



CITY OF SILVERTON
BUDGET
FISCAL YEAR 2017-2018

City of Silverton

Budget Committee

Fiscal Year 2017-2018

Mayor:

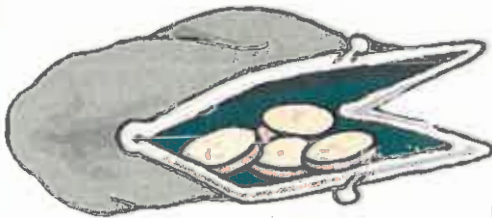
Kyle Palmer

Council Members:

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

Citizen Members:

*Jennie Messmer
Aaron Koch
Richard Bittner
Jeff Desantis
Chris Childs
Ammon Benedict
April Newton*



City Manager:

Christy S Wurster

Finance Director:

Kathleen Zaragoza

Police Chief:

Jeff Fossholm

Public Works Director:

Christian Saxe

Planning Director:

Jason Gottgetreu

Admin Svcs Director:

Dianne Hunt



CITY OF SILVERTON, OREGON

2017-2018 Budget Calendar

- 12/20/2016 Worksheets and other information distributed to Department Heads.
- 02/13/2017 Last day to submit proposed budget worksheets to Finance.
- 02/20/2017 Last day to submit narratives to Finance.
- 03/01/2017 City Manager meetings with Department Heads begin.
- 03/27/2017 City Manager to complete budget message.
- 03/28/2017 Notice of first budget meeting to paper.
- 04/05/2017 **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.)
- 04/09/2017 **Post on website second notice** of first Budget Committee meeting. (Must be posted at least 10 days before the first budget meeting.)
- 04/18/2017 Deliver Preliminary Budgets to Budget Committee, and Department Heads.
- 04/25/2017 **First Budget Committee meeting** and State Revenue Sharing Budget Hearing. (Meetings will be held in Council Chambers starting at 6:00 pm) (Tuesday)
- 04/27/2017 Second Budget Committee meeting. (Thursday)
- 05/02/2017 Third Budget Committee meeting. (Tuesday)
- 05/04/2017 Fourth Budget Committee meeting. (Thursday)
- 05/11/2017 Fifth Budget Committee meeting. (Thursday)
Additional Budget Committee meetings will be added if necessary.
- 05/31/2017 Send budget summaries and notice of council hearing to paper.
- 06/07/2017 **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.
- 06/19/2017 Budget Hearing before City Council for adoption of appropriations, tax rate, bonded debt levy and acceptance of State Revenue Sharing.
- 07/11/2017 Submit Notice of Property Tax Levy to County Assessor.

CITY OF SILVERTON

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**Fiscal Year 2017-2018 Budget Message
City of Silverton, Oregon
April 2017**

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

INTRODUCTION

The budget submitted herein is the proposed budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018. It is prepared and organized by program and fund type and has been prepared to satisfy the legal requirements of the State of Oregon budget law, Local Government Accounting Standards, and the City of Silverton reserve and contingency policies. The financial plan for the City is balanced and was developed to continue existing traditional services and enhance some services currently provided by the City of Silverton. The proposed budget is the link between public policy, values, and available resources.

The City of Silverton continues to be financially stable and is able to continue work on capital improvement projects related to streets, sewer, and water this year. The total proposed budget (all funds) for 2017-2018 fiscal year (FY) is **\$39,741,890**. This is an 8.31% increase (\$3,049,275) over the fiscal year 2016-2017 adopted budget, and is primarily attributable to planned capital improvement projects and expenses.

The City has continued to see an increase in new residential home construction and multifamily construction and anticipates it to remain strong during this fiscal year. New construction provides additional tax revenues to our permanent tax base. However, these revenues can lag construction by one fiscal year, depending on their completion date.

Five year fiscal forecasts will be developed in alignment with City Council Goals for major funds in fiscal year 2017-2018 to ensure the City will remain fiscally healthy into future fiscal years. Fee structures and potential opportunities for additional revenues will be evaluated to ensure that the City is capturing the cost of growth. In addition, staff will pursue

City of Silverton FY 2017-2018 Budget Message

grant funding opportunities and other financing mechanisms to help reduce impacts to our residents.

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

WORKFORCE/PERSONNEL SERVICES

The City of Silverton employees continue to be the most valuable resource in providing the services our residents deserve and expect. In order to meet the needs of the community and accomplish the priorities of the City Council, staffing needs have been evaluated and the following changes are proposed for fiscal year 2017-2018: Increase the hours of the Office Clerk in the Police Department by .38 FTE; add a new Zoning/Building Inspector to be split between the Planning Department in the General Fund and the Building Operations Fund beginning January 2018; and include a seasonal Parks/Street Maintenance Worker for four months to be shared between the Street Fund and the Park Fee Fund. In addition, appropriations in the Water Fund have been increased in anticipation of an employee retirement to allow for training overlap and payout of accumulated benefits. The City Clerk position has been reallocated for .80 FTE to the City Manager budget and .20 FTE to the Planning budget to more closely align with work assignments.

The cost of personnel services includes manageable increases, including a two (2) percent cost of living allowance beginning July 1, 2017 for all departments, except the Police Department collective bargaining unit employees. We have also budgeted an additional six (6) percent to cover the cost of medical insurance, dental and vision coverage. The new Public Employee Retirement System (PERS) rates have been established and will remain in effect for the next two years. There are efforts being made in the legislature to make adjustments in the retirement system and we will continue to follow those changes as we perform our five-year fiscal forecast.

GENERAL FUND

The General Fund is an unrestricted fund that allocates property taxes, franchise fees, transfers, and other fees and revenues to fund services for police protection, parks maintenance, City Council expenses, administration, finance, planning, community services, legal services, information management services, and municipal court services. The total General Fund budget is **\$8,002,901**, which represents an increase of 2.25% (\$176,284) over the FY 2016-2017 adopted budget.

The City's fixed property tax rate is **\$3.6678 per each \$1,000** of assessed valuation. The proposed budget projects just over **\$2.5 million** in current year property tax receipts. This is a projected increase of approximately 3% over the estimated taxes to be received for the current fiscal year. The increase in property taxes is partly due to the increase in new homes and commercial businesses which were placed on the tax roll by January 1, 2017 as well as the three percent property tax limitation increases. As we have done in the past, the City is taking a conservative approach with property tax projections.

City of Silverton FY 2017-2018 Budget Message

The reserves are increased in FY 2017-2018 to ensure that the City has adequate funds available to pay for program expenditures that are paid primarily with property taxes. The majority of property tax revenues are received by the City in December as most property owners pay their taxes by November 15 to receive a 3% discount. To meet the future financial needs from July 1, 2017 through November 30, 2017 for services funded primarily by property taxes, the City has increased the total cash reserve for these expenditures to \$1,242,825, compared to the reserves of \$983,045 last fiscal year. In addition, the City maintains a General Operating Reserve Fund with a balance of \$520,296 to accumulate money for general operating purposes should we experience unexpected increases, severely reduced revenues, or a natural disaster.

The City has placed a priority in setting aside funds to construct a new Police Station/Civic Building. The Fiscal Year 2017-2018 budget includes additional transfers to the Building Improvement Reserve and Civic Building Project Funds for property acquisition for the future facility and building improvement costs. While the contingency for FY 2017-2018 is reduced to \$633,104, compared to \$1,195,188 last fiscal year, the funds are being set aside for future use.

PROPRIETARY FUNDS

The proprietary funds include water, sewer, and internal service funds. At the February 6, 2017 Council meeting, the City Council approved a 15% water rate increase for all customers and an increase for sewer industrial flow rates as previously agreed to with our industrial customers. These rate increases will allow the City to complete needed infrastructure projects and set aside funds for future improvements.

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

OTHER FEES/TAXES

The fees for storm water, street maintenance and parks will be adjusted by the annual Portland/Salem Consumer Price Index for Urban Wage Earners (CPI-U) which is 2.1% this year. These increases will help support ongoing maintenance and planned projects. In addition, the storm water fee will be increased by \$3.00, and the street maintenance fee will be increased by \$3.00, effective July 1, 2017.

In an effort to identify additional revenues that are not fully borne by our residents, the City will ask the voters to consider a two-cent fuels tax on the November ballot. The proposed tax, combined with other resources, will help fund necessary street improvements.

**City of Silverton
FY 2017-2018 Budget Message**

CAPITAL PROJECTS FOR FY 2017-2018

The following list includes the highlighted capital improvements proposed in FY 2017-2018 by fund:

FUND	PROJECT
020/030/040	City shops building improvements
027	Street Fee crack seal/skin patch/slurry seal maint projects
028	Storm Water Fee design services
030	Sewer – Gravity Thickener coating
030	Replace E. Main lift station control panel
030	Lift Station Telemetry
030	Treatment Plant asphalt chip seal and overlay
040	Water Plant #2 backwash valve replacements
040	Water Plant equipment storage structure
070	Parks Fee Silver Creek overlook improvements
212	Wastewater digester project – solids thickening
217	Steelhammer Road improvements
225	Civic Building Project – Land purchase
330	Sewer line repair and rehabilitation

NEW FUNDS/PROGRAMS

No new funds were created in the proposed budget. There are three new programs to improve appropriation control. The new programs are Street Administration, Sewer Administration and Water Administration. The programs were previously part of the Operations portion of the respective funds. These new programs clearly delineate the budget authority for each program.

POOL

The City currently contracts with the YMCA for management, personnel services, and aquatic programs at the pool. The City pays for the Silverton Community Swimming Pool operations and maintenance with revenues generated by a five-year operating levy. The levy, and the contract with the YMCA, both expire in June, 2018. Following the scheduled evaluation of the condition of the pool in April 2017, the pool committee will reconvene to review the assessment report and make a recommendation to the City Council on proposed renewal of the operating levy into the future.

CONTINGENCY AND RESERVES

At their meeting on January 23, 2017, the City Council set contingency and reserve policy goals for the City operating funds. The goal is to maintain 10% - 20% in contingency and 10% - 25% for future reserves. Staff has indicated that it will take about two years to arrive at the target for each fund. The following table outlines the percentage of the contingency,

**City of Silverton
FY 2017-2018 Budget Message**

reserve, and the combined total percentage. The General Fund and Sewer Fund have a contingency below the 10% and several funds have a reserve below 10%. However, all of the operating funds have a combined contingency and reserve that is above 10%. In previous years, the City has maintained a contingency of 10% in most of the operating funds, but only the General Fund has had a reserve that meets the funding requirement to provide services paid 100% with tax dollars in the following fiscal year. Staff will evaluate the ongoing health of these funds as part of the five-year fiscal forecast to be completed this year.

Operating Fund	Contingency %	Reserve %	Total %
General	7.91%	15.53%	23.44%
Electrical Inspection	15.31%	0.00%	15.31%
Building Operations	29.49%	20.03%	49.52%
Transportation	34.55%	0.00%	34.55%
Street	12.16%	11.62%	23.78%
Sewer	6.53%	6.49%	13.02%
Water	14.56%	5.62%	20.18%

CONCLUSION

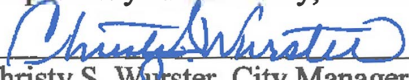
The City continues to maintain a healthy financial position for the majority of Funds. Staff has budgeted adequate reserves to help reduce risks associated with revenue shortfalls and ensure funding for the next fiscal year is in place. The City has taken a proactive role in dealing with the aging infrastructure; however the cost to deal with improving all the areas of need is still significant.

The City has experienced leadership changes for both the City Manager position and the Public Works Director position in fiscal year 2016-2017. However, a majority of the staff has been with Silverton for more than 10 years. Our staff and management continue to be dedicated to improving and maintaining our City as a place where people want to live, work and visit. We believe this will be accomplished under the leadership of our City Council through ongoing collaborative partnerships with our residents and local organizations.

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

We would also like to extend special thanks to the Silverton staff for the time they have spent researching, providing financial information, and updating narratives for preparation of the budget. The management staff will be available to answer questions as you review the budget. It is an honor to work with professional and skilled City employees and community volunteers to implement the Fiscal Year 2017-2018 Budget for the City of Silverton.

Respectfully submitted by,


Christy S. Wurster, City Manager


Kathleen Zaragoza, Finance Director

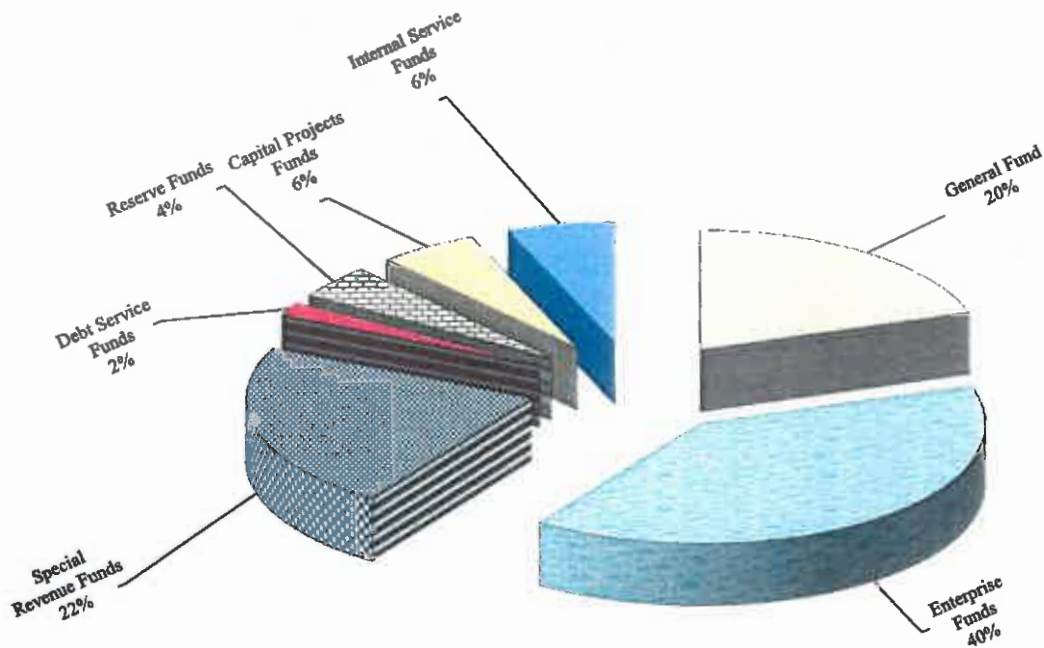


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CITY OF SILVERTON

Summary By Fund Type

Fiscal Year 2017 - 2018



Fund Type	Amount
General Fund	\$8,002,901
Enterprise Funds	15,886,822
Special Revenue Funds	8,973,462
Debt Service Funds	725,779
Reserve Funds	1,806,661
Capital Projects Funds	2,285,840
Internal Service Funds	2,458,631
Total	\$40,140,096

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

CITY OF SILVERTON												
BUDGET SUMMARY												
FISCAL YEAR 2017-2018												
	General	Electrical	Building									
	Fund	Inspections	Operations	Street	Sewer	Water	Debt	Special	Reserve	Capital	Internal	
	Fund	Fund	Fund	Funds	Funds	Funds	Service	Revenue	Funds	Project	Service	Total
Beginning Balance	\$2,902,175	\$13,668	\$396,223	\$3,027,685	\$5,778,457	\$2,497,991	\$345,474	\$2,246,024	\$1,326,237	\$1,382,740	\$2,163,675	\$22,080,349
Property Taxes current year	2,531,895							255,800				2,787,695
Fees, Licenses, Permits, Assmnts, Fines & charges	868,700	32,500	204,000	1,289,795	3,656,921	2,756,110	60,000	659,305				9,527,331
Intergovernmental, Grants and Donations	345,323			500,000				93,500		400,000		1,338,823
All Other Revenues	137,500	100	2,850	18,082	51,539	30,850	3,850	48,310	13,150	3,100	17,820	327,151
Transfers	1,217,308			175,000	649,954	465,000	316,455	10,620	467,274	500,000	277,136	4,078,747
Total Resources	8,002,901	46,268	603,073	5,010,562	10,136,871	5,749,951	725,779	3,313,559	1,806,661	2,285,840	2,458,631	40,140,096
Non-Departmental	388,800											388,800
City Council	21,050											21,050
City Manager	420,014											420,014
Finance	420,802											420,802
Municipal Court	84,413											84,413
Police	2,739,695											2,739,695
Community Services	57,471											57,471
Planning	212,076											212,076
Facilities Maintenance	278,293											278,293
Parks & Recreation	269,535											269,535
Computer Services	68,600											68,600
Personnel		4,101	219,986	205,387	931,706	680,355		87,853			124,580	2,253,968
Materials & Services		25,000	21,780	230,595	616,935	485,445	6,000	703,182				2,088,937
Capital	13,000			3,380,799	1,839,347	2,390,697		1,554,959	1,286,365	2,275,220	1,187,203	13,927,590
Debt Service					828,285	193,726	397,437					1,419,448
Total Expenditures	4,973,749	29,101	241,766	3,816,781	4,216,273	3,750,223	403,437	2,345,994	1,286,365	2,275,220	1,311,783	24,650,692
Transfers Out	1,153,223	6,521	49,398	499,009	1,113,677	1,135,637	17,274	93,388		10,620		4,078,747
Contingency	633,104	10,646	161,916	99,576	280,694	483,751	305,068	690,777				2,665,532
Reserves	1,242,825		149,993	595,196	4,526,227	380,340		183,400	520,296		1,146,848	8,745,125
Unappropriated Ending Balance												0
Total Other Uses	3,029,152	17,167	361,307	1,193,781	5,920,598	1,999,728	322,342	967,565	520,296	10,620	1,146,848	15,489,404
Total Expenditures & Other Uses	8,002,901	46,268	603,073	5,010,562	10,136,871	5,749,951	725,779	3,313,559	1,806,661	2,285,840	2,458,631	40,140,096

CITY OF SILVERTON

Prior Percentage Allocation

INDIRECT COST TRANSFERS

SOURCES OF FUNDING BETWEEN FUNDS

General Fund (010)

Fiscal Year Ending June 30, 2018

(017)

Electrical

Building

(013)

Transient

General (010)

Sewer (030)

Water (040)

Street (020)

Inspection (011)

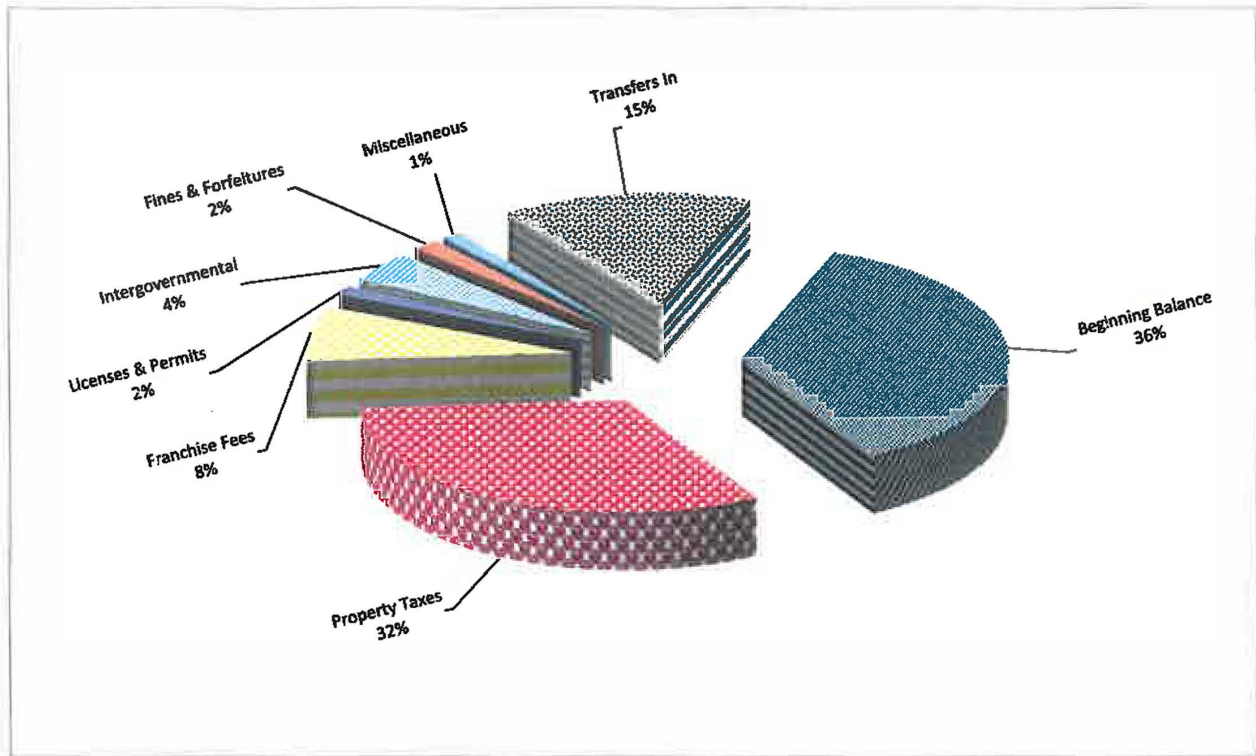
Operations (012)

Transport

Tax

Dept	Expenditures	Total	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	\$	\$
012	City Council..	21,050	53.50%	11,261	20.00%	4,210	20.00%	4,210	5.00%	1,053	0.50%	105	1.00%	211		
013	City Manager	420,014	55.50%	233,108	17.00%	71,402	19.00%	79,803	7.00%	29,401	0.50%	2,100	1.00%	4,200		
015	Finance	420,802	13.60%	57,229	39.72%	167,143	40.95%	172,318	2.99%	12,582	0.24%	1,010	2.50%	10,520		
020	Municipal Court	84,413	100.00%	84,413	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
050	Police	2,739,695	100.00%	2,739,695	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
100	Community Services Officer	57,471	100.00%	57,471	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
151	Planning	202,076	63.00%	127,309	15.00%	30,311	15.00%	30,311	5.00%	10,104	0.50%	1,010	1.50%	3,031		
152	Planning Grants	10,000	100.00%	10,000	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
190	Facilities Maintenance	278,293	63.90%	177,829	15.00%	41,744	15.00%	41,744	3.00%	8,349	0.30%	835	2.80%	7,792		
225	Parks & Recreation	283,735	100.00%	283,735	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
300	Computer Services	68,600	42.00%	28,812	25.00%	17,150	25.00%	17,150	5.00%	3,430	0.50%	343	2.50%	1,715		
011	Non-Departmental	401,800	42.30%	169,961	25.00%	100,450	25.00%	100,450	5.00%	20,090	0.20%	804	2.50%	10,045		
011	Contingency & Reserves	1,861,729	100.00%	1,861,729	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
011	Transfers															
	Debt Service	121,164	83.68%	101,401	6.92%	8,385	6.92%	8,385	2.08%	2,520	0.15%	182	0.24%	291		
	Building Imp Reserve	250,000	88.50%	221,250	5.00%	12,500	5.00%	12,500	1.00%	2,500	0.00%	0	0.50%	1,250		
	General Operating Reserve	200,000	100.00%	200,000	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
	Civic Building Project	500,000	100.00%	500,000	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0		
	Fleet Replacement	52,139	90.00%	46,926	4.50%	2,346	4.50%	2,346	1.00%	521	0.00%	0	0.00%	0		
	Major Equipment Replcmnt	29,920	45.00%	13,464	25.00%	7,480	25.00%	7,480	5.00%	1,496	0.00%	0	0.00%	0		
	Total	8,002,901		6,925,593		463,121		476,697		92,046		6,389		39,055	0	0
Fund	OTHER TRANSFERS:															
022	Street Reimbursement SDC	(25,000)														
024	Storm Water Reimbursement SDC	(50,000)														
027	Street Maint Fees	50,000								(50,000)						
028	Storm Water Fees	(159,872)		140,000												
036	Sewer Debt Reserve	89,954														(89,954)
042	Water Reimb SDC to Assessmnt	(125,000)														
050	Debt Svc Fund to Gen Op Rsv	(17,274)														
051	Debt Svc Fund	191,455		(121,164)		(30,440)		(22,710)		(6,400)		(132)		(7,175)	(3,434)	
061	Building Capital Imp Reserve	250,000		(250,												

CITY OF SILVERTON
General Fund Revenue
Fiscal Year 2017 - 2018



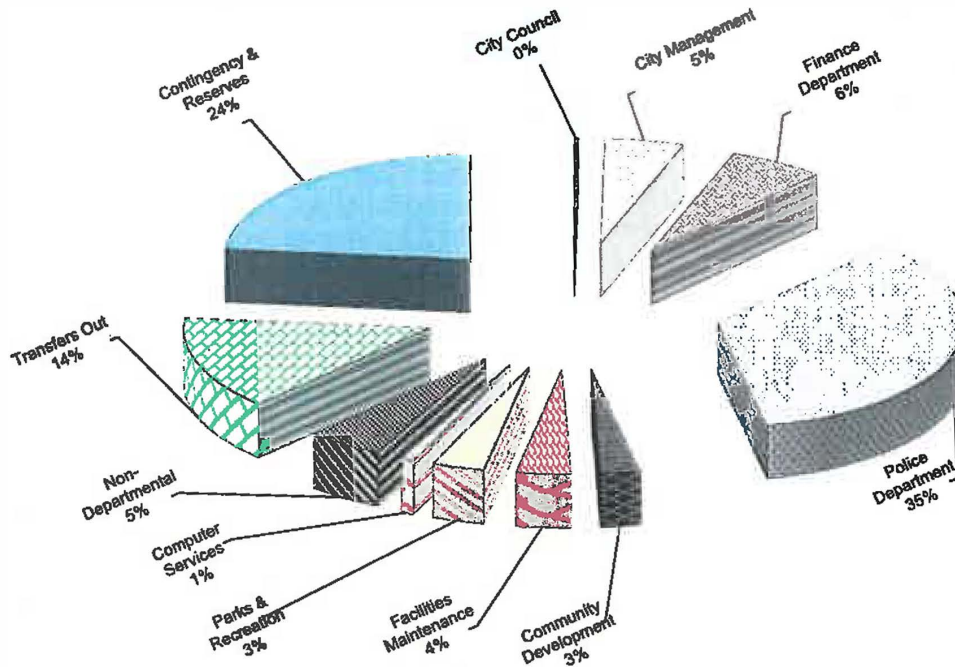
Source	Amount
Beginning Balance	\$2,902,175
Property Taxes	2,561,895
Franchise Fees	628,000
Licenses & Permits	109,700
Intergovernmental	345,323
Fines & Forfeitures	131,000
Miscellaneous	107,500
Transfers In	1,217,308
Total	\$8,002,901

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 2017 - 2018



Use	Amount	
City Council	\$21,050	0.26%
City Management	420,014	5.25%
Finance Department	505,215	6.31%
Police Department	2,797,166	34.95%
Community Development	212,076	2.65%
Facilities Maintenance	278,293	3.48%
Parks & Recreation	269,535	3.37%
Computer Services	68,600	0.86%
Non-Departmental	401,800	5.02%
Transfers Out	1,153,223	14.41%
Contingency & Reserves	1,875,929	23.44%
Total	\$8,002,901	

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

REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

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.

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 2017-2018 revenue projection is based on the fixed rate multiplied times the previous year's city wide assessed value with a 1% growth factor, less a 13% allowance for taxes levied, but not collected in the current year. Prior year tax revenue is based on historical data.

Franchise Fees: The City grants the right to franchise services to conduct business within the city limits and to use the City's right-of-way. A fee is charged for the franchise based on the gross revenues. Franchise fee rates range from 3.5% to 5% of the gross sales.

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

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

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

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

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

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND							
PROPERTY TAXES							
010-000-40001	PROPERTY TAXES CURRENT	2,279,398	2,403,766	2,391,000	2,531,895	2,531,895	2,531,895
010-000-40002	PROPERTY TAXES DELINQUENT	46,523	47,301	48,000	30,000	30,000	30,000
	TOTAL PROPERTY TAXES	2,325,921	2,451,068	2,439,000	2,561,895	2,561,895	2,561,895
FRANCHISE FEES							
010-000-41001	NORTHWEST NATURAL GAS	128,368	123,802	125,000	125,000	125,000	125,000
010-000-41002	PORTLAND GENERAL ELECTRIC	327,716	358,058	350,000	350,000	350,000	350,000
010-000-41003	COMMUNICATION FRANCHISE	14,775	13,879	15,000	18,000	18,000	18,000
010-000-41004	REFUSE FRANCHISE FEES	85,118	93,445	80,000	80,000	80,000	80,000
010-000-41005	CABLE COMMUNICATIONS	58,895	59,564	45,000	55,000	55,000	55,000
	TOTAL FRANCHISE FEES	614,872	648,748	615,000	628,000	628,000	628,000
FEES AND PERMITS							
010-000-42008	PEG FEES FOR SCAN TV	1,576	1,588	2,000	3,000	3,000	3,000
010-000-42103	LIQUOR LICENSE FEES	1,200	1,180	1,000	1,000	1,000	1,000
010-000-42109	SIGN PERMITS	990	2,910	960	1,200	1,200	1,200
010-000-42110	CONDITIONAL USE PERMITS	3,300	2,200	2,200	1,100	1,100	1,100
010-000-42111	ZONE CHANGE FEES	2,750	2,063	2,750	2,750	2,750	2,750
010-000-42112	ANNEXATION FEES	2,750	11,000	2,750	0	0	0
010-000-42113	LOT LINE ADJUSTMENT FEES	0	2,976	1,100	1,100	1,100	1,100
010-000-42114	VARIANCE APPLICATION FEES	550	1,375	725	750	750	750
010-000-42115	PARTITION APPLICATION FEES	2,600	3,713	1,650	1,650	1,650	1,650
010-000-42117	SUBDIVISION REVIEW FEES	7,550	8,615	2,750	5,500	5,500	5,500
010-000-42119	DESIGN REVIEW FEES	3,513	4,470	825	825	825	825
010-000-42120	OTHER PLANNING FEES	2,500	5,255	500	1,000	1,000	1,000
010-000-42121	PARK RESERVATION FEES	4,510	2,780	2,500	2,000	2,000	2,000
010-000-42122	COMMUNITY/ FISCHER RENTAL FEES	5,327	5,582	5,500	4,800	4,800	4,800
010-000-42124	RESERVOIR PARKING FEES	16,487	12,682	15,000	16,000	16,000	16,000
010-000-42125	LIQUOR USE PERMIT FEES	150	100	50	25	25	25
010-000-42130	BUSINESS LICENSE FEES	47,275	49,644	45,000	48,000	48,000	48,000
010-000-42140	LIEN SEARCH FEES	15,714	20,580	18,500	18,000	18,000	18,000
010-000-42159	RETURNED CHECK FEES	1,275	1,274	1,000	1,000	1,000	1,000
010-000-42183	IMPOUND AND STORAGE FEES	2,650	2,400	1,200	2,000	2,000	2,000
	TOTAL FEES AND PERMITS	122,666	142,346	105,960	109,700	109,700	109,700
INTERGOVERNMENTAL							
010-000-43002	LIQUOR TAXES	135,647	137,101	118,000	120,000	120,000	120,000
010-000-43003	CIGARETTE TAXES	12,539	12,563	10,000	30,000	30,000	30,000
010-000-43015	STATE SHARED REVENUE	95,803	89,234	80,000	95,000	95,000	95,000
010-000-43060	SCHOOL DIST - SRO SUPPORT	0	39,256	82,769	90,323	90,323	90,323
010-000-43063	POLICE EQUIPMENT GRANT	3,000	180	0	0	0	0
010-000-43154	CLG/ SHIPO PLANNING GRANT	1,313	0	7,000	10,000	10,000	10,000
	TOTAL INTERGOVERNMENTAL	248,302	278,335	297,769	345,323	345,323	345,323
FINES AND FORFEITURES							
010-000-44000	COURT COSTS	20,646	47,448	35,000	35,000	35,000	35,000
010-000-44001	MUNICIPAL COURT FINES	119,203	105,197	105,000	80,000	80,000	80,000
010-000-44006	PARKING FINE REVENUE	14,138	14,579	13,000	8,000	8,000	8,000
010-000-44012	COUNTY CIRCUIT COURT FINES	11,506	14,606	8,000	8,000	8,000	8,000
	TOTAL FINES AND FORFEITURES	165,492	181,830	161,000	131,000	131,000	131,000

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND							
MISCELLANEOUS REVENUE							
010-000-45002	INTEREST EARNED	100,762	26,982	40,000	42,000	42,000	42,000
010-000-45003	PARKING METERS COLLECTIONS	46,431	54,350	39,000	45,000	45,000	45,000
010-000-45004	MISC - ENGINEERING FEES	1,027	4,279	0	0	0	0
010-000-45005	PARKING LOT REVENUE	5,396	4,060	2,500	4,000	4,000	4,000
010-000-45008	MISC - POLICE RECEIPTS	4,539	2,227	1,800	1,500	1,500	1,500
010-000-45016	RENTAL RECEIPTS	22	22	0	0	0	0
010-000-45018	DONATIONS - SKATE PARK	0	300	0	0	0	0
010-000-45019	MISCELLANEOUS REVENUE	23,367	17,147	5,000	15,000	15,000	15,000
010-000-45029	ABATEMENT SERVICES	0	0	5,000	0	0	0
010-000-45100	WELLNESS/ RECOGNITION PROCEED	8	52	0	0	0	0
010-000-45111	SALE OF FIXED ASSETS	2,550	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	186,102	109,418	93,300	107,500	107,500	107,500
TRANSFERS IN							
010-000-46011	TRANSFER FROM ELECTRIC INSPEC	6,922	0	0	6,389	6,389	6,389
010-000-46012	TRANSFER FROM BUILDING OP	9,893	13,290	18,325	39,055	39,055	39,055
010-000-46020	TRANSFER FROM STREET FUND	110,680	98,056	98,276	92,046	92,046	92,046
010-000-46028	TRANSFER FROM STORM WATER FE	0	0	110,560	140,000	140,000	140,000
010-000-46030	TRANSFER FROM SEWER	439,570	438,766	449,431	463,121	463,121	463,121
010-000-46040	TRANSFER FROM WATER	439,570	448,403	462,154	476,697	476,697	476,697
010-000-46080	TRANSFER FROM CDBG HOUSING	3,603	0	0	0	0	0
	TOTAL TRANSFERS IN	1,010,238	998,515	1,136,746	1,217,308	1,217,308	1,217,308
BEGINNING FUND BALANCE							
010-000-49090	BEGINNING FUND BALANCE	2,494,196	2,948,004	2,969,500	2,902,175	2,902,175	2,902,175
010-000-49095	PRIOR PERIOD ADJUSTMENT	0	(73,500)	0	0	0	0
	TOTAL BEGINNING FUND BALANCE	2,494,196	2,874,504	2,969,500	2,902,175	2,902,175	2,902,175
	TOTAL FUND REVENUE	7,167,789	7,684,763	7,820,275	8,002,931	8,002,901	8,002,901



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EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

DEPARTMENT: NON-DEPARTMENTAL
FUND: GENERAL

Program Description/Mission

This program provides for expenditures not applicable to a specific program or fund.

Budget Comments

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

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

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

Account #61019 (Insurance) is for Property Insurance premiums paid to City County Insurance Services (CIS), which is expected to increase by 7.3% overall next year.

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

Account #61058 (Legal Services) covers all City legal fees, except those related to a specific legal conflict that is outside the contracted services or those related to bargaining. Legal projects include the Oregon Garden Foundation revision of Master Lease and \$3,000 for Datavision Communications Franchise Agreement.

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

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

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

Account #62572 (SCAN TV Services) is for SCAN TV contracted services, and Vimeo Pro to host videos of City meetings.

Account #62573 (Senior Center Services) subsidizes the Silverton Area Seniors, Inc. (SASI) in its operation of the Senior Center for the City of Silverton if they have a shortfall in their operating budget in any quarter.

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

Account #85003 (Capital-New) is for computer equipment at the Emergency Operations Center located at the shop.

Contingency and Reserves

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

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND							
NON-DEPARTMENTAL							
MATERIALS AND SERVICES:							
010-011-81009	LIEN SEARCH FEES	4,790	5,840	7,500	4,000	4,000	4,000
010-011-81011	AUDIT SERVICES	25,710	27,470	28,900	29,000	29,000	29,000
010-011-81012	MUNICIPAL CODE SERVICES	2,043	4,193	5,000	7,500	7,500	7,500
010-011-81016	DUES & MEMBERSHIPS	14,034	14,358	17,000	17,000	17,000	17,000
010-011-81019	INSURANCE	132,882	143,129	158,500	160,000	160,000	160,000
010-011-81024	VEHICLE EXPENSE	21	44	0	1,000	1,000	1,000
010-011-81025	UNEMPLOYMENT CLAIMS	812	7,597	25,000	25,000	25,000	25,000
010-011-81045	EQUIPMENT RENTAL	3,932	3,767	4,600	4,800	4,800	4,800
010-011-81058	LEGAL SERVICES	43,665	54,772	75,000	75,000	75,000	75,000
010-011-81059	CONTRACTED SERVICES	9,225	9,354	8,810	38,000	38,000	38,000
010-011-81065	EMERGENCY MANAGEMENT	4,493	4,482	10,000	10,000	10,000	10,000
010-011-82530	WELLNESS & RECOGNITION PROGR	964	1,868	2,500	3,000	3,000	3,000
010-011-82572	SCAN TV SERVICES	6,887	6,125	6,500	6,500	6,500	6,500
010-011-82573	SENIOR CENTER SERVICES	50,000	15,000	10,000	8,000	8,000	8,000
	TOTAL MATERIALS AND SERVICES	299,455	297,979	359,310	388,800	388,800	388,800
CAPITAL OUTLAY:							
010-011-81001	LAND ACQUISITION	0	0	62,000	0	0	0
010-011-81003	CAPITAL - REPLACEMENT	0	0	13,000	13,000	13,000	13,000
010-011-85003	CAPITAL - NEW	0	4,288	4,000	0	0	0
	TOTAL CAPITAL OUTLAY	0	4,288	79,000	13,000	13,000	13,000
CONTINGENCY & RESERVES:							
010-011-90001	CONTINGENCY	0	0	1,068,585	633,104	633,104	633,104
010-011-91072	RESERVE - FUTURE EXPENDITURE	0	0	983,045	1,242,825	1,242,825	1,242,825
	TOTAL CONTINGENCY & RESERVES	0	0	2,051,630	1,875,929	1,875,929	1,875,929
TRANSFERS OUT:							
010-011-95011	TRANSFER TO ELECTRICAL FUND	0	0	20,000	0	0	0
010-011-95050	TRANSFER TO DEBT SERVICE FUND	0	114,657	116,564	121,164	121,164	121,164
010-011-95081	TRANSFER TO BLDG IMP RSRV	200,000	200,000	200,000	250,000	250,000	250,000
010-011-95082	TRANSFER TO GEN OPERATING FUN	0	0	100,000	200,000	200,000	200,000
010-011-95225	TRANSFER TO CIVIC BLDG PROJECT	0	0	400,000	500,000	500,000	500,000
010-011-95600	TRANSFER TO FLEET REPLACEMENT	0	34,458	34,458	52,139	52,139	52,139
010-011-95610	TRANSFER TO MAJOR EQUIP REP	15,000	29,920	29,920	29,920	29,920	29,920
	TOTAL TRANSFERS OUT	215,000	379,035	900,942	1,153,223	1,153,223	1,153,223
	TOTAL NON-DEPARTMENTAL	514,455	681,302	3,390,882	3,430,952	3,430,952	3,430,952

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

PROGRAM: CITY COUNCIL
DEPARTMENT: CITY COUNCIL
FUND: GENERAL

Program Description/Mission

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

Budget Comments

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

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

Account #61059 (Contracted Services) provides for the following:

1. \$5,000 Consultant fees relating to Council Team Building /Retreat

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

- | | | |
|----|----------------|---|
| 1. | \$2,500 | Silverton Days Fireworks. |
| 2. | 1,800 | Utility Ratepayer Relief Program for Low Income & Senior Residents. |
| 3. | 1,600 | Downtown Flower Baskets |
| 4. | 400 | Senior Clean-up Day expenses |
| 5. | 450 | Holiday wreaths and swags |
| 6. | 50 | Silverton Together Holiday craft table |
| 7. | 450 | Various Council Approved requests |
| | \$7,250 | Total |

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>CITY COUNCIL</u>							
<u>MATERIALS AND SERVICES:</u>							
010-012-61001	OFFICE SUPPLIES	270	93	200	200	200	200
010-012-61005	POSTAGE & FREIGHT	0	0	200	0	0	0
010-012-61015	TRAVEL, TRAINING & MEETINGS	1,399	2,120	5,000	5,500	5,500	5,500
010-012-61016	DUES & MEMBERSHIPS	125	695	850	850	850	850
010-012-61059	CONTRACTED SERVICES	0	41,486	70,000	5,000	5,000	5,000
010-012-62573	MISCELLANEOUS EXPENSE	227	0	200	250	250	250
010-012-62574	COMMUNITY PROGRAMS	3,925	6,554	6,750	7,250	7,250	7,250
010-012-71000	MINOR EQUIPMENT	0	434	6,000	2,000	2,000	2,000
	TOTAL MATERIALS AND SERVICES	5,945	51,382	89,200	21,050	21,050	21,050
	TOTAL CITY COUNCIL	5,945	51,382	89,200	21,050	21,050	21,050

EXPENDITURE BUDGET NARRATIVE

Fiscal Year 2017-2018

PROGRAM: ADMINISTRATION
DEPARTMENT: CITY MANAGER
FUND: GENERAL

STAFF LEVEL 2018: 2.80 FTE
STAFF LEVEL 2017: 2.60 FTE

Program Description/Mission

The Department of the City Manager (CM) is responsible for providing leadership in the administration and execution of policies, goals and objectives formulated by City Council, and carrying out the day-to-day administration of the City. The CM, in concert with the Mayor and Council members, is also responsible for ensuring effective working relationships with citizens, community groups and other governmental agencies. Included within the Office of the City Manager, are the Administrative Services Director (ASD) and the City Clerk. The ASD is responsible for Human Resources, risk management, emergency management, communications, and special projects. The City Clerk supports the City Manager's office, City Council and Council appointed committees, administers public records, and serves as the Elections Officer and website administrator for the City. The fiscal year 2017-2018 budget increases the allocation for the City Clerk from .60 to .80 to more closely reflect the time spent on administrative support functions. The remaining .20 of this FTE is allocated in the Planning Program.

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
City Manager	1.00	1.00	
Administrative Services Director	1.00	1.00	
City Clerk	0.60	0.80	0.20
Total	2.60	2.80	0.20

Budget Comments

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

Account # 61059 (Contracted Services). 'Archive Social' to support Public Records Retention and Web hosting for City Website were moved to the Computer Services Program for ease of tracking and managing technical expenditures. The following items are included in this line item:

1. \$10,400 Four (4) community newsletters *
 2. 1,700 Eight (8) quarter-page "City News" *
 3. 200 Shred it
 4. 750 Music licenses (ASCAP and SESAC)
 5. 1,800 Website modification
 6. 150 Employee Driving Records
- \$15,000 Total**

* Our Town Newspaper estimated a 3-4% increase.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

	2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND						
CITY MANAGEMENT						
PERSONNEL SERVICES:						
010-013-51001	FULL TIME SALARIES	191,688	212,945	256,846	253,727	253,727
010-013-51003	WORKERS COMP INS	603	646	884	1,166	1,166
010-013-51004	SOCIAL SECURITY/MEDICARE	14,584	16,175	19,648	19,410	19,410
010-013-51005	HEALTH INSURANCE	30,549	36,539	40,420	47,175	47,175
010-013-51006	LIFE/ DISABILITY INS	639	625	934	925	925
010-013-51007	PERS RETIREMENT	28,582	38,747	53,020	56,061	56,061
010-013-51009	OVERTIME SALARIES	117	166	0	0	0
	TOTAL PERSONNEL SERVICES	266,742	305,843	371,752	378,464	378,464
MATERIALS AND SERVICES:						
010-013-61001	OFFICE SUPPLIES	1,445	893	1,250	1,200	1,200
010-013-61002	PUBLICATIONS	23	0	2,200	200	200
010-013-61003	ADVERTISING EXPENSE	0	883	900	900	900
010-013-61004	COMMUNICATION EXPENSE	2,238	2,110	3,000	2,500	2,500
010-013-61005	POSTAGE & FREIGHT	175	145	400	800	800
010-013-61015	TRAVEL, TRAINING & MEETINGS	3,376	3,191	4,000	7,000	7,000
010-013-61016	DUES & MEMBERSHIPS	1,264	1,198	1,550	2,000	2,000
010-013-61022	EQUIPMENT MAINTENANCE	21	0	200	200	200
010-013-61024	VEHICLE EXPENSE	36	178	750	4,000	4,000
010-013-61030	FUEL EXPENSES	368	258	500	500	500
010-013-61045	EQUIPMENT RENTAL	4,269	4,917	4,500	5,000	5,000
010-013-61059	CONTRACTED SERVICES	13,991	15,195	21,095	15,000	15,000
010-013-62573	MISCELLANEOUS EXPENSE	386	470	700	700	700
010-013-71000	MINOR EQUIPMENT	233	408	1,800	1,750	1,750
	TOTAL MATERIALS AND SERVICES	27,823	29,844	42,845	41,550	41,550
CAPITAL OUTLAY:						
010-013-81003	CAPITAL- REPLACEMENT EQUIPMEN	2,984	1,750	600	0	0
	TOTAL CAPITAL OUTLAY	2,984	1,750	600	0	0
TRANSFERS OUT:						
010-013-95050	TRANSFER TO DEBT SERVICE	11,315	0	0	0	0
010-013-95600	TRANSFER TO FLEET REPLACEMENT	5,000	0	0	0	0
	TOTAL TRANSFERS OUT	16,315	0	0	0	0
	TOTAL CITY MANAGEMENT	313,845	337,437	415,197	420,014	420,014

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

PROGRAM: ACCOUNTING & BILLING
DEPARTMENT: FINANCE
FUND: GENERAL

STAFF LEVEL 2018: 3.25 FTE
STAFF LEVEL 2017: 3.25 FTE

Program Description/Mission

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

Personnel

<u>Title</u>	<u>2017 FTE</u>	<u>2018 FTE</u>	<u>FTE Change</u>
Finance Director	1.00	1.00	
Accounting Manager	1.00	1.00	
Account Clerk	1.00	1.00	
Account Clerk II	<u>0.25</u>	<u>0.25</u>	
Total	3.25	3.25	<u>0.00</u>

Budget Comments

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

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

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

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

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

Account \$81003 covers replacement of all computer workstations in the Finance Department.

General Note

Finance has implemented online bill pay options for utility accounts, parking fines, court fines, business license renewals and improvement districts. Last year staff played a key role to place a payment kiosk at the Silverton Reservoir to reduce the staff time required when handling cash payments. Court is currently only held one day per month with the Judge. However, with the Violation Bureau ability allowed by the Judge, Finance staff is able to handle a majority of traffic citations at City Hall.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND							
FINANCE OFFICE							
PERSONNEL SERVICES:							
010-015-51001	FULL TIME SALARIES	187,868	196,819	221,057	224,686	224,888	224,686
010-015-51003	WORKERS COMP INS	589	612	811	836	836	836
010-015-51004	SOCIAL SECURITY/MEDICARE	13,312	14,512	16,949	17,239	17,239	17,239
010-015-51005	HEALTH INSURANCE	47,064	52,502	65,070	65,742	65,742	65,742
010-015-51006	LIFE/ DISABILITY INS	460	431	619	627	627	627
010-015-51007	PERS RETIREMENT	34,135	39,478	43,907	54,713	54,713	54,713
010-015-51009	OVERTIME SALARIES	0	0	504	659	659	659
TOTAL PERSONNEL SERVICES		283,429	304,353	348,917	364,502	364,502	364,502
MATERIALS AND SERVICES:							
010-015-61001	OFFICE SUPPLIES	1,666	2,231	2,750	2,750	2,750	2,750
010-015-61002	PUBLICATIONS	0	352	400	400	400	400
010-015-61003	ADVERTISING EXPENSE	1,140	649	1,500	1,500	1,500	1,500
010-015-61004	COMMUNICATION EXPENSE	2,871	3,368	3,800	4,150	4,150	4,150
010-015-61005	POSTAGE & FREIGHT	2,639	2,483	3,600	3,000	3,000	3,000
010-015-61015	TRAVEL, TRAINING & MEETINGS	2,988	1,844	3,700	4,700	4,700	4,700
010-015-61016	DUES & MEMBERSHIPS	315	275	500	500	500	500
010-015-61022	EQUIPMENT MAINTENANCE	0	0	600	600	600	600
010-015-61045	EQUIPMENT RENTAL	3,123	3,925	3,700	4,000	4,000	4,000
010-015-61059	CONTRACTED SERVICES	18,330	17,804	24,000	24,000	24,000	24,000
010-015-61075	COLLECTION SERVICES	195	208	750	750	750	750
010-015-61079	BANK & CHARGE CARD FEES	3,184	3,146	5,300	5,300	5,300	5,300
010-015-62573	MISCELLANEOUS EXPENSE	28	34	250	250	250	250
010-015-71000	MINOR EQUIPMENT	346	874	900	900	900	900
TOTAL MATERIALS AND SERVICES		36,805	36,994	51,750	52,800	52,800	52,800
CAPITAL OUTLAY:							
010-015-81003	CAPITAL - REPLACEMENT	0	0	0	3,500	3,500	3,500
TOTAL CAPITAL OUTLAY		0	0	0	3,500	3,500	3,500
TRANSFERS OUT:							
010-015-95050	TRANSFER TO DEBT SERVICE	10,841	0	0	0	0	0
TOTAL TRANSFERS OUT		10,841	0	0	0	0	0
TOTAL FINANCE OFFICE		331,075	341,347	400,667	420,802	420,802	420,802

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

PROGRAM: COURT
DEPARTMENT: FINANCE
FUND: GENERAL

STAFF LEVEL 2018: 0.75 FTE
STAFF LEVEL 2017: 0.75 FTE

Program Description/Mission

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

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Account Clerk II	0.75	0.75	0.00

Budget Comments

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

Accomplishments

The Municipal Court processed the following number of cases:

<u>Fiscal Year</u>	<u>Cases</u>	<u>City Collections</u>
2006-2007	1,420	\$ 176,060
2007-2008	1,413	252,095
2008-2009	951	162,608
2009-2010	1,239	179,555
2010-2011	1,431	219,986
2011-2012	1,157	189,126
2012-2013	1,161	167,378
2013-2014	962	146,495
2014-2015	1,074	139,651
2015-2016	1,011	152,774

General Note

The Municipal Court now accepts online payments. For the last two years, the Court has been offering a diversion program which has increased staff time due to follow-up requirements.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND							
COURT							
PERSONNEL SERVICES:							
010-020-51001	FULL TIME SALARIES	34,389	34,531	35,802	38,518	38,518	38,518
010-020-51003	WORKERS COMP INS	122	109	142	144	144	144
010-020-51004	SOCIAL SECURITY/MEDICARE	2,631	2,633	2,759	2,820	2,820	2,820
010-020-51005	HEALTH INSURANCE	12,881	14,760	16,596	17,002	17,002	17,002
010-020-51006	LIFE/ DISABILITY INS	52	45	56	56	56	56
010-020-51007	PERS RETIREMENT	5,190	5,089	5,294	6,522	6,522	6,522
010-020-51009	OVERTIME SALARIES	0	0	258	351	351	351
	TOTAL PERSONNEL SERVICES	55,265	57,147	60,907	63,413	63,413	63,413
MATERIALS AND SERVICES:							
010-020-61001	OFFICE SUPPLIES	236	149	550	550	550	550
010-020-61002	PUBLICATIONS/ FORMS	0	80	100	100	100	100
010-020-61005	POSTAGE & FREIGHT	611	589	900	900	900	900
010-020-61015	TRAVEL, TRAINING & MEETINGS	613	265	1,250	1,300	1,300	1,300
010-020-61016	DUES & MEMBERSHIPS	50	50	400	400	400	400
010-020-61059	CONTRACTED SERVICES	6,043	4,587	7,000	7,000	7,000	7,000
010-020-61075	COLLECTION SERVICES	8,010	5,082	9,000	9,000	9,000	9,000
010-020-62573	MISCELLANEOUS EXPENSE	122	0	200	250	250	250
010-020-71000	MINOR EQUIPMENT	0	275	450	500	500	500
	TOTAL MATERIALS AND SERVICES	15,685	11,057	19,850	20,000	20,000	20,000
CAPITAL OUTLAY:							
010-020-81003	CAPITAL - REPLACEMENT	0	0	0	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	0	0	0	1,000	1,000	1,000
TRANSFERS OUT:							
010-020-95050	TRANSFER TO DEBT SERVICE	1,916	0	0	0	0	0
	TOTAL TRANSFERS OUT	1,916	0	0	0	0	0
	TOTAL COURT	72,866	68,204	80,757	84,413	84,413	84,413

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

PROGRAM: POLICE ADMINISTRATION
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2018: 3.00 FTE
STAFF LEVEL 2017: 2.62 FTE

Program Description/Mission

Police Department (PD) Administration includes both administration and support services of the agency. The mission is to provide support to operations personnel and to identify community resources in order to provide sworn staff with the resources they need to perform their duties. Administration works closely with community and other City departments. Administration focus is on partnerships in order to ensure the philosophy of community policing continues to be the vision of the agency. The Administrative Assistant is responsible to handle and oversee all office administrative functions and supervises the Office Clerk. The Office Clerk assists the Administrative Assistant in accomplishing the support function of the agency and handles the evidence and property duties. Support Services are located in the front office and provide customer service for walk in traffic and phone calls. The Peer Court Coordinator and Domestic Violence Advocate are independent contractors and not city employees. All department and contract personnel in support services work under the direction of the Chief of Police.

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Chief of Police	1.00	1.00	
Administrative Assistant	1.00	1.00	
Office Clerk	0.62	1.00	0.38
Total	2.62	3.00	0.38

Significant Changes:

Since 1993 the PD has operated with (1) FTE Administrative Assistant and (0.62) FTE Records Clerk. In 2015, we restructured the Records Clerk position to that of Office Clerk (revenue neutral). Since then, the Office Clerk spends all hours on essential functions of the position. As we move forward with implementation of body worn cameras, extra hours will be required for downloading, tagging and storing body camera recordings into the system. This also includes distribution of the evidence "copy" to the District Attorney's Office and the processing of any Public Records Requests for audio/video recordings, which have a state law requirement that "all faces" shall be redacted (blurred) prior to release. This request is for an additional (0.38) FTE or 15 hours per week. This creates more effective front office coverage and staffing between 1p-5p. The Office Clerk could be cross-trained to assist other departments as might be needed for account billing or website updates as examples.

Accomplishments:

1) Maintained personnel staffing throughout the year. 2) All identified goals achieved. 3) Positive accomplishments of the School Resource Officer (SRO) within the schools. 4) Improved training of department personnel in high risk/low frequency policies. 5) Social Media outreach on Facebook, police app and posting to city website.

Major Issues to be Resolved in the Next 5 Years: 1) Lack of a modern police facility 2) Insufficient office space for personnel (three patrol officers assigned per desk), lack of storage for equipment, evidence and property. 3) Continue mentoring of personnel in department for promotion to supervisory and administrative positions that may become vacant.

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

PROGRAM: POLICE OPERATIONS
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2018: 16.00 FTE
STAFF LEVEL 2017: 16.00 FTE

Program Description/Mission

The Operations program includes all aspects for the operational function of the department including patrol, detective and traffic functions. The primary mission is to provide full police services that directly affect the quality of life relative to public safety, fear reduction and community livability. The Operations personnel work under "a community policing philosophy" in response to calls for service and they attempt to resolve issues by taking direct action or by referring complainants to community resources that may be able to provide assistance. Operations personnel perform their duties utilizing both traditional enforcement methods and nontraditional community policing problem-solving methods. 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."

Personnel

	2017	2018	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 (SRO)	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

The School Resource Officer was enacted within the schools starting with FY 2015-2016, in partnership with Silver Falls School District, funded by a split of 75% District and 25% City. The agreement is set to expire June 30, 2017. We are currently working with the School District for an extension of the agreement. Account #61023 provides funds for purchase and replacement of all uniforms, and accessories needed to equip (19) personnel. Account #61024 is increased \$3,000 to cover vehicle fleet maintenance costs which continue to increase (over 50% of budget spent at the (6) month review). Account #61030 covers fuel for city owned vehicles, is reduced \$2,000 because the lower fuel cost forecast. Account #61028 covers dispatching services and costs from METCOM, which are set through the budget process of the Police User Group. Account #61059 covers all costs associated with maintenance agreements and contracts, field reporting for these systems, Lexipol Policy Manual and Daily Training Bulletins, and maintenance agreements for the Tasers and Mobile Data Terminals (MDT's). Account #81003 'Capital Replacement' includes funds for three (3) MDT's and five (5) desktop office computers. Within the Fleet Replacement Fund account, #600-600-81076 is capital outlay for two (2) vehicles. A patrol vehicle to replace a 2012 Dodge Charger and its equipment, and a replacement police motorcycle and its equipment. The Fleet Replacement Program sets aside funds in advance for vehicles under the established vehicle replacement plan.

Significant Changes

There are no significant changes for the police department and we are operating at status quo. There are some small increases in materials and services line items to address operational needs.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND							
POLICE							
PERSONNEL SERVICES:							
010-050-51001	FULL TIME SALARIES	1,093,633	1,159,078	1,281,510	1,328,289	1,328,289	1,328,289
010-050-51002	PART TIME SALARIES	23,655	6,775	26,691	0	0	0
010-050-51003	WORKERS COMP INS	43,115	42,830	57,422	60,593	60,593	60,593
010-050-51004	SOCIAL SECURITY/MEDICARE	88,773	92,863	105,483	108,739	108,739	108,739
010-050-51005	HEALTH INSURANCE	261,696	306,958	356,755	366,379	366,379	366,379
010-050-51006	LIFE/ DISABILITY INS	4,559	4,539	6,029	6,140	6,140	6,140
010-050-51007	PERS RETIREMENT	214,275	225,303	279,991	352,302	352,302	352,302
010-050-51009	OVERTIME SALARIES	64,884	66,872	90,660	93,134	93,134	93,134
TOTAL PERSONNEL SERVICES		1,794,588	1,905,218	2,184,541	2,315,576	2,315,576	2,315,576
MATERIALS AND SERVICES:							
010-050-61001	OFFICE SUPPLIES	2,867	3,138	3,500	3,500	3,500	3,500
010-050-61002	PUBLICATIONS	23	99	350	300	300	300
010-050-61003	ADVERTISING	0	40	400	400	400	400
010-050-61004	COMMUNICATION EXPENSE	15,774	15,737	17,950	17,000	17,000	17,000
010-050-61005	POSTAGE & FREIGHT	2,052	1,619	2,000	2,500	2,500	2,500
010-050-61015	TRAVEL, TRAINING & MEETINGS	6,441	7,411	15,500	10,300	10,300	10,300
010-050-61016	DUES & MEMBERSHIPS	2,189	1,330	2,700	2,500	2,500	2,500
010-050-61022	EQUIPMENT MAINTENANCE	2,535	1,189	2,500	2,500	2,500	2,500
010-050-61023	UNIFORM EXPENSE	8,554	10,636	14,500	14,500	14,500	14,500
010-050-61024	VEHICLE EXPENSE	16,985	22,977	22,500	25,500	25,500	25,500
010-050-61025	RAIN SERVICE/MEMBERSHIP	1,874	1,925	2,140	2,140	2,140	2,140
010-050-61026	RADIO MAINTENANCE	0	546	1,500	1,500	1,500	1,500
010-050-61028	DISPATCHING SERVICES	151,536	158,233	187,890	172,000	172,000	172,000
010-050-61029	POLICE SUPPLIES	6,559	6,400	7,900	8,500	8,500	8,500
010-050-61030	FUEL EXPENSES	31,772	25,544	34,000	32,000	32,000	32,000
010-050-61045	EQUIPMENT RENTAL	5,355	5,056	7,500	7,500	7,500	7,500
010-050-61050	VEHICLE LEASE PAYMENTS	1,247	2,230	5,000	5,000	5,000	5,000
010-050-61059	CONTRACTED SERVICES	44,959	44,407	55,780	56,558	56,558	56,558
010-050-61060	HIRING EXPENSES	1,623	1,242	2,500	2,500	2,500	2,500
010-050-61069	TOWING EXPENSE	130	0	800	1,000	1,000	1,000
010-050-61086	COMPUTER SERVICES	1,017	0	1,500	1,500	1,500	1,500
010-050-62503	CRIME PREV/COMMUNITY POLICING	904	668	1,400	1,400	1,400	1,400
010-050-62515	STOP VIOLENCE PROGRAM	3,600	3,600	7,200	7,420	7,420	7,420
010-050-62520	PEER COURT SERVICES	18,021	18,058	18,900	19,278	19,278	19,278
010-050-62522	RESERVE OFFICER EXPENSES	0	0	1,650	1,000	1,000	1,000
010-050-62570	DRUG CONTROL ENFORCEMENT	0	0	2,000	2,000	2,000	2,000
010-050-62573	MISCELLANEOUS EXPENSE	1,245	1,322	1,200	1,400	1,400	1,400
010-050-71002	OFFICE EQUIPMENT	832	214	1,600	1,500	1,500	1,500
010-050-71003	MINOR EQUIPMENT	5,186	768	1,500	1,500	1,500	1,500
010-050-71004	COMMUNICATION EQUIPMENT	0	913	1,500	1,500	1,500	1,500
010-050-71009	SOFTWARE	1,573	0	500	500	500	500
010-050-71070	DRUG ENFORCEMENT EQUIPMENT	213	0	500	750	750	750
TOTAL MATERIALS AND SERVICES		335,047	335,304	406,360	407,446	407,446	407,446
CAPITAL OUTLAY:							
010-050-81003	CAPITAL - REPLACEMENT	15,497	18,190	4,724	16,673	16,673	16,673
010-050-85003	CAPITAL - NEW	0	6,639	3,760	0	0	0
TOTAL CAPITAL OUTLAY		15,497	24,829	8,484	16,673	16,673	16,673
TRANSFERS OUT:							
010-050-95050	TRANSFER TO DEBT SERVICE	68,193	0	0	0	0	0
010-050-95600	TRANSFER TO FLEET REPLACEMENT	24,855	0	0	0	0	0
TOTAL TRANSFERS OUT		93,048	0	0	0	0	0
TOTAL POLICE		2,238,181	2,265,351	2,599,385	2,739,695	2,739,695	2,739,695



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EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

PROGRAM: COMMUNITY SERVICES
DEPARTMENT: POLICE
FUND: GENERAL

STAFF LEVEL 2018: 0.76 FTE
STAFF LEVEL 2017: 0.76 FTE

Program Description/Mission

For FY 2017-2018, the Enforcement Officer (EO), remains budgeted at 25 hours a week for parking and code enforcement as in previous years. The work hours are divided between parking enforcement and code enforcement duties and assignments. Investigations into violations of the Silverton Municipal Code handled via a complaint basis model. Compliance in the downtown parking district including meter revenue continues to be high with good vehicle turnover in the two-hour zones. The parking function is responsible for enforcement of all Truck Loading Zones, Parking Meter Violations, Time Zone Violations, Permit Parking (at City owned parking lots) and other parking violations such as over-space vehicles, yellow zone violations or handicapped parking violations. Police officers and the EO handle and enforce parking violations at the Silverton Reservoir Marine Park. The EO works under the direction of the Police Chief. The EO issues parking citations and code violation summons to citizens and testifies in court. Collection of the fines and notices to violators is a function of the Court Clerk and Finance Department. The EO also places the wheel immobilization device on vehicles when the owner has unpaid parking fines. This program continues to employ a part time meter repairperson who only works the hours needed to repair broken or non-functioning meters and empty coins from parking meters.

Personnel

<u>Title</u>	<u>2017</u> <u>FTE</u>	<u>2018</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

The budget for FY 2017-2018, Enforcement Officer will remain at .62 FTE. The budget also includes pro-rated benefits for the position and monies for fuel, postage and miscellaneous expenses associated with the EO program. Based on Council Budget Priorities, we will be working on and bringing forward a multi-year plan to remove parking meters and replace them with posted time zones. Enforcement of the time zones would continue by the EO. As we transition away from parking meters, the purchase of additional meter parts can be reduced. Account #010-100-61059, Contracted Services, will continue with the \$10,000 for costs associated with abatement and prosecution of nuisances or problem properties.

Major Issues to be Resolved

In July, we will submit an Ordinance change and Resolution to City Council to increase parking fines and fees. In researching a hand-held e-ticket unit, we found that the Civic Plus NS Print Unit tracks, records and electronically issues vehicle tickets. This device has a price quote of \$22,444 for (1) unit, warranties, software and project services. The on-going yearly amount is about \$3,520 per year for management support and maintenance fees.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND							
COMMUNITY SERVICES							
PERSONNEL SERVICES:							
010-100-51002	PART TIME SALARIES	21,259	23,635	30,941	31,558	31,558	31,558
010-100-51003	WORKERS COMP INS	801	893	1,371	1,488	1,488	1,488
010-100-51004	SOCIAL SECURITY/MEDICARE	1,464	1,649	2,367	2,414	2,414	2,414
010-100-51005	HEALTH INSURANCE	4,077	4,561	4,985	4,996	4,996	4,996
010-100-51006	LIFE/ DISABILITY INS	70	61	86	86	86	86
010-100-51007	PERS RETIREMENT	2,626	2,858	4,030	4,879	4,879	4,879
TOTAL PERSONNEL SERVICES		30,297	33,658	43,780	45,421	45,421	45,421
MATERIALS AND SERVICES:							
010-100-61001	OFFICE SUPPLIES	265	212	500	450	450	450
010-100-61004	COMMUNICATION EXPENSE	449	485	250	250	250	250
010-100-61005	POSTAGE & FREIGHT	59	35	125	150	150	150
010-100-61023	UNIFORM EXPENSE	0	0	500	350	350	350
010-100-61024	VEHICLE EXPENSE	0	45	0	0	0	0
010-100-61027	PARKING METER SUPPLIES	419	494	850	200	200	200
010-100-61029	MISCELLANEOUS SUPPLIES	11	166	300	150	150	150
010-100-61030	FUEL EXPENSES	248	45	0	0	0	0
010-100-61059	CONTRACTED SERVICES	60	60	14,000	10,000	10,000	10,000
010-100-71000	MINOR EQUIPMENT	150	54	300	300	300	300
010-100-71020	PARKING METERS	796	3,645	3,500	200	200	200
TOTAL MATERIALS AND SERVICES		2,457	5,241	20,325	12,050	12,050	12,050
TRANSFERS OUT:							
010-100-95050	TRANSFER TO DEBT SERVICE	1,781	0	0	0	0	0
TOTAL TRANSFERS OUT		1,781	0	0	0	0	0
TOTAL COMMUNITY SERVICES		34,536	38,897	84,105	57,471	57,471	57,471

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

PROGRAM: PLANNING
DEPARTMENT: COMMUNITY DEVELOPMENT
FUND: GENERAL

STAFF LEVEL 2018: 1.65 FTE
STAFF LEVEL 2017: 1.60 FTE

Program Description/Mission

This program is responsible for administering all planning related functions. The Planning Department processes all land use applications at the staff, Planning Commission, or the City Council level. Planning is also responsible for long range planning efforts.

Personnel

<u>Title</u>	<u>2017 FTE</u>	<u>2018 FTE</u>	<u>FTE Change</u>
Community Development Director	1.00	1.00	
Building / Zoning Inspector	0.00	0.25	0.25
Admin Assistant / City Clerk	0.40	0.20	(0.20)
Permit Technician	<u>0.20</u>	<u>0.20</u>	
Total	1.60	1.65	<u>0.05</u>

Budget Comments

Budgeted amounts are similar to budgeted expenditures for fiscal year 2016-2017, excluding Personnel that is addressed below.

Significant Changes

A new staff position is proposed beginning January 2018. The Building / Zoning Inspector will work in the Planning and Building Department to address the workload, which is reaching previous levels. The position would be responsible for reviewing building permit plans and conducting building inspection services. The position would assist the Planning Department by reviewing sign permits, minor land use applications, business licenses, landscape plans, answering questions at the counter, and conducting zoning inspections to ensure projects are progressing according to submitted plans and conditions of approval.

Accomplishments

During the past year, 40 land use applications were processed. There were 31 processed in 2015 and about 15 processed in 2014. Additional efforts included Tourism Promotion Grants, downtown kiosks, working on a Transportation System Plan update, and working with businesses for Urban Renewal Grants.

Major Issues to be Resolved in the Next 5 Years

Issues expected to be addressed over the next 5 years includes updates to the land use code, housing needs within the community and working to implement other long-term goals.

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

	2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND						
PLANNING						
PERSONNEL SERVICES:						
010-151-51001 FULL TIME SALARIES	136,219	131,854	114,692	128,980	128,980	128,980
010-151-51003 WORKERS COMP INS	449	406	424	935	935	935
010-151-51004 SOCIAL SECURITY/MEDICARE	10,376	10,037	8,774	9,867	9,867	9,867
010-151-51005 HEALTH INSURANCE	28,602	26,368	20,087	21,658	21,658	21,658
010-151-51006 LIFE/DISABILITY INS	419	388	412	510	510	510
010-151-51007 PERS RETIREMENT	22,213	21,788	17,477	25,076	25,076	25,076
010-151-51009 OVERTIME SALARIES	178	0	0	0	0	0
TOTAL PERSONNEL SERVICES	198,453	190,841	161,866	187,026	187,026	187,026
MATERIALS AND SERVICES:						
010-151-61001 OFFICE SUPPLIES	614	666	1,000	1,000	1,000	1,000
010-151-61003 ADVERTISING EXPENSE	1,916	2,277	2,000	2,300	2,300	2,300
010-151-61004 COMMUNICATION EXPENSE	2,020	1,952	2,100	2,100	2,100	2,100
010-151-61005 POSTAGE & FREIGHT	1,323	1,520	1,300	1,500	1,500	1,500
010-151-61015 TRAVEL, TRAINING & MEETINGS	557	1,393	1,200	1,200	1,200	1,200
010-151-61016 DUES & MEMBERSHIPS	1,370	1,395	1,600	1,600	1,600	1,600
010-151-61022 EQUIPMENT MAINTENANCE	370	0	0	0	0	0
010-151-61024 VEHICLE EXPENSE	212	75	250	250	250	250
010-151-61030 FUEL EXPENSES	272	338	800	600	600	600
010-151-61045 EQUIPMENT RENTAL	1,875	1,834	2,000	2,000	2,000	2,000
010-151-61059 CONTRACTED SERVICES	1,399	651	3,000	1,000	1,000	1,000
010-151-62573 MISCELLANEOUS EXPENSE	12	138	200	200	200	200
010-151-71000 MINOR EQUIPMENT	0	0	500	1,000	1,000	1,000
010-151-71009 SOFTWARE	0	0	300	300	300	300
TOTAL MATERIALS AND SERVICES	11,940	12,239	16,250	15,050	15,050	15,050
TRANSFERS OUT:						
010-151-95050 TRANSFER TO DEBT SERVICE	7,543	0	0	0	0	0
010-151-95600 TRANSFER TO FLEET REPLACEMENT	1,653	0	0	0	0	0
TOTAL TRANSFERS OUT	9,196	0	0	0	0	0
TOTAL PLANNING	219,589	203,080	178,116	202,076	202,076	202,076

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

	2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND						
PLANNING GRANTS						
MATERIALS AND SERVICES:						
010-152-61065 CLG PLANNING GRANT	678	0	7,000	10,000	10,000	10,000
TOTAL MATERIALS AND SERVICES	678	0	7,000	10,000	10,000	10,000
TOTAL PLANNING GRANTS	678	0	7,000	10,000	10,000	10,000

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

PROGRAM: FACILITIES MAINTENANCE
DEPARTMENT: PUBLIC WORKS
FUND: GENERAL

STAFF LEVEL 2018: 0.89 FTE
STAFF LEVEL 2017: 0.89 FTE

Program Description/Mission

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

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.04	0.04	
Building & Parks Maintenance Worker	0.75	0.75	
Parks Worker II	<u>0.10</u>	<u>0.10</u>	
Total	0.89	0.89	<u>0.00</u>

Budget Comments

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

Account #61059 includes funds for annual fire extinguisher testing and servicing \$500, annual fire system testing for City Hall and Senior Center \$1,000; elevator services contract \$1,060, security alarm contract \$314, and, fleet management work order system, employee hearing test, and additional contracted services as-needed \$3,526.

Accomplishments

Established updated facilities maintenance program.

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND							
FACILITIES MAINTENANCE							
PERSONNEL SERVICES:							
010-190-51001	FULL TIME SALARIES	28,528	36,071	36,696	37,579	37,579	37,579
010-190-51003	WORKERS COMP INS	1,038	1,283	1,655	1,776	1,776	1,776
010-190-51004	SOCIAL SECURITY/MEDICARE	2,194	2,743	2,850	2,918	2,918	2,918
010-190-51005	HEALTH INSURANCE	9,014	11,809	13,090	15,080	15,080	15,080
010-190-51006	LIFE/ DISABILITY INS	134	145	193	196	196	196
010-190-51007	PERS RETIREMENT	305	1,226	7,969	10,075	10,075	10,075
010-190-51009	OVERTIME SALARIES	273	0	557	569	569	569
TOTAL PERSONNEL SERVICES		41,485	53,278	63,010	68,193	68,193	68,193
MATERIALS AND SERVICES:							
010-190-61001	OFFICE SUPPLIES	41	28	100	100	100	100
010-190-61003	ADVERTISING EXPENSE	122	0	150	100	100	100
010-190-61004	COMMUNICATION EXPENSE	1,065	914	4,000	3,000	3,000	3,000
010-190-61006	GAS/ELECTRIC EXPENSE	30,715	27,739	30,500	30,500	30,500	30,500
010-190-61007	STREET LIGHTING ENERGY	123,499	116,837	129,000	129,000	129,000	129,000
010-190-61008	BUILDING/ GROUNDS MAINTENANCE	6,247	8,486	20,000	20,000	20,000	20,000
010-190-61015	TRAVEL, TRAINING & MEETINGS	0	66	300	300	300	300
010-190-61022	EQUIPMENT MAINTENANCE	50	290	500	500	500	500
010-190-61024	VEHICLE EXPENSE	46	502	500	500	500	500
010-190-61030	FUEL EXPENSES	670	729	1,000	1,000	1,000	1,000
010-190-61032	JANITORIAL SUPPLIES	2,739	2,371	3,000	3,000	3,000	3,000
010-190-61042	SAFETY EQP/ PROT CLTHNG	0	95	300	500	500	500
010-190-61059	CONTRACTED SERVICES	16,199	23,242	30,000	20,000	20,000	20,000
010-190-62573	MISCELLANEOUS EXPENSE	0	22	100	200	200	200
010-190-71000	MINOR EQUIPMENT	18	359	800	1,400	1,400	1,400
TOTAL MATERIALS AND SERVICES		181,431	181,680	220,250	210,100	210,100	210,100
CAPITAL OUTLAY:							
010-190-81003	CAPITAL - REPLACEMENT	0	1,768	0	0	0	0
010-190-82100	CAPITAL- BUILDING IMPROVEMENTS	25,482	0	6,250	0	0	0
TOTAL CAPITAL OUTLAY		25,482	1,768	6,250	0	0	0
TRANSFERS OUT:							
010-190-95050	TRANSFER TO DEBT SERVICE	1,911	0	0	0	0	0
010-190-95600	TRANSFER TO FLEET REPLCMNT	2,000	0	0	0	0	0
010-190-95610	TRANSFER TO EQUIPMENT REPLC	10,000	0	0	0	0	0
TOTAL TRANSFERS OUT		13,911	0	0	0	0	0
TOTAL FACILITIES MAINTENANCE		262,308	236,726	289,510	278,293	278,293	278,293

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

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

STAFF LEVEL 2018: 1.96 FTE
STAFF LEVEL 2017: 1.96 FTE

Program Description/Mission

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

Personnel

<u>Title</u>	<u>2017</u> <u>FTE</u>	<u>2018</u> <u>FTE</u>	<u>FTE</u> <u>Change</u>
Public Works Director	0.05	0.05	
Water Quality Division Supervisor	0.04	0.04	
Utility Worker I	0.12	0.12	
Utility Worker II	0.04	0.04	
Utility Worker III/Lead	0.05	0.05	
Building/ Parks Maintenance Worker	0.25	0.25	
Park Worker II	0.90	0.90	
Park Worker I (seasonal)	0.48	0.48	
Sewer/ Water Operator II	0.03	0.03	
Total	1.96	1.96	0.00

Budget Comments

Account #61015 includes training for facilities/parks worker and pesticide applicator certification.

Account #61032 includes janitorial supplies for all parks, increased due to additional population and restrooms.

Account #61034 includes \$500 for herbicides, bark and engineered wood fiber for under the playground equipment and shrub planting replacement for \$5,000.

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

Account #61045 61043 includes equipment rental for vegetation management up near the Oregon Garden \$1,500.

Account #61059 includes annual fire extinguisher service \$50, Iworq management system \$485, dam monitoring \$15,000, Parks and Rec consultant \$20,000 and other contracted service needs for \$19,465.

Account #85003 includes new pesticide sprayer \$2,400.

Accomplishments

Modular restroom installed at Coolidge-McClaine Park.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND							
PARKS & RECREATION							
PERSONNEL SERVICES:							
010-225-51001	FULL TIME SALARIES	64,606	66,811	69,856	69,786	69,786	69,786
010-225-51002	PART TIME SALARIES	6,035	4,723	10,808	10,810	10,810	10,810
010-225-51003	WORKERS COMP INS	2,917	2,826	3,962	4,194	4,194	4,194
010-225-51004	SOCIAL SECURITY/MEDICARE	5,369	5,488	6,309	6,306	6,306	6,306
010-225-51005	HEALTH INSURANCE	23,235	21,541	23,671	25,404	25,404	25,404
010-225-51006	LIFE/ DISABILITY INS	312	306	353	353	353	353
010-225-51007	PERS RETIREMENT	8,891	9,196	15,848	19,384	19,384	19,384
010-225-51009	OVERTIME SALARIES	478	1,180	1,810	1,838	1,838	1,838
	TOTAL PERSONNEL SERVICES	111,841	112,072	132,617	138,075	138,075	138,075
MATERIALS AND SERVICES:							
010-225-61001	OFFICE SUPPLIES	15	68	100	100	100	100
010-225-61003	ADVERTISING EXPENSE	102	20	0	0	0	0
010-225-61004	COMMUNICATION EXPENSE	1,857	1,815	2,150	2,160	2,160	2,160
010-225-61006	GAS/ELECTRIC EXPENSE	3,276	3,777	3,800	4,000	4,000	4,000
010-225-61015	TRAVEL, TRAINING & MEETINGS	18	66	200	500	500	500
010-225-61022	EQUIPMENT MAINTENANCE	1,168	437	1,500	1,500	1,500	1,500
010-225-61024	VEHICLE EXPENSE	366	1,039	1,000	1,000	1,000	1,000
010-225-61030	FUEL EXPENSES	2,041	1,699	3,500	2,000	2,000	2,000
010-225-61032	JANITORIAL SUPPLIES	1,869	1,642	2,500	3,000	3,000	3,000
010-225-61034	LANDSCAPE SUPPLIES	474	3,646	4,000	5,500	5,500	5,500
010-225-61042	SAFETY EQP/ PROT CLTHNG	741	244	1,200	1,200	1,200	1,200
010-225-61043	BUILDING/ GROUNDS MAINTENANCE	3,638	7,512	15,200	13,000	13,000	13,000
010-225-61044	SMALL TOOLS	32	24	300	300	300	300
010-225-61045	EQUIPMENT RENTAL	0	0	0	1,500	1,500	1,500
010-225-61059	CONTRACTED SERVICES	10,341	2,767	41,000	40,000	40,000	40,000
010-225-61060	INTERGOVERNMENTAL-SCHOOL FIE	20,000	20,000	20,000	20,000	20,000	20,000
010-225-61065	MARINE PARK EXPENSES	1,862	1,301	5,000	5,800	5,800	5,800
010-225-62537	MUSEUM/DEPOT EXPENSES	2,102	1,555	2,000	27,000	27,000	27,000
010-225-62573	MISCELLANEOUS EXPENSE	107	62	750	500	500	500
010-225-71000	MINOR EQUIPMENT	547	493	1,000	0	0	0
	TOTAL MATERIALS AND SERVICES	50,574	48,185	105,200	129,060	129,060	129,060
CAPITAL OUTLAY:							
010-225-81003	CAPITAL- REPLACEMENT EQUIPMEN	4,203	0	0	0	0	0
010-225-85003	CAPITAL - NEW EQUIPMENT	0	10,371	4,400	2,400	2,400	2,400
	TOTAL CAPITAL OUTLAY	4,203	10,371	4,400	2,400	2,400	2,400
TRANSFERS OUT:							
010-225-95050	TRANSFER TO DEBT SERVICE	5,384	0	0	0	0	0
010-225-95600	TRANSFER TO FLEET REPLCMNT	950	0	0	0	0	0
010-225-95610	TRANSFER TO MAJOR EQUIP REP	4,920	0	0	0	0	0
	TOTAL TRANSFERS OUT	11,254	0	0	0	0	0
	TOTAL PARKS & RECREATION	177,672	170,608	242,217	269,535	269,535	269,535

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

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 40 network users. Employees at City Hall, City Shops, the Wastewater Treatment Plant and the Water Treatment Plant are part of this network. Purchasing of services and equipment is limited in this program budget to only network related items.

Budget Comments

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

Accomplishments

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

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL FUND							
COMPUTER SERVICES							
MATERIALS AND SERVICES:							
010-300-81004	COMMUNICATION EXPENSE	0	0	0	900	900	900
010-300-81057	IT SERVICES	0	0	20,000	18,000	18,000	18,000
010-300-81059	CONTRACTED SERVICES	41,025	50,631	35,239	43,700	43,700	43,700
010-300-71000	MINOR EQUIPMENT	0	691	1,000	1,000	1,000	1,000
010-300-71009	SOFTWARE	6,600	8,059	7,000	5,000	5,000	5,000
	TOTAL MATERIALS AND SERVICES	47,625	59,381	63,239	68,600	68,600	68,600
CAPITAL OUTLAY:							
010-300-81003	CAPITAL - REPLACEMENT EQUIP	0	1,896	0	0	0	0
010-300-85003	CAPITAL - NEW EQUIPMENT	0	4,165	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	6,061	0	0	0	0
	TOTAL COMPUTER SERVICES	47,625	65,442	63,239	68,600	68,600	68,600
	TOTAL FUND EXPENDITURES	4,219,785	4,459,777	7,820,275	8,002,901	8,002,901	8,002,901

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: ELECTRICAL INSPECTIONS

STAFF LEVEL 2018: 0.05 FTE
STAFF LEVEL 2017: 0.05 FTE

Program Description/Mission

The City is responsible for administering all functions related to implementation and enforcement of the State Electrical Code. Electrical inspections are currently performed under an Intergovernmental Agreement with Marion County Building Department.

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Permit Technician	0.05	0.05	0.00

Budget Comments

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

Significant Changes

The Electrical Inspection Fund is expected to maintain revenue due to the sustained economic conditions, but not reach a level to support in-house services.

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
ELECTRICAL INSPECTIONS FUND							
FEES AND PERMITS							
011-000-42106	PLAN REVIEW FEES	329	261	0	1,500	1,500	1,500
011-000-42118	ELECTRICAL PERMITS	30,683	36,916	31,000	31,000	31,000	31,000
	TOTAL FEES AND PERMITS	31,013	37,177	31,000	32,500	32,500	32,500
MISCELLANEOUS REVENUE							
011-000-45002	INTEREST EARNED	70	79	50	100	100	100
	TOTAL MISCELLANEOUS REVENUE	70	79	50	100	100	100
TRANSFERS IN							
011-000-46010	TRANSFER FROM GENERAL FUND	0	0	20,000	0	0	0
	TOTAL TRANSFERS IN	0	0	20,000	0	0	0
BEGINNING FUND BALANCE							
011-000-48090	BEGINNING FUND BALANCE	14,091	9,792	5,533	9,462	9,462	13,668
	TOTAL BEGINNING FUND BALANCE	14,091	9,792	5,533	9,462	9,462	13,668
	TOTAL FUND REVENUE	45,173	47,048	56,583	42,062	42,062	46,268

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
ELECTRICAL INSPECTIONS FUND							
OPERATIONS							
PERSONNEL SERVICES:							
011-141-51001	FULL TIME SALARIES	2,084	2,308	2,387	2,435	2,435	2,435
011-141-51003	WORKERS COMP INS	7	7	9	14	14	14
011-141-51004	SOCIAL SECURITY/MEDICARE	158	173	183	186	186	186
011-141-51005	HEALTH INSURANCE	621	745	816	819	819	819
011-141-51006	LIFE/ DISABILITY INS	3	3	4	4	4	4
011-141-51007	PERS RETIREMENT	407	501	511	643	643	643
	TOTAL PERSONNEL SERVICES	3,280	3,738	3,910	4,101	4,101	4,101
MATERIALS AND SERVICES:							
011-141-61001	OFFICE SUPPLIES	157	100	100	150	150	150
011-141-61059	CONTRACTED SERVICES	24,876	30,052	51,142	24,800	24,800	24,800
011-141-61079	BANK & CHARGE CARD FEES	19	22	50	50	50	50
	TOTAL MATERIALS AND SERVICES	25,052	30,174	51,292	25,000	25,000	25,000
CONTINGENCY & RESERVES:							
011-141-90001	CONTINGENCY	0	0	1,252	6,440	6,440	10,646
	TOTAL CONTINGENCY & RESERVES	0	0	1,252	6,440	6,440	10,646
TRANSFERS OUT:							
011-141-95001	TRANSFER TO GENERAL FUND	6,922	0	0	6,389	6,389	6,389
011-141-95050	TRANSFER TO DEBT SERVICE	127	129	129	132	132	132
	TOTAL TRANSFERS OUT	7,049	129	129	6,521	6,521	6,521
	TOTAL OPERATIONS	35,381	34,041	56,583	42,062	42,062	46,268
	TOTAL FUND EXPENDITURES	35,381	34,041	56,583	42,062	42,062	46,268



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BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: BUILDING OPERATIONS

STAFF LEVEL 2018: 2.00 FTE
STAFF LEVEL 2017: 1.75 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.

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Building Official	1.00	1.00	
Building / Zoning Inspector	0.00	0.25	0.25
Permit Technician	0.75	0.75	
Total	1.75	2.00	0.25

Budget Comments

Since new construction has increased, the Building Operations Fund is estimated to continue to be able to support the salary of an in-house Building Official during the 2017-2018 fiscal year in addition to adding a Building / Zoning Inspector effective January 2018. The Building/Zoning Inspector will review building permit plans and conduct building inspections for the Building Department. Account #61059 covers the cost of Marion County or Woodburn to provide inspection services, when city staff is unable to conduct inspections or plan review due to absences.

Significant Changes

The amount of new construction has increased to above average levels. Both residential and commercial construction has increased thereby increasing the workload on staff. A new staff position is proposed. The Building / Zoning Inspector will work in the Planning and Building Department to address the workload reaching previous averages. The position would help in workload in the building department by reviewing building permit plans and conducting building inspection. The position would help in workload in the planning department by reviewing sign permits, minor land use applications, business licenses, landscape plans, answering questions at the counter, and conducting zoning inspections to ensure projects are progressing according to submitted plans and conditions of approval.

Accomplishments

During 2016, Building Operations reviewed plans and issued 696 building permits, including 44 new single-family residences, 80 structural, 211 electrical, 213 mechanical, and 139 plumbing permits. The division conducted approximately 137 inspections every month throughout the year.

Major Issues to be Resolved in the Next 5 Years

The City of Silverton will continue to maintain control of its inspection program and will continue to provide building review and inspection services.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
BUILDING OPERATIONS FUND							
FEES AND PERMITS							
012-000-42104	BUILDING PERMITS	132,669	148,962	52,000	88,000	88,000	88,000
012-000-42105	PLUMBING PERMITS	30,411	38,351	16,000	33,000	33,000	33,000
012-000-42106	PLAN REVIEW FEES	90,053	112,553	32,000	75,000	75,000	75,000
012-000-42116	MECHANICAL PERMITS	14,376	20,894	10,400	8,000	8,000	8,000
TOTAL FEES AND PERMITS		267,509	318,761	110,400	204,000	204,000	204,000
MISCELLANEOUS REVENUE							
012-000-45002	INTEREST EARNED	545	1,756	1,000	2,850	2,850	2,850
012-000-45019	MISCELLANEOUS REVENUE	0	112	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		545	1,869	1,000	2,850	2,850	2,850
BEGINNING FUND BALANCE							
012-000-49090	BEGINNING FUND BAL - BUILDING	59,351	194,088	247,839	342,223	342,223	396,223
TOTAL BEGINNING FUND BALANCE		59,351	194,088	247,839	342,223	342,223	396,223
TOTAL FUND REVENUE		327,404	514,698	359,039	549,073	549,073	603,073

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
BUILDING OPERATIONS FUND							
BUILDING OPERATIONS							
PERSONNEL SERVICES:							
012-140-51001	FULL TIME SALARIES	75,946	84,705	113,559	132,021	132,021	132,021
012-140-51003	WORKERS COMP INS	1,274	1,326	1,785	2,375	2,375	2,375
012-140-51004	SOCIAL SECURITY/MEDICARE	5,649	6,248	8,687	10,100	10,100	10,100
012-140-51005	HEALTH INSURANCE	19,000	22,919	34,375	40,132	40,132	40,132
012-140-51006	LIFE/ DISABILITY INS	307	323	394	491	491	491
012-140-51007	PERS RETIREMENT	14,818	18,111	24,290	34,867	34,867	34,867
	TOTAL PERSONNEL SERVICES	116,994	133,631	183,090	219,986	219,986	219,986
MATERIALS AND SERVICES:							
012-140-61001	OFFICE SUPPLIES	462	442	350	350	350	350
012-140-61003	ADVERTISING EXPENSE	0	0	100	100	100	100
012-140-61004	COMMUNICATION EXPENSE	1,477	1,731	1,400	2,100	2,100	2,100
012-140-61005	POSTAGE & FREIGHT	24	14	50	50	50	50
012-140-61015	TRAVEL, TRAINING & MEETINGS	125	0	500	800	800	800
012-140-61016	DUES & MEMBERSHIPS	325	335	350	480	480	480
012-140-61024	VEHICLE EXPENSE	76	148	300	300	300	300
012-140-61030	FUEL EXPENSES	592	826	550	1,000	1,000	1,000
012-140-61045	EQUIPMENT RENTAL	173	292	350	350	350	350
012-140-61056	CONTRACTED SERVICES	2,410	3,527	20,500	1,000	1,000	15,000
012-140-61079	BANK & CHARGE CARD FEES	45	51	100	100	100	100
012-140-61098	REFERENCE LIBRARY	232	0	250	400	400	400
012-140-71000	MINOR EQUIPMENT	0	70	250	750	750	750
	TOTAL MATERIALS AND SERVICES	5,942	7,436	25,050	7,780	7,780	21,780
CAPITAL OUTLAY:							
012-140-81003	CAPITAL - REPLACEMENT	0	0	1,500	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	1,500	0	0	0
CONTINGENCY & RESERVES:							
012-140-90001	CONTINGENCY	0	0	28,741	161,916	161,916	161,916
012-140-91072	RESERVE - FUTURE EXPENDITURE	0	0	91,545	109,993	109,993	149,993
	TOTAL CONTINGENCY & RESERVES	0	0	120,286	271,909	271,909	311,909
TRANSFERS OUT:							
012-140-95001	TRANSFER TO GENERAL FUND	9,893	13,290	18,325	39,055	39,055	39,055
012-140-95050	TRANSFER TO DEBT SERVICE	508	4,713	6,129	7,175	7,175	7,175
012-140-95600	TRANSFER TO FLEET REPLCMNT	0	4,659	4,658	3,168	3,168	3,168
	TOTAL TRANSFERS OUT	10,401	22,662	29,113	49,398	49,398	49,398
	TOTAL BUILDING OPERATIONS	133,336	163,729	359,039	549,073	549,073	603,073
	TOTAL FUND EXPENDITURES	133,336	163,729	359,039	549,073	549,073	603,073



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REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: TRANSPORTATION

Budget Comments

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

Trolley Ridership:

	Fiscal <u>2012-2013</u>	Fiscal <u>2013-2014</u>	Fiscal <u>2014-2015</u>	Fiscal <u>2015-2016</u>
General Population	3,996	1,588	1,985	1,312
Youth	775	662	401	356
Elderly & Disabled	<u>8,206</u>	<u>6,659</u>	<u>6,932</u>	<u>7,786</u>
Total Rides	12,977	8,909	9,318	9,454

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

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

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
TRANSPORTATION FUND							
INTERGOVERNMENTAL							
013-000-43054	ODOT TRANSIT GRANT	54,553	53,264	60,000	77,000	77,000	77,000
013-000-43055	SALEM AREA TRANSIT GRANTS	19,802	16,824	16,500	16,500	16,500	16,500
	TOTAL INTERGOVERNMENTAL	74,355	70,088	76,500	93,500	93,500	93,500
MISCELLANEOUS REVENUE							
013-000-45002	INTEREST EARNED	164	265	150	410	410	410
013-000-45017	TROLLEY DONATIONS	2,629	2,948	2,500	1,800	1,800	1,800
	TOTAL MISCELLANEOUS REVENUE	2,793	3,213	2,650	2,210	2,210	2,210
BEGINNING FUND BALANCE							
013-000-49090	BEGINNING FUND BALANCE	49,495	56,514	58,507	58,366	58,366	58,366
	TOTAL BEGINNING FUND BALANCE	49,495	56,514	58,507	58,366	58,366	58,366
	TOTAL FUND REVENUE	126,643	129,815	137,657	154,076	154,076	154,076

EXPENDITURE BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: TRANSPORTATION

STAFF LEVEL 2018: 1.47 FTE
STAFF LEVEL 2017: 1.47 FTE

Program Description/Mission

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

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Transit Operators (3 part-time)	1.47	1.47	0.00

Budget Comments

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

Accomplishments

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

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
TRANSPORTATION FUND							
TROLLEY OPERATIONS							
PERSONNEL SERVICES:							
013-013-51002	PART TIME SALARIES	42,675	45,261	60,954	63,182	63,182	63,182
013-013-51003	WORKERS COMP INS	1,756	1,888	2,932	3,307	3,307	3,307
013-013-51004	SOCIAL SECURITY/MEDICARE	3,265	3,462	4,863	4,833	4,833	4,833
013-013-51007	PERS RETIREMENT	6,441	6,644	8,948	11,177	11,177	11,177
	TOTAL PERSONNEL SERVICES	54,136	57,255	77,497	82,499	82,499	82,499
MATERIALS AND SERVICES:							
013-013-61001	OFFICE SUPPLIES	68	73	100	100	100	100
013-013-61003	ADVERTISING EXPENSE	0	0	200	200	200	200
013-013-61004	COMMUNICATION EXPENSE	854	822	1,500	900	900	900
013-013-61015	TRAVEL, TRAINING & MEETINGS	17	0	200	200	200	200
013-013-61016	DUES & MEMBERSHIPS	0	0	200	0	0	0
013-013-61022	EQUIPMENT MAINTENANCE	0	13	500	500	500	500
013-013-61023	UNIFORM EXPENSE	46	180	150	150	150	150
013-013-61024	VEHICLE EXPENSE	2,118	3,730	3,000	5,750	5,750	5,750
013-013-61030	FUEL EXPENSES	5,299	4,307	7,500	6,000	6,000	6,000
013-013-61059	CONTRACTED SERVICES	469	591	800	800	800	800
013-013-71000	MINOR EQUIPMENT	181	41	200	300	300	300
013-013-71009	SOFTWARE	4,345	350	0	0	0	0
	TOTAL MATERIALS AND SERVICES	13,396	10,107	14,350	14,900	14,900	14,900
CONTINGENCY & RESERVES:							
013-013-90001	CONTINGENCY	0	0	42,520	53,243	53,243	53,243
	TOTAL CONTINGENCY & RESERVES	0	0	42,520	53,243	53,243	53,243
TRANSFERS OUT:							
013-013-95050	TRANSFER TO DEBT SERVICE	2,597	3,020	3,290	3,434	3,434	3,434
	TOTAL TRANSFERS OUT	2,597	3,020	3,290	3,434	3,434	3,434
	TOTAL TROLLEY OPERATIONS	70,129	70,383	137,657	154,076	154,076	154,076
	TOTAL FUND EXPENDITURES	70,129	70,383	137,657	154,076	154,076	154,076

BUDGET NARRATIVE
Fiscal Year 2017-18

FUND: POOL OPERATIONS LEVY

Program Description/Mission

Fiscal year 2017-2018 will be the fifth and final funding year for tax revenues collected exclusively for the operations and capital costs of the Silverton Community Swimming Pool. The levy is a five-year levy of \$275,000 for each levy year and was passed by the voters in the November 6, 2012 General Election. With the passage of the operating levy, funding to cover the cost of operating a year-round pool is in place through fiscal year 2017-2018.

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

Budget Comments

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

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

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

Account #61059 includes YMCA contract \$50,000; pool cover removal, storage and re-install \$10,000; annual fire extinguisher services \$100; and \$4,900 for other contracted services.

Account #71000 includes equipment replacement for tables and chairs \$400, commercial lounge chairs \$600, umbrellas \$100 and other miscellaneous replacements \$1,000.

Account #81003 includes three-way valve replacement \$1,200.

Accomplishments

Participated in the structural evaluation of the pool facility.

Major Issues to be Resolved in the Next 5 Years

Decision needed in Fiscal Year 2017-2018 regarding new operations levy.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
POOL OPERATIONS LEVY							
PROPERTY TAXES							
016-000-40001	PROPERTY TAXES CURRENT	258,120	280,837	255,800	255,800	255,800	255,800
016-000-40002	PROPERTY TAXES DELINQUENT	4,248	3,573	2,500	3,500	3,500	3,500
	TOTAL PROPERTY TAXES	262,368	284,410	258,300	259,300	259,300	259,300
MISCELLANEOUS REVENUE							
016-000-45002	INTEREST EARNED	1,344	2,228	1,000	2,500	2,500	2,500
	TOTAL MISCELLANEOUS REVENUE	1,344	2,228	1,000	2,500	2,500	2,500
BEGINNING FUND BALANCE							
016-000-49090	BEGINNING FUND BALANCE	85,687	178,758	259,255	374,174	374,174	374,174
	TOTAL BEGINNING FUND BALANCE	85,687	178,758	259,255	374,174	374,174	374,174
	TOTAL FUND REVENUE	349,397	445,394	518,555	635,974	635,974	635,974

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
POOL OPERATIONS LEVY							
POOL OPERATIONS							
MATERIALS AND SERVICES:							
016-210-61004	COMMUNICATION EXPENSE	510	510	500	550	550	550
016-210-61005	POSTAGE & FREIGHT	2	18	400	400	400	400
016-210-61006	GAS/ ELECTRIC EXPENSE	66,133	63,217	80,000	80,000	80,000	80,000
016-210-61008	BUILDING & GROUNDS MAINTENANC	2,768	8,951	9,000	9,000	9,000	9,000
016-210-61009	PERMIT FEES	500	454	500	550	550	550
016-210-61015	TRAVEL, TRAINING & MEETINGS	0	0	400	400	400	400
016-210-61016	DUES & MEMBERSHIPS	176	0	100	100	100	100
016-210-61022	EQUIPMENT MAINTENANCE	10,149	6,518	9,250	9,250	9,250	9,250
016-210-61032	JANITORIAL SUPPLIES	1,675	855	1,800	1,500	1,500	1,500
016-210-61042	SAFETY EQP/ PROT CLTHNG	278	258	700	700	700	700
016-210-61045	EQUIPMENT RENTAL	1,164	962	1,400	1,500	1,500	1,500
016-210-61047	POOL CHEMICALS	11,708	7,494	11,750	11,800	11,800	11,800
016-210-61059	CONTRACTED SERVICES	58,341	53,940	61,500	65,000	65,000	65,000
016-210-71000	MINOR EQUIPMENT	125	2,472	1,000	2,100	2,100	2,100
	TOTAL MATERIALS AND SERVICES	161,527	145,648	178,300	182,850	182,850	182,850
CAPITAL OUTLAY:							
016-210-81003	CAPITAL - REPLACEMENT	19,114	0	4,500	1,200	1,200	1,200
	TOTAL CAPITAL OUTLAY	19,114	0	4,500	1,200	1,200	1,200
CONTINGENCY & RESERVES:							
016-210-90001	CONTINGENCY	0	0	252,355	268,524	268,524	268,524
016-210-91215	RESERVE- POOL CAPITAL IMPRVMT	0	0	83,400	183,400	183,400	183,400
	TOTAL CONTINGENCY & RESERVES	0	0	335,755	451,924	451,924	451,924
	TOTAL POOL OPERATIONS	170,641	145,648	518,555	635,974	635,974	635,974
	TOTAL FUND EXPENDITURES	170,641	145,648	518,555	635,974	635,974	635,974

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: TRANSIENT LODGING TAXES

Budget Comments

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

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 that the revenues be used to fund tourism promotion or tourism related facilities, or to finance or refinance the debt of tourism-related facilities and pay reasonable administrative costs incurred in financing or refinancing debt. The remaining 30 percent can be used to fund city services, generally. Council has dedicated this portion to help decrease the sewer debt in the Sewer Fund. Therefore, these revenues are transferred to the Sewer Debt Reserve Fund and will be used to make additional payments in the future.

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

Account #62577 is to provide assistance for the Gordon House, a tourism site, towards their utilities.

Accomplishments

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

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
TRANSIENT TAX FUND							
TAXES							
017-000-40003	TRANSIENT TAXES	255,418	275,988	290,000	290,000	290,000	290,000
	TOTAL TAXES	255,418	275,988	290,000	290,000	290,000	290,000
MISCELLANEOUS REVENUE							
017-000-45002	INTEREST EARNED	301	372	250	450	450	450
	TOTAL MISCELLANEOUS REVENUE	301	372	250	450	450	450
BEGINNING FUND BALANCE							
017-000-49090	BEGINNING FUND BALANCE	54,223	64,108	41,815	54,111	54,111	54,111
	TOTAL BEGINNING FUND BALANCE	54,223	64,108	41,815	54,111	54,111	54,111
	TOTAL FUND REVENUE	309,942	340,478	332,065	344,561	344,561	344,561

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
TRANSIENT TAX FUND							
OPERATIONS							
MATERIALS AND SERVICES:							
017-017-61057	TOURISM PROMOTION GRANTS	6,088	20,912	19,004	33,500	33,500	33,500
017-017-61059	CONTRACTED SERVICES	35,000	35,000	35,000	35,000	35,000	35,000
017-017-61060	OREGON GARDEN FOUNDATION	127,121	137,427	152,607	152,607	152,607	152,607
017-017-62571	MURAL MAINTENANCE ASSISTANCE	0	0	6,000	0	0	0
017-017-62576	SILVERTON DAYS FIREWORKS	1,000	0	0	0	0	0
017-017-62577	GORDON HOUSE TOURISM SUPPOR	0	0	3,500	3,500	3,500	3,500
	TOTAL MATERIALS AND SERVICES	169,209	193,339	216,111	224,607	224,607	224,607
CONTINGENCY & RESERVES:							
017-017-90001	CONTINGENCY	0	0	26,000	30,000	30,000	30,000
	TOTAL CONTINGENCY & RESERVES	0	0	26,000	30,000	30,000	30,000
TRANSFERS OUT:							
017-017-95036	TRANSFER TO SEWER DEBT RESER	76,625	82,799	89,954	89,954	89,954	89,954
	TOTAL TRANSFERS OUT	76,625	82,799	89,954	89,954	89,954	89,954
	TOTAL OPERATIONS	245,834	276,138	332,065	344,561	344,561	344,561
	TOTAL FUND EXPENDITURES	245,834	276,138	332,065	344,561	344,561	344,561

REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: STREET

Budget Comments

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

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

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

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET FUND							
FEES AND PERMITS							
020-000-42065	TRAFFIC IMPACT FEES	63,400	950	30,000	20,000	20,000	20,000
020-000-42102	INSPECTION FEES	5,736	18,904	0	0	0	0
020-000-42106	PLAN REVIEW FEES	849	0	0	0	0	0
020-000-42107	DRIVEWAY PERMITS	5,280	4,840	3,080	5,280	5,280	5,280
020-000-42108	SIDEWALK PERMITS	5,896	4,752	3,080	5,280	5,280	5,280
	TOTAL FEES AND PERMITS	81,161	29,446	36,160	30,560	30,560	30,560
INTERGOVERNMENTAL							
020-000-43005	STATE HIWAY APPORTIONMENT	543,182	564,099	500,000	500,000	500,000	500,000
	TOTAL INTERGOVERNMENTAL	543,182	564,099	500,000	500,000	500,000	500,000
MISCELLANEOUS REVENUE							
020-000-45002	INTEREST EARNED	2,293	2,756	1,800	2,000	2,000	2,000
020-000-45019	MISCELLANEOUS REVENUE	3,044	256	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	5,337	3,012	1,800	2,000	2,000	2,000
BEGINNING FUND BALANCE							
020-000-49090	BEGINNING FUND BALANCE	538,788	510,967	427,050	286,406	286,406	286,406
	TOTAL BEGINNING FUND BALANCE	538,788	510,967	427,050	286,406	286,406	286,406
	TOTAL FUND REVENUE	1,168,467	1,107,523	965,010	818,966	818,966	818,966

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: STREET
DEPARTMENT: STREET ADMINISTRATION

STAFF LEVEL 2018: 0.53 FTE
STAFF LEVEL 2017: N/A FTE

Program Description/Mission

This fund administers all street operations for 33 miles of City owned and maintained roadways and right-of-ways. The mission is to provide a safe and efficient transportation system for all City right-of-ways. The City's Transportation System Plan and Capital Improvement Plan are the guiding documents for this program. The creation of the Administration Program allows more control for budget appropriation authority.

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	N/A	0.10	
Admin Assistant II - PW	N/A	0.15	
Senior Engineer	N/A	0.10	
Engineering Technician	N/A	0.18	
Total	0.00	0.53	0.53

Budget Comments

Account #61059 covers Shred-It services and other contracted services as needed.
Account #61065 includes costs for traffic impact studies and have an offsetting revenue.
Account #81003 includes the replacement of one computer (shared expense) \$400.

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET FUND							
STREET ADMINISTRATION							
PERSONNEL SERVICES:							
020-010-51001	FULL TIME SALARIES	0	0	0	37,264	37,264	37,264
020-010-51003	WORKERS COMP INS	0	0	0	713	713	713
020-010-51004	SOCIAL SECURITY/MEDICARE	0	0	0	2,863	2,863	2,863
020-010-51005	HEALTH INSURANCE	0	0	0	7,888	7,888	7,888
020-010-51006	LIFE/ DISABILITY INS	0	0	0	73	73	73
020-010-51007	PERS RETIREMENT	0	0	0	9,247	9,247	9,247
020-010-51009	OVERTIME SALARIES	0	0	0	162	162	162
	TOTAL PERSONNEL SERVICES	0	0	0	58,210	58,210	58,210
MATERIALS AND SERVICES:							
020-010-61001	OFFICE SUPPLIES	0	0	0	200	200	200
020-010-61002	PUBLICATIONS	0	0	0	40	40	40
020-010-61003	ADVERTISING EXPENSE	0	0	0	30	30	30
020-010-61004	COMMUNICATION EXPENSE	0	0	0	200	200	200
020-010-61005	POSTAGE & FREIGHT	0	0	0	40	40	40
020-010-61016	TRAVEL, TRAINING & MEETINGS	0	0	0	240	240	240
020-010-61016	DUES & MEMBERSHIPS	0	0	0	50	50	50
020-010-61024	VEHICLE EXPENSE	0	0	0	100	100	100
020-010-61030	FUEL EXPENSES	0	0	0	100	100	100
020-010-61031	RECORDING FEES	0	0	0	200	200	200
020-010-61042	SAFETY EQP/ PROT CLTHNG	0	0	0	50	50	50
020-010-61044	SMALL TOOLS	0	0	0	50	50	50
020-010-61045	EQUIPMENT RENTAL	0	0	0	170	170	170
020-010-61059	CONTRACTED SERVICES	0	0	0	6,650	6,650	6,650
020-010-61065	TRAFFIC IMPACT SERVICES	0	0	0	20,000	20,000	20,000
020-010-61079	BANK & CHARGE CARD FEES	0	0	0	25	25	25
020-010-62573	MISCELLANEOUS EXPENSE	0	0	0	200	200	200
020-010-71000	MINOR EQUIPMENT	0	0	0	100	100	100
020-010-71009	SOFTWARE	0	0	0	300	300	300
	TOTAL MATERIALS AND SERVICES	0	0	0	28,745	28,745	28,745
CAPITAL OUTLAY:							
020-010-81003	CAPITAL - REPLACEMENT	0	0	0	400	400	400
	TOTAL CAPITAL OUTLAY	0	0	0	400	400	400
CONTINGENCY & RESERVES:							
020-010-90001	CONTINGENCY	0	0	0	99,576	99,576	99,576
020-010-91702	RESERVE - FUTURE EXPENDITURE	0	0	0	95,196	95,196	95,196
	TOTAL CONTINGENCY & RESERVES	0	0	0	194,772	194,772	194,772
TRANSFERS OUT:							
020-010-95001	TRANSFER TO GENERAL FUND	0	0	0	92,046	92,046	92,046
020-010-95027	TRANSFER TO STREET MAINT FEE	0	0	0	50,000	50,000	50,000
020-010-95050	TRANSFER TO DEBT SERVICE	0	0	0	6,400	6,400	6,400
020-010-95320	TRANSFER TO STREET CIP FUND	0	0	0	50,000	50,000	50,000
020-010-95600	TRANSFER TO FLEET REPLACEMENT	0	0	0	44,765	44,765	44,765
020-010-95610	TRANSFER TO MAJOR EQUIP REP	0	0	0	20,926	20,926	20,926
	TOTAL TRANSFERS OUT	0	0	0	264,137	264,137	264,137
	TOTAL STREET ADMINISTRATION	0	0	0	546,264	546,264	546,264

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: STREET
DEPARTMENT: STREET MAINTENANCE

STAFF LEVEL 2018: 1.84 FTE
STAFF LEVEL 2017: 2.21 FTE

Program Description/Mission

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

<u>Personnel</u>	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	0.10	0.00	(0.10)
Admin Assistant II - PW	0.15	0.00	(0.15)
Senior Engineer	0.10	0.00	(0.10)
Engineering Technician	0.18	0.00	(0.18)
Maintenance Division Supervisor	0.20	0.20	
Admin Assistant I - PW	0.14	0.14	
Parks/ Street Maintenance Worker	0.00	0.16	0.16
Utility Worker I	0.58	0.58	
Utility Worker II	0.38	0.38	
Utility Worker III/ Lead	0.18	0.18	
Utility Worker III/ Mechanic	0.20	0.20	
Total	2.21	1.84	(0.37)

Budget Comments

Account #61022 includes multiple equipment repairs.

Account #61024 includes multiple vehicle repairs.

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

Account #61043 includes portion of annual HVAC \$300, portion of annual electrical \$200, remainder for standard maintenance.

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

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

Account #81003 includes Wacker compactor and chop saws (shared expense) \$2,000.

Account #82100 is for a portion of the siding and painting for shop Yard buildings \$13,000.

Account #85003 is for 1/3 of a changeable message sign \$4,675.

Accomplishments

175 signs replaced, multiple streets sealed or re-surfaced and over 2 miles of gravel street graded

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET FUND							
STREET MAINTENANCE							
PERSONNEL SERVICES:							
020-020-51001	FULL TIME SALARIES	95,769	102,164	108,985	71,986	71,986	71,986
020-020-51002	PART TIME SALARIES	4,260	4,983	5,412	10,494	10,494	10,494
020-020-51003	WORKERS COMP INS	5,146	5,269	4,791	4,439	4,439	4,439
020-020-51004	SOCIAL SECURITY/MEDICARE	7,402	7,998	9,052	6,504	6,504	6,504
020-020-51005	HEALTH INSURANCE	29,143	31,386	34,703	31,025	31,025	31,025
020-020-51006	LIFE/ DISABILITY INS	367	359	454	378	378	378
020-020-51007	PERS RETIREMENT	17,884	18,824	23,818	19,807	19,807	19,807
020-020-51009	OVERTIME SALARIES	1,247	1,413	3,919	2,544	2,544	2,544
TOTAL PERSONNEL SERVICES		161,219	172,396	191,134	147,177	147,177	147,177
MATERIALS AND SERVICES:							
020-020-61001	OFFICE SUPPLIES	895	883	1,000	1,000	1,000	1,000
020-020-61002	PUBLICATIONS	37	93	500	300	300	300
020-020-61003	ADVERTISING EXPENSE	200	0	350	350	350	350
020-020-61004	COMMUNICATION EXPENSE	2,478	2,454	3,300	3,000	3,000	3,000
020-020-61005	POSTAGE & FREIGHT	128	243	300	250	250	250
020-020-61006	GAS/ ELECTRIC EXPENSE	689	554	900	700	700	700
020-020-61009	PERMIT FEES	0	150	70	100	100	100
020-020-61015	TRAVEL, TRAINING & MEETINGS	543	289	500	500	500	500
020-020-61016	DUES & MEMBERSHIPS	97	175	300	250	250	250
020-020-61022	EQUIPMENT MAINTENANCE	6,490	1,955	6,800	6,800	6,800	6,800
020-020-61024	VEHICLE EXPENSE	5,718	4,104	7,300	7,300	7,300	7,300
020-020-61030	FUEL EXPENSES	2,183	4,573	6,200	6,000	6,000	6,000
020-020-61031	RECORDING FEES	56	234	100	250	250	250
020-020-61032	JANITORIAL SUPPLIES	0	0	0	200	200	200
020-020-61039	TRAFFIC CONTROL SUPPLIES	3,195	13,591	24,000	30,000	30,000	30,000
020-020-61041	TREE MAINTENANCE	0	610	4,000	4,000	4,000	4,000
020-020-61042	SAFETY EQ/ PROT CLTHNG	759	719	1,500	1,500	1,500	1,500
020-020-61043	BUILDING/ GROUNDS MAINTENANCE	964	886	2,000	2,000	2,000	2,000
020-020-61044	SMALL TOOLS	260	202	600	800	800	800
020-020-61045	EQUIPMENT RENTAL	479	302	1,000	1,000	1,000	1,000
020-020-61046	STREET MAINTENANCE	9,853	8,935	13,150	15,000	15,000	15,000
020-020-61059	CONTRACTED SERVICES	20,106	8,010	8,201	6,500	6,500	6,500
020-020-61065	TRAFFIC IMPACT SERVICES	61,300	2,100	30,000	0	0	0
020-020-61079	BANK & CHARGE CARD FEES	5	2	25	0	0	0
020-020-61095	STORM SEWER MAINTENANCE	0	0	500	500	500	500
020-020-62532	MAPPING COSTS	0	0	400	100	100	100
020-020-62573	MISCELLANEOUS EXPENSE	113	260	400	400	400	400
020-020-71000	MINOR EQUIPMENT	756	922	3,000	2,000	2,000	2,000
020-020-71009	SOFTWARE	388	2,027	1,450	50	50	50
TOTAL MATERIALS AND SERVICES		117,690	54,272	117,846	90,850	90,850	90,850
CAPITAL OUTLAY:							
020-020-81003	CAPITAL - REPLACEMENT	398	2,487	445	2,000	2,000	2,000
020-020-81031	SIDEWALK CONST/ REPAIR	6,925	2,320	10,000	15,000	15,000	15,000
020-020-82100	CAPITAL- BUILDING IMPROVEMENTS	0	0	0	13,000	13,000	13,000
020-020-85003	CAPITAL - NEW EQUIPMENT	771	1,705	0	4,675	4,675	4,675
TOTAL CAPITAL OUTLAY		8,094	6,512	10,445	34,675	34,675	34,675
CONTINGENCY & RESERVES:							
020-020-90001	CONTINGENCY	0	0	133,821	0	0	0
020-020-91702	RESERVE - FUTURE EXPENDITURE	0	0	71,397	0	0	0
TOTAL CONTINGENCY & RESERVES		0	0	205,218	0	0	0

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET FUND							
TRANSFERS OUT:							
020-020-95001	TRANSFER TO GENERAL FUND	110,680	98,056	98,276	0	0	0
020-020-95021	TRANSFER TO STREET IMP SDC	0	17,000	0	0	0	0
020-020-95027	TRANSFER TO STREET MAINT FEE	0	0	105,000	0	0	0
020-020-95050	TRANSFER TO DEBT SERVICE	6,487	6,298	6,316	0	0	0
020-020-95320	TRANSFER TO STREET CIP FUND	202,556	220,000	150,000	0	0	0
020-020-95600	TRANSFER TO FLEET REPLACEMENT	29,849	30,089	59,849	0	0	0
020-020-95610	TRANSFER TO MAJOR EQUIP REP	20,926	20,926	20,926	0	0	0
	TOTAL TRANSFERS OUT	370,498	392,369	440,367	0	0	0
	TOTAL STREET MAINTENANCE	657,500	625,549	965,010	272,702	272,702	272,702
	TOTAL FUND EXPENDITURES	657,500	625,549	965,010	818,966	818,966	818,966



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BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: STREET IMPROVEMENT SDC

Program Description/Mission

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

Budget Comments

Account #61059 includes funding for the completion of the Transportation System Master Plan update, which was started last fiscal year and is 100% funded by Transportation SDCs for a total contract cost of \$184,318.

Account #81801 includes credits to developers that make offsite public improvements or oversize improvements benefiting the system that are approved by City Council.

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 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET IMPROVEMENT SDC FUND							
MISCELLANEOUS REVENUE							
021-000-45002	INTEREST EARNED	2,703	4,810	2,500	4,500	4,500	4,500
021-000-45007	IMPROVEMENT SDCS	382,648	328,810	114,975	197,760	197,760	197,760
021-000-45008	STEELHAMMER SDCS	9,389	1,041	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	394,718	332,561	117,475	202,260	202,260	202,260
TRANSFERS IN							
021-000-46020	TRANSFER FROM STREET FUND	0	17,000	0	0	0	0
021-000-46217	TRANSFER FROM STEELHAMMER PR	89	0	0	0	0	0
	TOTAL TRANSFERS IN	89	17,000	0	0	0	0
BEGINNING FUND BALANCE							
021-000-49080	BEGINNING FUND BALANCE	412,579	807,386	479,662	814,653	814,653	889,653
	TOTAL BEGINNING FUND BALANCE	412,579	807,386	479,662	814,653	814,653	889,653
	TOTAL FUND REVENUE	807,386	1,156,946	597,137	1,016,913	1,016,913	1,091,913

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET IMPROVEMENT SDC FUND							
STREET SYSTEM IMPROVEMENTS							
MATERIALS AND SERVICES:							
021-021-61003	ADVERTISING EXPENSE	0	136	0	0	0	0
021-021-61059	CONTRACTED SERVICES	0	94,371	140,724	20,000	20,000	95,000
	TOTAL MATERIALS AND SERVICES	0	94,507	140,724	20,000	20,000	95,000
CAPITAL OUTLAY:							
021-021-81072	STREET CAPACITY IMPROVEMENTS	0	0	0	963,826	963,826	963,826
021-021-81801	DEVELOPER SDC CREDITS	0	1,980	33,087	33,087	33,087	33,087
	TOTAL CAPITAL OUTLAY	0	1,980	33,087	996,913	996,913	996,913
CONTINGENCY & RESERVES:							
021-021-90001	CONTINGENCY	0	0	310,826	0	0	0
021-021-91702	RESERVE - FUTURE EXPENDITURE	0	0	112,500	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	423,326	0	0	0
TRANSFERS OUT:							
021-021-95217	TRANSFER TO STEELHMMR PROJ	0	264,422	0	0	0	0
	TOTAL TRANSFERS OUT	0	264,422	0	0	0	0
	TOTAL STREET SYSTEM IMPROVEME	0	360,909	597,137	1,016,913	1,016,913	1,091,913
	TOTAL FUND EXPENDITURES	0	360,909	597,137	1,016,913	1,016,913	1,091,913

BUDGET NARRATIVE
Fiscal Year 2017-2018

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

A transfer to the Steelhammer project has been budgeted as bid costs exceeded expectations and a transfer is necessary to complete phase I of this project.

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>STREET REIMBURSEMENT SDC</u>							
<u>MISCELLANEOUS REVENUE</u>							
022-000-45002	INTEREST EARNED	540	1,228	600	2,582	2,582	2,582
022-000-45009	REIMBURSEMENT SDC'S	82,480	67,763	24,080	41,280	41,280	41,280
	TOTAL MISCELLANEOUS REVENUE	83,020	69,011	24,680	43,862	43,862	43,862
<u>BEGINNING FUND BALANCE</u>							
022-000-49090	BEGINNING FUND BALANCE	79,809	162,828	202,002	258,268	258,268	258,268
	TOTAL BEGINNING FUND BALANCE	79,809	162,828	202,002	258,268	258,268	258,268
	TOTAL FUND REVENUE	162,828	231,839	226,682	302,130	302,130	302,130

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>STREET REIMBURSEMENT SDC</u>							
<u>STREET REIMBURSEMENT SDC'S</u>							
<u>CAPITAL OUTLAY:</u>							
022-022-81072	STREET CAPACITY IMPROVEMENTS	0	0	0	302,130	302,130	277,130
	TOTAL CAPITAL OUTLAY	0	0	0	302,130	302,130	277,130
<u>CONTINGENCY & RESERVES:</u>							
022-022-90001	CONTINGENCY	0	0	226,682	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	226,682	0	0	0
<u>TRANSFERS OUT:</u>							
022-022-95217	TRANSFER TO STEELHAMMER PROJ	0	0	0	0	0	25,000
	TOTAL TRANSFERS OUT	0	0	0	0	0	25,000
	TOTAL STREET REIMBURSEMENT SD	0	0	226,682	302,130	302,130	302,130
	TOTAL FUND EXPENDITURES	0	0	226,682	302,130	302,130	302,130

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: STORMWATER IMPROVEMENT SDC

Program Description/Mission

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

Budget Comments

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

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STORM WATER IMPROVE SDC FUND							
MISCELLANEOUS REVENUE							
023-000-45002	INTEREST EARNED	2,769	3,487	2,500	3,000	3,000	3,000
023-000-45007	IMPROVEMENT SDCS	40,020	43,856	19,110	32,880	32,880	32,880
	TOTAL MISCELLANEOUS REVENUE	42,788	47,343	21,610	35,880	35,880	35,880
BEGINNING FUND BALANCE							
023-000-49090	BEGINNING FUND BALANCE	534,835	554,959	506,076	396,518	396,518	396,518
	TOTAL BEGINNING FUND BALANCE	534,835	554,959	506,076	396,518	396,518	396,518
	TOTAL FUND REVENUE	577,624	602,302	527,686	432,398	432,398	432,398

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STORM WATER IMPROVE SDC FUND							
STORM WATER SYSTEM IMPROVEMENT							
MATERIALS AND SERVICES:							
023-023-81059	CONTRACTED SERVICES	0	0	0	15,000	15,000	15,000
	TOTAL MATERIALS AND SERVICES	0	0	0	15,000	15,000	15,000
CAPITAL OUTLAY:							
023-023-81072	SYSTEM CAPACITY IMPROVEMENTS	0	0	0	409,529	409,529	409,529
023-023-81801	DEVELOPER SDC CREDITS	0	1,079	8,417	7,869	7,869	7,869
	TOTAL CAPITAL OUTLAY	0	1,079	8,417	417,398	417,398	417,398
CONTINGENCY & RESERVES:							
023-023-90001	CONTINGENCY	0	0	417,875	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	417,875	0	0	0
TRANSFERS OUT:							
023-023-95024	TRANSFER TO STORM WATER REIMB	10,000	0	0	0	0	0
023-023-95323	TRANSFER TO STORM WATER CIP	12,665	125,883	101,394	0	0	0
	TOTAL TRANSFERS OUT	22,665	125,883	101,394	0	0	0
	TOTAL STORM WATER SYSTEM IMPR	22,665	126,962	527,686	432,398	432,398	432,398
	TOTAL FUND EXPENDITURES	22,665	126,962	527,686	432,398	432,398	432,398

BUDGET NARRATIVE
Fiscal Year 2017-2018

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.

Budget Comments

A transfer to the Steelhammer project has been budgeted as bid costs exceeded expectations and a transfer is necessary to complete phase I of this project.

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STORM WATER REIMB SDC FUND							
MISCELLANEOUS REVENUE							
024-000-45002	INTEREST EARNED	116	297	100	625	625	625
024-000-45009	REIMBURSEMENT SDCS	25,315	21,981	11,585	19,880	19,880	19,880
	TOTAL MISCELLANEOUS REVENUE	25,430	22,258	11,685	20,485	20,485	20,485
TRANSFERS IN							
024-000-46023	TRANSFER FRM STORM WTR IMP SD	10,000	0	0	0	0	0
	TOTAL TRANSFERS IN	10,000	0	0	0	0	0
BEGINNING FUND BALANCE							
024-000-49090	BEGINNING FUND BALANCE	993	36,423	55,043	70,862	70,862	70,862
	TOTAL BEGINNING FUND BALANCE	993	36,423	55,043	70,862	70,862	70,862
	TOTAL FUND REVENUE	36,423	58,681	66,728	91,347	91,347	91,347

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STORM WATER REIMB SDC FUND							
STORM WATER CAPITAL PROJECTS							
CAPITAL OUTLAY:							
024-024-81072	SYSTEM CAPACITY IMPROVEMENTS	0	0	0	91,347	91,347	41,347
	TOTAL CAPITAL OUTLAY	0	0	0	91,347	91,347	41,347
CONTINGENCY & RESERVES:							
024-024-90001	CONTINGENCY	0	0	66,728	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	66,728	0	0	0
TRANSFERS OUT:							
024-024-95217	TRANSFER TO STEELHAMMER PROJ	0	0	0	0	0	50,000
	TOTAL TRANSFERS OUT	0	0	0	0	0	50,000
	TOTAL STORM WATER CAPITAL PRO	0	0	66,728	91,347	91,347	91,347
	TOTAL FUND EXPENDITURES	0	0	66,728	91,347	91,347	91,347

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: STREET LIGHT IMPROVEMENT

Program Description/Mission

This fund is 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 determined.

Budget Comments

Account #81005 allows funds to be used for a street light project.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET LIGHT IMPROVEMENT FUND							
MISCELLANEOUS REVENUE							
025-000-45002	INTEREST EARNED	985	1,253	800	1,800	1,800	1,800
	TOTAL MISCELLANEOUS REVENUE	985	1,253	800	1,800	1,800	1,800
BEGINNING FUND BALANCE							
025-000-49090	BEGINNING FUND BALANCE	194,113	195,098	196,048	197,326	197,326	197,326
	TOTAL BEGINNING FUND BALANCE	194,113	195,098	196,048	197,326	197,326	197,326
	TOTAL FUND REVENUE	195,098	196,352	196,848	199,126	199,126	199,126

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET LIGHT IMPROVEMENT FUND							
STREET LIGHTING IMPROVEMENTS							
CAPITAL OUTLAY:							
025-025-81005	STREET LIGHT IMPROVEMENTS	0	0	196,848	199,126	199,126	199,126
	TOTAL CAPITAL OUTLAY	0	0	196,848	199,126	199,126	199,126
	TOTAL STREET LIGHTING IMPROVEM	0	0	196,848	199,126	199,126	199,126
	TOTAL FUND EXPENDITURES	0	0	196,848	199,126	199,126	199,126

REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: STREET MAINTENANCE FEE

Program Description/Mission

Fiscal Year (FY) 2017-2018 will be the fifth year of the Street Maintenance Fee Fund. It was created to account for the Street Maintenance Fees. The fee was established by Resolution No. 13-18 and was passed by Council at the June 17, 2013 City Council meeting. The monthly fee, effective July 1, 2017, will be \$9.20 per billing unit. The fee was approved by Council with Resolution No. 17-06 at the February 6, 2017 City Council meeting. The fee will be used to pay costs associated with planning, management, construction, preservation, and maintenance of City owned or controlled streets.

The City plans to partner with Marion County in 2017 on \$130,000 of slurry sealing projects for City streets and to spend an additional \$90,000 on crack sealing, skin patching and other pavement preservation.

Budget Comments

Account #85020 will cover costs for street maintenance. For FY 2017-2018, the maintenance projects will include street overlay and slurry sealing projects.

Accomplishments:

Staff worked with Marion County to jointly undertake street slurry seal projects. The City's share of these projects will be approximately \$199,000.

Major Issues to be Resolved in the Next 5 Years

Continued community support to collect and increase funds to maintain or improve the current street infrastructure owned or controlled by the City as identified in the Pavement Condition Index report. Conduct an in-house update to the City's Pavement Condition Index in FY 2017-2018.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET MAINTENANCE FEE FUND							
FEES AND PERMITS							
027-000-42172	STREET MAINTENANCE FEE	233,290	240,730	275,107	528,600	528,600	528,600
	TOTAL FEES AND PERMITS	233,290	240,730	275,107	528,600	528,600	528,600
MISCELLANEOUS REVENUE							
027-000-45002	INTEREST EARNED	870	2,070	850	1,250	1,250	1,250
	TOTAL MISCELLANEOUS REVENUE	870	2,070	850	1,250	1,250	1,250
TRANSFERS IN							
027-000-46020	TRANSFER FROM STREET FUND	0	0	105,000	50,000	50,000	50,000
	TOTAL TRANSFERS IN	0	0	105,000	50,000	50,000	50,000
BEGINNING FUND BALANCE							
027-000-49090	BEGINNING FUND BALANCE	210,933	222,326	259,182	227,837	227,837	227,837
	TOTAL BEGINNING FUND BALANCE	210,933	222,326	259,182	227,837	227,837	227,837
	TOTAL FUND REVENUE	445,093	465,126	640,139	805,687	805,687	805,687

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET MAINTENANCE FEE FUND							
STREET IMPROVEMENTS							
MATERIALS AND SERVICES:							
027-027-61003	ADVERTISING	154	297	1,000	1,000	1,000	1,000
027-027-61059	CONTRACTED SERVICES	0	617	0	0	0	0
	TOTAL MATERIALS AND SERVICES	154	914	1,000	1,000	1,000	1,000
CAPITAL OUTLAY:							
027-027-85020	STREET CAPITAL IMPROVEMENTS	222,613	53,745	639,139	804,687	804,687	804,687
	TOTAL CAPITAL OUTLAY	222,613	53,745	639,139	804,687	804,687	804,687
	TOTAL STREET IMPROVEMENTS	222,767	54,659	640,139	805,687	805,687	805,687
	TOTAL FUND EXPENDITURES	222,767	54,659	640,139	805,687	805,687	805,687

REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: STORMWATER FEE

Program Description/Mission

Fiscal Year 2017-2018 will be the fifth year of the Stormwater Fee Fund. It was created to account for the Stormwater Fee revenues and expenditures that meet the criteria set by City Council. The fee will increase to \$7.16 per equivalent dwelling unit effective July 1, 2017. Funds will be used to pay costs associated with planning, management, construction, preservation, and maintenance of the City's Stormwater System. Project selection will be based on master plan recommendations.

Budget Comments

Account #85010 includes costs associated with the McClaine Street Stormwater system and downtown stormwater assessment.

Account #95010 is a transfer to repay a portion of the loan to the General Fund.

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

Major Issues to be Resolved in the Next 5 Years

Continued community support to collect and increase funds to maintain or improve the current stormwater infrastructure owned or controlled by the City.

**CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018**

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STORM WATER FEE FUND							
FEES AND PERMITS							
028-000-42173	STORM WATER FEE	58,362	180,510	220,000	440,855	440,855	440,855
	TOTAL FEES AND PERMITS	58,362	180,510	220,000	440,855	440,855	440,855
MISCELLANEOUS REVENUE							
028-000-45002	INTEREST EARNED	171	324	20	25	25	25
	TOTAL MISCELLANEOUS REVENUE	171	324	20	25	25	25
OTHER FUNDING SOURCES							
028-000-48095	LOAN PROCEEDS	0	0	393,750	0	0	0
	TOTAL OTHER FUNDING SOURCES	0	0	393,750	0	0	0
BEGINNING FUND BALANCE							
028-000-49090	BEGINNING FUND BALANCE	51,861	37,519	350	20	20	20
	TOTAL BEGINNING FUND BALANCE	51,861	37,519	350	20	20	20
	TOTAL FUND REVENUE	110,394	218,353	614,120	440,900	440,900	440,900

**CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018**

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STORM WATER FEE FUND							
STORMWATER IMPROVEMENTS							
CAPITAL OUTLAY:							
028-028-85010	DESIGN SERVICES	0	0	0	130,000	130,000	130,000
028-028-85020	STORM WTR CAPITAL IMPROVEMEN	0	0	0	151,028	151,028	151,028
	TOTAL CAPITAL OUTLAY	0	0	0	281,028	281,028	281,028
TRANSFERS OUT:							
028-028-95010	TRANSFER TO GENERAL FUND	0	0	110,560	140,000	140,000	140,000
028-028-95323	TRANSFER TO STORM WATER CIP	53,003	182,057	483,688	0	0	0
028-028-95600	TRANSFER TO FLEET REPLACEMENT	19,872	19,872	19,872	19,872	19,872	19,872
	TOTAL TRANSFERS OUT	72,875	201,929	614,120	159,872	159,872	159,872
	TOTAL STORMWATER IMPROVEMEN	72,875	201,929	614,120	440,900	440,900	440,900
	TOTAL FUND EXPENDITURES	72,875	201,929	614,120	440,900	440,900	440,900

REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: SEWER

Budget Comments

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

Fees and Permits: The primary revenue source within this category is from sewer service charges. Customers are classified as residential, commercial or industrial. Residential customer's sewer charge is based on their average water usage for actual water usage on the billings for November through April, as set by Resolution. Customers who do not have at least 5 of the 6 months usage history will be billed using the new customer policy. Customers now have the ability to "Opt-Out" of the winter averaging method. This means their sewer bill will be based on actual usage each month. When choosing to "Opt-Out" the customer will remain on this method for the upcoming year and has the ability to "Opt-In" effective with the next averaging period. Commercial customers are charged based on actual water usage. Industrial customers are charged a base and flow fee, and load charges based on \$/Lb. of BOD and TSS. The City has revised the City Code pertaining to utilities. More information regarding billing is located on the City website

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 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER FUND							
FEES AND PERMITS							
030-000-42101	SEWER SERVICE CHARGES	3,178,687	3,186,099	3,206,400	3,356,081	3,356,081	3,356,081
030-000-42102	INSPECTION FEES	2,766	6,498	0	0	0	0
030-000-42106	PLAN REVIEW FEES	0	88	0	0	0	0
TOTAL FEES AND PERMITS		3,181,452	3,192,685	3,206,400	3,356,081	3,356,081	3,356,081
MISCELLANEOUS REVENUE							
030-000-45002	INTEREST EARNED	5,828	87,320	4,500	7,000	7,000	7,000
030-000-45016	RENTAL RECEIPTS	9,900	0	0	0	0	0
030-000-45019	MISCELLANEOUS REVENUE	13,960	13,460	0	0	0	0
030-000-45080	INSURANCE PROCEEDS	0	29,676	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		29,688	130,455	4,500	7,000	7,000	7,000
BEGINNING FUND BALANCE							
030-000-49090	BEGINNING FUND BALANCE	1,105,227	1,365,018	700,087	935,201	935,201	935,201
030-000-49095	PRIOR PERIOD ADJUSTMENT	0	493,500	0	0	0	0
TOTAL BEGINNING FUND BALANCE		1,105,227	1,858,518	700,087	935,201	935,201	935,201
TOTAL FUND REVENUE		4,316,367	5,181,658	3,910,987	4,298,282	4,298,282	4,298,282

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: SEWER
DEPARTMENT: SEWER ADMINISTRATION

STAFF LEVEL 2018: 1.81 FTE
STAFF LEVEL 2017: N/A FTE

Program Description/Mission

This program accounts for administration of the City's sewer system maintenance and operations. The Sewer Fund is an Enterprise Fund and acts similar to private business in that fees are charged to cover both current costs and future improvements and repairs.

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	N/A	0.49	
Admin Assistant II - PW	N/A	0.45	
Senior Engineer	N/A	0.45	
Engineering Technician	N/A	0.42	
Total	0.0	1.81	1.81

Budget Comments

Account #61059 covers costs for Shred-It services, bond administration fees, and for a utility rate study. Account #81003 includes the replacement of a computer (shared expense), \$400.

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER FUND							
SEWER ADMINISTRATION							
PERSONNEL SERVICES:							
030-010-51001	FULL TIME SALARIES	0	0	0	123,645	123,645	123,645
030-010-51003	WORKERS COMP INS	0	0	0	2,394	2,394	2,394
030-010-51004	SOCIAL SECURITY/MEDICARE	0	0	0	9,488	9,488	9,488
030-010-51005	HEALTH INSURANCE	0	0	0	25,196	25,196	25,196
030-010-51006	LIFE/ DISABILITY INS	0	0	0	244	244	244
030-010-51007	PERS RETIREMENT	0	0	0	30,843	30,843	30,843
030-010-51009	OVERTIME SALARIES	0	0	0	378	378	378
	TOTAL PERSONNEL SERVICES	0	0	0	192,188	192,188	192,188
MATERIALS AND SERVICES:							
030-010-61001	OFFICE SUPPLIES	0	0	0	300	300	300
030-010-61002	PUBLICATIONS	0	0	0	80	80	80
030-010-61003	ADVERTISING EXPENSE	0	0	0	60	60	60
030-010-61004	COMMUNICATION EXPENSE	0	0	0	400	400	400
030-010-61005	POSTAGE & FREIGHT	0	0	0	10,000	10,000	10,000
030-010-61015	TRAVEL, TRAINING & MEETINGS	0	0	0	480	480	480
030-010-61016	DUES & MEMBERSHIPS	0	0	0	250	250	250
030-010-61024	VEHICLE EXPENSE	0	0	0	200	200	200
030-010-61030	FUEL EXPENSES	0	0	0	100	100	100
030-010-61031	RECORDING FEES	0	0	0	100	100	100
030-010-61042	SAFETY EQP/ PROT CLTHNG	0	0	0	50	50	50
030-010-61044	SMALL TOOLS	0	0	0	50	50	50
030-010-61045	EQUIPMENT RENTAL	0	0	0	750	750	750
030-010-61059	CONTRACTED SERVICES	0	0	0	28,500	28,500	28,500
030-010-61079	BANK & CHARGE CARD FEES	0	0	0	9,000	9,000	9,000
030-010-62573	MISCELLANEOUS EXPENSE	0	0	0	200	200	200
030-010-71009	SOFTWARE	0	0	0	600	600	600
	TOTAL MATERIALS AND SERVICES	0	0	0	51,120	51,120	51,120
CAPITAL OUTLAY:							
030-010-81003	CAPITAL - REPLACEMENT	0	0	0	400	400	400
	TOTAL CAPITAL OUTLAY	0	0	0	400	400	400
CONTINGENCY & RESERVES:							
030-010-90001	CONTINGENCY	0	0	0	280,694	280,694	280,694
030-010-91072	RESERVE - FUTURE EXPENDITURE	0	0	0	279,010	279,010	279,010
	TOTAL CONTINGENCY & RESERVES	0	0	0	559,704	559,704	559,704
TRANSFERS OUT:							
030-010-95001	TRANSFER TO GENERAL FUND	0	0	0	483,121	483,121	483,121
030-010-95050	TRANSFER TO DEBT SERVICE	0	0	0	30,440	30,440	30,440
030-010-95330	TRANSFER TO SEWER CIP FUND	0	0	0	560,000	560,000	560,000
030-010-95600	TRANSFER TO FLEET REPLACEMENT	0	0	0	38,227	38,227	38,227
030-010-95610	TRANSFER TO MAJOR EQUIP REP	0	0	0	21,889	21,889	21,889
	TOTAL TRANSFERS OUT	0	0	0	1,113,677	1,113,677	1,113,677
	TOTAL SEWER ADMINISTRATION	0	0	0	1,917,089	1,917,089	1,917,089

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: SEWER
DEPARTMENT: OPERATIONS

STAFF LEVEL 2018: 3.62 FTE
STAFF LEVEL 2017: 5.30 FTE

Program Description/Mission

This program accounts for the operation of the Wastewater Treatment Plant (WWTP) and eight (8) lift stations. This division is responsible for treatment of wastewater, clean effluent disposal and treated bio solids disposal. The Water Quality Division annually treats over 590 million gallons of raw sewage received from the residential, commercial, and industrial customers.

<u>Personnel</u>	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	0.36	0.00	(0.36)
Admin Assistant II - PW	0.45	0.00	(0.45)
Senior Engineer	0.45	0.00	(0.45)
Engineering Technician	0.42	0.00	(0.42)
Water Quality Division Supervisor	0.72	0.72	
Water/Sewer Operator I	1.90	1.90	
Water/Sewer Operator II	1.00	1.00	
Total	5.30	3.62	(1.68)

Budget Comments

Account #61009 covers NPDES permit \$11,500, state boiler permit \$200, and wastewater operator certification program \$1,000. Account #61022 covers maintenance on UV Lamp, wiper, & detector \$10,000; headworks \$3,000; primary clarifier drive and sludge vault \$2,000; secondary clarifier \$2,000; primary sludge gravity thickener \$1,000; aeration basin \$4,000; effluent pump station \$1,000; SCADA conduit and wire \$5,000; emergency generator inspection \$2,000; DAFT \$2,000; RAS/WAS pump \$3,000; hydrated lime slurry feed system \$3,000; crane and hoist inspection \$2,000; digester and pumping system \$4,000; in-line chemical monitoring device \$1,000; plant HVAC equipment \$2,000; and miscellaneous maintenance \$3,000. Account #61040 covers preventative maintenance for 8-lift stations \$4,000 and pump repair \$3,000. Account #61043 covers building maintenance \$2,000; fertilizer and pesticides \$1,500; Waste Disposal fees \$6,500; cottonwood tree removal \$1,500; and HVAC maintenance \$3,000. Account #61059 covers sewer bond administration fee \$750; industrial electrician services \$5,000; SCADA/PLC contract services; ESRI Arc Editor and Shred-it services and copier \$850. Account #62525 covers lab supplies for NPDES testing \$4,000, hydrated lime \$46,000. Account #62554 includes sludge disposal (transportation and land application) \$65,000. Account #62560 includes NPDES compliance testing. Account #62615 covers Oregon Garden maintenance \$15,000, irrigation specialist \$7,200 and quarterly wildlife control \$3,600.

Account #81003 and #85003 includes \$60,000 for gravity thickener protection coating, \$30,000 for E Main liftstation control panel, \$30,000 for liftstation telemetry and \$50,000 for asphalt overlay and chip seal at plants, \$40,000 for a forklift and \$30,000 for a vactor trailer.

Accomplishments

Treated and discharged 590 million gallons of wastewater without any compliance issues. Installed new mixers in aeration basin #1 and a new control panel in the Silver Avenue liftstation. Land applied 1.421 million gallons of bio solids as fertilizer on grass seed fields.

Major Issues to be Resolved in the Next 5 Years

Improve solids handling capacity and implement a succession plan for anticipated retirements for the two Operator II's and the Water Quality Division Supervisor.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER FUND							
SEWER OPERATIONS							
PERSONNEL SERVICES:							
030-030-51001	FULL TIME SALARIES	319,138	338,706	331,280	261,663	261,663	261,663
030-030-51003	WORKERS COMP INS	9,626	9,471	13,289	14,215	14,215	14,215
030-030-51004	SOCIAL SECURITY/MEDICARE	24,393	25,670	26,344	21,078	21,078	21,078
030-030-51005	HEALTH INSURANCE	61,233	70,059	79,042	74,346	74,346	74,346
030-030-51006	LIFE/ DISABILITY INS	1,145	1,146	1,270	1,273	1,273	1,273
030-030-51007	PERS RETIREMENT	59,420	68,494	72,220	72,767	72,767	72,767
030-030-51009	OVERTIME SALARIES	10,378	11,083	13,091	13,867	13,867	13,867
	TOTAL PERSONNEL SERVICES	485,333	524,628	536,536	459,209	459,209	459,209
MATERIALS AND SERVICES:							
030-030-61001	OFFICE SUPPLIES	2,467	3,018	2,500	2,500	2,500	2,500
030-030-61002	PUBLICATIONS	108	40	100	100	100	100
030-030-61003	ADVERTISING EXPENSE	578	0	500	500	500	500
030-030-61004	COMMUNICATION EXPENSE	12,157	12,585	15,660	12,000	12,000	12,000
030-030-61005	POSTAGE & FREIGHT	7,938	8,048	8,500	180	180	180
030-030-61006	GAS/ELECTRIC EXPENSE	191,056	192,177	200,000	200,000	200,000	200,000
030-030-61009	PERMIT FEES	10,396	11,499	11,270	12,700	12,700	12,700
030-030-61015	TRAVEL, TRAINING & MEETINGS	2,384	1,700	2,650	2,000	2,000	2,000
030-030-61016	DUES & MEMBERSHIPS	1,397	1,601	1,500	1,835	1,835	1,835
030-030-61022	EQUIPMENT MAINTENANCE	47,253	22,318	50,000	50,000	50,000	50,000
030-030-61024	VEHICLE EXPENSE	430	216	6,500	1,000	1,000	1,000
030-030-61030	FUEL EXPENSES	4,653	3,736	4,500	4,000	4,000	4,000
030-030-61031	RECORDING FEES	0	0	0	200	200	200
030-030-61032	JANITORIAL SUPPLIES	0	135	0	0	0	0
030-030-61040	LIFT STATION MAINTENANCE	2,025	1,490	6,500	7,000	7,000	7,000
030-030-61042	SAFETY EQP/ PROT CLTHNG	605	1,350	2,000	2,000	2,000	2,000
030-030-61043	BUILDING/ GROUNDS MAINTENANCE	13,120	36,242	14,500	14,500	14,500	14,500
030-030-61044	SMALL TOOLS	582	626	700	1,000	1,000	1,000
030-030-61045	EQUIPMENT RENTAL	1,680	1,843	2,400	3,000	3,000	3,000
030-030-61048	SEWER SYSTEM MAINTENANCE	0	5,135	0	0	0	0
030-030-61059	CONTRACTED SERVICES	18,383	9,186	27,120	12,100	12,100	12,100
030-030-61079	BANK & CHARGE CARD FEES	6,151	8,907	5,000	0	0	0
030-030-62525	LAB/CHEMICAL SUPPLIES	40,782	44,803	58,500	50,000	50,000	50,000
030-030-62554	SLUDGE DISPOSAL	106,220	93,216	90,000	70,000	70,000	70,000
030-030-62560	WATER TESTS	20,104	20,385	20,500	20,500	20,500	20,500
030-030-62573	MISCELLANEOUS EXPENSE	7	377	4,280	5,000	5,000	5,000
030-030-62615	OREGON GARDEN OPERATIONS	975	3,410	10,000	25,800	25,800	25,800
030-030-71000	MINOR EQUIPMENT	794	1,342	500	1,000	1,000	1,000
030-030-71009	SOFTWARE	25	510	200	200	200	200
	TOTAL MATERIALS AND SERVICES	492,272	483,895	545,880	499,115	499,115	499,115
CAPITAL OUTLAY:							
030-030-81003	CAPITAL - REPLACEMENT	8,628	95,519	62,635	140,000	140,000	140,000
030-030-85003	CAPITAL - NEW	0	0	0	100,000	100,000	100,000
	TOTAL CAPITAL OUTLAY	8,628	95,519	62,635	240,000	240,000	240,000
CONTINGENCY & RESERVES:							
030-030-90001	CONTINGENCY	0	0	164,171	0	0	0
030-030-91072	RESERVE - FUTURE EXPENDITURE	0	0	34,680	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	198,851	0	0	0
TRANSFERS OUT:							
030-030-95001	TRANSFER TO GENERAL FUND	439,570	438,766	449,431	0	0	0
030-030-95050	TRANSFER TO DEBT SERVICE	27,815	27,439	27,128	0	0	0
030-030-95330	TRANSFER TO SEWER CIP FUND	325,637	1,052,975	800,000	0	0	0
030-030-95800	TRANSFER TO FLEET REPLACEMENT	65,870	66,290	115,870	0	0	0
030-030-95810	TRANSFER TO MAJOR EQUIP REP	21,889	21,889	21,889	0	0	0
	TOTAL TRANSFERS OUT	880,781	1,607,359	1,414,318	0	0	0
	TOTAL SEWER OPERATIONS	1,867,015	2,711,401	2,758,220	1,198,324	1,198,324	1,198,324

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: SEWER
DEPARTMENT: MAINTENANCE

STAFF LEVEL 2018: 3.34 FTE
STAFF LEVEL 2017: 3.34 FTE

Program Description/Mission

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

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.36	0.36	
Admin Assistant I – Public Works	0.38	0.38	
Utility Worker I	1.14	1.14	
Utility Worker II	0.70	0.70	
Utility Worker III/ Lead	0.36	0.36	
Utility Worker III/ Mechanic	<u>0.40</u>	<u>0.40</u>	
Total	3.34	3.34	0.00

Budget Comments

Account #61022 includes multiple equipment repairs.

Account #61024 includes multiple vehicle repairs and a new nozzle and hose for the Vactor truck.

Account #61043 includes portion of annual HVAC services and electrical services for City Shops \$500.

Account #61059 includes costs for fire extinguisher services \$100, locate ticket program \$200, Iworq's system \$600, remainder for Bio-Med and hearing tests and unforeseen contracted services. Account #81003 includes Wacker compactor and chop saws (shared expense) \$1,700 and \$3,200 for Trimble for meter reading.

Account #82100 is for a portion of the siding and painting for shop Yard buildings \$13,000.

Account #85003 is for 1/3 of a changeable message sign \$4,675.

Accomplishments

Contracted sewer line rehabilitation project and performed annual sewer line flushing and preventative maintenance.

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER FUND							
SEWER MAINTENANCE							
PERSONNEL SERVICES:							
030-035-51001	FULL TIME SALARIES	117,052	128,375	137,592	138,102	138,102	138,102
030-035-51002	PART TIME SALARIES	12,497	14,616	15,875	17,002	17,002	17,002
030-035-51003	WORKERS COMP INS	4,359	4,488	7,656	8,045	8,045	8,045
030-035-51004	SOCIAL SECURITY/MEDICARE	9,834	10,759	12,106	12,244	12,244	12,244
030-035-51005	HEALTH INSURANCE	43,677	46,782	51,498	60,062	60,062	60,062
030-035-51006	LIFE/ DISABILITY INS	595	594	736	738	738	738
030-035-51007	PERS RETIREMENT	23,202	23,307	31,619	39,165	39,165	39,165
030-035-51009	OVERTIME SALARIES	1,784	2,254	4,788	4,951	4,951	4,951
	TOTAL PERSONNEL SERVICES	212,999	231,176	261,870	280,309	280,309	280,309
MATERIALS AND SERVICES:							
030-035-61001	OFFICE SUPPLIES	677	761	1,000	1,000	1,000	1,000
030-035-61002	PUBLICATIONS	8	0	50	50	50	50
030-035-61003	ADVERTISING EXPENSE	0	10	50	50	50	50
030-035-61004	COMMUNICATION EXPENSE	3,764	3,802	3,000	3,500	3,500	3,500
030-035-61005	POSTAGE & FREIGHT	123	166	100	100	100	100
030-035-61006	GAS/ELECTRIC EXPENSE	1,324	1,099	1,000	1,000	1,000	1,000
030-035-61015	TRAVEL, TRAINING & MEETINGS	188	1,977	2,400	2,400	2,400	2,400
030-035-61016	DUES & MEMBERSHIPS	710	393	850	850	850	850
030-035-61022	EQUIPMENT MAINTENANCE	4,185	1,264	4,000	5,500	5,500	5,500
030-035-61024	VEHICLE EXPENSE	3,628	1,367	5,500	5,500	5,500	5,500
030-035-61030	FUEL EXPENSES	4,291	6,699	9,500	8,000	8,000	8,000
030-035-61031	RECORDING FEES	33	77	100	100	100	100
030-035-61032	JANITORIAL SUPPLIES	0	0	0	200	200	200
030-035-61042	SAFETY EQP/ PROT CLTHNG	801	856	2,775	2,500	2,500	2,500
030-035-61043	BUILDING/ GROUNDS MAINTENANCE	933	886	1,300	1,000	1,000	1,000
030-035-61044	SMALL TOOLS	423	134	800	800	800	800
030-035-61045	EQUIPMENT RENTAL	544	648	600	600	600	600
030-035-61048	SEWER SYSTEM MAINTENANCE	6,388	5,069	12,500	12,500	12,500	12,500
030-035-61059	CONTRACTED SERVICES	3,717	1,865	12,800	2,500	2,500	2,500
030-035-62573	MISCELLANEOUS EXPENSE	4	21	500	1,000	1,000	1,000
030-035-62800	PETTIT PROPERTY MAINTENANCE	419	349	1,500	1,500	1,500	1,500
030-035-71000	MINOR EQUIPMENT	822	1,103	2,800	1,000	1,000	1,000
030-035-71009	SOFTWARE	643	22	0	50	50	50
	TOTAL MATERIALS AND SERVICES	33,624	28,567	63,125	51,700	51,700	51,700
CAPITAL OUTLAY:							
030-035-81003	CAPITAL - REPLACEMENT EQUIPMNT	6,771	10,048	822	4,900	4,900	4,900
030-035-82100	CAPITAL- BUILDING IMPROVEMENTS	0	0	0	13,000	13,000	13,000
030-035-85003	CAPITAL - NEW	900	0	0	4,675	4,675	4,675
	TOTAL CAPITAL OUTLAY	7,670	10,048	822	22,575	22,575	22,575
	TOTAL SEWER MAINTENANCE	254,294	269,791	325,817	354,584	354,584	354,584

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: SEWER
DEPARTMENT: DEBT SERVICE

Program Description/Mission

This program accounts for the payments of principal and interest owed by the Sewer Fund. The Sewer Fund has two debts outstanding. The first of the debts is for the Sewer Refunding bonds and is for a term of 25 years with interest rates ranging from 3% to 4.625%. The payments are due June 1, principal and interest, and December 1, interest only, of each year. The second of the debts is for the Wastewater Digester Project and is for a term of 20 years with interest rates ranging from 2% to 4.6%. The payments are due annually June 1 for both principal and interest. The outstanding debt on June 30, 2016 owed by the Sewer Fund was \$10,080,000.

Budget Comments

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

**Sewer Revenue
Refunding Bonds**

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2017	\$ 265,000	\$ 277,681	\$ 542,681
2018	270,000	268,406	538,406
2019	225,000	258,956	483,956
2020	235,000	249,956	484,956
2021-25	1,335,000	1,100,580	2,435,580
2026-30	1,635,000	798,624	2,433,624
2031-35	2,035,000	398,445	2,433,445
2036-40	<u>465,000</u>	<u>21,509</u>	<u>486,509</u>
	\$ 6,465,000	\$ 3,374,157	\$ 9,839,157

LOCAP Bonds

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2017	\$ 135,000	\$ 149,260	\$ 284,260
2018	145,000	144,873	289,873
2019	205,000	139,798	344,798
2020	210,000	131,598	341,598
2021-25	1,170,000	539,333	1,709,333
2026-30	1,425,000	276,145	1,701,145
2031-35	<u>325,000</u>	<u>14,950</u>	<u>339,950</u>
	\$ 3,615,000	\$ 1,395,957	\$ 5,010,955

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER FUND							
DEBT SERVICE:							
030-050-98020	SEWER REF BONDS 2010 - PRIN	295,000	300,000	265,000	270,000	270,000	270,000
030-050-96021	SEWER REF BONDS 2010 - INT	295,531	288,881	277,685	268,410	268,410	268,410
030-050-96022	DIGESTER PROJ DEBT 2011 PRIN	85,000	90,000	135,000	145,000	145,000	145,000
030-050-96023	DIGESTER PROJECT DEBT 2011 INT	154,510	151,960	149,265	144,875	144,875	144,875
	TOTAL DEBT SERVICE	830,041	828,641	826,950	828,285	828,285	828,285
	TOTAL DEPARTMENT 050	830,041	828,641	826,950	828,285	828,285	828,285
	TOTAL FUND EXPENDITURES	2,951,349	3,809,833	3,910,987	4,298,282	4,298,282	4,298,282

BUDGET NARRATIVE
Fiscal Year 2017-2018

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 guiding document for this budget.

Budget Comments

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

Major Issues to be Resolved in the Next 5 Years

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

**CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018**

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER IMPROVEMENT SDC FUND							
MISCELLANEOUS REVENUE							
031-000-45002	INTEREST EARNED	1,324	2,877	1,500	7,630	7,630	7,630
031-000-45007	IMPROVEMENT SDCS	168,385	186,995	104,080	178,980	178,980	178,980
	TOTAL MISCELLANEOUS REVENUE	169,709	189,872	105,580	186,610	186,610	186,610
BEGINNING FUND BALANCE							
031-000-49090	BEGINNING FUND BALANCE	194,198	361,043	513,247	663,572	663,572	663,572
	TOTAL BEGINNING FUND BALANCE	194,198	361,043	513,247	663,572	663,572	663,572
	TOTAL FUND REVENUE	363,907	550,915	618,837	850,182	850,182	850,182

**CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018**

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER IMPROVEMENT SDC FUND							
SEWER SYSTEM IMPROVEMENT							
MATERIALS AND SERVICES:							
031-031-61059	CONTRACTED SERVICES	0	0	0	15,000	15,000	15,000
	TOTAL MATERIALS AND SERVICES	0	0	0	15,000	15,000	15,000
CAPITAL OUTLAY:							
031-031-81072	SYSTEM CAPACITY IMPRVMTS	0	0	0	200,000	200,000	200,000
031-031-81801	DEVELOPER SDC CREDITS	2,864	0	23,441	23,441	23,441	23,441
	TOTAL CAPITAL OUTLAY	2,864	0	23,441	223,441	223,441	223,441
CONTINGENCY & RESERVES:							
031-031-80001	CONTINGENCY	0	0	50,000	0	0	0
031-031-81301	RESERVE- SEWER CAPACITY IMP	0	0	545,396	611,741	611,741	611,741
	TOTAL CONTINGENCY & RESERVES	0	0	595,396	611,741	611,741	611,741
	TOTAL SEWER SYSTEM IMPROVEME	2,864	0	618,837	850,182	850,182	850,182
	TOTAL FUND EXPENDITURES	2,864	0	618,837	850,182	850,182	850,182

BUDGET NARRATIVE
Fiscal Year 2017-2018

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.

During the 2014-2015 Fiscal Year, 2.28 acres of the Pettit Property were sold and the revenues were received by this fund as part of a payback for funds used when the property was originally purchased. The remaining amount owed will be received when transient occupancy taxes are received from the new lodging that is anticipated to be built on the 2.28 acres.

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER REIMBURSEMENT SDC FUND							
MISCELLANEOUS REVENUE							
032-000-45002	INTEREST EARNED	1,191	3,963	2,400	8,849	8,849	8,849
032-000-45009	REIMBURSEMENT SDCS	118,430	128,329	71,085	121,860	121,860	121,860
032-000-45111	SALE OF FIXED ASSETS	300,000	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	419,621	132,292	73,485	130,709	130,709	130,709
BEGINNING FUND BALANCE							
032-000-49090	BEGINNING FUND BALANCE	137,626	557,247	663,013	769,555	769,555	769,555
	TOTAL BEGINNING FUND BALANCE	137,626	557,247	663,013	769,555	769,555	769,555
	TOTAL FUND REVENUE	557,247	689,539	736,498	900,264	900,264	900,264

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER REIMBURSEMENT SDC FUND							
SEWER REIMBURSEMENT SDC							
CONTINGENCY & RESERVES:							
032-032-90001	CONTINGENCY	0	0	736,498	0	0	0
032-032-91702	RESERVE - FUTURE EXPENDITURE	0	0	0	900,264	900,264	900,264
	TOTAL CONTINGENCY & RESERVES	0	0	736,498	900,264	900,264	900,264
	TOTAL SEWER REIMBURSEMENT SD	0	0	736,498	900,264	900,264	900,264
	TOTAL FUND EXPENDITURES	0	0	736,498	900,264	900,264	900,264

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: SEWER DEBT RESERVE

Budget Comments

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

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

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER DEBT RESERVE FUND							
MISCELLANEOUS REVENUE							
036-000-45002	INTEREST EARNED	5,149	7,112	4,900	12,500	12,500	12,500
	TOTAL MISCELLANEOUS REVENUE	5,149	7,112	4,900	12,500	12,500	12,500
TRANSFERS IN							
036-000-46017	TRANSFER FROM TRANSIENT TAX	76,625	82,799	89,954	89,954	89,954	89,954
	TOTAL TRANSFERS IN	76,625	82,799	89,954	89,954	89,954	89,954
BEGINNING FUND BALANCE							
036-000-49090	BEGINNING FUND BALANCE	999,307	1,081,081	1,168,749	1,268,442	1,268,442	1,268,442
	TOTAL BEGINNING FUND BALANCE	999,307	1,081,081	1,168,749	1,268,442	1,268,442	1,268,442
	TOTAL FUND REVENUE	1,081,081	1,170,992	1,263,603	1,370,896	1,370,896	1,370,896

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER DEBT RESERVE FUND							
DEBT SERVICES							
CONTINGENCY & RESERVES:							
036-050-91009	RESERVE FOR DEBT SERVICE	0	0	1,263,603	1,370,896	1,370,896	1,370,896
	TOTAL CONTINGENCY & RESERVES	0	0	1,263,603	1,370,896	1,370,896	1,370,896
	TOTAL DEBT SERVICES	0	0	1,263,603	1,370,896	1,370,896	1,370,896
	TOTAL FUND EXPENDITURES	0	0	1,263,603	1,370,896	1,370,896	1,370,896

REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

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. This budget includes the rate increase adopted by Council at the February 6, 2017 Council meeting and is effective on July 01, 2017.

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

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

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

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WATER FUND							
FEES AND PERMITS							
040-000-42101	WATER SERVICE CHARGES	1,739,610	1,929,696	1,841,813	2,329,220	2,329,220	2,329,220
040-000-42102	INSPECTION FEES	2,882	10,958	0	2,000	2,000	2,000
040-000-42106	PLAN REVIEW FEES	130	0	0	0	0	0
040-000-42140	ADMIN FEES	6,750	6,180	5,500	5,250	5,250	5,250
TOTAL FEES AND PERMITS		1,749,373	1,946,833	1,847,313	2,336,470	2,336,470	2,336,470
MISCELLANEOUS REVENUE							
040-000-45002	INTEREST EARNED	4,296	6,120	3,800	6,250	6,250	6,250
040-000-45008	DELINQUENT/LATE CHARGES	69,086	80,468	48,000	60,000	60,000	60,000
040-000-45010	NEW WATER METER CONNECTIONS	21,229	25,387	18,900	29,400	29,400	29,400
040-000-45016	RENTAL RECEIPTS	9,000	11,025	10,350	10,350	10,350	10,350
040-000-45019	MISCELLANEOUS REVENUE	2,112	(2,656)	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		105,723	120,344	81,050	106,000	106,000	106,000
BEGINNING FUND BALANCE							
040-000-49090	BEGINNING FUND BALANCE	927,778	1,002,549	825,457	879,659	879,659	879,659
TOTAL BEGINNING FUND BALANCE		927,778	1,002,549	825,457	879,659	879,659	879,659
TOTAL FUND REVENUE		2,782,874	3,069,726	2,753,820	3,322,129	3,322,129	3,322,129

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: WATER
DEPARTMENT: ADMINISTRATION

STAFF LEVEL 2018: 1.61 FTE
STAFF LEVEL 2017: N/A FTE

Program Description/Mission

This program accounts for administration of the City's water system maintenance and operations. The Water Fund is an Enterprise Fund and acts similar to private business in that fees are charged to cover both current costs and future improvements and repairs.

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Public Works Director	N/A	0.36	
Admin Assistant II - PW	N/A	0.40	
Senior Engineer	N/A	0.45	
Engineering Technician	<u>N/A</u>	<u>0.40</u>	
Total	0.0	1.61	<u>1.61</u>

Budget Comments

Account #61059 covers costs for Shred-It services and a utility rate study.
Account #81003 includes the replacement of a computer (shared expense), \$400.

Major Issues to be Resolved in the Next 5 Years

Continue to support the Water Operations and Maintenance program. Manage the design and construction of the Water Treatment Plant Upgrade Project.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WATER FUND							
WATER ADMINISTRATION							
PERSONNEL SERVICES:							
040-010-51001	FULL TIME SALARIES	0	0	0	132,607	132,807	132,607
040-010-51003	WORKERS COMP INS	0	0	0	2,629	2,629	2,629
040-010-51004	SOCIAL SECURITY/MEDICARE	0	0	0	10,172	10,172	10,172
040-010-51005	HEALTH INSURANCE	0	0	0	27,362	27,362	27,362
040-010-51006	LIFE/ DISABILITY INS	0	0	0	291	291	291
040-010-51007	PERS RETIREMENT	0	0	0	33,418	33,418	33,418
040-010-51009	OVERTIME SALARIES	0	0	0	360	360	360
	TOTAL PERSONNEL SERVICES	0	0	0	206,839	206,839	206,839
MATERIALS AND SERVICES:							
040-010-61001	OFFICE SUPPLIES	0	0	0	300	300	300
040-010-61002	PUBLICATIONS	0	0	0	80	80	80
040-010-61003	ADVERTISING EXPENSE	0	0	0	60	60	60
040-010-61004	COMMUNICATION EXPENSE	0	0	0	400	400	400
040-010-61005	POSTAGE & FREIGHT	0	0	0	10,000	10,000	10,000
040-010-61015	TRAVEL, TRAINING & MEETINGS	0	0	0	480	480	480
040-010-61016	DUES & MEMBERSHIPS	0	0	0	250	250	250
040-010-61024	VEHICLE EXPENSE	0	0	0	200	200	200
040-010-61030	FUEL EXPENSES	0	0	0	100	100	100
040-010-61031	RECORDING FEES	0	0	0	200	200	200
040-010-61042	SAFETY EQP/ PROT CLTHNG	0	0	0	50	50	50
040-010-61044	SMALL TOOLS	0	0	0	50	50	50
040-010-61045	EQUIPMENT RENTAL	0	0	0	750	750	750
040-010-61059	CONTRACTED SERVICES	0	0	0	15,950	15,950	15,950
040-010-61063	PROPERTY TAXES	0	0	0	1,100	1,100	1,100
040-010-61079	BANK & CHARGE CARD FEES	0	0	0	6,500	6,500	6,500
040-010-62573	MISCELLANEOUS EXPENSE	0	0	0	200	200	200
040-010-71000	MINOR EQUIPMENT	0	0	0	100	100	100
040-010-71009	SOFTWARE	0	0	0	600	600	600
	TOTAL MATERIALS AND SERVICES	0	0	0	37,370	37,370	37,370
CAPITAL OUTLAY:							
040-010-81003	CAPITAL - REPLACEMENT	0	0	0	400	400	400
	TOTAL CAPITAL OUTLAY	0	0	0	400	400	400
CONTINGENCY & RESERVES:							
040-010-90001	CONTINGENCY	0	0	0	483,751	483,751	483,751
040-010-91009	RESERVE FOR DEBT SERVICE	0	0	0	193,726	193,726	193,726
040-010-91702	RESERVE - FUTURE EXPENDITURE	0	0	0	186,614	186,614	186,614
	TOTAL CONTINGENCY & RESERVES	0	0	0	864,091	864,091	864,091
TRANSFERS OUT:							
040-010-95001	TRANSFER TO GENERAL FUND	0	0	0	476,697	476,697	476,697
040-010-95050	TRANSFER TO DEBT SERVICE	0	0	0	22,710	22,710	22,710
040-010-95340	TRANSFER TO WATER CIP FUND	0	0	0	465,000	465,000	465,000
040-010-95600	TRANSFER TO FLEET REPLACEMENT	0	0	0	25,817	25,817	25,817
040-010-95610	TRANSFER TO MAJOR EQUIP REP	0	0	0	20,413	20,413	20,413
	TOTAL TRANSFERS OUT	0	0	0	1,010,637	1,010,637	1,010,637
	TOTAL WATER ADMINISTRATION	0	0	0	2,119,337	2,119,337	2,119,337

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: WATER
DEPARTMENT: OPERATIONS

STAFF LEVEL 2018: 1.56 FTE
STAFF LEVEL 2017: 3.39 FTE

Program Description/Mission

This program accounts for the operation and maintenance of the Water Treatment Plant (WTP), three pump stations, two surface water supply sources, and three reservoirs totaling 5.5 million gallons (MG) by Water Quality Division staff. This division is responsible for treatment of drinking water. The Water Quality Division annually treats over 510 MGs of drinking and firefighting water for the City's residential, commercial, and industrial customers.

Personnel

	2017	2018	FTE
Title	FTE	FTE	Change
Public Works Director	0.49	0.00	(0.49)
Admin Assistant II - PW	0.40	0.00	(0.40)
Senior Engineer	0.45	0.00	(0.45)
Engineering Technician	0.40	0.00	(0.40)
Water Quality Division Supervisor	0.24	0.24	
Water/Sewer Operator I	0.10	0.10	
Water/Sewer Operator II – part-time	0.34	0.25	(0.09)
Water/Sewer Operator II	0.97	0.97	
Total	3.39	1.56	(1.83)

Budget Comments

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

Account #61059 covers PLC programming services \$9,500, industrial electrician service \$5,000, Silver Creek Dam mailer printing and minor costs related to hearing tests, shredding and copier costs for \$1,500 and \$12,410 for US Geological agreement.

Account #62525 covers lab regents and testing supplies \$2,500 and chemicals for water treatment \$32,500.

Account #81003 riding mower \$4,000 and Plant #2 backwash valves \$60,000.

Account #85003 equipment storage structure \$10,000.

Accomplishments

Installed a new sodium hypochlorite generator for water disinfection. Successfully relined the 6,500-gallon sodium hydroxide storage tank. Worked with US Geological Survey Department to install a new Abiqua Creek flow gauge above the City's water intake to improve monitoring of drought conditions.

Major Issues to be Resolved in the Next 5 Years

Complete projects identified in the updated Capital Improvement Plan, including upgrades to the Water Treatment Plant Facility.

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WATER FUND							
WATER OPERATIONS							
PERSONNEL SERVICES:							
040-040-51001	FULL TIME SALARIES	184,887	198,113	231,231	100,678	100,676	100,676
040-040-51003	WORKERS COMP INS	4,961	4,959	7,537	5,410	5,410	5,410
040-040-51004	SOCIAL SECURITY/MEDICARE	12,217	14,268	17,911	7,902	7,902	7,902
040-040-51005	HEALTH INSURANCE	33,597	42,330	60,108	26,002	26,002	26,002
040-040-51006	LIFE/ DISABILITY INS	510	547	816	526	526	526
040-040-51007	PERS RETIREMENT	32,074	39,427	48,799	27,282	27,282	27,282
040-040-51008	OVERTIME SALARIES	2,366	1,202	2,901	2,624	2,624	2,624
	TOTAL PERSONNEL SERVICES	250,612	300,846	369,303	170,422	170,422	170,422
MATERIALS AND SERVICES:							
040-040-61001	OFFICE SUPPLIES	2,596	3,212	2,600	2,600	2,600	2,600
040-040-61002	PUBLICATIONS	29	40	100	100	100	100
040-040-61003	ADVERTISING EXPENSE	98	81	150	100	100	100
040-040-61004	COMMUNICATION EXPENSE	12,680	11,845	12,000	12,385	12,385	12,385
040-040-61005	POSTAGE & FREIGHT	7,711	7,687	12,000	180	180	180
040-040-61006	GAS/ELECTRIC EXPENSE	49,212	51,857	58,000	61,000	61,000	61,000
040-040-61009	PERMIT FEES	1,422	709	2,000	3,000	3,000	3,000
040-040-61015	TRAVEL, TRAINING & MEETINGS	1,037	1,384	2,500	2,500	2,500	2,500
040-040-61016	DUES & MEMBERSHIPS	653	717	1,200	1,500	1,500	1,500
040-040-61022	EQUIPMENT MAINTENANCE	8,492	10,623	32,470	35,500	35,500	35,500
040-040-61024	VEHICLE EXPENSE	53	157	500	500	500	500
040-040-61030	FUEL EXPENSES	1,109	771	1,500	1,000	1,000	1,000
040-040-61031	RECORDING FEES	41	0	0	0	0	0
040-040-61032	JANITORIAL SUPPLIES	0	60	0	50	50	50
040-040-61042	SAFETY EQ/ PROT CLTHNG	154	179	250	500	500	500
040-040-61043	BUILDING/ GROUNDS MAINTENANCE	2,860	1,083	2,500	3,500	3,500	3,500
040-040-61044	SMALL TOOLS	412	731	600	600	600	600
040-040-61045	EQUIPMENT RENTAL	983	1,235	2,000	2,300	2,300	2,300
040-040-61049	WATER SYSTEM MAINTENANCE	0	2,009	0	0	0	0
040-040-61055	WATER RESERVOIR MAINTENANCE	86	0	1,500	0	0	0
040-040-61059	CONTRACTED SERVICES	12,435	9,202	25,250	28,910	28,910	28,910
040-040-61063	PROPERTY TAXES	1,012	1,012	1,100	1,100	1,100	1,100
040-040-61079	BANK & CHARGE CARD FEES	6,153	6,926	6,200	0	0	0
040-040-62525	LAB/CHEMICAL SUPPLIES	33,320	39,785	35,000	35,000	35,000	35,000
040-040-62538	ABIQUA DAM MAINTENANCE	0	0	500	3,000	3,000	3,000
040-040-62560	WATER TESTS	6,781	4,894	9,000	9,000	9,000	9,000
040-040-62573	MISCELLANEOUS EXPENSE	7	19	100	2,000	2,000	2,000
040-040-71000	MINOR EQUIPMENT	877	1,425	1,000	1,500	1,500	1,500
040-040-71009	SOFTWARE	25	510	500	500	500	500
	TOTAL MATERIALS AND SERVICES	150,238	154,134	210,520	208,325	208,325	208,325
CAPITAL OUTLAY:							
040-040-81003	CAPITAL - REPLACEMENT	6,583	103,324	130,400	64,000	64,000	64,000
040-040-85003	CAPITAL - NEW	0	0	6,000	10,000	10,000	10,000
	TOTAL CAPITAL OUTLAY	6,583	103,324	136,400	74,000	74,000	74,000
CONTINGENCY & RESERVES:							
040-040-90001	CONTINGENCY	0	0	191,281	0	0	0
040-040-91009	RESERVE FOR DEBT SERVICE	0	0	193,726	0	0	0
040-040-91702	RESERVE - FUTURE EXPENDITURE	0	0	29,268	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	414,275	0	0	0
TRANSFERS OUT:							
040-040-95001	TRANSFER TO GENERAL FUND	439,570	448,403	462,154	0	0	0
040-040-95050	TRANSFER TO DEBT SERVICE	20,590	20,192	21,894	0	0	0
040-040-95207	TRANS TO DAM WARN SYS PROJ	35,513	0	0	0	0	0
040-040-95340	TRANSFER TO WATER CIP FUND	250,206	425,000	425,000	0	0	0
040-040-95800	TRANSFER TO FLEET REPLACEMENT	45,765	46,305	65,765	0	0	0
040-040-95810	TRANSFER TO MAJOR EQUIP REP	20,413	20,413	20,413	0	0	0
	TOTAL TRANSFERS OUT	812,057	960,313	995,226	0	0	0
	TOTAL WATER OPERATIONS	1,219,490	1,518,616	2,125,724	452,747	452,747	452,747

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: WATER
DEPARTMENT: MAINTENANCE

STAFF LEVEL 2018: 3.61 FTE
STAFF LEVEL 2017: 3.61 FTE

Program Description/Mission

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

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Maintenance Division Supervisor	0.40	0.40	
Admin Assistant I - PW	0.36	0.36	
Utility Worker I	1.23	1.23	
Utility Worker II	0.81	0.81	
Utility Worker III (Lead)	0.41	0.41	
Utility Worker III/ Mechanic	0.40	0.40	
Total	3.61	3.61	0.00

Budget Comments

Account #61022 includes multiple equipment repairs. Account #61024 includes multiple vehicle repairs. Account #61043 includes portion of HVAC and Electrical for City Shops \$500. Account #61059 includes Iworq's contract \$600, locate ticket program \$200, compound meter testing \$2,000, pressure regulating valve services \$2,000, and remainder of funds for hearing tests, Bio-Med services, annual fire extinguisher services and unforeseen contracted services. Account #71000 includes \$850 for a water pipe crimping tool and \$1,150 for other minor equipment. Account #61051 covers meters for new homes, and replacement meters to convert all meters to be radio read within three years \$150,000. Account #62539 includes the Silver Creek Dam Monitoring System software licensing, annual inspection and assessment reporting \$10,000. Account #81003 includes Wacker compactor and chop saws (shared expense) \$1,700, \$3,250 for Trimble for meter reading and water tapping machine \$5,850. Account #82100 is for a portion of the siding and painting for shop yard buildings \$13,000. Account #85003 is for 1/3 of a changeable message sign \$4,675.

Accomplishments

- The Maintenance Division continued the annual fire hydrant and water main flushing, which allows the Division to move forward on preventive maintenance tasks.
- Installed 395 electronic read water meters during the 2016-2017 fiscal year.
- Performed over 100 water maintenance activities including but not limited to taps/new services, repairing leaks in mains, high-pressure main repairs and responding to customers needing assistance for leaks, etc.

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WATER FUND							
WATER MAINTENANCE							
PERSONNEL SERVICES:							
040-045-51001	FULL TIME SALARIES	157,203	144,026	151,430	151,231	151,231	151,231
040-045-51002	PART TIME SALARIES	11,645	13,620	14,793	15,843	15,843	15,843
040-045-51003	WORKERS COMP INS	5,953	5,722	8,389	8,768	8,768	8,768
040-045-51004	SOCIAL SECURITY/MEDICARE	12,885	11,822	13,122	13,199	13,199	13,199
040-045-51005	HEALTH INSURANCE	54,301	52,020	56,149	65,400	65,400	65,400
040-045-51006	LIFE/ DISABILITY INS	730	706	804	804	804	804
040-045-51007	PERS RETIREMENT	29,706	25,831	34,401	42,383	42,383	42,383
040-045-51009	OVERTIME SALARIES	2,417	1,765	5,302	5,466	5,466	5,466
TOTAL PERSONNEL SERVICES		274,840	255,512	284,390	303,094	303,094	303,094
MATERIALS AND SERVICES:							
040-045-61001	OFFICE SUPPLIES	625	895	900	1,000	1,000	1,000
040-045-61002	PUBLICATIONS	8	0	50	50	50	50
040-045-61003	ADVERTISING EXPENSE	0	10	50	50	50	50
040-045-61004	COMMUNICATION EXPENSE	3,912	3,943	4,000	4,000	4,000	4,000
040-045-61005	POSTAGE & FREIGHT	162	182	400	200	200	200
040-045-61006	GAS/ELECTRIC EXPENSE	1,324	1,099	1,400	1,400	1,400	1,400
040-045-61009	PERMIT FEES	0	200	200	200	200	200
040-045-61015	TRAVEL, TRAINING & MEETINGS	2,308	587	3,500	3,500	3,500	3,500
040-045-61016	DUES & MEMBERSHIPS	578	423	1,000	1,000	1,000	1,000
040-045-61022	EQUIPMENT MAINTENANCE	3,904	908	5,800	5,800	5,800	5,800
040-045-61024	VEHICLE EXPENSE	2,321	1,585	3,600	3,600	3,600	3,600
040-045-61030	FUEL EXPENSES	4,291	4,672	7,500	6,000	6,000	6,000
040-045-61031	RECORDING FEES	313	36	200	200	200	200
040-045-61032	JANITORIAL SUPPLIES	0	0	0	200	200	200
040-045-61039	TRAFFIC CONTROL SUPPLIES	0	0	100	100	100	100
040-045-61042	SAFETY EQ/ PROT CLTHNG	845	922	3,225	3,000	3,000	3,000
040-045-61043	BUILDING/ GROUNDS MAINTENANCE	934	886	2,000	2,000	2,000	2,000
040-045-61044	SMALL TOOLS	222	170	500	800	800	800
040-045-61045	EQUIPMENT RENTAL	544	641	600	600	600	600
040-045-61049	WATER SYSTEM MAINTENANCE	6,209	15,176	15,000	20,000	20,000	20,000
040-045-61051	WATER METER PROGRAM	48,584	60,582	85,000	150,000	150,000	150,000
040-045-61059	CONTRACTED SERVICES	6,743	11,744	5,000	5,500	5,500	5,500
040-045-62539	SILVER CREEK DAM MAINT	1,136	1,281	2,500	13,000	13,000	13,000
040-045-62573	MISCELLANEOUS EXPENSE	4	17	100	500	500	500
040-045-71000	MINOR EQUIPMENT	576	1,263	2,600	2,000	2,000	2,000
040-045-71009	SOFTWARE	3,143	1,622	2,600	50	50	50
TOTAL MATERIALS AND SERVICES		88,656	108,845	147,825	224,750	224,750	224,750
CAPITAL OUTLAY:							
040-045-81003	CAPITAL - REPLACEMENT	2,715	3,771	2,155	10,800	10,800	10,800
040-045-82100	CAPITAL- BUILDING IMPROVEMENTS	0	0	0	13,000	13,000	13,000
040-045-85003	CAPITAL - NEW	900	0	0	4,875	4,675	4,675
TOTAL CAPITAL OUTLAY		3,615	3,771	2,155	28,475	28,475	28,475
TOTAL WATER MAINTENANCE		387,110	368,128	434,370	558,319	556,319	556,319

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: WATER
DEPARTMENT: DEBT SERVICE

Program Description/Mission

This program accounts for payments of principal and interest owed by the Water Fund. The Water Fund has one debt outstanding. The debt is for a loan from Citizens Bank and was to refinance a 40-year bond. The loan from Citizens Bank is a 10-year loan with 3% interest rate and no early payment penalty. Payments of principal and interest are paid April 30 and October 30 of each year. The outstanding debt on June 30, 2016 owed by the Sewer Fund was \$1,291,466.

Budget Comments

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

Fiscal Year	Citizens Bank Loan		
	Principal	Interest	Total
2017	\$ 156,114	\$ 37,611	\$ 193,725
2018	160,832	32,893	193,725
2019	165,693	28,032	193,725
2020	170,701	23,024	193,725
2021-25	<u>638,126</u>	<u>38,918</u>	<u>677,044</u>
	\$ 1,291,466	\$ 160,478	\$1,451,944

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WATER FUND							
DEBT SERVICE:							
040-050-96024	CITIZENS BANK LOAN - PRINCIPAL	147,576	151,903	156,114	160,832	160,832	160,832
040-050-96025	CITIZENS BANK LOAN - INTEREST	46,149	41,823	37,612	32,894	32,894	32,894
TOTAL DEBT SERVICE		193,725	193,725	193,726	193,726	193,726	193,726
TOTAL DEPARTMENT 050		193,725	193,725	193,726	193,726	193,726	193,726
TOTAL FUND EXPENDITURES		1,780,325	2,060,469	2,753,820	3,322,129	3,322,129	3,322,129

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: WATER IMPROVEMENT SDC

Program Description/Mission

This fund is dedicated to capacity increasing water improvement projects. The primary revenue source for this fund is from System Development Charges (SDCs) received that are used for water improvements that increase capacity or are growth related. The 2011 Water Master Plan is the guiding document for this budget. The total owed to developers as of June 30, 2017 was \$129,050.

Budget Comments

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

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WATER IMPROVEMENT SDC FUND							
MISCELLANEOUS REVENUE							
041-000-45002	INTEREST EARNED	5,220	8,358	4,000	12,250	12,250	12,250
041-000-45007	IMPROVEMENT SDCS	242,958	253,559	140,560	241,740	241,740	241,740
	TOTAL MISCELLANEOUS REVENUE	248,178	261,917	144,560	253,990	253,990	253,990
BEGINNING FUND BALANCE							
041-000-49090	BEGINNING FUND BALANCE	934,390	1,182,569	1,258,265	1,430,358	1,430,358	1,430,358
	TOTAL BEGINNING FUND BALANCE	934,390	1,182,569	1,258,265	1,430,358	1,430,358	1,430,358
	TOTAL FUND REVENUE	1,182,569	1,444,486	1,402,825	1,684,348	1,684,348	1,684,348

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WATER IMPROVEMENT SDC FUND							
WATER SYSTEM IMPROVEMENT							
MATERIALS AND SERVICES:							
041-041-81059	CONTRACTED SERVICES	0	0	0	15,000	15,000	15,000
	TOTAL MATERIALS AND SERVICES	0	0	0	15,000	15,000	15,000
CAPITAL OUTLAY:							
041-041-81072	SYSTEM CAPACITY IMPRVMTS	0	0	0	1,540,298	1,540,298	1,540,298
041-041-81801	DEVELOPER SDC CREDITS	0	0	129,050	129,050	129,050	129,050
	TOTAL CAPITAL OUTLAY	0	0	129,050	1,669,348	1,669,348	1,669,348
CONTINGENCY & RESERVES:							
041-041-90001	CONTINGENCY	0	0	1,228,175	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	1,228,175	0	0	0
TRANSFERS OUT:							
041-041-95340	TRANSFER TO WATER CIP FUND	0	182,715	45,600	0	0	0
	TOTAL TRANSFERS OUT	0	182,715	45,600	0	0	0
	TOTAL WATER SYSTEM IMPROVEME	0	182,715	1,402,825	1,684,348	1,684,348	1,684,348
	TOTAL FUND EXPENDITURES	0	182,715	1,402,825	1,684,348	1,684,348	1,684,348

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: WATER REIMBURSEMENT SDC

Program Description/Mission

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

Budget Comments

Account #95073 is a transfer to help with the unfunded debt related to the WEVP Local Improvement District (LID) project bonds.

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>WATER REIMBURSEMENT SDC FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
042-000-45002	INTEREST EARNED	890	1,813	1,000	1,400	1,400	1,400
042-000-45009	REIMBURSEMENT SDCS	106,090	93,649	51,625	88,500	88,500	88,500
	TOTAL MISCELLANEOUS REVENUE	106,979	95,461	52,625	89,900	89,900	89,900
<u>BEGINNING FUND BALANCE</u>							
042-000-49090	BEGINNING FUND BALANCE	131,491	238,470	315,909	136,939	136,939	136,939
	TOTAL BEGINNING FUND BALANCE	131,491	238,470	315,909	136,939	136,939	136,939
	TOTAL FUND REVENUE	238,470	333,932	368,534	226,839	226,839	226,839

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>WATER REIMBURSEMENT SDC FUND</u>							
<u>WATER REIMBURSEMENT SDC'S</u>							
<u>CAPITAL OUTLAY:</u>							
042-042-81072	SYSTEM CAPACITY IMPRVMTS	0	0	0	101,839	101,839	101,839
	TOTAL CAPITAL OUTLAY	0	0	0	101,839	101,839	101,839
<u>CONTINGENCY & RESERVES:</u>							
042-042-90001	CONTINGENCY	0	0	243,534	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	243,534	0	0	0
<u>TRANSFERS OUT:</u>							
042-042-95073	TRANSFER TO ASSESSMENT	0	0	125,000	125,000	125,000	125,000
	TOTAL TRANSFERS OUT	0	0	125,000	125,000	125,000	125,000
	TOTAL WATER REIMBURSEMENT SD	0	0	368,534	226,839	226,839	226,839
	TOTAL FUND EXPENDITURES	0	0	368,534	226,839	226,839	226,839

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: GENERAL OBLIGATION DEBT SERVICE

Budget Comments

This fund was required to account for property taxes levied to pay bonded debt approved by voters. This fund is no longer needed as all the General Obligation Bonded Debt has been paid in the prior fiscal year. The transfer will close this fund.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GO DEBT SERVICE FUND							
PROPERTY TAXES							
050-000-40001	PROPERTY TAXES CURRENT	241,920	283,103	71,594	0	0	0
050-000-40002	PROPERTY TAXES DELINQUENT	7,004	6,510	3,500	0	0	0
	TOTAL PROPERTY TAXES	248,924	289,613	75,094	0	0	0
MISCELLANEOUS REVENUE							
050-000-45002	INTEREST EARNED	1,259	1,255	100	0	0	0
050-000-45019	MISCELLANEOUS REVENUE	66	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	1,325	1,255	100	0	0	0
BEGINNING FUND BALANCE							
050-000-49090	BEGINNING FUND BALANCE	37,147	19,096	22,666	17,274	17,274	17,274
	TOTAL BEGINNING FUND BALANCE	37,147	19,096	22,666	17,274	17,274	17,274
	TOTAL FUND REVENUE	287,396	309,964	97,860	17,274	17,274	17,274

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GO DEBT SERVICE FUND							
GO DEBT SERVICE							
TRANSFERS OUT:							
050-050-95062	TRANSFER TO GEN OPERATING FUN	0	0	0	17,274	17,274	17,274
	TOTAL TRANSFERS OUT	0	0	0	17,274	17,274	17,274
DEBT SERVICE:							
050-050-97007	GO REFUNDING BONDS 2010 - PRIN	250,000	265,000	95,000	0	0	0
050-050-97008	GO REFUNDING BONDS 2010 - INT	18,300	10,800	2,860	0	0	0
	TOTAL DEBT SERVICE	268,300	275,800	97,860	0	0	0
	TOTAL GO DEBT SERVICE	268,300	275,800	97,860	17,274	17,274	17,274
	TOTAL FUND EXPENDITURES	268,300	275,800	97,860	17,274	17,274	17,274

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: DEBT SERVICE

Budget Comments

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

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

The PERS bonds were issued March of 2002, for \$1,957,495 with varying interest rates from 2% to 7.36% amortized over 28 years. The payments are made in December, interest only, and June, both principal and interest, of each year. The bonds are non-callable, except for the 2025 maturity. During the 2010-2011 fiscal year, the City called the 2025 maturity to save on total interest (\$209,975) and paid an additional \$ 220,000 in principal. The principal balance as of June 30, 2016 was \$1,453,730.

STATEMENT OF BOND INTEREST & RETIREMENT REQUIREMENTS

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

<u>Tax Year</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Principal Required</u>	<u>Interest Required</u>	<u>Total Required</u>
2016-17	7.30%	06/01/2017	\$ 30,318	\$ 151,130	\$ 181,448
2017-18	7.31%	06/01/2018	31,307	160,141	191,448
2018-19	7.36%	06/01/2019	31,788	169,660	201,448
2019-20	6.85%	06/01/2020	50,317	161,131	211,448
2020-21	6.85%	06/01/2021	130,000	89,735	219,735
Remaining	various	06/01	<u>1,180,001</u>	<u>458,916</u>	<u>1,638,917</u>
Total			\$1,453,731	\$1,190,713	\$2,644,444

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
DEBT SERVICE FUND							
MISCELLANEOUS REVENUE							
051-000-45002	INTEREST EARNED	471	858	400	850	850	850
	TOTAL MISCELLANEOUS REVENUE	471	858	400	850	850	850
TRANSFERS IN							
051-000-46010	TRANSFER FROM GENERAL FUND	108,884	114,657	116,564	121,164	121,164	121,164
051-000-46011	TRANSFER FROM ELEC INSPECTION	127	129	129	132	132	132
051-000-46012	TRANSFER FROM BUILDING OP	508	4,713	6,129	7,175	7,175	7,175
051-000-46013	TRANSFER FROM TRANSPORTATION	2,597	3,020	3,290	3,434	3,434	3,434
051-000-46020	TRANSFER FROM STREET	6,487	6,298	6,316	6,400	6,400	6,400
051-000-46030	TRANSFER FROM SEWER	27,815	27,439	27,128	30,440	30,440	30,440
051-000-46040	TRANSFER FROM WATER	20,590	20,192	21,894	22,710	22,710	22,710
	TOTAL TRANSFERS IN	167,008	176,448	181,450	191,455	191,455	191,455
BEGINNING FUND BALANCE							
051-000-49090	BEGINNING FUND BALANCE	12,411	13,442	13,882	15,172	15,172	15,172
	TOTAL BEGINNING FUND BALANCE	12,411	13,442	13,882	15,172	15,172	15,172
	TOTAL FUND REVENUE	179,890	190,549	195,732	207,477	207,477	207,477

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
DEBT SERVICE FUND							
DEBT SERVICES							
CONTINGENCY & RESERVES:							
051-051-90001	CONTINGENCY	0	0	14,282	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	14,282	0	0	0
DEBT SERVICE:							
051-051-97011	PERS BOND - PRINCIPAL	29,723	30,974	30,320	47,332	47,332	47,332
051-051-97012	PERS BOND - INTEREST	136,725	145,473	151,130	160,145	160,145	160,145
	TOTAL DEBT SERVICE	166,448	176,447	181,450	207,477	207,477	207,477
	TOTAL DEBT SERVICES	166,448	176,447	195,732	207,477	207,477	207,477
	TOTAL FUND EXPENDITURES	166,448	176,447	195,732	207,477	207,477	207,477

REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: BUILDING CAPITAL IMPROVEMENT RESERVE

Program Description/Mission

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

Budget Comments

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

Account #81001 is a place holder in case a major building cost for City Hall is necessary.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
BUILDING CAPITAL IMP RESERVE							
MISCELLANEOUS REVENUE							
061-000-45002	INTEREST EARNED	2,542	4,588	2,500	10,000	10,000	10,000
	TOTAL MISCELLANEOUS REVENUE	2,542	4,588	2,500	10,000	10,000	10,000
TRANSFERS IN							
061-000-46010	TRANSFER FROM GENERAL FUND	200,000	200,000	200,000	250,000	250,000	250,000
	TOTAL TRANSFERS IN	200,000	200,000	200,000	250,000	250,000	250,000
BEGINNING FUND BALANCE							
061-000-49090	BEGINNING FUND BALANCE	410,984	613,527	826,527	1,026,365	1,026,365	1,026,365
	TOTAL BEGINNING FUND BALANCE	410,984	613,527	826,527	1,026,365	1,026,365	1,026,365
	TOTAL FUND REVENUE	613,527	818,115	1,029,027	1,286,365	1,286,365	1,286,365

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
BUILDING CAPITAL IMP RESERVE							
BUILDING CAPITAL PROJECTS							
CAPITAL OUTLAY:							
061-100-81001	BUILDING IMPROVEMENTS	0	0	50,000	1,286,365	1,286,365	1,286,365
	TOTAL CAPITAL OUTLAY	0	0	50,000	1,286,365	1,286,365	1,286,365
CONTINGENCY & RESERVES:							
061-100-90001	CONTINGENCY	0	0	979,027	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	979,027	0	0	0
	TOTAL BUILDING CAPITAL PROJECTS	0	0	1,029,027	1,286,365	1,286,365	1,286,365
	TOTAL FUND EXPENDITURES	0	0	1,029,027	1,286,365	1,286,365	1,286,365

BUDGET NARRATIVE
Fiscal Year 2017-2018

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 will be reviewed at least once every 10 years to determine whether the fund will be continue or abolished.

Budget Comments

The goal is to have a minimum fund balance equal to 15% of the General Fund operating expenditures (does not include contingency and reserves). The proposed General Fund operating expenditures for the fiscal year (FY) 2017-2018 Budget is \$6.1 million, which means a fully funded reserve for this fiscal year would require a set aside of \$919,046. The current budgeted amount is \$520,296 or 57% of the desired funding for the reserve.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL OPERATING RESERVE							
MISCELLANEOUS REVENUE							
062-000-45002	INTEREST EARNED	3,808	4,912	3,000	3,150	3,150	3,150
062-000-45019	MISCELLANEOUS REVENUE	10,104	12,119	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	13,912	17,032	3,000	3,150	3,150	3,150
TRANSFERS IN							
062-000-46010	TRANSFER FROM GENERAL FUND	0	0	100,000	200,000	200,000	200,000
062-000-46050	TRANSFER FROM DEBT SERVICE	0	0	0	17,274	17,274	17,274
	TOTAL TRANSFERS IN	0	0	100,000	217,274	217,274	217,274
BEGINNING FUND BALANCE							
062-000-49090	BEGINNING FUND BALANCE	747,017	760,929	764,779	299,872	299,872	299,872
	TOTAL BEGINNING FUND BALANCE	747,017	760,929	764,779	299,872	299,872	299,872
	TOTAL FUND REVENUE	760,829	777,880	867,779	520,296	520,296	520,296

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
GENERAL OPERATING RESERVE							
GENERAL RESERVES							
CONTINGENCY & RESERVES:							
062-100-90001	CONTINGENCY	0	0	267,779	0	0	0
062-100-91733	RESERVE - OPERATIONS	0	0	0	520,296	520,296	520,296
	TOTAL CONTINGENCY & RESERVES	0	0	267,779	520,296	520,296	520,296
TRANSFERS OUT:							
062-100-95225	TRANSFER TO CIVIC BLDG PROJECT	0	0	600,000	0	0	0
	TOTAL TRANSFERS OUT	0	0	600,000	0	0	0
	TOTAL GENERAL RESERVES	0	0	867,779	520,296	520,296	520,296
	TOTAL FUND EXPENDITURES	0	0	867,779	520,296	520,296	520,296

REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: PARKS FEE

STAFF LEVEL 2018: 0.16 FTE
STAFF LEVEL 2017: 0.00 FTE

Program Description/Mission

Fiscal Year 2017-2018 will be the fourth year of this fund. It was created to account for the new Parks Fee established with Resolution No. 13-17 and passed by Council at the June 17, 2013 City Council meeting. Per Resolution No. 16-06, the monthly Park Fee will be adjusted every July 1 by the CPI-U Portland-Salem annual average for the prior calendar year. Effective July 1, 2017, the fee will be \$1.55. The Park Fee pays costs associated with construction, maintenance and operation of City owned parks and marine parks.

Personnel

	2017	2018	FTE
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>Change</u>
Park/ Street Maintenance Worker (Seasonal)	0.00	0.16	0.16

Budget Comments

Account #61034 includes bark and other landscape supplies \$2,000, Wood Chips and Topsoil for surface improvements \$13,500.

Account #61043 includes funds for park maintenance.

Account #61059 includes funds Skate & Dog park and Pioneer Park portable restrooms \$3,800.

Account #85001 includes funds for Silver Creek overlook and other capital park improvements.

Account #85003 includes funds for a reel mounted irrigation sprinkler and pump \$11,500.

Accomplishments

Benches installed at Westfield Dog Park.

Completed Coolidge McClaine modular restroom.

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 as recommended in the 5-year financial plan.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
PARKS FEE FUND							
FEEES AND PERMITS							
070-000-42170	PARKS FEE	69,990	72,220	69,000	75,245	75,245	75,245
	TOTAL FEES AND PERMITS	69,990	72,220	69,000	75,245	75,245	75,245
MISCELLANEOUS REVENUE							
070-000-45002	INTEREST EARNED	437	838	400	550	550	550
070-000-45010	DONATIONS - FALLEN HEROES MEM	0	700	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	437	1,538	400	550	550	550
TRANSFERS IN							
070-000-48224	TRANSFER FROM FALLEN HEROES P	0	0	4,775	0	0	0
070-000-48372	TRANSFER FROM PARKS CIP	0	0	0	10,620	10,620	10,620
	TOTAL TRANSFERS IN	0	0	4,775	10,620	10,620	10,620
BEGINNING FUND BALANCE							
070-000-49090	BEGINNING FUND BALANCE	60,414	98,625	14,325	107,554	107,554	107,554
	TOTAL BEGINNING FUND BALANCE	60,414	98,625	14,325	107,554	107,554	107,554
	TOTAL FUND REVENUE	130,842	172,383	88,500	193,969	193,969	193,969

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
PARKS FEE FUND							
PARKS MAINTENANCE FEE PROGRAM							
PERSONNEL SERVICES:							
070-070-51002	PART TIME SALARIES	0	0	0	4,698	4,698	4,698
070-070-51003	WORKERS COMP INS	0	0	0	297	297	297
070-070-51004	SOCIAL SECURITY/MEDICARE	0	0	0	359	359	359
	TOTAL PERSONNEL SERVICES	0	0	0	5,354	5,354	5,354
MATERIALS AND SERVICES:							
070-070-61003	ADVERTISING	0	143	0	50	50	50
070-070-61034	LANDSCAPE SUPPLIES	710	1,804	2,000	15,500	15,500	15,500
070-070-61035	FALLEN HEROES MEMORIAL	0	0	4,775	4,775	4,775	4,775
070-070-61042	SAFETY EQP/ PROT CLTHNG	0	16	200	200	200	200
070-070-61043	BUILDING/ GROUNDS MAINTENANCE	4,327	1,284	3,300	3,300	3,300	3,300
070-070-61044	SMALL TOOLS	0	0	5,000	500	500	500
070-070-61059	CONTRACTED SERVICES	0	1,907	3,000	4,000	4,000	4,000
	TOTAL MATERIALS AND SERVICES	5,037	5,154	18,275	28,325	28,325	28,325
CAPITAL OUTLAY:							
070-070-85001	PARKS IMPROVEMENT	27,180	120,941	70,225	98,170	98,170	98,170
070-070-85003	CAPITAL - NEW EQUIPMENT	0	0	0	11,500	11,500	11,500
	TOTAL CAPITAL OUTLAY	27,180	120,941	70,225	109,670	109,670	109,670
CONTINGENCY & RESERVES:							
070-070-90001	CONTINGENCY	0	0	0	50,620	50,620	50,620
	TOTAL CONTINGENCY & RESERVES	0	0	0	50,620	50,620	50,620
	TOTAL PARKS MAINTENANCE FEE P	32,216	126,095	88,500	193,969	193,969	193,969
	TOTAL FUND EXPENDITURES	32,216	126,095	88,500	193,969	193,969	193,969



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REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: PARKS & RECREATION IMPROVEMENT SDC

Program Description/Mission

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
PARKS & REC IMPROVE SDC FUND							
MISCELLANEOUS REVENUE							
072-000-45002	INTEREST EARNED	2,240	4,824	1,500	8,500	8,500	8,500
072-000-45007	IMPROVEMENT SDCS	274,862	343,308	170,875	294,060	294,060	294,060
072-000-45010	DONATIONS - PARK	1,000	0	0	0	0	0
072-000-45018	DONATIONS - SKATE PARK	525	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	278,627	348,132	172,475	302,560	302,560	302,560
BEGINNING FUND BALANCE							
072-000-49090	BEGINNING FUND BALANCE	339,647	607,113	812,718	1,141,529	1,141,529	1,141,529
	TOTAL BEGINNING FUND BALANCE	339,647	607,113	812,718	1,141,529	1,141,529	1,141,529
	TOTAL FUND REVENUE	618,274	955,244	985,193	1,444,089	1,444,089	1,444,089

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
PARKS & REC IMPROVE SDC FUND							
PARKS AND RECREATION							
CAPITAL OUTLAY:							
072-072-81040	PARK CAPACITY IMPROVEMENT	3,430	0	910,193	1,444,089	1,444,089	1,444,089
	TOTAL CAPITAL OUTLAY	3,430	0	910,193	1,444,089	1,444,089	1,444,089
CONTINGENCY & RESERVES:							
072-072-90001	CONTINGENCY	0	0	75,000	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	75,000	0	0	0
TRANSFERS OUT:							
072-072-95372	TRANSFER TO PARK CIP FUND	7,731	0	0	0	0	0
	TOTAL TRANSFERS OUT	7,731	0	0	0	0	0
	TOTAL PARKS AND RECREATION	11,161	0	985,193	1,444,089	1,444,089	1,444,089
	TOTAL FUND EXPENDITURES	11,161	0	985,193	1,444,089	1,444,089	1,444,089

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: ASSESSMENT

Budget Comments

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

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

The debt is to Oregon Economic Development Department (OECD) for bonds sold to cover costs of the WEVP water improvement project. The bonds were closed December 23, 2003 for \$1,275,000. The bonds were issued with interest rates of 3.00% to 4.625% and a total term of 25 years. The additional payments in 2013-2014, 2015-2016 and 2016-2017 have saved \$273,461.17 in interest costs and reduced the term by 7 years. Additional principal of \$99,642 was paid during fiscal year 2015-2016 and \$125,000 was paid fiscal year 2016-2017. An additional \$125,000 is scheduled to be paid in fiscal year 2017-2018. The unpaid balance as of June 30, 2016 was \$411,782.

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

<u>Tax Year</u>	<u>Principal Required</u>	<u>Interest Required</u>	<u>Total Required</u>
2017-18	\$ 48,388	\$ 8,213	\$ 56,601
2018-19	53,740	5,902	59,642
2019-20	54,116	3,521	57,637
2020-21	54,517	1,068	55,585
2021-22	<u>23,463</u>		<u>23,463</u>
Total	\$ 234,224	\$ 18,704	\$ 252,928

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
ASSESSMENT FUND							
MISCELLANEOUS REVENUE							
073-000-45002	INTEREST EARNED	1,538	1,953	900	3,000	3,000	3,000
073-000-45019	MISCELLANEOUS REVENUE	0	1,214	600	0	0	0
073-000-45022	ASSESSMENT - PRINCIPAL	61,051	120,681	33,000	12,000	12,000	12,000
073-000-45023	ASSESSMENT - INTEREST	25,059	25,888	15,000	48,000	48,000	48,000
073-000-45153	ASSESSMENTS - WEVP PROJECT	2,089	0	0	0	0	0
073-000-45155	ASSESSMENTS - AMES ST IMP	350	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	90,087	149,737	49,500	63,000	63,000	63,000
TRANSFERS IN							
073-000-46042	TRANSFER FROM WATER REIMB SD	0	0	125,000	125,000	125,000	125,000
	TOTAL TRANSFERS IN	0	0	125,000	125,000	125,000	125,000
BEGINNING FUND BALANCE							
073-000-49090	BEGINNING FUND BALANCE	310,786	332,030	218,646	313,028	313,028	313,028
	TOTAL BEGINNING FUND BALANCE	310,786	332,030	218,646	313,028	313,028	313,028
	TOTAL FUND REVENUE	400,873	481,766	393,146	501,028	501,028	501,028

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
ASSESSMENT FUND							
ASSESSMENTS							
MATERIALS AND SERVICES:							
073-073-61058	LEGAL SERVICES	0	0	6,000	6,000	6,000	6,000
	TOTAL MATERIALS AND SERVICES	0	0	6,000	6,000	6,000	6,000
CONTINGENCY & RESERVES:							
073-073-90001	CONTINGENCY	0	0	191,303	305,068	305,068	305,068
	TOTAL CONTINGENCY & RESERVES	0	0	191,303	305,068	305,068	305,068
DEBT SERVICE:							
073-073-96030	WEVP WATER PROJ BOND- PRIN	42,450	147,390	173,057	173,750	173,750	173,750
073-073-96031	WEVP WATER PROJ BOND- INT	26,394	25,054	22,786	16,210	16,210	16,210
	TOTAL DEBT SERVICE	68,844	172,444	195,843	189,960	189,960	189,960
	TOTAL ASSESSMENTS	68,844	172,444	393,146	501,028	501,028	501,028
	TOTAL FUND EXPENDITURES	68,844	172,444	393,146	501,028	501,028	501,028

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: CDBG HOUSING REHAB

Program Description/Mission

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

The Commercial Improvements program was added during the 2005-2006 fiscal year. Depending on the length of the repayment terms these type of loans may accrue interest charges. There are currently three loans outstanding as of June 30, 2016 with a balance of \$30,024.

The total loans outstanding for both programs as of June 30, 2016 totaled \$596,202.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
CDBG HOUSING REHAB FUND							
MISCELLANEOUS REVENUE							
080-000-45002	INTEREST EARNED	2,037	2,791	1,500	2,000	2,000	2,000
080-000-45055	LOAN RE-PAYMENTS	45,775	29,945	0	18,000	18,000	18,000
080-000-45056	FACADE LOAN REPAYMENTS	15,747	12,956	11,500	10,000	10,000	10,000
080-000-45057	LOAN INTEREST EARNED	1,486	2,305	1,680	600	600	600
TOTAL MISCELLANEOUS REVENUE		65,046	47,996	14,680	30,600	30,600	30,600
BEGINNING FUND BALANCE							
080-000-49090	BEGINNING FUND BALANCE	386,944	429,682	401,317	510,290	510,290	510,290
TOTAL BEGINNING FUND BALANCE		386,944	429,682	401,317	510,290	510,290	510,290
TOTAL FUND REVENUE		451,990	477,678	415,997	540,890	540,890	540,890

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>CDBG HOUSING REHAB FUND</u>							
<u>CDBG HOUSING REHAB PROGRAM</u>							
<u>MATERIALS AND SERVICES:</u>							
080-080-62507	ADMINISTRATIVE SERVICES	18	0	2,000	2,500	2,500	2,500
080-080-62900	CDBG LOANS	0	0	25,000	150,000	150,000	150,000
	TOTAL MATERIALS AND SERVICES	18	0	27,000	152,500	152,500	152,500
<u>CONTINGENCY & RESERVES:</u>							
080-080-90001	CONTINGENCY	0	0	288,997	288,390	288,390	288,390
	TOTAL CONTINGENCY & RESERVES	0	0	288,997	288,390	288,390	288,390
<u>TRANSFERS OUT:</u>							
080-080-95001	TRANSFER TO GENERAL FUND	3,603	0	0	0	0	0
	TOTAL TRANSFERS OUT	3,603	0	0	0	0	0
	TOTAL CDBG HOUSING REHAB PROG	3,621	0	315,997	440,890	440,890	440,890

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>CDBG HOUSING REHAB FUND</u>							
<u>COMMERCIAL FACADE IMPROVEMENTS</u>							
<u>MATERIALS AND SERVICES:</u>							
080-081-62900	COMMERCIAL IMPROVEMENT LOANS	18,687	9,119	100,000	100,000	100,000	100,000
	TOTAL MATERIALS AND SERVICES	18,687	9,119	100,000	100,000	100,000	100,000
	TOTAL COMMERCIAL FACADE IMPRO	18,687	9,119	100,000	100,000	100,000	100,000
	TOTAL FUND EXPENDITURES	22,308	9,119	415,997	540,890	540,890	540,890

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: WWTP DIGESTER PROJECT

Program Description/Mission

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

Budget Comments

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

Accomplishments:

Keller and Associates Engineering are in the final stage of completion for the Silverton Wastewater Treatment Plant Solids Dewatering Evaluation. The Evaluation will compile and summarize the data collected by treatment plant operators as they have conducted on-site pilot tests of three screw presses and a rotary fan press from different manufacturers.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WWTP DIGESTER PROJECT FUND							
MISCELLANEOUS REVENUE							
212-000-45002	INTEREST EARNED	5,142	4,548	1,000	1,560	1,560	1,560
	TOTAL MISCELLANEOUS REVENUE	5,142	4,548	1,000	1,560	1,560	1,560
BEGINNING FUND BALANCE							
212-000-49090	BEGINNING FUND BALANCE	1,040,675	911,260	614,232	611,371	611,371	611,371
	TOTAL BEGINNING FUND BALANCE	1,040,675	911,260	614,232	611,371	611,371	611,371
	TOTAL FUND REVENUE	1,045,818	915,807	615,232	612,931	612,931	612,931

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WWTP DIGESTER PROJECT FUND							
WWTP DIGESTER PROJECT							
CAPITAL OUTLAY:							
212-212-85003	ADVERTISING	352	0	0	0	0	0
212-212-85010	ARCH & ENGR SERVICES	73,974	25,891	25,000	10,000	10,000	10,000
212-212-85020	CONSTRUCTION COSTS	60,232	279,864	590,232	602,931	602,931	602,931
	TOTAL CAPITAL OUTLAY	134,557	305,755	615,232	612,931	612,931	612,931
	TOTAL WWTP DIGESTER PROJECT	134,557	305,755	615,232	612,931	612,931	612,931
	TOTAL FUND EXPENDITURES	134,557	305,755	615,232	612,931	612,931	612,931

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: STEELHAMMER STREET IMPROVEMENT PROJECT

Program Description/Mission

The resources for this fund were transferred from the Street Improvement System Development Charge (SDC) Fund where they were accounted for in a dedicated line item. This budget year additional transfers were necessary, as bids for the project were higher than engineer estimates. It was decided to begin the Steelhammer improvement in phases so the funds collected have been transferred to this capital project fund. The beginning of Phase 2 is planned to begin during fiscal year (FY) 2017-2018.

Budget Comments

Account #85010 will cover remaining engineering costs of Phase 1 of the project (\$18,215). Account #85020 will cover the completion of Phase 1 (initial estimate of \$638,980 plus contingency). The project will be funded from ODOT Surface Transportation Program (Fund Exchange) (39%); Steelhammer SDC's (30%); Street related SDC's (24%); and a contribution from Marion County in the amount of \$110,000 for transferring maintenance responsibility to the City of Silverton.

Accomplishments:

The design of Phase 1 will be complete and the project bid and awarded in FY 2016-2017. Construction is scheduled to begin in early summer of 2017. Easements and additional right-of-way have been acquired.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STEELHAMMER PROJECT FUND							
INTERGOVERNMENTAL							
217-000-43051	ODOT FUND EXCHANGE	0	0	320,500	400,000	400,000	400,000
217-000-43170	GRANTS- CAPITAL IMPROVEMENTS	0	0	58,883	0	0	0
	TOTAL INTERGOVERNMENTAL	0	0	379,383	400,000	400,000	400,000
MISCELLANEOUS REVENUE							
217-000-45002	INTEREST EARNED	0	1,329	0	2,500	2,500	2,500
217-000-45008	STEELHAMMER SDCS	0	17,046	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	0	18,375	0	2,500	2,500	2,500
TRANSFERS IN							
217-000-46021	TRANS FROM STREET IMP SDC FUN	0	264,422	0	0	0	0
217-000-46022	TRANSFER FROM STREET REIM SDC	0	0	0	0	0	25,000
217-000-46024	TRANSFER FROM STORM REIM SDC	0	0	0	0	0	50,000
	TOTAL TRANSFERS IN	0	264,422	0	0	0	75,000
BEGINNING FUND BALANCE							
217-000-49090	BEGINNING FUND BALANCE	89	0	268,337	369,870	369,870	369,870
	TOTAL BEGINNING FUND BALANCE	89	0	268,337	369,870	369,870	369,870
	TOTAL FUND REVENUE	89	282,797	647,720	772,370	772,370	847,370

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STEELHAMMER PROJECT FUND							
STEELHAMMER PROJECT							
CAPITAL OUTLAY:							
217-217-85010	ENGINEERING SERVICES	0	27,860	80,000	18,215	18,215	18,215
217-217-85020	CONSTRUCTION COSTS	0	0	567,720	754,155	754,155	829,156
	TOTAL CAPITAL OUTLAY	0	27,860	647,720	772,370	772,370	847,370
TRANSFERS OUT:							
217-217-95021	TRANSFER TO STREET IMP SDC	89	0	0	0	0	0
	TOTAL TRANSFERS OUT	89	0	0	0	0	0
	TOTAL STEELHAMMER PROJECT	89	27,860	647,720	772,370	772,370	847,370
	TOTAL FUND EXPENDITURES	89	27,860	647,720	772,370	772,370	847,370

REVENUE BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: CIVIC BUILDING PROJECT

Program Description/Mission

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

Budget Comments

Account #81001 is for the purchase land for the Civic Building site.
Account #85010 will be for preliminary design of the building.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
CIVIC BUILDING PROJECT							
MISCELLANEOUS REVENUE							
225-000-45002	INTEREST EARNED	0	0	50	500	500	500
	TOTAL MISCELLANEOUS REVENUE	0	0	50	500	500	500
TRANSFERS IN							
225-000-46010	TRANSFER FROM GENERAL FUND	0	0	400,000	500,000	500,000	500,000
225-000-46062	TRANSFER FROM GENERAL OP RSR	0	0	600,000	0	0	0
	TOTAL TRANSFERS IN	0	0	1,000,000	500,000	500,000	500,000
OTHER FUNDING SOURCES							
225-000-48085	LOAN PROCEEDS	0	0	435,000	0	0	0
	TOTAL OTHER FUNDING SOURCES	0	0	435,000	0	0	0
BEGINNING FUND BALANCE							
225-000-49090	BEGINNING FUND BALANCE	0	0	0	1,002,350	1,002,350	1,002,350
	TOTAL BEGINNING FUND BALANCE	0	0	0	1,002,350	1,002,350	1,002,350
	TOTAL FUND REVENUE	0	0	1,435,050	1,502,850	1,502,850	1,502,850

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
CIVIC BUILDING PROJECT							
CIVIC BUILDING CAPITAL PROJECT							
CAPITAL OUTLAY:							
225-225-81001	LAND ACQUISITION	0	0	1,220,000	1,220,000	1,220,000	1,220,000
225-225-85010	ARCH & ENGR SERVICES	0	0	215,050	182,850	182,850	182,850
225-225-85050	CAPITAL- BUILDING IMPROVEMENTS	0	0	0	100,000	100,000	100,000
	TOTAL CAPITAL OUTLAY	0	0	1,435,050	1,502,850	1,502,850	1,502,850
	TOTAL CIVIC BUILDING CAPITAL PRO	0	0	1,435,050	1,502,850	1,502,850	1,502,850
	TOTAL FUND EXPENDITURES	0	0	1,435,050	1,502,850	1,502,850	1,502,850

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: STREET CAPITAL PROJECT FUND

Program Description/Mission

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

Budget Comments

Account #85020 includes construction of James Ave Bridge improvements for \$75,947 and the balance will be for other street capital improvements as identified with the Transportation System Plan update.

Major Issues to be Resolved in the Next 5 Years

The reconstruction of McClaine Street (W Main to Westfield) and the completion of the Capital Improvement Program projects will be the primary focus.

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET CAPITAL PROJECT FUND							
MISCELLANEOUS REVENUE							
320-000-45002	INTEREST EARNED	579	2,070	1,150	2,300	2,300	2,300
320-000-45019	MISCELLANEOUS REVENUE	0	152,381	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	579	154,461	1,150	2,300	2,300	2,300
TRANSFERS IN							
320-000-46020	TRANSFER FROM STREET FUND	202,556	220,000	150,000	50,000	50,000	50,000
	TOTAL TRANSFERS IN	202,556	220,000	150,000	50,000	50,000	50,000
BEGINNING FUND BALANCE							
320-000-49090	BEGINNING FUND BALANCE	40,716	208,261	413,551	700,795	700,795	700,795
	TOTAL BEGINNING FUND BALANCE	40,716	208,261	413,551	700,795	700,795	700,795
	TOTAL FUND REVENUE	243,851	582,723	564,701	753,095	753,095	753,095

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STREET CAPITAL PROJECT FUND							
STREET CAPITAL PROJECTS							
CAPITAL OUTLAY:							
320-320-85003	ADVERTISING	0	74	250	0	0	0
320-320-85010	DESIGN SERVICES	0	0	15,000	61,595	61,595	61,595
320-320-85020	CONSTRUCTION COSTS	35,590	0	549,451	191,500	191,500	191,500
	TOTAL CAPITAL OUTLAY	35,590	74	564,701	253,095	253,095	253,095
CONTINGENCY & RESERVES:							
320-320-91702	RESERVE - FUTURE EXPENDITURE	0	0	0	500,000	500,000	500,000
	TOTAL CONTINGENCY & RESERVES	0	0	0	500,000	500,000	500,000
	TOTAL STREET CAPITAL PROJECTS	35,590	74	564,701	753,095	753,095	753,095
	TOTAL FUND EXPENDITURES	35,590	74	564,701	753,095	753,095	753,095

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: SEWER CAPITAL PROJECT FUND

Program Description/Mission

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

Budget Comments

Account #85010 includes design of sewerline rehabilitation and replacement (R&R) projects identified in the asset management plan.

Account #85020 includes completion of the UV Project and the sewer main CIPP lining and /or reconstruction projects.

Account #91301 will reserve resources for future Master Plan projects at the Wastewater Treatment Plant.

Accomplishments

Completed a cured-in-place-pipe lining project of over 2,400 feet of 15-inch and 18-inch sewerlines.

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER CAPITAL PROJECT FUND							
MISCELLANEOUS REVENUE							
330-000-45002	INTEREST EARNED	941	4,388	1,500	14,000	14,000	14,000
	TOTAL MISCELLANEOUS REVENUE	941	4,388	1,500	14,000	14,000	14,000
TRANSFERS IN							
330-000-46030	TRANSFER FROM SEWER FUND	325,637	1,052,975	800,000	560,000	560,000	560,000
	TOTAL TRANSFERS IN	325,637	1,052,975	800,000	560,000	560,000	560,000
BEGINNING FUND BALANCE							
330-000-49090	BEGINNING FUND BALANCE	51,421	333,406	1,083,728	1,340,316	1,340,316	1,530,316
	TOTAL BEGINNING FUND BALANCE	51,421	333,406	1,083,728	1,340,316	1,340,316	1,530,316
	TOTAL FUND REVENUE	377,999	1,390,769	1,885,228	1,914,316	1,914,316	2,104,316

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
SEWER CAPITAL PROJECT FUND							
SEWER CAPITAL PROJECTS							
MATERIALS AND SERVICES:							
330-330-61003	ADVERTISING	92	253	0	0	0	0
	TOTAL MATERIALS AND SERVICES	92	253	0	0	0	0
CAPITAL OUTLAY:							
330-330-85010	DESIGN SERVICES	4,000	40,688	50,000	100,000	100,000	100,000
330-330-85020	CONSTRUCTION COSTS	40,500	234,046	578,523	450,000	450,000	640,000
	TOTAL CAPITAL OUTLAY	44,500	274,734	628,523	550,000	550,000	740,000
CONTINGENCY & RESERVES:							
330-330-91301	RESERVE- SEWER CAPACITY IMP	0	0	1,256,705	1,364,316	1,364,316	1,364,316
	TOTAL CONTINGENCY & RESERVES	0	0	1,256,705	1,364,316	1,364,316	1,364,316
	TOTAL SEWER CAPITAL PROJECTS	44,592	274,987	1,885,228	1,914,316	1,914,316	2,104,316
	TOTAL FUND EXPENDITURES	44,592	274,987	1,885,228	1,914,316	1,914,316	2,104,316

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: WATER CAPITAL PROJECT FUND

Program Description/Mission

This fund administers the design and construction of all water capital improvement projects and studies. Transfers to this fund may 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 guiding documents for this program.

Budget Comments

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

Accomplishments

Completed construction of the Second Supply to the Anderson Drive Pressure Reducing Valve (PRV) Zone.

Major Issues to be Resolved in the Next 5 Years

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WATER CAPITAL PROJECT FUND							
MISCELLANEOUS REVENUE							
340-000-45002	INTEREST EARNED	1,165	855	800	600	600	600
	TOTAL MISCELLANEOUS REVENUE	1,165	855	800	600	600	600
TRANSFERS IN							
340-000-46040	TRANSFER FROM WATER FUND	250,206	425,000	425,000	465,000	465,000	465,000
340-000-46041	TRANSFER FROM WATER IMP SDC	0	182,715	45,600	0	0	0
	TOTAL TRANSFERS IN	250,206	607,715	470,600	465,000	465,000	465,000
BEGINNING FUND BALANCE							
340-000-49090	BEGINNING FUND BALANCE	102,874	280,530	73,983	51,035	51,035	51,035
	TOTAL BEGINNING FUND BALANCE	102,874	280,530	73,983	51,035	51,035	51,035
	TOTAL FUND REVENUE	354,245	889,090	545,383	516,635	516,635	516,635

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
WATER CAPITAL PROJECT FUND							
WATER CAPITAL PROJECTS							
MATERIALS AND SERVICES:							
340-340-61003	ADVERTISING	545	350	0	0	0	0
340-340-61059	CONTRACTED SERVICES	15,000	73,905	58,000	0	0	0
	TOTAL MATERIALS AND SERVICES	15,545	74,255	58,000	0	0	0
CAPITAL OUTLAY:							
340-340-81001	LAND ACQUISITION	5,074	7,375	0	0	0	0
340-340-85010	DESIGN SERVICES	22,384	33,623	50,000	58,000	58,000	58,000
340-340-85020	CONSTRUCTION COSTS	30,712	675,807	437,383	458,635	458,635	458,635
	TOTAL CAPITAL OUTLAY	58,170	716,804	487,383	516,635	516,635	516,635
	TOTAL WATER CAPITAL PROJECTS	73,715	791,059	545,383	516,635	516,635	516,635
	TOTAL FUND EXPENDITURES	73,715	791,059	545,383	516,635	516,635	516,635

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: PARKS CAPITAL PROJECT FUND

Program Description/Mission

This fund administers the design and construction of all parks and recreation capital improvement projects and studies. Transfers to this fund are generally received from the General Fund, the Parks Fee Fund, and the Parks and Recreation Improvement System Development Charge (SDC) Fund. Additional funding may include intergovernmental grants or a grant from the Silverton Urban Renewal Agency. The City's Parks and Recreation Master Plan and Capital Improvement Plan are the guiding documents for this program.

Budget Comments

Account #85020 does not include any planned project at this time.

Major Issues to be Resolved in the Next 5 Years

Completion of Coolidge and McClaine Master Plan project.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
PARKS CAPITAL PROJECT FUND							
INTERGOVERNMENTAL							
372-000-43175	GRANTS- PARKS CAPITAL IMP	0	15,338	0	0	0	0
	TOTAL INTERGOVERNMENTAL	0	15,338	0	0	0	0
MISCELLANEOUS REVENUE							
372-000-45002	INTEREST EARNED	28	78	20	100	100	100
	TOTAL MISCELLANEOUS REVENUE	28	78	20	100	100	100
TRANSFERS IN							
372-000-46072	TRANSFER FROM PARK SDC FUND	7,731	0	0	0	0	0
	TOTAL TRANSFERS IN	7,731	0	0	0	0	0
BEGINNING FUND BALANCE							
372-000-49090	BEGINNING FUND BALANCE	11,038	4	15,367	10,520	10,520	10,520
	TOTAL BEGINNING FUND BALANCE	11,038	4	15,367	10,520	10,520	10,520
	TOTAL FUND REVENUE	18,798	15,420	15,387	10,620	10,620	10,620

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
PARKS CAPITAL PROJECT FUND							
PARKS CAPITAL PROJECTS							
CAPITAL OUTLAY:							
372-372-85003	ADVERTISING	163	0	0	0	0	0
372-372-85010	DESIGN SERVICES	880	0	0	0	0	0
372-372-85020	CONSTRUCTION COSTS	17,750	0	15,387	0	0	0
	TOTAL CAPITAL OUTLAY	18,793	0	15,387	0	0	0
TRANSFERS OUT:							
372-372-85070	TRANSFER TO PARK FEE FUND	0	0	0	10,620	10,620	10,620
	TOTAL TRANSFERS OUT	0	0	0	10,620	10,620	10,620
	TOTAL PARKS CAPITAL PROJECTS	18,793	0	15,387	10,620	10,620	10,620
	TOTAL FUND EXPENDITURES	18,793	0	15,387	10,620	10,620	10,620

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: FLEET REPLACEMENT

Program Description/Mission

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

Budget Comments

Six (6) vehicles are budgeted:

1)	2018 Police Ford Utility V-6	
	Graphic and Equipment included	\$ 43,950
2)	Honda Police Motorcycle	32,900
3)	2017 Ford F-150 XL with lift gate (Rep V306)	34,000
4)	2017 Ford F-150 XL (rep V301)	32,000
5)	2017 Ford F-150 XL (Rep V330)	32,000
6)	2017 Ford F-150 XL (Rep V361)	<u>32,000</u>
	Total	\$206,847

Major Issues to be Resolved in the Next 5 Years

- Provide adequate funding for long-term vehicle replacements.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
FLEET REPLACEMENT FUND							
MISCELLANEOUS REVENUE							
600-000-45002	INTEREST EARNED	4,565	6,793	4,500	8,000	8,000	8,000
600-000-45111	SALE OF FIXED ASSETS	4,250	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	8,815	6,793	4,500	8,000	8,000	8,000
TRANSFERS IN							
600-000-46010	TRANSFER FROM GENERAL	34,458	34,458	34,458	52,139	52,139	52,139
600-000-46012	TRANSFER FROM BLDG OP	0	4,859	4,859	3,168	3,168	3,168
600-000-46020	TRANSFER FROM STREET	29,849	30,089	59,849	44,765	44,765	44,765
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	65,870	66,290	115,870	38,227	38,227	38,227
600-000-46040	TRANSFER FROM WATER	45,765	46,305	65,765	25,817	25,817	25,817
	TOTAL TRANSFERS IN	195,814	201,673	300,473	183,988	183,988	183,988
BEGINNING FUND BALANCE							
600-000-49090	BEGINNING FUND BALANCE	726,154	906,376	1,042,621	1,161,710	1,161,710	1,161,710
	TOTAL BEGINNING FUND BALANCE	726,154	906,376	1,042,621	1,161,710	1,161,710	1,161,710
	TOTAL FUND REVENUE	930,783	1,114,841	1,347,594	1,353,698	1,353,698	1,353,698

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
FLEET REPLACEMENT FUND							
FLEET REPLACEMENT							
CAPITAL OUTLAY:							
600-600-81076	CAPITAL - FLEET	24,408	71,490	193,115	206,850	206,850	206,850
	TOTAL CAPITAL OUTLAY	24,408	71,490	193,115	206,850	206,850	206,850
CONTINGENCY & RESERVES:							
600-800-91731	RESERVE - VEHICLES	0	0	1,154,479	1,146,848	1,146,848	1,146,848
	TOTAL CONTINGENCY & RESERVES	0	0	1,154,479	1,146,848	1,146,848	1,146,848
	TOTAL FLEET REPLACEMENT	24,408	71,490	1,347,594	1,353,698	1,353,698	1,353,698
	TOTAL FUND EXPENDITURES	24,408	71,490	1,347,594	1,353,698	1,353,698	1,353,698

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: MAJOR EQUIPMENT REPLACEMENT

Program Description/Mission

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

Major Issues to be Resolved in the Next 5 Years

Provide adequate funding for long-term equipment replacements.

CITY OF SILVERTON

REVENUES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
MAJOR EQUIP REPLACEMENT FUND							
MISCELLANEOUS REVENUE							
610-000-45002	INTEREST EARNED	3,400	4,936	3,400	8,870	8,870	8,870
	TOTAL MISCELLANEOUS REVENUE	3,400	4,936	3,400	8,870	8,870	8,870
TRANSFERS IN							
610-000-46010	TRANSFER FROM GENERAL	29,920	29,920	29,920	29,920	29,920	29,920
610-000-46020	TRANSFER FROM STREET	20,926	20,926	20,926	20,926	20,926	20,926
610-000-46030	TRANSFER FROM SEWER	21,889	21,889	21,889	21,889	21,889	21,889
610-000-46040	TRANSFER FROM WATER	20,413	20,413	20,413	20,413	20,413	20,413
	TOTAL TRANSFERS IN	93,148	93,148	93,148	93,148	93,148	93,148
BEGINNING FUND BALANCE							
610-000-49080	BEGINNING FUND BALANCE	585,055	681,603	778,551	878,335	878,335	878,335
	TOTAL BEGINNING FUND BALANCE	585,055	681,603	778,551	878,335	878,335	878,335
	TOTAL FUND REVENUE	681,603	779,687	875,099	980,353	980,353	980,353

CITY OF SILVERTON

EXPENDITURES

FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
MAJOR EQUIP REPLACEMENT FUND							
MAJOR EQUIPMENT							
CAPITAL OUTLAY:							
610-610-81003	CAPITAL -REPLACEMNT EQUIPMENT	0	0	875,099	980,353	980,353	980,353
	TOTAL CAPITAL OUTLAY	0	0	875,099	980,353	980,353	980,353
	TOTAL MAJOR EQUIPMENT	0	0	875,099	980,353	980,353	980,353
	TOTAL FUND EXPENDITURES	0	0	875,099	980,353	980,353	980,353

BUDGET NARRATIVE
Fiscal Year 2017-2018

FUND: EXTENDED LEAVE

Budget Comments

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

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

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

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>EXTENDED LEAVE FUND</u>							
<u>MISCELLANEOUS REVENUE</u>							
620-000-45002	INTEREST EARNED	615	783	400	950	950	950
	TOTAL MISCELLANEOUS REVENUE	615	783	400	950	950	950
<u>BEGINNING FUND BALANCE</u>							
620-000-49090	BEGINNING FUND BALANCE	121,282	121,897	122,397	123,630	123,630	123,630
	TOTAL BEGINNING FUND BALANCE	121,282	121,897	122,397	123,630	123,630	123,630
	TOTAL FUND REVENUE	121,897	122,680	122,797	124,580	124,580	124,580

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>EXTENDED LEAVE FUND</u>							
<u>OPERATIONS</u>							
<u>PERSONNEL SERVICES:</u>							
620-100-51002	PART TIME SALARIES	0	0	65,000	110,755	110,755	110,755
620-100-51003	WORKERS COMP INS	0	0	3,140	5,352	5,352	5,352
620-100-51004	SOCIAL SECURITY/MEDICARE	0	0	4,973	8,473	8,473	8,473
	TOTAL PERSONNEL SERVICES	0	0	73,113	124,580	124,580	124,580
<u>CONTINGENCY & RESERVES:</u>							
620-100-90001	CONTINGENCY	0	0	49,684	0	0	0
	TOTAL CONTINGENCY & RESERVES	0	0	49,684	0	0	0
	TOTAL OPERATIONS	0	0	122,797	124,580	124,580	124,580
	TOTAL FUND EXPENDITURES	0	0	122,797	124,580	124,580	124,580



DISCONTINUED FUNDS/ PROGRAMS AND OTHER INFORMATION

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>GENERAL FUND</u>							
<u>POLICE RESERVES</u>							
<u>MATERIALS AND SERVICES:</u>							
010-057-81015	TRAVEL, TRAINING & MEETINGS	200	0	0	0	0	0
010-057-81023	UNIFORM EXPENSE	572	0	0	0	0	0
010-057-81029	POLICE SUPPLIES	30	0	0	0	0	0
010-057-81060	HIRING EXPENSES	8	0	0	0	0	0
	TOTAL MATERIALS AND SERVICES	810	0	0	0	0	0
	TOTAL POLICE RESERVES	810	0	0	0	0	0

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>DAM EARLY WARNING SYSTEM PROJ</u>							
<u>MISCELLANEOUS REVENUE</u>							
207-000-45002	INTEREST EARNED	57	0	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	57	0	0	0	0	0
<u>TRANSFERS IN</u>							
207-000-46040	TRANSFER FROM WATER	35,513	0	0	0	0	0
	TOTAL TRANSFERS IN	35,513	0	0	0	0	0
<u>BEGINNING FUND BALANCE</u>							
207-000-49090	BEGINNING FUND BALANCE	23,412	0	0	0	0	0
	TOTAL BEGINNING FUND BALANCE	23,412	0	0	0	0	0
	TOTAL FUND REVENUE	58,982	0	0	0	0	0

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
<u>DAM EARLY WARNING SYSTEM PROJ</u>							
<u>DAM EARLY WARNING SYSTEM PROJ</u>							
<u>MATERIALS AND SERVICES:</u>							
207-207-81059	CONTRACTED SERVICES	58,982	0	0	0	0	0
	TOTAL MATERIALS AND SERVICES	58,982	0	0	0	0	0
	TOTAL DAM EARLY WARNING SYSTE	58,982	0	0	0	0	0
	TOTAL FUND EXPENDITURES	58,982	0	0	0	0	0

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
FALLEN HEROES PROJECT							
INTERGOVERNMENTAL							
224-000-43170	GRANTS- CAPITAL IMPROVEMENTS	0	32,500	0	0	0	0
224-000-43180	URA GRANT PROCEEDS	0	10,000	0	0	0	0
	TOTAL INTERGOVERNMENTAL	0	42,500	0	0	0	0
MISCELLANEOUS REVENUE							
224-000-45002	INTEREST EARNED	7	54	0	0	0	0
224-000-45010	DONATIONS - FALLEN HEROES MEM	5,500	1,169	0	0	0	0
	TOTAL MISCELLANEOUS REVENUE	5,507	1,223	0	0	0	0
BEGINNING FUND BALANCE							
224-000-49090	BEGINNING FUND BALANCE	0	5,507	4,775	0	0	0
	TOTAL BEGINNING FUND BALANCE	0	5,507	4,775	0	0	0
	TOTAL FUND REVENUE	5,507	49,230	4,775	0	0	0

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
FALLEN HEROES PROJECT							
FALLEN HEROE PROJECT							
CAPITAL OUTLAY:							
224-224-85020	CONSTRUCTION COSTS	0	44,455	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	44,455	0	0	0	0
TRANSFERS OUT:							
224-224-95070	TRANSFER TO PARK FEE FUND	0	0	4,775	0	0	0
	TOTAL TRANSFERS OUT	0	0	4,775	0	0	0
	TOTAL FALLEN HEROE PROJECT	0	44,455	4,775	0	0	0
	TOTAL FUND EXPENDITURES	0	44,455	4,775	0	0	0

CITY OF SILVERTON
REVENUES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STORM WATER CAPITAL PROJ FUND							
MISCELLANEOUS REVENUE							
323-000-45002	INTEREST EARNED	138	81	25	0	0	0
	TOTAL MISCELLANEOUS REVENUE	138	81	25	0	0	0
TRANSFERS IN							
323-000-46023	TRANSFER FRM STORM WTR FUND	12,665	78,883	101,394	0	0	0
323-000-46026	TRANSFER FRM STORM WTR FEE	53,003	229,057	483,688	0	0	0
	TOTAL TRANSFERS IN	65,668	307,940	585,082	0	0	0
BEGINNING FUND BALANCE							
323-000-49080	BEGINNING FUND BALANCE	20,363	22,467	30,338	0	0	0
	TOTAL BEGINNING FUND BALANCE	20,363	22,467	30,338	0	0	0
	TOTAL FUND REVENUE	86,170	330,488	615,445	0	0	0

CITY OF SILVERTON
EXPENDITURES
FISCAL YEAR 2017-2018

		2014-2015 FISCAL ACTUAL	2015-2016 FISCAL ACTUAL	2016-2017 FISCAL BUDGET	2017-2018 CITY MNGR PROPOSED	2017-2018 BDGT COMM APPROVED	2017-2018 COUNCIL ADOPTED
STORM WATER CAPITAL PROJ FUND							
STORM WATER CAPITAL PROJECTS							
MATERIALS AND SERVICES:							
323-323-61003	ADVERTISING	0	207	0	0	0	0
	TOTAL MATERIALS AND SERVICES	0	207	0	0	0	0
CAPITAL OUTLAY:							
323-323-85010	DESIGN SERVICES	57,063	75,795	50,000	0	0	0
323-323-85020	CONSTRUCTION COSTS	6,640	220,144	565,445	0	0	0
	TOTAL CAPITAL OUTLAY	63,703	295,940	615,445	0	0	0
	TOTAL STORM WATER CAPITAL PRO	63,703	298,147	615,445	0	0	0
	TOTAL FUND EXPENDITURES	63,703	298,147	615,445	0	0	0

CITY OF SILVERTON
RESOLUTION
17-23

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

WHEREAS, ORS 221.760 provides as follows:

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

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

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

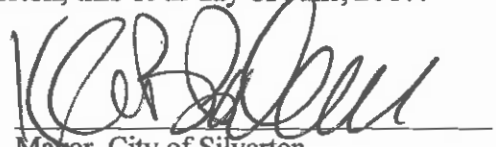
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SILVERTON AS
FOLLOWS:**

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

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


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

Resolution adopted by the City Council of the City of Silverton, this 19th day of June, 2017.



Mayor, City of Silverton
Kyle Palmer

ATTEST



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

CITY OF SILVERTON
RESOLUTION
17-24

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

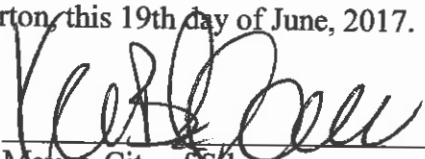
WHEREAS, the City of Silverton must declare its election to receive state shared revenues.

**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 revenues for fiscal year 2017-2018.

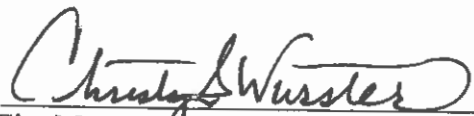
Section 2: That this resolution is and shall be effective after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton, this 19th day of June, 2017.



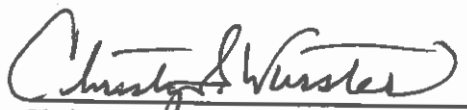
Mayor, City of Silverton
Kyle Palmer

ATTEST:



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

I certify that a public hearing before the Budget Committee was held on April 25, 2017, and a public hearing before the City Council was held on June 19, 2017, giving citizens an opportunity to comment on the proposed uses of state shared revenues.



Christy S. Wurster, City Manager

CITY OF SILVERTON
RESOLUTION
17-25

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

WHEREAS, April 27, 2017, the City of Silverton Budget Committee, after appropriate deliberation and public hearing, approved the budget for fiscal year 2017-2018; and

WHEREAS, in accordance with Oregon Budget Law, the City seeks to adopt a budget and appropriate City expenditures for fiscal year 2017-2018; and

WHEREAS, the City seeks to declare the ad valorem property taxes for fiscal year 2017-2018 to the Marion County Tax Assessor.

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

Section 1: The City Council of the City of Silverton hereby adopts the budget for fiscal year 2017-2018 (July 1, 2017 through June 30, 2018) in the total of \$40,140,096, on file at City Hall after July 1, 2017.

Section 2: The City Council hereby declares and certifies to the Marion County Tax Assessor the following ad valorem property taxes are hereby imposed for fiscal year 2017-2018 upon the assessed value of all taxable property within the tax district of the City of Silverton:

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

	<u>General Government Limitation</u>
General Fund	\$ 3.6678/ \$1,000
Local Option Tax	\$ 275,000

Section 3: The City Council makes the following appropriations in the amounts stated for fiscal year 2017-2018 and for the following purposes by Fund:

GENERAL FUND

Non-Departmental/ non-program

Materials & Services	\$ 388,800
Capital Outlay	13,000
Transfers	1,153,223
Contingency	633,104
City Council	21,050
City Management	420,014
Finance	505,215
Police	2,739,695
Community Enforcement	57,471
Planning	212,076
Facilities Maintenance	278,293
Parks and Recreation	269,535
Computer Services	68,600
Fund Subtotal	6,760,076
Reserve-Future Expenditures*	1,242,825
Fund Total	\$ 8,002,901

ELECTRICAL INSPECTION FUND

Electrical Inspection Services	\$ 29,101
Transfers	6,521
Contingency	10,646
Fund Total	\$ 46,268

BUILDING OPERATIONS FUND

Building Inspection Services	\$ 241,766
Transfers	49,398
Contingency	161,916
Fund Subtotal	453,080
Reserve-Future Expenditures*	149,993
Fund Total	\$ 603,073

TRANSPORTATION FUND

Trolley Services	\$ 97,399
Transfers	3,434
Contingency	53,243
Fund Total	\$ 154,076

POOL OPERATIONS LEVY FUND

Materials & Services	\$ 182,850
Capital Outlay	1,200
Contingency	268,524
Fund Subtotal	452,574
Reserve-Future Expenditures*	183,400
Fund Total	\$ 635,974

TRANSIENT TAX FUND

Materials & Services	\$ 224,607
Transfers	89,954
Contingency	30,000
Fund Total	\$ 344,561

STREET FUND

Street Administrations	\$ 87,355
Street Operations	272,702
Transfers	264,137
Contingency	99,576
Fund Subtotal	723,770
Reserve-Future Expenditures*	95,196
Fund Total	\$ 818,966

STREET IMPROVEMENT SDC FUND

Materials and Services	\$ 95,000
Street Improvements	996,913
Fund Total	\$ 1,091,913

STREET REIMBURSEMENT SDC FUND

Street Improvements	\$ 277,130
Transfers	25,000
Fund Total	\$ 302,130

STORM WATER IMPROVEMENT SDC FUND

Storm Water Improvements	\$ 432,398
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STORM WATER REIMBURSEMENT SDC FUND

Storm Water Improvements	\$ 41,347
Transfers	50,000
Fund Total	\$ 91,347

STREET LIGHT IMPROVEMENT FUND

Street Lighting	\$ 199,126
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STREET MAINTENANCE FEE FUND

Street Improvements	\$ 805,687
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STORMWATER FEE FUND

Storm Water Improvements	\$ 281,028
Transfers	159,872
Fund Total	\$ 440,900

SEWER FUND	
Sewer Administration	\$ 243,708
Sewer Operations	1,198,324
Sewer Maintenance	354,584
Debt Service	828,285
Transfers	1,113,677
Contingency	<u>280,694</u>
Fund Subtotal	4,019,272
Reserve-Future Expenditures*	<u>279,010</u>
Fund Total	\$ 4,298,282

SEWER IMPROVEMENT SDC FUND	
Sewer Improvements	\$ 238,441
Reserve-Future Expenditures*	<u>611,741</u>
Fund Total	\$ 850,182

SEWER REIMBURSEMENT SDC FUND	
Reserve-Future Expenditures*	\$ 900,264

SEWER DEBT RESERVE FUND	
Reserve-Debt Service	\$ 1,370,896

WATER FUND	
Water Administration	\$ 244,609
Water Operations	452,747
Water Maintenance	556,319
Debt Service	193,726
Transfers	1,010,637
Contingency	<u>483,751</u>
Fund Subtotal	2,941,789
Reserve-Future Expenditures*	<u>380,340</u>
Fund Total	\$ 3,322,129

WATER IMPROVEMENT SDC FUND	
Water Improvements	\$ 1,684,348

WATER REIMBURSEMENT SDC FUND	
Water Improvements	\$ 101,839
Transfers	<u>125,000</u>
Fund Total	\$ 226,839

GO DEBT SERVICE FUND	
Transfers	\$ 17,274

DEBT SERVICE FUND	
Debt Services	\$ 207,477

BUILDING CAPITAL IMP RESERVE FUND	
Capital Outlay	\$ 1,286,365

GENERAL OPERATING RESERVE FUND	
Reserve-Operations*	\$ 520,296

PARKS FEE FUND	
Parks Maintenance	\$ 33,679
Capital Outlay	109,670
Contingency	<u>50,620</u>
Fund Total	\$ 193,969

PARKS & REC IMPROVEMENT SDC FUND	
Parks Improvements	\$ 1,444,089

ASSESSMENT FUND	
Materials & Services	\$ 6,000
Debt Service	189,960
Contingency	<u>305,068</u>
Fund Total	\$ 501,028

CDBG HOUSING REHAB FUND	
Materials & Services	\$ 252,500
Contingency	<u>288,390</u>
Fund Total	\$ 540,890

WWTP DIGESTER PROJECT FUND	
Capital Outlay	\$ 612,931

STEELHAMMER LID PROJECT FUND	
Capital Outlay	\$ 847,370

CIVIC BUILDING PROJECT FUND	
Capital Outlay	\$ 1,502,850

STREET CAPITAL PROJECT FUND	
Street Improvements	\$ 253,095
Reserve for Future Expenditures*	<u>500,000</u>
Fund Total	\$ 753,095

SEWER CAPITAL PROJECT FUND	
Sewer Improvements	\$ 740,000
Reserve for Future Expenditures*	<u>1,364,316</u>
Fund Total	\$ 2,104,316

WATER CAPITAL PROJECT FUND	
Water Improvements	\$ 516,635

PARKS CAPITAL PROJECT FUND	
Transfers	\$ 10,620

FLEET REPLACEMENT FUND	
Capital Outlay	\$ 206,850
Reserve-Future Expenditures*	<u>1,146,848</u>
Fund Total	\$ 1,353,698

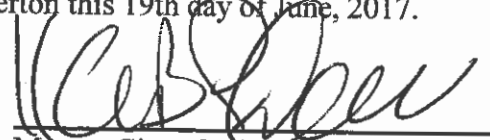
MAJOR EQUIP REPLACEMENT FUND
Capital Outlay \$ 980,353

EXTENDED LEAVE FUND
Personnel Services \$ 124,580

Section 4: The City Council hereby directs the City to certify to Marion County Clerk and the County Assessor the tax levy made by this resolution and shall file with them the required documents as required by Oregon Budget Law on or before July 15, 2017.

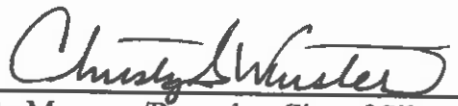
Section 5: That this resolution is and shall be effective after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton this 19th day of June, 2017.



Mayor, City of Silverton
Kyle Palmer

ATTEST



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

*Included for informational purposes only

CITY OF SILVERTON
RESOLUTION
17-26

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

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

1. Public Safety Volunteers

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

☒ Police reserve

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

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

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

3. Non-public safety volunteers

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

☒ Parks and recreation

☐ Other

3. Other volunteers

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

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


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

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

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

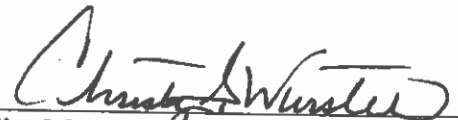
Section 2: That this resolution is and shall be effective after its passage by the City Council.

Resolution adopted by the City Council of the City of Silverton, this 19th day of June, 2017.



Mayor, City of Silverton
Kyle Palmer

ATTEST



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

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

To assessor of Marion County

**FORM LB-50
2017-2018**

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

☐ Check here if this is
an amended form.

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.

<u>306 S Water</u>	<u>Silverton</u>	<u>OR</u>	<u>97381</u>	<u>July 7, 2017</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Kathleen Zaragoza</u>	<u>Finance Director</u>	<u>503-874-2203</u>	<u>kzaragoza@silverton.or.us</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

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

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

PART I: TAXES TO BE IMPOSED

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

PART II: RATE LIMIT CERTIFICATION

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

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

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
Pool Operating Levy	November 6, 2012	2013	2018	275,000

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

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

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

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



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