



ADOPTED BUDGET

Fiscal Year

2016-2017

CITY OF PHOENIX
2016/2017 CITY OFFICIALS

ELECTED OFFICIALS:

MAYOR..... Jeff Bellah
COUNCIL MEMBERS..... Bruce Sophie
..... Terry Helfrich
..... Carolyn Bartell
..... Stan Bartell
..... Chris Luz

APPOINTED OFFICIALS:

CITY MANAGER..... Steven Dahl
CITY RECORDER..... Janette Boothe
FINANCE DIRECTOR..... Steven Weber
PLANNING DIRECTOR..... Matt Brinkley
POLICE CHIEF..... Derek Bowker
PUBLIC WORKS SUPERINTENDENT..... Vacant
CITY ATTORNEY..... J. Ryan Kirchoff
MUNICIPAL COURT JUDGE..... James Wickre

**CITY OF PHOENIX
BUDGET COMMITTEE
2016/17**

Steve Dahl, Budget Officer		112 W. 2 nd Street steve.dahl@phoenixoregon.gov	541-535-1955
Jeff Bellah, Mayor	(12/16)	703 1 st Street jeff.bellah@phoenixoregon.gov	541-944-3643
Terry Helfrich	(12/16)	700 Amerman terry.helfrich@phoenixoregon.gov	541-535-6867
Bruce Sophie	(12/18)	215 Phoenix Hills Dr. bruce.sophie@phoenixoregon.gov	541-535-1216 541-941-9428
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Chris Luz	(12/18)	121 Samuel Lane chris.luz@phoenixoregon.gov	541-261-3139 800-553-2312 ext 220
Robert Mumby	(12/18)	300 Meadow View Drive rdmumby@charter.net	541-535-2934
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Dorothy Cotton	(12/18)	PO Box 13 dorothy@mind.net	541-535-3132

**CITY OF PHOENIX
2016-2017
BUDGET CALENDAR**

- | | | |
|-----|--|-------------------|
| 1. | Prepare proposed budget | Feb. 2 - April 18 |
| 2. | Print 1 st notice of budget committee meeting | April 13, 2016 |
| 3. | Publish 2 nd notice of budget committee meeting on City's website at least 10 days before the meeting | April 20, 2016 |
| 4. | First Budget Committee Meeting | May 4, 2016 |
| 5. | Second Budget Committee Meeting | May 11, 2016 |
| 6. | Third Budget Committee Meeting | May 18, 2016 |
| 7. | Final Budget Committee Meeting & Recommendation | May 25, 2016 |
| 8. | Hold Budget hearing (governing body)
(publish not less than 5 days or more than 30 days before the hearing) | June 20, 2016 |
| 9. | Enact resolutions to:
Adopt budget
Make appropriations
Impose and categorize taxes | June 20, 2016 |
| 10. | Submit tax certification documents to the Assessor by July 15th | |

BUDGET MESSAGE

Fiscal Year 2016-2017

TO: Honorable Budget Committee Members

FROM: Steve Dahl, City Manager

It is my pleasure to present the proposed fiscal year 2016-2017 budget which has been prepared pursuant to Oregon Budget Law and through a cooperative effort by city staff.

The budget proposal continues the trend towards recovery from one of the gravest recessions in United States history. With the uptick in economic conditions, land use and building permit activity is rising in both residential and commercial builds. The revitalization of the downtown area is well underway with the completion of the internal road project between 2nd and 3rd street; the anticipated commercial development of a large national franchise; and new business openings. The City will continue its partnership with the Phoenix Urban Renewal Agency, after the issuance of \$3.5 million in full faith and credit obligations, which will bring the start of construction of the Phoenix Plaza building as well as other development opportunities along Main Street, Bear Creek Drive and the south couplet area. We have also seen an increase of community participation in City sponsored events such as the Easter Egg Hunt, Dog Days of Summer, high school parade, and sprinkler nights in Blue Heron Park. The City's urban growth boundary expansion process will continue as we work towards updating the Comprehensive Plan. In this past year, City staff has worked with consultants to complete the regional economic opportunities study, housing needs assessment, transportation systems plan as well as the parks and opens space master plan. In the coming year, an analysis of the local economic opportunity will be completed. In the fall we will see the completion of the Fern Valley Interchange project.

By adhering to the principles of financial conservatism, staff and Council have navigated constricting economic conditions to transition the City of Phoenix to a more financially stable position. Moving forward, we must remain mindful of the negative economic impacts felt by our community and citizens, but we must also protect our essential services and service levels with an eye toward economic growth and opportunity. Asking for too much too soon, could place a burden on the financial recovery of local citizenry and businesses. It is with careful consideration the 2016/17 proposed budget being presented by City staff continues the balance between fiscal restraint and community investment.

FISCAL YEAR 2016/17 BUDGET HIGHLIGHTS

The 2016/17 budget highlights a slower pace towards the future of Phoenix than we saw in the current year. As mentioned earlier, work will continue on updating the Comprehensive Plan as we look to expand into PH-5 and PH-10. For capital projects, new revenue streams from the voter approved diesel motor fuel tax as well as the Oregon Supreme Court's decision to confirm the City's ability to place on franchise fee on a local special district will provide resources towards the cost of future maintenance and improvement of City streets.

REVENUE PROJECTIONS

Property Taxes

Phoenix's permanent tax rate is **\$3.6463** per 1000 of assessed value. No action of the local government can increase the permanent tax rate. The assessed value of Phoenix is **\$281,371,963** and can be increased each fiscal year by 3 percent. Based on information received from the County Assessor's office, the property tax levy for the new year is projected to be; \$1,022,816. The estimated tax dollars to be received is **\$988,090**. This is similar to receipts for the 2015/16 fiscal year and continues with a higher collection rate of current year taxes then the City has experienced in recent years.

Franchise Fees

Franchise fees collected by the general fund have are flat in the current fiscal year which we anticipate will continue during the next budget cycle. Total franchise fees projected for the 2016/17 fiscal year are \$304,550.

State Revenues

Revenues received from the State are based on per capita distributions from several State collected taxes. For this budget cycle, the State is using a population figure of 4,585 for Phoenix. There are projected increases for the gas tax revenue line item while the liquor and cigarette taxes show a slight decrease. Total State revenues projected for the 2016/17 fiscal cycle are \$373,510.

Water Fund

The proposed budget includes small inflationary rate increases, in keeping with the water rate plan, to keep up with the rising price of labor and materials/services. The impact of the 13% rate increase implemented by the Medford Water Commission in January for purchasing water will be monitored throughout the year to determine whether changes are needed in the water rate plan.

EXPENDITURES

General Costs

During the 2016/17 budget process, staff has kept a conservative eye on the costs of their departments, to the extent practical, while still maintaining service levels. With the exception of personnel costs and a few other cost areas, the 2016/17 budget continues the concerted effort of maintaining expenditure activity in line with the previous budgets.

The current fiscal year has presented both prosperity from the continued rebound of the housing market as reflected in the property tax levy and continued challenges as certain costs continue to rise while some revenue areas remain constricted. There are still areas that could be impacted from the Oregon Legislature; reform of the state's property tax and highway funding system. Certain reform efforts on the Public Employees Retirement System (PERS) recently enacted were overturned by the Oregon courts. The court's decision along with the performance of the PERS fund, it is anticipated that the City will see increases in contribution rates over the next six years to reduce the unfunded liability. City staff will begin to look at efforts needed so that the impact on the financial stability of the City of Phoenix will be minimal.

Conclusion

In conclusion, budget preparation for the City began some four months prior to the final budget adoption. This task requires a talented and dedicated staff and is both complex and time consuming. We would like to acknowledge the time and effort of all staff members and department heads that give this task their complete attention above their normal everyday workloads. Finally, on behalf of the staff and community, I would like to thank the members of the budget committee for their time and dedication to complete this important public process



Steve Dahl, City Manager



Steve Weber, Finance Director

GENERAL HISTORY

Phoenix, Oregon is located three miles south of Medford, a commercial and shopping center; eight miles north of Ashland, a cultural and academic center; and only 24 miles north of the California border, in the mild climate of Southern Oregon. Just close enough to surrounding destinations to be convenient, yet still secluded enough to maintain the best of rural Oregon.

The town of Phoenix, Oregon was one of the earliest pioneer settlements in Southern Oregon. Many vestiges of its rich past are still visible today.

The impressive Colver House was located on Highway 99 at the south end of town before it burned down in 2008. The Colver House was built in 1855 by one of the first settlers, Samuel Colver. Colver came west from Ohio in 1850, taking up a donation land claim of 640 acres on a site where Phoenix now stands. The town site of Phoenix was laid out on property he donated to the city in 1854.

Back in the 1850's Phoenix was the hub of the Rogue Valley. The Rogue River and Modoc Indian Wars, the Northwest gold rush, and the onset of the Civil War all played a part in the growth of this frontier town.

With the completion of the Oregon & California Railroad through Phoenix in 1887, travel and trade changed in the region forever. For the first time, agricultural products could reach markets across the country and world. Fruit orchards, particularly pears, grew to become one of the leading industries in Phoenix.

Today, the past and present can be found side by side in Phoenix. Quaint stores and historic homes dot the downtown area, while just outside of the city lie orchards, small farms and rolling hills covered with pines and hardwoods.

MAYORS OF PHOENIX

Walter Moore.....	1909-1910
Augustus Moore.....	1911
Andrew H. Fisher.....	1912-1913
Fred Furry.....	1914
E. G. Coleman.....	1915-1920
Dr. T. J. Malmgren.....	1921-1922
E. G. Coleman.....	1923-1928
W. D. Barnes.....	1929-1936
W. D. Steadman.....	1937-1940
James F. Hays.....	1941-1944
Lillian Coleman.....	1945-1946
Robert Frame.....	1947-1948
Clifford H. Wallace.....	1949-1951
E. R. Claflin.....	1951-1952
Kathryn Stancliffe.....	1953-1954
Dan H. Adams.....	1955-1956
Vincent Claflin.....	1957-1958
Arthur H. Macintosh.....	1959-1960
Faye Carver.....	1961-1962
Darrell Paxson.....	1963-1964
Cecil Claflin.....	1965-1968
Ben Skudlarek.....	1969-1972
George M. Dunford.....	1973-1974
Jack M. Workman.....	1975-1978
Otto Caster.....	1979-1992
Don Russell.....	1993-1994
Jerry Greer.....	1995-1996
Larry Parducci.....	1997-2004
Vicki Bear.....	2005-2006
Carlos DeBritto.....	2007-2012
Jeff Bellah.....	2012-

PROFILE OF THE CITY OF PHOENIX

Population: 4,585

Area within the City: 1.44 square miles

Government:

Incorporated to State of Oregon in 1908
Council-Manager form of Government

Mayor and six councilors, elected at large.

Mayor: Jeff Bellah

Council Members:

Bruce Sophie

Terry Helfrich

Carolyn Bartell

Stan Bartell

Chris Luz



CITY SERVICE AREA:

Phoenix is located along Bear Creek, on the valley floor of the bowl-shaped Bear Creek Basin. The elevation is approximately 1,500 feet, with a hill rising about 1,690 feet. With the exception of this hill, the topography of the community is relatively flat, but slopes gradually toward the northeast and Bear Creek.

The city boundaries encompass approximately 1.44 square miles. There are an estimated 11.5 miles of paved roads. The water collection and distribution system contains over 50,000 lineal feet of piping (17.5 miles). Water is supplied to the city by the City of Medford.

Phoenix's estimated population is 4,585 with an urban growth boundary area population of approximately 494.

STRUCTURE OF THE MUNICIPAL GOVERNMENT

The City of Phoenix is a Constitutional Home Rule city, operating under the Council-Manager form of government. "Constitutional Home Rule" means that the voters of the city have taken from the state legislature and reserved to themselves, the power to adopt and amend their own city charter.

Elective Officials

The city council consists of six members, elected at-large. The council serves as the legislative and basic policy-making body of the city government.

The mayor is elected at large and serves as the ceremonial head of the city and the presiding officer of the council.

Appointive Officials

Appointive officers of the city shall be a municipal judge, a city manager, a recorder, and such other officers as the council deems necessary. Each of these officers shall be appointed and may combine any two or more appointive city offices and may designate any appointive officer to supervise any other appointive officer except the municipal judge in the exercise of his/her judicial functions.

RESPONSIBILITIES:

Mayor: At each biennial general election, a mayor shall be elected for a term of two years. The mayor shall be chairman of the council and preside over its deliberations. He shall not vote except in case of a tie vote of the members of the council present at the meeting. He shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council. The mayor shall appoint the committees provided for under the rules of council. He shall sign all approved records of proceedings of the council and countersign all orders on the treasurer. He has no veto power and shall sign all ordinances passed by the council within three (3) days after passage. With the consent of the council, he shall endorse all bonds of officers of the city and all bonds for licenses, contracts and proposals.

Council President: At the first meeting of every year, the council shall appoint a president from its councilors. Except in voting on questions before the council, the president shall function as mayor when the mayor is absent from a council meeting, or unable to function as mayor.

Council Vice-President: At the first meeting of every year, the council shall appoint a vice-president from its councilors. Except in voting on questions before the council, the vice-president shall function as mayor when the mayor and president are absent from a council meeting or unable to function as mayor.

Council: The city council consists of six members, elected at large. This body acts as the legislative body of the city. It is the duty of the council to adopt ordinances and resolutions relating to municipal affairs and to regulate appropriate measures for the good of the city. The council sets rates for utilities, establishes various user fees and sets employee salaries. The council adopts the annual budget for the city and monitors the revenues and expenditures. The council also performs any and all other functions required by ORS.

Administration: The administration of city business is handled through city hall. The finance director is charged with preparation of the annual budget and annual report. This position performs the accounting functions and invests city funds. The city manager seals and attests contracts of the city and all licenses, permits, orders and such other documents, which require this formality. The city manager is the custodian of all documents belonging to the city, which are not assigned to the custody of some other officer. Responsibility for maintaining the files and records retention system for the city also lies here.

The finance director is responsible for reviewing payment of city accounts payable, and the payments are performed by the city recorder. The finance director verifies invoices against purchase orders and inquires into any discrepancies. The city recorder maintains payroll records, prepares the payroll, payroll taxes, and benefit reports. She performs accounting tasks as assigned by the finance director, and assists the city manager with preparation for the Council meeting agendas, attends Council meetings and prepares the minutes.

The administrative assistant acts as the utility clerk. Utility billings and inquiries are the responsibility of the utility clerk. This position also acts as the primary receptionist. She greets the public, both in person and by phone, and directs inquiries to the proper department. . She also acts as court clerk. The court clerk is responsible for the municipal court records of the city. She accepts payments of fines, and maintains the court files. She attends municipal court and records the proceedings. She follows the direction of the municipal court judge and prepares the required reports.

There is also an administrative assistant that works for the Public Works Department. She performs backflow program management, records management for Public Works Department, and website administration. She completes all office personnel duties for the Public Works Department. This position also acts as the primary receptionist for the Public Works Department. She greets the public, both in person and by phone, and directs inquiries to the proper department.

Planning: The planning department is responsible for administering the City's Comprehensive Plan, making sure that new development is consistent with the Goals and Policies that have been adopted by the City Council. The Planning Director is responsible for preparation of the Comprehensive Plan and development code amendments to address local issues and maintain compliance with State and Federal laws. The Planning Director assists the public with processing of Land Use Applications brought before the Planning Commission and the City Council, along with assisting land owner and developers with the processing of new subdivisions. The Planning Director is also responsible for coordinating with other Local, State, and Federal agencies and the public regarding regional planning and transportation issues, flood plain issues, water ways, City projects and community problems.

Building: Due to legislative requirements, beginning July 1, 2000, the Building Department has been set out as a separate department. The City contracts with a Building Inspector, Plumbing and Mechanical Inspector and Electrical Inspector, to issue the permits required by State and Local regulations. These contracted personnel are responsible for reviewing the permit applications and performing site and plan reviews.

Law Enforcement: The police department is responsible for law and order, peace and safety in the city, under the direction and control of the police chief, subject to the direction of the city manager. The police chief has charge and supervision of all personnel and property attached to the police department. In addition to the police chief, the department is comprised of six officers, a lieutenant, school resource officer, code enforcement, and a records clerk. The police staff patrols the streets, investigates crimes and conducts criminal investigations.

Public Works: The public works department, led by the Public Works Superintendent is responsible for the operation and maintenance of water and storm facilities, streets, and public parks. The Public Works Superintendent gives supervision and direction to a three-member public works crew. The Public Works Superintendent also coordinates with Local, State, and Federal agencies to ensure that services provided meet the needs and requirements of the community.

PERSONNEL

NUMBER OF EMPLOYEES

The City of Phoenix has budgeted for 23 employees for fiscal year 2016/2017. This includes 22 full-time employees—City Manager, City Recorder, Finance Director, Administrative Assistant, Planning/Building Director, Assistant Planner, Police Chief, Lieutenant, School Resource Officer, Code Enforcement Officer, Traffic Safety Officer, Police Records Clerk, and five patrol officers, Public Works Superintendent, Administrative Assistant (with the public works department) and Public Works four member crew.

STAFF ALLOCATION

Detail by Activity

DEPARTMENT/FUNCTION

EXECUTIVE:

City Manager	<u>.65</u>
	.65

ADMINISTRATION:

Finance Director	.50
City Recorder	.45
Administrative Assistant	<u>.15</u>
	1.10

POLICE:

Chief	1.00
Lieutenant	1.00
Police Officers	7.00
Code Enforcement Officer	.375
Administrative Assistant	<u>1.00</u>
	10.375

PLANNING:

Planning Director	.60
Associate Planner	<u>.60</u>
	1.20

BUILDING:

Planning Director	.40
Associate Planner	<u>.40</u>
	.80

PUBLIC WORKS:

Street	
City Manager	.15
Finance Director	.15
Superintendent	.35
Laborer	1.46
City Recorder	.20
Administrative Assistants	<u>.25</u>
	2.56
Water	
Laborers	1.93
Superintendent	.60
City Manager	.20
Finance Director	.35
City Recorder	.35
Administrative Assistants	<u>1.55</u>
	4.98

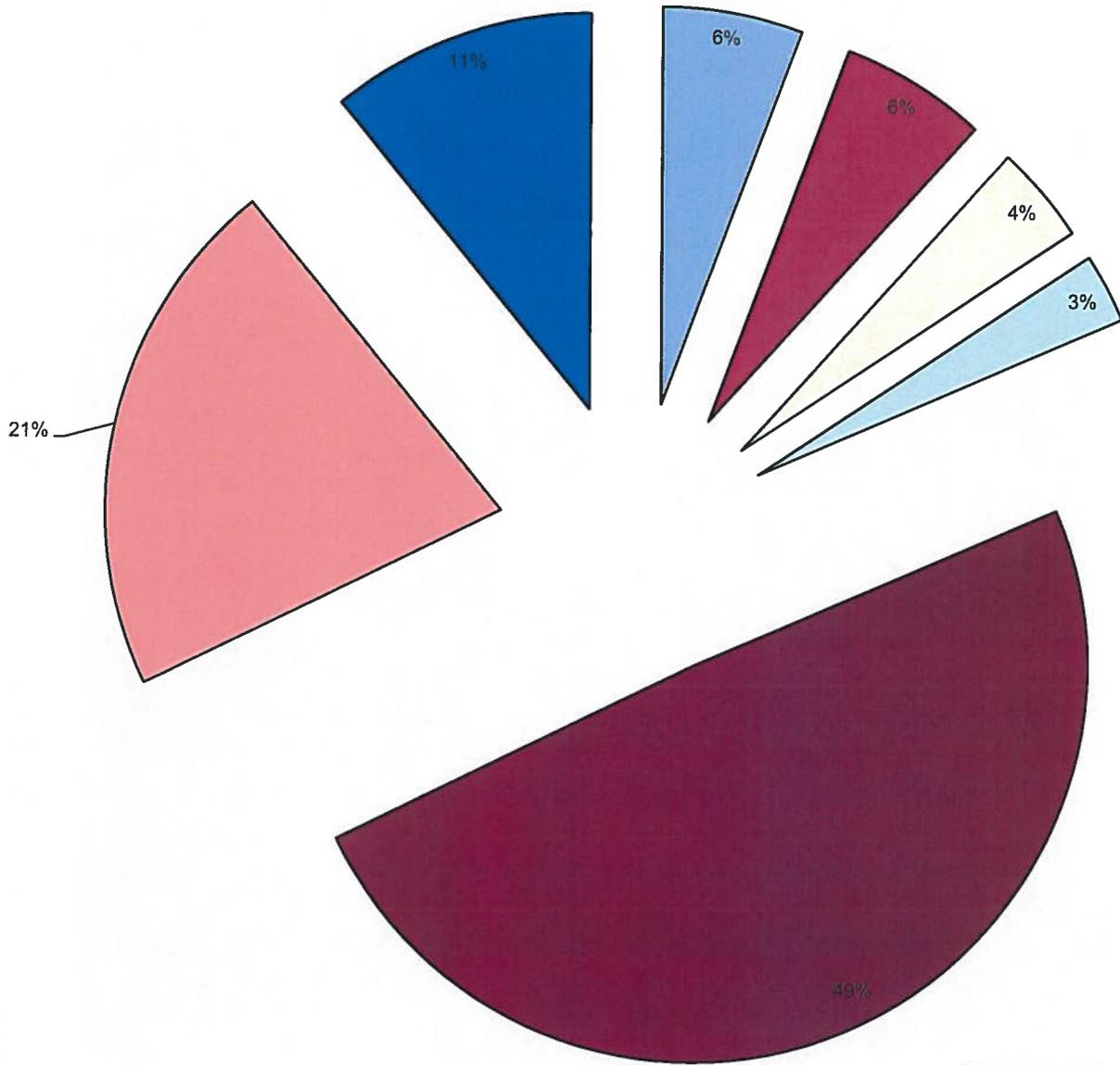
Parks

Laborers	.61
Superintendent	.05
Administrative Assistant	<u>.05</u>
	.71

TOTAL

22.375 FTE

PERCENTAGE OF SALARY BY DEPARTMENT



- ADMIN
- PLANNING
- BLDG
- PARKS
- POLICE
- WATER
- STREET

BUDGET OBJECTIVE

A budget is a financial plan that includes estimates of expenditures and revenues for a single fiscal year. The local budgeting process provides procedures for evaluating a local government's needs and identifying revenue sources to meet those needs. A completed budget provides a means of controlling expenditures and a justification for imposing property taxes.

Budgeting is an essential element of the financial planning, control, and evaluation processes of governments. The planning process involves determining the types and levels of services to be provided and allocating available resources among various departments, programs, or functions. Financial control and evaluation processes typically focus upon assuring that fixed expenditure limitations (appropriations) are not exceeded and on comparing estimated and actual revenues.

The budget authorizes and provides control of financial operations during the fiscal year. Upon adoption, the expenditure estimates in the fixed portion of the annual comprehensive budget, as modified by the legislative body, are enacted into law through the passage of an appropriations resolution. The appropriations constitute maximum expenditure authorizations during the fiscal year, and cannot legally be exceeded unless subsequently amended by the legislative body. Expenditures should be monitored through the accounting system to assure budgetary compliance. Unexpended and/or unencumbered appropriations lapse at year-end.

A local government's budget is a public document. Anything connected with the budget is subject to public inspection. The budget is a guide to the financial management of the local government. It provides information that encourages public participation in government. The Budget Officer should temper the detail of the budget with common sense to make the document as informative and uncomplicated as possible.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Phoenix operates under the laws of the State of Oregon and the Phoenix Municipal Charter. The City operates under a Council-Manager form of government. A budget is prepared for all funds in accordance with the modified fund types, the budgetary basis of accounting is the same as generally accepted accounting principles. The following is a summary of the more significant policies, including identification of those policies.

A. REPORTING ENTITY

The City is a general-purpose government and provides public safety, street improvements, parks and recreation, and general administrative services. In addition, the city operates the water system.

B. BASIS OF PRESENTATION – FUND ACCOUNTING

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. The City's resources are allocated to and accounted for in individual funds depending on what they are to be spent for and how they are controlled. The following are the fund types and account groups used by the City:

GOVERNMENTAL FUND TYPES:

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities on the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Governmental funds focus on measuring changes in financial position, rather than net income; they present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

GENERAL FUND

The purpose of the General Fund is to record financial transactions related to all activities for which specific types of funds are not required. It is the general operating fund for the local government. Most local governments have a General Fund. Many small local governments have only a General Fund. This fund accounts for all financial resources and expenditures, except those required to be accounted for in another fund. The principal revenue sources are property taxes, state revenue sharing, building permits, franchise fees, fines and forfeitures

SPECIAL REVENUE FUNDS

These funds account for revenue derived from specific taxes or other earmarked revenue sources required by statute, charter provision, or the terms of a grant, including federal and state grant awards, which are legally restricted to finance particular functions or activities. The number of such funds depends upon the activities of the local government and how it is funded. Some city home rules charters provide for a general fund and several other special funds. The general requirement is that dedicated revenues must be used for the specific purpose authorized, and separate funds should be established for them.

SEPARATE FUNDS FOR LOCAL OPTION TAXES

A separate fund must be established for each local option tax providing money for a specific purpose. The money received must be retained and spent only for the purpose for which the tax was approved. This provides fiscal integrity for the local option tax and ensures that it is used to carry out the purpose described in its ballot measure. If expenditures from a specific purpose local option tax fund are no longer needed, the governing body may abolish the fund and transfer the balance and any future proceeds to the general fund. The tax imposed for the special fund then must be discontinued.

Revenue from local option levies for operations may be budgeted in the general fund.

CAPITAL PROJECT FUNDS

A Capital Project Fund is used to record all resources and expenditures used to finance building or acquisition of capital facilities, which are nonrecurring major expenditure items. Resources can include the proceeds from the sale of general obligation bonds, tax revenue from purpose local option taxes, grants, transfers from other funds, or other revenues authorized for financing capital projects. A separate fund is normally established when a capital project or series of projects is authorized. It is dissolved when the project is

completed. Several related projects financed from one bond issue may be accounted for in one fund if there are no provisions to the contrary in the authorization to sell the bonds.

DEBT SERVICE FUNDS

These funds are used to budget for payment of principal and interest on all long-term debt, including that payable exclusively from revenue-producing enterprises [OAR 150-294.352(1)]. There may be several bond issues accounted for in one debt service fund, but you must establish separate funds for general obligation bonds and revenue bonds. Transactions to record the redemption of existing bonds with proceeds of refunding bonds are also recorded in debt service funds.

Resources dedicated to repay bonds cannot be diverted or used for any other purpose. Transfers from a Debt Service Fund are not allowed in most cases. There are two conditions under which a transfer may be made:

1. To repay an interfund loan that was made to the debt service fund from other moneys when collections of taxes levied for exempt bonded indebtedness were not sufficient. Such transfer should be budgeted as a requirement in the debt service fund called "Loan repayment to _____ Fund."
2. If a surplus remains after all interest and principal of the bond are paid, the fund may be dissolved and the balance transferred to the General fund, unless other provisions were made when the fund was created.

As stated above, attorney's fees and other expenses related to the preparation, authorization, issuance and sale of the bonds cannot be paid from a debt service fund if the fund includes a property tax levy that is categorized as excluded from limitation.

RESERVE FUND

A local government may set up a Reserve Fund, a type of special revenue fund, to accumulate money for financing the cost of any service, project, property or equipment that the district can legally perform or acquire (ORS 294.346). Under Local Budget Law, a Reserve fund is the appropriate way to save money from year to year. Expenditures can be appropriated and made directly from a reserve fund.

Any local government by resolution or ordinance can set up a Reserve Fund. The governing body may specify a time limit in which the money can be added to the fund. At least every ten years after the establishment of a reserve fund, the governing body review the fund to decide if it should be continued or abolished. Any unexpended or unobligated balance left in the fund after it is abolished can be transferred to the General fund or any other fund designated by the governing body.

Money in the Reserve Fund can only be used for the purpose for which the fund was established. Expenditures for that purpose may be budgeted and appropriated directly from a reserve fund.

ENTERPRISE FUND

These funds are established to finance and account for acquiring, operating, and maintaining facilities and services which are primarily self-supporting from user charges and fees. A separate fund makes it possible to set up separate accounting data on the operations of the facility. This information can be used to determine what the service charges should be. It can also provide better control and information on the management of the resources and expenditures. Examples of enterprise funds are: water, gas and electrical utilities, swimming pools, airports, parking garages and transit systems operated by cities, and some school food service operations. Separate funds may be established for each utility or enterprise.

C. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Local governments are required to maintain accounting records by fund, using a cash, modified accrual, or accrual basis of accounting. The selection of the basis of accounting is up to each local government. The City of Phoenix operates on a modified accrual basis.

BUDGETS AND BUDGETARY ACCOUNTING

SCOPE OF THE BUDGET

Each local government must prepare estimates of expenditures and other budget requirements by line item for the upcoming fiscal year.

Local Budget Law requires that expenditures and other requirements be shown in the budget in certain ways. The budget is broken down into funds. The expenditure line items for each fund must be identified in one of two ways, either by organizational unit or program, depending on how the district is structured and the services it provides. Subdividing a fund into organizational units or programs can make the budget more understandable.

Organizational Unit

An organizational unit is an administrative subdivision of the local government, which is responsible for specific services, functions or activities. These are usually identified as departments, divisions, offices, etc. For example, a city may be structured in to organizational units such as Police Department, Public Works Department, Office of the City Manager, etc.

Program

A program is a group of related activities aimed at accomplishing a major service or function. Programs could include services and functions such as: fire protections, water, street maintenance, etc.

Whether a local government is structured by organizational units or programs the budget must contain the following:

1. The estimated expenditures of the General fund and all special revenue funds arranged by organizational unit or program and activity. They must be categorized by personal services, materials and services, and capital outlay.
2. In addition, separate estimates must be made in each fund for special payments, debt service, interfund transfers, operating expenses and general capital outlays that cannot be allocated to one particular unit or program.

3. **Personal Services** include salaries, benefits, workers compensation insurance, social security taxes, and other costs associated with having employees.
 - a. The estimated expenditures for personal services must include a listing of the salaries for each officer and employee, except hourly wage and part-time employees. Employees of like classification and salary range may be listed by the number of those employees, the limits of each salary range and the amount of their combined salaries. The number of employees may be stated in full time equivalents.
 - b. Personal Services estimates may include a separate schedule detailing the salaries of persons who perform services for two or more organizational units or programs. For example, one staff member may provide services to the administration office and the police department.
4. **Materials and Services** include a separate estimate for: (a) contractual services (attorney or accountant fees), (b) materials (such as office supplies, fuel or repair parts), and (c) other operating expenses (such as utilities, insurance or education and travel). Estimates should be detailed sufficiently to disclose all proposed expenditures, but may be combined into logical groupings such as office supplies, utilities, etc.
5. **Capital Outlay** is expenditures that result in the acquisition of, or addition to fixed assets. Fixed assets are defined as assets of a long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment. Each local government may establish its own criteria or cost threshold for distinguishing capital outlay expenditures from other operating expenses.
6. **Debt Service** includes the repayment of any loan, bond, or other borrowing. Expenditures for repaying bond principal and interest for which a separate property tax levy is imposed should be in a debt service fund and should be separately shown for each bond issue, with separate amounts for principal and interest payments. Each bond issue should be identified by both the issue date and the exact payment date. Any unappropriated ending fund balance associated with the bond issue must be itemized by the payment date and amount, and separately identified by bond issue. Repayment of other loans or borrowings may be identified less specifically. A debt service payment not requiring a separate tax levy may be included in the general fund or another fund.
7. **General Operating Contingency** may be included in any operating fund. The estimate is based on the assumption that operations may necessitate spending during the year on

items that cannot be specifically identified at the time the budget is being prepared. The contingency is not a separate fund. It is a line item within an operating fund; separate from any of the other major object classifications.

Each operating fund is allowed one appropriation for a general operating contingency. A non-operating fund cannot have an appropriation for a contingency. The expenditures in non-operating funds can usually be accurately estimated and are not subject to unexpected variations arising from operations. A debt service fund is an example of a non-operating fund that cannot contain an operating contingency.

The contingency estimate must be reasonable, based on past experience, and consistent with the purpose of the particular fund involved. It cannot be made in place of an estimate for expenditures which are known to be necessary and can be anticipated. It must not be used to cover up improper or loose budgeting practices. It must not be used as a "savings account" in which to sequester excess revenues.

During the Fiscal year, money budgeted and appropriated as contingency must be transferred to another appropriation category before it can be expended. A resolution or ordinance or a supplemental budget must be passed before any of the contingency can be transferred. If the expenditure is to be made from another existing appropriation category, a resolution or ordinance may often be used to authorize the transfer and expenditure. The operating contingency then is reduced and the receiving appropriation category increased by the same amount so the fund remains in balance. If there is no existing appropriation category suitable for the expenditure, then a supplemental budget is required to create the appropriation category and transfer the resources from contingency.

There is no statutory limit on the amount which may be budgeted and appropriated for general operating contingency. However, the amount which may be transferred from contingency by resolution over the course of a year is limited to 15 percent of the amount originally appropriated in the fund. Transfers which in total exceed 15 percent of the original appropriation may be made only after adopting a supplemental budget for that purpose.

For example, if the total appropriation in a fund is \$100,000, including \$20,000 for the general operating contingency, only 15 percent, or \$15,000, of the appropriation may be

transferred from the contingency appropriation by resolution or ordinance. The remaining, \$5,000 can be transferred only through a supplemental budget.

8. **Unappropriated Ending Fund Balance** purpose is to provide the local government with a cash or working capital balance with which to begin the fiscal year following for which this budget is being prepared.

When calculating the amount of an unappropriated ending fund balance, determine your cash requirements between July 1 of the fiscal year following the one for which you are budgeting, and the time sufficient revenues will become available from other sources to meet cash flow needs. The maximum amount that should be budgeted in an unappropriated ending fund balance is the difference between the cash requirements and the other resources available during that period. Do not use an unappropriated ending fund balance as a "savings account" in which to sequester large amounts of excess funds.

Do not include an unappropriated ending fund balance in the resolution or ordinance making appropriations. No expenditures can be made from an unappropriated ending fund balance during the year in which it is budgeted. The only exception to this is in an emergency situation arising during the year by involuntary conversion (theft, vandalism, accident, etc.), civil disturbance or natural disaster. If such an emergency occurs and the revenue in the unappropriated ending fund balance is needed to replace the damaged property, it may be appropriated with a resolution or ordinance or through a supplemental budget after that event occurs.

Toward the end of the fiscal year in which an unappropriated ending fund balance is budgeted, the budget officer should monitor actual cash flow carefully. A revenue shortfall during the year may mean that spending may have to be reduced to have sufficient cash in the unappropriated ending fund balance. If expenses cannot be reduced, then the actual amount in the unappropriated ending fund balance may be less than planned. This is allowed as long as expenditures remain within the fund's budgeted appropriation authority and there has been a revenue shortfall.

LONG TERM DEBT

REVENUE BONDS

Advanced Refunding Bonds – Series 2015A

On June 30, 2015 the City issued \$1,815,000 of full faith and credit refunding obligation bonds, Series 2015A, the proceeds of which retired, in full, two Water Revenue Bonds (Phase I, Loan 91-03, in the principal amount paid of \$935,386 and Phase II, Loan 91-05, in the principal paid amount of \$921,921) totaling \$1,857,307 of principal owing as of the refunding issuance date. These water revenue refunding bonds were issued at a premium of \$114,452, and, carried issuance costs, underwriter discounts, and fees amounting to \$57,002. This advanced refunding was undertaken by the bonds, retiring existing debts carrying interest costs of about 4.75% to the City, along with taking advantage of net premiums, at refunding issuance, mentioned above. Differences in overall costs could amount to over \$625,000 in savings to the City comparing the total amortization schedules of the two defeased bonds to the advanced refunding bonds amortization schedule. Principal and interest payments will be made from the Water Fund.

Full Faith and Credit Obligation Bonds – Series 2015B and Series 2015C

On September 29, 2015 the City issued \$3,320,000 of full faith and credit obligation bonds, Series 2015B and 2015C, to finance projects in the City's urban renewal area and to pay for costs of issuance, sale and delivery of the bonds. In conjunction with the issuance of the bonds, the City and Phoenix Urban Renewal Agency (the Agency) entered into an intergovernmental agreement, where the Agency shall transfer tax increment revenues and proceeds to the City in amounts and times sufficient for the City to pay the Series 2015B and Series 2015C obligations under the terms of such obligations.

CONTRACTS PAYABLE

Water Contracts

Storage #1 - \$269,950 payable to the United States of America, for water storage in Lost Creek Lake, a U.S. Army Corps of Engineers owned facility. Annual payments of \$10,643, including interest of 3.253% are payable each July 25th through 2031. Principal and interest payments are made from the Utility Water Fund.

DEBT SERVICE SCHEDULE

<u>FISCAL YEAR</u>	<u>WATER CONTRACTS</u>	<u>REFUNDING BONDS SERIES 2015A</u>	<u>REFUNDING BONDS SERIES 2015B & 2015C</u>	<u>ANNUAL TOTAL</u>
2016-2017	10,643	120,150	234,092	364,885
2017-2018	10,642	119,250	237,292	367,184
2018-2019	10,643	123,000	234,980	368,623
2019-2020	10,643	121,700	237,105	369,448
2020-2021	10,643	120,400	238,790	369,833
2022-2026	53,214	606,825	1,176,800	1,836,839
2027-2031	53,215	608,900	1,181,800	1,843,915
2032-2036	10,642	603,500	942,200	1,556,342
2037-2038	-	122,400	-	122,400
Totals	\$ 170,285	\$ 2,546,125	\$ 4,483,059	\$ 7,199,469

THE BUDGET COMMITTEE AND APPROVING THE BUDGET

BUDGET COMMITTEE MEMBERS

The budget committee is a local government's fiscal planning advisory committee. The governing body of each local government must establish a budget committee. The budget committee is composed of the governing body and an equal number of electors appointed by the governing body. An elector is a qualified voter who, for example, has the right to vote for a ballot measure submitted by the local government.

If, after a good faith attempt, the governing body cannot find a sufficient number of registered voters who are willing to serve, those who are willing and the governing body become the budget committee. If no willing electors can be found, the governing body is the budget committee.

The appointive members of the budget committee cannot be officers, agents, or employees of the local government. An agent, generally, is someone who is authorized to act for the local government, or who can make commitments or sign contracts in the name of the local government. This is sometimes a grey area if an appointee candidate already serves on other advisory committees or commissions of a local government. If you are in doubt about whether a particular person is an agent, consult your legal counsel.

Spouses of officers, agents or employees of the local government may serve on the budget committee if they are qualified electors and not themselves officers, agents, or employees.

Appointive members of the budget committee are appointed for three-year terms. The terms must be staggered so that about one-third of the terms end each year. When a new local government is appointing its first budget committee, the terms may be for one year, two years and three years for each third of the appointive members. After the first two years, the local government will then be able to appoint all new members to three-year terms.

Appointed budget committee members may be reappointed for additional terms, at the discretion of the governing body.

If an appointive member of the budget committee is unable to complete the term, or resigns before the term is over, the governing body must appoint another elector to serve out the unexpired portion of the term.

There is no provision in budget law for “stand-by” or “alternate” appointed members.

All members of the budget committee have equal authority. Each member’s vote counts the same. Any member can be elected by the committee as its chair.

No member of the budget committee (including governing body members) may receive any compensation for their services as a member of the budget committee.

Budget committee members should develop a general understanding of the budget process, the departments or programs included in the budget document, and the legal constraints imposed on the local government’s tax levy after budget committee approval. “*Local Budgeting in Oregon*” is recommended as a good resource for budget committee members for information on the basics of taxation and budget law. This publication can be found at https://www.oregon.gov/DOR/forms/FormsPubs/local-budgeting-oregon_504-400.pdf.

You can also request copies of the booklet by calling the Finance and Taxation analysts at 503-945-8293.

DUTIES OF THE BUDGET COMMITTEE

The budget committee meets publicly to review the budget document as proposed by the budget officer. The committee receives the proposed budget and the budget message and holds at least one meeting in which the public may ask questions about and comment on the budget. Notice of the first meeting held for these purposes must be published in a specific way. The committee must eventually approve the budget and, if ad valorem property taxes are required, approve the amount of tax or the rate per \$1000 of assessed value for each levy that will be certified to the assessor.

The budget committee may meet from time to time throughout the year at the governing body’s discretion for purposes such as training. All of these meetings are open to the public and notice of the meeting must be given in the same manner as notice for meetings of the governing body, or through one of the local budget law publication methods. Take care not to discuss specifics of the ensuing year’s budget at these informal meetings until the notice requirements for the first budget committee meeting have been satisfied.

COPIES OF THE BUDGET

The budget officer may make the proposed budget available to the budget committee at any time before the first budget committee meeting advertised in the notice. Alternatively, the budget officer may choose to make the budget available at the first budget committee meeting. Immediately following the release of the proposed budget to the budget committee, the budget officer must file a copy of the budget in the office of the governing body. This copy becomes a public record. The governing body must provide copies of this budget, or a means of quickly duplicating it, to any interested person. A local government may charge a fee for the copy.

BUDGET COMMITTEE MEETINGS

The budget committee must have a quorum present to hold a meeting. A quorum is a majority of the total membership of the committee. For example, if the budget committee has 10 members, six must be present to hold a meeting.

The committee elects a presiding officer from among the members at the first meeting. The budget committee also hears the budget message at its first meeting. One of the committee's most important duties is to hear and consider any testimony presented by the public about the budget.

The budget committee reviews and, if a majority of the committee feels it is necessary, revises the proposed budget submitted by the budget officer. The committee generally studies the budget by comparing the two previous years' actual data, the current budgeted data, and the figures proposed by the budget officer. The budget committee may reduce or increase the estimates of resources and requirements proposed by the budget officer. Among the most common items discussed are the questions of taxation (how much?) and allocating revenues and expenditures (where will the spending occur?). If the amount of tax revenue needed to balance the budget exceeds the local government's existing taxing authority, the committee may decide that the additional amount needed should be requested from the voters in the form of a local option tax. If the committee decides to stay within its existing taxing authority, and other resources cannot be found, then the committee must reduce budgeted requirements to balance the budget. The committee must ultimately balance each fund and approve the budget. Committee members may not discuss or deliberate on the budget outside of a public meeting.

The committee may ask questions of the executive officer or other staff, and request additional information. The committee is entitled to receive any information it needs to make decisions about the budget.

Any budget committee action requires the affirmative vote of a majority of the total budget committee membership. For example, if only six members of a 10-member committee are present, they have the quorum necessary to meet, but they all must vote in favor of any proposed action to achieve the required majority.

The budget committee may approve the budget at the first meeting. However, it could take several meetings to do so. When the budget officer prepares the budget calendar, several budget committee meetings can be scheduled. The public notice then can include the date, time and place of each of the meetings. If more meetings are needed than were scheduled, give notice of those meetings in the same manner as notice of meetings of the governing body or by one or more of the publication methods used for the initial budget committee meetings.

THE CITY OF PHOENIX BUDGET PROCESS

The budget for the City of Phoenix is implemented every year on the first working day in July. Preparation of the budget begins each year by mid-February. At that time the budget officer prepares the budget forms for each department. These forms give the two years, along with the budget and actuals to-date of the current year. The Finance Director estimates the expenditures for the remainder of the current year. The department heads then review this analysis and submit their requests for the coming year.

The department heads meet with the budget officer, as needed, to review, revise, and balance the budgets. Capital projects are analyzed to insure that they conform to the city's capital improvement plan and the city's goals.

The Budget Committee is composed of an equal number of qualified electors and the City Council. The Budget Committee meets publicly to review the budget document as proposed by the budget officer. At these meetings, any citizen may comment on programs and projects included in the budget. Meetings are publicized as required.

The Budget Message is presented by the budget officer at the first meeting of the Budget Committee. During this and following Budget Committee meetings, the Budget Committee reviews the revenues and expenditures for each fund, and either revises the budget figures or approves them as presented.

After the proposed budget is approved by the Budget Committee, it is published in a newspaper of general circulation in summary form. The full budget document is made available during regular business hours at the City Hall for anyone to review. Publications also notify the public of the dates of the Revenue Sharing hearing, and the date that the budget goes before the City Council for approval. These meetings are also open to the public for questions or comments.

Prior to June 30, the budget is legally enacted by the City Council through passage of a Resolution. The Council shall not increase the amount of estimated expenditures for any fund by more than 10%. The budgets for General, Special Revenue, Capital Projects, and Debt Services are adopted on a basis consistent with generally accepted accounting principles. Appropriations lapse at the end of each fiscal year.

There are two methods by which Oregon State Budget Law allows the city's budget to be updated in case of unforeseen circumstances. The City Council may authorize supplemental appropriations during the year by adopting a supplemental budget. This procedure requires public hearings, newspaper publications, and approval by the City Council. In addition, if the estimated expenditures in the supplemental budget are 10% or more of the expenditures of the annual budget fund being adjusted, the Budget Committee must be reconvened.

The second alternative is to transfer budgeted amounts within a fund or from the General Fund to any other fund. Normally, these transfers are made between the contingency and a previously budgeted category that needs additional budget. Transfers from contingency are limited to 15% of the total appropriation to which it will be transferred; more than 15% would require a supplemental budget. These budget transfers must be adopted by resolution of the City Council.

General Fund

Revenues

The beginning fund balance and projected revenues for fiscal year 2016-2017 total \$2,789,245 and come from 5 main sources:

1. *Property taxes* make up more than half of the general fund revenues. They are based on a set levy as described in the budget message. Previous years we have seen growth in the revenue as the housing market has recovered from the downed economy. Based on information received from the Jackson County Assessor's office this year's levy is projected to have the standard 3% increase. The amount of revenue we are anticipating is based on the history of collections. This amount is slightly higher than the previous year.
2. *Franchise Fees* are those fees paid by utilities for use of the public right-of-way and are based on a percentage of revenues. Pacific Corp. is the largest share of franchise fees followed by Avista, Century Link, Rogue Disposal, and Charter Communications. These revenues are projected to stay flat in the coming year.
3. *Intergovernmental Revenues* are those dollars that come to us from other governments, the largest of which are the state shared revenues, the Liquor tax; State allocated revenue, and Cigarette tax. These are followed by the contributions from Phoenix School district which is a reimbursement for half of the School Resource Officer's time spent on campus.
4. *Licenses and Permits* include business licenses fees, building permits, and Land use applications. The majority of these revenues come from the business licenses and building permits which are returning to more normal levels.
5. *Fines and Forfeitures* have been experiencing a steady increase in recent years, primarily due to the Fern Valley Interchange project. The proposed budget is in line with the trend that has been happening over the past few years which we feel will continue in the coming year.

Expenditures

In fiscal year 2016-2017, we have budgeted for \$1,876,895 in expenditures excluding our operating contingency from the General Fund. This is a slight increase of .81% from that of the prior year budget. General Fund expenditures are divided into five categories: Personal Services, Materials and Services, Capital Outlay, Debt Service, and Transfers.

In order to minimize the gap between current year revenues and current year expenditures, as well as being precautionary and prudent, the city departments held expenditures at or below last year's levels wherever possible.

Fund Balance

As you will see the Fund Balance is being divided into 5 classifications. They are:

Non-Spendable – Resources that are not spendable because they are not in a spendable form, i.e. prepays, inventory, long term receivables and notes receivable, and property held for sale. They are legally or contractually to be retained intact, like the principal amount in a permanent fund.

Restricted – Restrictions imposed by third parties like creditors, grantors, contributors, and regulators. This is usually enabling legislation such that a third party could legally compel the organization to stick to the commitment.

Committed – Resources committed by the governing body using the highest level of decision making authority such as resolutions. Restriction remains unless similar action is undertaken to affect a change. These amounts are not deemed to be legally enforceable as is the case for the restricted classification.

Assigned – Resources constrained based on the intent of the organization that are neither committed nor restricted. Bases on the members of the organization delegated with the authority to make such assignments such as, management.

We have been conservative on our budgeted revenue, while maintaining proposed expenditures at levels consistent with prior years wherever possible. There is a budgeted reduction in Fund Balance in the upcoming year of approximately \$98,355, which is primarily from Operating Contingency of \$100,000.

GENERAL FUND RESOURCES

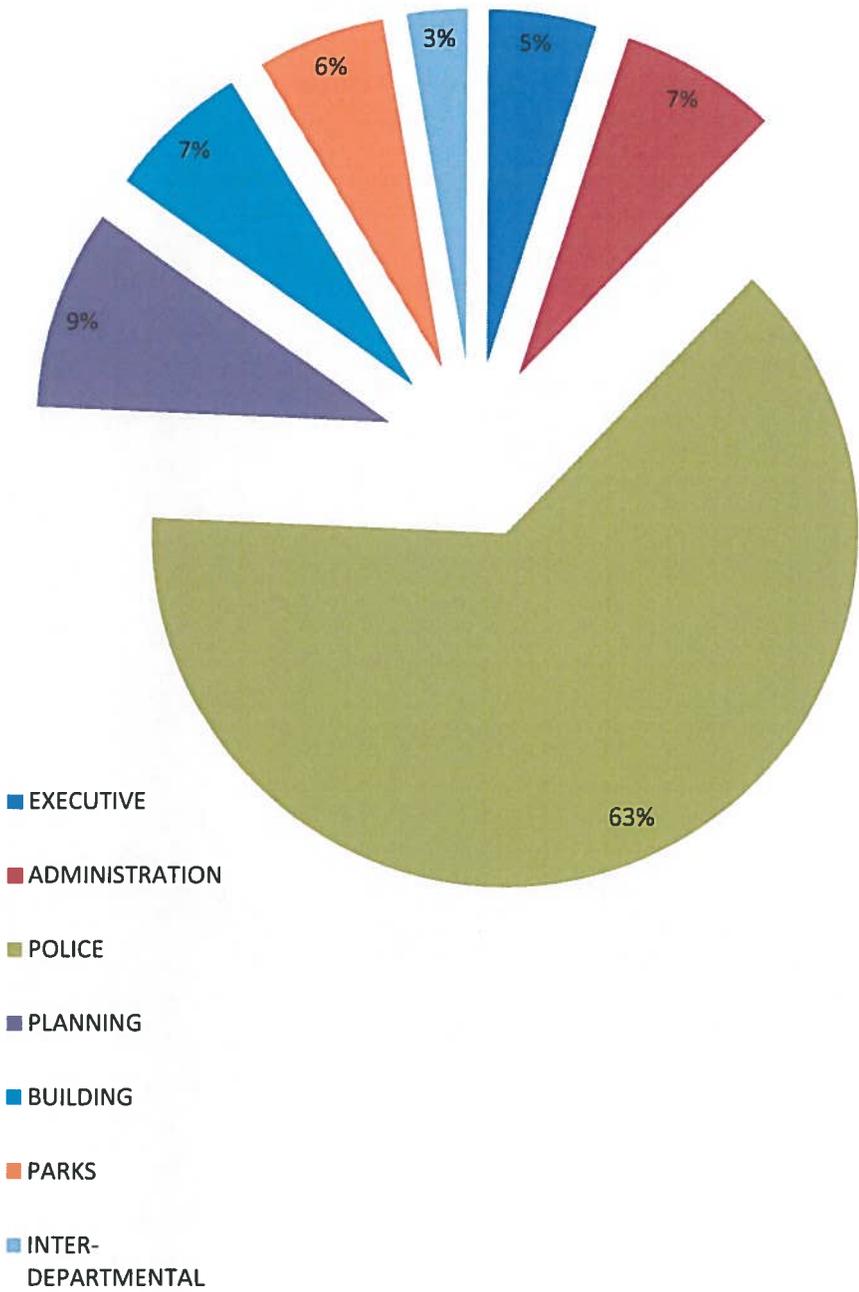
Net Working Capital (Accrual Basis)	\$910,705
Estimated anticipated carry over from 2015-2016	
Delinquent Taxes	\$33,800
Property Taxes from prior years anticipated to be collected during 2016-2017	
Delinquent Tax Interest	\$770
Interest collected on delinquent taxes	
Motel Tax	\$15,300
Total Motel Tax anticipated to be received \$27,820. This is the amount allocated to General Fund. Other allocation to Advertising & Promotion and Tourist Usage.	
SDC Administration	\$1,000
Administration of SDC collection	
Lien Search	\$640
Researching any liens against properties	
Fingerprints	\$11,300
Charges for fingerprinting a person	
Plan Check	\$5,300
Reviewing Plans	
Business Licenses	\$25,200
Currently we have 410 registered businesses. Cost of business license is \$60.00 per year plus an additional \$6.00 per employee over/above two.	
Liquor Licenses	\$630
Administrative fee for processing licenses to sell alcohol	
Land Use Applications	\$9,200
Applications have increased due to construction activity	
Building Permits	\$38,600
The fees can only be used to cover the cost of the Building Dept. Revenue increasing due to anticipated activity	

Fence Permits	\$200
Revenue is consistent with prior years	
Electrical Permits	\$6,800
The Electrical Permits are required to be accounted separately from other building permit fees.	
Fines & Forfeits	\$204,130
Fines collected through Municipal Court for traffic municipal and code violations.	
Delinquent Interest	\$8,280
Interest collected on delinquent fines	
Designated Fines & Forfeits	\$16,800
Monies received for writing into Jackson County Justice Court. General Fund receives 60% and the restricted amount is 40%	
Designated Municipal Traffic Violations	\$5,400
The \$5.00 per ticket written that City Council approved to be used for traffic equipment	
Franchise Fees	\$304,550
Fees for using city's right-of-way for public and private utilities. Percentages are as follows:	
Avista/gas.....5%.....Expires: 06/01/2025	
Charter.....5%.....Expires: 10/20/2024	
Pacific Power.....5%.....Expires: 04/21/2020	
Qwest.....7%.....Expires: 11/06/2020	
Rogue Disposal...6%.....Expires: 06/01/2016	
Hunter Comm.....6%.....Expires: 06/30/2020	
Court Fees	\$9,800
Fees collected from court	
Vehicle Release	\$10,000
Monies collected from releasing vehicles back into owner custody	
Park Fees	\$875
Fees collected from park reservations	
NSF	\$200
Monies collected from Non-sufficient funds on checks	
State Revenue	\$36,370
Fees collected by the State and shared with	

cities on a per capita basis

State Liquor Taxes	\$68,135
Per capita rate \$14.86 x population of 4,585	
Cigarette Tax	\$5,505
Per capita rate of \$1.20 x population of 4,585	
Local Contributions	\$23,600
Phoenix High School contracts with the City for a School Resource Officer	
Parks Master Plan Grant	\$35,000
Grant for updating Parks Master Plan	
Miscellaneous Revenues	\$2,480
Revenues not identified elsewhere.	
Copies	\$5
Monies collected for copies	
Police Reports	\$420
Monies collected from Police Reports	
Investment Interest	\$9,000
Estimated earnings on General Fund share of interest for the Checking and Pool accounts.	

General Fund Expenditures by Department



RESOURCES & REQUIREMENTS GENERAL FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	RESOURCE AND REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017		
	Actual						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
1	742,729	774,390	758,505	925,846	NET WORKING CAPITAL (ACCRUAL BASIS)	910,705	910,705	910,705	1
2					TAXES				2
3	35,887	25,536	33,800	33,894	DELINQUENT TAXES	33,800	33,800	33,800	3
4	456	627	850	735	DELINQUENT TAX INTEREST	770	770	770	4
5	18,966	18,473	13,285	15,301	MOTEL TAX	15,300	15,300	15,300	5
6	-	-	-	-	DELINQUENT MOTEL PENALTY	-	-	-	6
7					CHARGES FOR SERVICES				7
8	5,183	137	1,100	910	ADMINISTRATION FEES	1,000	1,000	1,000	8
9	640	590	500	695	LIEN SEARCH	640	640	640	9
10	12,834	11,365	13,650	10,760	FINGERPRINTS	11,300	11,300	11,300	10
11	15,651	4,015	5,070	5,610	PLAN CHECK	5,300	5,300	5,300	11
12					LICENSES & PERMITS				12
13	28,012	28,709	25,200	25,420	BUSINESS LICENSES	25,200	25,200	25,200	13
14	595	455	630	630	LIQUOR LICENSES	630	630	630	14
15	15,306	9,270	6,980	13,940	LAND USE APPLICATIONS	9,200	9,200	9,200	15
16	45,545	14,740	13,550	13,628	BUILDING PERMITS	38,600	38,600	38,600	16
17	200	100	200	200	FENCE PERMITS	200	200	200	17
18	7,893	4,326	3,000	3,089	ELECTRICAL PERMITS	6,800	6,800	6,800	18
19					FINES AND FORFEITS				19
20	81,666	226,203	196,540	212,471	FINES AND FORFEITS	204,130	204,130	204,130	20
21	8,315	11,534	8,520	8,281	DELINQUENT INTEREST	8,280	8,280	8,280	21
22	16,228	18,121	15,100	17,029	DESIGNATED FINES & FORFEITS	16,800	16,800	16,800	22
23	1,565	6,287	4,800	6,256	DESIGNATED MUNICIPAL TRAFFIC VIOLATIONS	5,400	5,400	5,400	23
24	596	1,076	600	720	TEMP TRAFFIC SURCHARGE	660	660	660	24
25					FRANCHISE FEE REVENUES				25
26	311,285	294,643	304,550	304,644	FRANCHISE FEES	304,550	304,550	304,550	26
27	8,534	12,100	9,500	10,230	COURT FEES	9,800	9,800	9,800	27
28	5,875	11,125	11,750	9,000	VEHICLE RELEASE	10,000	10,000	10,000	28
29	50	1,050	400	875	PARK FEES	875	875	875	29
30	100	75	100	200	NSF	200	200	200	30
31					INTERGOVERNMENTAL REVENUE				31
32	45,727	29,177	36,370	36,370	STATE REVENUE	36,370	36,370	36,370	32
33	64,008	60,658	73,780	66,371	STATE LIQUOR TAXES	68,135	68,135	68,135	33
34	6,150	5,612	5,355	5,625	STATE CIGARETTE TAXES	5,505	5,505	5,505	34
35	-	-	10,000	-	PHURA PLANNING SERVICES	-	-	-	35
36	23,459	25,480	23,600	23,391	LOCAL CONTRIBUTIONS - PHS	23,600	23,600	23,600	36
37	-	-	-	-	9-1-1 SORC REQUIRED TAXES	-	-	-	37
38					GRANTS/CONTRIBUTIONS				38
39	965	-	-	-	K-9 PROGRAM - RESTRICTED	-	-	-	39
40	-	32	-	-	POLICE DEPARTMENT - RESTRICTED	-	-	-	40
41	-	1,010	-	2,535	PARKS - RESTRICTED	500	500	500	41
42	-	-	-	-	PARKS MASTER PLAN GRANT	35,000	35,000	35,000	42
43	3,025	-	-	-	BODY ARMOR GRANT	-	-	-	43

**RESOURCES & REQUIREMENTS
GENERAL FUND**

	Historical Data				Estimated Actual This Year 2015-16	Resource and Requirements Description	Budget for Next Year 2016-2017			
	Actual		Adopted Budget This Year 2015-16	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-14	First Preceding Year 2014-15								
44						MISCELLANEOUS REVENUES				44
45	382	28,123	38,960	36,444		MISCELLANEOUS REVENUES	2,480	2,480	2,480	45
46	202	7	15	5		COPIES	5	5	5	46
47	400	455	320	650		POLICE REPORTS	420	420	420	47
48	200	-	-	-		FACILITY RENTAL	-	-	-	48
50						EARNINGS ON INVESTMENTS				50
51	14,496	10,029	9,300	8,845		INVESTMENT INTEREST	9,000	9,000	9,000	51
52						TRANSFERS IN				52
53	-	6,000	-	-		TRSF IN-WATER FUND	-	-	-	53
54	-	16,505	-	-		TRSF IN-CITY HALL DEBT RESERVE (CLOSED)	-	-	-	54
55										55
56	1,523,125	1,658,035	1,625,880	1,800,600		TOTAL RESOURCES EXCEPT TAXES TO BE LEVIED	1,801,155	1,801,155	1,801,155	56
57	-	-	956,400	967,462		TAXES ESTIMATED TO BE RECEIVED	988,090	988,090	988,090	57
58	909,266	941,777				TAXES NECESSARY TO BALANCE				58
59	2,432,391	2,599,812	2,582,280	2,768,062		TOTAL RESOURCES	2,789,245	2,789,245	2,789,245	59

**RESOURCES & REQUIREMENTS
GENERAL FUND**

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	Budget for Next Year 2016-2017			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
60									60
61									61
62	89,277	100,011	89,150	97,661	92,565	92,565	92,565	92,565	62
63	105,174	114,136	127,455	132,843	133,985	133,985	133,985	133,985	63
64	985,666	1,092,296	1,226,750	1,211,779	1,188,885	1,188,885	1,188,885	1,188,885	64
65	123,341	109,049	162,290	164,212	185,130	185,130	185,130	185,130	65
66	97,410	96,361	102,110	100,704	122,075	122,075	122,075	122,075	66
67	70,692	83,955	99,160	93,514	106,435	106,435	106,435	106,435	67
68	64,867	78,158	52,730	54,644	45,335	45,335	45,335	45,335	68
69									69
70	1,536,427	1,673,966	1,859,645	1,855,357	1,874,410	1,874,410	1,874,410	1,874,410	70
71									71
72									72
73									73
74									74
75	120,877								75
76	697								76
77									77
78									78
79	121,574								79
80									80
81									81
82									82
83			2,000	2,000	2,485	2,485	2,485	2,485	83
84			2,000	2,000	2,485	2,485	2,485	2,485	84
85									85
86			125,000		100,000	100,000	100,000	100,000	86
87	1,658,001	1,673,966	1,986,645	1,857,357	1,976,895	2,056,895	2,056,895	2,056,895	87
88	1,829	1,829							88
89	14,407	18,340	13,192	30,369	39,669	39,669	39,669	39,669	89
90	2,074	6,362	4,609	8,118	11,018	11,018	11,018	11,018	90
91	20,655	36,642	21,642	21,642	36,642	36,642	36,642	36,642	91
92									92
93	735,425	862,673	556,192	850,576	725,021	645,021	645,021	645,021	93
94	2,432,391	2,599,812	2,582,280	2,768,062	2,789,245	2,789,245	2,789,245	2,789,245	94

EXECUTIVE DEPARTMENT

The Executive Department currently consists of a single staff position, which is the City Manager. The City Manager is responsible for carrying out City Council policy direction by overseeing the city's operations, serving essentially as the organization's chief executive officer. The City Manager seals and attests contracts of the city and all licenses, permits, orders and such other documents, which require this formality. The City Manager is the custodian of all documents belonging to the city, which are not assigned to the custody of some other officer. Responsibility for maintaining the files and records retention system for the city is shared between the City Manager and City Recorder. They both attend council meetings and maintains records for the meeting as well.

Total Proposed Budget for 2016-17: \$92,565, 3.83% (\$3,415) increase from 2015-16.

Personal Services: For fiscal year 2016/2017, City Manager salary and benefits are proportionally allocated to the General, Street and Utility Funds. These costs are based on a 40 hour work schedule. The slight change in the current year represents an increase in health insurance premiums.

Materials & Services: This section represents estimates of costs directly related to the office of the City Manager and City Council. There's a slight increase for the year primarily in the area of professional services. No other significant changes made or increases requested.

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
EXECUTIVE DEPARTMENT - GENERAL FUND

	Historical Data			Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual		Adopted Budget This Year 2015-16			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
1	54,504	56,083	52,935	52,940	PERSONAL SERVICES	52,930	52,930	52,930	1
2	1,669	2,464	2,500	2,470	CITY MANAGER/CITY RECORDER	2,500	2,500	2,500	2
3	4,260	4,441	4,240	4,264	HOLIDAY	4,240	4,240	4,240	3
4	51	55	40	39	SOCIAL SECURITY	45	45	45	4
5	2,566	842	865	857	WORKERS COMP	600	600	600	5
6	10,132	9,408	8,680	8,246	UNEMPLOYMENT	9,250	9,250	9,250	6
7	700	840	780	780	MEDICAL/DENTAL INSURANCE	780	780	780	7
8	100	111	105	105	HRA VEBA	105	105	105	8
9	4,053	5,130	4,855	4,841	LIFE INSURANCE	4,855	4,855	4,855	9
10					PERS				10
11	78,035	79,374	75,000	74,542	TOTAL PERSONAL SERVICES	75,305	75,305	75,305	11
12					MATERIALS AND SERVICES				12
13	781	2,300	2,000	1,968	SUPPLIES	2,000	2,000	2,000	13
15	547	1,797	1,650	2,400	DUES/SUBSCRIPTIONS/FEEES	2,400	2,400	2,400	15
16	-	102	100	-	PRINTING	-	-	-	16
17	4,994	11,474	5,000	14,490	PROFESSIONAL SERVICES	7,800	7,800	7,800	17
18	814	3,430	3,750	3,005	TRAVEL/TRAINING	3,500	3,500	3,500	18
19	2,580	295	400	-	TRAVEL/TRAINING-LEGISLATIVE	300	300	300	19
20	1,200	1,200	1,200	1,200	MAYORS EXPENSES	1,200	1,200	1,200	20
21	25	39	50	56	INSURANCE	60	60	60	21
23	-	-	-	-	COMPUTER EQUIPMENT	-	-	-	23
27									27
28	11,242	20,637	14,150	23,119	TOTAL MATERIALS AND SERVICES	17,260	17,260	17,260	28
29									29
30	89,277	100,011	89,150	97,661	TOTAL REQUIREMENTS	92,565	92,565	92,565	30

ADMINISTRATION DEPARTMENT

The administration of city business is handled through city hall. The Finance Director is responsible for reviewing payment of city accounts payable, verifying invoices against purchase orders and investigating into any discrepancies, along with preparing yearly 1099 tax reports. The Finance Director is charged with preparation of the annual budget and annual report along with monthly revenue and expense reports given to the City Council. This position performs the accounting functions and invests city funds.

The City Recorder assists the City Manager with preparation for the Council meeting agendas and prepares the minutes. Responsibility for maintaining the files and records retention system for the city is shared between them. Both attend council meetings and maintain records for the meeting as well. The Recorder reviews the time sheets for all departments and investigates any discrepancies before preparing the payroll semi-monthly. She also processes the payroll related benefit invoices as well as all other invoice payments for the City. She performs additional accounting tasks as assigned by the Finance Director as well as being trained to be the backup Finance Director. She assists the Department in many of its daily functions

The Administrative Assistant also acts as Court Clerk. The Court Clerk is responsible for the municipal court records for the city. She accepts payments of fines, and maintains the court files. She attends municipal court and records the proceedings. She follows the direction of the Municipal Court Judge and prepares the required reports. She also works in conjunction with the City's collections agency and DMV for suspensions, reinstatements, and collections.

This Administrative Assistant also acts as the Utility Clerk. Utility water billings and inquiries are also the responsibility of the Clerk. She works with Public Works staff in maintaining service orders, creating new accounts, and disconnects. She works with the Finance Director in accounts receivable functions and related utilities accounts. This position also acts as the primary receptionist. She greets the public, both in person and by phone, and directs inquiries to the proper department.

Total Proposed Budget for 2016-17: \$133,985, 5.12% (\$6,530) increase from 2015-16.

Personal Services: Proposing a slight increase from the prior year which is tied to a projected increase in health insurance premiums as well as annual pay raises of 2%. The Administrative Assistant will also have a step increase in her wages.

Materials & Services: Shows an increase from the prior year's budget primarily in the areas of fees, professional services and travel/training. No other significant changes made or increases requested.

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
ADMINISTRATIVE DEPARTMENT - GENERAL FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual		First Preceding Year 2014-15				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14									
						PERSONAL SERVICES				
1	34,643	37,238	39,025	39,025		FINANCE DIRECTOR	39,650	39,650	39,650	1
2	15,732	16,872	24,875	22,960		ASST. FINANCE DIRECTOR/RECORDER	26,125	26,125	26,125	2
3	3,319	4,808	3,990	4,200		ADMINISTRATIVE ASSISTANT	4,315	4,315	4,315	3
4	746	-	-	-		TEMPORARY PERSONNEL				4
5	303	-	-	-		OVERTIME				5
6	2,421	2,399	1,900	2,400		HOLIDAY	2,400	2,400	2,400	6
7	4,251	4,615	5,340	5,140		SOCIAL SECURITY	5,545	5,545	5,545	7
8	70	71	75	75		WORKERS COMP	75	75	75	8
9	3,244	2,664	1,440	1,350		UNEMPLOYMENT	1,015	1,015	1,015	9
10	12,733	11,682	14,695	13,960		MEDICAL/DENTAL INSURANCE	15,655	15,655	15,655	10
11	1,042	1,026	1,320	1,320		HRA VEBA	1,320	1,320	1,320	11
12	92	106	90	123		LIFE INSURANCE	95	95	95	12
13	4,611	4,948	6,115	5,980		PERS	6,350	6,350	6,350	13
14										14
15	83,207	86,429	98,865	96,533		TOTAL PERSONAL SERVICES	102,545	102,545	102,545	15
16						MATERIALS AND SERVICES				16
17	69	499	1,200	840		SUPPLIES	1,200	1,200	1,200	17
18	980	357	1,000	945		DUES/SUBSCRIPTIONS/FEES	1,250	1,250	1,250	18
19	819	1,170	1,000	3,306		PUBLICATIONS/ELECTIONS	1,300	1,300	1,300	19
20	1,380	2,030	800	-		CODIFICATION	750	750	750	20
21	249	-	-	-		FEES	-	-	-	21
22	3,432	2,598	2,000	2,960		BANK FEES	2,900	2,900	2,900	22
23	267	267	-	-		MISC. PROF. SERVICES & FINANCE SERVICES	-	-	-	23
24	4,800	4,800	4,800	4,800		PROF. SERV.-JUDGE	4,800	4,800	4,800	24
25	-	7,139	7,140	7,140		PROF. SERV.-AUDITOR	7,140	7,140	7,140	25
26	6,003	5,340	4,200	6,197		PROF. SERV.-CITY ATTORNEY	5,500	5,500	5,500	26
27	2,928	2,458	3,500	5,600		TRAVEL/TRAINING	4,700	4,700	4,700	27
28	425	439	550	440		MILEAGE REIMBURSEMENT	450	450	450	28
29	326	576	900	698		INSURANCE	850	850	850	29
30	-	-	1,000	3,384		COMPUTER EQUIPMENT	600	600	600	30
31	289	34	500	-		EQUIPMENT MAINTENANCE	-	-	-	31
32										32
33	21,967	27,707	28,590	36,310		TOTAL MATERIALS AND SERVICES	31,440	31,440	31,440	33
34										34
35	105,174	114,136	127,455	132,843		TOTAL REQUIREMENTS	133,985	133,985	133,985	35

POLICE DEPARTMENT

The Police Department currently consists of a Police Chief, Lieutenant, School Resource Officer, Traffic Safety Officer, five (5) patrol officers, Police Clerk, and a part-time Code Enforcement Officer.

Total Proposed Budget for 2016-17: \$1,188,885, 3.09% (\$37,865) decrease from 2015-16.

Personal Services: For fiscal year 2016/2017 there is an increase in personnel costs which is largely due annual pay increases tied to union contracts as well as an anticipated increase in health insurance premiums.

Materials & Services: This section represents estimates of costs directly related to the operations of the Police Department. There's an increase of approximately \$14,355 over the prior year's budget primarily due to the increase in property insurance premiums (\$6,000); dispatch services (\$2,355); computer replacements (\$3,500); and vehicle maintenance (\$1,000). No other significant changes made or increases requested.

Debt Service: This section includes the lease of two (2) patrol vehicles.

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
POLICE DEPARTMENT - GENERAL FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017		
	Actual		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
1	68,408	73,541	79,420	79,420	POLICE CHIEF	81,010	81,010	81,010	1
2	60,978	-	-	-	SERGEANT	-	-	-	2
3	-	68,940	73,850	73,850	LIEUTENANT	75,330	75,330	75,330	3
4	52,991	54,508	56,215	56,506	POLICE OFFICER - SRO	57,895	57,895	57,895	4
5	54,017	57,353	59,770	58,996	POLICE OFFICER	59,565	59,565	59,565	5
6	-	41,743	44,685	49,852	POLICE OFFICER	48,625	48,625	48,625	6
7	54,615	52,837	58,675	57,940	POLICE OFFICER	61,240	61,240	61,240	7
8	51,685	56,259	55,400	55,848	POLICE OFFICER	56,780	56,780	56,780	8
9	51,601	41,321	41,440	41,389	POLICE OFFICER	43,610	43,610	43,610	9
10	52,404	56,759	59,495	59,376	TRAFFIC SAFETY OFFICER	61,240	61,240	61,240	10
11	34,273	9,656	13,345	6,240	CODE ENFORCEMENT OFFICER	14,020	14,020	14,020	11
12	361	33,689	39,390	39,186	POLICE CLERK	41,345	41,345	41,345	12
13	21,362	19,649	25,000	22,061	OVERTIME	25,000	25,000	25,000	13
14	34,753	38,134	35,000	36,112	HOLIDAY PAY	35,000	35,000	35,000	14
15	40,349	45,513	46,410	45,638	SOCIAL SECURITY	47,865	47,865	47,865	15
16	318	529	715	662	WORKERS COMP	715	715	715	16
17	11,556	9,444	13,805	12,014	UNEMPLOYMENT	9,490	9,490	9,490	17
18	131,325	129,959	138,950	131,300	MEDICAL/DENTAL INSURANCE	142,310	142,310	142,310	18
19	10,818	11,500	12,000	12,000	HRA VEGA	12,000	12,000	12,000	19
20	1,095	1,400	820	846	LIFE INSURANCE	820	820	820	20
21	65,690	70,239	70,780	71,239	PERS	73,090	73,090	73,090	21
22									22
23	798,499	872,973	925,165	910,475	TOTAL PERSONAL SERVICES	946,950	946,950	946,950	23

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
POLICE DEPARTMENT - GENERAL FUND

Line Item	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			Line Item
	Actual		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-14	First Preceding Year 2014-15								
24						MATERIALS AND SERVICES				24
25	9,479	9,500	9,500	9,429	9,429	SUPPLIES	9,500	9,500	9,500	25
26	26	36	100	95	95	POSTAGE	100	100	100	26
27	825	1,220	1,500	1,482	1,482	DUES/SUBSCRIPTIONS/FEEES	1,500	1,500	1,500	27
28	862	1,475	1,500	1,293	1,293	PRINTING	1,500	1,500	1,500	28
29	46	40	250	190	190	SUSPENSION PACKET	250	250	250	29
30	8,354	8,956	10,000	9,874	9,874	PROFESSIONAL SERVICES	10,000	10,000	10,000	30
31	-	98	1,500	1,460	1,460	INVESTIGATIONS	1,500	1,500	1,500	31
32	62,318	62,468	65,530	65,529	65,529	DISPATCH	67,885	67,885	67,885	32
33	9,179	7,092	10,000	9,871	9,871	TRAVEL/TRAINING	10,000	10,000	10,000	33
34	6,862	8,589	8,000	7,933	7,933	UNIFORMS	8,000	8,000	8,000	34
35	1,797	-	2,700	1,800	1,800	BODY ARMOR	2,700	2,700	2,700	35
36	26,216	36,456	39,000	42,207	42,207	INSURANCE	45,000	45,000	45,000	36
37	4,892	5,795	7,200	7,078	7,078	CELL PHONES & AIR CARDS	7,200	7,200	7,200	37
38	-	6,158	2,500	2,393	2,393	SMALL TOOLS & EQUIPMENT	2,500	2,500	2,500	38
39	4,813	14,188	5,000	5,000	5,000	DESIGNATED EQUIPMENT & SUPPLIES COURT	7,500	7,500	7,500	39
40	1,000	1,999	4,500	4,500	4,500	DESIGNATED TRAFFIC ENFORCEMENT EQUIPMENT	2,500	2,500	2,500	40
41	471	-	-	-	-	DESIGNATED K-9 PROGRAM	-	-	-	41
42	840	1,821	2,500	2,520	2,520	COMPUTER EQUIPMENT	6,000	6,000	6,000	42
43	2,240	1,028	1,000	843	843	EQUIPMENT/BUILDING MAINT.	1,000	1,000	1,000	43
44	4,123	5,785	8,000	7,900	7,900	VEHICLE MAINTENANCE	10,000	10,000	10,000	44
45	20,683	24,477	25,000	23,920	23,920	FUEL PURCHASES	25,000	25,000	25,000	45
46										46
47	165,026	197,181	205,280	205,317	205,317	TOTAL MATERIALS AND SERVICES	219,635	219,635	219,635	47
48						CAPITAL OUTLAY				48
49	-	-	74,160	73,845	73,845	PATROL VEHICLES	-	-	-	49
50										50
51	-	-	74,160	73,845	73,845	TOTAL CAPITAL OUTLAY	-	-	-	51
52						DEBT SERVICE				52
53	22,142	22,142	22,145	22,142	22,142	VEHICLE PRINCIPAL LEASE	22,300	22,300	22,300	53
54										54
55	22,142	22,142	22,145	22,142	22,142	TOTAL DEBT SERVICE	22,300	22,300	22,300	55
56										56
57	985,666	1,092,296	1,226,750	1,211,779	1,211,779	TOTAL REQUIREMENTS	1,188,885	1,188,885	1,188,885	57

PLANNING DEPARTMENT

The Planning Department develops the City's long range land use and other plans, administers its Land Development Code (or "zoning" code), and works collaboratively with a broad range of partners to improve the quality of life and opportunity for Phoenix's residents, visitors, and businesses. It is the primary point of contact for information concerning development and construction projects. It processes all development permits, thereby overseeing the implementation of policies that address a complex and diverse set of issues—everything from architectural design standards to water quality and wetlands, from barrier free parking spaces to zone changes.

In addition to its regulatory responsibilities, the Planning Department directly supports community development efforts by identifying and applying for grants and seeking out other funding sources for community development initiatives. It is also closely involved in economic development initiatives. The department provides assistance to other departments including Public Works and City administration. Department staff assist City residents and business and property owners with development related questions.

The planning department facilitates the orderly, efficient, and beneficial development of land within the City through comprehensive, long range planning. Most importantly for the City of Phoenix at this point in time, it is principally responsible for managing the expansion of the City's Urban Growth Boundary in a way that responsibly invests the City's limited fiscal resources, conserves land, and ensures that Phoenix will be an attractive place to live, work, and play for decades to come.

Important FY2015-16 department activities:

- Completed Residential Buildable Lands Survey, Housing Needs Assessment, Regional Economic Opportunities Study, initiated Parks, Recreation, and Open Space master plan update
- 35 land development processed permits including Floodplain Development permits for Department of Public Works and 67 building and trades permits;
- Secured \$95,000 in grant funding including Parks, Recreation, and Open Space planning grant and \$23,000 in private sector funding to support Urban Growth Boundary Amendment activities;
- Provided design and regulatory guidance and project management services for major infrastructure and redevelopment projects (Market Hall/City Center and OR-99 lane reduction and South Couplet Pedestrian Crossing);
- Provided mapping services for other City departments, especially Public Works;

The department is currently staffed by a full time Planning Director and Assistant Planner.

Total Proposed Budget for 2016-17: \$183,130, an overall increase of 14.07% from FY2015-16. The increase is almost entirely due to the Comp Plan Update and Professional Services line

items. A large portion of this expenditure will be reimbursed through a planning grant awarded for the Parks, Recreation, and Open Space master plan update.

Personal Services: The total budget for this category is \$110,415 which is 8.77% higher than FY2015-16. Wages increases related to contractual obligations account for the difference; other line items are held to FY2015-16 levels.

Materials & Services: The total budget for this category is \$74,715, which is 22.94% higher than the FY2015-16 budget of \$60,775. The most significant contributor to this increase is the Professional Services and Comp Plan Update line items. These funds will be used for studies produced by consultants as the City is continues its Urban Growth Boundary amendment.

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
PLANNING DEPARTMENT - GENERAL FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-14	First Preceding Year 2014-15								
						PERSONAL SERVICES				
1	25,669	39,582	42,025	42,190		PLANNING DIRECTOR	44,950	44,950	44,950	1
2	22,850	24,443	25,955	26,399		ASSISTANT PLANNER	29,410	29,410	29,410	2
3	1,240	2,651	1,650	1,679		HOLIDAY	1,950	1,950	1,950	3
4	3,659	5,021	5,125	5,250		SOCIAL SECURITY	5,840	5,840	5,840	4
5	51	42	80	74		WORKERS COMP	85	85	85	5
6	1,940	2,008	1,595	1,533		UNEMPLOYMENT	1,110	1,110	1,110	6
7	12,033	16,297	16,035	15,233		MEDICAL/DENTAL INSURANCE	17,080	17,080	17,080	7
8	960	1,455	1,440	1,440		HRA VEBA	1,440	1,440	1,440	8
9	176	84	175	145		LIFE INSURANCE	115	115	115	9
10	2,660	4,385	7,435	7,411		PERS	8,435	8,435	8,435	10
11										11
12	71,238	95,968	101,515	101,354		TOTAL PERSONAL SERVICES	110,415	110,415	110,415	12
13						MATERIALS AND SERVICES				13
14	485	981	600	911		SUPPLIES	1,200	1,200	1,200	14
15	831	2,194	1,000	1,393		DUES/PUBLICATIONS/ELECTIONS	1,400	1,400	1,400	15
16	-	35	1,200	1,138		PRINTING	1,500	1,500	1,500	16
17	28,334	540	7,000	7,000		PROFESSIONAL SERVICES - PLANNING SERVICES	12,175	12,175	12,175	17
18	17,747	2,938	4,500	6,370		PROFESSIONAL SERVICES - ATTORNEY	4,500	4,500	4,500	18
19	-	-	40,000	40,000		COMP PLAN UPDATE	47,000	47,000	47,000	19
20	2,174	2,894	4,500	3,000		TRAVEL/TRAINING	5,000	5,000	5,000	20
21	2,062	10	300	153		MILEAGE REIMBURSEMENT	240	240	240	21
22	280	422	335	336		INSURANCE	360	360	360	22
23	190	1,403	500	1,548		COMPUTER EQUIPMENT	500	500	500	23
24	-	610	840	1,009		SOFTWARE	840	840	840	24
25	-	-	-	-		EQUIP/BLDG MAINTENANCE	-	-	-	25
26	-	1,054	-	-		OTHER MISCELLANEOUS EXPENDITURES	-	-	-	26
27										27
28	52,103	13,081	60,775	62,858		TOTAL MATERIALS AND SERVICES	74,715	74,715	74,715	28
29										29
30	123,341	109,049	162,290	164,212		TOTAL REQUIREMENTS	185,130	185,130	185,130	30

BUILDING DEPARTMENT

The Building Department is responsible for reviewing and issuing building and trades (mechanical, plumbing, and electrical or MEP) permits for all existing and newly constructed buildings and structures within the Phoenix.

The Building Department is primarily staffed by the Assistant Planner and a contracted Building Official who reviews plans and conducts onsite compliance inspections. Both of these positions are responsible for department record keeping and reporting. The Planning Director oversees the operation of the Building Department and works directly with the Building Official to enforce applicable building codes and other regulations related to land use—particularly floodplain management and enforcement of unsafe and derelict structures regulations.

Total Proposed Budget for 2016-17: \$122,075, 19.55% (\$19,965) increase from 2015-16.

Personal Services: There is a small increase of 8.4% from the FY2015-16 that is attributable to wages and health insurance premiums in the proposed department budget. Other line items in this category are similar to FY2015-16 levels.

Materials and Services: The proposed budget is an increase of approximately \$14,000 which is due to inspection services on the anticipated construction in the upcoming year. Other line items in this category are held to FY2015-16 levels.

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
BUILDING DEPARTMENT - GENERAL FUND

Line Item	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-14	First Preceding Year 2014-15								
PERSONAL SERVICES										
1	16,292	24,972	28,015	26,878	PLANNING DIRECTOR	30,040	30,040	30,040	30,040	1
2	15,233	16,295	17,305	17,449	ASSISTANT PLANNER	19,680	19,680	19,680	19,680	2
3	827	1,768	1,150	1,086	HOLIDAY	1,150	1,150	1,150	1,150	3
4	2,378	3,240	3,420	3,478	SOCIAL SECURITY	3,895	3,895	3,895	3,895	4
5	42	28	55	54	WORKERS COMP	55	55	55	55	5
6	-	848	1,100	1,007	UNEMPLOYMENT	740	740	740	740	6
7	7,744	10,586	10,690	10,156	MEDICAL/DENTAL INSURANCE	11,385	11,385	11,385	11,385	7
8	640	945	960	960	HRA VEBA	960	960	960	960	8
9	20	56	115	102	LIFE INSURANCE	75	75	75	75	9
10	1,772	2,798	5,080	5,008	PERS	5,625	5,625	5,625	5,625	10
11										11
12	44,948	61,536	67,890	66,178	TOTAL PERSONAL SERVICES	73,605	73,605	73,605	73,605	12
MATERIALS AND SERVICES										
13										13
14	41	1,084	400	291	SUPPLIES	400	400	400	400	14
15	1,802	-	-	-	PROFESSIONAL SERVICES	-	-	-	-	15
16	28,286	25,410	25,410	25,410	PROF. SERV.-BUILDING INSPECTION	25,410	25,410	25,410	25,410	16
17	14,025	3,325	4,375	4,835	PROF. SERV.-PLUMBING/MECHANICAL INSPECTION	14,500	14,500	14,500	14,500	17
18	7,460	3,557	3,735	3,330	PROF. SERV.-ELECTRICAL INSPECTION	7,500	7,500	7,500	7,500	18
19	-	600	-	-	COMPUTER EQUIPMENT	-	-	-	-	19
20	848	849	300	660	OTHER MISCELLANEOUS EXPENDITURES	660	660	660	660	20
21										21
22	52,462	34,825	34,220	34,526	TOTAL MATERIALS AND SERVICES	48,470	48,470	48,470	48,470	22
23										23
24	97,410	96,361	102,110	100,704	TOTAL REQUIREMENTS	122,075	122,075	122,075	122,075	24

PARKS DEPARTMENT

Total Proposed Budget for 2016-17: \$106,435, 7.34% (\$7,275) increase from 2015-16.

Personnel Services: Payroll related expenses for this department an increase compared to the prior year's budget due the hiring of a new utility worker.

Materials and Services: The proposed budget is slightly higher than the prior year due to the supplies line item for "soft fall" material at each of the parks. All other expenditures are consistent with the prior budget and current year expenditures. This will allow the parks to be maintained at the high level they have been for the past few years.

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
PARKS DEPARTMENT - GENERAL FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-14	First Preceding 2014-15								
						PERSONAL SERVICES				
1	2,153	3,129	3,005	2,578		PUBLIC WORKS SUPERINTENDENT	3,250	3,250	3,250	1
2	24,052	19,583	29,395	22,917		LABORER	30,455	30,455	30,455	2
3	334	283	-	-		OVERTIME	-	-	-	3
4	372	404	340	337		HOLIDAY	340	340	340	4
5	4,179	7,671	5,700	10,170		TEMP PERSONNEL	10,000	10,000	10,000	5
6	2,023	1,758	2,610	1,939		SOCIAL SECURITY	2,580	2,580	2,580	6
7	36	19	45	39		WORKERS COMP	50	50	50	7
8	-	-	915	825		UNEMPLOYMENT	700	700	700	8
9	7,596	6,489	9,220	7,890		MEDICAL/DENTAL INSURANCE	10,815	10,815	10,815	9
10	646	537	830	720		HRA VEBA	910	910	910	10
11	56	39	45	39		LIFE INSURANCE	50	50	50	11
12	2,725	2,428	3,395	2,703		PERS	3,380	3,380	3,380	12
13										13
14	44,172	42,340	55,500	50,157		TOTAL PERSONAL SERVICES	62,530	62,530	62,530	14
15						MATERIALS AND SERVICES				15
16	6,950	6,305	8,000	8,225		SUPPLIES	10,200	10,200	10,200	16
17	117	-	-	-		PLANTS/SEEDS	-	-	-	17
18	4,625	8,462	7,000	13,346		CONTRACTED SERVICES	7,000	7,000	7,000	18
19	1,103	1,647	1,360	1,395		INSURANCE	1,535	1,535	1,535	19
20	9,947	9,397	14,050	11,938		UTILITIES	12,620	12,620	12,620	20
21	-	507	500	196		SMALL TOOLS & MINOR EQUIPMENT	500	500	500	21
22	1,092	7,452	3,000	760		BLDG. REPAIRS/MAINTENANCE	6,850	6,850	6,850	22
23	15	3,674	4,000	3,622		PARK SIGNS	1,000	1,000	1,000	23
24	2,600	3,576	5,000	3,389		PARKS MAINTENANCE	3,500	3,500	3,500	24
25	41	477	500	486		EQUIPMENT MAINTENANCE	500	500	500	25
26	30	118	250	-		FUEL	200	200	200	26
27										27
28	26,520	41,615	43,660	43,357		TOTAL MATERIALS AND SERVICES	43,905	43,905	43,905	28
29										29
30	70,692	83,955	99,160	93,514		TOTAL REQUIREMENTS	106,435	106,435	106,435	30

INTER-DEPARTMENTAL

We use this department for expenditures that either applies to all departments in the General Fund or that do not belong in a specific section but facilitate the General Fund as a whole. Such expenditures are utilities, building maintenance, IT maintenance, postage, dues/subscriptions/fees, employee recognition, and community events.

Total Proposed Budget for 2016-17: \$45,335, 14.02% (\$7,395) decrease from 2015-16.

Expenditures: Proposed budget is lower than that of the prior budget primarily due to IT maintenance but does include supporting the Food and Friends program through Rogue Valley Council of Governments (RVCOG) for \$3,000. No other significant changes made or increases requested.

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
INTER-DEPARTMENTAL - GENERAL FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017		
	Actual						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	First Preceding 2014-15							
MATERIALS AND SERVICES									
1	3,922	3,064	2,500	3,768	SUPPLIES	4,200	4,200	4,200	1
2	2,710	3,022	3,050	2,937	POSTAGE	3,050	3,050	3,050	2
3	1,937	3,156	3,200	3,124	DUES/SUBSCRIPTIONS/FEES	3,175	3,175	3,175	3
4	-	-	-	-	FEES	-	-	-	4
4	4,293	365	-	2,908	PROF. SERVICES - CONSULTANT	-	-	-	4
6	-	-	-	-	CONTRACTED SERVICES	-	-	-	6
5	5,858	5,869	4,680	4,849	TELEPHONE	4,950	4,950	4,950	5
6	13,476	9,650	9,250	9,231	UTILITIES	9,890	9,890	9,890	6
7	281	4,926	4,550	4,229	EQUIPMENT LEASE RENTAL	4,230	4,230	4,230	7
8	-	-	2,000	-	SOFTWARE MAINTENANCE	1,000	1,000	1,000	8
9	3,687	22,095	1,500	1,480	BUILDING MAINTENANCE	1,500	1,500	1,500	9
10	28,012	25,120	21,000	20,037	IT MAINTENANCE	8,340	8,340	8,340	10
11	-	-	-	-	CONTRIBUTION - RVCOG FOOD & FRIENDS	3,000	3,000	3,000	11
12	10	-	-	-	OTHER MISCELLANEOUS	-	-	-	12
13	681	891	1,000	2,081	EMPLOYEE RECOGNITION	2,000	2,000	2,000	13
15	64,867	78,158	52,730	54,644	TOTAL MATERIALS AND SERVICES	45,335	45,335	45,335	15

STREET FUND

Revenues: Revenues in the street fund shows a decrease over last year's revenue which is largely due to the jurisdictional transfer with Oregon Department of Transportation (ODOT) as well as SCA and ADA Ramp Improvement grants. This year's budget does include a full year of franchise fee receipts from Rogue Valley Sewer Services as well as diesel motor fuel tax.

Total Proposed Budget for 2016-17: \$500,160, 17.51% (\$106,146) decrease from 2015-16.

Personnel Services: Payroll related expenses for this fund are higher than the prior year's budget due to adding a fourth member to the crew as well as increases to health insurance premiums.

Material and Services: The proposed budget shows a decrease over last year's expenditures which is largely due to road maintenance.

Transfers: The amount budgeted is in line with the approved capital project plan as the amount to be set aside in the Capital Reserve Fund for current and future capital projects.

RESOURCES & REQUIREMENTS STREET FUND

	Historical Data		Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	RESOURCE AND REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	First Preceding Year 2014-15						
1	766,781	817,312	600,005	611,941	RESOURCES	579,545	579,545	579,545
2	3,928	5,033	3,400	4,452	WORKING CAPITAL (ACCRUAL BASIS)	4,450	4,450	4,450
3					INVESTMENT INTEREST			
4	143,883	147,635	150,400	149,467	CHARGES FOR SERVICES			
5	27,565	31,837	31,000	32,632	STREET USER FEES	152,055	152,055	152,055
6	48,225	54,668	46,400	48,173	DEDICATED STREET USER FEE	32,990	32,990	32,990
7	5,721	11,089	8,600	3,125	STORMWATER UTILITY FEE	48,175	48,175	48,175
8					STREET SWEEPING			
9	540	135	400	-	LICENSES & PERMITS			
10					ENCHROACHMENT PERMITS			
11				68,921	FRANCHISE FEE REVENUE	14,880	14,880	14,880
12					RV SEWER FRANCHISE FEE			
13	261,129	264,681	264,080	261,483	INTERGOVERNMENTAL REVENUE	263,500	263,500	263,500
14			250,000	-	STATE GAS TAXES			
15					ODOT JURISDICTIONAL TRANSFER			
16				52,098	TAX REVENUE			
17					DIESEL MOTOR FUEL TAX	81,475	81,475	81,475
18		50,000	50,000	-	GRANTS/CONTRIBUTIONS			
19			44,850	44,850	STATE GRANT - SCA			
20					ADA RAMP IMPROVEMENT GRANT			
21	181	1,375	500	1,600	MISCELLANEOUS REVENUE	500	500	500
22					MISCELLANEOUS REVENUE			
23	1,257,953	1,383,765	1,449,635	1,278,742	TOTAL RESOURCES	1,177,570	1,177,570	1,177,570
24								
25					REQUIREMENTS BY PROGRAM			
26	174,969	141,763	174,085	163,814	PERSONAL SERVICES	213,095	213,095	213,095
27	178,472	281,950	295,835	254,454	MATERIALS & SERVICES	254,150	254,150	254,150
28	87,200	-	12,500	10,837	CAPITAL OUTLAY			
29		348,111	123,886	123,886	INTERFUND TRANSFERS	32,915	42,915	42,915
30								
31	440,641	771,824	606,306	552,991	TOTAL REQUIREMENTS BY PROGRAM	500,160	510,160	510,160
32			75,000		OPERATING CONTINGENCY	75,000	75,000	75,000
33	113,574	113,574	425,224	146,206	RESTRICTED - HWY 99 MAINTENANCE	179,196	179,196	179,196
34				68,921	RESTRICTED - RV SEWER FRANCHISE FEES	83,801	83,801	83,801
35				52,098	RESTRICTED - DIESEL MOTOR FUEL TAX	133,573	133,573	133,573
36	181,896	181,896			ASSIGNED - CAPITAL OUTLAY REPLACEMENT			
37	521,842	316,471	343,105	458,526	UNAPPROPRIATED ENDING FUND BALANCE	205,840	195,840	195,840
38	1,257,953	1,383,765	1,449,635	1,278,742	TOTAL STREET FUND	1,177,570	1,177,570	1,177,570

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
STREET FUND

	Historical Data		Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017		
	Actual	First Preceding Year 2014-15				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	Year 2014-15						
					PERSONAL SERVICES			
1	11,679	12,018	12,790	12,300	CITY MANAGER	12,790	12,790	12,790
2	19,374	28,164	20,625	23,202	PUBLIC WORKS SUPERINTENDENT	22,750	22,750	22,750
3	50,667	13,842	48,850	39,295	LABORER 1	75,320	75,320	75,320
4	10,947	11,101	3,080	3,050	ADMINISTRATIVE ASSISTANT	3,410	3,410	3,410
5	10,393	11,171	11,900	11,900	FINANCE DIRECTOR	12,135	12,135	12,135
6	10,488	11,248	11,335	12,170	ASST. FINANCE DIRECTOR/RECORDER	11,965	11,965	11,965
7	5,905	8,872	5,700	6,900	TEMPORARY PERSONNEL	-	-	-
8	1,335	302	2,000	2,042	OVERTIME	2,000	2,000	2,000
9	4,944	4,884	3,200	3,875	HOLIDAY	3,920	3,920	3,920
10	9,028	6,988	8,430	8,138	SOCIAL SECURITY	10,590	10,590	10,590
11	116	49	140	133	WORKERS COMP	175	175	175
12	1,856	1,278	2,725	2,580	UNEMPLOYMENT	2,365	2,365	2,365
13	25,484	21,310	27,525	24,968	MEDICAL/DENTAL INSURANCE	36,430	36,430	36,430
14	2,057	1,750	2,470	2,108	HRA VEBA	3,070	3,070	3,070
15	231	150	140	128	LIFE INSURANCE	190	190	190
16	10,465	8,636	13,175	11,025	PERS	15,985	15,985	15,985
17								
18	174,969	141,763	174,085	163,814	TOTAL PERSONAL SERVICES	213,095	213,095	213,095

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
STREET FUND

Line Item	Historical Data		Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
19					MATERIALS AND SERVICES				19
20	3,749	7,974	4,000	6,197	SUPPLIES	6,200	6,200	6,200	20
21	1,138	1,200	1,000	912	POSTAGE	1,000	1,000	1,000	21
22	741	1,807	2,000	3,676	DUES/SUBSCRIPTIONS	3,600	3,600	3,600	22
23	58	42	-	40	BANK FEES	40	40	40	23
24	33,007	25,067	15,000	32,006	PROFESSIONAL SERVICES - ENGINEERING	26,000	26,000	26,000	24
25	16,681	22,583	11,900	6,259	PROFESSIONAL SERVICES - ATTORNEY	6,300	6,300	6,300	25
26	954	1,586	1,585	2,430	AUDITOR	1,585	1,585	1,585	26
27	10,911	14,421	18,000	18,790	CONTRACTED SERVICES	19,000	19,000	19,000	27
28	8,926	11,672	10,200	11,187	INSURANCE	14,305	14,305	14,305	28
29	45,563	52,536	48,800	42,454	UTILITIES	46,580	46,580	46,580	29
30	725	851	1,000	925	TELEPHONE	1,000	1,000	1,000	30
31	1,715	2,046	4,000	3,392	SMALL TOOLS & MINOR EQUIPMENT	4,000	4,000	4,000	31
32	393	497	500	276	EQUIPMENT LEASE/RENTALS	350	350	350	32
33	2,087	4,484	7,000	7,718	BLDG. REPAIRS/MAINTENANCE	4,800	4,800	4,800	33
34	1,620	-	2,500	8,842	STORM SEWER MAINTENANCE	7,400	7,400	7,400	34
35	15,002	112,299	119,850	71,931	STREET MAINTENANCE	75,000	75,000	75,000	35
36	2,209	2,065	12,000	10,888	STREET SIGNS	7,600	7,600	7,600	36
37	567	403	5,000	3,194	TRAFFIC MARKINGS	3,200	3,200	3,200	37
38	15,585	17	5,000	1,445	VEHICLE MAINTENANCE	2,500	2,500	2,500	38
39	3,401	3,816	4,500	4,260	IT MAINTENANCE	4,040	4,040	4,040	39
40	1,660	1,583	500	1,295	EQUIPMENT MAINTENANCE	1,200	1,200	1,200	40
41	2,909	2,829	4,000	3,433	FUEL	4,000	4,000	4,000	41
42	6,765	9,972	10,000	9,813	SWEEPER MAINTENANCE	10,000	10,000	10,000	42
43	2,106	2,200	2,500	1,551	MISCELLANEOUS	1,650	1,650	1,650	43
44	-	-	5,000	1,540	STREET TREES	2,800	2,800	2,800	44
45									45
46	178,472	281,950	295,835	254,454	TOTAL MATERIALS AND SERVICES	254,150	254,150	254,150	46
47					CAPITAL OUTLAY				47
48	-	-	12,500	10,837	VEHICLE PURCHASE	-	-	-	48
49	87,200	-	-	-	STREET REHAB	-	-	-	49
50	87,200	-	12,500	10,837	TOTAL CAPITAL OUTLAY	-	-	-	50
51					TRANSFERS				51
52	-	348,111	123,886	123,886	CAPITAL RESERVE FUND	32,915	42,915	42,915	52
53									53
54	-	348,111	123,886	123,886	TOTAL TRANSFERS	32,915	42,915	42,915	54
55									55
56	440,641	771,824	606,306	552,991	TOTAL REQUIREMENTS	500,160	510,160	510,160	56

RESOURCES & REQUIREMENTS STREET SDC FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	RESOURCE AND REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017		
	Actual		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
1	1,802,151	1,880,651	696,391	697,287	RESOURCES	382,900	382,900	382,900	1
2	384	176	625	125	WORKING CAPITAL (ACCRUAL BASIS)	120	120	120	2
3					INVESTMENT INTEREST				3
4	20,417	4,700	4,700	23,064	CHARGES FOR SERVICES	59,710	59,710	59,710	4
5	57,699	1,345	78,000	38,635	INTERCHANGE SDC'S	119,890	119,890	119,890	5
6					SYSTEM DEVELOPMENT CHARGE				6
7	1,880,651	1,886,872	779,716	759,111	TOTAL RESOURCES	562,620	562,620	562,620	7
8					MATERIALS AND SERVICES				8
9	-	1,450	5,500	1,450	PROFESSIONAL SERVICES	-	-	-	9
10									10
11	-	1,450	5,500	1,450	TOTAL MATERIALS AND SERVICES	-	-	-	11
12					CAPITAL OUTLAY				12
13	-	-	400,000	200,000	IMPROVEMENTS	200,000	200,000	200,000	13
14	-	734,819	-	-	INTERCHANGE IMPROVEMENTS	125,287	125,287	125,287	14
15									15
16	-	734,819	400,000	200,000	TOTAL CAPITAL OUTLAY	325,287	325,287	325,287	16
17					TRANSFERS				17
18	-	453,316	174,761	174,761	CAPITAL RESERVE FUND	26,400	26,400	26,400	18
19									19
20	-	453,316	174,761	174,761	TOTAL TRANSFERS	26,400	26,400	26,400	20
21									21
22									22
23	-	1,189,585	580,261	376,211	TOTAL REQUIREMENTS	351,687	351,687	351,687	23
24	832,342	102,223	106,923	125,287	RESTRICTED - INTERCHANGE/HWY 99	59,710	59,710	59,710	24
25	1,048,309	595,064	92,532	257,613	UNAPPROPRIATED ENDING FUND BALANCE	151,223	151,223	151,223	25
26	1,880,651	1,886,872	779,716	759,111	TOTAL STREET SDC FUND	562,620	562,620	562,620	26

ADVERTISING PROMOTION FUND

This fund originated by the passing of Ordinance No. 679. During the September, 1997 election, the amount distributed to advertising and promotion was reduced to 10% of the Motel Tax collected. The City Council, on the 21st day of June 2004, passed Resolution No. 607, which changed the distribution to the following:

Allocation of Motel Tax:

58.6%.....to General Fund

10%.....to Advertising Promotion Fund

31.4%.....to Tourist Usage Fund

Revenues are budgeted to increase slightly over that of the prior year.

Material & Services: Budgeted expenditures are slightly higher than the prior year budget due to the success of the annual Easter Egg Hunt as well as supporting the Bee City Committee. Funds are also used for the quarterly Mayor newsletters and supporting other community events (high school parade, community garden, etc.).

TOURIST USAGE FUND

This fund originated by the passing of Ordinance No. 679. During the September, 1997 election, the amount distributed to advertising and promotion was reduced to 10% of the Motel Tax collected. The City Council, on the 21st day of June 2004, passed Resolution No. 607, which changed the distribution to the following:

Allocation of Motel Tax:

58.6%.....to General Fund

10%.....to Advertising Promotion Fund

31.4%.....to Tourist Usage Fund

Revenues are budgeted to increase slightly over that of the prior year.

Material & Services: Expenditures are similar to prior year budget. Funds are used for contributions to the Historical Society and Chamber of Commerce, the quarterly Mayor newsletters and supporting community events (Easter Egg hunt, high school parade, community garden, etc.).

**RESOURCES & REQUIREMENTS
PARKS & RECREATION SDC FUND**

	Historical Data			Estimated Actual This Year 2015-16	Resource and Requirements Description	Budget for Next Year 2016-17			
	Actual	Adopted Budget This Year 2015-16	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
1	96,190	105,869	104,385	105,178	RESOURCES	91,855	91,855	91,855	1
2	21	18	25	18	WORKING CAPITAL (ACCRUAL BASIS)	20	20	20	2
3					INVESTMENT INTEREST				3
4	7,278	801	9,750	1,261	CHARGES FOR SERVICES	6,305	6,305	6,305	4
5	2,796	-		-	SYSTEM DEVELOPMENT CHARGE				5
6					GRANT - PLAYGROUND EQUIPMENT				6
7	106,285	106,688	114,160	106,457	TOTAL RESOURCES	98,180	98,180	98,180	7
8					MATERIALS AND SERVICES				8
9	-	-	3,000	-	PROFESSIONAL SERVICES	-	-	-	9
10									10
11	-	-	3,000	-	TOTAL MATERIALS AND SERVICES	-	-	-	11
12									12
13					CAPITAL OUTLAY				13
14	416	1,510	65,000	14,600	CAPITAL OUTLAY-IMPROVEMENTS	95,000	95,000	95,000	14
15									15
16	416	1,510	65,000	14,600	TOTAL CAPITAL OUTLAY	95,000	95,000	95,000	16
17									17
18									18
19	416	1,510	68,000	14,600	TOTAL REQUIREMENTS	95,000	95,000	95,000	19
20	105,869	105,178	46,160	91,857	UNAPPROPRIATED ENDING FUND BALANCE	3,180	3,180	3,180	20
21	106,285	106,688	114,160	106,457	TOTAL PARKS & RECREATION SDC FUND	98,180	98,180	98,180	21

RESOURCES & REQUIREMENTS GREENWAY MAINTENANCE RESERVE FUND

	Historical Data				Estimated Actual This Year 2015-16	Resource and Requirements Description	Budget for Next Year 2016-2017		
	Actual		Adopted Budget This Year 2015-16	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
1	5,913	3,314	715	714	RESOURCES	115	115	115	1
2	1	-	-	-	NET WORKING CAPITAL (ACCRUAL BASIS)	-	-	-	2
3	-	-	-	-	INVESTMENT INTEREST	-	-	-	3
4	-	-	2,000	2,000	TRANSFERS	2,485	2,485	2,485	4
5	-	-	-	-	TRANSFER IN FROM GENERAL FUND	-	-	-	5
6	5,914	3,314	2,715	2,714	TOTAL RESOURCES	2,600	2,600	2,600	6
7	-	-	-	-	MATERIALS AND SERVICES	-	-	-	7
8	2,600	2,600	2,600	2,600	PROFESSIONAL SERVICES-JACKSON COUNTY CONTRACT	2,600	2,600	2,600	8
9	-	-	-	-	-	-	-	-	9
10	2,600	2,600	2,600	2,600	TOTAL MATERIALS AND SERVICES	2,600	2,600	2,600	10
11	-	-	-	-	-	-	-	-	11
12	-	-	-	-	-	-	-	-	12
13	3,314	714	115	114	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-	13
14	5,914	3,314	2,715	2,714	TOTAL GREENWAY MAINTENANCE RESERVE FUND	2,600	2,600	2,600	14

WATER FUND

Water Resources: Water sales are budgeted slightly higher than the previous year. The significant decrease in revenue proposed in the budget is the amount transferred from closing the Intertie Debt Service Reserve Fund due to refunding the water revenue bonds in the prior year which released the reserve requirement.

Total Proposed Budget for 2016-17: \$1,280,651, 7.27% (\$86,772) increase from 2015-16.

Personnel Services: Payroll related expenses for this fund are higher than the prior year's budget due to adding a fourth member to the crew as well as increases to health insurance premiums.

Material and Services: The increases in this expenditure category of approximately \$25,000 compared to the prior year are due to an additional \$9,000 in supplies for the replacement of old water meters; \$10,000 increase in engineering costs; and approximately \$9,000 increase in insurance premiums.

Transfers: The amount budgeted is in line with the approved capital project plan as the amount to be set aside in the Capital Reserve Fund for current and future capital projects.

RESOURCES & REQUIREMENTS WATER FUND

	Historical Data		Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	RESOURCE AND REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017		
	Second Preceding Year 2013-14	First Preceding Year 2014-15				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Actual							
					RESOURCES			
1	643,008	602,712	399,776	242,442	WORKING CAPITAL (ACCRUAL BASIS)	511,940	511,940	511,940
2					CHARGES FOR SERVICES			
3	1,172,339	1,169,282	1,265,195	1,250,274	WATER SALES	1,269,030	1,269,030	1,269,030
4	-	-	-	-	SKYLINE PUMP INCOME	-	-	-
5	4,408	4,238	4,800	4,379	PUMP MAINT FEE REVENUE	4,380	4,380	4,380
6	5,338	-	2,000	1,073	INSTALLATIONS	1,400	1,400	1,400
7	545	5,020	3,520	5,880	CROSS CONNECTION	5,880	5,880	5,880
8					FRANCHISE FEE REVENUES			
9	11,350	10,725	10,980	9,877	LATE FEES	9,900	9,900	9,900
10	6,805	6,730	6,500	5,455	RECONNECT FEES	5,455	5,455	5,455
11					MISCELLANEOUS REVENUES			
12	61	160,462	2,395	14,961	MISCELLANEOUS REVENUES	2,395	2,395	2,395
13	-	1,929,919	-	-	BOND REFUNDING PROCEEDS	-	-	-
14	-	43,493	-	-	FERN VALLEY INTERCHANGE WATERLINE REIMB - ODOT	-	-	-
15					EARNINGS ON INVESTMENTS			
16	131	160	225	168	INVESTMENT INTEREST	175	175	175
17					TRANSFERS IN			
18	-	-	151,515	151,515	TRANSFERS IN FROM INTERTIE DEBT SERVICE	-	-	-
19	25,725	25,725	25,725	25,725	TRANSFERS IN FROM WATER SDC'S	25,725	25,725	25,725
20					TOTAL RESOURCES			
21	1,869,710	3,958,466	1,872,631	1,711,749		1,836,280	1,836,280	1,836,280
22					REQUIREMENTS BY PROGRAM			
23					PERSONNEL	423,240	423,240	423,240
24	340,063	387,173	387,835	372,783	MATERIALS & SERVICES	553,320	553,320	553,320
25	481,843	574,037	525,205	550,956	CAPITAL OUTLAY	-	-	-
26	310,912	-	12,500	10,837	TRANSFERS OUT	173,296	183,296	183,296
27	-	751,457	134,179	134,179	DEBT SERVICE	130,795	130,795	130,795
28	134,160	2,003,357	134,160	131,054				
29					TOTAL REQUIREMENTS BY PROGRAM			
30	1,266,998	3,716,024	1,193,879	1,199,809	OPERATING CONTINGENCY	1,280,651	1,290,651	1,290,651
31			100,000		RESTRICTED - SKYLINE WATER PUMP ASSIGNED - CAPITAL REPLACEMENT	100,000	100,000	100,000
32	34,186	34,129	-	-	UNAPPROPRIATED ENDING FUND BALANCE	-	-	-
33	17,102	-	-	-	TOTAL WATER FUND	1,836,280	1,836,280	1,836,280
34	551,424	208,313	578,752	511,940		455,629	445,629	445,629
35	1,869,710	3,958,466	1,872,631	1,711,749		1,836,280	1,836,280	1,836,280

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
WATER FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017		
	Actual		Proposed By Budget Officer				Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
						PERSONAL SERVICES			
1	11,679	12,018	17,060	12,300		CITY MANAGER	17,060	17,060	17,060
2	21,527	31,294	38,100	25,781		PUBLIC WORKS SUPERINTENDENT	39,000	39,000	39,000
3	82,855	106,650	68,930	85,279		LABORER	96,200	96,200	96,200
4	21,148	21,743	23,105	22,727		ADMIN. ASSISTANT	25,570	25,570	25,570
5	24,250	26,066	27,765	27,765		FINANCE DIRECTOR	28,320	28,320	28,320
6	21,452	23,008	19,840	24,890		ASST. FINANCE DIRECTOR/RECORDER	20,940	20,940	20,940
7	14,668	19,636	32,500	22,988		ADMIN COORDINATOR	33,150	33,150	33,150
8	6,122	1,181	8,400	10,737		TEMPORARY PERSONNEL	-	-	-
9	8,191	9,804	9,850	9,968		STANDBY	9,850	9,850	9,850
10	10,618	8,579	13,200	5,821		OVERTIME	8,185	8,185	8,185
11	9,537	10,038	10,250	10,027		HOLIDAY	10,100	10,100	10,100
12	16,953	20,234	18,140	19,143		SOCIAL SECURITY	20,660	20,660	20,660
13	167	269	310	304		WORKERS COMP	340	340	340
14	5,435	3,681	5,865	4,889		UNEMPLOYMENT	4,595	4,595	4,595
15	57,649	62,061	60,125	59,831		MEDICAL/DENTAL INSURANCE	70,870	70,870	70,870
16	4,738	5,546	5,400	5,096		HRA VEBA	5,975	5,975	5,975
17	346	339	325	322		LIFE INSURANCE	390	390	390
18	22,748	25,026	28,670	24,915		PERS	32,035	32,035	32,035
19									
20	340,083	387,173	387,835	372,783		TOTAL PERSONAL SERVICES	423,240	423,240	423,240

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
WATER FUND

	Historical Data				Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual		Adopted Budget This Year 2015-16	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-14	First Preceding Year 2014-15								
21						MATERIALS AND SERVICES				21
22	34,271	52,316	32,000	59,827		SUPPLIES	41,000	41,000	41,000	22
23	602	2,482	2,000	621		SAFETY EQUIPMENT	1,000	1,000	1,000	23
24	7,092	7,886	6,000	6,870		POSTAGE	6,870	6,870	6,870	24
25	1,372	3,893	4,000	3,863		DUES/SUBSCRIPTIONS/FEES	4,000	4,000	4,000	25
26	1,807	677	-	-		PUBLICATIONS/ELECTIONS	-	-	-	26
27	68	-	100	-		FEES	-	-	-	27
28	42,033	77,144	15,000	28,032		PROFESSIONAL SERVICES - ENGINEERING	25,000	25,000	25,000	28
29	5,631	9,784	13,120	16,411		PROFESSIONAL SERVICES - ATTORNEY	14,210	14,210	14,210	29
30	4,293	7,139	7,140	8,096		AUDITOR	7,140	7,140	7,140	30
31	20,879	16,797	19,500	19,521		CONTRACTED SERVICES	19,500	19,500	19,500	31
32	2,918	2,895	4,500	3,234		SAMPLE/TESTING	3,600	3,600	3,600	32
33	4,062	9,274	8,000	5,153		TRAVEL/TRAINING	8,000	8,000	8,000	33
34	2,289	1,555	3,500	3,172		UNIFORMS	3,200	3,200	3,200	34
35	38,858	47,919	48,920	52,190		INSURANCE	57,425	57,425	57,425	35
36	52,744	47,618	42,730	39,420		UTILITIES	41,390	41,390	41,390	36
37	3,037	5,044	5,000	4,627		TELEPHONE	4,800	4,800	4,800	37
38	-	-	-	-		PUMP FEE CHARGES	-	-	-	38
39	1,535	2,438	4,500	6,450		EQUIPMENT & SMALL TOOLS	5,200	5,200	5,200	39
40	820	734	500	832		EQUIPMENT LEASE/RENTALS	900	900	900	40
41	270	(228)	1,000	2,417		COMPUTER EQUIPMENT	1,200	1,200	1,200	41
42	20	70	-	-		SOFTWARE	-	-	-	42
43	1,905	1,570	3,500	3,117		SOFTWARE MAINTENANCE	3,200	3,200	3,200	43
44	1,860	960	7,000	5,069		BLDG REPAIR/MAINTENANCE	5,000	5,000	5,000	44
45	14	-	2,500	-		SKYLINE PUMP MAINTENANCE	-	-	-	45
46	19,353	19,619	19,620	18,406		LOST CREEK RESERVOIR O&M	18,400	18,400	18,400	46
47	1,181	2,980	2,500	2,065		GROUNDS REPAIR MAINTENANCE	2,200	2,200	2,200	47
48	14,162	18,585	9,500	17,251		IT MAINTENANCE	12,200	12,200	12,200	48
49	1,835	9,909	6,000	3,176		VEHICLE MAINTENANCE	4,800	4,800	4,800	49
50	1,100	706	1,000	1,766		TIRES	1,300	1,300	1,300	50
51	6,756	7,353	8,000	9,851		EQUIPMENT MAINTENANCE	9,400	9,400	9,400	51
52	6,126	5,234	9,000	6,438		FUEL	7,200	7,200	7,200	52
53	192,265	194,205	205,000	193,903		WATER TRANSMISSION	209,110	209,110	209,110	53
54	9,467	15,754	9,075	8,890		TAP OPERATING	9,075	9,075	9,075	54
55	400	-	25,000	17,076		TAP MAINTENANCE	25,000	25,000	25,000	55
56	818	1,725	-	3,212		OTHER PURCHASED SERVICES	2,000	2,000	2,000	56
57										57
58	481,843	574,037	525,205	550,956		TOTAL MATERIALS AND SERVICES	553,320	553,320	553,320	58

RESOURCES & REQUIREMENTS WATER SDC FUND

	Historical Data			Estimated Actual This Year 2015-16	Resource and Requirements Description	Budget for Next Year 2016-2017		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	First Preceding Year 2014-15	Adopted Budget This Year 2015-16					
1	150,592	161,383	120,700	120,688	RESOURCES	97,525	97,525	97,525
2	39	30	40	42	WORKING CAPITAL (ACCRUAL BASIS)	40	40	40
3					INVESTMENT INTEREST			
4	36,477	-	49,500	7,200	OTHER RESOURCES			
5					SYSTEM DEVELOPMENT CHARGES	30,715	30,715	30,715
6	187,108	161,413	170,240	127,930	TOTAL RESOURCES	128,280	128,280	128,280
7					MATERIALS AND SERVICES			
8								
9								
10					TOTAL MATERIALS AND SERVICES			
11					CAPITAL OUTLAY			
12								
13					TOTAL CAPITAL OUTLAY			
14		15,000	4,679	4,679	TRANSFERS			
15	25,725	25,725	25,725	25,725	CAPITAL RESERVE FUND	25,725	25,725	25,725
16					WATER FUND			
17	25,725	40,725	30,404	30,404	TOTAL TRANSFERS	25,725	25,725	25,725
18								
19								
20	25,725	40,725	30,404	30,404	TOTAL REQUIREMENTS	25,725	25,725	25,725
21	161,383	120,688	139,836	97,526	UNAPPROPRIATED ENDING FUND BALANCE	102,555	102,555	102,555
22	187,108	161,413	170,240	127,930	TOTAL WATER SDC FUND	128,280	128,280	128,280

RESOURCES & REQUIREMENTS STORMWATER SDC FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	RESOURCE AND REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017		
	Actual						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
						RESOURCES			
1	23,065	33,046	7,055	7,883	WORKING CAPITAL (ACCRUAL BASIS)		34,260	34,260	34,260
2	6	6	-	-	INVESTMENT INTEREST		-	-	-
3					OTHER RESOURCES				
4	9,975	831	12,750	29,380	SYSTEM DEVELOPMENT CHARGE		37,155	37,155	37,155
5									
6	33,046	33,883	19,805	37,263	TOTAL RESOURCES		71,415	71,415	71,415
7					MATERIALS AND SERVICES				
8	-	-	-	-	TOTAL MATERIALS AND SERVICES		-	-	-
9					CAPITAL OUTLAY				
10	-	-	-	-	TOTAL CAPITAL OUTLAY		-	-	-
11					TRANSFERS				
12	-	26,000	3,000	3,000	CAPITAL RESERVE FUND		15,685	15,685	15,685
13									
14	-	26,000	3,000	3,000	TOTAL TRANSFERS		15,685	15,685	15,685
15									
16	-	26,000	3,000	3,000	TOTAL REQUIREMENTS		15,685	15,685	15,685
17	33,046	7,883	16,805	34,263	UNAPPROPRIATED ENDING FUND BALANCE		55,730	55,730	55,730
18	33,046	33,883	19,805	37,263	TOTAL STORMWATER SDC FUND		71,415	71,415	71,415

CAPITAL RESERVE FUND

At the January 21, 2014 Council meeting, Resolution 886 was passed which approved the creation and ranking of a capital improvement plan. ORS 294.346 and 280.050 provide that reserve funds are established to accumulate money from year to year for a specific purpose, such as infrastructure and/or purchase of new equipment. Oregon State Budget Law requires that a resolution be adopted establishing such a fund. This fund was originated with the passage of Resolution 892 at the April 7, 2014 Council meeting.

Revenues are budgeted as transfers from various funds.

Capital Outlay: Expenditures budgeted are in line with the projects designated for completion during the 2016-17 fiscal year that are included in the approved capital project plan, as well as building the reserves assigned to projects scheduled in future fiscal years.

RESOURCES & REQUIREMENTS CAPITAL RESERVE FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	RESOURCE AND REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017		
	Actual						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
						RESOURCES			
1	-	-	-	7,036		WORKING CAPITAL (ACCRUAL BASIS)	42,615	42,615	42,615
2	-	-	-	34,782		ASSIGNED - OAK STREET STORM DRAIN	-	-	-
3	-	-	455,372	378,777		ASSIGNED - HILSINGER ROAD	-	100,000	100,000
4	-	-	102,594	20,717		ASSIGNED - W. 1ST STREET	107,965	107,965	107,965
5	-	-	44,864	44,864		ASSIGNED - N. ROSE CONNECTION TO TAP LINE	-	-	-
6	-	-	50,000	50,000		ASSIGNED - SCADA UPGRADE	-	-	-
7	-	-	100,000	100,000		ASSIGNED - AC PIPE REPLACEMENT	200,000	200,000	200,000
8	-	-	129,304	206,767		ASSIGNED - FERN VALLEY INTERCHANGE WATERLINES	151,484	151,484	151,484
9	-	-				ASSIGNED - PINE STREET	393,183	337,608	337,608
10	-	-				ASSIGNED - N. CHURCH STREET	314,323	269,898	269,898
11	-	-							
12	-	-							
13	-	-		86,269		ODOT REIMBURSEMENT - S. PHOENIX ROAD	-	-	-
14	-	-							
15	-	-				TRANSFERS			
16	-	-	-	-		TRANSFERS IN FROM GENERAL FUND	-	80,000	80,000
17	-	745,457	134,179	134,179		TRANSFERS IN FROM WATER FUND	173,296	183,296	183,296
18	-	348,111	123,886	123,886		TRANSFERS IN FROM STREET FUND	32,915	42,915	42,915
19	-	453,316	174,761	174,761		TRANSFERS IN FROM STREET SDC FUND	26,400	26,400	26,400
20	-	15,000	4,679	4,679		TRANSFERS IN FROM WATER SDC FUND	-	-	-
21	-	26,000	3,000	3,000		TRANSFERS IN FROM STORMWATER SDC FUND	15,685	15,685	15,685
22	-								
23	-	1,587,884	1,322,639	1,369,717		TOTAL RESOURCES	1,457,866	1,557,866	1,557,866
24	-								
25	-					MATERIALS & SERVICES			
26	-	-	-	-		CAPITAL IMPROVEMENT PLAN	-	50,000	50,000
27	-	-	-	-		TOTAL MATERIALS & SERVICES	-	50,000	50,000
28	-								
29	-					CAPITAL OUTLAY			
30	-					STREET IMPROVEMENTS			
31	-	206,249	-	-		LOCKE LAND & CORAL CIRCLE	-	-	-
32	-	-	-	-		N CHURCH STREET STORM DRAIN	36,000	36,000	36,000
33	-	87,287	-	-		CHIP SEAL PROJECT	-	-	-
34	-	8,035	77,965	-		WEST 1ST STREET	137,280	137,280	137,280
35	-	69,604	-	-		S. PHOENIX ROAD	-	-	-
36	-	371,175	77,965	-		TOTAL STREET IMPROVEMENTS	173,280	173,280	173,280
37	-								
38	-					STORM IMPROVEMENTS			
39	-	-	30,000	-		WEST 1ST STREET	45,685	45,685	45,685
40	-	-	30,000	-		TOTAL STORM IMPROVEMENTS	45,685	45,685	45,685
41	-								
42	-					WATER IMPROVEMENTS			

RESOURCES & REQUIREMENTS CAPITAL RESERVE FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	RESOURCE AND REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017		
	Actual						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
						RESOURCES			
43	-	15,629	-	-	-	FERN VALLEY INTERCHANGE WATERLINES	-	-	-
44	-	-	44,864	72,025	-	N. ROSE CONNECTION TO TAP LINE	-	-	-
45	-	-	60,000	88,122	-	SCADA UPGRADE	-	-	-
46	-	273,399	-	-	-	LOCKE LAND & CORAL CIRCLE	-	-	-
47	-	84,738	-	-	-	4TH STREET	-	-	-
48	-	-	20,000	-	-	WATER EVALUATION	-	-	-
49	-	-	-	-	-	SOUTH CHURCH WATERLINE	73,296	73,296	73,296
50	-	373,766	124,864	160,147	-	TOTAL WATER IMPROVEMENTS	73,296	73,296	73,296
51	-	-	-	-	-				
52	-	744,941	202,829	160,147	-	TOTAL CAPITAL OUTLAY	292,261	246,576	246,576
53	-	-	-	-	-				
54	-	744,941	232,829	160,147	-	TOTAL REQUIREMENTS	292,261	342,261	342,261
55	-	-	-	-	-				
56	-	-	-	-	-				
57	-	-	-	-	-	ASSIGNED - BUILDING FUND	-	50,000	50,000
58	-	34,782	-	-	-	ASSIGNED - OAK STREET STORM DRAIN	-	-	-
59	-	378,777	-	-	-	ASSIGNED - HILSINGER ROAD	-	100,000	100,000
60	-	20,717	-	107,965	-	ASSIGNED W. 1ST STREET	-	-	-
61	-	44,864	-	-	-	ASSIGNED - N. ROSE CONNECTION TO TAP LINE	-	-	-
62	-	50,000	-	-	-	ASSIGNED - SCADA UPGRADES	-	-	-
63	-	-	393,183	393,183	-	ASSIGNED - PINE STREET	393,183	337,608	337,608
64	-	-	314,323	314,323	-	ASSIGNED - N. CHURCH STREET	314,323	269,898	269,898
65	-	100,000	200,000	200,000	-	ASSIGNED - AC PIPE REPLACEMENT	300,000	300,000	300,000
66	-	206,767	129,304	151,484	-	ASSIGNED - FERN VALLEY INTERCHANGE WATERLINES	151,484	151,484	151,484
67	-	-	-	-	-	ASSIGNED - SOUTH CHURCH WATERLINE	-	-	-
68	-	7,036	118,000	42,615	-	UNAPPROPRIATED ENDING FUND BALANCE	6,615	6,615	6,615
69	-	-	-	-	-				
70	-	1,587,884	1,387,639	1,389,717	-	TOTAL CAPITAL RESERVE FUND	1,457,866	1,557,866	1,557,866

PHURA BOND FUND

At the August 3rd, 2015 Council meeting, Resolution 931 was passed which approved the issuance and negotiated sale of full faith and credit obligations to finance projects in the City's urban renewal area; designating an authorized representative, escrow agent and special counsel; authorizing the execution and delivery of a financing agreement, escrow agreement and intergovernmental agreement; and related matters. In conjunction with the issuance of the bonds, the City and Phoenix Urban Renewal Agency (the Agency) entered into an intergovernmental agreement, where the Agency shall transfer tax increment revenues and proceeds to the City in amounts and times sufficient for the City to pay the Series 2015B and Series 2015C obligations under the terms of such obligations. This fund was originated to record the receipt of the bond proceeds, amounts loaned to the Agency, receipt of tax increment revenue from the Agency and debt service payments.

RESOURCES & REQUIREMENTS PHURA BOND FUND

	Historical Data			Estimated Actual This Year 2015-16	Resource and Requirements Description	Budget for Next Year 2016-2017		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-14	First Preceding Year 2014-15	Adopted Budget This Year 2015-16					
					RESOURCES			
1	-	-	-	-	WORKING CAPITAL (ACCRUAL BASIS)	1,265,608	1,265,608	1,265,608
2								
3								
4	-	-	3,562,290	3,562,290	BOND PROCEEDS			
6	-	-	234,392	234,392	LOAN PAYMENTS FROM PHURA	234,092	234,092	234,092
7								
8	-	-	3,796,682	3,796,682	TOTAL RESOURCES	1,499,700	1,499,700	1,499,700
9								
10					MATERIALS AND SERVICES			
11			62,290	62,290	PROFESSIONAL SERVICES	-	-	-
12	-	-	3,500,000	2,234,392	LOAN TO PHOENIX URBAN RENEWAL AGENCY	1,265,608	1,265,608	1,265,608
13	-	-	3,562,290	2,296,682	TOTAL MATERIALS AND SERVICES	1,265,608	1,265,608	1,265,608
14								
15					DEBT SERVICE			
16	-	-	195,000	195,000	DEBT INTEREST	120,000	120,000	120,000
17	-	-	39,392	39,392	DEBT PRINCIPAL	114,092	114,092	114,092
18	-	-	234,392	234,392	TOTAL DEBT SERVICE	234,092	234,092	234,092
19								
20	-	-	3,796,682	2,531,074	TOTAL REQUIREMENTS	1,499,700	1,499,700	1,499,700
21								
22								
23	-	-	-	1,265,608	RESTRICTED - PHURA PROJECTS	-	-	-
24								
25	-	-	3,796,682	3,796,682	TOTAL PHURA BOND FUND	1,499,700	1,499,700	1,499,700

**RESOURCES & REQUIREMENTS
GENERAL FUND**

	Historical Data				Estimated Actual This Year 2015-16	RESOURCE AND REQUIREMENTS DESCRIPTION	PROJECTION		
	Actual		Adopted Budget This Year 2015-16	FY 2016-17			FY 2017-18	FY 2018-19	
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
1	742,729	774,390	758,505	925,846	RESOURCES	910,705	810,590	680,234	
2					NET WORKING CAPITAL (ACCRUAL BASIS)				
3	35,887	25,536	33,800	33,894	TAXES	33,800	33,800	33,800	
4	456	627	850	735	DELINQUENT TAXES	770	770	770	
5	18,966	18,473	13,285	15,301	DELINQUENT TAX INTEREST	15,300	15,300	1,500	
6	-	-	-	-	MOTEL TAX	-	-	-	
7					DELINQUENT MOTEL PENALTY				
8	5,183	137	1,100	910	CHARGES FOR SERVICES	1,000	1,000	1,000	
9	640	590	500	695	ADMINISTRATION FEES	640	640	640	
10	12,834	11,365	13,650	10,760	LIEN SEARCH	11,300	11,470	11,640	
11	15,651	4,015	5,070	5,610	FINGERPRINTS	5,300	5,300	5,300	
12					PLAN CHECK				
13	28,012	28,709	25,200	25,420	LICENSES & PERMITS	25,200	25,200	25,200	
14	595	455	630	630	BUSINESS LICENSES	630	630	630	
15	15,306	9,270	6,980	13,940	LIQUOR LICENSES	9,200	6,980	6,980	
16	45,545	14,740	13,550	13,628	LAND USE APPLICATIONS	38,600	13,550	13,550	
17	200	100	200	200	BUILDING PERMITS	200	200	200	
18	7,893	4,326	3,000	3,089	FENCE PERMITS	6,800	3,000	3,000	
19					ELECTRICAL PERMITS				
20	81,666	226,203	196,540	212,471	FINES AND FORFEITS	204,130	207,195	210,305	
21	8,315	11,534	8,520	8,281	FINES AND FORFEITS	8,280	8,280	8,280	
22	16,228	18,121	15,100	17,029	DELINQUENT INTEREST	16,800	16,800	16,800	
23	1,565	6,287	4,800	6,256	DESIGNATED FINES & FORFEITS	5,400	5,400	5,400	
24	596	1,076	600	720	DESIGNATED MUNICIPAL TRAFFIC VIOLATIONS	660	660	660	
25					TEMP TRAFFIC SURCHARGE				
26	311,285	294,643	304,550	304,644	FRANCHISE FEE REVENUES	304,550	309,120	313,755	
27	8,534	12,100	9,500	10,230	FRANCHISE FEES	9,800	9,800	9,800	
28	5,875	11,125	11,750	9,000	COURT FEES	10,000	10,000	10,000	
29	50	1,050	400	875	VEHICLE RELEASE	875	875	875	
30	100	75	100	200	PARK FEES	200	200	200	
31					NSF				
32	45,727	29,177	36,370	36,370	INTERGOVERNMENTAL REVENUE	36,370	36,370	36,370	
33	64,008	60,658	73,780	66,371	STATE REVENUE	68,135	71,160	72,230	
34	6,150	5,612	5,355	5,625	STATE LIQUOR TAXES	5,505	5,180	5,050	
35	-	-	10,000	-	STATE CIGARETTE TAXES	-	-	-	
36	23,459	25,480	23,600	23,391	PHURA PLANNING SERVICES	23,600	23,600	23,600	
37	-	-	-	-	LOCAL CONTRIBUTIONS - PHS	-	-	-	
38					9-1-1 SORC REQUIRED TAXES	-	-	-	
39	965	-	-	-	GRANTS/CONTRIBUTIONS	-	-	-	
40	-	32	-	-	K-9 PROGRAM - RESTRICTED	-	-	-	
41	-	1,010	-	-	POLICE DEPARTMENT - RESTRICTED	-	-	-	
42	-	-	-	2,535	PARKS - RESTRICTED	500	-	-	
43	3,025	-	-	-	PARKS MASTER PLAN GRANT	35,000	-	-	
					BODY ARMOR GRANT	-	-	-	

**RESOURCES & REQUIREMENTS
GENERAL FUND**

	Historical Data				Estimated Actual This Year 2015-16	Adopted Budget This Year 2015-16	PROJECTION					
	Actual		First Preceding Year 2014-15	FY 2016-17			FY 2017-18	FY 2018-19				
	Second Preceding Year 2013-14											
44												
45	382	28,123	38,960	36,444		2,480	2,480	2,480			2,480	44
46	202	7	15	5		5	5	5			5	45
47	400	455	320	650		420	420	420			420	46
48	200	-	-	-		-	-	-			-	47
50												48
51	14,496	10,029	9,300	8,845		9,000	9,000	9,000			9,000	50
52												51
53	-	6,000	-	-		-	-	-			-	52
54	-	16,505	-	-		-	-	-			-	53
55												54
56	1,523,125	1,658,035	1,625,880	1,800,600		1,801,155	1,644,975	1,644,975			1,509,674	55
57	-	-	956,400	967,462		988,090	1,017,730	1,017,730			1,048,260	56
58	909,266	941,777										57
59	2,432,391	2,599,812	2,582,280	2,768,062		2,789,245	2,662,704	2,662,704			2,557,933	58
												59

RESOURCES & REQUIREMENTS GENERAL FUND

	Historical Data				Estimated Actual This Year 2015-16	RESOURCE AND REQUIREMENTS DESCRIPTION	PROJECTION			
	Actual						FY 2016-17	FY 2017-18	FY 2018-19	
	Second Preceding Year 2013-14	First Preceding Year 2014-15	Adopted Budget This Year 2015-16							
60										60
61										61
62	89,277	100,011	89,150	97,661	97,661	EXECUTIVE	92,565	95,595	97,145	62
63	105,174	114,136	127,455	639,512	639,512	ADMINISTRATION	133,985	138,745	141,610	63
64	985,666	1,092,296	1,226,750	1,727,953	1,727,953	POLICE	1,188,885	1,237,230	1,273,390	64
65	123,341	109,049	162,290	678,327	678,327	PLANNING	185,130	140,845	143,850	65
66	97,410	96,361	102,110	304,644	304,644	BUILDING	122,075	111,090	113,095	66
67	70,692	83,955	99,160	593,661	593,661	PARKS	108,080	108,985	111,355	67
68	64,867	78,158	52,730	54,644	54,644	INTER-DEPARTMENTAL	45,335	45,640	46,310	68
69										69
70	1,536,427	1,673,966	1,859,645	4,096,402	4,096,402	TOTAL REQUIREMENTS BY DEPARTMENT	1,876,055	1,878,130	1,926,755	70
71						CAPITAL OUTLAY				71
72										72
73						TOTAL CAPITAL OUTLAY				73
74						DEBT SERVICE				74
75	120,877					BOND PRINCIPAL - RURAL DEVELOPMENT				75
76	697					BOND INTEREST - RURAL DEVELOPMENT				76
77						LIBRARY FOUNDATION				77
78										78
79	121,574					TOTAL DEBT SERVICE				79
80						TRANSFERS				80
81						TRANSFER OUT TO DEBT RESERVE FUND				81
82						TRANSFER OUT TO TOURIST USAGE FUND				82
83			2,000	2,000	2,000	TRANSFER OUT TO GREENWAY MAINTENANCE	2,600	2,600	2,600	83
84			2,000	2,000	2,000	TOTAL TRANSFERS	2,600	2,600	2,600	84
85										85
86			125,000	125,000	125,000	OPERATING CONTINGENCY	100,000	100,000	100,000	86
87	1,658,001	1,673,966	1,986,645	4,098,402	4,098,402	TOTAL REQUIREMENTS	1,978,655	1,980,730	2,029,355	87
88	1,829	1,829				RESTRICTED - K9 CONTRIBUTIONS				88
89	14,407	18,340	13,192	30,369	30,369	COMMITTED - JACKSON COUNTY FINE SHARE	39,669	48,969	58,269	89
90	2,074	6,362	4,609	8,118	8,118	COMMITTED - TRAFFIC COURT EQUIPMENT	11,018	13,918	16,818	90
91	20,655	36,642	21,642	21,642	21,642	ASSIGNED - POLICE CAPITAL REPLACEMENT	36,642	51,642	66,642	91
92						ASSIGNED - RURAL DEVELOPMENT LOAN				92
93	735,425	862,673	556,192	(1,390,469)	(1,390,469)	UNAPPROPRIATED ENDING FUND BALANCE	723,261	567,446	386,849	93
94	2,432,391	2,599,812	2,582,280	2,768,062	2,768,062	TOTAL GENERAL FUND	2,789,245	2,662,704	2,557,933	94

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
EXECUTIVE DEPARTMENT - GENERAL FUND

	Historical Data			Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	PROJECTION		
	Actual					FY 2016-17	FY 2017-18	FY 2018-19
	Second Preceding Year 2013-14	First Preceding Year 2014-15	Adopted Budget This Year 2015-16					
					PERSONAL SERVICES			
1	54,504	56,083	52,935	52,940	CITY MANAGER/CITY RECORDER	52,930	53,990	55,070
2	1,669	2,464	2,500	2,470	HOLIDAY	2,500	2,550	2,599
3	4,260	4,441	4,240	4,264	SOCIAL SECURITY	4,240	4,325	4,410
4	51	55	40	39	WORKERS COMP	45	45	45
5	2,566	842	865	857	UNEMPLOYMENT	600	610	620
6	10,132	9,408	8,680	8,246	MEDICAL/DENTAL INSURANCE	9,250	9,805	10,000
7	700	840	780	780	HRA VEBA	780	780	780
8	100	111	105	105	LIFE INSURANCE	105	105	105
9	4,053	5,130	4,855	4,841	PERS	4,855	6,120	6,245
10								
11	78,035	79,374	75,000	74,542	TOTAL PERSONAL SERVICES	75,305	78,330	79,875
12					MATERIALS AND SERVICES			
13	781	2,300	2,000	1,968	SUPPLIES	2,000	2,000	2,000
14	-	-	-	-	POSTAGE			
15	547	1,797	1,650	2,400	DUES/SUBSCRIPTIONS/FEEES	2,400	2,400	2,400
16	-	102	100	-	PRINTING	-	-	-
17	4,994	11,474	5,000	14,490	PROFESSIONAL SERVICES	7,800	7,800	7,800
18	814	3,430	3,750	3,005	TRAVEL/TRAINING	3,500	3,500	3,500
19	2,580	295	400	-	TRAVEL/TRAINING-LEGISLATIVE	300	300	300
20	1,200	1,200	1,200	1,200	MAYORS EXPENSES	1,200	1,200	1,200
21	25	39	50	56	INSURANCE	60	65	70
26	301	-	-	-	OTHER MISCELLANEOUS			
27								
28	11,242	20,637	14,150	23,119	TOTAL MATERIALS AND SERVICES	17,260	17,265	17,270
29								
30	89,277	100,011	89,150	97,661	TOTAL REQUIREMENTS	92,565	95,595	97,145

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
POLICE DEPARTMENT - GENERAL FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	PROJECTION			
	Actual						FY 2016-17	FY 2017-18	FY 2018-19	
	Second Preceding Year 2013-14	First Preceding Year 2014-15	This Year 2015-16							
1	68,408	73,541	79,420	79,420		POLICE CHIEF	81,010	82,630	84,285	1
2	60,978	-	-	-	-	SERGEANT	-	-	-	2
3	-	68,940	73,850	73,850	73,850	LIEUTENANT	75,330	76,840	78,375	3
4	52,891	54,508	56,215	56,215	56,506	POLICE OFFICER - SRO	57,895	59,055	60,235	4
5	54,017	57,353	59,770	59,770	58,996	POLICE OFFICER	59,565	60,755	61,970	5
6	-	41,743	44,685	44,685	49,852	POLICE OFFICER	48,625	49,600	50,590	6
7	54,615	52,837	58,675	58,675	57,940	POLICE OFFICER	61,240	62,465	63,715	7
8	51,685	56,259	55,400	55,400	55,848	POLICE OFFICER	56,780	57,915	59,075	8
9	51,601	41,321	41,440	41,440	41,389	POLICE OFFICER	43,610	44,485	45,375	9
10	52,404	56,759	59,495	59,495	59,376	TRAFFIC SAFETY OFFICER	61,240	62,465	63,715	10
11	34,273	9,656	13,345	13,345	6,240	CODE ENFORCEMENT OFFICER	14,020	14,300	14,585	11
12	21,362	33,689	39,390	39,390	39,186	POLICE CLERK	41,345	42,175	43,020	12
13	34,753	19,649	25,000	25,000	22,061	OVERTIME	25,000	25,000	25,000	13
14	40,349	38,134	35,000	35,000	36,112	HOLIDAY PAY	35,000	35,700	36,415	14
15	318	45,513	46,410	46,410	45,638	SOCIAL SECURITY	47,865	48,825	49,800	15
16	11,556	529	715	715	662	WORKERS COMP	715	715	715	16
17	131,325	9,444	13,805	13,805	12,014	UNEMPLOYMENT	9,490	9,680	9,875	17
18	10,818	129,959	138,950	138,950	131,300	MEDICAL/DENTAL INSURANCE	142,310	150,850	159,900	18
19	1,095	1,400	820	820	12,000	HRA VEGA	12,000	12,000	12,000	19
20	65,690	70,239	70,780	70,780	212,471	LIFE INSURANCE	820	835	855	20
21					71,239	PERS	73,090	92,095	97,620	21
22										22
23	798,499	872,973	925,165	925,165	1,122,100	TOTAL PERSONAL SERVICES	946,950	988,385	1,017,120	23

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
PLANNING DEPARTMENT - GENERAL FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	PROJECTION		
	Actual		First Preceding Year 2014-15				FY 2016-17	FY 2017-18	FY 2018-19
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
						PERSONAL SERVICES			
1	25,669	39,582	42,025	42,190		PLANNING DIRECTOR	44,950	45,850	46,765
2	22,850	24,443	25,955	26,399		ASSISTANT PLANNER	29,410	30,000	30,600
3	1,240	2,651	1,650	1,679		HOLIDAY	1,950	1,990	2,030
4	3,659	5,021	5,125	5,250		SOCIAL SECURITY	5,840	5,955	6,075
5	51	42	80	74		WORKERS COMP	85	85	85
6	1,940	2,008	1,595	1,533		UNEMPLOYMENT	1,110	1,130	1,155
7	12,033	16,297	16,035	15,233		MEDICAL/DENTAL INSURANCE	17,080	18,105	19,190
8	960	1,455	1,440	1,440		HRA VEBA	1,440	1,440	1,440
9	176	84	175	145		LIFE INSURANCE	115	120	125
10	2,660	4,385	7,435	7,411		PERS	8,435	10,630	10,845
11									
12	71,238	95,968	101,515	101,354		TOTAL PERSONAL SERVICES	110,415	115,305	118,310
13						MATERIALS AND SERVICES			
14	485	981	600	911		SUPPLIES	1,200	1,200	1,200
15	831	2,194	1,000	1,393		DUES/PUBLICATIONS/ELECTIONS	1,400	1,400	1,400
16	-	35	1,200	1,138		PRINTING	1,500	1,500	1,500
17	28,334	540	7,000	7,000		PROFESSIONAL SERVICES - PLANNING SERVICES	12,175	-	-
18	17,747	2,938	4,500	6,370		PROFESSIONAL SERVICES - ATTORNEY	4,500	4,500	4,500
19	-	-	40,000	40,000		COMP PLAN UPDATE	47,000	10,000	10,000
20	2,174	2,894	4,500	212,471		TRAVEL/TRAINING	5,000	5,000	5,000
21	2,062	10	300	153		MILEAGE REIMBURSEMENT	240	240	240
22	280	422	335	336		INSURANCE	360	360	360
23	190	1,403	500	1,548		COMPUTER EQUIPMENT	500	500	500
24	-	610	840	1,009		SOFTWARE	840	840	840
25	-	-	-	-		EQUIP/BLDG MAINTENANCE	-	-	-
26	-	1,054	-	304,644		OTHER MISCELLANEOUS EXPENDITURES	-	-	-
27									
28	52,103	13,081	60,775	576,973		TOTAL MATERIALS AND SERVICES	74,715	25,540	25,540
29									
30	123,341	109,049	162,290	678,327		TOTAL REQUIREMENTS	185,130	140,845	143,850

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
PARKS DEPARTMENT - GENERAL FUND

	Historical Data				REQUIREMENTS DESCRIPTION	PROJECTION			
	Actual	Adopted Budget	Estimated Actual	This Year 2015-16		FY 2016-17	FY 2017-18	FY 2018-19	
	Second Preceding Year 2013-14	First Preceding 2014-15	This Year 2015-16						
					PERSONAL SERVICES				
1	2,153	3,129	2,578	3,005	PUBLIC WORKS SUPERINTENDENT	3,250	3,315	3,380	1
2	24,052	19,583	22,917	29,395	LABORER	32,570	33,220	33,885	2
3	334	283	-	-	OVERTIME	-	-	-	3
4	372	404	337	340	HOLIDAY	340	340	340	4
5	4,179	7,671	10,170	5,700	TEMP PERSONNEL	10,000	10,000	10,000	5
6	2,023	1,758	1,939	2,610	SOCIAL SECURITY	2,740	2,795	2,850	6
7	36	19	39	45	WORKERS COMP	50	50	50	7
8	-	-	825	915	UNEMPLOYMENT	655	670	685	8
9	7,596	6,489	7,890	9,220	MEDICAL/DENTAL INSURANCE	10,105	10,710	11,355	9
10	646	537	720	830	HRA VEBA	850	850	850	10
11	56	39	39	45	LIFE INSURANCE	50	50	50	11
12	2,725	2,428	2,703	3,395	PERS	3,565	4,495	4,585	12
13									13
14	44,172	42,340	50,157	55,500	TOTAL PERSONAL SERVICES	64,175	66,495	68,030	14
15					MATERIALS AND SERVICES				15
16	6,950	6,305	8,225	8,000	SUPPLIES	10,200	8,000	8,000	16
17	117	-	-	-	PLANTS/SEEDS				17
18	4,625	8,462	212,471	7,000	CONTRACTED SERVICES	9,500	9,500	9,500	18
19	1,103	1,647	1,395	1,360	INSURANCE	1,535	1,690	1,860	19
20	9,947	9,397	11,938	14,050	UTILITIES	12,620	13,250	13,915	20
21	-	507	196	500	SMALL TOOLS & MINOR EQUIPMENT	500	500	500	21
22	1,092	7,452	760	3,000	BLDG. REPAIRS/MAINTENANCE	1,750	1,750	1,750	22
23	15	3,674	304,644	4,000	PARK SIGNS	3,600	3,600	3,600	23
24	2,600	3,576	3,389	5,000	PARKS MAINTENANCE	3,500	3,500	3,500	24
25	41	477	486	500	EQUIPMENT MAINTENANCE	500	500	500	25
26	30	118	-	250	FUEL	200	200	200	26
27									27
28	26,520	41,615	543,504	43,660	TOTAL MATERIALS AND SERVICES	43,905	42,490	43,325	28
29									29
30	70,692	83,955	593,661	99,160	TOTAL REQUIREMENTS	108,080	108,985	111,355	30

**RESOURCES & REQUIREMENTS
STREET FUND**

	Historical Data		Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	RESOURCE AND REQUIREMENTS DESCRIPTION	PROJECTION		
	Second Preceding Year 2013-14	First Preceding Year 2014-15				FY 2016-17	FY 2017-18	FY 2018-19
1	766,781	817,312	600,005	611,941	RESOURCES	579,545	812,584	1,056,884
2	3,928	5,033	3,400	4,452	WORKING CAPITAL (ACCRUAL BASIS)	4,450	4,450	4,450
3					INVESTMENT INTEREST			
4	143,883	147,635	150,400	149,467	CHARGES FOR SERVICES			
5	27,565	31,837	31,000	32,632	STREET USER FEES	152,055	156,620	161,320
6	48,225	54,668	46,400	48,173	DEDICATED STREET USER FEE	32,990	33,980	35,000
7	5,721	11,089	8,600	3,125	STORMWATER UTILITY FEE	48,175	48,175	48,175
8					STREET SWEEPING	-	-	-
9	540	135	400	-	LICENSES & PERMITS			
10					ENCHROACHMENT PERMITS	-	-	-
11				68,921	FRANCHISE FEE REVENUE	14,880	15,105	15,335
12					RV SEWER FRANCHISE FEE			
13	261,129	264,681	264,080	261,483	INTERGOVERNMENTAL REVENUE			
14			250,000	-	STATE GAS TAXES	263,500	265,290	269,270
15					ODOT JURISDICTIONAL TRANSFER	-	-	-
16				52,098	TAX REVENUE			
17					DIESEL MOTOR FUEL TAX	81,475	82,700	83,945
18		50,000	50,000	-	GRANTS/CONTRIBUTIONS			
19			44,850	44,850	STATE GRANT - SCA	-	-	-
20					ADA RAMP IMPROVEMENT GRANT	-	-	-
21	181	1,375	500	212,471	MISCELLANEOUS REVENUE	500	500	500
22					MISCELLANEOUS REVENUE			
23	1,257,953	1,383,765	1,449,635	304,644	TOTAL RESOURCES	1,177,570	1,419,404	1,674,879
24					REQUIREMENTS BY PROGRAM			
25					PERSONAL SERVICES	220,295	229,790	235,725
26	174,969	141,763	174,085	163,814	MATERIALS & SERVICES	254,150	257,910	261,930
27	178,472	281,950	295,835	733,366	CAPITAL OUTLAY	-	-	-
28	87,200	-	12,500	10,837	INTERFUND TRANSFERS	32,915	115,000	120,000
29		348,111	123,886	123,886	TOTAL REQUIREMENTS BY PROGRAM	507,360	602,699	617,656
30	440,641	771,824	606,306	1,031,903	OPERATING CONTINGENCY	75,000	75,000	75,000
31			75,000		RESTRICTED - HWY 99 MAINTENANCE	179,196	213,176	248,176
32			425,224	146,206	RESTRICTED - RV SEWER FRANCHISE FEES	83,801	98,906	114,241
33	113,574	113,574	-	68,921	RESTRICTED - DIESEL MOTOR FUEL TAX	133,573	216,273	300,218
34			-	52,098	ASSIGNED - CAPITAL OUTLAY REPLACEMENT	-	-	-
35			-	-	UNAPPROPRIATED ENDING FUND BALANCE	416,014	528,529	734,048
36	181,896	181,896	343,105	(994,484)	TOTAL STREET FUND	1,394,944	1,734,583	2,089,338
37	521,842	316,471	1,449,635	304,644				
38	1,257,953	1,383,765						

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
STREET FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION			PROJECTION			
	Actual					MATERIALS AND SERVICES	FY 2016-17	FY 2017-18	FY 2018-19			
	Second Preceding Year 2013-14	First Preceding Year 2014-15										
19												19
20	3,749	7,974	4,000	212,471	SUPPLIES	6,200	6,200	6,200	6,200	6,200	6,200	20
21	1,138	1,200	1,000	912	POSTAGE	1,000	1,000	1,000	1,000	1,000	1,000	21
22	741	1,807	2,000	3,676	DUES/SUBSCRIPTIONS	3,600	3,600	3,600	3,600	3,600	3,600	22
23	58	42	-	40	BANK FEES	40	40	40	40	40	40	23
24	33,007	25,067	15,000	304,644	PROFESSIONAL SERVICES - ENGINEERING	26,000	26,000	26,000	26,000	26,000	26,000	24
25	16,681	22,583	11,900	6,259	PROFESSIONAL SERVICES - ATTORNEY	6,300	6,300	6,300	6,300	6,300	6,300	25
26	954	1,586	1,585	2,430	AUDITOR	1,585	1,585	1,585	1,585	1,585	1,585	26
27	10,911	14,421	18,000	18,790	CONTRACTED SERVICES	19,000	19,000	19,000	19,000	19,000	19,000	27
28	8,926	11,672	10,200	11,187	INSURANCE	14,305	15,735	17,310	15,735	17,310	17,310	28
29	45,563	52,536	48,800	42,454	UTILITIES	46,580	48,910	51,355	48,910	51,355	51,355	29
30	725	851	1,000	925	TELEPHONE	1,000	1,000	1,000	1,000	1,000	1,000	30
31	1,715	2,046	4,000	3,392	SMALL TOOLS & MINOR EQUIPMENT	4,000	4,000	4,000	4,000	4,000	4,000	31
32	393	497	500	276	EQUIPMENT LEASE/RENTALS	350	350	350	350	350	350	32
33	2,087	4,484	7,000	7,718	BLDG. REPAIRS/MAINTENANCE	4,800	4,800	4,800	4,800	4,800	4,800	33
34	1,620	-	2,500	8,842	STORM SEWER MAINTENANCE	7,400	7,400	7,400	7,400	7,400	7,400	34
35	15,002	112,299	119,850	71,931	STREET MAINTENANCE	75,000	75,000	75,000	75,000	75,000	75,000	35
36	2,209	2,065	12,000	10,888	STREET SIGNS	7,600	7,600	7,600	7,600	7,600	7,600	36
37	567	403	5,000	3,194	TRAFFIC MARKINGS	3,200	3,200	3,200	3,200	3,200	3,200	37
38	15,585	17	5,000	1,445	VEHICLE MAINTENANCE	2,500	2,500	2,500	2,500	2,500	2,500	38
39	3,401	3,816	4,500	4,260	IT MAINTENANCE	4,040	4,040	4,040	4,040	4,040	4,040	39
40	1,660	1,583	500	1,295	EQUIPMENT MAINTENANCE	1,200	1,200	1,200	1,200	1,200	1,200	40
41	2,909	2,829	4,000	3,433	FUEL	4,000	4,000	4,000	4,000	4,000	4,000	41
42	6,765	9,972	10,000	9,813	SWEEPER MAINTENANCE	10,000	10,000	10,000	10,000	10,000	10,000	42
43	2,106	2,200	2,500	1,551	MISCELLANEOUS	1,650	1,650	1,650	1,650	1,650	1,650	43
44	-	-	5,000	1,540	STREET TREES	2,800	2,800	2,800	2,800	2,800	2,800	44
45												45
46	178,472	281,950	295,835	733,366	TOTAL MATERIALS AND SERVICES	254,150	257,910	261,930	257,910	261,930	261,930	46
47					CAPITAL OUTLAY							47
48	-	-	12,500	10,837	VEHICLE PURCHASE	-	-	-	-	-	-	48
49	87,200	-	-	-	STREET REHAB	-	-	-	-	-	-	49
50	87,200	-	12,500	10,837	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	50
51					TRANSFERS							51
52	-	348,111	123,886	123,886	CAPITAL RESERVE FUND	32,915	115,000	120,000	115,000	120,000	120,000	52
53												53
54	-	348,111	123,886	123,886	TOTAL TRANSFERS	32,915	115,000	120,000	115,000	120,000	120,000	54
55												55
56	440,641	771,824	606,306	1,031,903	TOTAL REQUIREMENTS	507,360	602,700	617,655	602,700	617,655	617,655	56

**REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
WATER FUND**

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	PROJECTION		
	Actual		First Preceding Year 2014-15				FY 2016-17	FY 2017-18	FY 2018-19
	Second Preceding Year 2013-14	First Preceding Year 2014-15							
						PERSONAL SERVICES			
1	11,679	12,018	17,060	12,300	CITY MANAGER	17,060	17,400	17,750	1
2	21,527	31,294	38,100	25,781	PUBLIC WORKS SUPERINTENDENT	39,000	39,780	40,575	2
3	82,855	106,650	68,930	85,279	LABORER	96,200	98,125	100,090	3
4	21,148	21,743	23,105	22,727	ADMIN. ASSISTANT	25,570	26,080	26,600	4
5	24,250	26,066	27,765	27,765	FINANCE DIRECTOR	28,320	28,885	29,460	5
6	21,452	23,008	19,840	24,890	ASST. FINANCE DIRECTOR/RECORDER	20,940	21,360	21,790	6
7	14,668	19,636	32,500	22,988	ADMIN COORDINATOR	33,150	33,815	34,490	7
8	6,122	1,181	8,400	10,737	TEMPORARY PERSONNEL	10,700	10,700	10,700	8
9	8,191	9,804	9,850	9,968	STANDBY	9,850	10,045	10,245	9
10	10,618	8,579	13,200	5,821	OVERTIME	8,185	8,185	8,185	10
11	9,537	10,038	10,250	10,027	HOLIDAY	10,100	10,300	10,505	11
12	16,953	20,234	18,140	19,143	SOCIAL SECURITY	20,660	21,075	21,495	12
13	167	269	310	304	WORKERS COMP	340	340	340	13
14	5,435	3,681	5,865	4,889	UNEMPLOYMENT	4,595	4,685	4,780	14
15	57,649	62,061	60,125	59,831	MEDICAL/DENTAL INSURANCE	70,870	75,125	79,635	15
16	4,738	5,546	5,400	5,096	HRA VEBA	5,975	5,975	5,975	16
17	346	339	325	322	LIFE INSURANCE	390	400	410	17
18	22,748	25,026	28,670	24,915	PERS	32,035	40,365	41,175	18
19									19
20	340,083	387,173	387,835	212,471	TOTAL PERSONAL SERVICES	433,940	452,640	464,200	20

REQUIREMENTS DETAIL
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
WATER FUND

	Historical Data			Adopted Budget This Year 2015-16	Estimated Actual This Year 2015-16	REQUIREMENTS DESCRIPTION	PROJECTION			
	Actual		FY 2016-17				FY 2017-18	FY 2018-19		
	Second Preceding Year 2013-14	First Preceding Year 2014-15								
59						CAPITAL OUTLAY				59
60	3,750	-	12,500	10,837		EQUIPMENT	-	-	-	60
61	307,162	-	-	-		IMPROVEMENTS	-	-	-	61
62										62
63	310,912	-	12,500	10,837		TOTAL CAPITAL OUTLAY	-	-	-	63
64						TRANSFERS				64
65	-	751,457	134,179	134,179		TRANSFER TO CAPITAL RESERVE FUND	173,296	160,000	160,000	65
66	-	751,457	134,179	134,179		TOTAL TRANSFERS	173,296	160,000	160,000	66
67						DEBT SERVICE				67
68	5,793	5,981	5,985	6,176		CONTRACT 1 - PRINCIPAL	6,177	6,177	6,177	68
69	4,850	4,661	4,658	4,467		CONTRACT 1 - INTEREST	4,468	4,468	4,468	69
70						RURAL DEVELOPMENT 91-03				70
71	45,237	44,431	44,431	-		DEBT INTEREST	-	-	-	71
72	16,969	959,149	17,775	-		DEBT PRINCIPAL	-	-	-	72
73						RURAL DEVELOPMENT 91-05				73
74	44,586	43,791	43,791	-		DEBT INTEREST	-	-	-	74
75	16,725	945,344	17,520	-		DEBT PRINCIPAL	-	-	-	75
76						REFUNDED BONDS				76
77	-	-	-	60,411		DEBT INTEREST	60,150	59,250	58,000	77
78	-	-	-	60,000		DEBT PRINCIPAL	60,000	60,000	65,000	78
79										79
80	134,160	2,003,357	134,160	131,054		TOTAL DEBT SERVICE	130,795	129,895	133,645	80
81										81
82	1,266,998	3,716,024	1,193,879	1,340,278		TOTAL REQUIREMENTS	1,288,751	1,292,070	1,315,865	82