AND PERMITS	40,220	32,986	12,000	10,000	10,000	10,000
<u>MISCELLANEOUS REVENUE</u>							
073-000-45002	INTEREST EARNED	6,669	2,968	2,000	300	300	300
	TOTAL MISCELLANEOUS REVENUE	6,669	2,968	2,000	300	300	300
<u>BEGINNING FUND BALANCE</u>							
073-000-49090	BEGINNING FUND BALANCE	263,924	310,813	194,013	223,915	223,915	223,915
	TOTAL BEGINNING FUND BALANCE	263,924	310,813	194,013	223,915	223,915	223,915
	TOTAL FUND REVENUE	310,813	346,766	208,013	234,215	234,215	234,215

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>ASSESSMENT FUND</u>							
<u>ASSESSMENTS</u>							
<u>MATERIALS AND SERVICES:</u>							
073-073-61058	LEGAL SERVICES	0	0	15,000	15,000	15,000	15,000
	TOTAL MATERIALS AND SERVICES	0	0	15,000	15,000	15,000	15,000
<u>CONTINGENCY & RESERVES:</u>							
073-073-90001	CONTINGENCY	0	0	193,013	219,215	219,215	219,215
	TOTAL CONTINGENCY & RESERVES	0	0	193,013	219,215	219,215	219,215
<u>TRANSFERS OUT:</u>							
073-073-95001	TRANSFER TO GENERAL FUND	0	150,000	0	0	0	0
	TOTAL TRANSFERS OUT	0	150,000	0	0	0	0
	TOTAL ASSESSMENTS	0	150,000	208,013	234,215	234,215	234,215
	TOTAL FUND EXPENDITURES	0	150,000	208,013	234,215	234,215	234,215



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ENTERPRISE FUNDS *with associated* **CAPITAL PROJECT FUNDS**

Enterprise funds are established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Silverton's Enterprise funds are for water and sewer services.

Capital project funds are used to account for resources, such as bond sale proceeds and expenditures to be used for major capital item purchase or construction.

REVENUE BUDGET NARRATIVE
Fiscal Year 2022-2023

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. The residential customer's sewer charge is based on their average water usage in the billings for November through April, as set by Resolution 21-09, known as the winter averaging method. Customers 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 for sewer based on actual water usage. Industrial customer are charged a base charge, a flow fee, and load charge based on \$/Lb. of BOD and TSS. There was a decrease in the sewer services charges due to Bruce Pac leaving the City. The Utility Rate schedule is included on the City's website and there is a 5% increase in sewer rates scheduled to be effective July 2022.

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 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SEWER FUND</u>							
<u>FEES AND PERMITS</u>							
030-000-42101	SEWER SERVICE CHARGES	3,778,399	4,039,055	3,395,320	3,801,560	3,801,560	3,801,560
030-000-42102	INSPECTION FEES	6,437	17,738	5,000	8,500	8,500	8,500
030-000-42250	FLEET SERVICE FEES	3,938	3,530	3,000	2,800	2,800	2,800
	TOTAL FEES AND PERMITS	3,788,774	4,060,323	3,403,320	3,812,860	3,812,860	3,812,860
<u>INTERGOVERNMENTAL</u>							
030-000-43170	GRANTS - MISCELLANEOUS	0	5,051	0	0	0	0
	TOTAL INTERGOVERNMENTAL	0	5,051	0	0	0	0
<u>MISCELLANEOUS REVENUE</u>							
030-000-45002	INTEREST EARNED	39,506	17,574	12,000	11,950	11,950	11,950
030-000-45016	RENTAL RECEIPTS	7,500	7,500	7,500	7,500	7,500	7,500
030-000-45019	MISCELLANEOUS REVENUE	10,913	21,496	2,500	2,155	2,155	2,155
	TOTAL MISCELLANEOUS REVENUE	57,919	46,570	22,000	21,605	21,605	21,605
<u>BEGINNING FUND BALANCE</u>							
030-000-49090	BEGINNING FUND BALANCE	1,793,092	2,172,310	2,058,260	3,114,473	3,294,473	3,294,473
	TOTAL BEGINNING FUND BALANCE	1,793,092	2,172,310	2,058,260	3,114,473	3,294,473	3,294,473
	TOTAL FUND REVENUE	5,639,785	6,284,254	5,483,580	6,948,938	7,128,938	7,128,938

BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: SEWER ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2023: 1.63 FTE
STAFF LEVEL 2022: 1.63 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

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	0.31	0.31	
City Engineer	0.45	0.45	
Engineering Technician	0.42	0.42	
Administrative Assistant II	<u>0.45</u>	<u>0.45</u>	
Total	1.63	1.63	0.00

Budget Comments

- Account #61015 includes funds for procurement training, American Public Works Association (APWA) training and conference, Oregon Association of Water Utilities training and conference, GIS training and various trainings for certifications.
- Account #61016 includes APWA membership.
- Account #61059 increased to fund the outsourcing for printing and mailing of the monthly utility bills (\$16,000) and other contracted services as necessary.
- Account #95050 increased to account for Civic Building Project debt service allocation.
- Account #95212 to complete the screw press installation.
- Account #95229 to account for the James Street Project.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
SEWER FUND							
ADMINISTRATION							
PERSONNEL SERVICES:							
030-010-51001	FULL TIME SALARIES	110,059	131,995	134,098	129,497	129,497	129,497
030-010-51003	WORKERS COMP INS	1,055	1,361	1,669	1,988	1,988	1,988
030-010-51004	SOCIAL SECURITY/MEDICARE	7,950	9,976	10,258	9,907	9,907	9,907
030-010-51005	HEALTH INSURANCE	23,287	31,600	37,598	34,813	34,813	34,813
030-010-51006	LIFE/ DISABILITY INS	261	341	575	560	560	560
030-010-51007	PERS RETIREMENT	25,029	33,453	36,847	20,116	20,116	20,116
030-010-51009	OVERTIME SALARIES	0	32	0	0	0	0
	TOTAL PERSONNEL SERVICES	167,640	208,758	221,045	196,881	196,881	196,881
MATERIALS AND SERVICES:							
030-010-61001	SUPPLIES	1,841	1,940	2,100	2,100	2,100	2,100
030-010-61002	PUBLICATIONS	0	106	100	100	100	100
030-010-61003	ADVERTISING EXPENSE	27	167	200	200	200	200
030-010-61004	COMMUNICATION EXPENSE	1,407	1,678	1,700	1,700	1,700	1,700
030-010-61005	POSTAGE & FREIGHT	6,417	6,417	8,000	1,000	1,000	1,000
030-010-61009	PERMIT FEES	0	33	100	100	100	100
030-010-61015	TRAVEL, TRAINING & MEETINGS	1,065	1,085	3,900	3,900	3,900	3,900
030-010-61016	DUES & MEMBERSHIPS	232	158	240	240	240	240
030-010-61024	VEHICLE EXPENSE	18	0	1,000	2,000	2,000	2,000
030-010-61030	FUEL EXPENSES	0	0	100	1,000	1,000	1,000
030-010-61031	RECORDING FEES	0	214	300	300	300	300
030-010-61042	SAFETY EQP/ PROT CLTHNG	26	271	1,300	1,300	1,300	1,300
030-010-61045	EQUIPMENT RENTAL	804	729	1,000	1,000	1,000	1,000
030-010-61059	CONTRACTED SERVICES	15,832	3,686	37,500	26,000	26,000	26,000
030-010-61079	BANK & CHARGE CARD FEES	13,361	22,849	16,000	16,000	16,000	16,000
030-010-62573	MISCELLANEOUS EXPENSE	27	5	100	0	0	0
030-010-69950	PERS UAL DEPOSIT	99,398	0	0	0	0	0
030-010-71000	MINOR EQUIPMENT	355	247	600	600	600	600
030-010-71009	SOFTWARE	412	503	600	600	600	600
	TOTAL MATERIALS AND SERVICES	141,222	40,089	74,840	58,140	58,140	58,140
CAPITAL OUTLAY:							
030-010-81003	CAPITAL - REPLACEMENT	968	528	2,510	0	0	0
030-010-85003	CAPITAL - NEW	0	0	11,670	0	0	0
	TOTAL CAPITAL OUTLAY	968	528	14,180	0	0	0
CONTINGENCY & RESERVES:							
030-010-90001	CONTINGENCY	0	0	691,492	1,075,180	1,075,180	1,075,180
030-010-91072	RESERVE - FUTURE EXPENDITURE	0	0	606,776	1,704,837	1,704,837	1,704,837
	TOTAL CONTINGENCY & RESERVES	0	0	1,298,268	2,780,017	2,780,017	2,780,017
TRANSFERS OUT:							
030-010-95001	TRANSFER TO GENERAL FUND	551,938	554,403	576,017	628,825	628,825	628,825
030-010-95032	TRANSFER TO SEWER REIMB SDC	76,750	0	0	0	0	0
030-010-95050	TRANSFER TO DEBT SERVICE	30,203	31,464	34,141	108,012	108,012	108,012
030-010-95212	TRANSFER TO WWTP DIGESTER PRJ	0	0	0	36,900	36,900	36,900
030-010-95226	TRANSFER TO MCCLAIN IMP PROJ	300,000	0	0	0	0	0
030-010-95229	TRANSFER TO JAMES ST IMP PROJ	0	0	0	51,400	51,400	51,400
030-010-95330	TRANSFER TO SEWER CIP FUND	0	650,000	560,872	500,000	500,000	500,000
030-010-95600	TRANSFER TO FLEET REPLACEMENT	14,787	14,787	14,787	14,787	14,787	14,787
030-010-95610	TRANSFER TO MAJOR EQUIP REP	21,889	21,889	21,889	21,889	21,889	21,889
	TOTAL TRANSFERS OUT	995,567	1,272,543	1,207,706	1,361,813	1,361,813	1,361,813
	TOTAL ADMINISTRATION	1,305,397	1,521,918	2,816,039	4,396,851	4,396,851	4,396,851

BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: SEWER OPERATIONS
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2023: 3.85 FTE
STAFF LEVEL 2022: 3.85 FTE

Program Description/Mission

This program accounts for operation and maintenance of the Wastewater Treatment Plant (WWTP) and eight (8) lift stations. This program 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 residential, commercial, and industrial customers.

Personnel

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Water Quality Division Supervisor	0.72	0.72	
Water/Sewer Operator II	1.00	1.00	
Water/Sewer Operator I	1.90	1.90	
CWE/Seasonal Worker	<u>0.23</u>	<u>0.23</u>	
Total	3.85	3.85	0.00

Budget Comments

- Account #61022 includes UV Maintenance (\$25,000), secondary clarifiers (\$5,000), crane and hoist inspection (\$10,000), digester and pumping, gas system (\$10,000) and other items as necessary.
- Account #61042 includes basic uniforms and a new lock out tag out program (\$1,000).
- Account #61043 includes repainting WWTP buildings (\$30,000) and a drinking fountain (\$2,000).
- Account #61059 includes SCADA/PLC programming.
- Account #62554 includes hauling and spreading of approximately 1 million gallons of Biosolids.
- Account #62560 includes NPDES compliance testing.
- Account #62615 includes Oregon Gardens wetlands maintenance and wildlife control.
- Account #71009 includes maintenance/operations tracking software.
- Account #81003 includes a new fire & security system (\$30,000), process control instruments (\$50,000), replacement of three (3) VFDs for Oregon Garden pumps (\$75,000), controls for Main Street and Grant Street lift stations (\$65,000), replacement valve actuators (\$50,000) and aeration blowers (\$180,000).
- Account #85003 includes funds for an atmosphere tester for confined space entry (\$2,000).

Accomplishments

Treated 476.89 million gallons of wastewater. Reused 73.746 million gallons of treated wastewater to fill the Oregon Garden wetlands and to irrigate the botanical garden. Received national recognition as a "Community Water Champion" by the WaterReuse Association. Land applied 956,000 gallons of bio solids to harvested grass seed fields as a soil amendment.

Major Issues to be resolved in the Next 5 Years

Make necessary preparations for potential regulatory changes associated with a new NPDES Permit. Build a more resilient treatment process through assessing critical failure points and addressing weaknesses. Continue to educate operators and increase certification levels to assure future succession needs.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
SEWER FUND							
OPERATIONS							
PERSONNEL SERVICES:							
030-030-51001	FULL TIME SALARIES	216,686	216,236	249,213	225,462	225,462	225,462
030-030-51002	PART TIME SALARIES	0	0	6,919	20,174	20,174	20,174
030-030-51003	WORKERS COMP INS	4,427	4,547	20,150	7,649	7,649	7,649
030-030-51004	SOCIAL SECURITY/MEDICARE	17,565	18,389	79,270	19,877	19,877	19,877
030-030-51005	HEALTH INSURANCE	62,524	64,018	79,270	77,964	77,964	77,964
030-030-51006	LIFE/ DISABILITY INS	768	761	1,098	1,081	1,081	1,081
030-030-51007	PERS RETIREMENT	62,275	62,243	65,242	62,167	62,167	62,167
030-030-51009	OVERTIME SALARIES	14,345	19,570	14,191	14,188	14,188	14,188
	TOTAL PERSONNEL SERVICES	378,590	385,765	515,353	428,562	428,562	428,562
MATERIALS AND SERVICES:							
030-030-61001	SUPPLIES	1,171	922	1,500	2,000	2,000	2,000
030-030-61002	PUBLICATIONS	0	66	100	100	100	100
030-030-61003	ADVERTISING EXPENSE	0	200	200	200	200	200
030-030-61004	COMMUNICATION EXPENSE	12,017	12,194	14,000	15,000	15,000	15,000
030-030-61005	POSTAGE & FREIGHT	51	106	200	200	200	200
030-030-61006	GAS/ELECTRIC EXPENSE	242,100	248,026	233,000	244,650	244,650	244,650
030-030-61009	PERMIT FEES	13,834	13,550	14,000	18,000	18,000	18,000
030-030-61015	TRAVEL, TRAINING & MEETINGS	930	952	2,000	3,000	3,000	3,000
030-030-61016	DUES & MEMBERSHIPS	1,625	1,761	1,000	1,000	1,000	1,000
030-030-61022	EQUIPMENT MAINTENANCE	24,064	11,316	77,000	70,000	70,000	70,000
030-030-61024	VEHICLE EXPENSE	929	639	1,500	1,500	1,500	1,500
030-030-61030	FUEL EXPENSES	3,037	4,654	4,500	4,500	4,500	4,500
030-030-61032	JANITORIAL SUPPLIES	497	248	500	500	500	500
030-030-61040	LIFT STATION MAINTENANCE	1,825	2,191	5,000	10,000	10,000	10,000
030-030-61042	SAFETY EQP/ PROT CLTHNG	1,374	1,369	2,000	3,000	3,000	3,000
030-030-61043	BUILDING/ GROUNDS MAINTENANCE	6,736	4,754	14,144	45,000	45,000	45,000
030-030-61044	SMALL TOOLS	183	0	0	0	0	0
030-030-61045	EQUIPMENT RENTAL	2,504	770	3,000	3,000	3,000	3,000
030-030-61048	SEWER SYSTEM MAINTENANCE	1,540	2,800	2,000	2,000	2,000	2,000
030-030-61059	CONTRACTED SERVICES	19,461	16,650	15,500	15,500	15,500	15,500
030-030-62525	CHEMICAL SUPPLIES	56,024	53,746	95,000	75,000	75,000	75,000
030-030-62530	LAB SUPPLIES	4,070	2,736	3,000	5,000	5,000	5,000
030-030-62554	SLUDGE DISPOSAL	85,014	79,838	95,000	100,000	100,000	100,000
030-030-62560	WATER TESTS	29,747	31,601	40,000	40,000	40,000	40,000
030-030-62573	MISCELLANEOUS EXPENSE	0	170	100	100	100	100
030-030-62615	OREGON GARDEN OPERATIONS	2,196	10,522	25,000	25,000	25,000	25,000
030-030-71000	MINOR EQUIPMENT	1,555	3,013	2,500	2,500	2,500	2,500
030-030-71009	SOFTWARE	0	0	1,000	5,000	5,000	5,000
	TOTAL MATERIALS AND SERVICES	512,484	504,793	652,744	691,750	691,750	691,750
CAPITAL OUTLAY:							
030-030-81003	CAPITAL - REPLACEMENT	54,796	100,307	224,000	270,000	450,000	450,000
030-030-85003	CAPITAL - NEW	46,157	0	0	2,000	2,000	2,000
	TOTAL CAPITAL OUTLAY	100,953	100,307	224,000	272,000	452,000	452,000
	TOTAL OPERATIONS	992,027	990,865	1,392,097	1,392,312	1,572,312	1,572,312

BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: SEWER MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

STAFF LEVEL 2023: 2.97 FTE
STAFF LEVEL 2022: 2.97 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

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.36	0.36	
Utility Worker III/ Lead	0.36	0.36	
Utility Worker III/ Mechanic	0.40	0.40	
Utility Worker II	0.68	0.68	
Utility Worker I	1.17	1.17	
Total	2.97	2.97	0.00

Budget Comments

- Account #61015 includes trainings for Oregon Association of Water Utilities (OAWU), DEQ, safety and certificates.
Account #61016 includes half the cost of dues associated with the Neptune water meter reading devices.
- Account #61024 includes funds for fleet vehicle tire replacement (\$2,864) shared.
- Account #61059 includes costs for CCTV (\$7,000), fire extinguisher services, locate ticket services, half the costs of Neptune water meter reading device maintenance, Iworq's system, Bio-Med, hearing tests, bargaining and unforeseen contracted services.
- Account #61048 includes materials associated with sewer system maintenance and repairs, including the required grind and overlays associated with County street repairs.
- Account #71000 includes increase for new plate compactor (\$785) shared.
- Account #81003 includes funds for Maintenance Supervisor laptop (\$1,079) shared, utility line locator (\$1,264) shared, storm/sewer camera monitor (\$3,466) shared, two (2) jackhammers (\$1,284) shared and excavator tracks (\$1,600) shared.
- Account #85003 includes four (4) Safety Headsets (\$1,815) shared and excavation safety shoring box (\$4,288) shared.

Accomplishments

- Performed annual sewer mainline cleaning.
- Replaced multiple failed sewer laterals.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
SEWER FUND							
MAINTENANCE							
PERSONNEL SERVICES:							
030-035-51001	FULL TIME SALARIES	135,550	127,545	166,205	158,173	158,173	158,173
030-035-51002	PART TIME SALARIES	0	0	5,511	0	0	0
030-035-51003	WORKERS COMP INS	4,005	4,424	13,140	6,484	6,484	6,484
030-035-51004	SOCIAL SECURITY/MEDICARE	10,254	10,038	42,596	12,517	12,517	12,517
030-035-51005	HEALTH INSURANCE	48,576	57,678	57,995	58,062	58,062	58,062
030-035-51006	LIFE/ DISABILITY INS	502	590	803	775	775	775
030-035-51007	PERS RETIREMENT	33,112	34,176	42,596	40,248	40,248	40,248
030-035-51009	OVERTIME SALARIES	5,051	6,101	5,563	5,446	5,446	5,446
	TOTAL PERSONNEL SERVICES	237,050	240,552	334,409	281,705	281,705	281,705
MATERIALS AND SERVICES:							
030-035-61001	SUPPLIES	484	489	1,000	1,000	1,000	1,000
030-035-61002	PUBLICATIONS	0	0	100	100	100	100
030-035-61003	ADVERTISING EXPENSE	8	0	100	100	100	100
030-035-61004	COMMUNICATION EXPENSE	4,871	4,543	4,500	4,500	4,500	4,500
030-035-61005	POSTAGE & FREIGHT	5	45	100	100	100	100
030-035-61006	GAS/ELECTRIC EXPENSE	802	1,119	1,100	1,100	1,100	1,100
030-035-61015	TRAVEL, TRAINING & MEETINGS	645	924	1,500	2,500	2,500	2,500
030-035-61016	DUES & MEMBERSHIPS	461	971	850	2,400	2,400	2,400
030-035-61022	EQUIPMENT MAINTENANCE	1,126	897	5,000	5,000	5,000	5,000
030-035-61024	VEHICLE EXPENSE	3,884	2,150	6,000	8,864	8,864	8,864
030-035-61030	FUEL EXPENSES	5,861	7,803	7,000	7,000	7,000	7,000
030-035-61031	RECORDING FEES	0	0	100	100	100	100
030-035-61032	JANITORIAL SUPPLIES	81	30	100	100	100	100
030-035-61042	SAFETY EQP/ PROT CLTHNG	2,161	909	3,000	3,000	3,000	3,000
030-035-61043	BUILDING/ GROUNDS MAINTENANCE	1,004	2,163	4,655	3,500	3,500	3,500
030-035-61044	SMALL TOOLS	54	0	0	0	0	0
030-035-61045	EQUIPMENT RENTAL	590	585	1,000	1,000	1,000	1,000
030-035-61048	SEWER SYSTEM MAINTENANCE	3,718	5,653	22,500	22,500	22,500	22,500
030-035-61059	CONTRACTED SERVICES	2,927	3,333	15,000	22,000	22,000	22,000
030-035-62573	MISCELLANEOUS EXPENSE	0	0	500	500	500	500
030-035-62600	PETTIT PROPERTY MAINTENANCE	0	0	1,000	1,000	1,000	1,000
030-035-71000	MINOR EQUIPMENT	90	1,515	1,700	2,485	2,485	2,485
030-035-71009	SOFTWARE	25	25	500	500	500	500
	TOTAL MATERIALS AND SERVICES	28,798	33,154	77,305	89,349	89,349	89,349
CAPITAL OUTLAY:							
030-035-81003	CAPITAL - REPLACEMENT	0	9,596	17,667	8,693	8,693	8,693
030-035-82100	CAPITAL - BUILDING IMPROVEMNTS	20,510	2,675	18,333	0	0	0
030-035-85003	CAPITAL - NEW	57,139	0	0	7,148	7,148	7,148
	TOTAL CAPITAL OUTLAY	77,649	12,271	36,000	15,841	15,841	15,841
	TOTAL MAINTENANCE	343,497	285,977	447,714	386,895	386,895	386,895

BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: DEBT SERVICE
DEPARTMENT: PUBLIC WORKS
FUND: SEWER

Program Description/Mission

This program accounts for the payments of principle and interest owed by the Sewer Fund. The Sewer Fund has 1 (one) outstanding debt owed to Government Capital Corporation. The debt refinanced 2 (two) previously owed debt and kept the maturity for each of those debts which is why there is a series 2022A and series 2022B.

Budget Comments

- Account #96040 covers the principle portion of the series 2022A and series 2022B debt.
- Account #96041 covers the interest portion of the series 2022A and series 2022B debt.

SEWER REFINANCING NOTE-SERIES 2022A

Financed Amount: \$4,970,000 Interest Rate: 3.497%

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2022-2023	\$282,419.13	\$169,405.39	\$451,824.52
2023-2024	\$290,416.78	\$161,407.74	\$451,824.52
2024-2025	\$300,661.45	\$151,163.07	\$451,824.52
2025-2026	\$311,267.49	\$140,557.03	\$451,824.52
2026-2027	\$322,247.68	\$129,576.84	\$451,824.52
2027-2028	\$333,615.20	\$118,209.32	\$451,824.52
2028-2036	\$3,129,372.27	\$485,223.89	\$3,614,596.16
TOTAL	\$4,970,000.00	\$1,355,543.28	\$6,325,543.28

LOCAP REFUNDING NOTE-SERIES 2022B

Financed Amount: \$2,475,000.00 Interest Rate: 3.375%

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL
2022-2023	\$240,471.24	\$80,583.36	\$321,054.60
2023-2024	\$247,711.84	\$73,342.76	\$321,054.60
2024-2025	\$256,142.65	\$64,911.95	\$321,054.60
2025-2026	\$264,860.40	\$56,194.20	\$321,054.60
2026-2027	\$273,874.87	\$47,179.73	\$321,054.60
2027-2028	\$283,196.13	\$37,858.47	\$321,054.60
2028-2029	\$292,834.64	\$28,219.96	\$321,054.60
2029-2030	\$302,801.21	\$18,253.39	\$321,054.60
2030-2031	\$313,107.02	\$7,947.58	\$321,054.60
TOTAL	\$2,475,000.00	\$414,491.40	\$2,889,491.40

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SEWER FUND</u>							
<u>DEBT SERVICES</u>							
<u>DEBT SERVICE:</u>							
030-050-96020	SEWER REF BONDS 2010 - PRIN	235,000	245,000	255,000	0	0	0
030-050-96021	SEWER REF BONDS 2010 - INT	249,956	240,556	230,760	0	0	0
030-050-96022	DIGESTER PROJ DEBT 2011 PRIN	210,000	220,000	225,000	0	0	0
030-050-96023	DIGESTER PROJECT DEBT 2011 INT	131,598	124,668	116,970	0	0	0
030-050-96040	SEWER REFIN SERIES A & B- PRIN	0	0	0	522,891	522,891	522,891
030-050-96041	SEWER REFIN SERIES A & B- INT	0	0	0	249,989	249,989	249,989
	TOTAL DEBT SERVICE	826,554	830,224	827,730	772,880	772,880	772,880
	TOTAL DEBT SERVICES	826,554	830,224	827,730	772,880	772,880	772,880
	TOTAL FUND EXPENDITURES	3,467,475	3,628,983	5,483,580	6,948,938	7,128,938	7,128,938

BUDGET NARRATIVE
Fiscal Year 2022-2023

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 #81072 includes funds for system capacity improvements. No projects are planned.
- Account #95229 includes a transfer for James Street Improvement Project (80% SDC eligible).

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.

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SEWER IMPROVEMENT SDC FUND</u>							
<u>FEES AND PERMITS</u>							
031-000-42307	IMPROVEMENT SDCS	178,574	143,551	170,000	125,440	125,440	125,440
	TOTAL FEES AND PERMITS	178,574	143,551	170,000	125,440	125,440	125,440
<u>MISCELLANEOUS REVENUE</u>							
031-000-45002	INTEREST EARNED	25,281	10,417	7,000	6,215	6,215	6,215
	TOTAL MISCELLANEOUS REVENUE	25,281	10,417	7,000	6,215	6,215	6,215
<u>BEGINNING FUND BALANCE</u>							
031-000-49090	BEGINNING FUND BALANCE	1,091,368	1,295,223	1,427,294	1,518,750	1,518,750	1,518,750
	TOTAL BEGINNING FUND BALANCE	1,091,368	1,295,223	1,427,294	1,518,750	1,518,750	1,518,750
	TOTAL FUND REVENUE	1,295,223	1,449,190	1,604,294	1,650,405	1,650,405	1,650,405

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SEWER IMPROVEMENT SDC FUND</u>							
<u>SEWER IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
031-031-81072	SYSTEM CAPACITY IMPRVMENTS	0	0	1,604,294	1,444,805	1,444,805	1,444,805
031-031-81801	DEVELOPER SDC CREDITS	0	45,429	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	45,429	1,604,294	1,444,805	1,444,805	1,444,805
<u>TRANSFERS OUT:</u>							
031-031-95229	TRANSFER TO JAMES ST IMP PROJ	0	0	0	205,600	205,600	205,600
	TOTAL TRANSFERS OUT	0	0	0	205,600	205,600	205,600
	TOTAL SEWER IMPROVEMENTS	0	45,429	1,604,294	1,650,405	1,650,405	1,650,405
	TOTAL FUND EXPENDITURES	0	45,429	1,604,294	1,650,405	1,650,405	1,650,405

BUDGET NARRATIVE
Fiscal Year 2022-2023

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.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SEWER REIMBURSEMENT SDC FUND</u>							
<u>FEES AND PERMITS</u>							
032-000-42309	REIMBURSEMENT SDCS	93,223	78,688	80,000	60,680	60,680	60,680
	TOTAL FEES AND PERMITS	93,223	78,688	80,000	60,680	60,680	60,680
<u>MISCELLANEOUS REVENUE</u>							
032-000-45002	INTEREST EARNED	41,519	16,733	12,500	9,580	9,580	9,580
	TOTAL MISCELLANEOUS REVENUE	41,519	16,733	12,500	9,580	9,580	9,580
<u>TRANSFERS IN</u>							
032-000-46030	TRANSFER FROM SEWER	76,750	0	0	0	0	0
032-000-46036	TRANS FROM SEWER DEBT RESERV	804,250	0	0	0	0	0
	TOTAL TRANSFERS IN	881,000	0	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
032-000-49090	BEGINNING FUND BALANCE	1,075,687	2,091,429	2,166,674	2,232,853	2,232,853	2,232,853
	TOTAL BEGINNING FUND BALANCE	1,075,687	2,091,429	2,166,674	2,232,853	2,232,853	2,232,853
	TOTAL FUND REVENUE	2,091,429	2,186,850	2,259,174	2,303,113	2,303,113	2,303,113

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SEWER REIMBURSEMENT SDC FUND</u>							
<u>SEWER IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
032-032-81072	SYSTEM CAPACITY IMPRVMNTS	0	0	2,259,174	2,303,113	2,303,113	2,303,113
	TOTAL CAPITAL OUTLAY	0	0	2,259,174	2,303,113	2,303,113	2,303,113
<u>TRANSFERS OUT:</u>							
032-032-95226	TRANSFER TO MCCLAIN IMP PROJ	0	12,741	0	0	0	0
	TOTAL TRANSFERS OUT	0	12,741	0	0	0	0
	TOTAL SEWER IMPROVEMENTS	0	12,741	2,259,174	2,303,113	2,303,113	2,303,113
	TOTAL FUND EXPENDITURES	0	12,741	2,259,174	2,303,113	2,303,113	2,303,113

BUDGET NARRATIVE
Fiscal Year 2022-2023

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 \$829,041, which represents the largest debt service payment for FY 2028 debt service payments. 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.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SEWER DEBT RESERVE FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
036-000-45002	INTEREST EARNED	18,265	6,502	4,000	3,740	3,740	3,740
	TOTAL MISCELLANEOUS REVENUE	18,265	6,502	4,000	3,740	3,740	3,740
<u>TRANSFERS IN</u>							
036-000-46017	TRANSFER FROM TRANSIENT TAX	82,443	0	0	0	0	0
	TOTAL TRANSFERS IN	82,443	0	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
036-000-49090	BEGINNING FUND BALANCE	1,528,427	824,885	830,385	835,387	835,387	835,387
	TOTAL BEGINNING FUND BALANCE	1,528,427	824,885	830,385	835,387	835,387	835,387
	TOTAL FUND REVENUE	1,629,135	831,387	834,385	839,127	839,127	839,127

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SEWER DEBT RESERVE FUND</u>							
<u>DEBT SERVICES</u>							
<u>CONTINGENCY & RESERVES:</u>							
036-050-91009	RESERVE - DEBT SERVICE	0	0	834,385	839,127	839,127	839,127
	TOTAL CONTINGENCY & RESERVES	0	0	834,385	839,127	839,127	839,127
<u>TRANSFERS OUT:</u>							
036-050-95032	TRANSFER TO SEWER REIMB SDC	804,250	0	0	0	0	0
	TOTAL TRANSFERS OUT	804,250	0	0	0	0	0
	TOTAL DEBT SERVICES	804,250	0	834,385	839,127	839,127	839,127
	TOTAL FUND EXPENDITURES	804,250	0	834,385	839,127	839,127	839,127

BUDGET NARRATIVE
Fiscal Year 2022-2023

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 screw press to address the current liquid bio solids storage problem, scheduled for completion in fiscal year 2022-2023. Any remaining funds once the screw press is completed will transfer to the Sewer Capital Improvement Fund.

Budget Comments

- Account #85010 will complete the engineering design for the slab, electrical, and mechanical engineering for the screw press installation.
- Account #85020 will complete installation of the screw press inside the new pole building.

Accomplishments:

The screw press building was built in fiscal year (FY) 2020-2021. The engineering design for installation of the screw press into the building will be completed in FY 2021-2022 and the first half of FY 2022-2023. Installation of the screw press will occur in the second half of FY 2022-2023.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WWTP DIGESTER PROJECT FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
212-000-45002	INTEREST EARNED	10,838	2,362	500	500	500	500
	TOTAL MISCELLANEOUS REVENUE	10,838	2,362	500	500	500	500
<u>TRANSFERS IN</u>							
212-000-46030	TRANSFER FROM SEWER	0	0	0	36,900	36,900	36,900
	TOTAL TRANSFERS IN	0	0	0	36,900	36,900	36,900
<u>BEGINNING FUND BALANCE</u>							
212-000-49090	BEGINNING FUND BALANCE	606,519	312,929	266,337	207,600	207,600	226,697
	TOTAL BEGINNING FUND BALANCE	606,519	312,929	266,337	207,600	207,600	226,697
	TOTAL FUND REVENUE	617,357	315,292	266,837	245,000	245,000	264,097

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WWTP DIGESTER PROJECT FUND</u>							
<u>SEWER IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
212-212-85010	ARCH & ENGR SERVICES	1,646	0	105,000	45,000	45,000	45,000
212-212-85020	CONSTRUCTION COSTS	302,782	48,792	40,708	200,000	200,000	219,097
	TOTAL CAPITAL OUTLAY	304,428	48,792	145,708	245,000	245,000	264,097
<u>TRANSFERS OUT:</u>							
212-212-95330	TRANSFER TO SEWER CIP FUND	0	0	121,129	0	0	0
	TOTAL TRANSFERS OUT	0	0	121,129	0	0	0
	TOTAL SEWER IMPROVEMENTS	304,428	48,792	266,837	245,000	245,000	264,097
	TOTAL FUND EXPENDITURES	304,428	48,792	266,837	245,000	245,000	264,097

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: SEWER CAPITAL PROJECT FUND

Program Description/Mission

This fund administers the design and construction of all sanitary sewer capital improvement projects. Transfers to this fund are from Sewer Fund, Sewer Improvement System Development Charges (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.

The only project budgeted for this year is for a slip line project to reduce infiltration issues. Fiscal Year 2021-2022 saw the completion of the new gravity thickener and a new headworks screen.

Budget Comments

- Account #85020 includes funds for a slip line project to help reduce infiltration into the sewer pipes (\$340,000).

Major Issues to be Resolved in the Next 5 Years

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

City Council Goals #3: Implement City's master plans (i.e. Transportation, Water, etc.)

It's proposed that the City Council use the September work meeting to review, evaluate and update the City's master plans. It's also proposed that the City review, evaluate and update the 5 Year CIP during this work meeting.

City Council Goals #4: Review this plan annually during the first quarter of the year.

It's proposed that the City Council use the September work meeting to review, evaluate and update the City's strategic plan, goals and objectives.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SEWER CAPITAL PROJECT FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
330-000-45002	INTEREST EARNED	52,467	21,244	12,200	7,500	7,500	7,500
	TOTAL MISCELLANEOUS REVENUE	52,467	21,244	12,200	7,500	7,500	7,500
<u>TRANSFERS IN</u>							
330-000-46030	TRANSFER FROM SEWER FUND	0	650,000	560,872	500,000	500,000	500,000
330-000-46212	TRANS FROM WASTEWATER DIGSTR	0	0	121,129	0	0	0
	TOTAL TRANSFERS IN	0	650,000	682,001	500,000	500,000	500,000
<u>BEGINNING FUND BALANCE</u>							
330-000-49090	BEGINNING FUND BALANCE	2,400,671	2,440,190	3,107,040	3,346,238	3,346,238	3,346,238
	TOTAL BEGINNING FUND BALANCE	2,400,671	2,440,190	3,107,040	3,346,238	3,346,238	3,346,238
	TOTAL FUND REVENUE	2,453,138	3,111,434	3,801,241	3,853,738	3,853,738	3,853,738

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>SEWER CAPITAL PROJECT FUND</u>							
<u>SEWER IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
330-330-85020	CONSTRUCTION COSTS	12,948	22,000	3,801,241	3,853,738	3,853,738	3,853,738
	TOTAL CAPITAL OUTLAY	12,948	22,000	3,801,241	3,853,738	3,853,738	3,853,738
	TOTAL SEWER IMPROVEMENTS	12,948	22,000	3,801,241	3,853,738	3,853,738	3,853,738
	TOTAL FUND EXPENDITURES	12,948	22,000	3,801,241	3,853,738	3,853,738	3,853,738

REVENUE BUDGET NARRATIVE
Fiscal Year 2022-2023

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. There was a decrease in the water services charges due to Bruce Pac leaving the City. The Utility Rate schedule is included on the City's website and there is a 5% increase in water rates scheduled to be effective July 2022.

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 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WATER FUND</u>							
<u>FEES AND PERMITS</u>							
040-000-42101	WATER SERVICE CHARGES	2,495,462	2,874,897	2,500,000	2,529,400	2,529,400	2,529,400
040-000-42102	INSPECTION FEES	5,528	17,931	5,000	16,000	16,000	16,000
040-000-42132	NEW WATER METER CONNECTIONS	36,416	20,400	20,000	20,400	20,400	20,400
040-000-42140	ADMIN FEES	4,890	5,308	5,000	5,500	5,500	5,500
040-000-42148	DELINQUENT/LATE CHARGES	54,243	63,205	65,000	63,850	63,850	63,850
	TOTAL FEES AND PERMITS	2,596,539	2,981,740	2,595,000	2,635,150	2,635,150	2,635,150
<u>INTERGOVERNMENTAL</u>							
040-000-43170	GRANTS - MISCELLANEOUS	0	60,612	15,000	0	0	0
	TOTAL INTERGOVERNMENTAL	0	60,612	15,000	0	0	0
<u>MISCELLANEOUS REVENUE</u>							
040-000-45002	INTEREST EARNED	38,637	14,867	11,500	10,745	10,745	10,745
040-000-45016	RENTAL RECEIPTS	10,350	10,997	11,000	11,902	11,902	11,902
040-000-45019	MISCELLANEOUS REVENUE	209	674	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	49,195	26,537	22,500	22,647	22,647	22,647
<u>BEGINNING FUND BALANCE</u>							
040-000-49090	BEGINNING FUND BALANCE	1,961,460	1,828,439	1,788,255	2,528,611	2,528,611	2,528,611
	TOTAL BEGINNING FUND BALANCE	1,961,460	1,828,439	1,788,255	2,528,611	2,528,611	2,528,611
	TOTAL FUND REVENUE	4,607,194	4,897,328	4,420,755	5,186,408	5,186,408	5,186,408

BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: WATER ADMINISTRATION
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2023: 1.74 FTE
STAFF LEVEL 2022: 1.74 FTE

Program Description/Mission

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

Personnel

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	0.49	0.49	
City Engineer	0.45	0.45	
Engineering Technician	0.40	0.40	
Administrative Assistant II	<u>0.40</u>	<u>0.40</u>	
Total	1.74	1.74	0.00

Budget Comments

- Account #61001 includes funds for all office and operating supplies.
- Account #61059 increased to account for City's match for the ASR Study (\$250,000). Includes eastside access road to the reservoir agreements and preliminary design (\$45,000), contracted services for bargaining (\$4,500), outsourcing the printing and mailing of the monthly utility bills (\$16,000) shared and other contracted services as necessary.
- Account #95050 increased to account for debt service for the Civic Center building allocation.
- Account #95228 increased to account for transfer to Second Street project fund.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
WATER FUND							
ADMINISTRATION							
PERSONNEL SERVICES:							
040-010-51001	FULL TIME SALARIES	122,984	157,015	151,134	144,016	144,016	144,016
040-010-51003	WORKERS COMP INS	1,207	1,647	1,954	2,251	2,251	2,251
040-010-51004	SOCIAL SECURITY/MEDICARE	8,712	11,944	11,562	11,017	11,017	11,017
040-010-51005	HEALTH INSURANCE	25,224	33,880	40,070	37,978	37,978	37,978
040-010-51006	LIFE/ DISABILITY INS	283	363	641	617	617	617
040-010-51007	PERS RETIREMENT	28,511	39,807	42,475	38,903	38,903	38,903
040-010-51009	OVERTIME SALARIES	0	28	0	0	0	0
	TOTAL PERSONNEL SERVICES	186,921	244,685	247,836	234,782	234,782	234,782
MATERIALS AND SERVICES:							
040-010-61001	SUPPLIES	1,911	2,018	1,800	2,000	2,000	2,000
040-010-61002	PUBLICATIONS	0	103	100	100	100	100
040-010-61003	ADVERTISING EXPENSE	27	182	200	200	200	200
040-010-61004	COMMUNICATION EXPENSE	1,443	1,591	1,600	1,600	1,600	1,600
040-010-61005	POSTAGE & FREIGHT	6,421	6,697	9,000	1,000	1,000	1,000
040-010-61009	PERMIT FEES	0	34	100	100	100	100
040-010-61015	TRAVEL, TRAINING & MEETINGS	1,293	1,158	3,200	3,200	3,200	3,200
040-010-61016	DUES & MEMBERSHIPS	359	374	500	1,200	1,200	1,200
040-010-61024	VEHICLE EXPENSE	18	0	200	500	500	500
040-010-61030	FUEL EXPENSES	0	0	100	300	300	300
040-010-61031	RECORDING FEES	0	32	100	100	100	100
040-010-61042	SAFETY EQP/ PROT CLTHNG	26	268	1,000	1,000	1,000	1,000
040-010-61045	EQUIPMENT RENTAL	747	729	1,000	1,000	1,000	1,000
040-010-61059	CONTRACTED SERVICES	62,127	23,312	89,500	356,000	356,000	356,000
040-010-61079	BANK & CHARGE CARD FEES	13,380	22,851	15,000	15,000	15,000	15,000
040-010-62573	MISCELLANEOUS EXPENSE	27	132	100	100	100	100
040-010-69950	PERS UAL DEPOSIT	79,625	0	0	0	0	0
040-010-71000	MINOR EQUIPMENT	371	249	500	700	700	700
040-010-71009	SOFTWARE	412	571	500	500	500	500
	TOTAL MATERIALS AND SERVICES	168,186	60,302	124,500	384,600	384,600	384,600
CAPITAL OUTLAY:							
040-010-81003	CAPITAL - REPLACEMENT	968	835	2,450	0	0	0
040-010-85003	CAPITAL - NEW	0	0	11,670	0	0	0
	TOTAL CAPITAL OUTLAY	968	835	14,120	0	0	0
CONTINGENCY & RESERVES:							
040-010-90001	CONTINGENCY	0	0	589,945	414,823	414,823	414,823
040-010-91009	RESERVE - DEBT SERVICE	0	0	193,726	65,000	65,000	65,000
040-010-91702	RESERVE - FUTURE EXPENDITURE	0	0	324,995	800,933	800,933	800,933
	TOTAL CONTINGENCY & RESERVES	0	0	1,108,666	1,280,756	1,280,756	1,280,756
TRANSFERS OUT:							
040-010-95001	TRANSFER TO GENERAL FUND	567,901	571,016	593,085	645,649	645,649	645,649
040-010-95050	TRANSFER TO DEBT SERVICE	25,310	26,701	26,326	100,012	100,012	100,012
040-010-95226	TRANSFER TO MCCLAIN IMP PROJ	335,623	0	0	0	0	0
040-010-95227	TRANSFER TO WESTERN IMP PROJ	0	0	139,019	0	0	0
040-010-95228	TRANSFER TO SECOND ST IMP PROJ	0	0	0	224,200	224,200	224,200
040-010-95340	TRANSFER TO WATER CIP FUND	480,000	599,660	720,981	200,000	200,000	200,000
040-010-95600	TRANSFER TO FLEET REPLACEMENT	23,402	23,402	23,402	23,402	23,402	23,402
040-010-95610	TRANSFER TO MAJOR EQUIP REP	20,413	20,413	20,413	20,413	20,413	20,413
	TOTAL TRANSFERS OUT	1,452,649	1,241,192	1,523,226	1,213,676	1,213,676	1,213,676
	TOTAL ADMINISTRATION	1,808,723	1,547,014	3,018,348	3,113,814	3,113,814	3,113,814

BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: WATER OPERATIONS
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2023: 1.41 FTE
STAFF LEVEL 2022: 1.75 FTE

Program Description/Mission

This program accounts for the operation and maintenance of the Water Treatment Plant (WTP), two pump stations, two surface water supply sources, and three reservoirs totaling 4.5 million gallons (MG) by Water Quality Division staff. The Water Operations Program accounts for the cost of treating approximately 545.33 MG of drinking water per year.

Personnel

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Water Quality Division Supervisor	0.24	0.24	
Water/Sewer Operator III	0.97	0.97	
Water/Sewer Operator II – retired	0.34	0.00	(0.34)
Water/Sewer Operator I	0.10	0.10	
CWE/Seasonal Worker	<u>0.10</u>	<u>0.10</u>	
Total	1.75	1.41	(0.34)

Budget Comments

- Account #61042 includes basic uniforms; lock out tag out program and fluoride personal protective equipment (PPE).
- Account #61043 includes a new roof for WTP #1 (\$20,000) and tree work (\$10,000)
- Account #61059 includes SCADA/PLC programing and industrial electrical work.
- Account #62538 includes Abiqua Dam road maintenance.
- Account #81003 includes four (4) new chemical dosing pumps.
- Account #85003 includes an automated Abiqua flow gauge (\$30,000) and backup power for Abiqua dam equipment (\$15,000).

Accomplishments

Treated 504.68 MG from the Abiqua intake, and 40.65 MG from Silver Creek. Worked with the USGS on stream gauge calibration and flow reporting improvements for Abiqua Creek and Silver Creek.

Major Issues to be Resolved in the Next 5 Years

Complete construction of the new Water Treatment Plant (WTP) Facility and construct a new west side 2.0 million gallon reservoir.

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WATER FUND</u>							
<u>OPERATIONS</u>							
<u>PERSONNEL SERVICES:</u>							
040-040-51001	FULL TIME SALARIES	88,485	94,383	97,116	84,607	84,607	84,607
040-040-51002	PART TIME SALARIES	0	0	0	8,646	8,646	8,646
040-040-51003	WORKERS COMP INS	1,697	1,457	2,627	2,837	2,837	2,837
040-040-51004	SOCIAL SECURITY/MEDICARE	6,777	8,358	7,652	7,349	7,349	7,349
040-040-51005	HEALTH INSURANCE	22,521	16,950	33,665	27,495	27,495	27,495
040-040-51006	LIFE/ DISABILITY INS	292	218	409	393	393	393
040-040-51007	PERS RETIREMENT	27,097	30,410	27,855	24,875	24,875	24,875
040-040-51009	OVERTIME SALARIES	1,720	6,407	2,912	2,809	2,809	2,809
TOTAL PERSONNEL SERVICES		148,588	158,185	172,236	159,011	159,011	159,011
<u>MATERIALS AND SERVICES:</u>							
040-040-61001	SUPPLIES	790	1,589	1,000	1,000	1,000	1,000
040-040-61002	PUBLICATIONS	0	322	0	0	0	0
040-040-61003	ADVERTISING EXPENSE	0	51	100	100	100	100
040-040-61004	COMMUNICATION EXPENSE	12,556	12,389	11,500	11,500	11,500	11,500
040-040-61005	POSTAGE & FREIGHT	32	5	300	300	300	300
040-040-61006	GAS/ELECTRIC EXPENSE	60,144	77,933	71,500	76,000	76,000	76,000
040-040-61009	PERMIT FEES	1,070	6,068	5,500	5,500	5,500	5,500
040-040-61015	TRAVEL, TRAINING & MEETINGS	990	892	2,000	3,000	3,000	3,000
040-040-61016	DUES & MEMBERSHIPS	598	841	1,000	1,000	1,000	1,000
040-040-61022	EQUIPMENT MAINTENANCE	7,398	14,397	27,000	30,000	30,000	30,000
040-040-61024	VEHICLE EXPENSE	78	332	200	200	200	200
040-040-61030	FUEL EXPENSES	693	1,684	1,200	1,000	1,000	1,000
040-040-61032	JANITORIAL SUPPLIES	116	173	150	150	150	150
040-040-61042	SAFETY EQP/ PROT CLTHNG	293	375	1,000	2,000	2,000	2,000
040-040-61043	BUILDING/ GROUNDS MAINTENANCE	6,641	244	20,381	35,000	35,000	35,000
040-040-61044	SMALL TOOLS	33	0	0	0	0	0
040-040-61045	EQUIPMENT RENTAL	442	13,207	2,500	2,500	2,500	2,500
040-040-61049	WATER SYSTEM MAINTENANCE	781	359	5,000	5,000	5,000	5,000
040-040-61059	CONTRACTED SERVICES	1,345	17,185	46,000	25,000	25,000	25,000
040-040-61063	PROPERTY TAXES	996	997	0	1,000	1,000	1,000
040-040-62525	CHEMICAL SUPPLIES	27,999	36,556	42,000	45,000	45,000	45,000
040-040-62530	LAB SUPPLIES	970	1,156	2,400	2,400	2,400	2,400
040-040-62538	ABIQUA DAM MAINTENANCE	975	800	3,000	5,000	5,000	5,000
040-040-62560	WATER TESTS	5,096	11,652	10,000	12,000	12,000	12,000
040-040-62573	MISCELLANEOUS EXPENSE	0	60	500	500	500	500
040-040-71000	MINOR EQUIPMENT	935	691	1,200	1,200	1,200	1,200
040-040-71009	SOFTWARE	540	0	0	0	0	0
TOTAL MATERIALS AND SERVICES		131,512	199,959	255,431	266,350	266,350	266,350
<u>CAPITAL OUTLAY:</u>							
040-040-81003	CAPITAL - REPLACEMENT	39,365	5,423	200,000	40,000	40,000	40,000
040-040-85003	CAPITAL - NEW	1,520	12,704	0	45,000	45,000	45,000
TOTAL CAPITAL OUTLAY		40,884	18,127	200,000	85,000	85,000	85,000
TOTAL OPERATIONS		320,985	376,271	627,667	510,361	510,361	510,361

BUDGET NARRATIVE
Fiscal Year 2022-2023

PROGRAM: WATER MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: WATER

STAFF LEVEL 2023: 3.24 FTE
STAFF LEVEL 2022: 3.24 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, seven (7) pressure zones, over 3,300 water customers and the Silverton Reservoir. The program is responsible for ongoing maintenance, monitoring, and flushing of the water system and responds to water related customer issues 24/7.

Personnel

	2022	2023	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.40	0.40	
Utility Worker III/ Lead	0.41	0.41	
Utility Worker III/ Mechanic	0.40	0.40	
Utility Worker II	0.80	0.80	
Utility Worker I	<u>1.23</u>	<u>1.23</u>	
Total	3.24	3.24	0.00

Budget Comments

- Account #61016 includes half the cost of dues associated with the Neptune water meter reading devices.
Account #61024 includes funds for fleet vehicle tire replacement (\$2,864) shared.
- Account #61049 includes an increase due to maintenance costs.
- Account #61051 covers the continued water meter program.
- Account #61059 covers the Iworq contract, locate ticket program, half of the costs for Neptune water meter reading device maintenance, compound meter testing, pressure regulating valve services, leak detection program (\$6,500), hearing tests and other contracted services.
- Account #62539 includes work that needs to be completed to stilling basin at the bottom of Reservoir spillway (\$75,000).
- Account #71000 includes an increase for new plate compactor (\$785) shared
- Account #81003 includes Maintenance Supervisor laptop (\$1,079) shared, utility line locator (\$1,264) shared, Two (2) jackhammers (\$1,284) shared and excavator tracks (\$1,600) shared.
- Account #85003 includes four (4) Safety Headsets (\$1,815) shared and excavation safety shoring box (\$4,288) shared.

Accomplishments

- The Maintenance Division continued the annual fire hydrant and water main flushing.
- Performed over 239 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

- Implement a water leak detection for City distribution system.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
WATER FUND							
MAINTENANCE							
PERSONNEL SERVICES:							
040-045-51001	FULL TIME SALARIES	151,676	151,157	181,582	172,708	172,708	172,708
040-045-51003	WORKERS COMP INS	4,244	4,671	6,112	7,144	7,144	7,144
040-045-51004	SOCIAL SECURITY/MEDICARE	11,745	11,876	14,366	13,677	13,677	13,677
040-045-51005	HEALTH INSURANCE	53,722	61,352	64,402	64,428	64,428	64,428
040-045-51006	LIFE/ DISABILITY INS	558	631	877	844	844	844
040-045-51007	PERS RETIREMENT	38,352	40,137	46,712	44,067	44,067	44,067
040-045-51009	OVERTIME SALARIES	6,777	6,565	6,207	6,071	6,071	6,071
	TOTAL PERSONNEL SERVICES	267,074	276,389	320,258	308,939	308,939	308,939
MATERIALS AND SERVICES:							
040-045-61001	SUPPLIES	616	544	1,000	1,000	1,000	1,000
040-045-61002	PUBLICATIONS	0	79	50	50	50	50
040-045-61003	ADVERTISING EXPENSE	8	0	50	50	50	50
040-045-61004	COMMUNICATION EXPENSE	5,074	4,763	5,000	5,000	5,000	5,000
040-045-61005	POSTAGE & FREIGHT	34	16	200	200	200	200
040-045-61006	GAS/ELECTRIC EXPENSE	802	1,119	1,500	1,500	1,500	1,500
040-045-61009	PERMIT FEES	0	0	100	100	100	100
040-045-61015	TRAVEL, TRAINING & MEETINGS	1,233	1,625	2,500	2,500	2,500	2,500
040-045-61016	DUES & MEMBERSHIPS	1,396	801	1,500	2,500	2,500	2,500
040-045-61022	EQUIPMENT MAINTENANCE	810	1,101	5,000	5,000	5,000	5,000
040-045-61024	VEHICLE EXPENSE	2,571	2,696	3,500	6,365	6,365	6,365
040-045-61030	FUEL EXPENSES	5,947	8,148	6,000	6,000	6,000	6,000
040-045-61031	RECORDING FEES	0	0	100	100	100	100
040-045-61032	JANITORIAL SUPPLIES	81	33	200	200	200	200
040-045-61039	TRAFFIC CONTROL SUPPLIES	0	0	100	200	200	200
040-045-61042	SAFETY EQP/ PROT CLTHNG	2,543	850	3,000	3,000	3,000	3,000
040-045-61043	BUILDING/ GROUNDS MAINTENANCE	769	2,171	4,657	3,500	3,500	3,500
040-045-61044	SMALL TOOLS	216	0	0	0	0	0
040-045-61045	EQUIPMENT RENTAL	664	593	1,000	1,000	1,000	1,000
040-045-61049	WATER SYSTEM MAINTENANCE	37,549	16,153	25,000	35,000	35,000	35,000
040-045-61051	WATER METER PROGRAM	45,052	48,202	100,000	80,000	80,000	80,000
040-045-61059	CONTRACTED SERVICES	12,131	6,273	46,000	52,500	52,500	52,500
040-045-62539	SILVER CREEK DAM MAINT	243	7,624	15,000	90,000	90,000	90,000
040-045-71000	MINOR EQUIPMENT	1,191	1,239	3,200	4,000	4,000	4,000
040-045-71009	SOFTWARE	25	25	100	100	100	100
	TOTAL MATERIALS AND SERVICES	118,954	104,056	224,757	299,865	299,865	299,865
CAPITAL OUTLAY:							
040-045-81003	CAPITAL - REPLACEMENT	7,534	9,559	17,667	5,227	5,227	5,227
040-045-82100	CAPITAL - BUILDING IMPROVEMNTS	20,512	2,675	18,333	0	0	0
040-045-85003	CAPITAL - NEW	41,248	0	0	7,148	7,148	7,148
	TOTAL CAPITAL OUTLAY	69,294	12,234	36,000	12,375	12,375	12,375
	TOTAL MAINTENANCE	455,322	392,679	581,015	621,179	621,179	621,179

BUDGET NARRATIVE
Fiscal Year 2022-2023

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 outstanding debt. The debt is for a loan from Citizens Bank used to refinance a 40-year bond. The Citizens Bank loan is a 10-year loan with a 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, 2021 owed by the Water Fund was \$462,152.

On June 6, 2022, City Council approved Resolution 22-14 to enter into an interm financing contract with Oregon Business Development Department in the amount of \$9.5 million for up to three (3) years with an interest rate of 0.55%.

Budget Comments

- Account #96024 covers the final principle payment of the Citizens Bank loan.
- Account #96025 covers the interest portion of the payment for the Citizens Bank loan.
- Account #96026 covers the principle portion for the anticipated WTP Trident loan.
- Account #96027 covers the interest portion for the anticipated WTP Trident loan.

Citizens Bank Loan

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2022	181,176	12,549	\$193,725
2023	<u>282,549</u>	<u>8,505</u>	<u>291,054</u>
	\$ 463,725	\$ 21,054	\$484,779

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WATER FUND</u>							
<u>DEBT SERVICES</u>							
<u>DEBT SERVICE:</u>							
040-050-96024	CITIZENS BANK LOAN - PRINCIPAL	170,979	177,434	181,176	282,549	282,549	282,549
040-050-96025	CITIZENS BANK LOAN - INTEREST	22,746	16,291	12,549	8,505	8,505	8,505
040-050-96026	WTP LOAN - PRINCIPAL	0	0	0	205,861	205,861	205,861
040-050-96027	WTP LOAN - INTEREST	0	0	0	444,139	444,139	444,139
	TOTAL DEBT SERVICE	193,725	193,725	193,725	941,054	941,054	941,054
	TOTAL DEBT SERVICES	193,725	193,725	193,725	941,054	941,054	941,054
	TOTAL FUND EXPENDITURES	2,778,756	2,509,690	4,420,755	5,186,408	5,186,408	5,186,408

BUDGET NARRATIVE
Fiscal Year 2022-2023

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 estimated revenues are based on 40 new homes. The Water Master Plan is the planning document for this budget.

Budget Comments

- Account #81072 is for Capacity improvements approved by City Council. At this time there is no project scheduled for this line item.
- Account #95340 is to transfer funds to the Water Capital Improvement Fund for both the Silver Creek Raw Water Line project (56% SDC eligible) and the new Water Treatment Plant project construction costs (37.5% SDC eligible).

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.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WATER IMPROVEMENT SDC FUND</u>							
<u>FEES AND PERMITS</u>							
041-000-42307	IMPROVEMENT SDCS	362,324	269,570	277,120	277,120	277,120	277,120
	TOTAL FEES AND PERMITS	362,324	269,570	277,120	277,120	277,120	277,120
<u>MISCELLANEOUS REVENUE</u>							
041-000-45002	INTEREST EARNED	45,986	19,814	14,450	10,060	10,060	10,060
	TOTAL MISCELLANEOUS REVENUE	45,986	19,814	14,450	10,060	10,060	10,060
<u>BEGINNING FUND BALANCE</u>							
041-000-49090	BEGINNING FUND BALANCE	1,982,531	2,390,841	2,667,534	2,389,766	2,389,766	2,389,766
	TOTAL BEGINNING FUND BALANCE	1,982,531	2,390,841	2,667,534	2,389,766	2,389,766	2,389,766
	TOTAL FUND REVENUE	2,390,841	2,680,224	2,959,104	2,676,946	2,676,946	2,676,946

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WATER IMPROVEMENT SDC FUND</u>							
<u>WATER IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
041-041-81072	SYSTEM CAPACITY IMPRVMENTS	0	0	1,018,888	287,180	287,180	287,180
	TOTAL CAPITAL OUTLAY	0	0	1,018,888	287,180	287,180	287,180
<u>TRANSFERS OUT:</u>							
041-041-95340	TRANSFER TO WATER CIP FUND	0	0	1,940,216	2,389,766	2,389,766	2,389,766
	TOTAL TRANSFERS OUT	0	0	1,940,216	2,389,766	2,389,766	2,389,766
	TOTAL WATER IMPROVEMENTS	0	0	2,959,104	2,676,946	2,676,946	2,676,946
	TOTAL FUND EXPENDITURES	0	0	2,959,104	2,676,946	2,676,946	2,676,946

BUDGET NARRATIVE
Fiscal Year 2022-2023

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.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WATER REIMBURSEMENT SDC FUND</u>							
<u>FEES AND PERMITS</u>							
042-000-42309	REIMBURSEMENT SDCS	79,657	61,038	64,000	54,280	54,280	54,280
	TOTAL FEES AND PERMITS	79,657	61,038	64,000	54,280	54,280	54,280
<u>MISCELLANEOUS REVENUE</u>							
042-000-45002	INTEREST EARNED	8,262	3,624	2,150	2,050	2,050	2,050
	TOTAL MISCELLANEOUS REVENUE	8,262	3,624	2,150	2,050	2,050	2,050
<u>BEGINNING FUND BALANCE</u>							
042-000-49090	BEGINNING FUND BALANCE	347,971	435,890	502,790	544,528	544,528	544,528
	TOTAL BEGINNING FUND BALANCE	347,971	435,890	502,790	544,528	544,528	544,528
	TOTAL FUND REVENUE	435,890	500,552	568,940	600,858	600,858	600,858

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WATER REIMBURSEMENT SDC FUND</u>							
<u>WATER IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
042-042-81072	SYSTEM CAPACITY IMPRVMNTS	0	0	568,940	56,330	56,330	56,330
	TOTAL CAPITAL OUTLAY	0	0	568,940	56,330	56,330	56,330
<u>TRANSFERS OUT:</u>							
042-042-95340	TRANSFER TO WATER CIP FUND	0	0	0	544,528	544,528	544,528
	TOTAL TRANSFERS OUT	0	0	0	544,528	544,528	544,528
	TOTAL WATER IMPROVEMENTS	0	0	568,940	600,858	600,858	600,858
	TOTAL FUND EXPENDITURES	0	0	568,940	600,858	600,858	600,858

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: WATER CAPITAL PROJECT FUND

Program Description/Mission

This fund administers the design and construction of water capital improvement projects. 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.

EDA (Economic Development Administration) approved a \$1.15 million Grant to help fund the Silver Creek Raw Water Line improvement. Design and permitting was complete in December of 2021. Construction started in spring of FY 2021-2022 and will continue into the fall of FY 2023-2024. The Water Improvement SDC fund is contributing the \$1.15 million match.

Construction on the new Water Treatment Plant could begin in late FY 2021-2022 with most of it occurring in FY 2022-2023 and finishing in early FY 2023-2024.

Budget Comments

- Account #85010 includes funds for the construction management design services by Keller for the Silver Creek Raw Water Installation Project (56% SDC eligible) and by Jacobs Engineering Group for the new water treatment plant (37.5% SDC eligible).
- Account #85020 includes funds for the construction of the Silver Creek Raw Water Line and the Water Treatment Plant construction.

Accomplishments

Consultant Jacobs Engineering Group completed the design for a new 4.0 MGD water treatment plant for the City in February 2022. The City was awarded a \$9.5 million loan for the project from Business Oregon in December of 2021.

Major Issues to be Resolved in the Next 5 Years

- Obtain funding, complete design, permitting, and construction of the Abiqua Creek Intake.
- Completion of the aquifer storage and recovery study and implementation of that project into the CIP, if desired by the City.

City Council Goals #1: Adopt and Execute Capital Improvement Plan

3. Incorporate the Abiqua Dam and Fish Ladder project into the Fiscal Years 2023-2027 Capital Improvement Plan.

City Council Goals #3: Implement City's master plans (i.e. Transportation, Water, etc.)

It's proposed that the City Council use the September work meeting to review, evaluate and update the City's master plans. It's also proposed that the City review, evaluate and update the 5 Year CIP during this work meeting.

City Council Goals #4: Review this plan annually during the first quarter of the year.

It's proposed that the City Council use the September work meeting to review, evaluate and update the City's strategic plan, goals and objectives.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WATER CAPITAL PROJECT FUND</u>							
<u>INTERGOVERNMENTAL</u>							
340-000-43021	GRANTS - EDA	0	0	1,150,000	1,150,000	1,150,000	1,150,000
	TOTAL INTERGOVERNMENTAL	0	0	1,150,000	1,150,000	1,150,000	1,150,000
<u>MISCELLANEOUS REVENUE</u>							
340-000-45002	INTEREST EARNED	17,392	8,679	4,500	3,000	3,000	3,000
	TOTAL MISCELLANEOUS REVENUE	17,392	8,679	4,500	3,000	3,000	3,000
<u>TRANSFERS IN</u>							
340-000-46040	TRANSFER FROM WATER FUND	480,000	599,660	720,981	200,000	200,000	200,000
340-000-46041	TRANSFER FROM WATER IMP SDC	0	0	1,940,216	2,389,766	2,389,766	2,389,766
340-000-46042	TRANSFER FROM WATER REIMB SDC	0	0	0	544,528	544,528	544,528
340-000-46226	TRANSFER FROM MCCLAIN ST PRO	0	0	182,365	50,279	50,279	50,279
	TOTAL TRANSFERS IN	480,000	599,660	2,843,562	3,184,573	3,184,573	3,184,573
<u>OTHER FUNDING SOURCES</u>							
340-000-48095	LOAN PROCEEDS	0	0	0	9,500,000	9,500,000	9,500,000
	TOTAL OTHER FUNDING SOURCES	0	0	0	9,500,000	9,500,000	9,500,000
<u>BEGINNING FUND BALANCE</u>							
340-000-49090	BEGINNING FUND BALANCE	615,342	962,307	1,109,867	547,719	547,719	1,797,719
	TOTAL BEGINNING FUND BALANCE	615,342	962,307	1,109,867	547,719	547,719	1,797,719
	TOTAL FUND REVENUE	1,112,734	1,570,646	5,107,929	14,385,292	14,385,292	15,635,292

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WATER CAPITAL PROJECT FUND</u>							
<u>WATER IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
340-340-85010	DESIGN SERVICES	150,427	791,839	916,731	100,000	100,000	100,000
340-340-85020	CONSTRUCTION COSTS	0	1,221	4,191,198	14,285,292	14,285,292	15,535,292
	TOTAL CAPITAL OUTLAY	150,427	793,060	5,107,929	14,385,292	14,385,292	15,635,292
	TOTAL WATER IMPROVEMENTS	150,427	793,060	5,107,929	14,385,292	14,385,292	15,635,292
	TOTAL FUND EXPENDITURES	150,427	793,060	5,107,929	14,385,292	14,385,292	15,635,292



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DEBT SERVICE FUND

Debt Service Funds are funds established to account for payment of general long-term debt principle and interest.

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: DEBT SERVICE

Budget Comments

This fund accounts for money transferred in from other operating funds to pay the general debt of the City owed for the Pension Obligation Bonds and the Civic Building Loan.

The PERS bonds were issued March of 2002, for \$1,957,495 with varying interest rates from 2% to 7.36% and amortized over 28 years. Payments are made December 1, interest only, and June 1, 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, 2021 was \$1,180,001.

STATEMENT OF BOND INTEREST & PRINCIPLE REQUIREMENTS

PERS Pension Bonds (Issued 3/15/2002 – Interest payable December 1 and June 1)

<u>Tax Year</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Principal Required</u>	<u>Interest Required</u>	<u>Total Required</u>
2021-22	6.85%	06/01/2022	\$ 150,000	\$ 80,830	\$ 230,830
2022-23	6.85%	06/01/2023	170,000	70,555	240,555
2023-24	6.85%	06/01/2024	195,000	58,910	253,910
2024-25	6.85%	06/01/2025	called	45,553	45,553
2025-26	6.85%	06/01/2026	245,000	45,553	290,553
2026-27	6.85%	06/01/2027	275,000	28,770	303,770
2027-28	6.85%	06/01/2028	145,001	15,998	160,999
Total			\$1,180,001	\$ 346,169	\$1,526,170

The Civic Building Loan of \$10,000,000 was entered into on March 18, 2022 with a fixed interest rate of 3.17% and a term of 25 years. Semi-annual payments of \$291,110.90 are due September and March.

CIVIC BUILDING LOAN

Financed Amount: \$10,000,000

Term: 25 years

<u>Payment Date</u>	<u>Interest Rate</u>	<u>Principal Paid</u>	<u>Interest Paid</u>	<u>Total Payment</u>
2022-2023	3.17%	\$ 267,324	\$ 314,898	\$ 582,222
2023-2024	3.17%	275,865	306,357	582,222
2024-2025	3.17%	284,679	297,543	582,222
2025-2026	3.17%	293,775	288,447	582,222
2026-2027	3.17%	303,162	279,060	582,222
2027-2028	3.17%	312,848	269,374	582,222
2028-2029	3.17%	322,844	259,378	582,222
2029-2030	3.17%	333,159	249,063	582,222
2030-2031	3.17%	343,804	238,418	582,222
2031-2047	3.17%	7,262,541	2,053,008	9,315,549
TOTAL		\$10,000,000	\$4,555,545	\$14,555,545

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>DEBT SERVICE FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
051-000-45002	INTEREST EARNED	2,963	1,099	550	350	350	350
	TOTAL MISCELLANEOUS REVENUE	2,963	1,099	550	350	350	350
<u>TRANSFERS IN</u>							
051-000-46010	TRANSFER FROM GENERAL FUND	135,731	138,947	145,408	543,392	543,392	543,392
051-000-46011	TRANSFER FROM ELEC INSPECTION	129	137	154	0	0	0
051-000-46012	TRANSFER FROM BUILDING OP	8,561	9,974	10,852	38,247	38,247	38,247
051-000-46013	TRANSFER FROM TRANSPORTATION	3,925	4,788	5,753	5,824	5,824	5,824
051-000-46020	TRANSFER FROM STREET	7,589	7,724	8,198	40,781	40,781	40,781
051-000-46030	TRANSFER FROM SEWER	30,203	31,464	34,141	108,012	108,012	108,012
051-000-46040	TRANSFER FROM WATER	25,310	26,701	26,326	100,012	100,012	100,012
	TOTAL TRANSFERS IN	211,448	219,735	230,832	836,268	836,268	836,268
<u>BEGINNING FUND BALANCE</u>							
051-000-49090	BEGINNING FUND BALANCE	20,669	23,632	24,597	25,367	25,367	25,367
	TOTAL BEGINNING FUND BALANCE	20,669	23,632	24,597	25,367	25,367	25,367
	TOTAL FUND REVENUE	235,080	244,466	255,979	861,985	861,985	861,985

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>DEBT SERVICE FUND</u>							
<u>DEBT SERVICES</u>							
<u>DEBT SERVICE:</u>							
051-051-97011	PERS BOND - PRINCIPAL	50,317	130,000	150,000	170,000	170,000	170,000
051-051-97012	PERS BOND - INTEREST	161,131	89,735	105,979	109,763	109,763	109,763
051-051-97013	CIVIC DEBT - PRINCIPAL	0	0	0	267,324	267,324	267,324
051-051-97014	CIVIC DEBT - INTEREST	0	0	0	314,898	314,898	314,898
	TOTAL DEBT SERVICE	211,448	219,735	255,979	861,985	861,985	861,985
	TOTAL DEBT SERVICES	211,448	219,735	255,979	861,985	861,985	861,985
	TOTAL FUND EXPENDITURES	211,448	219,735	255,979	861,985	861,985	861,985



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OTHER CAPITAL PROJECT FUND

Capital Project Funds are used to account for resources, such as bond sale proceeds and expenditures to be used for major capital item purchase or construction.

REVENUE BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: CIVIC BUILDING PROJECT

Program Description/Mission

This fund was created in Fiscal Year (FY) 2016-2017 to account for costs to purchase the land and construction of the new Civic Building. The 26,000 square feet Civic Building will help meet the space needs for the Police Department into the future. The building may include the Council Chambers, the Municipal Court, Emergency Operations Center, other City offices and meeting space to meet City needs. It will also be built to meet current regulations regarding police buildings.

The land was purchased in FY 2017-2018 and the removal of the building took place during the 2018-2019 fiscal year. Community meetings were held in 2019 to receive input regarding the plans for the future building and location amenities. Architectural servicers were selected in 2020 for the design. Corp Inc began construction on the building in April 2022 and is estimated to finish in late summer 2023.

Budget Comments

- Account #43021 includes an expected grant from the Urban Renewal Agency for parks and open space related to the Civic Center building site.
- Account #81003 includes funds for the replacement of equipment for the new Civic building.
- Account #85005 includes fund for new furniture and fixtures for the new Civic building.
- Account #85010 includes funds for the continuation of the architectural design of the Civic building.
- Account #85050 includes funding for construction of the Civic building.

Accomplishments

The design for the project was complete in FY 2021-2022.

City Council Goal #2: Construct the Civic Center

The Civic Center construction includes some street improvements that are to be paid out of water and street funds. The monies for these improvements have been added to the 5 year capital improvement plan.

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>CIVIC BUILDING PROJECT</u>							
<u>INTERGOVERNMENTAL</u>							
225-000-43021	GRANT PROCEEDS	250,000	255,500	250,000	584,727	584,727	584,727
	TOTAL INTERGOVERNMENTAL	250,000	255,500	250,000	584,727	584,727	584,727
<u>MISCELLANEOUS REVENUE</u>							
225-000-45002	INTEREST EARNED	12,595	14,458	6,745	27,000	27,000	27,000
	TOTAL MISCELLANEOUS REVENUE	12,595	14,458	6,745	27,000	27,000	27,000
<u>TRANSFERS IN</u>							
225-000-46010	TRANSFER FROM GENERAL FUND	800,000	1,400,000	500,000	2,358,417	2,358,417	2,358,417
225-000-46025	TRANSFER FROM STREET LIGHT IMP	0	0	0	214,259	214,259	214,259
225-000-46027	TRANSFER FROM STREET MAINT FE	0	0	0	128,042	128,042	128,042
225-000-46061	TRANSFER FROM BUILDING CAP IMP	0	1,000,000	0	500,000	500,000	500,000
225-000-46070	TRANSFER FROM PARK FEE FUND	0	0	0	177,655	177,655	177,655
225-000-46072	TRANSFER FROM PARK SDC FUND	0	0	550,000	75,000	75,000	75,000
225-000-46080	TRANSFER FROM CDBG HOUSING R	0	300,000	0	0	0	0
225-000-46620	TRANSFER FROM EXTENDED LEAVE	0	100,000	0	0	0	0
	TOTAL TRANSFERS IN	800,000	2,800,000	1,050,000	3,453,373	3,453,373	3,453,373
<u>BEGINNING FUND BALANCE</u>							
225-000-49090	BEGINNING FUND BALANCE	333,144	1,319,165	3,846,155	14,975,356	14,975,356	14,975,356
	TOTAL BEGINNING FUND BALANCE	333,144	1,319,165	3,846,155	14,975,356	14,975,356	14,975,356
	TOTAL FUND REVENUE	1,395,739	4,389,123	5,152,900	19,040,456	19,040,456	19,040,456

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>CIVIC BUILDING PROJECT</u>							
<u>CIVIC BUILDING CAPITAL PROJECT</u>							
<u>CAPITAL OUTLAY:</u>							
225-225-81003	CAPITAL - REPLACEMNT EQUIPMENT	0	0	0	100,000	100,000	100,000
225-225-85005	CAPITAL - NEW FURNITURE & FIX	0	0	0	595,000	595,000	595,000
225-225-85010	ARCH & ENGR SERVICES	76,574	898,161	1,000,000	570,900	570,900	570,900
225-225-85020	CONSTRUCTION COSTS	0	0	4,152,900	17,774,556	17,774,556	17,774,556
	TOTAL CAPITAL OUTLAY	76,574	898,161	5,152,900	19,040,456	19,040,456	19,040,456
	TOTAL CIVIC BUILDING CAPITAL PROJ	76,574	898,161	5,152,900	19,040,456	19,040,456	19,040,456
	TOTAL FUND EXPENDITURES	76,574	898,161	5,152,900	19,040,456	19,040,456	19,040,456



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INTERNAL SERVICE FUNDS

Internal service funds are used to account for fiscal activities when goods or services are provided by one organizational unit to another on a cost-reimbursement basis.

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: FLEET REPLACEMENT

Program Description/Mission

This is an Internal Service Fund with the purpose of providing resources 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 interest charges. 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

There are two (2) vehicles being requested to be replaced using the Vehicle Replacement Fund. All descriptions and costs are listed below:

- Replacement of one (1) marked patrol vehicle from the established fleet replacement plan, which is done every five (5) years. The replacement vehicle to be purchased is a 2023 Ford Interceptor SUV, V-6, all-wheel drive which is designed and built as a pursuit rated police vehicle. All equipment necessary is included in the price.
- Replacement of a 1990 International flatbed (V313). The current vehicle was scheduled to be replaced in 2015.

1) 2023 Ford Interceptor SUV for Police	\$70,850
2) 2023 New Flatbed 550 Pickup for PW Maintenance	<u>72,000</u>
Total	\$142,850

CITY OF SILVERTON

REVENUES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
FLEET REPLACEMENT FUND							
MISCELLANEOUS REVENUE							
600-000-45002	INTEREST EARNED	32,343	13,420	9,600	6,500	6,500	6,500
600-000-45080	INSURANCE PROCEEDS	0	9,113	0	0	0	0
600-000-45111	SALE OF FIXED ASSETS	10,885	6,925	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	43,228	29,458	9,600	6,500	6,500	6,500
TRANSFERS IN							
600-000-46010	TRANSFER FROM GENERAL FUND	83,832	83,832	83,832	83,832	83,832	83,832
600-000-46012	TRANSFER FROM BUILDING OP	3,967	3,967	3,967	3,967	3,967	3,967
600-000-46020	TRANSFER FROM STREET	15,121	109,058	109,058	109,058	109,058	109,058
600-000-46028	TRANSFER FROM STORM WTR IMP	19,872	19,872	19,872	19,872	19,872	19,872
600-000-46030	TRANSFER FROM SEWER	14,787	14,787	14,787	14,787	14,787	14,787
600-000-46040	TRANSFER FROM WATER	23,402	23,402	23,402	23,402	23,402	23,402
	TOTAL TRANSFERS IN	160,981	254,918	254,918	254,918	254,918	254,918
BEGINNING FUND BALANCE							
600-000-49090	BEGINNING FUND BALANCE	1,323,348	1,476,771	1,732,564	1,615,431	1,615,431	1,615,431
	TOTAL BEGINNING FUND BALANCE	1,323,348	1,476,771	1,732,564	1,615,431	1,615,431	1,615,431
	TOTAL FUND REVENUE	1,527,557	1,761,147	1,997,082	1,876,849	1,876,849	1,876,849

CITY OF SILVERTON

EXPENDITURES FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
FLEET REPLACEMENT FUND							
FLEET REPLACEMENT							
CAPITAL OUTLAY:							
600-600-81076	CAPITAL - FLEET	50,786	18,808	432,986	142,850	142,850	142,850
	TOTAL CAPITAL OUTLAY	50,786	18,808	432,986	142,850	142,850	142,850
CONTINGENCY & RESERVES:							
600-600-91731	RESERVE - VEHICLES	0	0	1,564,096	1,733,999	1,733,999	1,733,999
	TOTAL CONTINGENCY & RESERVES	0	0	1,564,096	1,733,999	1,733,999	1,733,999
	TOTAL FLEET REPLACEMENT	50,786	18,808	1,997,082	1,876,849	1,876,849	1,876,849
	TOTAL FUND EXPENDITURES	50,786	18,808	1,997,082	1,876,849	1,876,849	1,876,849

BUDGET NARRATIVE
Fiscal Year 2022-2023

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.

Budget Comments

- Account #81003 includes funds for a main server replacement (\$15,000), back-up server (\$7,000), trailer mounted air compressor (\$28,400) and upgrade of the 2014 phone system for the new Civic Center (\$109,095).

Major Issues to be Resolved in the Next 5 Years

Provide adequate funding for long-term equipment replacements.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>MAJOR EQUIP REPLACEMENT FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
610-000-45002	INTEREST EARNED	23,760	9,338	7,200	4,875	4,875	4,875
610-000-45111	SALE OF FIXED ASSETS	6,500	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	30,260	9,338	7,200	4,875	4,875	4,875
<u>TRANSFERS IN</u>							
610-000-46010	TRANSFER FROM GENERAL FUND	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	1,086,079	1,101,987	1,203,485	1,303,879	1,303,879	1,303,879
	TOTAL BEGINNING FUND BALANCE	1,086,079	1,101,987	1,203,485	1,303,879	1,303,879	1,303,879
	TOTAL FUND REVENUE	1,209,487	1,204,473	1,303,833	1,401,902	1,401,902	1,401,902

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>MAJOR EQUIP REPLACEMENT FUND</u>							
<u>MAJOR EQUIPMENT</u>							
<u>CAPITAL OUTLAY:</u>							
610-610-81003	CAPITAL - REPLACEMNT EQUIPMENT	107,500	0	1,303,833	131,095	159,495	159,495
	TOTAL CAPITAL OUTLAY	107,500	0	1,303,833	131,095	159,495	159,495
<u>CONTINGENCY & RESERVES:</u>							
610-610-91701	RESERVE - MAJOR EQUIPMENT	0	0	0	1,270,807	1,242,407	1,242,407
	TOTAL CONTINGENCY & RESERVES	0	0	0	1,270,807	1,242,407	1,242,407
	TOTAL MAJOR EQUIPMENT	107,500	0	1,303,833	1,401,902	1,401,902	1,401,902
	TOTAL FUND EXPENDITURES	107,500	0	1,303,833	1,401,902	1,401,902	1,401,902

BUDGET NARRATIVE
Fiscal Year 2022-2023

FUND: EXTENDED LEAVE

Budget Comments

This is an Internal Service fund and 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 that exists as of the end of December.

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 for 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 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>EXTENDED LEAVE FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
620-000-45002	INTEREST EARNED	2,831	738	400	110	110	110
	TOTAL MISCELLANEOUS REVENUE	2,831	738	400	110	110	110
<u>BEGINNING FUND BALANCE</u>							
620-000-49090	BEGINNING FUND BALANCE	129,409	132,240	33,040	33,109	33,109	33,109
	TOTAL BEGINNING FUND BALANCE	129,409	132,240	33,040	33,109	33,109	33,109
	TOTAL FUND REVENUE	132,240	132,979	33,440	33,219	33,219	33,219

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>EXTENDED LEAVE FUND</u>							
<u>OPERATIONS</u>							
<u>PERSONNEL SERVICES:</u>							
620-100-51002	PART TIME SALARIES	0	0	29,250	29,250	29,250	29,250
620-100-51003	WORKERS COMP INS	0	0	1,943	1,722	1,722	1,722
620-100-51004	SOCIAL SECURITY/MEDICARE	0	0	2,247	2,247	2,247	2,247
	TOTAL PERSONNEL SERVICES	0	0	33,440	33,219	33,219	33,219
<u>TRANSFERS OUT:</u>							
620-100-95225	TRANSFER TO CIVIC BLDG PROJECT	0	100,000	0	0	0	0
	TOTAL TRANSFERS OUT	0	100,000	0	0	0	0
	TOTAL OPERATIONS	0	100,000	33,440	33,219	33,219	33,219
	TOTAL FUND EXPENDITURES	0	100,000	33,440	33,219	33,219	33,219



DISCONTINUED FUNDS/ PROGRAMS

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>ELECTRICAL INSPECTIONS FUND</u>							
<u>FEES AND PERMITS</u>							
011-000-42106	PLAN REVIEW FEES	322	236	300	0	0	0
011-000-42118	ELECTRICAL PERMITS	34,313	34,684	50,000	0	0	0
	TOTAL FEES AND PERMITS	34,635	34,920	50,300	0	0	0
<u>MISCELLANEOUS REVENUE</u>							
011-000-45002	INTEREST EARNED	216	54	50	0	0	0
	TOTAL MISCELLANEOUS REVENUE	216	54	50	0	0	0
<u>BEGINNING FUND BALANCE</u>							
011-000-49090	BEGINNING FUND BALANCE	9,452	5,249	3,845	0	0	0
	TOTAL BEGINNING FUND BALANCE	9,452	5,249	3,845	0	0	0
	TOTAL FUND REVENUE	44,303	40,224	54,195	0	0	0

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>ELECTRICAL INSPECTIONS FUND</u>							
<u>INSPECTION SERVICES</u>							
<u>PERSONNEL SERVICES:</u>							
011-141-51001	FULL TIME SALARIES	906	2,467	2,548	0	0	0
011-141-51003	WORKERS COMP INS	3	6	9	0	0	0
011-141-51004	SOCIAL SECURITY/MEDICARE	67	183	195	0	0	0
011-141-51005	HEALTH INSURANCE	292	442	458	0	0	0
011-141-51006	LIFE/ DISABILITY INS	4	9	12	0	0	0
011-141-51007	PERS RETIREMENT	200	543	561	0	0	0
	TOTAL PERSONNEL SERVICES	1,473	3,651	3,783	0	0	0
<u>MATERIALS AND SERVICES:</u>							
011-141-61059	CONTRACTED SERVICES	27,838	28,757	40,000	0	0	0
011-141-61079	BANK & CHARGE CARD FEES	16	41	50	0	0	0
011-141-69950	PERS UAL DEPOSIT	1,811	0	0	0	0	0
	TOTAL MATERIALS AND SERVICES	29,665	28,798	40,050	0	0	0
<u>CONTINGENCY & RESERVES:</u>							
011-141-90001	CONTINGENCY	0	0	3,856	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	3,856	0	0	0
<u>TRANSFERS OUT:</u>							
011-141-95001	TRANSFER TO GENERAL FUND	7,787	7,638	6,352	0	0	0
011-141-95050	TRANSFER TO DEBT SERVICE	129	137	154	0	0	0
	TOTAL TRANSFERS OUT	7,916	7,775	6,506	0	0	0
	TOTAL INSPECTION SERVICES	39,054	40,224	54,195	0	0	0
	TOTAL FUND EXPENDITURES	39,054	40,224	54,195	0	0	0

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>CDBG HOUSING REHAB FUND</u>							
<u>COMMERCIAL FACADE IMPROVEMENTS</u>							
<u>MATERIALS AND SERVICES:</u>							
080-081-62900	COMMERCIAL IMPROVEMENT LOANS	0	0	150,000	0	0	0
	TOTAL MATERIALS AND SERVICES	0	0	150,000	0	0	0
	TOTAL COMMERCIAL FACADE IMPRO	0	0	150,000	0	0	0
	TOTAL FUND EXPENDITURES	3,306	330,789	377,301	403,567	403,567	403,567

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WESTERN ST IMPROVEMENT PROJ</u>							
<u>MISCELLANEOUS REVENUE</u>							
227-000-45002	INTEREST EARNED	0	0	25	0	0	0
	TOTAL MISCELLANEOUS REVENUE	0	0	25	0	0	0
<u>TRANSFERS IN</u>							
227-000-46020	TRANSFER FROM STREET FUND	0	0	127,657	0	0	0
227-000-46028	TRANSFER FROM STRMWTR FEE FU	0	0	89,191	0	0	0
227-000-46040	TRANSFER FROM WATER FUND	0	0	139,019	0	0	0
	TOTAL TRANSFERS IN	0	0	355,867	0	0	0
	TOTAL FUND REVENUE	0	0	355,892	0	0	0

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2022-2023

		2019-2020 FISCAL ACTUAL	2020-2021 FISCAL ACTUAL	2021-2022 FISCAL BUDGET	2022-2023 CITY MNGR PROPOSED	2022-2023 BDGT COMM APPROVED	2022-2023 COUNCIL ADOPTED
<u>WESTERN ST IMPROVEMENT PROJ</u>							
<u>STREET IMPROVEMENTS</u>							
<u>CAPITAL OUTLAY:</u>							
227-227-85010	DESIGN SERVICES	0	0	71,173	0	0	0
227-227-85020	CONSTRUCTION COSTS	0	0	284,719	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	355,892	0	0	0
	TOTAL STREET IMPROVEMENTS	0	0	355,892	0	0	0
	TOTAL FUND EXPENDITURES	0	0	355,892	0	0	0



OTHER BUDGET INFORMATION

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
2021-2022

☐ 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 2, 2021
Mailing Address of District City State ZIP code Date
Kathleen Zaragoza Deputy City Manager/ 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

PART I: TAXES TO BE IMPOSED		Subject to General Government Limits		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
		Rate -or- Dollar Amount		
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	ORS Authority**	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 ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

CITY OF SILVERTON
RESOLUTION
22-15

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SILVERTON
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 COUNCIL OF 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 from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton, this 20th day of June, 2022.



Mayor, City of Silverton
Kyle Palmer

ATTEST:



City Manager/Recorder, City of Silverton
Ronald F. Chandler

CITY OF SILVERTON
RESOLUTION
22-16

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

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

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SILVERTON
RESOLVES AS FOLLOWS:**

Section 1: Pursuant to ORS 221.770, the City hereby elects to receive state shared revenue for Fiscal Year 2022-2023.

Section 2: This resolution is and shall be effective from and after its passage by City Council.

Passed by the City Council and approved by the Mayor this 20th day of June, 2022.



Mayor, City of Silverton
Kyle Palmer

ATTEST:



City Manager/Recorder, City of Silverton
Ronald F. Chandler

I certify that a public hearing before the Budget Committee was held on April 21, 2022, and a public hearing before the City Council was held on June 20, 2022, giving citizens an opportunity to comment on the proposed uses of state shared revenues.



Ronald F. Chandler, City Manager

CITY OF SILVERTON
RESOLUTION
22-17

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

WHEREAS, April 26, 2022, the City of Silverton Budget Committee, after appropriate deliberation and public hearing, approved the budget for fiscal year 2022-2023; and

WHEREAS, in accordance with Oregon Budget Law, the City seeks to adopt a budget and appropriate City expenditures for fiscal year 2022-2023; and

WHEREAS, the City seeks to declare the ad valorem property taxes for fiscal year 2022-2023 to the Marion County Tax Assessor.

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

Section 1: The City Council of the City of Silverton hereby adopts the budget for fiscal year 2022-2023 (July 1, 2022 through June 30, 2023) in the total of \$98,914,384, on file at City Hall after July 1, 2022.

Section 2: The City Council hereby declares and certifies to the Marion County Tax Assessor the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the tax district of the City of Silverton for fiscal year 2022-2023:

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 be hereby categorized for the 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 2022-2023 and for the following purposes by Fund:

GENERAL FUND

Non-Departmental/ non-program	
Materials & Services	\$ 549,400
Transfers	3,615,561
Contingency	1,134,613
City Council	51,275
City Management	484,708
Finance	647,039
Police	3,263,726
Community Enforcement	82,689
Community Development	470,303
Facilities Maintenance	559,161
Parks & Recreation	322,145
Computer Services	<u>131,465</u>
Fund Subtotal	11,312,085
Reserve-Future Expenditures*	<u>1,629,964</u>
Fund Total	\$12,942,049

BUILDING OPERATIONS FUND

Inspection Services	\$ 397,292
Transfers	102,811
Contingency	<u>107,212</u>
Fund Subtotal	607,315
Reserve-Future Expenditures*	<u>139,934</u>
Fund Total	\$ 747,249

TRANSPORTATION FUND

Trolley Services	\$ 230,796
Transfers	5,824
Contingency	<u>19,633</u>
Fund Total	\$ 256,253

TRANSIENT TAX FUND

Materials & Services	\$ 293,773
Transfers	82,500
Contingency	<u>47,500</u>
Fund Total	\$ 423,773

CDBG HOUSING REHAB FUND

Materials & Services	\$ 260,000
Contingency	<u>143,567</u>
Fund Total	\$ 403,567

STREET FUND

Administration	\$ 204,862
Maintenance	532,345
Transfers	861,444
Contingency	<u>288,242</u>
Fund Subtotal	1,886,893
Reserve-Future Expenditures*	<u>244,379</u>
Fund Total	\$ 2,131,272

STREET IMPROVEMENT SDC FUND

Street Improvements	\$ 2,267,345
Reserve-Future Expenditures*	<u>23,660</u>
Fund Total	\$ 2,291,005

STREET REIMBURSEMENT SDC FUND

Street Improvements	\$ 594,232
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STREET LIGHT IMPROVEMENT FUND

Street Improvements	\$ 214,259
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STREET MAINTENANCE FEE FUND

Street Improvements	\$1,769,046
Transfers	<u>178,042</u>
Fund Total	\$1,947,088

STEELHAMMER PROJECT FUND

Street Improvements	\$ 22,553
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MCCLAIN ST IMPROVEMENT FUND

Transfers	\$ 96,438
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SECOND ST IMPROVEMENT FUND

Street Improvements	\$ 2,422,245
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JAMES ST IMPROVEMENT FUND

Street Improvements	\$ 307,500
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STREET CAPITAL PROJECT FUND

Street Improvements	\$ 364,600
Transfers	<u>1,569,510</u>
Fund Total	\$1,934,110

STORM WATER IMPROVEMENT SDC FUND

Storm Water Improvements	\$ 149,638
Transfers	<u>125,707</u>
Fund Total	\$ 275,345

STORM WATER REIMBURSEMENT SDC FUND
Storm Water Improvements \$ 201,540**STORMWATER FEE FUND**

Storm Water Improvements	\$1,390,133
Transfers	<u>522,700</u>
Fund Total	\$1,912,833

POOL OPERATIONS LEVY FUND

Materials & Services	\$ 204,100
Contingency	<u>250,000</u>
Fund Subtotal	454,100
Reserve-Future Expenditures*	<u>533,412</u>
Fund Total	\$ 987,512

PARKS FEE FUND

Parks & Recreation	\$ 142,641
Transfers	177,655
Contingency	<u>91,432</u>
Fund Total	\$ 411,728

PARKS & REC IMPROVEMENT SDC FUND

Parks Improvements	\$2,462,636
Transfers	<u>75,000</u>
Fund Total	\$2,537,636

BUILDING CAPITAL IMP RESERVE FUND

Capital Outlay	\$ 604,410
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GENERAL OPERATING RESERVE FUND

Materials & Services	\$1,662,239
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ASSESSMENT FUND

Materials & Services	\$ 15,000
Contingency	<u>219,215</u>
Fund Total	\$ 234,215

SEWER FUND

Administration	\$ 255,021
Operations	1,572,312
Maintenance	386,895
Debt Service	772,880
Transfers	1,361,813
Contingency	<u>1,075,180</u>
Fund Subtotal	5,424,101
Reserve-Future Expenditures*	<u>1,704,837</u>
Fund Total	\$7,128,938

SEWER IMPROVEMENT SDC FUND

Sewer Improvements	\$ 1,444,805
Transfers	<u>205,600</u>
Fund Total	\$ 1,650,405

SEWER REIMBURSEMENT SDC FUND
Sewer Improvements \$ 2,303,113**SEWER DEBT RESERVE FUND**

Reserve-Debt Service*	\$ 839,127
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WWTP DIGESTER PROJECT FUND

Sewer Improvements	\$ 264,097
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SEWER CAPITAL PROJECT FUND

Sewer Improvements	\$ 3,853,738
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WATER FUND

Administration	\$ 619,382
Operations	510,361
Maintenance	621,179
Debt Service	941,054
Transfers	1,213,676
Contingency	<u>414,823</u>
Fund Subtotal	4,320,475
Reserve-Debt Service*	65,000
Reserve-Future Expenditures*	<u>800,933</u>
Fund Total	\$ 5,186,408

WATER IMPROVEMENT SDC FUND

Water Improvements	\$ 287,180
Transfers	<u>2,389,766</u>
Fund Total	\$ 2,676,946

WATER REIMBURSEMENT SDC FUND

Water Improvements	\$ 56,330
Transfers	<u>544,528</u>
Fund Total	\$ 600,858

WATER CAPITAL PROJECT FUND

Water Improvements	\$15,635,292
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DEBT SERVICE FUND

Debt Services	\$ 861,985
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CIVIC BUILDING PROJECT FUND

Capital Outlay	\$19,040,456
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FLEET REPLACEMENT FUND

Capital Outlay	\$ 142,850
Reserve-Future Expenditures*	<u>1,733,999</u>
Fund Total	\$ 1,876,849

MAJOR EQUIP REPLACEMENT FUND
Capital Outlay \$ 159,495
Reserve-Future Expenditures* 1,242,407
Fund Total \$ 1,401,902

EXTENDED LEAVE FUND
Personnel Services \$ 33,219

Section 5: The City Council hereby directs the City to certify to the 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, 2022.

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

Resolution adopted by the City Council of the City of Silverton this 20th day of June, 2022.



Mayor, City of Silverton
Kyle Palmer

ATTEST:



City Manager/Recorder, City of Silverton
Ronald F. Chandler

*Included for informational purposes only

CITY OF SILVERTON
RESOLUTION
22-18

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 the workers' compensation 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.

All applicable non-public safety volunteers, volunteer boards, commissions and councils listed below will track their hours and City staff will report those hours using Oregon's minimum wage rate in effect January 1st of the calendar year in which the policy is effective:

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

3. Non-public safety volunteers

All applicable non-public safety volunteers listed below will track their hours and City staff will report those hours using Oregon's minimum wage rate in effect January 1st of the calendar year in which the policy is effective:

- ☒ 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:

- a. The City of Silverton provides at least two weeks' advance written notice to the workers' compensation carrier underwriting department requesting the coverage
- b. The workers' compensation carrier approves the coverage and date of coverage
- c. The workers' compensation carrier 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.

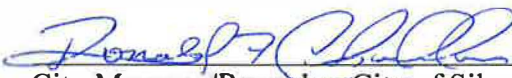
Section 2: That this resolution is and shall be effective July 1, 2022 through June 30, 2023.

Resolution adopted by the City Council of the City of Silverton, this 20th day of June, 2022.



Mayor, City of Silverton
Kyle Palmer

ATTEST



City Manager/Recorder, City of Silverton
Ronald F. Chandler



City of Silverton Budget Process

Local Budget Law Guides the Process

Local budget law, established by the State of Oregon, guides the City's annual budgeting process. This section provides a summary of how local budget law works and includes information from the Local Budget Law Manual produced by the Oregon Department of Revenue. Local budget law does two important things:

- It establishes standard procedures for preparing, presenting and administering the City's budget.
- It requires citizen involvement in the preparation of the budget and public disclosure of the budget before it is formally adopted. To give the public ample opportunity to participate in the budget process, a Budget Committee is formed. The Budget Committee consists of an equal number of citizens and City Council members. Following local budget law, these volunteers may not receive compensation for their service and cannot be officers, agents, or employees of the City.

The City's fiscal year runs from July 1 through June 30. Beginning in January, Finance provides worksheets to the various departments to begin the development of revenue estimates and cost projections. The goal is to maintain current levels of service and to fund capital improvement projects based on Council Goals, Capital Improvement Plans and citizen requests.

By City Charter, Silverton's City Manager serves as the Budget Officer and assures that budget notices are published. The Finance Director compiles results from staff projections and assembles the budget according to best practices and long-range projections. The Budget Officer (City Manager) presents the budget message at the first budget committee meeting. The Directors, and other key staff are present to answer any questions the Budget Committee and interested community members may need for input, deliberation and approval. Once the budget is approved by the Budget Committee, a resolution is presented to the City Council to adopt the budget, levy taxes and approve the appropriation authority. The City then prepares the final budget for staff and sends a copy to the Marion County Tax Assessor's Office along with the other required documents.

The budget calendar and graphic provide more information about the budget process.

Changes after the Budget is Adopted

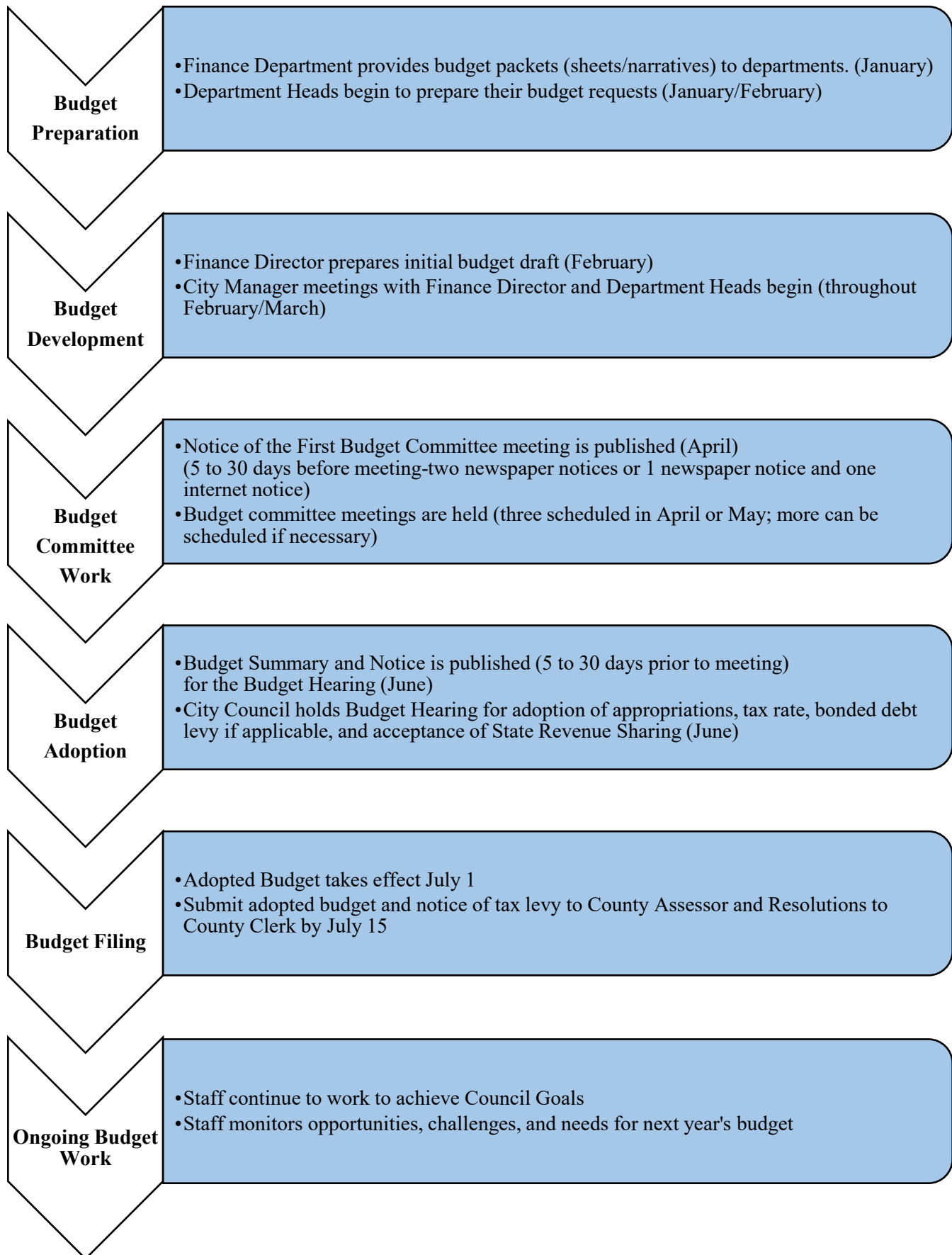
If unforeseen circumstances occur and require a change to the budget after the City has adopted the budget, there are different options to modify the budget:

- Changes that decrease one appropriation and increase another may be approved by City Council per passage of resolution.
- When new appropriation authority is needed, a supplemental budget is generally used. Depending on the change in the fund's expenditures, a public hearing may or may not be required.

The Cycle Continues

Staff continues to work to achieve Council Goals throughout the year after the budget's adoption. The budget process is ongoing as City staff are always taking note of new methods or techniques for responding to Council Goals and other priorities. Staff apply that information in the development of the next year's budget.

THE BUDGET PROCESS





Basis of Budgeting

All of the funds are budgeted using the modified accrual basis of accounting in accordance with the budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, long-term compensated absences are recorded only when payment is due.

Basis of Auditing

The audit, as reported in the Annual Comprehensive Financial Report (ACFR), accounts for the City's finances on the basis of generally accepted accounting principles (GAAP). GAAP is defined as conventions, rules and procedures necessary to describe accepted accounting practice at a particular time. The modified accrual basis of accounting, a GAAP approved method, is also used in the audit for all funds except for the Proprietary Fund types. The audit uses the full-accrual method of accounting for the Proprietary Funds. The ACFR shows all of the City's funds on both a budgetary and GAAP basis for comparison.

Budgetary Basis of Accounting

There is no difference in the basis of accounting used for the financial statements and the accounting method used for budgeting. The budgetary basis of accounting for budgeting purposes is also modified accrual.

City of Silverton Basis

The City of Silverton uses a modified accrual basis of accounting for budgeting purposes. This means revenues are recognized when they become measurable and available and expenditures are recognized in the period the associated liability is incurred.

Fund Structure and Descriptions

The City of Silverton uses various funds to account for revenues and expenditures. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Funds are categorized by fund type as defined by generally accepted accounting principles (GAAP) and Oregon Budget Law.

Governmental Funds

General Fund - Accounts for the financial operations of the City that are not accounted for in any other fund. The primary sources of revenue are property taxes, franchise fees, court fines and various intergovernmental revenues. Primary expenditures are for city administration, public safety, parks and planning services.

Special Revenue Funds – Account for the proceeds of specific revenue sources (other than debt service or major capital projects) that are restricted or committed to expenditures for specified purposes. Funds within this category are the Transportation Fund, Electrical Inspection Fund, Building Operations Fund, Street Fund, Pool Operations Levy Fund, Transient Tax Fund, Street Light Improvement Fund, Street Fee Fund, Stormwater Fee Fund, Park Fee Fund, CDBG Housing Rehab Fund, and System Development Charge (SDC) Funds.

Debt Service Funds – Account for the accumulation of resources and the payment of general long-term debt principal and interest.

Capital Project Funds - Account for financial resources to be used for the acquisition or construction of major capital facilities. The funding sources for these projects can be bond proceeds, loans or possible grant proceeds.

Proprietary Funds

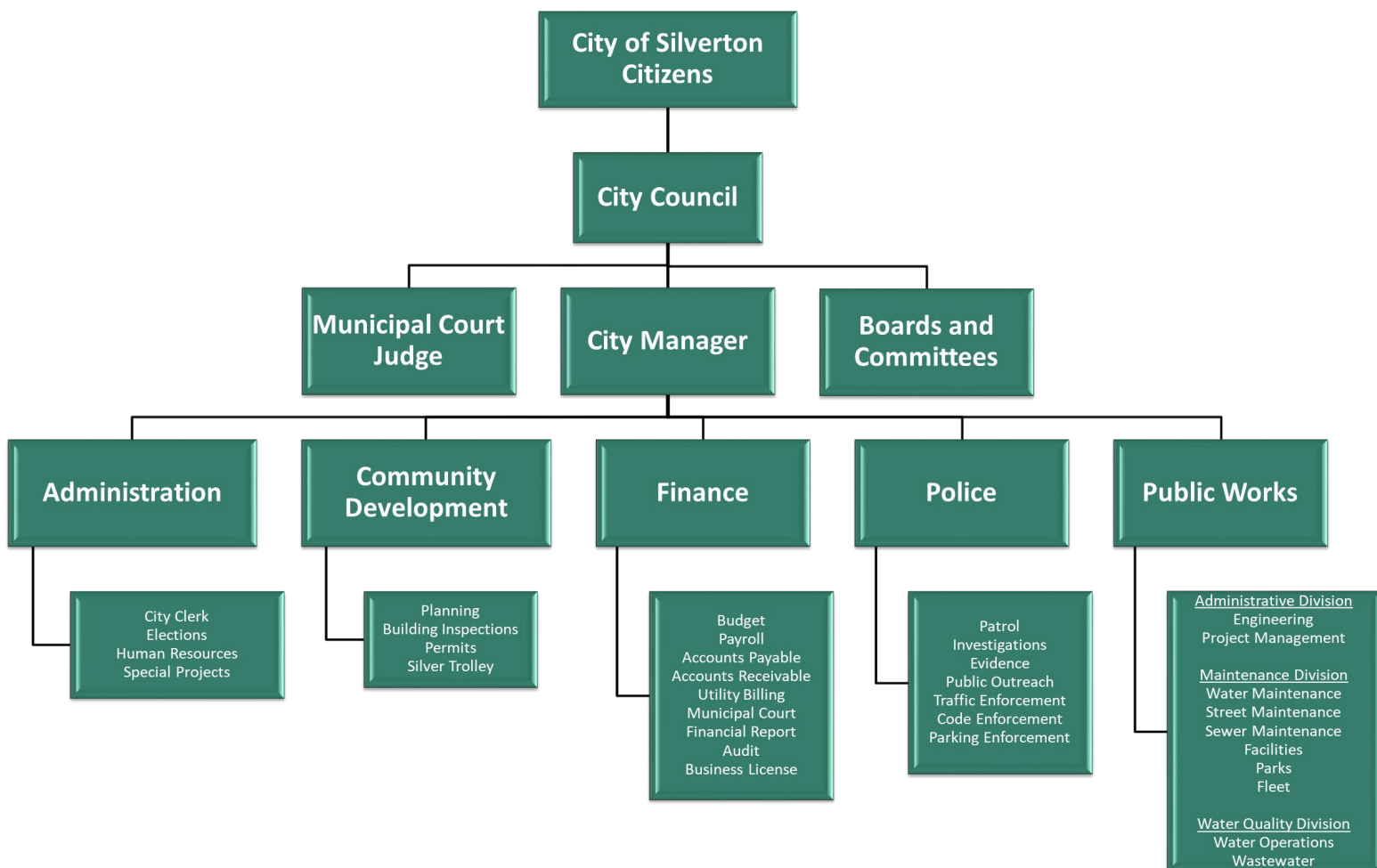
Proprietary Funds are used to account for the City's ongoing organization and activities, which are similar to those found in the private sector. The accounting objectives are determinations of operating income, changes in net position, financial position, and cash flow.

Enterprise Funds – Account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods and or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City has both a Sewer Funds and a Water Funds.

Internal Service Funds – Account for revenues and expenditures of goods or services provided by one department or agency of the City to another on a cost reimbursement basis. The City's Internal Service Funds are the Fleet Replacement Fund, Major Equipment Replacement Fund and the Extended Leave Fund.



City of Silverton Organizational Chart



CITY OF SILVERTON POSITION CHART

				Change in FTE from	Salary Range
<i>Departments and Position</i>	2020-2021	2021-2022	2022-2023	2021-2022	2021-2022 (Hourly)
	Budgeted	Budgeted	Budgeted	to 2022-2023	
ADMINISTRATION					
City Manager	1.00	1.00	1.00	0.00	\$135,150 annual
Assistant to the City Manager/City Clerk	1.00	1.00	1.00	0.00	\$28.71 - \$36.64
Assistant to the City Manager/HR Coordinator	1.00	1.00	1.00	0.00	\$27.34 - \$34.89
FINANCE					
Deputy City Manager/Finance Director	1.00	1.00	1.00	0.00	\$46.76 - \$59.68
Assistant Finance Director	1.00	1.00	1.00	0.00	\$31.65 - \$40.39
Accounting Manager	1.00	1.00	1.00	0.00	\$24.80 - \$31.65
Account Clerk II	0.88	0.88	1.00	0.12	\$20.40 - \$26.04
Customer Service Representative	0.50	0.50	0.50	0.00	\$16.78 - \$21.42
COMMUNITY DEVELOPMENT					
Community Development Director	1.00	1.00	1.00	0.00	\$41.18 - \$52.55
Associate Planner	0.00	0.00	1.00	1.00	\$30.14 - \$38.47
Building Official	1.00	1.00	1.00	0.00	\$33.23 - \$42.41
Building Inspector	1.00	1.00	1.00	0.00	\$28.71 - \$36.64
Planning & Permit Assistant	1.00	1.00	1.00	0.00	\$20.40 - \$26.04
Transit Operator	1.47	1.47	1.47	0.00	\$17.81 - \$22.72
PUBLIC WORKS					
Public Works Director	1.00	1.00	1.00	0.00	\$44.53 - \$56.84
City Engineer	1.00	1.00	1.00	0.00	\$40.39 - \$51.55
Engineering Technician	1.00	1.00	1.00	0.00	\$22.93 - \$29.26
Administrative Assistant II	1.00	1.00	1.00	0.00	\$20.40 - \$26.04
<i>PUBLIC WORKS - MAINTENANCE DIVISION</i>					
Maintenance Division Supervisor	1.00	1.00	1.00	0.00	\$31.65 - \$40.39
Utility Worker III/Lead	1.00	1.00	1.00	0.00	\$23.60 - \$30.13
Utility Worker III/Mechanic	1.00	1.00	1.00	0.00	\$23.60 - \$30.13
Utility Worker II	2.00	2.00	2.00	0.00	\$20.48 - \$26.14
Utility Worker I	3.00	4.00	4.00	0.00	\$18.89 - \$24.12
Parks Maintenance Worker II	1.00	1.00	1.00	0.00	\$18.89 - \$24.12
Facilities Maintenance Worker	1.00	1.00	1.00	0.00	\$16.47 - \$21.02
Parks Maintenance Worker (Seasonal)	0.96	0.48	0.48	0.00	\$15.95
<i>PUBLIC WORKS - WATER QUALITY DIVISION</i>					
Water Quality Division Supervisor	1.00	1.00	1.00	0.00	\$31.65 - \$40.39
Sewer/Water Operator III	0.00	1.00	1.00	0.00	\$24.65 - \$31.47
Sewer/Water Operator II	2.00	1.00	1.00	0.00	\$23.48 - \$29.97
Sewer/Water Operator I	2.00	2.00	2.00	0.00	\$21.35 - \$27.25
CWE/Seasonal Worker	0.33	0.33	0.33	0.00	\$12.75
POLICE					
Police Chief	1.00	1.00	1.00	0.00	\$46.76 - \$59.68
Captain	1.00	1.00	1.00	0.00	\$41.18 - \$52.55
Sergeant	3.00	3.00	3.00	0.00	\$33.23 - \$42.41
Detective	1.00	1.00	1.00	0.00	\$27.60 - \$35.23
Police Officer	11.00	11.00	11.00	0.00	\$26.29 - \$33.55
Police Technician II	1.00	1.00	1.00	0.00	\$20.40 - \$26.04
Police Technician I	1.00	1.00	1.00	0.00	\$19.43 - \$24.80
Enforcement Officer	0.62	0.62	0.62	0.00	\$17.62 - \$22.49
Parking Meter Repair	0.14	0.14	0.14	0.00	\$16.78 - \$21.42
TOTAL FTE	52.90	53.42	54.54	1.12	

CITY OF SILVERTON

Position Chart-Allocations

DEPT/POSITION	FYE 2022	FYE 2023
GENERAL FUND		
City Management		
City Manager	1.00	1.00
Assistant to the CM/City Clerk	0.90	0.90
Assistant to the CM/HR Coordinator	<u>1.00</u>	<u>1.00</u>
	2.90	2.90

Finance		
Deputy City Manager/Finance Director	1.00	1.00
Assistant Finance Director	1.00	0.90
Accounting Manager	1.00	1.00
Account Clerk II	0.23	0.40
Customer Service Representative	<u>0.50</u>	<u>0.50</u>
	3.73	3.80

Court		
Assistant Finance Director	0.00	0.10
Account Clerk II	<u>0.65</u>	<u>0.60</u>
	0.65	0.70

Police		
Chief of Police	1.00	1.00
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
Traffic Officer	1.00	1.00
Police Technician II	1.00	1.00
Police Technician I	1.00	1.00
Enforcement Officer	0.62	0.62
Parking Meter Repairman	<u>0.14</u>	<u>0.14</u>
	19.76	19.76

DEPT/POSITION	FYE 2022	FYE 2023
Community Development		
Community Development Director	1.00	1.00
Associate Planner	0.00	1.00
Building Inspector	0.25	0.25
Assistant to the CM/City Clerk	0.10	0.10
Planning and Permit Assistant	<u>0.10</u>	<u>0.10</u>
	1.45	2.45

Facilities Maintenance		
Maintenance Division Supervisor	0.04	0.04
Facilities Maintenance Worker	0.75	0.75
Parks Maintenance Worker II	<u>0.10</u>	<u>0.10</u>
	0.89	0.89

Parks and Recreation		
Public Works Director	0.05	0.05
Water Quality Division Supervisor	0.04	0.04
Sewer/Water Operator III	0.00	0.03
Utility Worker III/Lead	0.05	0.05
Utility Worker II	0.14	0.14
Utility Worker I	0.02	0.02
Facilities Maintenance Worker	0.25	0.25
Parks Maintenance Worker II	<u>0.90</u>	<u>0.90</u>
	1.45	1.48

BUILDING OPERATIONS		
Building Official	1.00	1.00
Building Inspector	0.75	0.75
Planning and Permit Assistant	<u>0.75</u>	<u>*0.80</u>
<i>*0.05 from dissolved Electrical Inspections Fund</i>	2.50	2.55

TRANSPORTATION		
Planning and Permit Assistant	0.10	0.10
Transit Operators (3 part-time)	<u>1.47</u>	<u>1.47</u>
	1.57	1.57

CITY OF SILVERTON

Position Chart-Allocations (Continued)

DEPT/POSITION	FYE 2022	FYE 2023
PUBLIC WORKS - ADMINISTRATION		
Street		
Public Works Director	0.15	0.15
City Engineer	0.10	0.10
Engineering Technician	0.18	0.18
Administrative Assistant II	<u>0.15</u>	<u>0.15</u>
	0.58	0.58

Sewer		
Public Works Director	0.31	0.31
City Engineer	0.45	0.45
Engineering Technician	0.42	0.42
Administrative Assistant II	<u>0.45</u>	<u>0.45</u>
	1.63	1.63

Water		
Public Works Director	0.49	0.49
City Engineer	0.45	0.45
Engineering Technician	0.40	0.40
Administrative Assistant II	<u>0.40</u>	<u>0.40</u>
	1.74	1.74

PUBLIC WORKS - OPERATIONS		
Sewer		
Water Quality Division Supervisor	0.72	0.72
Water/Sewer Operator II	1.00	1.00
Water/Sewer Operator I	1.90	1.90
CWE/Seasonal Worker	<u>0.23</u>	<u>0.23</u>
	3.85	3.85

Water		
Water Quality Division Supervisor	0.24	0.24
Water/Sewer Operator III	0.97	0.97
Water/Sewer Operator I	0.10	0.10
CWE/Seasonal Worker	<u>0.10</u>	<u>0.10</u>
	1.41	1.41

DEPT/POSITION	FYE 2022	FYE 2023
PUBLIC WORKS - MAINTENANCE		
Street		
Maintenance Division Supervisor	0.20	0.20
Utility Worker III/Lead	0.18	0.18
Utility Worker III/Mechanic	0.20	0.20
Utility Worker II	0.38	0.38
Utility Worker I	<u>1.08</u>	<u>1.08</u>
	2.04	2.04

Sewer		
Maintenance Division Supervisor	0.36	0.36
Utility Worker III/Lead	0.36	0.36
Utility Worker III/Mechanic	0.40	0.40
Utility Worker II	0.68	0.68
Utility Worker I	<u>1.17</u>	<u>1.17</u>
	2.97	2.97

Water		
Maintenance Division Supervisor	0.40	0.40
Utility Worker III/Lead	0.41	0.41
Utility Worker III/Mechanic	0.40	0.40
Utility Worker II	0.80	0.80
Utility Worker I	<u>1.23</u>	<u>1.23</u>
	3.24	3.24

PARKS FEE FUND		
Utility Worker I	0.50	0.50
Parks Maintenance Worker (1-Seasonal)	<u>0.48</u>	<u>0.48</u>
	0.98	0.98

City of Silverton
Adopted Financial Policies as of June 2019

Introduction:

The City of Silverton has formally adopted financial policies on two recent occasions. On December 4, 2017, the City of Silverton City Council adopted Resolution 17-39, A Resolution Establishing a Fund Balance Reserves Policy, and also adopted Resolution 17-40, A Resolution Establishing and Adopting the Capitalization Value, a Depreciation Method and Estimated Useful Lives of Fixed Assets.

In the spring of 2019, the City of Silverton found it desirable to review and adopt additional financial management policies to formalize current practices and guide operations to meet current and future service needs and goals. The City Council established and adopted the General Financial Management Policies on June 17, 2019.

Policies are included in full below the summary chart.

1. Purpose and Objectives	<i>General Financial Management Policies adopted June 17, 2019 by Resolution 19-29</i>
2. Policy for Management of Fiscal Policy	
3. Financial Planning Policy	
4. Accounting and Financial Reporting Policy	
5. Revenue Policy	
6. Expenditure Policy	
7. Budgeting Policy	
8. Investments Policy	
9. Debt Management Policy	
10. Capital Improvement Planning Policy	
11. Fund Balance Reserves Policy	<i>Adopted December 4, 2017 by Resolution 17-39</i>
12. Fixed Asset Capitalization Policy	<i>Adopted December 4, 2017 by Resolution 17-40</i>

1. Purpose and Objectives (adopted June 17, 2019 by Resolution 19-29)

1. Purpose

The General Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual fiscal policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

These policies are adopted by Council as the basic framework for overall financial management of the City, to guide day-to-day and long-range fiscal planning and decision making, and to achieve the following general financial goals.

- a) Provide an adequate financial base to sustain a sufficient level of municipal services to maintain the social well-being and physical conditions of the City.
- b) Deliver cost effective and efficient services to citizens.
- c) Provide and maintain essential public facilities, utilities, and capital equipment.
- d) Provide the financial stability needed to navigate through economic downturns, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents.
- e) Protect and enhance the City's credit rating so as to obtain the lowest cost of borrowing and also to assure taxpayers and the financial community that the City is well managed and financially sound.
- f) Adhere to the highest standards of financial management and reporting practices as set by the Government Finance Officers Association, the Governmental Accounting Standards Board and other professional standards.
- g) Fully comply with finance related legal mandates, laws and regulations including Oregon Revised Statutes and Oregon Budget Law.

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting, financial planning and forecasting, investment and asset management, debt management, accounting and financial reporting, reserves and internal controls. These policies shall be reviewed each year as part of the annual budget preparation process.

2. Objectives

- a) To guide the City Council and management policy decisions that have significant fiscal impact.
- b) To employ balanced revenue policies that provides adequate funding for services and service levels.
- c) To maintain appropriate financial capacity for present and future needs.
- d) To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- e) To promote sound financial management by providing accurate and timely information on the City's financial condition.
- f) To ensure the legal use of financial resources through an effective system of internal controls.
- g) To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- h) To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

2.Management of Fiscal Policy (adopted June 17, 2019 by Resolution 19-29):

1. Fiscal policies shall be reviewed by the City Council and adopted by resolution.
2. The City Manager shall oversee fiscal policies and monitor compliance.
3. Should the City Manager discover a material deviation from a policy, the City Manager shall inform the City Council in writing in a timely manner.
4. The City Manager's annual budget message shall identify (a) all major changes in policy since the previous budget year and (b) any material variations from policy in the ensuing year's budget.

3.Financial Planning Policy (adopted June 17, 2019 by Resolution 19-29):

1. The City will prepare a long-range financial plan to promote responsible planning for the use of its resources. This plan will project revenues, expenditures, and reserve balances for the next five years. The analysis will incorporate the City's Capital Improvement Plan.
2. Long term projections of revenues and expenditures will be based on an objective analytical process, conservative, and based on the best practices.
3. The long-range financial plan shall be updated annually by the City's Finance Director.

4.Accounting and Financial Reporting Policy (adopted June 17, 2019 by Resolution 19-29):

1. The City shall establish maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles (GAAP) and standards promulgated by the Government Finance Officers Association (GFOA) and Government Accounting Standards Board (GASB).
2. Pursuant to state law, the City shall have an annual audit performed by an independent public accounting firm licensed to practice as Municipal Auditors in the State of Oregon. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The firm will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary. The Finance Director will responsible for establishing a process to ensure timely resolution of audit recommendations, if any.
3. The City will use a system of internal controls and procedures to maintain a reasonable assurance of safeguarding of assets and compliance with laws and

regulations. Staff duties will be assigned to maximize a system of financial checks and balances.

4. The use of the term “Fund Balance” is limited to governmental funds where it is used to describe the difference between fund assets and fund liabilities. Governmental Funds can report up to five different components of fund balance (non-spendable, restricted, committed, assigned and unassigned) designed to indicate constraints on how resources can be spent and the source of the constraint. The Finance Director shall be responsible to classify the governmental-type fund balances to comply with GASB Statement No. 54 as follows:
 - a. Non-spendable: Non-spendable is defined as fund balance amounts which cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. Examples of “not in a spendable form” include inventories or prepaid expenses.
 - b. Restricted: Restricted is defined as constraints placed on the use of resources externally imposed by creditors, grantors, contributors, or laws or regulations of other governments. Examples include revenue sources from federal grants with a specific purpose, donations from citizens with specific instructions, or State Gas Tax revenue to be used for roads.
 - c. Committed: Committed is defined as constraints which have been imposed by formal action of the government’s highest level of decision-making authority (i.e. the City Council). An example is the Building Capital Improvement Reserve.
 - d. Assigned: Assigned is defined as fund balance which a delegate (i.e. Finance Director) of the City has been given authority to apply less formal constraints than those listed above. An example would be the Finance Director setting aside fund balance for the General Operating Reserve that is otherwise available for general use.
 - e. Unassigned: Unassigned is defined as the residual classification for the General Fund without constraint. This is only applicable to the General Fund (unless another governmental fund has a deficit fund balance). An example of a revenue source which could result in an unassigned fund balance is property taxes available for general purpose use.
5. Monthly financial reports will be available to the City Council, the City Manager, and Department Heads. The reports will include revenues and expenditures actual to date with comparison to the budget. These reports will be available within thirty working days of the end of each month.

5.Revenue Policy (adopted June 17, 2019 by Resolution 19-29):

1. The City will pursue a balanced mix of revenue sources.
2. The City will comply each year with requirements to receive State Shared Revenues.
3. Charges for utility services shall be sufficient to finance all operating, capital outlay, and debt service expenses including operating contingency and reserve requirements. Rates will be adjusted as needed to account for major changes in consumption, capital improvements and cost increases.
4. Charges for City services shall be established at a level sufficient to cover the full cost for those services to minimize subsidization by taxpayers. The City will systematically review user fees and charges to take into account the effects of additional service costs and inflation.
5. The City will maintain a current list of fees and revise the fees as necessary with City Council approval.
6. The City will attempt to collect on delinquent accounts and will use legal means necessary to recoup these charges and fees.
7. System development charges will be established to pay for new capacity in infrastructure systems such as street, sewer, water, parks and stormwater facilities.
8. One-time revenues shall be clearly identified in the budget.
9. Significant one-time revenues will be used only for one-time expenditures, not for ongoing programs and services.

6.Expenditures Policy (adopted June 17, 2019 by Resolution 19-29):

1. Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each Department Head will be responsible for the administration of their department/program budget(s). This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limitations.
2. The Department Director and Finance Director are responsible for the oversight of all expenditures to ensure that all approved expenditures are within appropriation authority.

General Financial Management Policies – City of Silverton

3. Purchasing shall comply with the most recent version of the City's Purchasing Policies.
4. The City Manager may control budgetary expenditures at the appropriation level. Any increase in a budget appropriation level requires City Council approval.
5. All expenditure invoices must be reviewed and approved by the City Manager or the appropriate Department Head before being paid.
6. Accounting and budget information is available to authorized staff. Monthly actual-to-budget reports will be prepared and made available to appropriate staff and available on the City's website.

7. Budgeting Policy (adopted June 17, 2019 by Resolution 19-29):

1. The City will prepare the annual budget in accordance with Oregon local budget law.
2. The budget process will be coordinated so that major policy issues, Council Goals and department goals and objectives are identified and incorporated into the budget.
3. The Finance Director will prepare a Budget Calendar for adoption by the City Council which details key dates and elements in the budget process.
4. A Budget Committee will be appointed in conformance with the City Charter and state statutes. The Budget Committee's purpose is to review the Budget Officer's proposed budget and recommend a budget and tax levy for the City Council to adopt.
5. The City will allocate direct and administrative costs to each fund based upon the cost of providing those services.
6. The City Council will adopt the budget appropriation authority at the program, department, or fund level as a total dollar amount.
7. Long-term debt shall not be used to finance operations and shall be used only for acquisition of capital facilities, infrastructure improvements or specialized equipment.
8. The City will endeavor to enhance the budget document and process each year to provide greater information and accessibility for the public and the City.
9. The City will take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures

are expected to exceed its anticipated revenues or potential to exceed the adopted appropriation authority.

8. Investments Policy (adopted June 17, 2019 by Resolution 19-29):

1. City funds shall be invested to provide safety of principal and sufficient level to meet cash flow needs.
2. All idle cash shall be invested in the Local Government Investment Pool or the approved Money Market Account.

9. Debt Management Policy (adopted June 17, 2019 by Resolution 19-29):

1. The City will comply with all statutory debt limitations imposed by the Oregon Revised Statutes, the City Charter and any additional resolutions adopted by City Council.
2. Capital projects, financed through the issuance of bonds or other notes, will be financed for a period not to exceed the useful life of the project.
3. The City will not use long-term debt to finance current operations, to balance the budget, or to fund projects that can be funded from current resources.
4. The City shall use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements.
5. The City will maintain its bond rating at the highest level that is fiscally prudent.

10. Capital Improvement Planning (adopted June 17, 2019 by Resolution 19-29):

1. The City will prepare, at a minimum, a five year Capital Improvement Plan (CIP) encompassing all City facilities annually with the budget. The CIP will be composed of projects identified in the City's adopted Master Plans (e.g. parks, sewer, stormwater, transportation, water.) The CIP will be incorporated into the City's budget and long range financial planning processes.
2. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future operating maintenance and replacement costs. The City recognizes that deferred maintenance increases future capital costs, thus placing a burden on future residents. Therefore, the budget will provide for adequate maintenance and the orderly replacement of capital plant and equipment from current revenues when possible.
3. The City will determine the least costly funding method for its capital projects and will obtain grants, contributions and low cost state or federal loans whenever possible.

4. The City will establish capital equipment reserves to provide for funding of vehicles and equipment.
5. The City will consider the use of debt financing for capital projects under the following circumstances:
 - a. When the project's useful life will exceed the terms of the financing.
 - b. When resources are deemed sufficient and reliable to service the long-term debt.
 - c. When market conditions present favorable interest rates for City financing.
 - d. When the issuance of debt will not adversely affect the City's credit rating, coverage ratios or City Charter limitations.
6. Special funds dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.

Fund Reserves Balance and Contingency Policy (adopted December 4, 2017 by Resolution 17-39):

Purpose

The City of Silverton is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and full disclosure. The purpose of the financial policy is to enable the City to achieve and maintain a long-term stable and positive financial condition. Policies should be adopted by the City Council to set the basic framework for the overall financial management of the City, and guide day to day, budgeting, and long-range planning and decision making. Policies should also strive to maintain levels of service as well as provide for necessary capital improvements.

Goals

To establish a fund balance reserves and contingency policy that provides a stable financial base for the City in accordance with sound financial management principals. The City shall set aside reserves and contingency within its fund balances adequate to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and estimated funds necessary for continued operations for the next fiscal year.

When determining the amount to have as either a contingency or a reserve, the method may vary from fund to fund. Best practices recommend no less than two months of regular fund operating expenditures be used to determine a reserve balance so funds are available for the next fiscal year and to reduce the risk related to a revenue shortfall. The contingency should be an amount sufficient to cover unanticipated expenditures that arise throughout the fiscal year.

Reserves and contingency should be sufficient in each fund for the City to have the ability to:

1. Mitigate short-term volatility in revenue.

2. Absorb unanticipated operating needs that arise during the fiscal year but were not anticipated during the budget process.
3. Sustain City services in the event of an emergency.
4. Meet operating cash flow requirements before the collection of property taxes, grant proceeds, utility billing revenues and other operating revenues.
5. Meet major facility and equipment repair and replacement needs.
6. Meet future capital project requirements so as to minimize future debt obligations and additional burden on future citizens.

Fund Balance Reserves and Contingency Requirements

The City shall maintain adequate working capital reserves and a contingency in all operating funds.

1. The General Fund shall maintain sufficient fund balance reserves to allow the City to adequately fund operations in the next fiscal year until property taxes are received in November of each year, without borrowing. Contingency should be sufficient to cover unanticipated expenditures that may occur during the fiscal year. In no event should the contingency be less than 15% of the total fund.
2. The City's enterprise funds which are primarily supported by user fees shall maintain at a minimum sufficient fund balance reserves to adequately fund operations for ninety days. A reserve balance should also include any debt service requirement. The contingency should be adequate to cover emergency repairs and other types of unforeseen expenditures. In no event should the contingency be less than 15% of the total fund.
3. The City's debt service funds shall maintain sufficient fund balance reserves to pay required annual debt service without borrowing and fund any required debt service reserve requirement, as stipulated within debt service documents.
4. The City's other operating funds shall maintain sufficient fund balance reserves to adequately fund operations for ninety days. The contingency should be adequate to cover emergency repairs and other types of unforeseen expenditures. In no event should the contingency be less than 15% of the total fund.
5. In the event that fund balance reserves fall below the levels described in this section a plan shall be developed to restore the reserves in an acceptable manner under the circumstances.

Fixed Asset Capitalization Policy (adopted December 4, 2017 by Resolution 17-40):

Purpose

The purpose of this policy is to establish standard procedures for capitalizing fixed assets to facilitate the identification, reporting and safeguarding of City assets in compliance with generally accepted financial reporting requirements.

Asset Value

Capital assets are valued at their historical cost. In the absence of historical cost information, the asset's estimated historical cost will be assigned and used. Contributed capital is reported at fair market value or the value on the date the asset is contributed.

The cost of a capital asset includes the following:

General Financial Management Policies – City of Silverton

1. Historical cost of the asset
2. Ancillary charges necessary to place the asset in its intended location (i.e. freight charges)
3. Ancillary charges necessary to place the asset in its intended condition for use (i.e. installation and site preparation charges)
4. Capitalized interest
5. Any subsequent improvements that meet the qualifications listed below.

Capitalization Threshold

The City will capitalize all individual assets which meet or exceed \$5,000 and has an estimated useful life of one year or more.

Grouped or Networked Assets

Individual assets that cost less than the capitalization threshold, but that operates as part of a combined system will be capitalized in the aggregate, using the group method if the estimated average useful life of the individual asset is one year or more and the value of the item meets the capital value for budgeting as set by the City Manager. A combined system is determined to be where individual components may be below the capitalization threshold but are interdependent and the overriding value to the City is on the entire system and not the individual assets.

Examples include: Street lights, sidewalks, special equipment that are necessary to function as a whole, etc.

Depreciation Method

Capitalized assets are depreciated using the straight line method for the Annual Financial Report. The City maintains a depreciation schedule for the General Fund and the Enterprise Funds.

Estimated Useful Lives

The following guidelines are used in setting useful lives for asset reporting:

- Building and Building Improvements 50 years
- Equipment 10 years
- Small Vehicles (less than one-ton rating) 5-10 years
- Large Vehicles (equal to or greater than one-ton rating) 10-20 years
- Rolling Stock (all equipment not classified as a vehicle) 10-20 years
- Furniture and Office Equipment 5-10 years
- Street Improvements:
 - New Construction – Road Base 60 years
 - New Construction – Surface, min vertical depth 4” 35 years
 - New Construction – Curb, Gutter, Sidewalk 60 years
 - New Construction – Street Lights 60 years
- Overlay of existing improvement, minimum vertical depth 2” 15 years
- Utility Infrastructure (water, sewer, storm drain) 25-60 years
- Land Improvements 10-25 years

Improvements vs. Maintenance Costs

With respect to asset improvements, costs at or over the capitalization threshold should be capitalized if:

General Financial Management Policies – City of Silverton

- The estimated useful life of the asset is extended by more than 25%, or
- The cost results in an increase in the capacity of the asset, or
- The efficiency of the asset is increased by more than 10%

Improvements that do not meet these criteria should be expensed as repair and maintenance.

Assets below Capitalization Policy

The City shall report assets which do not meet the capitalization threshold on an inventory list to maintain adequate control and safeguard City property. Periodic audits will be performed to verify that items listed on the inventory report are still located on City property and available for City use. Examples include: small tools, small equipment, office equipment, public works supplies, etc. An annual inventory shall be completed each year.

CITY OF SILVERTON
RESOLUTION
22-11

A RESOLUTION OF THE SILVERTON CITY COUNCIL UPDATING PUBLIC CONTRACTING RULES AND PROCEDURES FOR THE DISPOSAL OF SURPLUS PERSONAL PROPERTY, REPEALING RESOLUTION 15-15, RESOLUTION 16-14 AND RESOLUTION 16-23.

WHEREAS, The Silverton City Council last modified its public contracting rules in 2016; and

WHEREAS, The Council wants to update its internal policies and rules to respond to changes to Oregon law since 2016; and

WHEREAS, The Model Rules will continue to govern the City's solicitation and award of public contracts subject to those rules, except as this resolution provides to the contrary.

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

Section 1: Public Contracting Rules for the City of Silverton.

1.10.005 Definitions

(1) "Bid" means a written offer, more formal than a Quote, to furnish goods or services in conformity with the specifications, delivery terms, and conditions required at a guaranteed maximum cost in accordance with an invitation to bid.

(2) "City" means the City of Silverton, Oregon.

(3) "City Manager" means the City's City Manager or the City Manager's designee.

(4) "Code" means the Oregon Public Contracting Code (ORS Chapters 279, 279A, 279B and 279C).

(5) "Council" means the Silverton City Council.

(6) "Department Head" means the person responsible for operations, staff and budget compliance for a specific City department. This person reports to the City Manager.

(7) "Electronic Procurement System" means an information system that persons may access through the Internet or that persons may otherwise remotely access using a computer that

enables persons to send electronic Bids or Proposals and enables the City to post electronic advertisements, receive electronic offers, and conduct other activities related to procurement.

(8) “Emergency” means circumstances that could not have been reasonably foreseen, which create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety and requires prompt execution of a contract. Examples include a breakdown in machinery or equipment resulting in the interruption of an essential service, a distinct threat to public health, safety or welfare, a Declaration of State of Emergency by the State of Oregon Governor (ORS 401.165), or Declaration of a Local State of Emergency by the City of Silverton Mayor (Silverton Municipal Code 2.44.030 and 2.44.040).

(9) “Local Contract Review Board” or “LCRB” is the Council.

(10) “Lowest Responsible Bidder” means the bidder who submitted the lowest bid and:

(a) Has substantially complied with all prescribed public contracting procedures and requirements;

(b) Meets the standards of responsibility set forth in ORS 279B.110 or 279C.375;

(c) Has not be debarred or disqualified by the City under ORS 279B.130 or 279C.440; and

(d) If the contract is a Public Improvement contract, is not on the list created by the Construction Contractors Board under ORS 701.227.

(11) “Model Rules” means the Oregon Attorney General’s Model Public Contract Rules (OAR Chapter 137, divisions 46, 47, 48 and 49).

(12) “Personal Service Contract” means a contract for personal or professional services performed by an independent contractor, primarily for the provision of services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of attorneys, accounting and auditing services, information technology services, planning and development services, artists, designers, performers, property managers and consultants. Also known as a “Professional Service Contract”.

(13) “Public Facility Improvement Agreement” is a contract between the City and a person responsible for carrying out conditions of approval of a land use decision that governs construction affecting public infrastructure or public property, including streets, sewers, buildings and parks. The term “land use decision” is defined in ORS 197.015(10).

(14) “Public Improvement” means a project for construction, reconstruction or major renovation on real property by or for the City. It does not include projects for which no City funds are directly or indirectly used, except for participation that is incidental or related primarily

to project design or inspection. It also does not include Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a Public Improvement.

(15) “Public Works” has the definition provided in ORS 279C.800(6) and includes roads, highways, buildings, structures and improvements of all types, the construction, reconstruction, major renovation or painting of which is carried on or contracted for by the City. If a contract is one for a Public Work, laborers on the project must be paid prevailing wages unless an exception under ORS Chapter 279C applies. See section 1.10.069 of this Resolution for more information regarding Public Works and prevailing wages.

(16) “Proposal” means a written offer, more formal than a Quote, to furnish goods or services in conformity with the specifications, delivery terms, and conditions required at a guaranteed maximum cost in accordance with a request for Proposal.

(17) “Quote” means a verbal or written offer from a vendor/contractor guaranteeing the cost of specific goods, Supplies or services.

(18) “Supervisor” is the person who oversees the day-to-day operations of a specific group within a department. This person typically reports to a Department Head.

(19) “Supplies” are goods in a manufactured state kept in the ordinary course of business for regular use or consumption (e.g., pencils, light bulbs, paper).

1.10.010 General Provisions

(1) The City’s public contracting is governed by the Code and, except as provided within these rules, the Model Rules. In the event of a conflict between any provision of the Code and this Resolution, the provision of the Code will control.

(2) Except as these rules may otherwise provide:

(a) The Council will exercise the powers and duties of LCRBs under the Code and Model Rules; and

(b) The City Manager as the City’s contracting agent will exercise the powers and duties the Code and Model Rules give to contracting agencies. Consistent with the Silverton Municipal Code and this Resolution, the City Manager may adopt forms, computer software, procedures, and administrative policies for all City procurement. The City Manager shall sign all City contracts.

1.10.015 Exempt Contracts

(1) The Council exempts the following classes of public contracts from competitive procurement:

(a) Any contract that is exempt under the Code or Model Rules.

(b) Change orders or contract amendments that relate to the contract's original scope of work, as follows:

(i) For goods and services contracts, not including personal services or construction-related personal services, a change order or amendment in accordance with OAR 137-047-0800.

(ii) For Personal Service Contracts, a change order or amendment not exceeding \$100,000.

(iii) For construction-related Personal Service Contracts, a change order or amendment not exceeding \$100,000.

(iv) For Public Improvement contracts, a change order or amendment in accordance with OAR 137-049-0910.

(c) Contracts for the purchase of computer equipment and software.

(d) Purchases through federal programs, pursuant to ORS 279A.180.

(e) Contracts where a public agency or the federal government establishes the cost of the good or service to be procured.

(f) Cooperative purchases through another governmental entity or through an organization serving governmental entities, in accordance with ORS 279A.180-279A.225.

(g) An Emergency contract in accordance with the Code and Model Rules.

(h) A Public Facility Improvement Agreement entered into between the City and a person responsible for carrying out conditions of approval of a land use decision. The term "land use decision" is defined in ORS 197.015.

(i) Public Improvement contracts, or contracts for minor alterations, repairs or maintenance of a Public Improvement, where the work to be done under the contract is abutting or otherwise within 1,200 feet of another public or private construction project, and the City's contract with the contractor of that project will not exceed \$500,000.

(j) Any other contract the Code or the Model Rules permit a contract review board or a contracting agency to exempt from competitive procurement.

1.10.020 Personal service contracts not including certain construction-related personal services

(1) The City Manager has discretion to determine whether a particular contract or service falls within the definition of a Personal Service Contract. For the purposes of this section, Personal Service Contracts do not include contracts for architectural, engineering, photogrammetric, land surveying and, in very narrow instances, transportation-planning services when only such professionals may legally provide the service. The procedures for those types of contracts and services are found in the next section: **1.10.025**.

(2) The following formal selection procedure will be used when the estimated fee to the contractor under a Personal Services Contract exceeds \$50,000 per contract.

(a) The City Manager [or the City Manager's designee] will solicit at least three prospective contractors who appear to have at least minimum qualifications for the proposed assignment, and determine the prospective contractor's interest and ability to perform the proposed assignment.

(b) The City Manager may arrange for any or all interested prospective contractors to be interviewed for the assignment by an appropriate City employee, or by an interview committee.

(c) Following a review of the qualifications and interview, where conducted, of the interested prospective contractors, the City Manager may select a contractor with City Council approval, and if a contractor is selected, the City Manager will sign a Personal Service Contract.

(3) For Personal Service Contracts involving an estimated fee of less than \$50,000 per contract, the City Manager may negotiate a contract for such services with any qualified contractor the City Manager selects.

(4) The City Manager may negotiate with a single source for personal services if the services are available from only one contractor, or the prospective contractor has special skills uniquely required for the performance of the services. The City Manager must make written findings to demonstrate why the proposed contractor is the only contractor who can perform the services the City desires.

(5) Unless otherwise approved by the City Manager, all Personal Services Contracts shall require the contractor to defend, indemnify, and hold harmless the City, its officers, agents and employees against and from any and all claims or demands for damages of any kind arising out of or connected in any way with the contractor's performance thereunder, and shall include a waiver of contractor's right to ORS 30.285 and ORS 30.287 indemnification and defense.

(6) Unless otherwise approved by the City Manager, Personal Service Contracts shall contain a provision requiring the person or entity providing the service to obtain and maintain liability insurance coverage in at least the amount of the City's tort liability limits, naming the City as an additional named insured, during the life of the contract.

(7) All Personal Service Contracts shall contain all contract provisions mandated by Oregon law. These provisions may be incorporated in the Personal Service Contract by reference to Oregon law, unless state law provides otherwise. Upon request from the City Manager, the City's attorney's office will prepare model contract provisions for use in City Personal Service Contracts.

(8) Criteria the City Manager shall consider in the evaluation and selection of a Personal Service Contractor include:

- (a) Specialized experience in the type of work to be performed;
- (b) Capacity and capability to perform the work, including any specialized services within the time limitations for work;
- (c) Educational and professional record, including past record of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, ability to meet schedules, and contract administration, where applicable;
- (d) Availability to perform the assignment and familiarity with the area in which the specific work is located, including knowledge of design or techniques peculiar to it, where applicable; and
- (e) Any other factors relevant to the particular contract.

(9) The City Manager may select a contractor without following any procedures if an Emergency exists. In such instances, the City Manager must memorialize in writing the circumstances that justify the Emergency selection.

1.10.025 Contracts for certain construction-related personal services

(1) This section implements ORS 279C.100-125. The City will rely on this subsection, not the Model Rules, when it seeks to contract with an architect, engineer, photogrammerist, land surveyor or (in very limited instances) a transportation planner.

(2) This section applies only to personal services meeting the following criteria:

- (a) A contract with an Estimated Fee that exceeds \$100,000; and
- (b) The contract is for a personal service that is *legally required* to be provided or performed by an architect, engineer, photogrammerist, transportation planner or land surveyor. For example: hiring an architect to design a building or structure, or hiring an engineer to design a wastewater system. Because the law requires licensed professionals to design buildings and infrastructure, the City would rely on this subsection to hire someone to perform those services. However, if the City were hiring an architect or engineer to perform project management services (for example), it may solicit and award such services under section **1.10.020** of these rules. See definition of "Related Services" below.

(c) If either (a) or (b) above is not satisfied (i.e. the contract is for a personal service that is legally required to be provided by a licensed architect, etc. *but* is estimated not to exceed \$100,000; *or* the contract will require an engineer, etc. to perform a Related Service) then the City may rely on section **1.10.020** of these rules to solicit and award a contract.

(d) Some contracts will contain a mixture of services covered by this section (i.e. services that only the particular consultant may legally perform) and Related Services. Whether the city uses section **1.10.020** or this section to solicit and award a mixed contract will depend upon the contract's predominate purpose. The City will determine the predominate purpose based upon either the amount of money it estimates it will spend for covered services versus Related Services, or the amount of time it estimates the consultant will spend working on covered services versus Related Services. If covered services predominate, the City will solicit the contract under this section. If Related Services predominate, the City will solicit the contract under section **1.10.020**.

(3) Definitions. The following definitions apply to this section

(a) "Construction-Related Consultant" means an architect, engineer, photogrammerist, land surveyor, a transportation planner in narrow instances defined below, or a provider of Related Services.

(b) "Estimated Fee" means the City's reasonably projected fee to be paid for a Construction-Related Consultant's services under the anticipated contract, excluding all anticipated reimbursable or other non-professional fee expenses. The Estimated Fee is used solely to determine the applicable contract solicitation method is distinct from the total amount payable under the contract.

(c) "Price Agreement" is limited to mean an agreement related to the procurement of architectural, engineering, photogrammetric mapping, transportation planning or land surveying services, or Related Services, under agreed-upon terms and conditions and possibly at a set price with:

(A) No guarantee of a minimum or maximum purchase; or

(B) An initial order or minimum purchase, combined with a continuing obligation to provide architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or Related Services where the City does not guarantee a minimum or maximum additional purchase.

(d) "Project" means all components of a City-planned undertaking that gives rise to the need for a Construction-Related Consultant's architectural, engineering, photogrammetric mapping, transportation planning or land surveying services, or Related Services, under a contract.

(e) "Transportation Planning Services" only includes Project-specific transportation planning required for compliance with the National Environmental

Policy Act, 42 USC 4321 et. seq. and no other types of transportation planning services. By way of example only, Transportation Planning Services do not include transportation planning for corridor plans, transportation system plans, interchange area management plans, refinement plans and other transportation plans not associated with an individual Project required to comply with the National Environmental Policy Act, 42 USC 4321 et. seq.

(f) “Related Services” means personal services, other than architectural, engineering, photogrammetric, mapping, transportation planning or land surveying services that are related to planning, designing, engineering or overseeing Public Improvement projects or components of Public Improvements. Those Public Improvements include, but are not limited to, landscape architectural services, facility planning services, energy planning services, space planning services, hazardous substances or hazardous waste or toxic substances testing services, cost estimating services, appraising services, material testing services, mechanical system balancing services, commissioning services, project management services, construction management services, and owner’s representation services or land-use planning services. In other words, personal services that are *not required by law* to be performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor.

(4) Selection Procedures.

(a) When selecting a Construction-Related Consultant to perform architectural, engineering, photogrammetric mapping, transportation planning or land surveying services under this section, the City must award a contract to the most qualified consultant.

(b) In accordance with Oregon law, when determining which consultant is most qualified, the City may only solicit or use pricing policies, or other price information, including the number of hours proposed for the services required, expenses, and hourly rates and overhead to determine a Construction-Related Consultant’s compensation *after* the City has selected the most qualified consultant.

(c) When soliciting a Construction-Related Consultant under this section, the City will use a Request for Proposals (“RFP”) or a Request for Qualifications (“RFQ”) followed by an RFP, as described below. The City may advertise RFQs and RFPs in any manner it deems appropriate. If the City directly solicits qualifications or Proposals from Construction-Related Consultants, it will attempt to contact at least three consultants.

(d) RFQ. The City may in its sole discretion issue an RFQ to evaluate potential Construction-Related Consultants and establish a short list of qualified Construction-Related consultants to whom it may issue an RFP for some or all of the architectural, engineering, photogrammetric mapping, transportation planning

or land surveying services or Related Services described in the RFQ. RFQs may include:

(A) A brief Project description;

(B) A description of the architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or Related Services required for the Project;

(C) Any conditions or limitations that may constrain or prohibit the selected Construction-Related Consultant's ability to provide additional services related to the Project, including but not limited to construction services;

(D) A response deadline and a description of how or where to submit a response;

(E) A statement that interested consultants respond solely at their own expense;

(F) RFQ evaluation criteria; and

(G) Any other elements the City Manager deems appropriate.

(e) RFP. The City will issue an RFP to select the most qualified Construction-Related Consultant, regardless of whether an RFQ precedes an RFP. RFPs will include:

(A) A description of the Project and the specific architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or Related Services sought for the Project, the estimated Project cost, the estimated time period during which the Project is to be completed, and the estimated time period in which the specific architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or Related Services sought will be performed;

(B) The RFP evaluation process and the criteria that the City will use to select the most qualified Construction-Related Consultant, including the weight, points or other classifications applicable to each criterion. Without limitation, the criteria may include:

(i) Proposers' availability and capability to perform the services described in the RFP;

(ii) Experience of proposers' key staff persons in providing similar services on similar projects within the last three years;

(iii) The amount and type of resources, and number of experiences staff persons Proposers will commit to the Project;

(iv) Proposers' demonstrated ability to successfully complete similar Projects on time and within budget in the previous five years;

(v) References and recommendations from past clients; and

(vi) Any other criteria the City Manager deems appropriate.

(C) Conditions or limitations, if any, constrain or prohibit the selected Construction-Related Consultant's ability to provide additional services related to the Project, including but not limited to construction services;

(D) Whether interviews will or may occur and, if so, how the interview will factor into the City's selection;

(E) A Proposal deadline and a description of how or where to submit a Proposal;

(F) A statement whether the City will accept Proposals in electronic format;

(G) A statement that interested consultants respond solely at their own expense;

(H) A statement reserving the City's right to reject any or all Proposals and its right to cancel the RFP at any time if doing either would be in the public interest;

(I) A statement directing proposers to the protest procedures set forth in the RFP;

(J) A statement whether or not the City will hold a pre-Proposal meeting for all interested Construction-Related Consultants to discuss the Project, and if a pre-Proposal meeting will be held, the location of the meeting and whether or not attendance is mandatory; and

(K) Any other elements the City Manager deems appropriate.

(f) After selecting the most qualified Construction-Related Consultant in accordance with the RFP, the City will notify each proposer accordingly and state that it will begin negotiating a contract with the most qualified consultant. A resulting contract will at least include:

(A) The consultant's performance obligations and performance schedule;

(B) Payment methodology and a maximum amount payable to the consultant for the services required under the contract;

(C) Legally required terms; and

(D) Any other provisions the City believes to be in the best interest to negotiate.

(g) The City will formally terminate negotiations in writing with the most qualified consultant if it is unable for any reason to negotiate a contract within a reasonable amount of time, as the City may determine in its sole discretion. The City may thereafter negotiate with the second ranked consultant, and if necessary, with the third ranked consultant, and so on, until negotiations result in a contract. If negotiations with any consultant do not result in a contract within a reasonable amount of time, the City may end the particular solicitation. Nothing in this section precludes the City from re-entering negotiations, in its own discretion, with a consultant if negotiations were previously terminated for the same contract.

(5) Price Agreements. Solicitation materials and the terms and conditions for a Price Agreement for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or Related Services must:

(a) Include a scope of services, menu of series, a specification for services or a similar description of the nature, general scope, complexity and purpose of the procurement that will reasonably enable a Construction-Related Consultant to decide whether to submit a Proposal;

(b) Specify whether the City intends to award a Price Agreement to one consultant or to multiple consultants. If the City will award a Price Agreement to more than one consultant, the solicitation document and Price Agreement will describe the criteria and procedures the City will use to select a consultant for each individual work order or task order. Subject to the requirements of ORS 279C.110, the criteria and procedures to assign work orders or task orders that only involve or predominantly involve architectural, engineering, photogrammetric mapping, transportation planning or land surveying services are at the City's sole discretion;

(c) Specify the maximum term for assigning services under the Price Agreement.

1.10.030 Authority to electronically advertise solicitations for goods and services

(1) The City Manager is authorized to develop an Electronic Procurement System in accordance with OAR 137-047-0300(2)(b). If an electronic procurement system is in place, the Model Rules allow goods and services solicitations to be advertised exclusively online. This saves the City time and money over utilizing newspaper advertisements.

(2) Prior to any development of an Electronic Procurement System, the City may advertise solicitations for goods and services online, in addition to newspaper advertisements.

1.10.040 Authority to electronically advertise solicitations for public improvements

(1) For all public improvement contracts with an estimated cost not exceeding \$125,000, the City Manager may electronically advertise solicitations in a manner deemed appropriate. This method of advertising will save the City time and money, may be used exclusively, and is allowed under ORS 279C.360(1).

(2) An advertisement for a Public Improvement contract with an estimated cost over \$125,000 must be published at least once in a trade newspaper of general statewide circulation, such as the Daily Journal of Commerce.

1.10.050 Small procurements

(1) As provided by ORS 279B.065, any procurement of goods or services not exceeding \$10,000 may be awarded in any manner the City Manager finds practical or convenient, including direct selection or award.

(2) A small procurement contract may be amended in accordance with OAR 13-047-0800, but the cumulative amendments may not increase the total contract price to greater than \$12,500 (OAR 137-047-0265).

(3) A procurement may not be artificially divided or fragmented to qualify for this section.

1.10.060 Sole-source procurements

(1) Pursuant to ORS 279B.075(1), the City Manager is authorized to declare in writing certain goods and services to be available from only one source.

(2) The determination of a sole-source must be based on findings required by ORS 279B.075(2), and otherwise be processed in accordance with OAR 137-047-0275.

1.10.065 Public improvement contracts – competitive quotes

(1) Public improvement contracts estimated by the City not to exceed \$100,000 may be let by competitive Quote under the following procedures:

(a) The City shall informally solicit at least three price Quotes from prospective contractors. If three prospective contractors are not available, then fewer Quotes may be solicited, and the City shall maintain records of the attempts to obtain Quotes.

(b) The City shall award the contract to the prospective contractor whose Quote will best serve the interests of the City, taking into account price and other applicable factors, such as experience, specific expertise, availability, project understanding, contractor capacity, and contractor responsibility. If the contract is not awarded on the basis of the lowest price, the City shall explain why in writing.

- (c) A procurement may not be artificially divided or fragmented to qualify for the informal contract award procedures provided by this section.
- (d) A Public Improvement contract let under this section may be amended by change order as provided in **1.10.015(1)(b)**.
- (e) Public Improvement contracts that exceed \$100,000 shall be let in accordance with the provisions of ORS Chapter 279C.

1.10.068 Public improvement contracts - negotiation

(1) If Bids are solicited for a Public Improvement contract, and all Bids exceed the budget for the project, the City may, prior to contract award, negotiate for a price within the project budget only under the following procedures:

- (a) Negotiations will begin with the lowest, responsive and responsible bidder. If negotiations are not successful, then the City may begin negotiations with the second lowest responsive, responsible bidder, and so on.
- (b) Negotiations may involve the inclusion of value engineering and other options to attempt to bring the project cost within the budgeted amount.
- (c) A contract may not be awarded under this section if the scope of the project is materially changed from the description in the original Bid documents.
- (d) The City will adhere to the provisions of ORS 279C.340 in applying this section.

1.10.069 Public Works – Prevailing Wage Requirements

- (1) A Public Works contract is one that is subject to the payment of prevailing wages. Public Works is defined in the definitions section of this Resolution. Generally speaking, the City must pay prevailing wages for any Public Works contract that exceeds \$50,000. If a contract meets the definition of a Public Work but the contract value is less than or equal to \$50,000, then the City is not obligated to pay prevailing wages.
- (2) There are other exceptions that apply to when the City must pay prevailing wages for a Public Works contract. They are found at ORS 279C.800 and 279C.810. City staff should consult the City Manager or seek a legal opinion through the City Manager if staff is not certain whether a specific contract requires the payment of prevailing wages.

1.10.070 Notice of intent to award certain contracts

- (1) At least seven days before the award of a public contract solicited under a traditional invitation to bid or request for Proposals, the City will post or provide to each bidder or proposer notice of the City's intent to award a contract.

(2) If stated in the solicitation document, the City may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the City's intent.

(3) As an alternative, the City may provide written notice to each bidder or proposer of the City's intent to award a contract. This written notice may be provided electronically or through non-electronic means.

(4) The City may give less than seven days' notice of its intent to award a contract if the City determines in writing that seven days is impracticable as allowed by ORS 279B.135.

(5) This section does not apply to goods and services contracts awarded under small procurements under these rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.

(6) This section does not apply to any Public Improvement contract or class of Public Improvement contracts exempted from competitive bidding requirements.

(7) A protest of the City's intent to award a contract may only be filed in accordance with OAR 137.047.0740 or OAR 137-049-0450, as applicable.

1.10.080 Procedure for surplus personal property

(1) Surplus personal property is property owned by the City such as office furniture, computers, equipment, and vehicles that the City manager determines is surplus and no longer useful to the City. For the purposes of these rules, "surplus property" does not include the sale, transfer or disposal of real property or any interest in real property. The rules governing the sale, transfer or disposal of real property is governed by state law, as provided in Silverton Municipal Code Chapter 3.04.

(2) The City Manager may authorize the sale, donation or destruction of surplus personal property. Surplus personal property may be sold through the informal solicitation of Bids or through an auction, including an online auction. The City Manager has the discretion to advertise the sale of surplus personal property in a newspaper of City-wide circulation.

(3) Employees of the City may purchase surplus personal property, so long as at least three individuals or entities have Bid on the property and the employee's Bid is the highest Bid.

(4) The City Manager may transfer title to surplus personal property to:

(a) Any other public agency; or

(b) A not-for-profit entity that does business in the City.

- (5) The City may utilize the State of Oregon State and Federal Surplus Property program to sell any qualifying surplus property.

1.10.090 Signature authority and administrative authority and responsibilities

(1) This section establishes when the City Manager may bind the City to a purchase of, or a contract for, goods, services (including Personal Services and Construction-related Personal Services) and Public Improvements without additional Council authorization. In order to bind the City to a purchase, the City Manager must sign a document related to the Purchase. For the purposes of this section, “signing” a document includes a digital signature or authorization as permitted by law.

(2) The City Manager is authorized to:

(a) Enter into purchases not to exceed \$50,000 or amendments to purchases not to exceed \$50,000 without additional authorization of the Council for budgeted purchases;

(b) Enter into purchases not to exceed \$30,000 or amendments to purchases not to exceed \$30,000 without additional authorization of the Council for non-budgeted purchases;

(c) Recommend that the Council approve or disapprove purchases in excess of \$50,000, or amendments to purchases of more than \$50,000 for budgeted purchases;

(d) Recommend that the Council approve or disapprove purchases in excess of \$30,000, or amendments to purchase of more than \$30,000 for non-budgeted purchases;

(e) Enter into contracts or authorize permits for local concessions and street vendors where the annual amount to be paid to or by the City is not expected to exceed \$10,000 per year and the contract or permit is otherwise consistent with this Resolution and the Silverton Municipal Code;

(f) Notwithstanding the above-listed authorization limitations, the City Manager is authorized to sign Personal Service Contracts and Construction-related Personal Service Contracts in any amount.

(3) Obtaining goods from City personnel shall require authorization of the City Manager or designee. Provision of services by City personnel shall be in accordance with any relevant City personnel policies and other applicable law.

(4) Each City department shall operate within its budget, or seek additional budgetary authority from Council with respect to a purchase if required by the Oregon Local Budget Law.

(5) Each department shall plan purchases sufficiently in advance so that orders may be placed in economical quantities.

(6) The Department Head or designee shall process requisition forms and negotiate purchases on the most favorable terms in accordance with applicable law.

Section 2: The Council adopts the following rules applicable to City staff and related to the City's Public Contracting activities:

I. The basic purchasing policy of the City is to obtain quality Supplies, services, vehicles and equipment needed for the proper operation of its various departments at the lowest possible cost. This will be accomplished through the use of Quotes and competitive bidding whenever possible. Purchasing functions are to be conducted by the Department Head or other individual as designated by the City Manager, except as provided for herein. The purchasing function shall be supervised by the Department Head who shall be responsible for its operation and staffing.

A. Ethics and Standards of Behavior

All purchasing functions will be conducted with absolute integrity. The very highest ethical standards will be maintained in all material activities, and the Department Head will remain constantly aware of their responsibilities in spending public funds. Public Officials and/or employees are subject to Oregon Government Ethics Standards, found in Oregon Revised Statutes, Chapter 244.

B. Purchasing Authority

There are three levels of authority for normal purchases: Department award, City Manager award, and City Council award. Generally, authority is established by the dollar amount of the purchase.

A formal purchase order, approved by the requesting authorized Supervisor and the Department Head, is required for all purchases where any single item or the total purchase exceeds \$4,000. However, purchase orders may be issued regardless of amount when required by the vendor, or when the complexity of the contract demands a formal document for clarity. No purchase shall be made until all authorizations have been received and a valid City business license has been issued for a business located in the City, or for contracts for services to be provided in the City.

1. **Department Award: Up to \$4,000**

The Department Head may authorize the purchase of Supplies, equipment, or services as needed for their area of responsibility for purchases up to \$4,000.

When seeking goods or services exceeding \$4,000, and specific to the department's operation, the Supervisor needs to complete the purchase requisition form and submit it, including specifications, Quotes and other supporting data to the Department Head for review. Upon approval by the Department Head and Deputy City Manager/Finance Director or designee, a purchase order will be issued.

2. City Manager Award: \$4,000 to \$50,000

Purchases of \$4,000 to \$50,000 must be approved by the City Manager prior to issuance of a purchase order number.

A requisition approved by the Department Head must be submitted along with supporting documentation to the City Manager for approval. Upon approval by the City Manager, a purchase order will be issued.

3. City Council Award: Over \$50,000

The Council award procedure shall be utilized for all purchases, contracts, or agreements of more than \$50,000 unless another procedure is identified in these rules. Upon Council approval, a purchase order will be issued.

C. Record Keeping

The Finance Department is responsible for maintenance of payment records. During the course of a contract the responsible department will retain the original purchase order. At the conclusion of the contract, or delivery of goods, the original signed requisition and purchase order will be forwarded, along with the request for final payment, to the Finance Department. The final payment request needs to state that it is the final payment for the contract or job. These records will be maintained in the accounts payable files indefinitely, or as prescribed by law.

II. Purchasing Procedures

A. Requisition

When a purchase order is required, the request shall be presented to the City Manager and Department Head in written form. The requisition must contain sufficient information to ensure acquisition of the correct item(s). Requests that will cause an account to go over budget must be accompanied by an explanation of the funding source to cover the cost. In some cases a Transfer Resolution or Supplemental Budget must be approved by City Council before the purchase can be made. The City Manager may allow a budget override as long as such action would not exceed an appropriation authority level as set by City Council. Requisitions will not be made utilizing accounts that are unrelated to the type of item or service being purchased. Original Quotes or Bids, specifications, and other documentation are to accompany the request.

B. Request for Proposal (RFP) – Request for Qualifications (RFQ)

The RFP/RFQ defines, in detail, the terms, conditions, and specifications of goods or services required by the City. An RFP is primarily intended for large, complex projects where cost and performance are equally important. An RFQ is primarily intended for professional services. The RFP/RFQ may be utilized for smaller projects as well. The RFP/RFQ will be used whenever the acquisition of goods or services is multi-faceted and carries a high possibility of liability for the City.

Two-step RFP/RFQ: In this case, pricing is not included in the RFP/RFQ, but is submitted in a separate, sealed envelope. Only after selection is made on the basis of the Proposal is the favored bidder's pricing information opened. The other Proposal's pricing envelopes are returned to the respective bidders unopened.

C. Contract-Out versus In-House

The City may, at the direction of the City Manager and City Council, elect to have certain Public Works projects performed by City employees. Generally, the decision to perform a Public Works project "In-House" is based on four factors: 1) A lack of available sources for the type of work to be done; 2) The assurance that the needs of the City will be best be served both technically and financially; and, 3) Work will be performed within the time frame normally associated with outside contracting; 4) City staff needs to be trained and qualified to perform the work in the event an Emergency response may be required.

D. Purchase Order

The purchase order is generated by the Finance Department upon final approval and acceptance of the purchase requisition. Upon completion of the purchase order, the Finance Department will distribute originals to the ordering Department Head.

E. Open Purchase Order

Open purchase orders are entered into with vendors that are expected to supply products or services to the City on an ongoing and/or regular basis throughout the year. Open purchase orders are closed at the conclusion of each fiscal year. The new year's open purchase order group is determined by the City Manager, utilizing the previous year's open purchase orders, and adding and deleting vendors based on department input and current needs. A list of vendors having open purchase orders with the City shall be distributed to each department at the beginning of each fiscal year.

F. Petty Cash

The high cost of payment processing makes it imperative that small-dollar purchases be made using petty cash. The exception is when the vendor is heavily patronized by the City, and the vendor is willing to establish a credit

account with the City. The Finance Department maintains a petty cash fund and upon department approval shall allow it to be used for minor purchases of up to \$50.00 when buying from uncommon sources or vendors unwilling to establish a credit account with the City. The Finance Department will periodically replenish the funds and post the charges to the appropriate accounts.

G. Amendment to Purchase Order

It is sometimes necessary to change a purchase order after it has been approved. The three most common changes are monetary, time extension, and scope of work. Only the City Manager or their designee may approve a formal change to an existing purchase order, if the amount will exceed \$500. The requesting department must complete a supplemental purchase order requisition form, and submit it with appropriate documentation to the Department Head and/or City Manager for approval. Upon approval, a copy will be submitted to the Finance Department. Once the change has been made, the Finance Department will provide the requesting department an adjusted purchase order. The department is responsible for providing the vendor an amended purchase order, reflecting the change.

H. Contract Changes

Once a formal contract has been approved by the City, changes due to scope of work or price change that are within the total award contract can often be approved without further Council action. Subject to the City's contracting rules, changes under \$4,000 can be approved by the Department Head and for changes over \$4,000 the City Manager must also approve the change. If the change will cause the cost to exceed the amount approved by Council, a budget resolution may be necessary. A supplemental purchase order requisition form must also be processed, as per section G.

I. Credit Card Purchasing

Credit cards are made available to selected employees through management and the Finance Department. Employees are generally encouraged to pay for City-related business transactions through regular accounts payable procedures rather than with credit cards. However, the City may issue credit cards to facilitate City-related business transactions such as supplies, travel and education expenses, membership dues and other departmental goods. No cardholder may procure goods or services for personal purchasing using the City-issued credit card. Card purchases are subject to all other City purchasing approval procedures. The employee must fill out a Credit Card Authorization form and have it signed by their supervisor/Department Head. The form is given to the Finance Department to order the credit card.

Credit Card Balance Levels:

\$5,000 – City Manager

\$2,500 – Department Heads

\$1,000 – Supervisors and Administrative Staff
\$500 – General Staff

In order to increase credit card balance levels, supervisors/Department Heads need to send written notification to the Finance Department with the desired amount. The Finance Department will then process a temporary (30-day) credit increase. Lost or stolen cards must be reported immediately to the Finance Department. All credit cards must be returned to the Finance Department upon termination of employment.

J. Emergency Purchases

In the case of an Emergency requiring the immediate purchase of Supplies, materials, equipment or contractual services, the City Manager may authorize a department to secure in the open market, at the lowest obtainable price when practical, any Supplies, materials, equipment or contractual services required, regardless of the amount of the expenditure.

During an Emergency, the requesting department may purchase any Supplies, materials, equipment or contractual services. This may be done only after the City Manager has concluded that the purchase is essential to prevent delays which may affect the life, health, or safety of citizens, or in such cases as defined in **1.10.005(8)** [new language defining state of emergency]. The Department Head shall, as soon as possible, provide a completed purchase requisition to the City Manager, as well as a full written explanation of the circumstances.

In the case of a disaster or for civil defense, nothing contained in these rules shall limit the authority of the City Manager to make purchases and take such other Emergency steps as are, or may be, authorized by the Council.

K. Receiving of Goods/Equipment

1. Inspection and Testing: All goods procured by the City shall be subject to inspection and/or testing upon receipt or completion by the department receiving the product to assure conformance with the specifications set forth in the order. If a product fails to meet specifications, it shall be identified as “on hold pending rejection”, and a written report of the findings shall be forwarded to the Department Head. If a product is determined to be unusable, it shall be rejected and returned to the vendor as the vendor directs, and at their expense, for credit or replacement.

2. Acceptance: When goods have been received, or a project has been completed to the satisfaction of the ordering department and the specifications, the packing slip and/or other completion documentation shall be signed off by the receiver/inspector. Information to be noted on the documents must include, as a minimum, the acceptor’s signature and a legible rendering of their name and the date of receipt/completion. Any deviation

from the exact ordering specifications must be noted on the receiving/acceptance documents.

L. Minimum Insurance Requirements

1. Public Liability Insurance

All contractors engaged in service on City property are required to maintain minimum public liability insurance of \$2,000,000 for each occurrence naming the city as an additional insured. Certain high risk activities require higher limits.

2. Property Damage Insurance

All contractors engaged in service on City property are required to maintain minimum property damage insurance of \$2,000,000 for each occurrence naming the City as an additional insured. Certain high risk activities require higher limits.

3. Worker's Compensation Insurance

All contractors engaged in service on behalf of the City are required to maintain worker's compensation insurance in accordance with Oregon law.

M. Prevailing Wages

Rules and payment of prevailing wages establishes per ORS Chapter 279C shall be followed by the City for Public Works contracts as required.

N. Projects Utilizing ODOT Transit and/or Federal Transit Administration (FTA) fund

In addition to the applicable policies and procedures found within these new rules, the Code, and the Model Rules, projects utilizing ODOT Transit and/or FTA funds shall conform to the following:

1. Use of an in-state or local geographic preference for contractor selection is prohibited.
2. Technical specifications or functional descriptions and performance levels for identifying products or components should be used rather than brand-names
3. When it is impractical or uneconomical to provide a clear and accurate description of the technical requirements of the property to be acquired, a "brand name or equal" description may be used to define the performance or other salient characteristics of a specific type of property. The recipient must identify the salient characteristics of the named brand that offerors must provide. When using a "brand name" specification, the recipient does not need to reverse-engineer a complicated part to identify precise measurements or specifications in order to describe its salient characteristics. FTA's "Best Practices Procurement Manual," (BPPM) contains additional information on preparation of specifications including

examples with specific language. Specifying only a “brand name” product without allowing offers of “an equal” product, or allowing “an equal” product without listing the salient characteristics that the “equal” product must meet to be acceptable for award.

4. Metric Measurements. The Common Grant Rules require the recipient to accept property and services with dimensions expressed in metric measurements, to the extent practicable and feasible.
5. Preference should be given, to the extent practicable and economically feasible, for products and services that conserve natural resources, protect the environment, and are energy efficient.
6. ODOT and appropriate Federal representatives (or any of their representatives), are permitted to access and have the right to examine and inspect all records, documents, and papers, including contracts, related to any project financed with Federal assistance authorized by 49 U.S.C. Chapter 53.
7. No contract for rolling stock with a period of performance exceeding 5 years is permitted, unless the funding source is not federal, without FTA approval.
8. A complete record of procurement history shall be maintained as long as the asset is in use, plus three years after disposal.
9. Prior to purchasing property and services, the Community Development Director will conduct a review to ensure the property or service is necessary, that it is not duplicative, and the quantities are intended to be or are likely to be used, based on reasonable expectations to support the transportation system. Any additional vehicle purchase should be supported based on FTA guidance.

III. Payment Procedures

A. Payment Request

Payments are generated by submitting an approved invoice or statement along with a copy of any applicable purchase order to the Finance Department. If the request is for a partial payment on a purchase order, a copy of the purchase order number is to accompany the approved invoice or statement; if it is for final payment on a purchase order, the original signed copy of the purchase order with the required signatures and other documents should be submitted with the invoice or statement for payment and marked that this is the final payment.


B. Urgent/Emergency Payment

The issuance on an urgent/Emergency payment is discouraged and should be only when expediting payment is required or highly desired by the circumstance. When requesting urgent/Emergency payment, the requesting department must comply with the same procedures as

subsection 'A'. To ensure timely payment, the request should be personally delivered to the Accounting Manager or Finance Director.

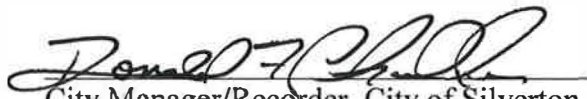
Section 3: That this resolution is and shall be effective after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton, this 2nd day of May, 2022.



Mayor, City of Silverton
Kyle Palmer

ATTEST



City Manager/Recorder, City of Silverton
Ronald F. Chandler

GLOSSARY

The City of Silverton has attached a glossary to promote greater understanding of financial terms used throughout the budget document. These definitions originate from the Oregon Department of Revenue's Local Budgeting Manual and some have been modified to fit the City's financial practices. Please also feel free to contact the Finance Department with any questions.

Accrual basis. Method of accounting recognizing transactions when they occur without regard to cash flow timing [ORS 294.311(1)].

Adopted budget. Financial plan that is the basis for appropriations. Adopted by the governing body (ORS 294.456).

Ad valorem tax. A property tax computed as a percentage of the value of taxable property See "Assessed Value".

Appropriation. Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)].

Approved budget. The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing (ORS 294.428).

Assessed value. The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property's maximum assessed value or real market value. The growth is limited to 3% unless an exception applies (e.g., new or enlarged structure).

Assessment date. The date on which the real market value of property is set-January 1.

Audit. The annual review and appraisal of a municipal corporation's accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State (ORS 297.425).

Audit report. A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders and regulations.

Balanced budget. A budget in which the resources equal the requirements in every fund.

Billing Rate. A district's tax rate used to compute ad valorem taxes for each property. The billing rate is expressed in dollars per \$1,000 of assessed property value.

Budget. Written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year [ORS 294.311(5)].

Budget Committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of registered voters appointed from the district (ORS 294.414).

Budget Message. Written explanation of a local government's budget and financial policies, including any changes from the prior fiscal year. It is prepared and presented under the direction of the executive officer or chairperson of the governing body (ORS 294.403).

Budget Officer. Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget (ORS 294.331).

Budget transfers. Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

Capital expenditure. For budgetary purposes \$1,000 is used for capital and per Resolution \$5,000 is used for depreciation.

Capital outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings [ORS 294.388(4)]

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Capital projects fund. A fund used to account for resources, such as bond sale proceeds and expenditures to be used for major capital item purchase or construction [OAR 150-294.0420(2)(c)].

Category of limitation. The three categories of taxes on property for the purpose of the constitutional limits- education, general government, excluded from limitation (ORS 310.150).

Compression. A reduction in taxes by Measure 5 (1990) property tax limits. Compression is computed on a property-by-property basis, and is first towards local option tax levies, then permanent rate levies.

Consolidated billing tax rate. The consolidated billing tax rate is the combined total of the billing rates for all taxing districts in a limitation category in the code area but does not include the billing rate for any urban renewal special levies or non-ad valorem taxes, fees, or other charges.

Constitutional limits. The maximum amount of tax on property that can be collected from an individual property for education and for other government activities (Art. XI, sect. 11b, OR Const.).

Contingency. An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget. A general operating fund may contain one line for operating contingency [ORS 294.388].

Debt service fund. A fund established to account for payment of general long-term debt principal and interest [OAR 150-294.0420(2)(d)].

Division of tax. Division of tax refers to the process of, and revenue from, apportioning tax to urban renewal agencies based on the relationship of the excess to frozen value, also known as tax increment revenue.

Double majority. A term that refers to an election where at least 50 percent of the registered voters eligible to vote in the election cast a ballot and more than 50 percent voting approve the question. (*Any March or September election*)

Encumbrance. An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(13)].

Enterprise fund. A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, transit systems, and ports [OAR 150-294.0420(f)].

Excluded from limitation category. The category for taxes used to pay principal and interest on exempt bonded indebtedness [ORS 310.150(1)(a)].

Exempt bonded indebtedness. 1) Bonded indebtedness authorized by a specific provision of the Oregon Constitution, or 2) bonded indebtedness issued as a general obligation on or before November 6, 1990, incurred for capital construction or capital improvements, or 3) bonded indebtedness issued as a general obligation after November 6, 1990, incurred for capital construction or capital improvements with the approval of the electors of the local government. Bonded indebtedness issued to refund or refinance any bonded indebtedness described above is also included [ORS 310.140(7)(b)].

Expenditures. Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis. Does not include amounts budgeted for interfund transfers, contingency, reserved for future expenditure or unappropriated ending fund balance [ORS 294.311(16)].

Fiscal year. A 12-month period to which the annual operating budget applies. The Fiscal Year is July 1 through June 30 for local governments [ORS 294.311(17)].

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Fund. A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

Fund balance. The excess of the assets of a fund over its liabilities and reserves [ORS 294.311(18)].

Fund type. One of nine fund types: General, special revenue, debt service, capital projects, special assessment, enterprise, internal service, trust and agency, and reserve [OAR 150-294.352(1)-(A)].

General fund. A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund [OAR 150-294.0420(2)(a)].

General government category. The limitation category for taxes used to support general government operations other than schools that are not for the purposes of paying exempt bonded indebtedness [ORS 310.150(1)(c)].

Governing body. County court or board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit [ORS 294.311(20)].

Grant. A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose [ORS 294.311(21)].

Interfund loans. Loans made by one fund to another and authorized by resolution or ordinance (ORS 294.468).

Internal service fund. A fund used to account for fiscal activities when goods or services are provided by one organizational unit to another on a cost-reimbursement basis (ORS 294.343).

Levy. (v) To impose a property tax. (n) Amount of ad valorem tax certified by a local government for the support of government activities.

Liability. Debt or other legal obligation arising from transactions in the past which must be liquidated, renewed, or refunded at a future date; does not include encumbrances [ORS 294.311(24)].

Local option tax. Voter-approved taxing authority that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less [Art. XI, section 11(4)].

Materials and Services. Expenses for operating costs and supplies and contracted services, such as utilities, rent, liability insurance, repair parts, fuel, accountant's fees, etc.

Maximum assessed value (MAV). The maximum taxable value limitation placed on real or personal property by the Article XI, section 11 of the Constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction (OAR 308.146).

Measure 5. A constitutional tax rate limitation (Art. XI, section 11b) passed by the voters in 1990 which restricts the amount an individual property can be taxed. Measure 5 limits school taxes to \$5 per \$1,000 of real market value. All other general governmental taxes are limited to \$10 per 1,000 for general government of real market value.

Measure 50. A constitutional amendment (Art. XI, section 11) passed in 1997 that limits the growth in a property's maximum assessed value to 3% per year. It also limits a local government's taxing authority by creating permanent rate limits.

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Net working capital. The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances [ORS 294.311(27)].

Object classification. A grouping of expenditures, such as personnel services, materials and services, capital outlay, debt services, and other types of requirements [ORS 294.311(29)].

Operating rate. The rate determined by dividing the local government's tax amount by the estimated assessed value in district. This rate is calculated by the assessor when a local government imposes its operating tax as an amount, rather than a tax rate.

Ordinance. A formal legislative enactment by the governing board of a municipality.

Organizational unit. Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as a department, office or division) [ORS 294.311(31)].

Personnel Services. Expenses related to the compensation of salaried employees, such as, health and accident insurance premiums, Social Security and retirement contributions, civil service assessments.

Permanent rate limit. The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can change a permanent rate limit. A district can levy any rate or amount up to their permanent rate authority each year.

Prior years' tax levies. Taxes levied for fiscal years preceding the current one.

Program. A group of related activities to accomplish a major service or function for which the local government is responsible [ORS 294.311(33)].

Property taxes. Ad valorem tax, another other "tax on property", or fees, charges and assessments that are specifically authorized by statute to be certified to the county assessor by a local government unit.

Proposed budget. Financial and operating plan prepared by the budget officer. All funds must balance. It is submitted to the public and the budget committee for review.

Publication. Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the U.S. Postal Service by first class mail to each street address within the boundaries of the local government; or hand delivery to each street address within the boundaries of the local government [ORS 294.311(35)].

Real Market Value (RMV). The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's length transaction as of the assessment date. For most properties, the value used to test the constitutional limits (ORS 308.205).

Reserve fund. Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment (ORS 294.346; 280.050).

Resolution. A formal order of a governing body; lower legal status than an ordinance.

Resource. Estimated beginning funds on hand plus anticipated receipts (ORS 294.361).

Special levy. A special levy is an ad valorem tax imposed for an existing urban renewal plan. It is not a result of a division of tax but rather imposed directly for the plan.

Special revenue fund. A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes [OAR 150-294.0420(2)(b)].

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Supplemental budget. A revised financial plan prepared to meet unexpected needs or to appropriate revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax (ORS 294.471).

Tax increment financing. A financial mechanism for urban renewal plans which captures the tax from the growth in property value within a designated geographical area. AKA urban renewal division of tax.

Tax on property. Any tax, fee, charge or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property [ORS 310.140(18)].

Tax rate. The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

Tax roll. The official listing of the amount of taxes imposed against each taxable property.

Tax year. The Fiscal Year from July 1 through June 30.

Unappropriated ending fund balance. Amount set aside in the budget to be used as cash as a cash carryover to the next year's budget. It provides the local government with cash until tax money or other revenues are received later in the year. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency (ORS 294.398).