

THE CITY OF WOODBURN

2006-07 Adopted Annual Program Budget

Adopted June 26, 2006



The City of Woodburn's 2006-07 Annual Program Budget was adopted by the City Council on Monday, June 26, 2006.

Mayor: Kathryn Figley

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TABLE OF CONTENTS

INTRODUCTION

Budget Message..... 1
 Reader’s Guide 6
 Budget Policies 8

SUMMARY INFORMATION

Functional Organizational Chart 11
 City Profile 12
 Revenue Summaries by Fund 13
 Expenditure Summaries by Fund 14
 Expenditure Summaries by Department..... 15
 Estimated Fund Balances 17
 Statement of Indebtedness 19
 Schedule of Transfers 19
 Personnel Summaries 20
 Increased Service Level Options Summary by Department 21
 Decreased Service Level Options Summary by Department 25

REVENUES

Revenue Summary Schedules 27
 Revenue Descriptions 33

PROGRAM BUDGETS

Comments Regarding Program Descriptions 41
 City Council..... 45
 City Council..... 52
 Livability Task Force..... 53
 City Administrator..... 55
 Administration 62
 Community Relations..... 64
 Cable TV 65
 City Attorney 67

City Recorder..... 75

Administration..... 80

Self-Insurance..... 82

Community Development 85

Planning Services 90

Building Inspection 92

Housing Rehabilitation 94

Finance 95

Financial Services 100

Information Services 102

Central Stores..... 104

Bonded Debt..... 105

Bancroft Bonds..... 106

Library 107

Library Administration..... 112

Youth Services 114

Adult Services..... 115

Technical Services..... 117

Library Endowment..... 118

Museum 119

Museum Endowment 120

Municipal Court..... 121

Police 127

Police Administration..... 133

Patrol..... 135

Traffic 137

Detectives 139

Evidence 140

Community Policing..... 141

Community Response Team 142

Records..... 144

Search and Seizure 145

Public Works	147
<i>Admin. – Administration</i>	154
<i>Admin. – Equipment Replacement</i>	155
<i>Engineering – Engineering</i>	158
<i>Maintenance – Street Maintenance</i>	162
<i>Maintenance – Street Cleaning</i>	164
<i>Maintenance – Sewerline Maintenance</i>	165
<i>Maintenance – Street Administration</i>	167
<i>Maintenance – Vehicle Maintenance</i>	169
<i>Maintenance – Building Maintenance</i>	171
<i>Maintenance – Parks Maintenance</i>	173
<i>Transit – Fixed Route</i>	176
<i>Transit – Dial-a-Ride</i>	178
<i>Wastewater – Administration</i>	182
<i>Wastewater – Plant Operations</i>	183
<i>Water – Water Supply</i>	186
<i>Water – Meter Reading</i>	188
<i>Water – Miscellaneous</i>	189
Recreation and Parks	191
<i>Recreation and Parks Administration</i>	196
<i>Recreation Administration</i>	198
<i>Recreation Youth Programs</i>	199
<i>Recreation Adult Programs</i>	200
<i>Recreation Teen Scene</i>	201
<i>Aquatic Center</i>	202
<i>RSVP</i>	204
<i>Special Events</i>	205
Non-Departmental	207
<i>Non-Departmental</i>	208
<i>General Operating Reserve Fund</i>	210
<i>General Fund-Fund Balance</i>	211
 CAPITAL IMPROVEMENT PROGRAM	
Program Summary	213
Capital Improvement Program	215
<i>General Fund</i>	215
<i>Public Works</i>	216

Capital Improvement Program – Public Works Categories & Maps 220

APPENDICES

Staffing Schedule..... 229
Salary Schedule 235
Glossary of Budget Terms..... 245

INTRODUCTION



2006-07 ADOPTED ANNUAL PROGRAM BUDGET

BUDGET MESSAGE

The budget message was presented to the Budget Committee at the hearing on May 20, 2006, and is reprinted here as it was presented at that time. The Budget Committee amended the recommended budget, increasing the total budget from \$52,902,589 to \$52,914,589. The change reflects a \$12,000 increase in transfers from the General Fund to the Special Assessment Fund for Tout Street paving.

Ladies and Gentlemen:

I am pleased to present for your approval, the recommended budget for fiscal year 2006-07. This budget is balanced, provides the highest service levels possible within available resources, maintains and enhances the City's investment in facilities and infrastructure, and is consistent with your adopted budget policies.

Because of limited revenue growth, few significant changes are recommended in the operating budgets. Relying on independent funding sources, budgets in the enterprise funds such as water and wastewater were able to meet a variety of capital needs; purchasing or replacing tools, vehicles, and equipment. General-funded budgets were not as fortunate. Using prioritization criteria contained in the budget policies, additional funds requests totaling \$456,000 were pared down to recommendations that could be funded with an available \$190,000.

You developed this budget incrementally in a series of workshops. Workshops focused on policies, goals and objectives, baseline budgets, service level options, and capital planning and budgeting. Consensus regarding recommendations was reached at each step. The recommended budget represents the sum of consensus reached in the workshops.

TOTAL BUDGET

A total budget, all funds, of \$52,902,589 is recommended for 2006-07. This is a decrease of \$2,203,432 (-4%) from the revised budget for 2005-06, and reflects the completion of the Police Facility in Fall 2006.

Most City operations are budgeted in the General fund, which, like the Street fund, is largely supported by proceeds of State and local taxes. Changes in the General fund (\$95,208), and in the Street fund (-204,454) are discussed below. Information regarding other funds, and the capital improvement program is contained in summary schedules, in program descriptions, in recommended budget narratives for each department, and in the capital plan. Like the General and Street funds, each enterprise and special purpose fund is balanced for 2006-07.

GENERAL FUND

A General fund budget of \$10,759,773 is recommended for 2006-07. This represents a \$95,208 (.9 %) increase over the revised budget for 2005-06 and includes a \$501,000 reserve for PERS and a \$926,000 Contingency (10.1% of budgeted expenditures).

Increases are supported by revenues that are .8 percent greater than in 2005-06, and by a 5.1 percent increase in Working Capital Carryover. Four revenue types provide the basis for this support: Property Taxes, Franchise Fees, Fines, and State Liquor Proration. Together they account for \$500,000 in revenue growth, but are nearly offset by decreases in several other revenues. Working Capital Carryover provides the additional resources needed to balance 2006-07 expenses.

Revenues

Property tax projections continue to reflect strong building activity. Building activity in 2004-05 fell short of 2003-04 levels. This reflects in a smaller increase in property tax estimates for 2006-07 (6.9 %) than increases that were projected when the budget for 2005-06 was developed (7.8%). Current building activity is ahead of 2004-05, and will generate increases in tax estimates for 2007-08. **Franchise fees** include payments from Portland General Electric, Northwest Natural Gas, Qwest and Datavision, Willamette Broadband, and Woodburn Ambulance for use of the City's rights-of-way. This category also includes business registration fees. Increases reflect a rebound of Willamette's and Qwest's revenues from decline in previous years, and the effect of franchisee rate increases. Business registration fees were estimated at \$60,000 for 2005-06 but won't reach estimates by June 30th. Based on a fee increase effective April 17, 2006, registration fees for 2006-07 are again estimated at \$60,000. **Fine** revenues primarily reflect traffic fines, and are based on current collections. Traffic enforcement is still short one officer, however, so there is room for growth from this source. Fine revenues support the traffic enforcement team, Municipal Court, and the Police Department's community solutions team. **State-shared liquor proration** allocates taxes on alcohol sales, on a per-capita basis, to localities. Increases reflect the City's population growth, and may reflect additional statewide activity due to Sunday sales. Working Capital Carryover reflects stronger than projected property tax and franchise fee receipts, and department efforts to contain spending in 2005-06.

Revenue increases are largely offset by reductions in Planning Fees, Law Enforcement and Recreational Grants, Sale of Surplus Property, and "Other Revenue." **Planning** activity (-63.7%) is not consistently predictable, and is significantly reduced from anticipated 2005-06 levels. Fee estimates were based in strong planning activity in 2004-05. 2006-07 estimates are based on current experience, are conservative, and could change rapidly based on land availability and economic conditions. The City's budget and growth management policies suggest Planning fees be sufficient to recover the cost of services provided to Development. Fees in 2005-06 recovered 40 percent of costs; fees for 2006-07 recover half that amount. Fees and department services will be evaluated in 2006-07 to provide City Council with alternatives for reversing this trend. **Law Enforcement grants** (-100%) follow the federal fiscal year, and

are typically budgeted at mid-year. Reductions in **Recreation Grants** and **“Other Revenue”** (-100% and -25.3%) eliminate grant funding for teen programs. As indicated during a budget workshop, the Recreation department is seeking new grant funding to maintain the program. Any changes based on their success will be discussed with the City Council during budget deliberations in June. The **Surplus Property** reduction eliminates one-time revenue from sale of the community center.

Expenses

Personnel is our largest operating cost. Of the recommended General fund operating budgets, Personnel accounts for 70 percent of total appropriations. This reflects a full-year’s cost of positions added in the City Attorney’s Office, Municipal Court, and Recreation and Parks Department; additional police overtime; and bargained wage adjustments for AFSCME and WPA-represented personnel for 2006-07. Personnel costs in the General fund for 2006-07 total \$6,386,138.

Only one new position (.75 FTE) is recommended in the General fund for 2006-07. It will provide 30 hours per week of custodial service to the new police facility, and 10 hours per week shared between the Water and Streets divisions. The estimated 2006-07 General fund cost of the position is \$25,534. One upgrade reclassifies a Police Clerk to Executive Assistant, at a cost of \$3,963. This reclassification recognizes the growth of the incumbent in her job duties, particularly in the areas of procurement, budgeting, and grant administration.

Three positions totaling 1.2 FTE are added outside the General fund, in the Transit, Street, and Water divisions. In the transit division, a part-time driver (.25 FTE) will increase fixed route service by two hours per day. A second position upgrades a .3 FTE position to full time and adds more Dial-a-Ride service for elderly and disabled patrons. Both positions will be funded from federal grant monies. The third position, .25 FTE, represents the non-General fund portion of a custodian position shared with the new Police Facility. The estimated cost of these positions for 2006-07, including salary and benefits and associated supplies, services, and capital outlay, is \$65,237.

Budgets reflect little change from 2005-06. Remaining budgeting in the General fund buys services and supplies, funds capital purchases and projects, maintains Contingency and builds reserves, and supports transfers to other funds. Among these transfers are \$200,000 for the General fund’s contribution to the Street fund, and \$137,500 for capital projects. Many of these needs were met as a matter of budget policy, some were identified by department requests.

As previously indicated, selection criteria were applied to additional funds requests. Requests that serve City Council goals, have independent funding sources, reduce operating costs through efficiencies, or are needed to maintain the City’s investment in facilities and equipment were given higher priority than others. Requests meeting the criteria for 2006-07 total \$190,000 and include computer and telephone equipment, replacement radios, a replacement Police vehicle, maintenance of and physical improvements to City facilities, and

support for paving Tout Street. Of the total appropriated to additional funds requests, over 80 percent maintains the City's investment in its facilities and infrastructure. Of that, \$110,000 is directly attributable to the Aquatic Center. A summary of recommended additional funds requests, for all funds, is available in the budget document.

STREET FUND

The recommended Street fund budget of \$1,838,700 represents a \$204,454 (-10%) decrease from 2005-06. This reflects a reduction in working capital carryover, and supports increased personnel costs and capital outlay for equipment. Programs in this fund include Administration, Maintenance, and Street Cleaning. These are recommended at \$476,010 (7.6%), \$1,053,824 (3.9%), and \$102,283 (9.5%) respectively. The largest increase is \$39,632 in Maintenance, to reflect the program's share of the cost of new road grading equipment (\$29,000) and routine personnel increases. The Administration budget increases by \$33,779 and reflects routine personnel increases, shifting staff time to this budget from others, and increases in the cost of internal services provided to the program such as building maintenance, utilities, liability insurance, and information services support. The Street Cleaning increase of \$8,899 reflects distribution of staff costs to this budget from others based on current allocation of departmental staffing resources.

54.4 percent of Street fund revenue (\$1,000,000) is from State shared gasoline tax. This estimate remains unchanged from 2005-06, based on State revenue sharing estimates. Although it seems logical that rising fuel prices should result in higher revenues, department projections suggest rising prices are offset by falling consumption, leaving this revenue static. General fund subsidies provide 16.3 percent of Street funding. In 2006-07, the Street fund will receive subsidies from the General fund totaling \$300,000. This primarily provides support for street maintenance and street lighting. The Street Maintenance subsidy is again budgeted at \$200,000, pursuant to City Council and budget policy. 1.5 percent of the budget derives from licenses and permits, and interest earnings. Remaining costs are supported by fund balance, which is estimated at \$511,700. This is a 29.6 percent decrease from 2005-06.

Salaries and Benefits in this fund account for 32.1 percent of the operating budget. Increases in this object reflect the same combination of factors that drive increases in employee costs in other funds. Personnel costs also reflect charges for Engineering support, and for .25 FTE (\$7,258) of the Custodian position shared with the Water and Building Maintenance programs. Street fund personnel costs for 2006-07 total \$523,843.

Nearly half of this fund is expended in Services and Supplies objects. Across the fund, Services and Supplies budgets increased only \$13,724 (1.4%) over 2005-06. This lack of growth in the Streets Services and Supplies objects reflects, as it did in 2005-06, effort to protect a shrinking fund balance.

As discussed previously, Streets has received a \$200,000 General fund subsidy for road maintenance for each of the past seven years. Since the inception of the subsidy, the program has received \$1.7 million from the General fund to maintain, preserve, and improve the City

street system. This subsidy, in addition to gas tax revenues, allows the City to maintain and resurface approximately 1.5 miles of the City street system each year and to come closer to meeting the Council's pavement management goals.

OTHER ISSUES

The City Council recently approved consolidating the Library and Recreation and Parks departments into one, the Community Services Department. Every major component of the budget development process where the consolidation could be considered had already occurred, however, when the decision was made. Because of that timing, the recommended budget reflects the old organizational structure. Effort will be made to develop a new departmental budget prior to City Council consideration in June 2006. Changes, however, may not occur until after July 2006. Eliminating one department head is expected to generate approximately \$110,000 in salary savings. The remaining department head will be responsible for program and capital planning, grant writing and financing, project delivery, overall personnel and financial management, and board support. Three division managers will conduct day-to-day operations, and be compensated for the additional responsibilities. Restructuring of staffing allocations and program delivery is likely. Net savings from \$80,000 to \$90,000 will be returned to Library and Recreation and Parks uses. The consolidation provides the opportunity to make use of space vacated by the Police department later this fall, and to create space for programs in the Library that is currently used by administration. A status report regarding the progress of consolidation will be presented, in detail, during your mid-year review.

CONCLUSION

As did its predecessors, the recommended budget for 2006-07 allocates limited resources in a manner that satisfies Budget Committee policy and supports the strategic direction of the Mayor and City Council. It determines the level of City services provided to residents and supports programs to meet the needs of the community. The 2006-07 budget also contains the seventh in a consecutive series of six-year Capital Improvement Plans that direct the delivery of construction projects in each area of the City's capital needs. The programs recommended in this budget support a coordinated effort to improve the safety, appearance, economic well-being, and livability of the community. For those reasons, as always, your approval of this budget is recommended.

Thanks again to each of you for the time you have volunteered to this process, and your help in guiding the City in a positive direction. My thanks, too, to City staff for working within the budget guidance, and for managing their budgets so well during the fiscal year. I believe this year's budget is something of which we can all be proud; I look forward to discussing it with you at the May 20, 2006 hearing.

READER'S GUIDE

The 2006-07 budget was prepared using the format that was initiated in 1998-99, and expanded in 1999-00. The format reflects a program-based approach, and focuses attention on the use of resources rather than on appropriations in specific accounts. The desired result is a user-friendly document, which relies on verbal descriptions to supplement numerical presentations. It is hoped this format offers Woodburn residents a better understanding of the services provided by the City, and how their tax dollars are spent.

Budget Message. The Budget Message summarizes key features and issues shaping the 2006-07 budget.

Reader's Guide. The purpose of the Reader's Guide is to outline how the budget document is presented, and to define key elements for the reader.

Summary Information. The Summary Information section begins with a functional organization chart for the City. Following the organization chart is a brief profile of the City of Woodburn, which describes the context in which our municipal government operates. Following this brief description are: summary tables for revenues and expenditures, and graphic comparisons of expenditures; summaries for 2005-06 and 2006-07 fund balances; a summary of the City's level of indebtedness; a summary table describing transfers between funds; current and anticipated departmental staffing levels; and summaries of the increased and decreased service level options recommended by the Budget Committee for all departments.

Revenues. This section provides tables organized by fund, containing revenue forecasts by object class within each fund for 2006-07. Following the revenue forecast tables is a section providing descriptions of each revenue source.

Comments Regarding Program Descriptions. This section provides the reader with a thorough understanding of common changes occurring in program budgets, such as increasing medical insurance premiums and standard step increases.

Program Budgets. The budget is organized by departments, and within those departments, by program. At the beginning of each department's section, you will find an *organizational chart* depicting the programs delivered by the department, with the major functions conducted by each program listed in bulleted form, and the amount of employee time allocated to each program. Staffing resources are presented in terms of full time equivalencies (FTE's), which reflect the allocation of employee time to each program. FTE's are a composite of employee time charged directly to a program in a program.

Following the organizational charts are two key features of the budget presentation. First, the *mission statements* of each department broadly describe what they are in business to accomplish. Mission statements must be consistent with City Council policy. Second, the *objectives* represent specific projects or activities to be completed during the year. These should be viewed as being in addition to maintaining all other services and activities provided by that department, and not as the sum of what is expected to be accomplished. Objectives are

broken down into two sections, a progress update regarding objectives set by each department for the previous budget year, and new objectives for the current budget year. A change in policy and mission should prompt a change in program delivery. Objectives identify specific areas where efforts are to be directed to accomplish the mission for the coming year. Objectives also serve as a means for evaluating departmental performance.

The next section in the Program Budgets is the *Department Summaries*. The first table represents the total budget for the Department by object class: Salaries & Benefits, Supplies & Services, Capital Outlay, and other general categories used to describe how funds are allocated. The second table represents the total budget for the Department by program, and the third table represents the total number of FTE's allocated to the department.

Following the Department Summaries are the *Program Summaries*. The program summaries are made up of the program description, program financial summary table, budget description, and policy options. The program description identifies the purpose of the program. The program financial summary table details the program budget by object class. The columns within the table depicting the program's budget include the "Baseline" budget, representing the amount necessary to maintain existing service levels, and the "Adopted" column, reflecting the effect on the baseline budget of any increased or decreased policy options adopted by Council. These adopted increases or decreases reflect a change in service level provided by the program, and are further described at the end of the Program Summary in the policy options section.

Below the table is the program's budget description. The program's budget description describes in narrative form the changes that are taking place in the budget from year to year, and highlights functional and policy driven changes. Additional detail regarding common changes in program budgets can be found in the "Comments Regarding Program Descriptions" section at the front of the Program Budgets section.

The final section in the program summary is titled policy options. Policy options allow for changes in the level of services provided by a program, and represent opportunities for the Budget Committee to redirect resources, consistent with the Council's vision for Woodburn. Each policy option is briefly referenced in the budget description narrative, and then described in detail in the policy options section.

Capital Improvement Program. The Capital Improvements Program is a financial planning, budgeting, and management tool that identifies public facility and equipment requirements, places these requirements in order of priority, and schedules them for funding and implementation. The CIP has two components: a capital improvement budget, detailing the spending plan for FY 2006-07, and a capital improvement plan, describing priorities and expected funding sources for identified projects for the next six years.

Appendices. The final section in the budget document includes the Appendices, which contain: the Staffing Schedule, describing the allocation of staffing resources to departments; the Salary Schedule, detailing anticipated salaries for occupied positions in FY 2006-07; and the Glossary, defining relevant budget terms.

BUDGET POLICIES

The following policies guide budget development and the allocation, management, and control of financial resources available to the City. These policies express the principles under which the financial resources are administered.

The Budget Policies were approved by the Budget Committee on January 30, 2006.

GENERAL GUIDELINES

1. The City budget will support City Council goals and priorities and the long-range needs of the community.
2. The City will prepare a program budget that will focus decision-making on results and emphasize accomplishments.
3. The City will charge user fees to the direct beneficiaries of City services to recover the full cost of providing that service. Fees will be reviewed annually to recover all appropriate costs.
4. One-time revenue will be used only for one-time expenditures.
5. The City will routinely evaluate its service delivery system to maximize efficiency and effectiveness.

REVENUE GUIDELINES

6. Revenue forecasts will be realistic, and will be subject to revision at mid-year.

EXPENDITURE GUIDELINES

7. Each department will prepare a Baseline budget that reflects the current level of service exclusive of any one-time costs included in the current budget. 2006-07 Baseline budgets for Supplies and Services shall not exceed those approved by the City Council for 2005-06, adjusted to remove one-time costs. Baseline budgets in these objects may be adjusted by the City Administrator to account for increases in costs for insurances or internal services rates.
8. With the exception of overtime pay and temporary help accounts, which shall be developed by the departments with the advice and approval of the City Administrator, Personnel Services and Benefits cost calculations will be provided by Administration, and will be used as provided. Administration shall also provide estimates for costs including insurances and internal service rates. These amounts shall not be altered by departments.

9. If required by the City Administrator, each department will provide at least one reduced service level option for each program under its control. Such options shall reduce, at a minimum, a full activity or project within the purview of the program of which it is part. Decrease options shall identify all cost savings resulting from the reduction proposal, affect on revenues, if any, and anticipated quantifiable effects on the provision of services.
10. Requested changes to the Baseline budget will be clearly identified, by program, as an Additional Funds Request. Additional Funds Requests will be evaluated by the City Administrator and presented to the Budget Committee for consideration and recommendation to the City Council.
11. Priority in evaluating additional funds requests will be given to those proposals that:
 - a. are, and will continue to be, self-funding from external sources or are funded through realignment of the existing department budget;
 - b. directly serve to satisfy one or more Council goals;
 - c. will demonstrably reduce the existing costs of staffing, maintenance, and operation through efficiencies or cost avoidance; and
 - d. are necessary to maintain the City's existing investment in facilities and capital plant.
12. General Fund support of street maintenance will be \$200,000.
13. Contingency in the General Fund will be set at 10% of the operating budget.
14. The City will encumber funds based on signed purchase orders or executed contracts.
15. No positions will be added and no capital items will be purchased without the prior approval of either the Budget Committee or the Council.
16. The City will allocate indirect and administrative costs to funds and departments based on the benefits received as measured by the prior year's actual labor distribution.
17. Construction costs funded by SDC's will be charged directly to SDC funds. Monies will not be transferred from SDC funds to other funds.
18. Budget reductions in response to limited revenue will reflect strategic decisions about the community's needs. Reductions will not be applied uniformly across the board.
19. Expenditures will be evaluated at mid-year, in light of revised revenue projections, and adjusted upward, or downward, accordingly.

CAPITAL IMPROVEMENT GUIDELINES

20. The Six-year Capital Improvement Program will be adopted as part of the budget and updated annually. It will include all projects anticipated to be initiated and/or delivered in the six-year planning period. The Six-year CIP will be segregated from the operating budget and will include information by project:
 - a. Name
 - b. Estimated cost
 - c. Timing of delivery
 - d. Funding sources, if known
 - e. Location maps for the first two years projects
21. The Capital Projects fund budgets will reflect the first annual element of the CIP. For FY 2005-06, monies shall be included in these budgets in amounts estimated to be expended by June 30, 2006. For projects that are anticipated to commence in FY 2005-06 and be completed in 2006-07, or later, monies shall be budgeted in each fiscal year of the projects' duration in amounts anticipated to be spent during each of these fiscal years.
22. Funds shall be budgeted to support the City's share of the cost of paving one unpaved street in 2005-06.

URBAN RENEWAL BUDGET

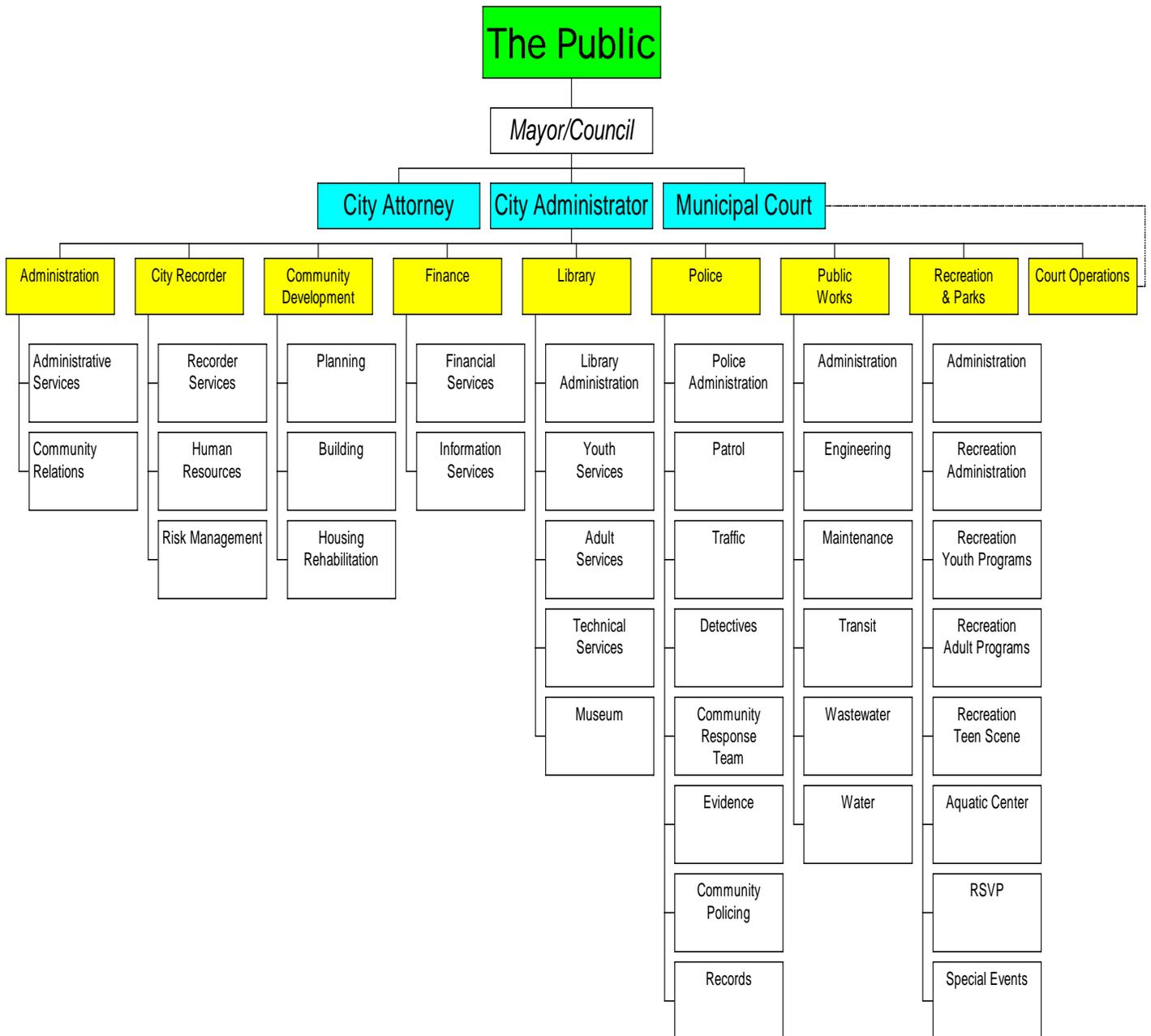
23. A separate budget will be developed for the Urban Renewal Agency, which will include, as appropriate, operating and capital budgets for 2005-06 and a six-year capital plan.

SUMMARY INFORMATION



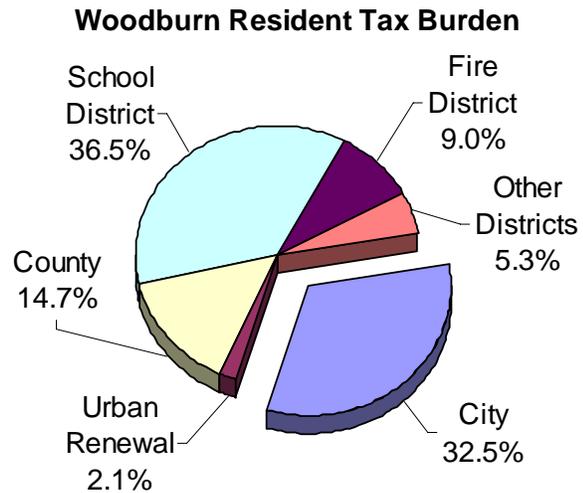
2006-07 ADOPTED ANNUAL PROGRAM BUDGET

WOODBURN CITY FUNCTIONAL ORGANIZATIONAL CHART



CITY PROFILE

The City of Woodburn is a full-service municipality with a council/manager form of government. In the decade between 1990 and 2000, the Woodburn population grew from 13,404 residents to 20,100 residents, a 50% population increase. To meet the needs of our rapidly growing population, the City is organized into ten (10) operating departments: Administration, City Attorney, City Recorder, Community Development, Finance, Library, Municipal Court, Police, Public Works, and Recreation and Parks. Departments report to, and are under the general management of the City Administrator.



The City depends on a variety of revenue sources to support municipal services. The primary source of revenue for the City, and for other taxing districts in the Woodburn area, is the property tax. The chart to the right depicts how Woodburn residents' tax dollars are allocated. The City's share accounts for approximately 1/3 of the total.

The proportion of the City's budget supported by property taxes, and other forms of revenue, is detailed in the "Revenues" section.

REVENUE SUMMARIES BY FUND

# Fund Title	2003-04 Received	2004-05 Received	2005-06 Amended	2005-06 Yr End Est.	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
001 General Fund	7,548,718	8,135,226	10,664,565	10,588,741	10,011,115	10,759,773	95,208	0.9%
092 General Op. Reserve	4,778	4,761	216,000	221,000	216,000	226,000	10,000	4.6%
110 Transit	219,878	255,250	333,551	338,466	290,385	383,115	49,564	14.9%
123 Building Inspection	288,651	249,025	641,110	661,517	624,555	665,481	24,371	3.8%
132 Search & Seizure	142	280	13,900	14,500	13,900	3,600	-10,300	-74.1%
135 State Revenue Sharing	191,789	173,001	311,897	323,897	229,715	317,854	5,957	1.9%
137 Housing Rehabilitation	111,059	106,014	584,875	657,000	460,165	749,998	165,123	28.2%
138 RSVP	112,116	74,774	106,084	109,614	104,542	97,926	-8,158	-7.7%
139 Cable Franchise	15,982	19,526	20,731	25,200	20,731	25,985	5,254	25.3%
140 Street	1,182,935	1,371,467	2,043,154	2,054,654	1,707,098	1,838,700	-204,454	-10.0%
169 City Gas Tax	139,778	121,974	533,561	539,061	381,738	293,561	-240,000	-45.0%
250 Bonded Debt	165,775	156,774	730,000	735,000	730,000	734,393	4,393	0.6%
252 Bancroft Bond	54	134	5,700	5,700	5,700	6,000	300	5.3%
336 Economic Development	3,956	6,133	259,583	264,872	259,583	237,115	-22,468	-8.7%
357 Police Facility Const.	0	7,044,470	6,701,000	6,470,879	6,417,050	4,238,355	-2,462,645	-36.8%
358 General Fund CIP	430,135	818,653	453,808	297,008	97,491	528,971	75,163	16.6%
360 Special Assessment	382,132	120,987	677,237	373,225	582,000	677,225	-12	0.0%
363 Street/Storm Cap. Improv	315,633	284,967	3,098,923	2,031,702	1,750,721	2,960,502	-138,421	-4.5%
364 Parks Cap. Improvement	227,712	307,417	977,499	862,499	943,000	944,499	-33,000	-3.4%
376 Transp. Impact Fee	1,222,603	995,617	6,205,029	5,610,029	5,885,412	6,465,029	260,000	4.2%
377 Storm Water SDC	121,227	70,959	1,003,654	994,654	944,839	1,040,654	37,000	3.7%
378 PW Facility Expansion	507	726	30,867	31,367	30,876	28,389	-2,478	-8.0%
461 Sewer Cap. Development	18,092	17,504	136,772	138,272	106,089	100,424	-36,348	-26.6%
465 Sewer Construction	1,927,684	1,692,608	3,372,183	3,369,949	3,063,331	3,847,896	475,713	14.1%
466 Water System Const.	10,339,752	6,728,898	4,577,982	4,614,849	3,327,601	4,694,017	116,035	2.5%
470 Water	2,436,180	1,424,080	2,185,637	2,276,261	2,005,080	2,222,603	36,966	1.7%
472 Sewer	1,647,978	1,904,873	2,366,708	2,366,889	2,291,342	2,434,992	68,284	2.9%
474 Water System Develop.	434,743	226,480	1,660,867	1,630,554	1,087,885	1,472,572	-188,295	-11.3%
475 Sewer System Develop.	688,291	316,728	1,658,344	1,532,344	1,747,397	1,363,826	-294,518	-17.8%
568 Information Services	174,364	189,313	441,103	458,275	376,316	424,370	-16,733	-3.8%
580 Central Stores	13,753	6,310	28,000	22,295	24,195	24,195	-3,805	-13.6%
581 Self Insurance	330,108	325,813	643,140	600,684	643,140	675,234	32,094	5.0%
582 Tech. & Environmental	855,323	934,431	1,286,160	1,271,903	1,179,402	1,278,976	-7,184	-0.6%
583 Building Maintenance	280,583	466,243	561,057	565,994	554,442	638,409	77,352	13.8%
591 Equipment Replacement	146,265	206,526	541,340	544,340	431,700	479,450	-61,890	-11.4%
690 Library Endowment	677	457	24,000	23,000	24,000	24,000	0	0.0%
691 Museum Endowment	1,401	198	10,000	10,000	10,000	10,500	500	5.0%
720 Urban Renewal	273,653	314,635	1,371,228	2,620,000	2,460,000	2,460,000	1,088,772	79.4%
TOTAL	32,254,407	35,073,232	56,477,249	55,256,194	51,038,536	55,374,589	-1,102,660	-2.0%

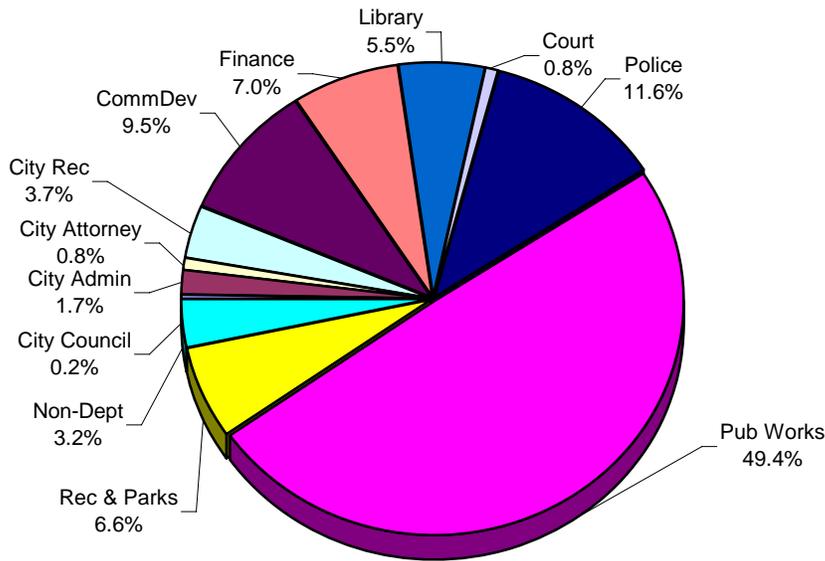
EXPENDITURE SUMMARIES BY FUND

#	Fund Title	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est.	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
001	General Fund	7,221,468	7,747,570	10,664,565	8,914,568	10,011,115	10,759,773	-653,450	-6.1%
092	General Op. Reserve	0	0	216,000	0	216,000	226,000	0	0.0%
110	Transit	214,562	227,613	333,551	284,660	290,385	383,115	-43,166	-12.9%
123	Building Inspection	268,021	299,727	641,110	314,346	624,555	665,481	-16,555	-2.6%
132	Search & Seizure	5,000	-5,188	13,900	11,000	13,900	3,600	0	0.0%
135	State Revenue Sharing	109,376	161,004	311,897	169,043	229,715	317,854	-82,182	-26.3%
137	Housing Rehabilitation	82,129	168,857	584,875	27,002	460,165	749,998	-124,710	-21.3%
138	RSVP	95,740	93,030	106,084	86,939	104,542	97,926	-1,542	-1.5%
139	Cable Franchise	18,536	21,119	20,731	18,815	20,731	25,985	0	0.0%
140	Street	980,355	1,218,912	2,043,154	1,542,954	1,707,098	1,838,700	-336,056	-16.4%
169	City Gas Tax	8,670	15,650	533,561	364,000	381,738	293,561	-151,823	-28.5%
250	Bonded Debt	170,823	169,598	730,000	652,607	730,000	734,393	0	0.0%
252	Bancroft Bond	0	0	5,700	0	5,700	6,000	0	0.0%
336	Economic Development	36,085	75,424	259,583	34,757	259,583	237,115	0	0.0%
357	Police Facility Const.	0	702,252	6,701,000	2,551,524	6,417,050	4,238,355	-283,950	-4.2%
358	General Fund CIP	877,452	831,787	453,808	268,550	97,491	528,971	-356,317	-78.5%
360	Special Assessment	625,795	365,751	677,237	17,000	582,000	677,225	-95,237	-14.1%
363	Street/Storm Cap. Improv	365,115	809,692	3,098,923	1,116,700	1,750,721	2,960,502	-1,348,202	-43.5%
364	Parks Cap. Improvement	0	36,900	977,499	90,000	943,000	944,499	-34,499	-3.5%
376	Transp. Impact Fee	3,156,050	96,500	6,205,029	300,000	5,885,412	6,465,029	-319,617	-5.2%
377	Storm Water SDC	14,509	167,145	1,003,654	24,000	944,839	1,040,654	-58,815	-5.9%
378	PW Facility Expansion	3,278	12,080	30,867	3,478	30,876	28,389	9	0.0%
461	Sewer Cap. Development	47,860	48,715	136,772	55,102	106,089	100,424	-30,683	-22.4%
465	Sewer Construction	2,638,126	2,701,760	3,372,183	2,163,015	3,063,331	3,847,896	-308,852	-9.2%
466	Water System Const.	11,271,282	5,042,090	4,577,982	1,498,311	3,327,601	4,694,017	-1,250,381	-27.3%
470	Water	1,855,594	1,441,647	2,185,637	1,760,513	2,005,080	2,222,603	-180,557	-8.3%
472	Sewer	2,069,994	2,022,780	2,366,708	2,178,950	2,291,342	2,434,992	-75,366	-3.2%
474	Water System Develop.	0	168,497	1,660,867	477,982	1,087,885	1,472,572	-572,982	-34.5%
475	Sewer System Develop.	0	853,919	1,658,344	593,518	1,747,397	1,363,826	89,053	5.4%
568	Information Services	150,054	190,470	441,103	400,057	376,316	424,370	-64,787	-14.7%
580	Central Stores	15,511	14,942	28,000	15,000	28,000	24,195	0	0.0%
581	Self Insurance	367,071	360,240	643,140	444,775	643,140	675,234	0	0.0%
582	Tech. & Environmental	845,673	864,729	1,286,160	1,042,434	1,179,402	1,278,976	-106,758	-8.3%
583	Building Maintenance	311,508	427,928	561,057	544,273	554,442	638,409	-6,615	-1.2%
591	Equipment Replacement	186,585	386,341	541,340	296,690	431,700	479,450	-109,640	-20.3%
690	Library Endowment	58,000	0	24,000	0	24,000	24,000	0	0.0%
691	Museum Endowment	0	0	10,000	0	10,000	10,500	0	0.0%
720	URA Debt Service	0	285,947	1,371,228	659,000	2,460,000	2,460,000	1,088,772	79.4%
TOTAL		34,070,222	28,025,428	56,477,249	28,921,563	51,042,341	55,374,589	-5,434,908	-9.6%

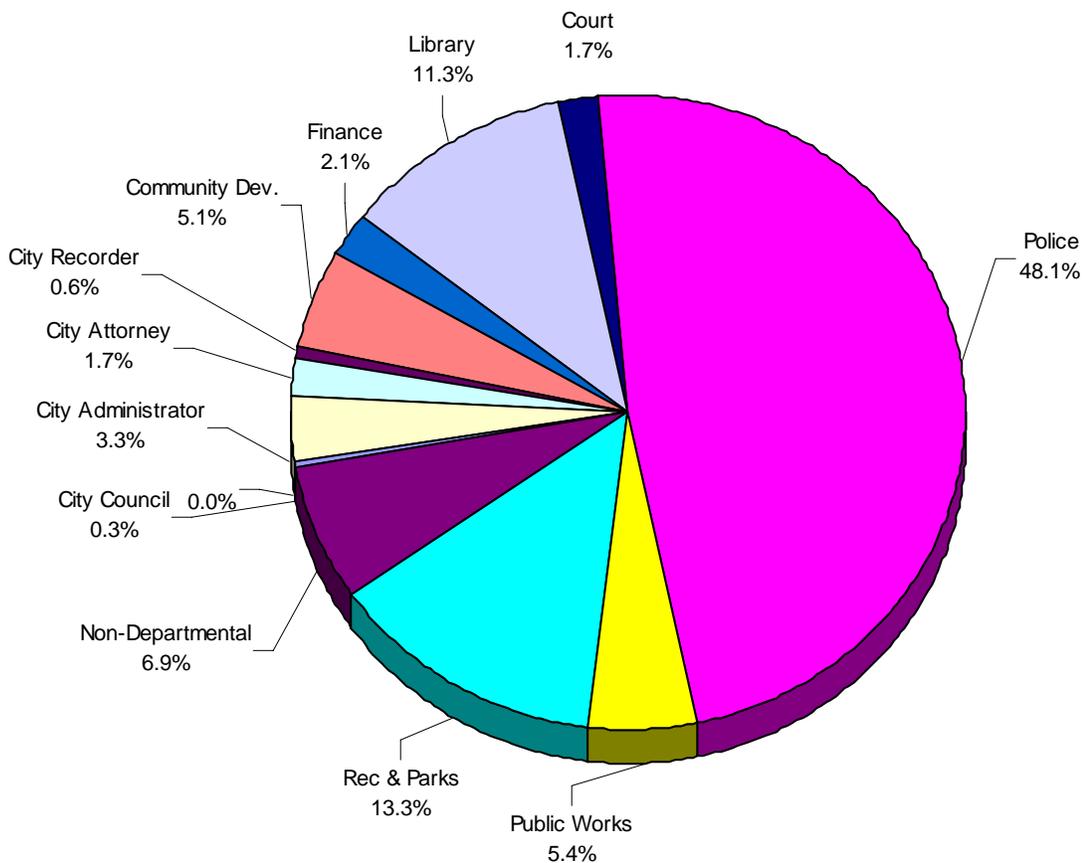
EXPENDITURE SUMMARIES BY DEPARTMENT

Department	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
City Council	23,703	21,944	30,279	28,554	30,546	30,834	267	0.9%
City Administrator	386,660	318,295	359,261	314,182	330,606	333,361	-28,655	-8.0%
City Attorney	156,908	157,454	153,176	142,625	157,855	159,472	4,679	3.1%
City Recorder	425,009	406,743	699,964	500,641	733,458	733,575	33,494	4.8%
Community Develop.	729,052	887,518	1,765,311	805,648	1,879,129	1,879,692	113,818	6.4%
Finance	544,470	566,111	1,390,993	1,254,392	1,372,504	1,381,338	-18,489	-1.3%
Library	929,302	913,105	1,084,628	991,800	1,067,315	1,078,272	-17,313	-1.6%
Municipal Court	84,716	92,520	142,445	140,999	155,584	157,876	13,139	9.2%
Police	3,241,336	3,561,857	4,262,817	4,269,010	4,389,598	4,414,109	126,781	3.0%
Public Works	6,663,310	6,762,976	9,313,646	7,842,855	9,645,688	9,764,775	332,042	3.6%
Recreation and Parks	1,112,671	1,219,499	1,317,632	1,300,503	1,287,264	1,310,612	-30,368	-2.3%
TOTAL DEPARTMENTS	14,297,137	14,908,022	20,520,152	17,591,209	21,049,547	21,243,916	529,395	2.6%
Non-Departmental	498,196	504,293	660,744	671,044	468,507	630,855	-192,237	-29.1%
Gen Fund Fund Bal.	-6,103	0	1,597,555	1,653,493	1,795,419	1,598,929	197,864	12.4%
Gen Op. Reserve	0	213,000	216,000	216,000	226,000	226,000	10,000	0.0%
Capital Project Funds	19,280,992	12,400,113	33,482,798	8,789,817	27,502,868	31,674,889	-1,807,909	-5.4%
TOTAL ALL FUNDS	34,070,222	28,025,428	56,477,249	28,921,563	51,042,341	55,374,589	-5,434,908	-9.6%

2006-07 Department Budgets (All Funds)



2006-07 Department Budgets (General Fund Only)



ESTIMATED FUND BALANCES 2005-06

Fund	Fund Balance 7/1/2005	Rev Ex of Transfers	Exp Ex of Transfers	Net Transfers	Fund Balance 6/30/2006
General Fund	1,592,341	8,971,400	-8,375,524	-539,044	1,649,173
General Operating Reserve	214,500	6,500			221,000
Transit	61,994	248,965	-284,515	27,362	53,806
Building	323,120	338,397	-314,346		347,171
Search & Seizure	13,500	1,000	-11,000		3,500
State Revenue Sharing	160,397	163,500	-149,043	-20,000	154,854
Housing Rehabilitation	440,000	217,000	-27,002		629,998
RSVP	3,986	63,491	-86,939	42,137	22,675
Cable Franchise	4,400	20,800	-18,815		6,385
Street	727,154	1,027,500	-1,269,624	26,670	511,700
City Gas Tax	420,061	119,000	-364,000		175,061
Bonded Debt	83,000	652,000	-652,607		82,393
Bancroft Bond	5,500	200			5,700
Economic Development	256,872	8,000	-34,757		230,115
Police Construction	6,342,218	128,661	-2,551,524		3,919,355
General Fund CIP	124,458	27,000	-268,550	145,550	28,458
Special Assessment	143,225	230,000	-17,000		356,225
Street/Storm Capital Improvement	1,145,923	885,779	-1,116,700		915,002
Parks SDC	747,499	115,000	-90,000		772,499
Transportation Impact Fee	5,050,029	560,000	-300,000		5,310,029
Storm Water SDC	919,654	75,000	-24,000		970,654
PW Facilities Exp/Construction	30,367	1,000	-3,478		27,889
Sewer Capital Improvement	120,518	17,754	-55,102		83,170
Sewer Treatment Construction	1,681,354	1,688,595	-2,163,015		1,206,934
Water System Construction	2,923,092	1,691,757	-1,498,311		3,116,538
Water	691,587	1,514,674	-1,426,538	-263,975	515,748
Sewer	313,858	2,053,031	-1,739,420	-439,530	187,939
Water SDC	1,340,554	290,000	-477,982		1,152,572
Sewer SDC	1,142,344	390,000	-593,518		938,826
Information Systems	82,500	346,175	-400,057	29,600	58,218
Central Stores	11,395	10,900	-15,000		7,295
Self Insurance	213,197	387,487	-444,775		155,909
Technical & Environmental	263,903	184,570	-1,042,434	823,430	229,469
Building Maintenance	68,395	490,984	-544,273	6,615	21,721
Equipment Replacement	327,355	55,800	-296,690	161,185	247,650
Library Endowment	22,000	1,000			23,000
Museum Endowment	9,500	500			10,000
TOTAL	28,021,750	22,983,420	-26,656,539	0	24,348,631

ESTIMATED FUND BALANCES 2006-07

Fund	Fund Balance 7/1/2006	Rev Ex of Transfers	Exp Ex of Transfers	Net Transfers	Fund Balance 6/30/2007
General Fund	1,649,173	9,110,600	-8,682,824	-478,020	1,598,929
General Operating Reserve	221,000	5,000	0	-200,000	26,000
Transit	53,806	301,802	-358,497	18,507	15,618
Building	347,171	318,310	-339,882		325,599
Search & Seizure	3,500	100	-3,600		0
State Revenue Sharing	154,854	163,000	-260,543	-20,000	37,311
Housing Rehabilitation	629,998	120,000	-9,841		740,157
RSVP	22,675	64,251	-92,931	11,000	4,995
Cable Franchise	6,385	19,600	-22,355		3,630
Street	511,700	1,027,000	-1,344,117	12,000	206,583
City Gas Tax	175,061	118,500	-246,180		47,381
Bonded Debt	82,393	652,000	-653,715		80,678
Bancroft Bond	5,700	300			6,000
Economic Development	230,115	7,000	-104,082		133,033
Police Construction	3,919,355	319,000	-4,154,821		83,534
General Fund CIP	28,458	123,000	-500,513	377,513	28,458
Special Assessment	356,225	321,000	-479,485		197,740
Street/Storm Capital Improvement	915,002	2,013,500	-2,763,135	32,000	197,367
Parks SDC	772,499	172,000	-95,000	-60,000	789,499
Transportation Impact Fee	5,310,029	1,155,000	-1,134,200		5,330,829
Storm Water SDC	970,654	70,000	-609,900		430,754
PW Facilities Exp/Construction	27,889	500	-23,389		5,000
Sewer Capital Improvement	83,170	17,254	-29,102		71,322
Sewer Treatment Construction	1,206,934	2,640,962	-3,374,536		473,360
Water System Construction	3,116,538	1,577,479	-1,675,450		3,018,567
Water	515,748	1,636,855	-1,601,588	-268,000	283,015
Sewer	187,939	2,247,053	-1,872,808	-443,000	119,184
Water SDC	1,152,572	320,000	-658,650		813,922
Sewer SDC	938,826	425,000	-676,540		687,286
Information Systems	58,218	366,152	-422,995		1,375
Central Stores	7,295	16,900	-21,000		3,195
Self Insurance	155,909	519,325	-595,500		79,734
Technical & Environmental	229,469	210,507	-1,192,881	839,000	86,095
Building Maintenance	21,721	616,688	-624,995		13,414
Equipment Replacement	247,650	52,800	-479,450	179,000	0
Library Endowment	23,000	1,000			24,000
Museum Endowment	10,000	500			10,500
TOTAL	24,348,631	26,729,938	-35,104,505	0	15,974,064

STATEMENT OF INDEBTEDNESS

Long Term Debt	Est Debt Outstanding 07/01/06	Est Debt Outstanding 07/01/07
Bonds (Pool)	455,000	310,000
Bonds (Police)	6,915,000	6,680,000
State Loan (Wastewater Plant)	24,468,830	23,200,588
State Loan (Water Plant)	15,926,081	14,926,304
TOTAL INDEBTEDNESS	47,764,911	45,116,892

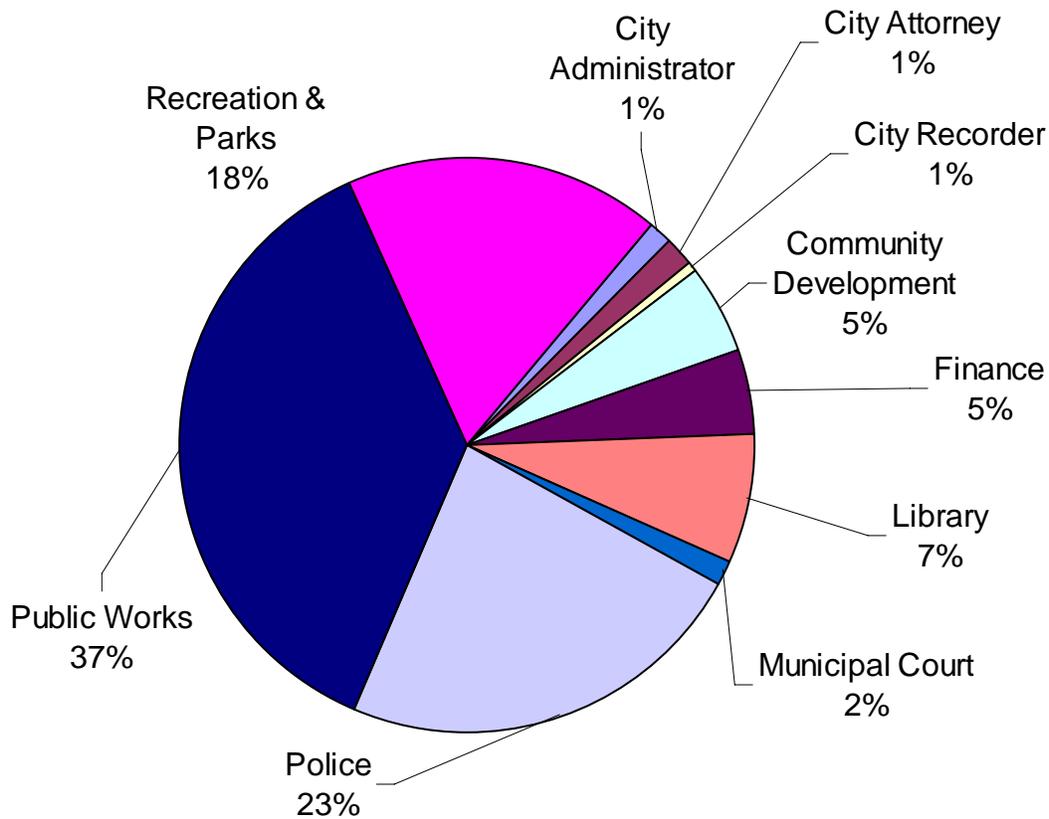
SCHEDULE OF 2006-07 TRANSFERS

From	To	Amount
General Fund/Non Departmental	Transit Fund	27,507
General Fund/Non Departmental	RSVP Fund	11,000
General Fund/Non Departmental	Street Fund	280,000
General Fund/Non Departmental	CIP Fund	117,513
General Fund/Non Departmental	Special Assessment Fund	32,000
General Fund/Non Departmental	IS Fund	0
General Fund/Non Departmental	Building Maintenance Fund	0
General Fund/Non Departmental	Equip Replacement Fund	10,000
General Operating Reserve	CIP Fund	200,000
Transit	Equip Replacement Fund	9,000
Building Inspection	IS Fund	0
Revenue Sharing	Street Fund	20,000
Street Fund/Miscellaneous	T & E Fund	233,000
Street Fund/Miscellaneous	IS Fund	0
Street Fund/Miscellaneous	Equip Replacement Fund	55,000
Parks SDC Fund	General CIP Fund	60,000
Water Fund/Miscellaneous	T & E Fund	303,000
Water Fund/Miscellaneous	IS Fund	0
Water Fund/Miscellaneous	Equip Replacement Fund	35,000
Sewer Fund/Miscellaneous	Water Fund	70,000
Sewer Fund/Miscellaneous	IS Fund	0
Sewer Fund/Miscellaneous	T & E Fund	303,000
Sewer Fund/Miscellaneous	Equip Replacement Fund	70,000
T & E	IS Fund	0
TOTAL		1,836,020

PERSONNEL SUMMARIES

Department	'03-'04 Budgeted FTE	'04-'05 Budgeted FTE	'05-'06 Budgeted FTE	'06-07 Adopted FTE	Change (#)	Change (%)
City Administrator	3.50	3.50	3.10	2.50	-0.60	-19%
City Attorney	1.50	1.50	2.00	2.50	0.50	25%
City Recorder	1.25	1.25	1.25	1.25	0.00	0%
Community Development	7.40	8.40	8.40	8.40	0.00	0%
Finance	7.50	7.00	8.00	8.00	0.00	0%
Library	13.50	13.50	13.25	12.25	-1.00	-8%
Municipal Court	1.55	2.05	2.07	2.60	0.53	26%
Police	36.75	39.75	39.75	39.75	0.00	0%
Public Works	57.82	60.77	61.42	62.87	1.45	2%
Recreation & Parks	29.91	29.81	30.31	30.12	-0.19	-1%
TOTAL	160.68	167.53	169.55	170.24	0.69	0%

Personnel Allocation by Department



ADOPTED 2006-07 INCREASED SERVICE LEVEL OPTIONS BY DEPARTMENT

This summary table provides the reader with an overview of increases in service levels adopted for 2006-07. Options are presented in the order in which they appear in the budget document. For more information on each item, please refer to the appropriate Department section.

Department/Program/Option Title	2006-07 Net Cost	Add'l Positions	Notes
City Administrator			
Administration			
Phone Maintenance	85	0.00	
Urban Renewal Technical Services	2,500	0.00	Reimbursed from URA
<i>Total Administration</i>	<u>2,500</u>	<u>0.00</u>	
City Attorney			
Phone Maintenance	31	0.00	
Urban Renewal Legal Assistance	1,500	0.00	Reimbursed from URA
<i>Total City Attorney</i>	<u>1,531</u>	<u>0.00</u>	
City Recorder			
Recorder Services			
Phone Maintenance	31	0.00	
<i>Total Recorder Services</i>	<u>31</u>	<u>0.00</u>	
Community Development			
Planning Services			
Phone Maintenance	360	0.00	
<i>Total Planning Services</i>	<u>360</u>	<u>0.00</u>	
Building Inspection			
Phone Maintenance	164	0.00	
Internet Information Server (IIS)	2,199	0.00	
<i>Total Building Inspection</i>	<u>2,363</u>	<u>0.00</u>	
Finance			

Department/Program/Option Title	2006-07 Net Cost	Add'l Positions	Notes
Financial Services			
Phone Maintenance	48	0.00	
Urban Renewal Audit	2,500	0.00	Reimbursed from URA
<i>Total Financial Services</i>	<u>2,500</u>	<u>0.00</u>	
Information Services			
Phone Maintenance	1,329	0.00	
Replacement Back up system	21,408	0.00	
<i>Total Information Services</i>	<u>22,737</u>	<u>0.00</u>	
Library			
Administration			
Phone Maintenance	590	0.00	
<i>Total Library Administration</i>	<u>590</u>	<u>0.00</u>	
Municipal Court			
Office Supplies and Postage	2,250	0.00	
<i>Total Municipal Court</i>	<u>2,250</u>	<u>0.00</u>	
Police			
Police Administration			
Police Administrative Business Coordinator	3,963	0.00	
Training Funds	10,000	0.00	
Phone Maintenance	2,594	0.00	
<i>Total Police Administration</i>	<u>16,557</u>	<u>0.00</u>	
Patrol			
Ford Crown Victoria	11,370	0.00	
Portable Radios	664	0.00	
<i>Total Patrol</i>	<u>12,034</u>	<u>0.00</u>	
Community Response Team (CRT)			

Department/Program/Option Title	2006-07 Net Cost	Add'l Positions	Notes
Portable Radios	1,992	0.00	
<i>Total Community Response Team (CRT)</i>	<u>1,992</u>	<u>0.00</u>	

Public Works

Equipment Replacement Fund

Maintenance Vehicle	25,000	0.00	Water
3/4 Ton Pickup	20,000	0.00	Maintenance
Replacement Hybrid Vehicle	20,000	0.00	
Skid Steerer	29,000	0.00	1/2 allocated to Street fund as well
Sign Layout and Cutting Equipment	12,000	0.00	Maintenance
Squeeze Roll Sheeting Applicator	8,000	0.00	Maintenance
Fixed Route Bus	19,000	0.00	\$185,000 expense reduced by \$166,000 in grants
<i>Total Equipment Replacement</i>	<u>108,000</u>	<u>0.00</u>	

Engineering

Phone Maintenance	433	0.00	
Additional Security at PW Annex	4,000	0.00	
Black & White copier (replacement)	3,000	0.00	
Color Laser Printer	5,900	0.00	
Engineering Technician II	23,309	0.70	
<i>Total Engineering</i>	<u>36,642</u>	<u>0.70</u>	

Street Maintenance

Phone Maintenance	479	0.00	
Pull Tarp System	1,200	0.00	
Skid Steerer	29,000	0.00	
New Facility-custodian/utilities/supplies	7,258	0.00	
<i>Total Street Maintenance</i>	<u>37,937</u>	<u>0.00</u>	

Sewerline Maintenance

Compact Pick-up	15,000	0.00	
<i>Total Sewerline Maintenance</i>	<u>15,000</u>	<u>0.00</u>	

Vehicle Maintenance

Exhaust Removal Hoses	1,000	0.00	
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Department/Program/Option Title	2006-07 Net Cost	Add'l Positions	Notes
Hydraulic Press (replacement)	5,000	0.00	
<i>Total Vehicle Maintenance</i>	<u>6,000</u>	<u>0.00</u>	
Building Maintenance			
Phone Maintenance	360	0.00	
Custodian	64,945	1.00	
Electricity & Natural Gas	12,000	0.00	
<i>Total Building Maintenance</i>	<u>77,305</u>	<u>1.00</u>	
Parks Maintenance			
Phone Maintenance	140	0.00	
<i>Total Parks Maintenance</i>	<u>140</u>	<u>0.00</u>	
Fixed Route			
Phone Maintenance	317	0.00	
Bus Driver (part-time)	14,907	0.25	
<i>Total Fixed Route</i>	<u>15,224</u>	<u>0.25</u>	
Dial-a-Ride (DAR)			
Dial-a-Ride Van Driver	34,094	0.70	
<i>Total DAR</i>	<u>34,094</u>	<u>0.70</u>	
Treatment Plant			
Phone Maintenance	1,754	0.00	
Anthracite Coal for Sand-Filters	11,000	0.00	
Continuous Online PH Monitoring System	8,000	0.00	
Digester Sump Hoist	8,000	0.00	
<i>Total Treatment Plant</i>	<u>28,754</u>	<u>0.00</u>	
Water Supply			
Phone Maintenance	1,271	0.00	
Treatment & Storage Maintenance	20,000	0.00	
Pigeon Abatement	14,000	0.00	
Fire Sprinkler System Upgrade	7,000	0.00	
Portable Air Compressor	1,200	0.00	
Internet Information Server (IIS)	2,199	0.00	

Department/Program/Option Title	2006-07 Net Cost	Add'l Positions	Notes
<i>Total Water Supply</i>	<u>45,670</u>	<u>0.00</u>	

Recreation and Parks

Parks & Rec Administration

Phone Maintenance	514	0.00	funded by offsetting revenues
<i>Total Recreation Services</i>	<u>514</u>	<u>0.00</u>	

Aquatic Center

Pool Maintenance	12,000	0.00	fully funded by offsetting revenues
<i>Total Aquatic Center</i>	<u>12,000</u>	<u>0.00</u>	

Non-Departmental

Transfers to General Fund CIP Fund

Replacement Server	7,735	0.00	
Internet Information Server (IIS)	4,396	0.00	
Pool Resurfacing	55,000	0.00	
Gravel Street (Tout)	20,000	0.00	
Aquatic Center Electric Panel	27,382	0.00	
Aquatic Center Lights--Replacement	16,000	0.00	
Museum Exterior Repair	5,000	0.00	
Museum Ceiling and Room Repair	2,000	0.00	
<i>Total Non-Departmental</i>	<u>137,513</u>	<u>0.00</u>	

ADOPTED 2006-07 DECREASED SERVICE LEVEL OPTIONS BY DEPARTMENT

No decreased service level options were adopted in 2006-07.

REVENUES



2006-07 ADOPTED ANNUAL PROGRAM BUDGET

REVENUE SUMMARY SCHEDULES

Account	'03-'04 Received	'04-'05 Received	'05-'06 Amended	'05-'06 Yr End Est	06-'07 Adopted	Change (\$)	Change (%)
General Fund Revenue (001)							
Working Capital							
Carryover	0	0	1,592,341	1,592,341	1,674,173	81,832	5.1%
Property Taxes	5,232,353	5,669,830	5,950,000	6,000,000	6,360,500	410,500	6.9%
Franchise Fees	802,796	769,435	856,700	874,000	917,000	60,300	7.0%
Planning Fees	143,320	180,241	193,000	98,000	70,000	-123,000	-63.7%
Recreation Fees	75,433	85,107	132,033	122,000	122,000	-10,033	-7.6%
Pool Fees	193,778	205,354	209,040	209,000	199,000	-10,040	-4.8%
Hotel/Motel Tax	227,828	210,492	200,000	200,000	200,000	0	0.0%
Fines	277,353	368,201	634,559	629,000	657,600	23,041	3.6%
Interest Earned	23,585	46,496	70,000	70,000	75,000	5,000	7.1%
Law Enforcement Grants	77,353	45,330	82,553	70,000	0	-82,553	-100.0%
Recreation Grants	28,964	112,609	38,326	0	0	-38,326	-100.0%
Library Grants	50,670	61,137	50,000	50,000	54,000	4,000	8.0%
State Liquor Proration	233,579	208,209	192,580	207,000	218,000	25,420	13.2%
State Cigarette Tax	39,006	37,328	38,940	36,000	35,000	-3,940	-10.1%
Sale of Surplus Property	0	7,261	186,914	187,000	0	-186,914	-100.0%
Other Revenue	142,700	128,196	237,579	244,400	177,500	-60,079	-25.3%
Total Revenue	7,548,718	8,135,226	10,664,565	10,588,741	10,759,773	95,208	0.9%
General Operating Reserve Fund Revenue (092)							
Fund Balance	0	0	213,000	214,500	221,000	8,000	3.8%
Miscellaneous	4,778	4,761	3,000	6,500	5,000	2,000	66.7%
Total Revenue	4,778	4,761	216,000	221,000	226,000	10,000	4.6%
Transit Fund Revenue (110)							
Fund Balance	0	0	61,994	61,994	53,806	-8,188	-13.2%
Taxes	114,660	126,709	131,250	136,165	140,000	8,750	6.7%
Intergovernmental	63,268	79,408	87,500	87,500	136,502	49,002	56.0%
Charges for Goods & Serv	16,207	21,102	19,500	19,500	19,500	0	0.0%
Miscellaneous	3,943	6,231	5,800	5,800	5,800	0	0.0%
Non-Revenue	21,800	21,800	27,507	27,507	27,507	0	0.0%
Total Revenue	219,878	255,250	333,551	338,466	383,115	49,564	14.9%
Building Fund Revenue (123)							
Fund Balance	0	0	323,120	323,120	347,171	24,051	7.4%
Licenses and Permits	281,263	231,640	308,990	323,397	301,660	-7,330	-2.4%
Miscellaneous	7,388	17,385	9,000	15,000	16,650	7,650	85.0%
Total Revenue	288,651	249,025	641,110	661,517	665,481	24,371	3.8%
Search and Seizure Fund Revenue (132)							
Fund Balance	0	0	13,500	13,500	3,500	-10,000	-74.1%
Miscellaneous	142	280	400	1,000	100	-300	-75.0%
Total Revenue	142	280	13,900	14,500	3,600	-10,300	-74.1%

Account	'03-'04 Received	'04-'05 Received	'05-'06 Amended	'05-'06 Yr End Est	06-'07 Adopted	Change (\$)	Change (%)
State Revenue Sharing Fund (135)							
Fund Balance	0	0	160,397	160,397	154,854	-5,543	-3.5%
Intergovernmental	190,579	169,566	150,000	160,000	160,000	10,000	6.7%
Miscellaneous	1,210	3,435	1,500	3,500	3,000	1,500	100.0%
Total Revenue	191,789	173,001	311,897	323,897	317,854	5,957	1.9%
Housing Rehabilitation Fund Revenue (137)							
Fund Balance	0	0	440,047	440,000	629,998	189,951	43.2%
Miscellaneous	6,193	13,088	100,828	117,000	20,000	-80,828	-80.2%
Non-Revenue	104,866	92,926	44,000	100,000	100,000	56,000	127.3%
Total Revenue	111,059	106,014	584,875	657,000	749,998	165,123	28.2%
RSVP Fund Revenue (138)							
Fund Balance	0	0	1,747	3,986	22,675	20,928	1197.9%
Intergovernmental	58,661	62,828	62,000	63,291	64,051	2,051	3.3%
Miscellaneous	178	184	200	200	200	0	0.0%
Non-Revenue	53,277	11,762	42,137	42,137	11,000	-31,137	-73.9%
Total Revenue	112,116	74,774	106,084	109,614	97,926	-8,158	-7.7%
Cable TV Fund Revenue (139)							
Fund Balance	0	0	3,731	4,400	6,385	2,654	71.1%
Licenses and Permits	11,602	15,626	13,500	17,000	16,000	2,500	18.5%
Miscellaneous	4,380	3,900	3,500	3,800	3,600	100	2.9%
Total Revenue	15,982	19,526	20,731	25,200	25,985	5,254	25.3%
Street Fund Revenue (140)							
Fund Balance	0	0	727,154	727,154	511,700	-215,454	-29.6%
Licenses and Permits	8,494	1,314	2,000	2,000	2,000	0	0.0%
Intergovernmental	868,505	1,051,275	1,000,000	1,000,000	1,000,000	0	0.0%
Miscellaneous	5,936	18,878	14,000	25,500	25,000	11,000	78.6%
Non-Revenue	300,000	300,000	300,000	300,000	300,000	0	0.0%
Total Revenue	1,182,935	1,371,467	2,043,154	2,054,654	1,838,700	-204,454	-10.0%
City Gas Tax Fund Revenue (169)							
Fund Balance	0	0	420,061	420,061	175,061	-245,000	-58.3%
Taxes	136,996	115,067	110,000	105,000	115,000	5,000	4.5%
Miscellaneous	2,782	6,907	3,500	14,000	3,500	0	0.0%
Total Revenue	139,778	121,974	533,561	539,061	293,561	-240,000	-45.0%
Debt Service Fund Revenue (250)							
Fund Balance	0	0	76,000	83,000	82,393	6,393	8.4%
Taxes	164,025	153,402	651,000	651,000	651,000	0	0.0%
Miscellaneous	1,750	3,372	3,000	1,000	1,000	-2,000	-66.7%
Total Revenue	165,775	156,774	730,000	735,000	734,393	4,393	0.6%
Bancroft Bond Fund Revenue (252)							
Fund Balance	0	0	5,500	5,500	5,700	200	3.6%
Miscellaneous	54	134	200	200	300	100	50.0%
Total Revenue	54	134	5,700	5,700	6,000	300	5.3%

Account	'03-'04 Received	'04-'05 Received	'05-'06 Amended	'05-'06 Yr End Est	06-'07 Adopted	Change (\$)	Change (%)
Economic Development Fund Revenue (336)							
Fund Balance	0	0	256,383	256,872	230,115	-26,268	-10.2%
Miscellaneous	3,956	6,133	3,200	8,000	7,000	3,800	118.8%
Total Revenue	3,956	6,133	259,583	264,872	237,115	-22,468	-8.7%
Police Construction (357)							
Fund Balance	0	0	6,343,000	6,342,218	3,919,355	2,423,645	-38.2%
Intergovernmental	0	0	294,000	0	294,000	0	0.0%
Miscellaneous	0	45,336	64,000	128,661	25,000	-39,000	-60.9%
Total Revenue	0	45,336	6,701,000	6,470,879	4,238,355	2,462,645	-36.8%
General Fund CIP Fund Revenue (358)							
Fund Balance	0	0	124,458	124,458	28,458	-96,000	-77.1%
Intergovernmental	-15,344	25,000	123,000	0	45,000	-78,000	-63.4%
Trans from Other Fund	73,000	96,900	115,550	115,550	377,513	261,963	226.7%
Miscellaneous	2,479	48,253	50,800	17,000	78,000	27,200	53.5%
Non-Revenue	370,000	648,500	40,000	40,000	0	-40,000	-100.0%
Total Revenue	430,135	818,653	453,808	297,008	528,971	75,163	16.6%
Special Assessment Fund Revenue (360)							
Fund Balance	0	0	143,225	143,225	356,225	213,000	148.7%
Trans from Other Fund	0	0	500,000	0	0	-500,000	-100.0%
Sale of Bonds					250,000	250,000	
Miscellaneous	382,132	120,987	34,012	230,000	71,000	36,988	108.7%
Total Revenue	382,132	120,987	677,237	373,225	677,225	-12	0.0%
Street/Storm Capital Improvement Fund Revenue (363)							
Fund Balance	0	0	1,145,923	1,145,923	915,002	-230,921	-20.2%
Taxes	251,669	234,092	266,000	245,000	266,000	0	0.0%
Intergovernmental	0	0	421,000	0	567,500	146,500	34.8%
Trans from Other Fund					32,000		
Non-revenue			1,251,000	611,000	1,065,000		
Miscellaneous	63,964	50,875	15,000	29,779	115,000	100,000	666.7%
Total Revenue	315,633	284,967	3,098,923	2,031,702	2,960,502	15,579	0.5%
Parks Capital Improvement Fund Revenue (364)							
Fund Balance	0	0	747,499	747,499	772,499	25,000	3.3%
Charges for Goods & Serv	223,227	295,135	217,000	85,000	140,000	-77,000	-35.5%
Miscellaneous	4,485	12,282	13,000	30,000	32,000	19,000	146.2%
Total Revenue	227,712	307,417	977,499	862,499	944,499	-33,000	-3.4%
Transportation Impact Fee Fund Revenue (376)							
Fund Balance	0	0	5,050,029	5,050,029	5,310,029	260,000	5.1%
Charges for Goods & Serv	1,151,137	517,883	600,000	400,000	600,000	0	0.0%
Miscellaneous	71,466	107,734	55,000	160,000	55,000	0	0.0%
Non-Revenue	0	370,000	500,000	0	500,000	0	0.0%
Total Revenue	1,222,603	995,617	6,205,029	5,610,029	6,465,029	260,000	4.2%

Account	'03-'04 Received	'04-'05 Received	'05-'06 Amended	'05-'06 Yr End Est	06-'07 Adopted	Change (\$)	Change (%)
Storm Water SDC Fund Revenue (377)							
Fund Balance	0	0	919,654	919,654	970,654	51,000	5.5%
Charges for Goods & Serv	109,671	51,677	75,000	45,000	50,000	-25,000	-33.3%
Miscellaneous	11,556	19,282	9,000	30,000	20,000	11,000	122.2%
Total Revenue	121,227	70,959	1,003,654	994,654	1,040,654	37,000	3.7%
PW Facilities Expansion Fund Revenue (378)							
Fund Balance	0	0	30,367	30,367	27,889	-2,478	-8.2%
Miscellaneous	507	726	500	1,000	500	0	0.0%
Total Revenue	507	726	30,867	31,367	28,389	-2,478	-8.0%
Sewer Capital Development Fund Revenue (461)							
Fund Balance	0	0	120,518	120,518	83,170	-37,348	-31.0%
Miscellaneous	18,092	17,504	16,254	17,754	17,254	1,000	6.2%
Total Revenue	18,092	17,504	136,772	138,272	100,424	-36,348	-26.6%
Sewer Construction Fund Revenue (465)							
Fund Balance	0	0	1,681,354	1,681,354	1,206,934	-474,420	-28.2%
Charges for Goods & Serv	1,825,910	1,655,263	1,660,829	1,658,595	1,495,962	-164,867	-9.9%
Non-Revenue					1,115,000	1,115,000	
Miscellaneous	101,774	37,345	30,000	30,000	30,000	0	0.0%
Total Revenue	1,927,684	1,692,608	3,372,183	3,369,949	3,847,896	475,713	14.1%
Water System Construction Fund Revenue (466)							
Fund Balance	0	0	2,923,092	2,923,092	3,116,538	193,446	6.6%
Intergovernmental	9,748,292	5,449,348	300,000	204,407	0	-300,000	-100.0%
Charges for Goods & Serv	-107	1,238,512	1,334,890	1,387,000	1,496,479	161,589	12.1%
Miscellaneous	41,567	41,038	20,000	100,350	81,000	61,000	305.0%
Non-Revenue	550,000	0	0	0	0	0	0.0%
Total Revenue	10,339,752	6,728,898	4,577,982	4,614,849	4,694,017	116,035	2.5%
Water Fund Revenue (470)							
Fund Balance	0	0	691,587	691,587	515,748	-175,839	-25.4%
Charges for Goods & Serv	2,311,138	1,292,792	1,387,050	1,459,174	1,568,855	181,805	13.1%
Miscellaneous	60,042	61,288	37,000	55,500	56,000	19,000	51.4%
Non-Revenue	65,000	70,000	70,000	70,000	82,000	12,000	17.1%
Total Revenue	2,436,180	1,424,080	2,185,637	2,276,261	2,222,603	36,966	1.7%
Sewer Fund Revenue (472)							
Fund Balance	0	0	313,858	313,858	187,939	-125,919	-40.1%
Charges for Goods & Serv	1,640,715	1,897,810	2,042,850	2,040,531	2,236,053	193,203	9.5%
Fines and Forfeits	0	0	0	1,000	1,000	1,000	0.0%
Miscellaneous	7,263	7,063	10,000	11,500	10,000	0	0.0%
Total Revenue	1,647,978	1,904,873	2,366,708	2,366,889	2,434,992	68,284	2.9%

Account	'03-'04 Received	'04-'05 Received	'05-'06 Amended	'05-'06 Yr End Est	06-'07 Adopted	Change (\$)	Change (%)
Water System Development Fund Revenue (474)							
Fund Balance	0	0	1,340,867	1,340,554	1,152,572	-188,295	-14.0%
Charges for Goods & Serv	421,505	197,577	300,000	250,000	300,000	0	0.0%
Miscellaneous	13,238	28,903	20,000	40,000	20,000	0	0.0%
Total Revenue	434,743	226,480	1,660,867	1,630,554	1,472,572	-188,295	-11.3%
Sewer System Development Fund Revenue (475)							
Fund Balance	0	0	1,142,344	1,142,344	938,826	-203,518	-17.8%
Charges for Goods & Serv	671,320	289,678	500,000	350,000	400,000	-100,000	-20.0%
Miscellaneous	16,971	27,050	16,000	40,000	25,000	9,000	56.3%
Total Revenue	688,291	316,728	1,658,344	1,532,344	1,363,826	-294,518	-17.8%
Information Services Fund Revenue (568)							
Fund Balance	0	0	82,552	82,500	58,218	-24,334	-29.5%
Charges for Goods & Serv	13,243	20,805	18,000	18,000	18,000	0	0.0%
Miscellaneous	140,421	139,710	310,951	328,175	348,152	37,201	12.0%
Non-Revenue	20,700	28,798	29,600	29,600	0	-29,600	-100.0%
Total Revenue	174,364	189,313	441,103	458,275	424,370	-16,733	-3.8%
Central Stores Fund Revenue (580)							
Fund Balance	0	0	17,100	11,395	7,295	-9,805	-57.3%
Miscellaneous	13,753	6,310	10,900	10,900	16,900	6,000	55.0%
Total Revenue	13,753	6,310	28,000	22,295	24,195	-3,805	-13.6%
Self Insurance Fund Revenue (581)							
Fund Balance	0	0	213,878	213,197	155,909	-57,969	-27.1%
Miscellaneous	330,108	325,813	429,262	387,487	519,325	90,063	21.0%
Total Revenue	330,108	325,813	643,140	600,684	675,234	32,094	5.0%
Technical and Environmental Fund Revenue (582)							
Fund Balance	0	0	263,903	263,903	229,469	-34,434	-13.0%
Licenses and Permits	65,254	100,297	81,750	94,500	95,500	13,750	16.8%
Charges for Goods & Serv	32,860	15,543	23,000	16,500	19,000	-4,000	-17.4%
Miscellaneous	19,209	14,591	93,507	73,000	96,007	2,500	2.7%
Non-Revenue	738,000	804,000	824,000	824,000	839,000	15,000	1.8%
Total Revenue	855,323	934,431	1,286,160	1,271,903	1,278,976	-7,184	-0.6%
Building Maintenance Fund Revenue (583)							
Fund Balance	0	0	61,520	68,395	21,721	-39,799	-64.7%
Non-Revenue	0	0	6,615	6,615	0	-6,615	-100.0%
Miscellaneous	280,583	466,243	492,922	490,984	616,688	123,766	25.1%
Total Revenue	280,583	466,243	561,057	565,994	638,409	77,352	13.8%
Equipment Replacement Fund Revenue (591)							
Fund Balance	0	0	327,355	327,355	247,650	-79,705	-24.3%
Intergovernmental	0	44,050	46,800	46,800	46,800	0	0.0%
Miscellaneous	6,265	12,476	6,000	9,000	6,000	0	0.0%
Non-Revenue	140,000	150,000	161,185	161,185	179,000	17,815	11.1%

Account	'03-'04 Received	'04-'05 Received	'05-'06 Amended	'05-'06 Yr End Est	06-'07 Adopted	Change (\$)	Change (%)
Total Revenue	146,265	206,526	541,340	544,340	479,450	-61,890	-11.4%
Library Endowment Fund Revenue (690)							
Fund Balance	0	0	23,000	22,000	23,000	0	0.0%
Charges for Goods & Serv	677	457	1,000	1,000	1,000	0	0.0%
Total Revenue	677	457	24,000	23,000	24,000	0	0.0%
Museum Endowment Fund Revenue (691)							
Fund Balance	0	0	9,700	9,500	10,000	300	3.1%
Miscellaneous	1,401	198	300	500	500	200	66.7%
Total Revenue	1,401	198	10,000	10,000	10,500	500	5.0%
Urban Renewal Fund (720)							
Fund Balance			327,228	312,089	1,961,000	1,633,772	499.3%
Property Taxes	273,653	314,635	330,000	419,261	444,000	114,000	34.5%
Miscellaneous				41,000	55,000	55,000	
Non-Revenue			714,000	1,847,650		-714,000	-100.0%
Total Revenue	273,653	314,635	1,371,228	2,620,000	2,460,000	1,088,772	79.4%
						-	
	32,254,407	28,074,098	56,477,249	55,256,194	55,374,589	1,102,660	-2.0%

REVENUE DESCRIPTIONS

Alarm Fee (\$1,000): A fee of \$15 is charged for each false residential burglar alarm call after the third call. Revenue is deposited in the General Fund.

Building Permit Fees (\$165,160): Fees charged for inspections of construction covered by the Uniform Building Code and the One- and Two-Family Dwelling Code. Revenue is deposited in the Building Fund.

Business License (\$60,000): Store front firms doing business in Woodburn on an ongoing basis are required to pay a \$50 annual registration fee. Home businesses are charged \$25 per year. Revenue is deposited in the General Fund.

City Gas Tax (\$115,000): The City charges a 1.0 cent per gallon tax on motor vehicle fuels sold in the City. This money is dedicated to street purposes and is deposited into the City Gas Tax Fund.

Concession Sales (\$25,000): This is revenue from the sales of food at the pool. Proceeds from this source are deposited in the General Fund and offset pool operating costs.

Construction Permit Fee (\$55,000): This fee is charged for inspection of new construction of streets and utilities located in the right-of-way. The fee is based on the value of the work being done in the right-of-way. Revenue is deposited in the T & E Fund.

Court Fines (\$557,600): The Municipal Court levies fines for traffic violations or nuisance infractions. Revenue is deposited in the General Fund.

Facility Rental–Water Fund (\$30,000): The City charges telecommunications companies to locate antennae on the City’s water tower. This money is set aside for maintenance of the towers. Revenue is deposited in the Water Fund.

Facilities Rent-General Fund (\$16,000): NORCOM is an autonomous agency that rents space in City Hall. The annual rent is \$16,000. Revenue is deposited in the General Fund.

Federal Grants, Indirect–Transit Fund (\$114,502): This is a grant from Federal Transit Administration under Section 5311, Small City and Rural Area Assistance Fund. These funds are administered by the Oregon Department of Transportation. Receipts are deposited in the Transit Fund.

Fire Check Fee (\$15,290): This fee is intended to cover the cost of reviewing commercial building plans for compliance with Fire and Life Safety requirements of the Uniform Building Code. The fee is equal to 40% of the Building permit fee. Revenue is deposited in the Building Fund.

Franchise Fee–Willamette Broadband (\$60,000 + \$16,000 + \$2,500): Franchise fees are charges for use of the right-of-way. The rate for Willamette Broadband is 5.0% of gross revenue. Of that amount 4% is deposited in the T & E Fund. 80% of the remainder goes to the General Fund and 20% is deposited in the Cable TV Fund. That 20% is divided 12.5% to community access TV, and 7.5% to administration of the franchise. These last two amounts are accounted for in the Cable Franchise Fund. \$60,000 is deposited in the General Fund; \$16,000 is deposited in the Cable TV Fund, and \$2,500 is deposited in the T & E Fund.

Willamette Broadband pays quarterly in July, October, January, and April.

Franchise Fee–NW Natural (\$156,000 + 8,500 + 81,000): Franchise fees are charges for use of the right-of-way. The rate for NW Natural is 3.0% of gross revenue. In addition, NW Natural pays a 2.0% Privilege Tax. The distinction is important. The franchise fee is an expense and it appears on NW Natural's income statement above Net Income. Because it is a cost of doing business, NW Natural cannot show it as a separate item on its bills to customers. The Privilege Tax is shown below Net Income. Because it is a tax, NW Natural can show it as a separate line on its billings.

The franchise fee is deposited into the General Fund (\$156,000) and the T & E Fund (\$8,500). The Privilege Tax is deposited into the Street/Storm Capital Improvement Fund (\$81,000).

NW Natural pays both the Franchise Fee and the Privilege Tax once a year in February.

Franchise Fee–PGE (\$443,000 + \$26,000 + 185,000): Franchise fees are charges for use of the right-of-way. The rate for PGE is 3.5% of gross revenue. In addition PGE pays a 1.5% Privilege Tax. The distinction is important. The franchise fee is an expense and it appears on PGE's income statement above Net Income. Because it is a cost of doing business, PGE cannot show it as a separate item on its bills to customers. The Privilege Tax is shown below Net Income. Because it is a tax, PGE can show it as a separate line on its billings.

The franchise fee is deposited into the General Fund (\$443,000) and the T & E Fund (\$26,000). The Privilege Tax is deposited into the Street Storm Capital Improvement Fund (\$185,000).

PGE pays both the Franchise Fee and the Privilege Tax once a year in April.

Franchise Fee–Quest (\$78,000 + \$3,500): Franchise fees are charges for use of the right-of-way. The rate for Quest is 7.0% of gross revenue. The fees are deposited in the General Fund (\$78,000) and the T & E Fund (\$3,500).

Quest pays quarterly in September, December, March, and June.

Franchise Fee–Gervais Telephone (\$3,000): Franchise fees are charges for use of the right-of-way. The rate for Gervais Telephone is 7.0% of gross revenue. The fees are deposited in the General Fund and the T & E Fund.

Franchise Fee–United Disposal (\$102,000): Franchise fees are charges for use of the right-of-way. The rate for United Disposal is 5.0% of gross revenue. The fees are deposited in the General Fund.

United Disposal pays quarterly in October, January, April, and July.

Franchise Fee–Woodburn Ambulance (\$12,000): Franchise fees are charges for use of the right-of-way. Revenue is deposited in the General Fund.

Woodburn Ambulance pays quarterly.

Hotel/Motel Tax (\$200,000): Hotels, motels, and RV parks in Woodburn are required to charge customers a 9% tax, 10% of which the operator can retain to cover the costs of administering the tax. The balance is paid to the General Fund on a monthly basis. Three of the nine percent the City receives is dedicated to promoting tourism and is available to the City and through grants to organizations that qualify.

Interest from Investments (\$503,000–all funds, \$75,000–General Fund): Cash in excess of current needs is invested in instruments allowed under state law. At the end of April 2006, \$28,787,655 was invested.

The interest earned on these investments is allocated to the various funds based on how much cash each fund has on the last day of the month.

Lien Search (\$25,000): Title companies are charged \$23 per request to determine if the City has any liens on real property. The City records liens for Housing Rehab loans, Special Assessment (LID) indebtedness, and occasionally for past due water/sewer bills. Revenue is deposited in the General Fund.

Loan Payback–Housing Rehab (\$100,000): The Housing Rehab Program funded improvements to residences in Woodburn. The benefited homeowners are obligated to pay the City back for improvements made to their homes. These are low interest loans that need not be paid off until the property sells. Proceeds from the repayments made by homeowners can be used by the City to make further loans for property improvements.

Mechanical Permits (\$18,900): These are fees from permits for the inspection of the installation of heating, ventilation, and air conditioning equipment. Included here are water heaters and boilers. Revenue is deposited the Building Fund.

New Services (\$50,000): Fees are charged for the installation of new water meters (\$150) and the testing of existing meters. Revenue is deposited the Water Fund.

Plan Check Fees (\$103,730): These are fees charged to builders to review plans and specifications for compliance with all applicable building codes. This review must occur prior to issuing building permits. Revenue is deposited in the Building Fund.

Planning Fees (\$95,000): These are fees charged for processing land use applications such as site plan reviews, annexations, and subdivisions. Fees offset approximately 21% of the Planning Division's operating budget. Revenue is deposited in the General Fund.

Pool Admissions (\$78,000): Admission fees to the pool for City residents are \$2.00 for children, \$2.50 for youth and seniors, and \$3.00 for adults. Revenue is deposited in the General Fund.

Pool Memberships (\$30,000): Three month memberships are \$80 for an adult, \$65 for youth and senior, and \$55 for a child. Annual memberships are \$300 for an adult, \$250 for youth and seniors, and \$200 for a child. Revenue is deposited in the General Fund. Adult passes for 20 visits are \$57. Youth and Senior passes are \$47.50, and Child passes are \$38.

Property Taxes (\$7,151,000): Property taxes are levied against all real property and commercial personal property. Woodburn's permanent tax rate is \$6.0534/\$1,000 of valuation. \$6,360,000 is budgeted in the General Fund, \$140,000 is budgeted in the Transit Fund, and \$651,000 is budgeted in the Bonded Debt Fund.

Measure 5, passed in 1990, placed a \$10.00/\$1,000 limit on property taxes levied for general government (exclusive of K-12 schools). The total of taxes levied for operations (excluding debt service requirements) for Marion County, the City of Woodburn, the Woodburn Rural Fire District, and the Chemeketa Co-operative Regional Library cannot exceed \$10.00/\$1,000. The only exception to this rule is an operating levy approved by the voters. Woodburn has not put such a measure before the voters since the passage of Measure 5.

Measures 47 and 50 imposed additional limitations and broadened local taxing authority. The measures taken together put limits on each piece of property. The tax on an individual piece of property can increase by no more than the general increase in property values up to a limit of 3%. Because property values have been increasing at a rate faster than 3%, the *de facto* limitation has been 3% since the implementation of Measure 50. Sale of the property does not void this limitation. Measure 50 also provided for new development to be brought on the tax rolls at full value and taxed at the permanent rate. In rapidly developing communities, this can be a significant source of increased revenue.

Property taxes to pay debt service may exceed the \$10.00/\$1,000 limitation. Woodburn has two bond issues outstanding (the swimming pool and the police facility). They add \$0.95/\$1,000 to tax assessments.

Property Tax collections are seasonal. Statements are mailed in October, and are payable in November. The taxpayer may elect to pay the tax liability in one, two, or three installments. The second installment is due February 15, and the third installment is due May 15. In

Woodburn, 75% of annual tax revenue is collection by November 30; 91% is collected by the end of February, and 96% is collected by May 31.

Re-Connection Fees (\$7,000): A service fee (\$20) is charged to re-connect water service after service has been cut off due to non-payment. Revenue is deposited in the Water Fund.

Recreation Program Revenue (\$122,000): Fees for recreational programs, such as dance and athletic programs. This revenue covers some of the cost of providing ball fields/courts/halls and the labor to organize and schedule the events. Revenue is deposited in the General Fund.

Regional Library Service (\$54,000): Chemeketa Cooperative Regional Library Service (CCRLS) has its own taxing authority. It pays the City to participate in the regional system, and it reimburses the library for serving people who live outside of city limits. Revenue is deposited in the General Fund.

Rent-Internal (\$614,688): This is charged to City departments to cover the cost of utilities, janitorial, and routine maintenance. It does not provide for replacement of buildings or major components of buildings. Revenue and expense are accounted for in the Building Maintenance Fund.

RSVP Grant (\$57,051): The Retired and Senior Volunteer Program is a federal grant that reimburses the City for expenditures associated with placing senior volunteers in local organizations. Examples include driving other seniors to medical appointments, Meals on Wheels, and transporting City utility bills to the contract mailer.

SDC's-Parks (\$140,000): Systems Development Charges are authorized by statute to fund improvements necessitated by increased demand for capacity. They are assessed against new development and are charged at the time the Building Permit is issued. Revenue from these fees can be used only to increase capacity. SDC's-Parks are deposited in the Parks Capital Improvement Fund. The Parks SDC fee for a single-family residence is \$1,448. The fee for a business depends on the nature and size of the business.

SDC's-Sewer (\$400,000): Systems Development Charges are authorized by statute to fund improvements necessitated by increased demand for capacity. They are assessed against new development and are charged at the time the Building Permit is issued. Revenue from these fees can be used only to increase capacity. SDC's-Sewer are deposited in the Sewer System Development Trust Fund. The fee for a new single-family residence is \$2,977.

SDC's-Storm Water (\$50,000): Systems Development Charges are authorized by statute to fund improvements necessitated by increased demand for capacity. They are assessed against new development and are charged at the time the Building Permit is issued. Revenue from these fees can be used only to increase capacity. SDC's-Storm Water are deposited in the Storm Water SDC Fund. The fee for a new single family residence is \$257 based on a 1,500 square foot house with a 400 square foot garage and a 400 square foot driveway.

SDC's–Water–(\$300,000): Systems Development Charges are authorized by statute to fund improvements necessitated by increased demand for capacity. They are assessed against new development and are charged at the time the Building Permit is issued. Revenue from these fees can be used only to increase capacity. SDC's–Water are deposited in the Water System Development Trust Fund. The fee for a new single-family residence is \$1,452.

Sewer System Revenue (\$3,561,815): Revenue from the rates charged customers for sewer. 42% of the total revenue is deposited in the Sewer Treatment Construction Fund (\$1,495,962) to pay debt service on the construction of the existing plant, and 58% (\$2,065,853) is deposited in the Sewer Fund.

State Cigarette Tax (\$35,000): Two cents of the State's 68 cent tax per package of cigarettes is allocated to cities. The distribution to individual cities is on a per capita basis. Revenue is deposited in the General Fund.

State Gas Tax (\$1,000,000): The State collects 24 cents per gallon on motor vehicle fuels sold in the state for highway use. The use of this revenue is restricted to road related purposes. Highway Fund recipients include the State (60.05%), counties (24.38%), and cities (15.57%). The distribution is paid to the City on a monthly basis. Revenue is deposited in the Street Fund.

State Grant–Transit Fund (\$22,000): These funds are from the State of Oregon Special Transportation Fund for elderly and disabled individuals. They are derived from a portion of the tax on cigarettes and are administered by Salem Area Transit. Receipts are deposited in the Transit Fund.

State Liquor Proration (\$218,000): This is money distributed to the cities from taxes on the sale of liquor. 20% of the State's liquor tax receipts are distributed to cities on a per capita basis. Revenue is deposited in the General Fund.

State Revenue Sharing (\$160,000): 14% of the net revenue from the OLCC account is authorized for distribution under the State Revenue Sharing Program. State Revenue Sharing is calculated using a formula that compares the City's property tax rate, per capita income, and population against statewide averages. State Revenue Sharing is paid quarterly and deposited in the Revenue Sharing Fund.

Stores Issues (\$16,900): Paper stock is purchased in bulk to take advantage of volume pricing and charged to departmental budgets as it is issued. Revenue is deposited the Central Stores Fund.

Swimming Lessons (\$63,000): Eight group lessons are \$30 for children and \$33 for adults. Private lessons are \$80 for four sessions.

Technical & Environmental Planning Development Fee (\$20,000 + \$16,000): 0.15% of the value of the development is charged to cover the cost of engineering for new developments. Revenue is deposited in the General Fund (\$20,000) and the T & E Fund (\$16,000).

Towing Fees (\$67,000): A towing fee of \$150 is charged for vehicles that must be towed from the scene of an arrest for a traffic violation. Revenue is deposited in the General Fund.

Traffic Impact Fees (\$600,000): Traffic Impact Fees are a form of System Development Charges. Systems Development Charges are authorized by statute to fund improvements necessitated by increased demand for capacity. They are assessed against new development and are charged at the time the Building Permit is issued. Revenue from these fees can be used only to increase capacity. TIF's are based on the number of increased automobile trips expected from a given type of development. TIF's are deposited in the Transportation Impact Fee Fund. The fee for a new single-family residence is \$3,092.

Transit System Fares (\$19,500): This revenue is from the fares charged to passengers for Dial-a-Ride (\$5,500), and fixed route transit service (\$14,000). Revenue is deposited in the Transit Fund.

Water Sales Revenue (\$3,007,134): This represents revenue from the rates charged customers for water service. The fixed component of the rates varies depending on the size of pipe serving the property. The variable rates are charged based on the amount of water consumed. Revenue is deposited to the Water Operating Fund (\$1,510,655) and the Water Construction Fund (\$1,496,479).

PROGRAM BUDGETS



2006-07 ADOPTED ANNUAL PROGRAM BUDGET

COMMENTS REGARDING PROGRAM DESCRIPTIONS



Program Budgets for 2006-07

COMMENTS REGARDING PROGRAM DESCRIPTIONS

A program budget focuses the reader's attention on policy choices. Program descriptions discuss the changes in the budget on a yearly basis, and highlight policy driven changes. The program description summarizes significant budgetary changes.

The reader will find throughout this document language used to describe changes common to all operating budgets. In the **Salaries & Benefits** object, for example, one finds changes will at a minimum, *"reflect the estimated cost of the currently authorized staffing level, including salary step advancements, and changes in employee benefit costs as described on pages 42-44 of the budget document."* Similarly, in the **Supplies & Services** object, changes that reflect the moving of minor amounts of money between accounts to address changing needs will be said to be *"based on spending trends in 2005-06 and anticipated need in 2006-07"*.

This "Comments" section provides detail regarding certain components of the major object classes, and common changes in those components. This reduces the need for repetition in the budget descriptions. Having described these common changes here, individual program descriptions can focus on changes specific to that one program.

Salaries and Benefits. This object class comprises: salaries for full and part-time employees, and supports temporary worker wages, overtime payments, and intra-governmental service charges; and accounts for full and part time employee benefits. This object class will experience an overall increase of approximately 4.4% in 2006-07, which is reflected in every budget with a staffing component. Multiple factors combine to create this increase: employee salary step advancements, distribution of intergovernmental services charges, PERS retirement benefits, Social Security/Medicare contributions, unemployment and workers compensation insurances, disability insurance, and medical, dental, and life insurance. Increases may also reflect adopted new positions or increased funding for overtime and temporary help.

When they are hired, employees are typically placed at the "A" step of a five-step classification ladder. Step placement may be higher, depending on skill and job experience. With satisfactory performance evaluations, employees advance to their next salary step and receive a five (5) percent salary increase. This occurs until an employee reaches the "E" step. Full time employees who have not reached the "E" step are eligible for advancement annually. Permanent part-time employees (those working less than 20 hours per week) are also eligible for step advancements, but must complete 1,040 work hours at a step, and receive a satisfactory performance evaluation, before advancing to the next step. Temporary employees are compensated outside the classification system, and do not receive step advancements. Once employees achieve "E" step, they will receive no further advancements unless they are promoted.

Employees generally receive annual cost of living adjustments (COLAs), separate from the step increase. COLAs counter the diminishing effect of inflation on employee earnings. The COLAs granted to represented employees are dictated by the terms of bargained agreements. Employees are represented by two groups: the Woodburn Police Association (WPA) and the

American Federation of State, County, and Municipal Employees (AFSCME). Part-time and non-represented employees and managers typically receive the same COLAs awarded to AFSCME-represented employees. Salaries for 2006-07 were budgeted anticipating a 3% COLA for WPA members and a 2.5% COLA for AFSCME members.

Intra-governmental service charges are charges by an employee budgeted in one program for services provided to another program. Charges incorporate labor and benefits costs. They are refined periodically to accurately reflect the services provide to, or required by, departments. Refinements can occasionally result in significant increases or offsets to the Salaries & Benefits object

In the benefits accounts, PERS incorporates two components which together equal 18.49 percent of the employee's base salary. The City's share is 12.49 percent; the employee's share, 6 percent. For a few management employees, the City pays both portions of the PERS benefit. Certain benefits are Federally or State mandated, such as Social Security/Medicare, and unemployment and worker's compensation insurances. These represent 6.2%, 1.45%, 0.325%, and 2.16% of the employee's base salary, respectively, and are paid by the City. Except for a few management employees whose Social Security benefits are paid, employees also pay an equal amount for Social Security and Medicare, through payroll deductions. Health insurance and disability benefits were granted to employees through collective bargaining, and are based on the cost of premiums. The City currently pays the full premium cost for represented Police Officers. Most other employees pay in 2006-07 an average, depending on the number of dependents covered, of approximately 31 percent of the premium cost. All employees are entitled to unemployment and worker's compensation insurance coverage, and Medicare and Social Security benefits. Employees who work in excess of 600 hours in a calendar year are entitled to PERS benefits, and full time employees and those who regularly work more than 20 hours per week receive medical, dental, life, and disability insurance coverage.

Many benefits are percentage driven, and follow in proportion changes in salaries. Increases in these accounts also reflect changes in premiums or rates charged to the City. Salaries in 2006-07 are estimated to increase by 3.8 percent. Benefits will increase, at a minimum, by a corresponding amount. In fact, benefit costs will increase 5.6 percent in 2006-07. An ongoing significant factor affecting benefits costs is increased health insurance premiums. Medical, dental and life insurance premiums in 2006-07 will increase by 12%. This reflects the continuing rise in health insurance costs, and the City's specific experience with an aging workforce and large claims in recent years. The City bears 95% of the cost of this increase for Police Officers, but shares increased costs equally with most other employees. In the last two years, budgeting for PERS costs anticipated increases from actuarial adjustments, expanding reserves to address unfunded liabilities, and the outcome of appeals to recent court cases and legislation to correct and streamline the PERS system. Monies were budgeted in PERS accounts in 2003-04, 2004-05, and 2005-06 to cover those increases. Actual costs in those years continued to be in line with the amounts the City had previously paid. The resulting savings on those accounts was retained in a PERS reserve, was carried forward to 2005-06, and will be carried forward again to 2006-07. PERS accounts in 2006-07 are budgeted at approximately 14 percent of base salaries. Monies in excess of what is needed to pay 2006-07

contributions will be added to the PERS reserve, and will be available for use to offset increases scheduled for July 2007.

For the fourth year in a row, the **Supplies & Services** object class was subject to a zero growth policy. This prohibited increases over the previous year's baseline budget, excepting internal services rates. This policy is intended to compensate for marginal revenue growth, and to preserve fund balances for contingency use. Although this policy helps to keep budget growth in check, inflation has risen by approximately 4% this past year (based on the national Consumer Price Index). Consequently, City departments are addressing inflationary-based price increases without additional financial resources. This continues to be accomplished by a combination of belt-tightening and re-prioritizing program spending, and is reflected in adjustments between accounts to place monies where they are most needed. Department heads determine where monies are most needed, based on their experience managing the programs under their charge. Any other desired increases in Supplies & Services budgets are submitted as additional funds requests. Those requests adopted for funding in 2006-07 are discussed in the Policy Items section of each budget description.

Within **Supplies & Services** three internal transactions deserve further comment. Internal rent increases \$77,352 (13.8%) and reflects the addition of the new Police facility and dramatically increasing gas and electric rates. Costs are distributed to department budgets based on the area occupied and the type of space. The bulk of the increase (\$34,770) will be charged to Police reflecting the additional space in the new Police facility.

IS Support rates remain constant. Rates are based on the number of PC's and the number of printers, so the cost to individual departments for IS Support varies as the number of pieces of equipment used in the department varies. Total IS Support revenue for 2006-07 increases 11.5 percent.

Insurance premiums reflect market conditions, and, to a large extent, are beyond the City's control. The amounts budgeted for 2006-07 reflect current expectations of the insurance markets over the next year. The budget anticipates a soft market in the coming year and provides for premium costs to increase of only \$11,675 (2.2%).

Increases for these three items are fully funded and are included in the baseline budgets. Increases in these costs do not diminish the departments' ability to purchase other Supplies and Services.

CITY COUNCIL



Program Budgets for 2006-07

VISION STATEMENT

Woodburn will be a vibrant, full-service market-based community that retains its small town feel and values. Woodburn will be a community of unity, pride, and charm. It will be a sustainable, but technologically advanced community with a functional multi-modal transportation system. Woodburn will thrive as a regional focus for the advancement and enjoyment of the arts, culture, leisure and recreational activities, and be a great place to live.

MISSION STATEMENT

“It is the mission of the Woodburn City Council to make Woodburn a great place to be.”

MAJOR GOALS FOR 2006-2007

- ❖ Provide a broader range of quality, affordable, youth activities:
 - ▶ Continue to provide existing youth programs
 - ▶ Develop additional activities and programs
 - ▶ Seek funding to support/offset program costs
 - ▶ Implement Teen Scene program
 - ▶ Avoid/eliminate duplication of effort with other programs
 - ▶ Evaluate and monitor structure and quality of programs
 - ▶ Focus greater attention on evening and weekend programs
 - ▶ Explore partnerships with non-profits/public/faith-based agencies

- ❖ Provide a broader range of self supporting adult activities:
 - ▶ Survey demand for adult programs, through RSVP
 - ▶ Avoid duplication of programs offered by other agency
 - ▶ Develop opportunities to meet un-met demand for self-supporting adult recreational programs and activities.

- ❖ Celebrate culture and diversity:
 - ▶ Reduce or eliminate direct City involvement in producing festivals and events (emphasize facilitation instead of production)
 - ▶ Continue to produce Berry Fest, and participate in Christmas, 4th of July and Tulip Fest as long as is necessary
 - ▶ Increase coordination with Settlemier House and French Prairie Historical Society for Christmas activities
 - ▶ Coordinate transfer of responsibilities to existing agencies, or establish appropriate agency
 - ▶ Provide financial support through TOT grant program for eligible activities
 - ▶ Limit City involvement to providing locations (parks, plazas, etc.) pursuant to applicable rules and regulations, indemnification, and limited staff support

- ▶ Continue Library Events
- ❖ Community Engagement and Communications:
 - ▶ Continue existing efforts
 - ▶ Expand outreach activities to include Russian language - translate important documents into Russian, as resources allow
 - ▶ Provide for bi-lingual capability at public meetings - audio and translation
 - ▶ Improve staff capability and consciousness
 - ▶ Increase use of video production, community access television, and the Internet to educate and inform
 - ▶ Develop automated telephonic information system for answering frequently asked questions
 - ▶ Augment public information and advertising activities in "Independent" and "Statesman Journal" with other publications and in other media.
- ❖ Revitalize Downtown Woodburn:
 - ▶ Complete Comprehensive Plan and Zoning Amendments, as applicable
 - ▶ Seek Grants for early years' CIP
 - ▶ Complete exterior renovation of 347 Front Street and evaluate potential for sale of building after exterior renovation
 - ▶ Implement Urban renewal program
 - develop 1-year capital budget
 - develop 6-year Capital Improvement Program
 - revisit design choices
 - develop commercial and residential rehabilitation guidelines
 - develop guidelines for residential assistance
 - initiate short term and longer term borrowings
 - ▶ Initiate capital project
 - ▶ Convert 1st Street Parking lot to plaza
 - acquire remaining property
 - evaluate street/circulation configuration alternatives
 - develop design
 - construct improvement
- ❖ Pursue Economic Development:
 - ▶ Adopt Public Investment plan
 - ▶ Implement Public Investment plan
 - ▶ Determine and organize for business recruitment responsibilities
 - ▶ Recruit business
 - ▶ Initiate site-specific urban growth boundary amendment
 - ▶ Complete periodic review work tasks and TSP update

- ❖ Develop Necessary Systems Infrastructure:
 - ▶ City wide circulation
 - ▶ Water treatment and storage
 - ▶ Storm drainage
 - ▶ Seek and promote competition to provide high speed Internet
 - ▶ Develop I-net capabilities pursuant to CATV Franchise

- ❖ Enhance and Improve Livability:
 - ▶ Adopt revisions to code enforcement- related City Ordinances
 - ▶ Promote public awareness of code requirements through education
 - ▶ Increase Code enforcement activities
 - ▶ Revise Sign Ordinance
 - ▶ Beautify City Properties
 - ▶ Property maintenance recognition activities
 - ▶ Volunteer coordination project
 - ▶ Reinstate Residential Rehabilitation Program

- ❖ Manage Growth:
 - ▶ Complete Comprehensive Plan and Transportation System Plan amendments
 - ▶ Urban Renewal
 - ▶ Undertake necessary UGB amendments
 - ▶ Update development code to correct deficiencies and address changes in law and circumstances
 - ▶ Initiate site-specific urban-growth boundary expansions
 - ▶ Annex key properties inside urban growth boundaries as opportunities arise

- ❖ Museum Development:
 - ▶ Shift emphasis from museum as a repository to museum that functions as part of the community
 - ▶ Promote oral history program and interactive exhibits
 - ▶ Create more partnership opportunities with K-12 schools and college/continuing education
 - ▶ Evaluate and approve appropriate strategic plan alternative
 - ▶ Transfer operating responsibility and ownership of museum facility to viable outside agency

- ❖ Park Development:
 - ▶ Construct Heritage Park ADA improvements
 - ▶ Complete Partially completed ball field at Centennial Park

- ▶ Develop Hermanson Park III
 - ▶ Complete master plan for Legion and Settlemier Parks
- ❖ Team Building and Employee Development:
- ▶ Continue current activities
 - ▶ Employee recognition program
 - ▶ Organize departments for most efficient service delivery
 - ▶ Seek additional employee training opportunities as funding permits
 - ▶ Develop additional employment contracts with Middle-managers
 - ▶ Incorporate diversity training into new-hire regimen, and conduct regular and recurring diversity training for existing employees
- ❖ Develop Technological Infrastructure:
- ▶ Telecommunications - high speed Internet and I-net capability
 - ▶ Other, as identified by Economic Opportunities Analysis
- ❖ Plan and Deliver Transportation System Improvements:
- Regional
- ▶ Re evaluate and amend the Transportation System Plan
 - ▶ Coordinate with County on So. Bypass
 - ▶ Establish LID's for remainder of Boones Ferry and Country Club Rd. widening projects
 - ▶ Deliver Boones Ferry and Country Club Rd. widening projects
 - ▶ Coordinate with ODOT to complete I-5 interchange Right Turn lane project
 - ▶ Continue to seek funding for I-5 interchange and Highway 214 widening projects
- Local
- ▶ Pave all streets
 - ▶ Install curb and sidewalks on some streets
 - ▶ Ready projects for grant opportunities
 - ▶ Seek opportunities to develop intercity transit
 - ▶ Develop Bike/Pedestrian/Golf cart paths in greenways
 - ▶ Evaluate need for and cost effectiveness for traffic calming devices
- ❖ Fiscal Stability:
- ▶ Seek project specific funding to support road and sidewalk work
 - ▶ Seek and develop new revenue sources to support adult and youth programs
 - ▶ Seek and develop new revenue sources to support other city programs

- ▶ Promote fiscal accountability among all city employees, and provide incentives for cost-saving ideas
- ❖ Increase Participation in the State and Federal legislative process:
 - ▶ Increase coordination with League of Oregon Cities and State/Federal legislative delegations on legislative matters of interest to Woodburn
 - ▶ Increase participation of staff and elected officials in testimony before legislative committees
 - ▶ Increase positions taken on matters of pending legislation with potential impact to City
- ❖ Evaluate City Facilities for Retention, Expansion, Acquisition, and Relocation:
 - ▶ Plan and organize for the construction of a new Police facility
 - ▶ Continue effort to build a new Community Center
 - ▶ Evaluate and develop recommendations for Library space needs
 - ▶ Sell surplus City properties
 - ▶ Complete Parks master planning activities
 - ▶ Evaluate long-term site requirements for Public Works corporation complex
- ❖ Encourage and employ Sustainable practices (do as opportunity arises):
 - ▶ Establish City policies
 - ▶ Revise procurement procedures
 - ▶ Train staff (ongoing)
 - ▶ Design and offer, or support programs
 - ▶ Composting
 - ▶ Recycling and use of recycled materials
 - ▶ Energy efficiency
 - ▶ Reduced chemical interaction with land, air and water
 - ▶ "Green building"
 - ▶ Public education
 - ▶ Provide a good example

DEPARTMENT SUMMARIES**BY OBJECT CLASS**

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	2,575	2,612	2,680	2,654	2,636	2,636	-44	-1.6%
Services	21,128	19,332	27,599	25,900	27,910	28,198	599	2.2%
TOTAL EXPENDITURE	23,703	21,944	30,279	28,554	30,546	30,834	555	1.8%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
City Council	23,569	21,711	28,679	27,654	28,946	29,234	555	1.9%
Livability Task Force	134	233	1,600	900	1,600	1,600	0	0.0%
TOTAL EXPENDITURE	23,703	21,944	30,279	28,554	30,546	30,834	555	1.8%

CITY COUNCIL

DEPARTMENT: CITY COUNCIL
 DIVISION: CITY COUNCIL
 FUND: GENERAL

PROGRAM DESCRIPTION

The City Council consists of the Mayor and six City Councilors and serves as the policy making and legislative body of the City of Woodburn. The Mayor is elected, at-large, every two years. City Councilors are elected to represent each of six wards in the City and serve four-year terms. The City Council appoints the City Administrator, City Attorney, and Municipal Court Judge; enacts City ordinances and adopts resolutions; establishes policy for City staff; and approves and oversees the annual budget of expenditures for the City. The Council conducts bi-monthly meetings to consider items of City business.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	2,575	2,612	2,680	2,654	2,636	2,636	-44	-1.6%
Supplies & Services	20,994	19,099	25,999	25,000	26,310	26,598	599	2.3%
TOTAL EXPENDITURE	23,569	21,711	28,679	27,654	28,946	29,234	555	1.9%

ADOPTED BUDGET

The Adopted Budget of \$29,234 for 2006-07 represents an overall increase of \$555 (1.9%) over the amended budget for 2005-06.

The Salaries & Benefits budget decreases \$44 (-1.6%) from 2005-06; cost estimates reflect benefit rates to be charged in 2006-07.

The Supplies & Services increase of \$599 (2.3%) reflects an increase in the Internal Rent rate (\$2,917) to account for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. This increase is partially offset by a decrease in Information Services support (\$2,372). Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

POLICY ITEMS

None.

LIVABILITY TASK FORCE

DEPARTMENT: CITY COUNCIL
 DIVISION: LIVABILITY
 FUND: GENERAL

PROGRAM DESCRIPTION

The Livability Task Force is charged with formulating, recommending, and implementing activities and programs to enhance the quality of life in Woodburn. Task Force responsibilities for 2006-07 include: continuing a public education campaign regarding code enforcement regulations and property owner responsibilities and continuing the hanging basket program.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Supplies & Services	134	233	1,600	900	1,600	1,600	0	0.0%
TOTAL EXPENDITURE	134	233	1,600	900	1,600	1,600	0	0.0%

ADOPTED BUDGET

The Adopted Budget of \$1,600 for 2006-07 represents no change from the 2005-06 amended budget.

The Supplies & Services budget remains the same in 2006-07.

POLICY ITEMS

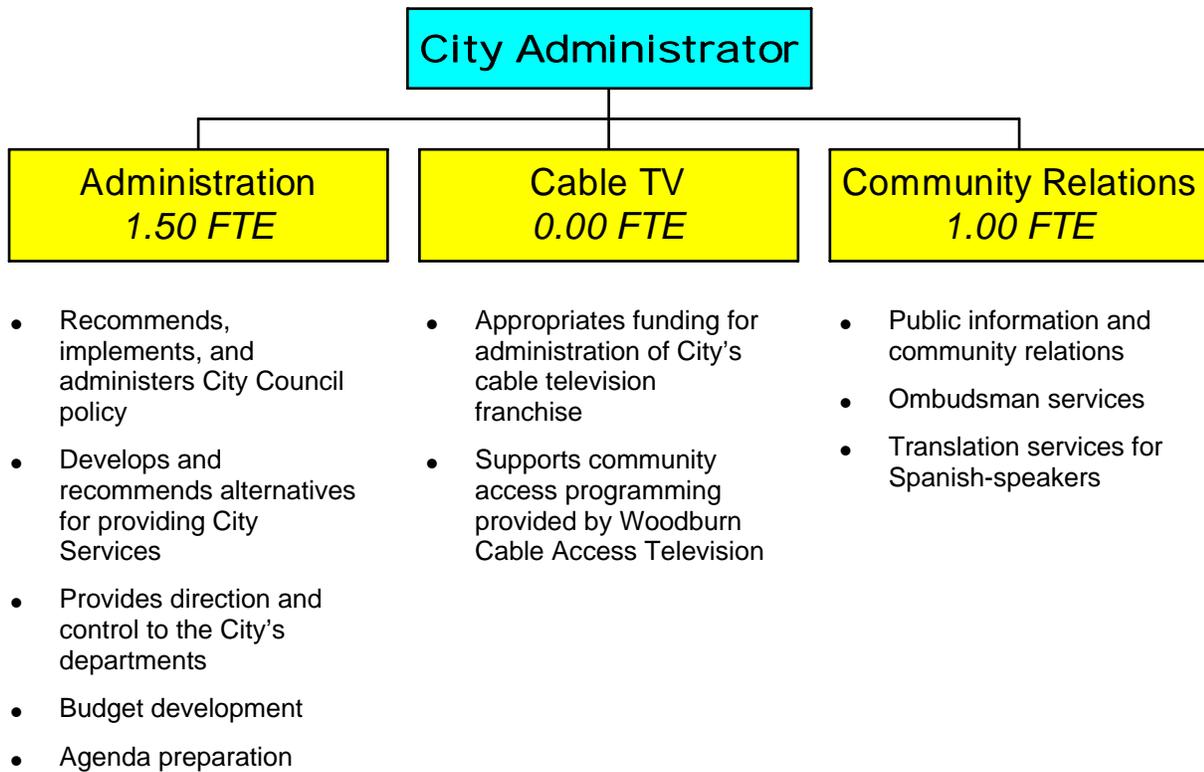
None.

CITY ADMINISTRATOR



Department and Program Budgets for 2006-07

John C. Brown, City Administrator



MISSION STATEMENT

It is the mission of the City Administrator's Office to implement the policies established by the City Council, and recommend cost effective alternatives for providing City services and meeting Community needs, and provide general management and oversight for the operation of all other City departments. It is the further mission of the City Administrator's Office to provide financial accountability to the City Council and the residents of the City of Woodburn.

CURRENT STATUS OF MAJOR OBJECTIVES FOR 2005-06

- ◆ Coordinate department activities necessary to make progress toward, and complete, the City Council's goals for 2005-07 (ongoing).

Status: The Council updated its biennial goals in 2005, resulting in 17 separate goal areas. Each goal area includes multiple activities. Several activities are ongoing, such as "continue to provide existing youth programs" or "continue Library events". For goals such as these, departments are expected to maintain at least the current level of service into the future. Other activities, typically projects, have distinct conclusions, and will be replaced with new objectives in future goal setting sessions. Progress is occurring in each of the Council's goal areas. Significant, but not an exhaustive list of projects that are now or will be completed by January 2007 include: completing the comprehensive plan update and TSP amendments, water system upgrades, the police facility, Front Street reconstruction phases I and II, Downtown Plaza, Phase I, the downtown specific plan, paving one unpaved street each year, delivering Boones Ferry and Country Club Road projects, and bargaining agreements with AFSCME and WPA-represented employees.

- ◆ Complete Downtown Plaza Project, Phase II construction by December 31, 2005. Complete specific planning for downtown revitalization; complete Phase 1 construction, and initiate Phase 2 construction of the Front Street Improvement project, by June 30, 2006.

Status: Phase I of the Front Street project, including the first lift of asphalt, was completed in December 2005. Inclement weather at the end of 2005 delayed the final lift of asphalt, which will be completed in late winter/early spring, 2006. Phase II, beginning with utility under grounding will commence by June 2006. The Plaza project, Phase II, is on hold, until contributions sufficient to fund that work are obtained. Approximately 1/3 of the estimated cost has been donated, or guaranteed. Additional fund raising efforts are currently underway. A Transportation and Growth Management grant was obtained in 2005 to complete the downtown specific plan. Requests for proposals to conduct this work will be issued in March 2006. Work on this project should be completed by January 2007. Portions of this goal will be carried forward to 2006-07.

- ◆ Provide, by December 31, 2005, oversight to City departments needed to complete long-term planning activities to implement the City's economic development strategy. Coordinate, as needed, with agencies including the County of Marion, ODOT, DLCDC and LCDC, and others, to obtain approval of the City's periodic review work program and urban growth boundary expansion proposal.

Status: The City Council completed periodic review in 2005, by adopting Legislative Amendment (LA) Case File No. 05-01), on October 31, 2005. Since that time, the Period Review "record" was compiled, indexed, ratified by City Council, and directed to the County of Marion for its determination. The intergovernmental agreement dictating City/County planning coordination requires the County to take formal action within 90 days. Following County action the matter will be considered by the State Land Conservation and Development Commission. Barring setbacks or challenges at either of those levels, plan acknowledgment should be completed by Fall, 2007.

- ◆ Provide administrative oversight, planning, coordination, and contract administration necessary to commence construction of the new police facility by October 1, 2005, and complete construction by August 1, 2006.

Status: Police Facility Construction commenced during October 2005. The project is approximately one month behind schedule due to wet weather in November and December; estimated completion is September 30, 2006. This goal will be carried forward to 2006-07.

- ◆ Coordinate with the Library and Recreation and Parks departments to address space needs and proposed capital improvement projects for each department. This will include any oversight or administrative resources needed to construct Phase I of the Library expansion project, and planning for an activity center at the Aquatic Center. Divest surplus City properties, including the old community center, community gardens and old corporation yard, by June 30, 2006.

Status: The old community center was sold in December 2005. A portion of the Gatch Street property will be sold in March/April 2006. The Community Gardens property sale is delayed until comprehensive plan amendments and zoning adjustments included in the periodic review work program are approved by the State of Oregon. Monies from these sales are, or will be, fenced to support the costs of a new community center. The Recreation Department and Library are preparing Community Development Block Grant applications to begin amassing the funds needed to deliver their respective projects. Recreation will use its grant to expand the Aquatic Center into an Activity Center. This goal will be carried forward to 2006-07.

- ◆ Continue to evaluate each City department for operating efficiencies, and implement changes as appropriate, by June 30, 2006. Emphasis will be placed in 2005-06 on establishing a Woodburn charitable foundation, and on transferring administrative responsibility for the Museum function to a non-profit organization.

Status: Little progress has occurred on the Community Foundation project. Additional effort will be given to completing this project prior to January 2007. This goal will be carried forward to 2006-07.

- ◆ Coordinate City efforts to improve traffic circulation, including highway, interchange, and surface street improvements, by June 30, 2005. At a minimum, these will include: overseeing departmental activities related to the Boones Ferry widening, Phase 3, completing Phase I of the Front Street renovation project by November 1, 2005; commencing phase 2 of the Front Street project by April 1, 2006; and seeking funding to advance the Interchange improvement project.

Status: Progress has been made on all of these projects. The Boones Ferry project, Phase III (intersection realignment/traffic signal and adjacent Settlemier widening has been coordinated with ODOT and is scheduled for completion in Fall 2006. Country Club widening and sidewalks will also be completed at the same time. Front Street, Phase I was predominantly completed by December 31, 2005, a final life of asphalt will be completed in late winter/early spring 2006. Phase II of that project, starting with utility undergrounding will commence by June 30, 2006. Efforts to obtain Federal funding for interchange improvements resulted in appropriations bill funding of \$800,000 last year. An additional 1,000,000 is requested this year. In addition, city staff is working with ODOT on an intergovernmental agreement specifying and limiting the City's contribution to interchange improvements. These are currently estimated at \$8,000,000. These funds will be accumulated through a combination of TIF's and private contributions, any federal funding that can be obtained and applied to the project. Depending on need, sources may also include local assessments in the benefited area. The IGA is key to State adoption of the City's updated transportation system plan, implementing the urban growth boundary expansion, and obligation of state funds for interchange improvements in future statewide transportation planning documents.

MAJOR OBJECTIVES FOR 2006-07

- ◆ Coordinate with the Library and Recreation and Parks departments to address space needs and proposed capital improvement projects for each department. This will include any oversight needed to construct Phase I of the Library expansion project, and an activity center at the Aquatic Center. Divest City properties including the community gardens and old corporation yard property, by June 30, 2007.
- ◆ Continue to evaluate each City department for operating efficiencies, and implement changes as appropriate, by June 30, 2007. Emphasis will be placed on establishing a Woodburn charitable foundation, and on transferring administrative responsibility for the Museum function to a non-profit organization.

- ◆ Coordinate City efforts to improve traffic circulation, including highway, interchange, and surface street improvements, by June 30, 2006. At a minimum, these will include: overseeing departmental activities related to the Boones Ferry widening, Phase 3, completing Phase II of the Front Street renovation project by November 1, 2006; commencing phase III of the Front Street project by June 1, 2007; and seeking funding to advance the Interchange improvement project.
- ◆ Provide administrative oversight, planning, coordination, and contract administration necessary to complete construction of the new police facility by October 31, 2006.
- ◆ Adopt City Council goals for 2007-09 by February 26, 2007.

DEPARTMENT SUMMARIES**BY OBJECT CLASS**

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	246,403	255,346	266,084	255,232	258,852	258,852	-7,232	-2.7%
Supplies & Services	54,599	62,949	91,261	58,950	68,124	70,879	-20,382	-22.3%
Capital Outlay	85,658	0	0	0	0	0	0	0.0%
Fund Balance	0	0	1,916	0	3,630	3,630	1,714	89.5%
TOTAL EXPENDITURE	386,660	318,295	359,261	314,182	330,606	333,361	-25,900	-7.2%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Administration	203,195	221,241	226,851	208,736	213,090	215,845	-11,006	-4.9%
Community Relations	79,271	75,935	88,679	86,631	91,531	91,531	2,852	3.2%
Cable TV	18,536	21,119	20,731	18,815	25,985	25,985	5,254	25.3%
CDBG	85,658	0	23,000	0	0	0	-23,000	-100.0%
TOTAL EXPENDITURE	386,660	318,295	359,261	314,182	330,606	333,361	-25,900	-7.2%

BY STAFFING LEVEL

Department	2003-04 FTE Budget	2004-05 FTE Budget	2005-06 FTE Budget	2006-07 FTE Adopted	Change (#)	Change (%)
City Administrator	3.50	3.50	3.10	2.50	-0.60	-19.4%

ADMINISTRATION

DEPARTMENT: CITY ADMINISTRATOR
 DIVISION: ADMINISTRATION
 FUND: GENERAL

PROGRAM DESCRIPTION

The City Administrator recommends, implements, and administers City Council policy; develops and recommends alternatives for providing City services and addressing community needs; provides direction to and control of the City's departments; provides information on City government to residents; and provides support to the City Council. The City Administrator is responsible to the City Council for developing an annual budget and for implementing the financial program approved by the City Council. City Council support includes agenda preparation and staff support at City Council meetings and workshops. Related services are also provided to the City Council acting as the Urban Renewal Agency, and the City's Budget Committee.

In addition, the City Administrator represents the City in the community and acts as a liaison to other governmental agencies and to local organizations.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	183,641	190,294	189,670	179,786	179,888	179,888	-9,782	-5.2%
Supplies & Services	19,554	30,947	37,181	28,950	33,202	35,957	-1,224	-3.3%
TOTAL EXPENDITURE	203,195	221,241	226,851	208,736	213,090	215,845	-11,006	-4.9%

ADOPTED BUDGET

The Adopted Budget of \$215,485 for 2006-07 represents an overall decrease of \$11,366 (-5.0%) from the 2005-06 amended budget.

The Salaries & Benefits decrease of \$9,782 (-5.2%) reflects the elimination of a Management Analyst II position in 2005-06. This decrease is partially offset by increases in the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services decrease of \$1,584 (-4.3%) reflects a decrease in Information Services support (\$4,145). This decrease is partially offset by an increase in the Internal Rent rate (\$2,836) to account for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. Changes further reflect minor reductions in other accounts based on 2005-06 spending trends and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$85 in Supplies & Services provides for phone maintenance service.
- ◆ \$2,500 in Supplies & Services retains consultant services to advise City staff regarding urban renewal planning, project planning and delivery, and program administration. City funds will be advanced to pay for these services, and then repaid, per reimbursement agreement, by the Urban Renewal Agency.

COMMUNITY RELATIONS

DEPARTMENT: CITY ADMINISTRATOR
 DIVISION: ADMINISTRATION
 FUND: GENERAL

PROGRAM DESCRIPTION

The Community Relations program coordinates the City’s overall public relations program, serves as a spokesperson for the City as directed by the City Administrator, provides Spanish translation services and recruits participation of the Latino community in public meetings and other City activities, and promotes City services and activities in a variety of mediums. This program also liaisons with downtown businesses and provides support to cultural celebrations such as the September 16th (Mexican Independence Day) celebration.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	60,027	62,778	73,199	72,231	75,534	75,534	2,335	3.2%
Supplies & Services	19,244	13,157	15,480	14,400	15,997	15,997	517	3.3%
TOTAL EXPENDITURE	79,271	75,935	88,679	86,631	91,531	91,531	2,852	3.2%

ADOPTED BUDGET

The Adopted Budget of \$91,531 for 2006-07 represents an overall increase of \$2,852 (3.2%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$2,335 (3.2%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$517 (3.3%) reflects an increase in Information Services support (\$1,597) partially offset by a decrease in the Internal Rent rate (\$1,080). The Information Services support increase is due to an increase in the number of PCs and printers assigned to this program. The reduction in Internal Rent reflects reduced charges to this program based on historical use and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

None.

CABLE TV

DEPARTMENT: CITY ADMINISTRATOR
 DIVISION: CABLE TV
 FUND: CABLE TV

PROGRAM DESCRIPTION

This program administers the City's cable television franchise and supports community access programming provided by Woodburn Cable Access Television (WCAT). Seven and one half percent (7.5%) of revenues derived from cable television franchise fees are set aside for administration of the franchise. Twelve and one half (12.5%) percent of the franchise fees are provided to WCAT to support community access programming. Franchise administration includes coordinating with the cable provider regarding programming choices and service issues, and compliance with the franchise agreement. Support to WCAT allows the television audience to view public meetings and programming developed in, and pertinent to, the community.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	2,735	2,274	3,215	3,215	3,430	3,430	215	6.7%
Supplies & Services	15,801	18,845	15,600	15,600	18,925	18,925	3,325	21.3%
Fund Balance	0	0	1,916	0	3,630	3,630	1,714	89.5%
TOTAL EXPENDITURE	18,536	21,119	20,731	18,815	25,985	25,985	5,254	25.3%

ADOPTED BUDGET

The Adopted Budget of \$25,985 for 2006-07 represents an overall increase of \$5,254 (25.3%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$215 (6.7%) reflects an increase in the intragovernmental service charges for the City Administrator's time spent administering the program.

The Supplies & Services increase of \$3,325 (21.3%) reflects payments to support WCAT public access television (\$2,500). These payments are a percentage of franchise revenue, which in turn is a percentage of the cable operator's gross revenue. After three years of decline the cable gross revenues are increasing which necessitates a larger payment to WCAT. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Fund Balance is increased \$1,714 (89.5%), reflecting a reduction in program costs.

POLICY ITEMS

None.

CITY ATTORNEY



Department and Program Budgets for 2006-07

N. Robert Shields, City Attorney

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graph TD; A[City Attorney] --- B[Legal Services  
2.50 FTE];
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City Attorney

Legal Services
2.50 FTE

- Advise City Council and staff on legal matters
- Prepare and review legal documents, ordinances, resolutions and contracts
- Represent and defend the City in litigation
- Assist departments on labor law issues related to AFSCME and non-union employees
- Supervise outside counsel activities in specialty areas such as liability claims
- Administer legal contracts and agreements

MISSION STATEMENT

The mission of the City Attorney is to provide the City with a wide range of professional legal services with emphasis on the specialized field of municipal law. In addition, the City Attorney coordinates with outside counsel in certain other areas such as liability claims.

CURRENT STATUS OF MAJOR OBJECTIVES FOR 2005-06

- ◆ Provide necessary legal support to the Community Development Department for the Urban Growth Boundary Amendment proposal and Measure 37 claims.

Status: A significant amount of legal assistance was provided to the Community Development Department regarding the Urban Growth Boundary Amendment proposal, which has now been formally delivered to Marion County for consideration. Measure 37 claims were not an issue because the measure was invalidated by the Marion County Circuit Court. However, the Oregon Supreme Court recently reversed this lower court ruling.

- ◆ Continue to revise and update City ordinances including the Animal Control Ordinance, the Peddler's and Solicitor's Ordinance and a new Housing Code.

Status: These ordinance revisions have not yet been accomplished. Increased support for ordinance revision was a main justification for upgrading the part-time assistant city attorney to full-time. However, despite an ongoing effort, the full-time position has not yet been filled and the part-time position has been vacant since November. This objective will be carried over to 2006-2007.

- ◆ Provide additional support and legal training to City supervisors on personnel issues.

Status: Additional legal support has been provided on personnel issues. However, a more formalized legal training class for City supervisors has not yet been scheduled. This objective will be carried over to 2006-2007.

- ◆ Continue to provide legal assistance to the Urban Renewal District during its formative stages.

Status: Legal assistance was provided to the Urban Renewal District. This included coordinating with the parties and reviewing the documents involved in the 2005 Urban Renewal borrowing.

- ◆ Continue to provide timely legal advice and services to the City Council and departments to enable them to achieve their goals and objectives.

Status: This objective was addressed in 2005-2006 and is ongoing.

MAJOR OBJECTIVES FOR 2006-07

- ◆ Revise and update City ordinances including the Animal Control Ordinance, the Peddler's and Solicitor's Ordinance and a new Housing Code. (Complete by June 2007)
- ◆ Assist the Police Department with legal issues related to the construction of the new Woodburn Police Facility. (Complete by June 2007)
- ◆ Assist City departments and conduct legal training related to purchasing and public contracting procedures. (Complete by June 2007)
- ◆ Provide additional support and legal training to City supervisors on personnel issues. (Complete by December 2006)
- ◆ Continue to provide timely legal advice and services to the City Council and departments to enable them to achieve their goals and objectives.

DEPARTMENT SUMMARIES**BY OBJECT CLASS**

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	130,412	137,249	117,880	110,199	124,978	124,978	7,098	6.0%
Supplies & Services	26,496	20,205	35,296	32,426	32,877	34,494	-802	-2.3%
TOTAL EXPENDITURE	156,908	157,454	153,176	142,625	157,855	159,472	6,296	4.1%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Legal Services	156,908	157,454	153,176	142,625	157,855	159,472	6,296	4.1%
TOTAL EXPENDITURE	156,908	157,454	153,176	142,625	157,855	159,472	6,296	4.1%

BY STAFFING LEVEL

Department	2003-04 FTE Budget	2004-05 FTE Budget	2005-06 FTE Budget	2006-07 FTE Adopted	Change (#)	Change (%)
City Attorney	2.00	2.00	2.50	2.50	0.00	0%

CITY ATTORNEY

DEPARTMENT: CITY ATTORNEY
 DIVISION: LEGAL
 FUND: GENERAL

PROGRAM DESCRIPTION

This program provides a broad range of legal services to the City Council, City Administrator, City departments, and City boards and commissions. Services include drafting ordinances and resolutions, reviewing and preparing contracts, interpreting City ordinances and State Statute, and researching and advising on legal questions raised by operating departments, City Council, boards, and commissions. The program also provides legal advice, assistance, and supervision of outside counsel activities in specialty areas such as liability claims.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	130,412	137,249	117,880	110,199	124,978	124,978	7,098	6.0%
Supplies & Services	26,496	20,205	35,296	32,426	32,877	34,494	-802	-2.3%
TOTAL EXPENDITURE	156,908	157,454	153,176	142,625	157,855	159,472	6,296	4.1%

ADOPTED BUDGET

The Adopted Budget of \$159,472 for 2006-07 represents an overall decrease of \$6,296 (4.1%) from the 2005-06 amended budget.

The Salaries & Benefits increase of \$7,098 (6.0%) reflects increases in regular salaries (\$10,618) and benefits (\$5,426) due to the addition of a part-time employee in 2005-06. Increases reflect a full year's cost of salary and benefits for the position in 2006-07. Other changes are located in the estimated cost of the currently authorized staffing level, including salary step advancements and changes in employee benefits as discussed on pages 42-44 of the budget document. Increases are partially offset by decreases in the intragovernmental services account (\$8,946) associated with charges to other funds for Assistant City Attorney salary and benefits costs for time spent addressing issues in those areas.

The Supplies & Services decrease of \$802 (-2.3%) reflects minor adjustments in accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

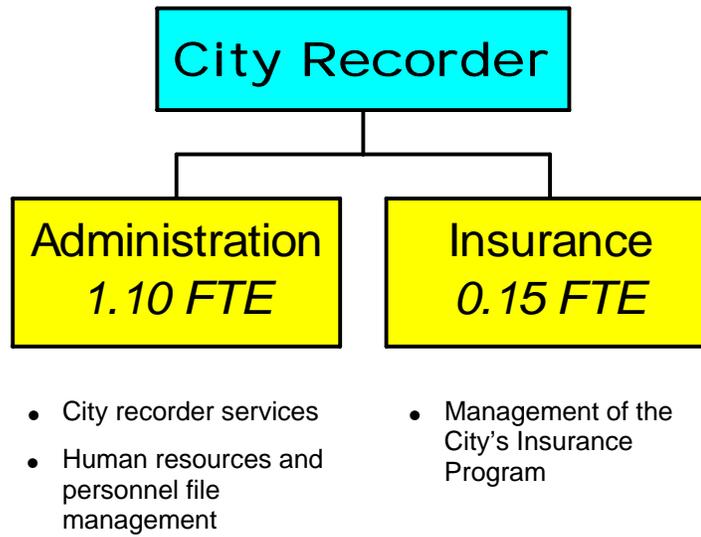
- ◆ \$31 in Supplies & Services provides for phone maintenance service.
- ◆ \$2,500 in Supplies & Services retains the services of a contract attorney on complex issues related to Urban Renewal. City funds will be advanced to pay for these services, and then repaid, per agreement, by the Urban Renewal Agency.

CITY RECORDER



Department and Program Budgets for 2006-07

Mary Tennant, City Recorder



MISSION STATEMENT

The mission of the City Recorder is to maintain official public documents, conduct and manage municipal elections, and provide administrative support and management in the areas of Human Resources and Self-Insurance operations.

CURRENT STATUS OF MAJOR OBJECTIVES FOR 2005-06

- ◆ Complete data entry of employee information into the new Human Resources software module that integrates into the budgetary accounting system, following software upgrades, testing, and training, by December 31, 2005.

Status: Time critical projects arising during the current fiscal year required postponement of this project. This objective is continued to fiscal year 2006-07.

- ◆ Consolidate, and update, employee classifications and job descriptions into one document for distribution to Department Heads and Supervisors. (Complete by June 30, 2006.)

Status: Within the AFSCME agreement, City and AFSCME agreed to a cost share for a compensation study which included validation of employee classifications and job descriptions in addition to a compensation market study review. Updated employee classifications and job descriptions is expected to be distributed to Department Heads and Supervisors by June 30, 2006.

- ◆ Analyze health plan designs, in cooperation with the City's Insurance Agent of Record, and develop a City Health Care Committee to assist with the analysis, for the purpose of improving health care coverage and flexibility while controlling costs. This task will be initiated during the current fiscal year as part of the union negotiations process; implementation of recommendations is expected to be complete by December 31, 2005. Analysis and improvement of employee health plan design is an ongoing process, and the Health Care Committee and Insurance Agent of Record assistance will continue indefinitely.

Status: Labor agreements were finalized in the fall of 2005 and each labor union has agreed to participate on the committee. Willis of Oregon was designated as the City's Insurance Agent of Record in October 2005 and, following numerous meetings, a Request for Proposal was developed and distributed to a number of health care providers. The Committee will be reviewing the proposals in April 2006 and it is expected that a decision on the health care provider will be made by May 15, 2006 with implementation of agreed upon health plan(s) by August 1, 2006.

- ◆ Scan current and past employee records into the document imaging system by June 30, 2006.

Status: Personnel records on current employees are being scanned into the City's document imaging system as time permits. This objective is being continued into fiscal year 2006-07.

MAJOR OBJECTIVES FOR 2006-07

- ◆ Work with Safety Committee and City staff to update safety and health related policies and procedures with completion expected by December 31, 2006.
- ◆ Complete scanning of current employee personnel records into the document imaging system by March 31, 2007.
- ◆ Complete data entry of employee information into the Human Resources software module that integrates into the budgetary accounting system by June 30, 2007.
- ◆ Update the Woodburn Personnel Policies and Procedures Manual, in cooperation with City Administration and City Attorney staff, by June 30, 2007.
- ◆ Continue to provide on-going support to administrative staff on personnel and risk management issues.

DEPARTMENT SUMMARIES

BY OBJECT CLASS

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	61,051	56,523	61,532	58,796	57,599	57,599	-3,933	-6.4%
Supplies & Services	363,958	350,220	578,327	439,719	596,125	596,242	17,915	3.1%
Capital Outlay	0	0	2,150	2,126	0	0	-2,150	-100.0%
Fund Balance	0	0	57,955	0	79,734	79,734	21,779	37.6%
TOTAL EXPENDITURE	425,009	406,743	699,964	500,641	733,458	733,575	33,611	4.8%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Administration	57,938	46,503	56,824	55,866	58,224	58,341	1,517	2.7%
Self Insurance	367,071	360,240	643,140	444,775	675,234	675,234	32,094	5.0%
TOTAL EXPENDITURE	425,009	406,743	699,964	500,641	733,458	733,575	33,611	4.8%

BY STAFFING LEVEL

Department	2003-04 FTE Budget	2004-05 FTE Budget	2005-06 FTE Budget	2006-07 FTE Adopted	Change (#)	Change (%)
City Recorder	1.25	1.25	1.25	1.25	0.00	0%

ADMINISTRATION

DEPARTMENT: CITY RECORDER
 DIVISION: ADMINISTRATION
 FUND: GENERAL

PROGRAM DESCRIPTION

The City Recorder manages and operates two programs: Recorder Services and Human Resources. For accounting purposes, both programs are included in the Recorder-Administration budget.

Recorder Services consist of managing the official records of the City Council. This involves preparing the minutes of the City Council meetings and workshops; maintaining in protective custody minutes, resolutions, ordinances, contracts, deeds, and other official documents; certifying the authenticity of these documents; making copies available to the public; and maintaining a records management program and legislative index to provide efficient access to all public documents, according to the records retention guidelines established by the Oregon State Archives.

The program also coordinates elections management with the Marion County Elections Office. This entails preparing the necessary documents to conduct elections, submitting the necessary documents for City Council approval, and processing candidacy documents.

The Human Resources program is responsible for centralized personnel and employee relations services necessary to maintain a high-quality City workforce. This is accomplished through job classification, recruitment, formal selection, training, and evaluation processes. The program assists in negotiation of labor agreements with recognized employee organizations; implementation and administration of negotiated agreements; and administration of employee grievances and employee discipline.

Other responsibilities of this program include maintaining personnel records and administering employee insurance and benefits programs.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	48,622	37,947	41,197	41,863	43,324	43,324	2,127	5.2%
Supplies & Services	9,316	8,556	13,477	11,877	14,900	15,017	1,540	11.4%
Capital Outlay	0	0	2,150	2,126	0	0	-2,150	-100.0%
TOTAL EXPENDITURE	57,938	46,503	56,824	55,866	58,224	58,341	1,517	2.7%

ADOPTED BUDGET

The Adopted Budget of \$58,341 for 2006-07 represents an overall increase of \$1,517 (2.7%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$2,127 (5.7%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements and changes in employee benefits as discussed on pages 42-44 of the budget document. Increases also reflect adjustments negotiated pursuant to the recorder's contract. This increase is partially offset by a decrease in intragovernmental services (\$8,952).

The Supplies & Services increase of \$1,540 (11.4%) reflects increases in the Internal Rent rate (\$888) and Information Services support (\$621). The increase in the Internal Rent rate accounts for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. The Information Services support increase is due to an increase in the number of PCs and printers assigned to this program. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$31 in Supplies & Services provides for phone maintenance services.

Also requested, but not recommended for funding are the following increased service level options:

- ◆ \$9,857 in Salaries & Benefits to upgrade the Clerk III position from 10 to 20 hours per week.

SELF-INSURANCE

DEPARTMENT: CITY RECORDER
 DIVISION: SELF-INSURANCE
 FUND: SELF-INSURANCE

PROGRAM DESCRIPTION

This program supports the City’s insurance program, which includes exposure identification, risk evaluation, risk control, and risk funding. Insurance activities also include processing claims and allocating losses, costs, and premiums.

Insurance expenses are initially charged to this program, and then distributed to the various operating funds and departments, which reimburse the program. Revenues for the program consist of these reimbursements and insurance refunds, if any.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	12,429	18,576	20,335	16,933	14,275	14,275	-6,060	-29.8%
Supplies & Services	354,642	341,664	564,850	427,842	581,225	581,225	16,375	2.9%
Fund Balance	0	0	57,955	0	79,734	79,734	21,779	37.6%
TOTAL EXPENDITURE	367,071	360,240	643,140	444,775	675,234	675,234	32,094	5.0%

ADOPTED BUDGET

The Adopted Budget of \$675,234 for 2006-07 represents an overall increase of \$32,094 (5.0%) over the 2005-06 amended budget.

The Salaries & Benefits decrease of \$6,060 (-29.8%) reflects the elimination of the Management Analyst II Position during 2005-06. A portion of the position was charged to this program. The decrease reflects savings from eliminating those charges, partially offset by increases in charges from the recorder, and on her time spent administering this program and on her salary and benefit costs for 2006-07.

The Supplies & Services increase of \$16,375 (2.9%) primarily reflects projected increases in various lines of risk management, deductible, and workers compensation insurance coverage. Some of the major factors affecting insurance premiums include insurance company base rate increases, our five-year loss experience rating, projected personnel services and operational costs, population growth, property values, vehicle fleet, and services provided to our community. In 2006-07, the proposed budget reflects lower premium costs in all lines of coverage. In regards to Workers’ Compensation insurance, the pure rates will have a modest increase due to increased salary costs citywide.

As with the last few years, to minimize cost increases to other program budgets the Self-Insurance Fund will absorb a portion of increases from fund balance, rather than charging the

full cost of insurance to the operating departments. The \$79,734 retained in the Fund Balance is expected to be sufficient to address contingencies in 2006-07.

POLICY ITEMS

None.

Requested, but not recommended for funding are the following increased service level options:

- ◆ \$3,285 in Salaries & Benefits to cover 25% of the total cost for the Clerk III upgrade in hours.

COMMUNITY DEVELOPMENT



Department and Program Budgets for 2006-07

Jim Allen, Community Development Director



- Issues building permits
- Processes applications
- Public information
- Reviews plans
- Provides building record reports
- Field review of construction to ensure compliance with building Code and approved plans
- Supervise outside counsel activities in specialty areas such as liability claims

- Issues planning permits
- Administers City Zoning Ordinances
- Public Information
- Administers City Comprehensive Plan
- Coordinates with other state and county agencies
- Services as staff to the Planning Commission and City Council

- Underwrites and processes housing rehabilitee loans
- Inspects properties, prepares work writeups, and monitors work during construction

MISSION STATEMENT

The mission of the Community Development Department is to promote a balance of quality residential, commercial, and industrial development; and provide prompt, courteous and professional service to the public.

CURRENT STATUS OF MAJOR OBJECTIVES FOR 2005-06

- ◆ Re-establish the Housing Rehabilitation Program by January 1, 2006.

Status: Due to the change in department management during 2005-06, re-establishing the Housing Rehabilitation Program was delayed. City staff is currently working with a regional non-profit, Valley Development Initiatives, to acquire new housing rehabilitation grant funds, and to administer existing re-use monies. Pending State approval of a grant, and Council approval of a contractual relationship with Valley Development Initiatives, this program should be re-activated by September 30, 2006.

- ◆ Pursue acknowledgement of comprehensive plan map and text revisions, Development Ordinance revisions, zoning map revisions, and Urban Growth Boundary expansion resulting from completion of the Periodic Review work program by June 30, 2006.

Status: The City Council completed periodic review in 2005, by adopting Legislative Amendment (LA) (Case File No. 05-01), on October 31, 2005. Since that time, the Period Review “record” was compiled, indexed, ratified by City Council, and directed to the County of Marion for its determination. The intergovernmental agreement dictating City/County planning coordination requires the County to take formal action within 90 days. Following County action the matter will be considered by the State Land Conservation and Development Commission. Barring setbacks or challenges at either of those levels, plan acknowledgment should be completed by Fall, 2007.

- ◆ Update the Downtown Development Plan by June 30, 2006.

Status: A Transportation and Growth Management grant of \$75,000 was obtained from the Oregon Department of Transportation in 2005 to complete a downtown specific plan. The plan will be used as the basis for selecting and programming urban renewal projects and will update the City’s Downtown Development Plan. Requests for proposals to conduct this work will be issued in March 2006. Work on this project should be completed by March 31, 2007.

- ◆ Upgrade and expand the Geographic Information System (GIS). These activities are intended to be on going.

Status: The GIS continues to be upgraded and expanded. It has become an invaluable tool in the Planning Division for performing land use analysis and producing maps and illustrations.

MAJOR OBJECTIVES FOR 2006-07

- ◆ Re-establish the Housing Rehabilitation Program by June 30, 2006.
- ◆ Pursue acknowledgement of comprehensive plan map and text revisions, Development Ordinance revisions, zoning map revisions, and Urban Growth Boundary expansion resulting from completion of the Periodic Review work program by January 1, 2007.
- ◆ Update the Woodburn Development Ordinance, including the sign code, by January 1, 2007.
- ◆ Implement the I-5 Interchange Management, and Industrial Reserve Master plans by June 30, 2007.
- ◆ Update the Downtown Development Plan by June 30, 2007.

DEPARTMENT SUMMARIES

BY OBJECT CLASS

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	522,577	606,583	711,937	630,190	707,017	707,017	-4,920	-0.7%
Supplies & Services	118,012	97,875	157,703	151,498	107,371	104,720	-52,983	-33.6%
Capital Outlay	73,463	177,909	2,960	2,960	0	2,199	-761	-25.7%
Transfers	15,000	5,151	100	21,000	0	0	-100	-100.0%
Fund Balance	0	0	892,611	0	1,064,741	1,065,756	173,145	19.4%
TOTAL EXPENDITURE	729,052	887,518	1,765,311	805,648	1,879,129	1,879,692	114,381	6.5%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Planning Services	378,902	418,934	539,326	464,300	463,650	464,213	-75,113	-13.9%
Building Inspection	268,021	299,727	641,110	314,346	665,481	665,481	24,371	3.8%
Housing Rehabilitation	82,129	168,857	584,875	27,002	749,998	749,998	165,123	28.2%
TOTAL EXPENDITURE	729,052	887,518	1,765,311	805,648	1,879,129	1,879,692	114,381	6.5%

BY STAFFING LEVEL

Department	2003-04 FTE Budget	2004-05 FTE Budget	2005-06 FTE Budget	2006-07 FTE Adopted	Change (#)	Change (%)
Community Development	7.40	8.40	8.40	8.40	0.00	0%

PLANNING SERVICES

DEPARTMENT: COMMUNITY DEVELOPMENT
 DIVISION: PLANNING SERVICES
 FUND: GENERAL

PROGRAM DESCRIPTION

This program provides information to the public on the Woodburn Comprehensive Plan, Zoning Ordinances, the Sign Ordinance, land use policies, and Statewide Planning Goals. It periodically amends the Plan, and zoning, and related ordinances to keep them current with changes in State laws and community needs.

Planning Services implements the Plan through daily application of the zoning ordinances, which involves the processing of a variety of land use applications ranging from subdivisions to variances. It is responsible for other issues such as annexations, zoning violations, and special projects. It provides staffing for the Planning Commission, and on an as-needed basis for other appointed citizen boards and committees.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	294,887	351,597	428,551	358,525	409,465	409,465	-19,086	-4.5%
Supplies & Services	84,015	67,337	107,815	102,815	54,185	54,748	-53,067	-49.2%
Capital Outlay	0	0	2,960	2,960	0	0	-2,960	-100.0%
TOTAL EXPENDITURE	378,902	418,934	539,326	464,300	463,650	464,213	-75,113	-13.9%

ADOPTED BUDGET

The Adopted Budget of \$464,213 for 2006-07 represents an overall decrease of \$75,113 (-13.9%) from the 2005-06 amended budget.

The Salaries & Benefits decrease of \$19,086 (-4.5%) reflects a decrease in regular salaries (\$31,181) due to an anticipated decrease in hours spent on planning. This decrease is partially offset by an increase in the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services decrease of \$53,067 (-49.2%) reflects a decrease in the other professional services account (\$55,000) to eliminate payments to a consultant for periodic review work. The decrease is partially offset by an increase in the Internal Rent rate (\$2,103). The increase in the Internal Rent rate accounts for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07. The decrease of \$2,960 reflects the elimination of a one-time increased service level option in 2005-06 to allow for the program's share of an upgrade of the GIS system and accompanying technical support.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$360 in Supplies & Services provides for phone maintenance service.

BUILDING INSPECTION

DEPARTMENT: COMMUNITY DEVELOPMENT
 DIVISION: BUILDING INSPECTION
 FUND: BUILDING INSPECTION

PROGRAM DESCRIPTION

Building Services is the primary source of service, information, and regulation regarding general construction and the building codes. This program serves homeowners, contractors, architects, developers, and others involved in the design, construction, or maintenance of Woodburn's private property. This program processes applications, reviews plans, issues building permits, and provides building record reports.

The program also provides field review of all construction work to insure that it conforms to the building code and the approved plans. Inspections are made of structural elements, handicapped accessibility, and special requirements or conditions imposed by the Planning Commission or City Council. Inspection services for plumbing and electrical services are provided by Marion County.

Building permit fees are the funding source for the Building Division, and are segregated from the General Fund consistent ORS 455.210. Fees generated by the program are earmarked for use by the Building Division only, consistent with state statute.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	215,561	247,210	274,371	265,663	287,711	287,711	13,340	4.9%
Supplies & Services	33,997	30,538	49,888	48,683	53,186	49,972	84	0.2%
Capital Outlay	18,463	21,979	0	0	0	2,199	2,199	INF%
Transfers	0	0	100	0	0	0	-100	-100.0%
Fund Balance	0	0	316,751	0	324,584	325,599	8,848	2.8%
TOTAL EXPENDITURE	268,021	299,727	641,110	314,346	665,481	665,481	24,371	3.8%

ADOPTED BUDGET

The Adopted Budget of \$665,481 for 2006-07 represents an overall increase of \$24,371 (3.8%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$13,340 (4.9%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$84 (0.2%) reflects minor adjustments in accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Capital Outlay budget of \$2,199 reflects a one-time increased service level option in 2006-07 to allow for the purchase of a new Internet Information Server for web site hosting to be used by the City.

No Transfers are budgeted for 2006-07.

The Fund Balance in the Building Fund increases \$8,848 (2.8%) in 2006-07 over the beginning fund balance for 2005-06.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◇ \$164 in Supplies & Services provides for phone maintenance service.
- ◇ \$2,199 in Capital Outlay provides for a new Internet Information Server (IIS) for web site hosting. The new server and software will host the City of Woodburn web site. The equipment will allow for data collection from online forms as well as the ability to conduct eCommerce. The City would like to take advantage of technological advances by providing online forms to citizens.
- ◇ \$3,525 in rent savings collected as Internal Rent for use on the new Police Facility. The money will go toward custodians, necessary utilities, and supplies.
- ◇ \$147 in Supplies & Services provides for Internal Rent with utilities due to the increasing rates of electric and gas prices.

Requested, but not recommended for funding are the following increased service level options:

- ◇ \$189 in Supplies & Services to be used for Internal Rent with additional funds.

HOUSING REHABILITATION

DEPARTMENT: COMMUNITY DEVELOPMENT
 DIVISION: HOUSING REHABILITATION
 FUND: HOUSING REHABILITATION

PROGRAM DESCRIPTION

The Housing Rehabilitation Program, until 2002, underwrote and processed housing rehabilitation loans for homeowners and investors utilizing Community Development Block Grants. Since 2002, no new rehabilitation loans have been issued; that part of the program has been inactive. Loan repayments have been used to finance rehabilitation work on the City property at 347 N. Front Street, and to acquire for improvement one single family residence on Tout Street. Current activity includes accounting for fund balances and processing loan repayments as those occur.

Revenues for this program were originally derived from Community Development Block Grant funds administered by the State of Oregon. Current fund balance, and anticipated future program revenues are derived from the repayment of loans issued to homeowners using these CDBG funds.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	12,129	7,776	9,015	6,002	9,841	9,841	826	9.2%
Capital Outlay	55,000	155,930	0	0	0	0	0	0.0%
Transfers	15,000	5,151	0	21,000	0	0	0	0.0%
Fund Balance	0	0	575,860	0	740,157	740,157	164,297	28.5%
TOTAL EXPENDITURE	82,129	168,857	584,875	27,002	749,998	749,998	165,123	28.2%

ADOPTED BUDGET

The Adopted Budget of \$749,998 for 2006-07 represents an overall increase of \$165,123 (28.2%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$826 (9.2%) reflects the anticipated intragovernmental service charges to the program for the Community Development Director's time, and for City Administrator's time spent administering and supporting this program.

No Supplies & Services, Capital Outlay, or Transfers are budgeted in the program for 2006-07.

Fund Balance in the Housing Rehabilitation Fund increases \$164,297 (28.5%) in 2006-07 over the beginning fund balance for 2005-06.

POLICY ITEMS

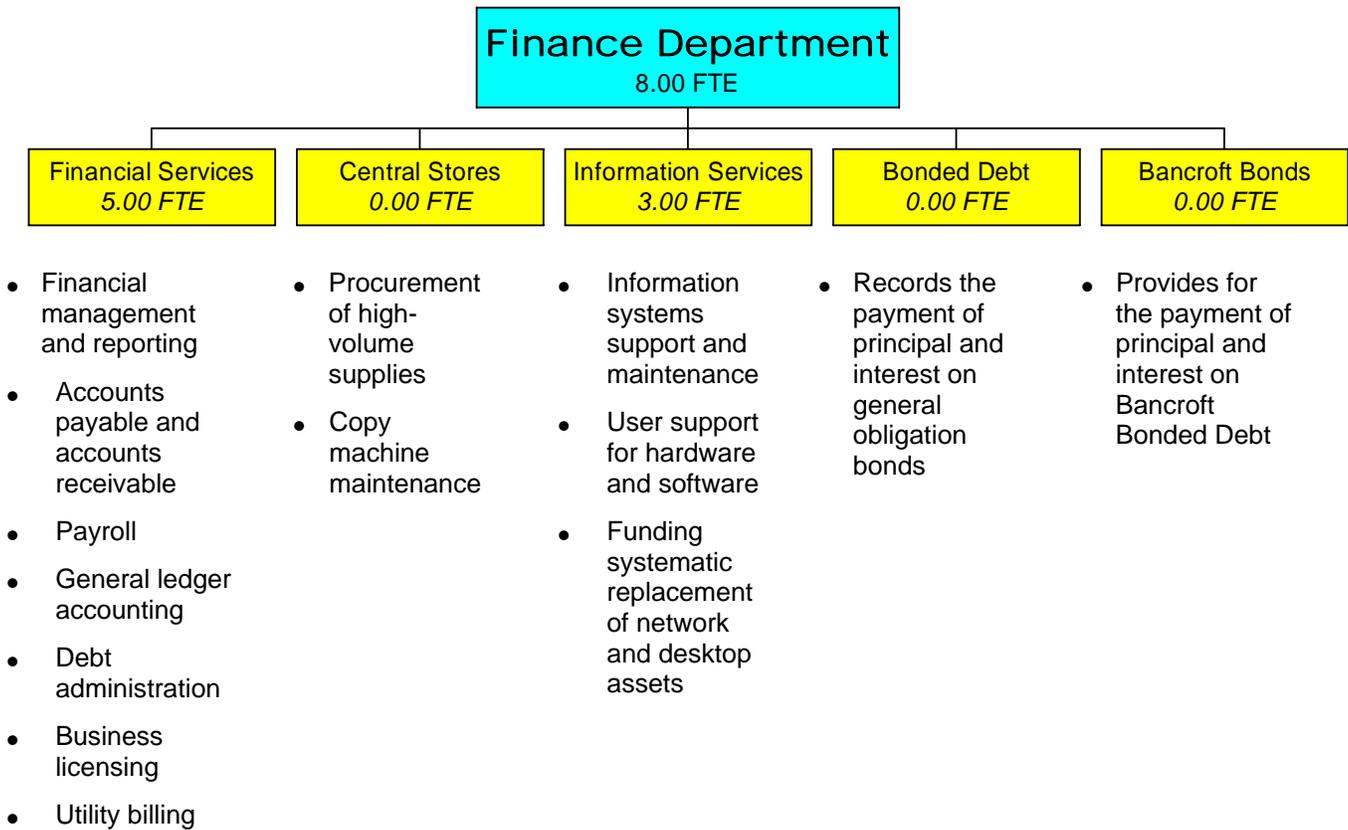
None.

FINANCE



Department and Program Budgets for 2006-07

Ben Gillespie, Finance Director



MISSION STATEMENT

The mission of the Finance Department is to provide financial support to City departments in a manner that allows them to effectively and efficiently meet the public needs of the citizens of Woodburn.

CURRENT STATUS OF MAJOR OBJECTIVES FOR 2005-06

- ◆ Implement reorganization of the IS Division by December 31, 2005.

Status: Since the IS Manager was hired on November 7, 2005, he has reassigned duties and established standards and procedures for the division. As of January 31, 2006, the project is complete.

- ◆ Complete a computer technology plan for the Police Facility by December 31, 2005.

Status: This project is well underway and will be completed by April 30, 2006.

- ◆ Complete testing and implementation of hardware, software, and connectivity at the Police Facility by May 31, 2006.

Status: The Police Facility is approximately one month behind schedule, which delays progress on the IS component of the project. Testing and implementation is now expected to be completed by June 30, 2006.

- ◆ Provide financing (bonds or revenue anticipation notes) as needed for local improvement districts and/or Urban Renewal.

Status: The sale of \$1,850,000 of bank-qualified bonds was executed on September 15, 2005.

- ◆ Plan for and implement office space changes resulting from the Police move by June 30, 2006.

Status: This project is currently on hold because of lack of funding. A more comprehensive evaluation is being considered for 2006-07 and will be addressed by the City Administrator as part of an additional funds request.

MAJOR OBJECTIVES FOR 2006-07

- ◆ Update the City's web site by September 30, 2006.
- ◆ Complete the IS elements of the Police move to its new facility by October 31, 2006.

- ◇ Audit three of the six hotels in town for compliance with the Transient Occupancy Tax ordinance by March 31, 2007.
- ◇ Implement e-commerce for certain transactions by June 30, 2007.
- ◇ Increase training opportunities for IS staff throughout the year.

DEPARTMENT SUMMARIES**BY OBJECT CLASS**

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	174,822	189,654	354,509	333,992	365,068	365,068	10,559	3.0%
Supplies & Services	351,789	356,051	855,577	863,400	852,852	863,015	7,438	0.9%
Capital Outlay	17,859	20,406	58,100	57,000	40,600	62,007	3,907	6.7%
Fund Balance	0	0	122,807	0	113,984	91,248	-31,559	-25.7%
TOTAL EXPENDITURE	544,470	566,111	1,390,993	1,254,392	1,372,504	1,381,338	-9,655	-0.7%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Financial Services	208,082	191,101	190,640	186,728	189,546	192,380	1,740	0.9%
Information Services	150,054	190,470	436,653	400,057	424,370	424,370	-12,283	-2.8%
Central Stores	15,511	14,942	28,000	15,000	18,195	24,195	-3,805	-13.6%
Bonded Debt	170,823	169,598	730,000	652,607	734,393	734,393	4,393	0.6%
Bancroft Bonds	0	0	5,700	0	6,000	6,000	300	5.3%
TOTAL EXPENDITURE	544,470	566,111	1,390,993	1,254,392	1,372,504	1,381,338	-9,655	-0.7%

BY STAFFING LEVEL

Department	2003-04 FTE Budget	2004-05 FTE Budget	2005-06 FTE Budget	2006-07 FTE Adopted	Change (#)	Change (%)
Finance	7.50	7.00	8.00	8.00	0.00	0%

FINANCIAL SERVICES

DEPARTMENT: FINANCE
 DIVISION: FINANCE
 FUND: GENERAL

PROGRAM DESCRIPTION

This program provides coordination and direction of the accounting and financial management services operations of the City. This includes directing, monitoring, and controlling an effective financial accounting system, controlling the assets and financial operations of the City, and providing a framework for financial planning and analysis to support the operation and management of all City departments.

The Finance Department is responsible for processing and maintaining records of all financial transactions of the City. These transactions include accounts payable, accounts receivable, general ledger accounting, enterprise accounting, internal service accounting, financial reporting, and administration of employee payroll. Other services include financial data analysis, utility billing, accounting control of purchase orders and payments to vendors, budget preparation, and review and follow-up of budget expenditures.

The program also coordinates new financing through General Obligation Bonds and Bancroft Bonds, processes bond payments, reconciles trustee statements with accounting records, and identifies City budget requirements related to long-term debt.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	166,528	154,760	140,313	132,328	133,544	133,544	-6,769	-4.8%
Supplies & Services	41,554	36,341	50,327	54,400	56,002	58,836	8,509	16.9%
TOTAL EXPENDITURE	208,082	191,101	190,640	186,728	189,546	192,380	1,740	0.9%

ADOPTED BUDGET

The Adopted Budget of \$192,380 for 2006-07 represents an overall increase of \$1,740 (0.9%) over the 2005-06 amended budget.

The Salaries & Benefits decrease of \$6,769 (-4.8%) reflects the elimination of the Management Analyst position. This position was partially charged to the Financial Services department in 2005-06. This decrease is partially offset by increases in the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$8,509 (16.9%) reflects an increase in the Internal Rent rate (\$2,949) and in Information Services support (\$4,987). The increase in the Internal Rent rate accounts for increases in electrical and natural gas rates, COLAs, and step increases for the custodial

staff charged to departments through the Building Maintenance budget. The Information Services support increase reflects more PCs and printers assigned to this program. Increases include an adopted service level option for Urban Renewal auditing services (\$2,500). Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$48 in Supplies & Services provides for phone maintenance service.
- ◆ \$2,500 in Supplies & Services provides for the Urban Renewal program's share of the City's annual audit. City funds will be advanced to pay for these services, and then repaid, per agreement, by the Urban Renewal Agency.

INFORMATION SERVICES

DEPARTMENT: FINANCE
 DIVISION: INFORMATION SERVICES
 FUND: INFORMATION SERVICES

PROGRAM DESCRIPTION

This program provides the City's Information Services operations and maintenance. The program is also responsible for funding the systematic replacement of network and desktop assets. Costs are distributed based on the number of personal computers (PC's) and printers used by each program. The methodology for charging out costs is revised to include labor costs in 2006-07 and to account for all program costs within the Information Services program budget.

The program provides professional and technical assistance to all City departments for their information processing needs. To enhance technical support, training is provided on an as-needed basis. The program utilizes contractual services for part of the operation and support requirements of the City's Information Services.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	8,294	34,894	212,589	200,057	229,809	229,809	17,220	8.1%
Supplies & Services	123,901	135,170	141,250	143,000	129,850	131,179	-10,071	-7.1%
Capital Outlay	17,859	20,406	58,100	57,000	40,600	62,007	3,907	6.7%
Fund Balance	0	0	24,714	0	24,111	1,375	-23,339	-94.4%
TOTAL EXPENDITURE	150,054	190,470	436,653	400,057	424,370	424,370	-12,283	-2.8%

ADOPTED BUDGET

The Adopted Budget of \$424,370 for 2006-07 represents an overall decrease of \$12,283 (-2.8%) from the 2005-06 amended budget.

The Salaries & Benefits increase of \$17,220 (8.1%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services decrease of \$10,071 (-7.1%) eliminates a one-time expenditure in 2005-06 to allow for migration of all City servers from Novell to Windows (\$10,925). Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Capital Outlay increase of \$3,907 (6.7%) reflects an increase in computing capital used for the replacement back-up server (\$14,907). This increase is partially offset by the elimination of two

one-time expenditures in 2005-06: an upgrade of the voicemail system's software (\$7,000) and hardware and equipment used for the Information Services Manager position (\$4,000).

The decrease in Fund Balance of \$23,339 (-94.4%) reflects the additional funds requests for a replacement server (\$21,407) and phone maintenance service (\$1,329).

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$1,329 in Supplies & Services provides for phone maintenance service.
- ◆ \$21,408 in Capital Outlay provides for a replacement back-up server. The replacement server is capable of backing up all files on all servers at one time. The existing server does not have the capacity to perform such duties. The costs go towards the hardware, software, and tape cartridges necessary for successful implementation.

CENTRAL STORES

DEPARTMENT: FINANCE
 DIVISION: FINANCE
 FUND: CENTRAL STORES

PROGRAM DESCRIPTION

This program is responsible for the procurement of high-volume supplies such as paper for City departments. Supplies are purchased in bulk to take advantage of quantity discounts, warehoused, and issued to users as needed and in a timely manner. User departments reimburse the program for items purchased. This program is also responsible for the monthly maintenance of the copy machine. User departments reimburse the program based on usage.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Supplies & Services	15,511	14,942	15,000	15,000	15,000	21,000	6,000	40.0%
Fund Balance	0	0	13,000	0	3,195	3,195	-9,805	-75.4%
TOTAL EXPENDITURE	15,511	14,942	28,000	15,000	18,195	24,195	-3,805	-13.6%

ADOPTED BUDGET

The Adopted Budget of \$24,195 for 2006-07 represents an overall decrease of \$3,805 (-13.6%) from the 2005-06 amended budget.

The Supplies & Services increase of \$6,000 (40.0%) reflects an increased service level option in 2006-07 to provide for more store purchases.

The Fund Balance total of \$3,195 represents a decrease of \$9,805 (-75.4%) from 2005-06. The Fund Balance has been unnecessarily high in recent years and has been reduced to a more reasonable level for the volume of transactions in this particular program.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◇ \$6,000 in Supplies & Services provides for an increase in stores purchases. The stores have been running out of money by the end of the year under the previous budget allotted for purchases. Central Stores will use the available money for purchases of supplies (paper, toner, ribbons, envelopes, stationary).

BONDED DEBT

DEPARTMENT: FINANCE
 DIVISION: FINANCE
 FUND: BONDED DEBT

PROGRAM DESCRIPTION

This program is responsible for recording the payment of principal and interest on general obligation bonds. As of June 30, 2006, two bond issues are outstanding: \$455,000 for the pool facility, and \$6,915,000 for the Police Facility.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	0	0	1,607	1,607	1,715	1,715	108	6.7%
Debt Service	170,823	169,598	649,000	651,000	652,000	652,000	3,000	0.5%
Fund Balance	0	0	79,393	0	80,678	80,678	1,285	1.6%
TOTAL EXPENDITURE	170,823	169,598	730,000	652,607	734,393	734,393	4,393	0.6%

ADOPTED BUDGET

The Adopted Budget of \$734,393 for 2006-07 represents an overall increase of \$4,393 (0.6%) over the 2005-06 amended budget.

POLICY ITEMS

None.

BANCROFT BONDS

DEPARTMENT: FINANCE
 DIVISION: FINANCE
 FUND: BANCROFT BONDS

PROGRAM DESCRIPTION

This program provides for the payment of principal and interest on Bancroft Bonded Debt. Bancroft bonds are authorized by statute to finance local improvements that benefit the owners of property in the vicinity of the project. Those property owners pay annual assessments to cover the debt service on the bonds.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Fund Balance	0	0	5,700	0	6,000	6,000	300	5.3%
TOTAL EXPENDITURE	0	0	5,700	0	6,000	6,000	300	5.3%

ADOPTED BUDGET

The Adopted Budget of \$6,000 for 2006-07 represents an overall increase of \$300 (5.3%) over the 2005-06 amended budget, and reflects interest earnings on the fund balance in 2005-06.

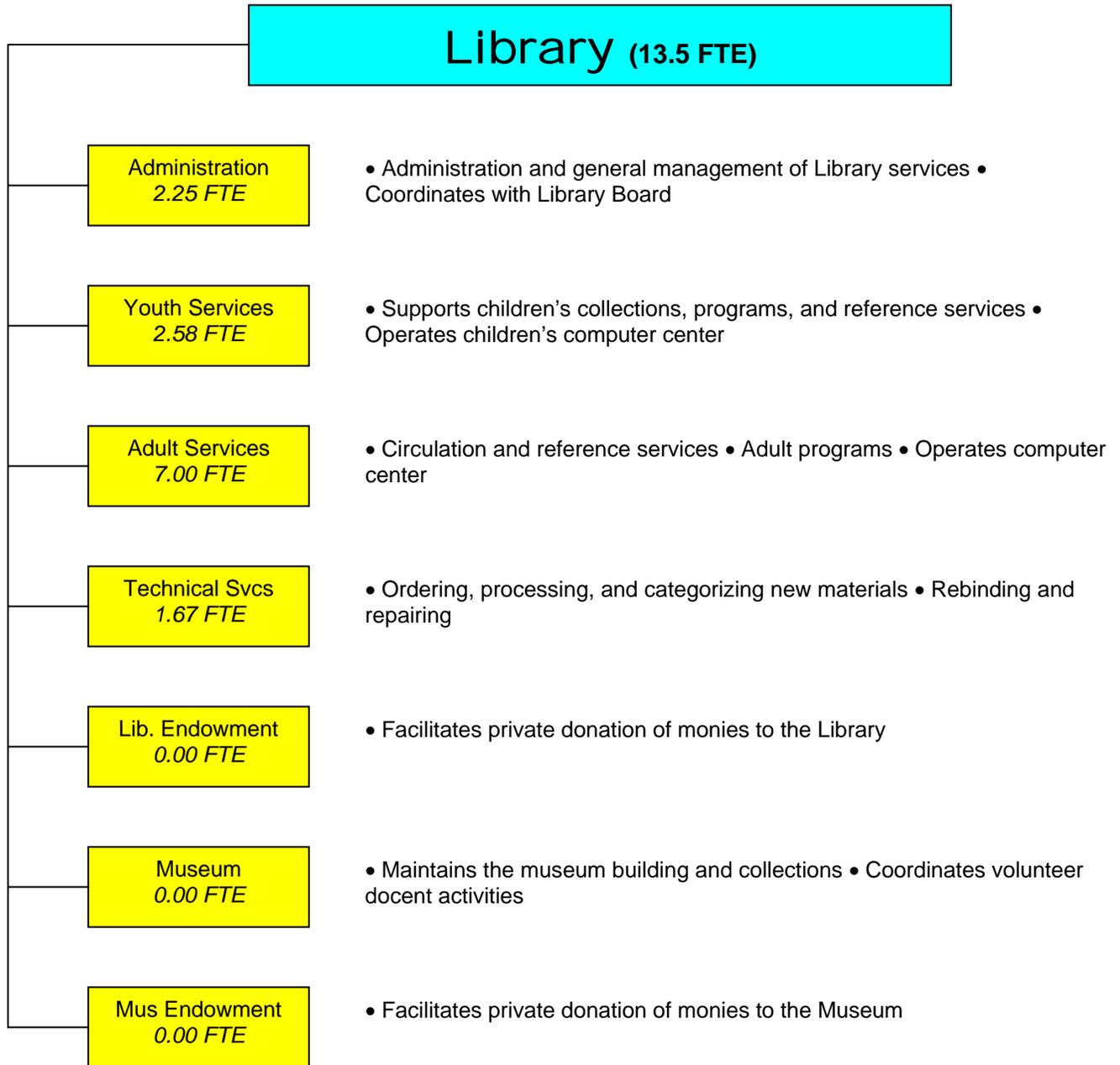
POLICY ITEMS

None.

LIBRARY



Department and Program Budgets for 2006-07



MISSION STATEMENT

The mission of the Woodburn Public Library is to promote literacy, lifelong learning and the enjoyment of reading by providing a strong local collection in varied formats and languages with additional availability of materials through Interlibrary Loans. The Library will acquire the best information resources to meet the needs of the community. Additionally, the Library's mission is to provide excellent, professional services and programs, bridging the wide range of age and cultural groups of Woodburn.

CURRENT STATUS OF MAJOR OBJECTIVES FOR 2005-06

- ◆ In cooperation with the Recreation and Parks Department, research and organize formation of a community foundation to assist with fund raising, and become a 501(c)(3) non-profit organization by March 31, 2006.

Status: Staff is currently assembling model charters for a non-profit. Additional effort will be given to completing this project by January 2007.

- ◆ Obtain funding for Phase 1 of the Library Remodel/Expansion Plan. This phase is to complete the seismic retrofit and remodeling of the Carnegie Building portion of the library. Staff will contact local citizens, businesses, as well as state and nationally known trusts and foundations to find major donors for this and/or subsequent phases of the overall project.

Status: Funding is being pursued through the **Community Development Block Grant**. The funding requested will be directed toward this Phase 1 of the project and be used as seed money for requesting other grants from foundations and other granting agencies.

- ◆ Continue the on-going programs for the youth of the community with the 'something for every age': toddler story time; preschool story time; Spanish family story time; Saturday afternoon activity with one special performer each month; weekly 'Kid's book club; and the Third Thursday Teen activity.

Status: All of the programs in place have been continued. The number in attendance has increased over the previous year by 5% overall. Additional programs are in the planning stages, i.e. early childhood development training for parents and caretakers, Read across America, National Library Week, etc

- ◆ Reduce, or 'Weed', 20% of the library's collection based on their condition (worn, torn, dirty), the amount of use and whether or not they are still valid (out of date, new information or technology) by June 2006. Normally, 5% to 10% each year is sufficient, but until the library is expanded this is necessary in order to make room for new materials.

Status: The weeding project is underway. Due in part to two vacancies on the library's staff, the goal of 20% may not be completed until October, 2006.

- ◆ Provide opportunities for professional development and training of employees. As funding and staffing allows, send staff to workshops, conferences, etc. By June 2006, 50% of the library employees will participate in one or more training opportunities outside of the local library.

Status: Every full-time employee has attended one or more training sessions outside the Woodburn Public Library, either through Chemeketa Cooperative Regional Library Service or Oregon Library Association. On February 24, 2006 the Polk, Yamhill, Marion committee of Circulation held their meeting at Woodburn Public Library. All part-time employees had the opportunity to attend this meeting. Most part-time employees have already attended one or more meetings dealing with topics specific to their work area.

MAJOR OBJECTIVES FOR 2006-07

- ◆ Prepare and print by September 30, 2006 cataloging and processing procedures for staff and volunteers.
- ◆ Develop and distribute a new collection development policy by October 2006. The policy will reflect map collection usage, and it will adjust buying decisions to meet demand (in terms of both subject and format) and fill gaps caused by weeding - ongoing thru fiscal 2006-2007.
- ◆ Train key library employees to operate new IS systems and equipment as necessary by October 2006, and thereafter as new systems and equipment are added. Additionally, train professional (librarians) library staff in trouble-shooting computers used by the public by January 31, 2007.
- ◆ Obtain funding by June 30, 2007 for Phase 1 of the Library Remodel/Expansion Plan. This phase completes the seismic retrofit and remodeling of the Carnegie Building portion of the library.
- ◆ Plan and promote 4 new programs non-music programs for adults, i.e. author visits, or program for ESL adults, Talk Time, Intercambio, etc. by June 30, 2007.
- ◆ Develop and conduct a community assessment to determine utility of collections, services, and programs by June 30, 2007.

DEPARTMENT SUMMARIES**BY OBJECT CLASS**

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	634,261	629,517	690,022	645,146	669,223	669,223	-20,799	-3.0%
Supplies & Services	230,665	283,588	360,606	346,654	363,592	374,549	13,943	3.9%
Fund Balance	0	0	34,000	0	34,500	34,500	500	1.5%
TOTAL EXPENDITURE	929,302	913,105	1,084,628	991,800	1,067,315	1,078,272	-6,356	-0.6%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Library Administration	322,271	366,975	423,513	422,322	421,703	432,660	9,147	2.2%
Youth Services	136,943	105,028	144,660	141,294	193,428	193,428	48,768	33.7%
Adult Services	335,993	343,245	379,959	331,187	298,501	298,501	-81,458	-21.4%
Technical Services	70,543	96,308	92,519	91,967	113,166	113,166	20,647	22.3%
Library Endowment	58,000	0	24,000	0	24,000	24,000	0	0.0%
Museum	5,552	1,549	9,977	5,030	6,017	6,017	-3,960	-39.7%
Museum Endowment	0	0	10,000	0	10,500	10,500	500	5.0%
TOTAL EXPENDITURE	929,302	913,105	1,084,628	991,800	1,067,315	1,078,272	-6,356	-0.6%

BY STAFFING LEVEL

Department	2003-04 FTE Budget	2004-05 FTE Budget	2005-06 FTE Budget	2006-07 FTE Adopted	Change (#)	Change (%)
Library	13.50	13.50	13.50	13.50	0	0.00%

LIBRARY ADMINISTRATION

DEPARTMENT: LIBRARY
 DIVISION: LIBRARY ADMINISTRATION
 FUND: GENERAL

PROGRAM DESCRIPTION

Library Administration provides the direction and general management necessary for efficient library services to the community. This includes planning, organizing, staffing, and budgeting for all the Library activities. Library Administration also maintains ongoing dialog with Library users, and coordinates with the Library Board to continually design Library services that meet present and future community needs.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	203,372	178,839	176,257	184,071	168,101	168,101	-8,156	-4.6%
Supplies & Services	112,523	188,136	247,256	238,251	253,602	264,559	17,303	7.0%
TOTAL EXPENDITURE	322,271	366,975	423,513	422,322	421,703	432,660	9,147	2.2%

ADOPTED BUDGET

The Adopted Budget of \$432,660 for 2006-07 represents an overall increase of \$9,147 (2.2%) over the 2005-06 amended budget.

The Salaries & Benefits decrease of \$8,156 (-4.6%) reflects the elimination of the Assistant Library Director position, providing opportunity to realign labor with the needs of patrons. Other changes reflect the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$17,303 (7.0%) reflects an increase in the Internal Rent rate (\$25,565) to account for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. This increase is partially offset by decreases in General Liability (\$2,965) and Contract Networks (\$5,000). The decreases in the General Liability and Contract Networks charges are due to market changes. Changes further reflect minor adjustments in other accounts and between Library programs based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS*DECREASED SERVICE LEVEL OPTIONS:*

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$590 in Supplies & Services provides for phone maintenance service.

Also requested, but not recommended for funding are the following increased service level options:

- ◆ \$4,800 in Supplies & Services to increase the line items for adult and children's foreign language books and materials in response to community demographics.
- ◆ \$10,978 in Salaries & Benefits to increase the Clerk III position from part-time to full-time.
- ◆ \$36,309 in Salaries & Benefits, \$2,500 in Supplies & Services, and \$3,500 in Capital Outlay to increase the Reference Librarian position from part-time to full-time.
- ◆ \$11,821 in Salaries & Benefits and \$1,500 in Supplies & Services for a new part-time position as the Library Assistant/Security Monitor.
- ◆ \$22,985 in Capital Outlay for a self-checking system that allows patrons to check out materials without staff assistance.
- ◆ \$11,600 in Capital Outlay for enhanced security on the Library doors.

YOUTH SERVICES

DEPARTMENT: LIBRARY
 DIVISION: YOUTH SERVICES
 FUND: GENERAL

PROGRAM DESCRIPTION

Youth Services introduces children to reading for pleasure and education. This service provides a well-stocked children's library and includes such activities as "Storytime," the summer reading program, and the "Tuesday Night at the Library" program.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	101,479	79,807	115,338	111,972	164,106	164,106	48,768	42.3%
Supplies & Services	35,464	25,221	29,322	29,322	29,322	29,322	0	0.0%
TOTAL EXPENDITURE	136,943	105,028	144,660	141,294	193,428	193,428	48,768	33.7%

ADOPTED BUDGET

The Adopted Budget of \$193,428 for 2006-07 represents an overall increase of \$48,768 (33.7%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$48,768 (42.3%) reflect the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Further increases reflect a reallocation of labor between Library programs. More hours are being charged to this program than in the past. Employees are being shifted from Adult Services to Youth Services to meet the excess demand for labor in this specific program.

The Supplies & Services remain at \$29,322 for 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS*DECREASED SERVICE LEVEL OPTIONS:*

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

None.

ADULT SERVICES

DEPARTMENT: LIBRARY
 DIVISION: ADULT SERVICES
 FUND: GENERAL

PROGRAM DESCRIPTION

The Adult Services program is responsible for circulation, reference, and adult programs. Circulation responsibilities include: maintaining patron records and library accounts, inter/intra library loans, shelving, reserves, renewals, and overdue notification and collection of delinquent accounts. Reference staff assists patrons with anything from simple searches to advanced reference questions; provides access to print and electronic reference sources such as full-text magazines databases, encyclopedias, directories, auto-repair manuals, and atlases; and offers local history and genealogy resources for the Woodburn area, including the Woodburn Independent, on microfilm, from 1888 to the present. The Reference program also operates a computer center, where patrons have access to the Internet, Microsoft Office, and Microsoft Reference Suite on eight computers; four additional Internet Express computers are available to patrons for short-term use of fifteen minutes or less. The Adult Services program operates a number of programs for adults, including the Sunday Chautauqua Program lecture series and the "Music in the Park" concert series.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	265,261	284,556	318,758	269,486	239,300	239,300	-79,458	-24.9%
Supplies & Services	70,732	58,689	61,201	61,701	59,201	59,201	-2,000	-3.3%
TOTAL EXPENDITURE	335,993	343,245	379,959	331,187	298,501	298,501	-81,458	-21.4%

ADOPTED BUDGET

The Adopted Budget of \$298,501 for 2006-07 represents an overall decrease of \$81,458 (-21.4%) from the 2005-06 amended budget.

The Salaries & Benefits decrease of \$79,458 (-24.9%) reflects the elimination of the Assistant Library Director position, providing opportunity to realign labor with the needs of patrons. Realignment includes the shifting of employee hours from Adult Services to the Youth Services program. Further changes reflect the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services decrease of \$2,000 (-3.3%) reflects the elimination of a one-time increased service level option in 2005-06 to allow for increases in prices of adult books and materials (\$2,800). Changes further reflect minor adjustments in other accounts and between Library programs based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

None.

TECHNICAL SERVICES

DEPARTMENT: LIBRARY
 DIVISION: TECHNICAL SERVICES
 FUND: GENERAL

PROGRAM DESCRIPTION

New books, periodicals, recordings, and other materials are constantly added to the Library's collection to meet the expanding and changing needs of the community. Technical Services is responsible for ordering, processing these items, and categorizing books and materials so that they can be located appropriately within the library collection and readily found by the public. Rebinding and repairing activities are also conducted by Technical Services.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	64,149	86,315	79,669	79,617	97,716	97,716	18,047	22.7%
Supplies & Services	6,394	9,993	12,850	12,350	15,450	15,450	2,600	20.2%
TOTAL EXPENDITURE	70,543	96,308	92,519	91,967	113,166	113,166	20,647	22.3%

ADOPTED BUDGET

The Adopted Budget of \$113,166 for 2006-07 represents an overall increase of \$20,647 (22.3%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$18,047 (22.7%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Further changes reflect a net increase in the internal staff time charged to and from this program.

The Supplies & Services increase of \$2,600 (20.2%) reflects adjustments in accounts and between Library programs based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

None.

LIBRARY ENDOWMENT

DEPARTMENT: LIBRARY
DIVISION: LIBRARY ENDOWMENT
FUND: LIBRARY ENDOWMENT

PROGRAM DESCRIPTION

This program facilitates private donation of monies to the library for general purposes. Interest from this fund is spent for small capital expenditures, and the principal is reserved primarily for major capital expenses. The Endowment program was used in the past for projects including roof repair, retrofitting of the heating/cooling (HVAC) system, and a space needs study. Growth in this fund comes primarily from interest earnings and small donations, although the fund provides a vehicle for major bequests or donations in support of the Library.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Transfers	58,000	0	0	0	0	0	0	0.0%
Fund Balance	0	0	24,000	0	24,000	24,000	0	0.0%
TOTAL EXPENDITURE	58,000	0	24,000	0	24,000	24,000	0	0.0%

ADOPTED BUDGET

The Adopted Budget of \$24,000 for 2006-07 represents no adjustment from the 2005-06 amended budget.

No projects are currently scheduled to draw on Library Endowment funds for 2006-07.

POLICY ITEMS

None.

MUSEUM

DEPARTMENT: LIBRARY
 DIVISION: MUSEUM
 FUND: GENERAL

PROGRAM DESCRIPTION

This program operates the Woodburn Historical Museum. The museum was established to collect, preserve, exhibit and interpret materials pertaining to the historical, cultural, anthropological, economic, and natural histories of the Woodburn area. Program activities include maintaining a list of volunteer docents, coordinating docent activities, maintaining the museum building and collections, constructing interpretative exhibits, developing educational programs, and seeking grants to augment museum collections and services. Activities also include staff support to the advisory committee.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Supplies & Services	5,552	1,549	9,977	5,030	6,017	6,017	-3,960	-39.7%
TOTAL EXPENDITURE	5,552	1,549	9,977	5,030	6,017	6,017	-3,960	-39.7%

ADOPTED BUDGET

The Adopted Budget of \$6,017 for 2006-07 represents an overall decrease of \$3,960 (-39.7%) from the 2005-06 amended budget.

The Supplies & Services budget decrease of \$3,960 (-39.7%) reflects a decrease in the Internal Rent rate (\$3,360). The reduction in Internal Rent reflects reduced charges to this program based on manpower and maintenance priorities in 2006-07. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

None.

MUSEUM ENDOWMENT

DEPARTMENT: LIBRARY
 DIVISION: MUSEUM
 FUND: MUSEUM ENDOWMENT

PROGRAM DESCRIPTION

The Museum Endowment maintains and segregates from the General Fund monies held in savings by the World's Berry Center Museum Board prior to assumption of the Museum function by the City. The endowment preserves those savings for purposes to be determined by the Museum Committee, and facilitates private donation of monies to the Museum for general purposes. This program was established in 2001-2002.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Fund Balance	0	0	10,000	0	10,500	10,500	500	5.0%
TOTAL EXPENDITURE	0	0	10,000	0	10,500	10,500	500	5.0%

ADOPTED BUDGET

The Adopted Budget of \$10,500 for 2006-07 represents an overall increase of \$500 (5.0%) over the 2005-06 amended budget.

The increase in Fund Balance of \$500 (5.0%) reflects anticipated interest earnings on the account in 2006-07.

POLICY ITEMS

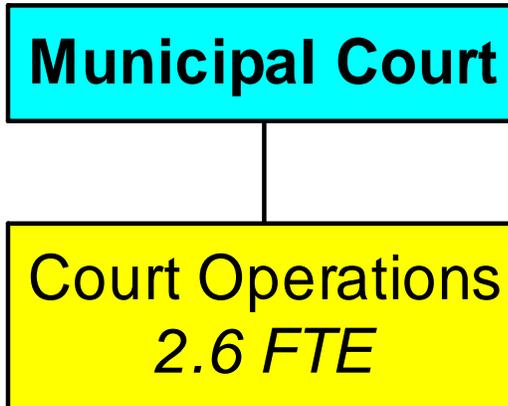
None.

MUNICIPAL COURT



Department and Program Budgets for 2006-07

Janice D. Zyryanoff, Municipal Court Judge



- Administer court operations
- Process infractions and offenses filed by the Police Department of City Attorney
- Make determinations of responsibility based on relevant City ordinance, and State and Federal statutes

MISSION STATEMENT

The mission of Municipal Court is to handle violations in accordance with State law, City ordinance and policies set by the Municipal Court Judge, and to see that every person is treated fairly and equally.

CURRENT STATUS OF MAJOR OBJECTIVES FOR 2005-06

- ◆ Review new laws and procedures to ensure compliance with 2005 Oregon statutes and newly enacted City ordinances by December 31, 2005.

Status: Court staff has reviewed and updated fine violations bureau with new changes in state laws and ordinance violations.

- ◆ Train additional staff to be proficient in court records management software by December 31, 2005.

Status: Court hired and trained two new staff people during FY 2005-06. One of those left due to reorganization.

MAJOR OBJECTIVES FOR 2006-07

- ◆ Evaluate court computer hardware and software to identify changes needed to interface with an electronic ticket system proposed by the Police Department. (March 31, 2007)
- ◆ Investigate, evaluate, and implement methods to accelerate and streamline ticket collections by June 30, 2007.

DEPARTMENT SUMMARIES**BY OBJECT CLASS**

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	67,142	75,488	114,842	113,396	130,234	130,234	15,392	13.4%
Supplies & Services	17,574	17,032	25,253	25,253	25,350	27,642	2,389	9.5%
Capital Outlay	0	0	2,350	2,350	0	0	-2,350	-100.0%
TOTAL EXPENDITURE	84,716	92,520	142,445	140,999	155,584	157,876	15,431	10.8%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Court Operations	84,716	92,520	142,445	140,999	155,584	157,876	15,431	10.8%
TOTAL EXPENDITURE	84,716	92,520	142,445	140,999	155,584	157,876	15,431	10.8%

BY STAFFING LEVEL

Department	2003-04 FTE Budget	2004-05 FTE Budget	2005-06 FTE Budget	2006-07 FTE Adopted	Change (#)	Change (%)
Municipal Court	1.55	2.05	2.60	2.60	0.00	0%

COURT OPERATIONS

DEPARTMENT: MUNICIPAL COURT
 DIVISION: MUNICIPAL COURT
 FUND: GENERAL

PROGRAM DESCRIPTION

The mission of Municipal Court is to process and adjudicate violations in accordance with State law, City ordinance and policies set by the Municipal Court Judge, and to see that every person is treated fairly and equally.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	67,142	75,488	114,842	113,396	130,234	130,234	15,392	13.4%
Supplies & Services	17,574	17,032	25,253	25,253	25,350	27,642	2,389	9.5%
Capital Outlay	0	0	2,350	2,350	0	0	-2,350	-100.0%
TOTAL EXPENDITURE	84,716	92,520	142,445	140,999	155,584	157,876	15,431	10.8%

ADOPTED BUDGET

The Adopted Budget of \$157,876 for 2006-07 represents an overall increase of \$15,431 (10.8%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$15,392 (13.4%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Increases also reflect a full year's cost of a second full-time court clerk position added during 2005-06.

The Supplies & Services increase of \$2,389 (9.5%) reflects the need for more office supplies due to an increase in citation activity per month (\$2,250). Further changes reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07. The \$2,350 spent in 2005-06 provided for an additional computer and printer at the front counter.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

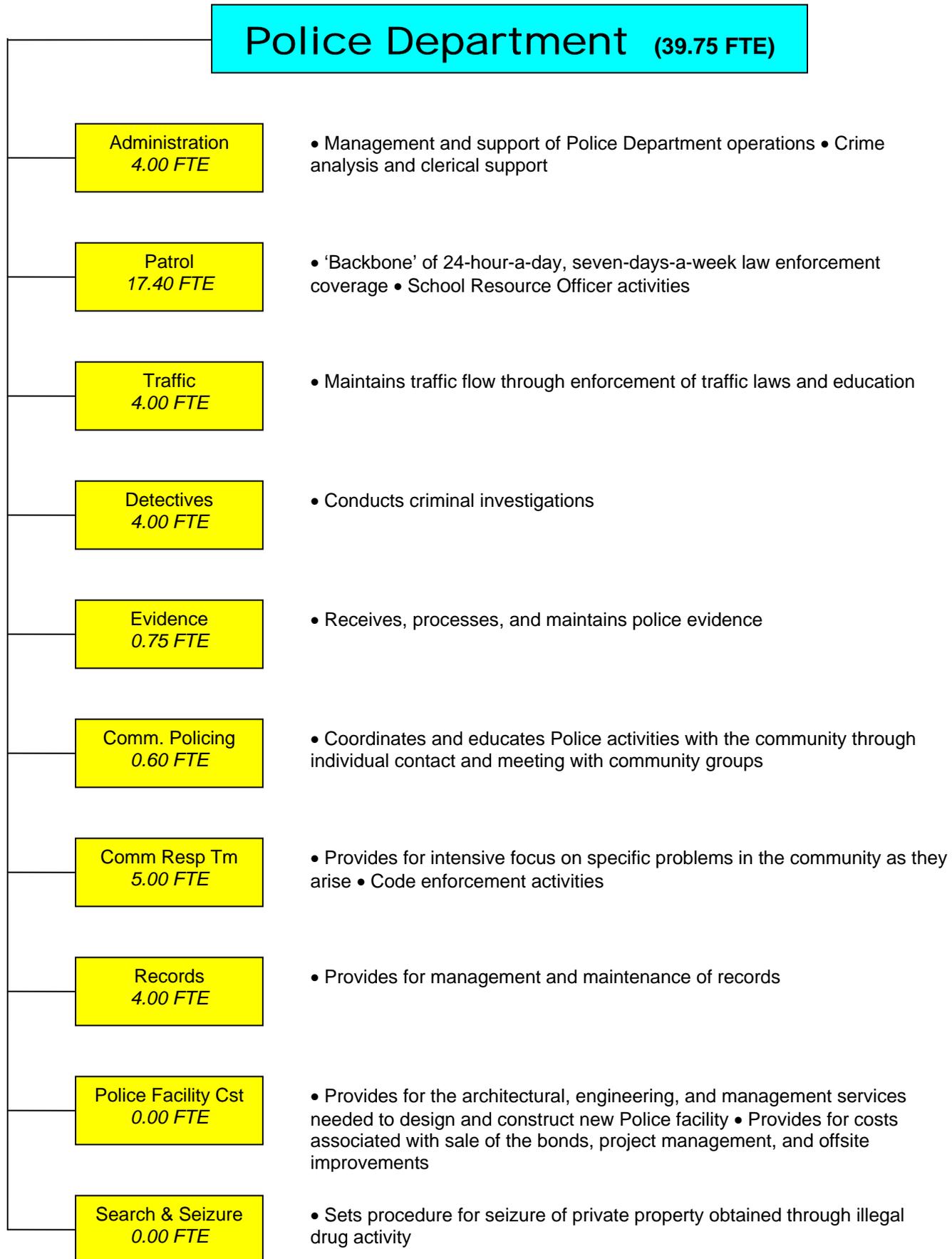
- ◆ \$2,250 in Supplies & Services provides for office supplies and postage. As a result of the increased citation activity, the court has a greater need for basic office supplies and postage. The number of citations has risen from 250 to 516 per month.

POLICE



Department and Program Budgets for 2006-07

Scott Russell, Police Chief



MISSION STATEMENT

The Woodburn Police Department strives to be a leader in law enforcement by providing continuous and innovative improvement in service to our community, building partnerships, and valuing our members.

CURRENT STATUS OF MAJOR OBJECTIVES FOR 2005-06

- ◆ Complete survey, rewrite, evaluate, conduct training, and implement the new police policy and procedure manual through work with Lexipol Corporation and City County Insurance Services. (To be completed by March 2006.)

Status: The department has completed the first phase of implementation of the new police policy and procedure manual through work with the Lexipol Corporation. We have completed surveying and Lexipol completed rewriting the manual in late November 2005. We are now in the evaluation phase of the manual. This is being conducted by a management team in coordination with the Chief's Forum which is a committee formed of members from each division of the department. After evaluation the manual will be finalized by Lexipol and training will be completed to implement the manual. Expected completion date is July 2006.

- ◆ Continue to monitor crime clearance rates, and maintain a target clearance rate of 47.2% for violent index crime and 14.4% for property index crimes respectively, and a 15.5% overall index crime clearance rate (equal to the averages for 2003 for cities in the Western United States). (To be completed by June 2006.)

Status: During calendar year 2005 Woodburn Police Department attained clearance rates of 50.91% for violent index crimes, 17.06% for property index crimes, and an overall clearance rate of 18.38% for all index crimes. While we have surpassed our goals in both categories, and even increased our clearance rate in violent crime by more than 10%, the clearance rate for property crime has decreased 2.4% over the previous year. Property crime continues to be a challenge due to increased numbers of offenses, mostly caused by the ongoing methamphetamine epidemic. Continued monitoring of clearance rates will assist the department in evaluating future staffing needs.

- ◆ Provide leadership and oversight on work being done on the new police facility project through coordination with City Administration, Planning, Public Works, city consultants, and all involved parties. Areas of responsibility will include final design, project bid, project construction, transition to the new facility, and project closeout. Key elements of the oversight will include maintaining budget and timeline constraints for occupation of the facility in the late summer of 2006. (Status reports to be presented at least bi-monthly thru June 2006.)

Status: The police facility project is fully underway, currently within budget and close to tracking with the construction calendar. Extremely wet weather in late 2005 and early

2006 has been a challenge to the project, but at this time, has had only minor impact on the construction schedule. Oversight continues in the planning, procurement and installation of key building equipment and systems. Coordination with all involved city departments, ODOT, and the construction team will continue through project completion, occupation, and closeout. Completion is currently expected in late summer, 2006.

- ◆ Research and design a program of “Strategic Planning for the future of crime prevention and livability enhancement in Woodburn,” and begin the first steps of implementation by; employing the police response district model, completing Community Response Team deployment, and pursuing increased community coordination at the neighborhood level (by working with neighborhood groups, the elected body, and other stakeholders in a strategic planning process to help shape how the department responds to neighborhood concerns in the future). (Initial steps and project design to be accomplished by June 2006.)

Status: The department has identified a process to be followed by the department to provide *Strategic Planning for Future Livability of Woodburn*. The process includes steps designed to enhance community and neighborhood coordination, implementation of Team Policing and districts and the enhanced operation of the Community Response Team (CRT). The department has completed planning for the process and has begun initial implementation including full staffing of the CRT and deploying Team Policing. The next steps include implementation of districts and identification of key community and neighborhood leaders with which to build relationships and coordinate efforts through citizen police academies and neighborhood open houses. Finally, in coordination with the political body, all these endeavors will be utilized to complete a Strategic Plan. Program design and planning is complete, implementation has begun and will be carried forward to 2006-2007 Goals.

MAJOR OBJECTIVES FOR 2006-07

- ◆ Continue to provide leadership and oversight on the police facility project through coordination with all city departments and governmental agencies as well as the design and construction team. Complete all phases of construction including occupation and closeout. Institute a facility survey to assure that the facility is being used to its maximum effectiveness and efficiency. (To be completed by January 2007.)
- ◆ Continue to monitor clearance rates, and achieve a target clearance rate of 52% for violent index crime, a 18% for property index crime, and an overall index crime clearance rate of 20% (all rates well above the national average for cities similar to our size and/or demographics, and an improvement over our current clearance rates). (To be completed by February 2007.)
- ◆ Implement patrol districts and apply principles of the Information Based Policing model to those districts (Problem Oriented Policing procedures applied using crime analysis

tools). Utilize district constituents to help in building a base for strategic planning. (To be completed by February 2007.)

- ◆ In FY 2003-2004 we began the Police Accreditation process to meet nationally recognized operational standards, which represent law enforcement's best practices across the nation. The department has completed the first leg of implementation of the new police policy and procedure manual as detailed in the status of current objectives in this document. To continue the accreditation process the goal for FY 2006-2007 is to complete all accreditation proofs and have an initial mock evaluation utilizing the new policy manual completed this year. (To be completed by June 2007.)
- ◆ Initiate Strategic Planning for Livability Enhancement in Woodburn. Identify neighborhood and community group leaders through district meetings and a minimum of two Citizen's Police Academies, at least one designed specifically to reach the Latino community. Targeted for completion by May 2007, both academies are to be conducted for the purpose of public education and to identify partners in the strategic planning process. Utilize these leaders, along with other community stakeholders and the Woodburn City Council to initiate a strategic planning process that will become a perpetual process. (Initial strategic planning meeting to be completed by June 2007.)

DEPARTMENT SUMMARIES**BY OBJECT CLASS**

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	2,523,311	2,754,081	3,263,092	3,307,737	3,494,819	3,498,781	235,689	7.2%
Supplies & Services	696,643	796,845	919,625	881,173	894,779	912,672	-6,953	-0.8%
Capital Outlay	21,382	10,931	80,100	80,100	0	2,656	-77,444	-96.7%
TOTAL EXPENDITURE	3,241,336	3,561,857	4,262,817	4,269,010	4,389,598	4,414,109	151,292	3.5%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Police Administration	767,571	785,010	1,077,263	1,031,680	1,081,439	1,123,764	46,501	4.3%
Patrol	1,527,210	1,667,001	1,626,081	1,770,986	1,760,798	1,740,992	114,911	7.1%
Traffic	178,544	301,195	404,120	357,545	400,273	400,273	-3,847	-1.0%
Detectives	330,665	311,695	449,533	421,141	438,440	438,440	-11,093	-2.5%
Evidence	48,850	58,469	54,034	57,580	53,447	53,447	-587	-1.1%
Community Policing	70,722	66,953	47,316	46,779	59,187	59,187	11,871	25.1%
Community Response Te	92,124	169,437	364,834	269,702	348,243	350,235	-14,599	-4.0%
Records	220,650	207,285	225,736	302,597	244,171	244,171	18,435	8.2%
Search & Seizure	5,000	-5,188	13,900	11,000	3,600	3,600	-10,300	-74.1%
TOTAL EXPENDITURE	3,241,336	3,561,857	4,262,817	4,269,010	4,389,598	4,414,109	151,292	3.5%

BY STAFFING LEVEL

Department	2003-04 FTE Budget	2004-05 FTE Budget	2005-06 FTE Budget	2006-07 FTE Adopted	Change (#)	Change (%)
Police	36.75	39.75	39.75	39.75	0.00	0%

POLICE ADMINISTRATION

DEPARTMENT: POLICE
 DIVISION: POLICE ADMINISTRATION
 FUND: GENERAL

PROGRAM DESCRIPTION

Administrative Services provides for the day-to-day management and support of the Police Department's operations. This program includes providing management direction to the staff, planning and implementing programs, and implementing the City Council's policies. It also provides special support services to the patrol and criminal investigations functions, such as crime analysis and clerical support. In 2005-06, Administration has also overseen the construction of the new Police facility including developing and issuing requests for proposals in services, issuing and managing contracts, and interfacing with the project architect, construction manager, and builder.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	337,792	345,524	476,003	497,422	525,138	529,100	53,097	11.2%
Supplies & Services	423,311	428,633	531,260	534,258	556,301	594,664	63,404	11.9%
Capital Outlay	6,468	10,853	70,000	0	0	0	-70,000	-100.0%
TOTAL EXPENDITURE	767,571	785,010	1,077,263	1,031,680	1,081,439	1,123,764	46,501	4.3%

ADOPTED BUDGET

The Adopted Budget of \$1,123,764 for 2006-07 represents an overall increase of \$46,501 (4.3%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$53,097 (11.2%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$63,404 (11.9%) reflects an increase in the Internal Rent rate (\$34,740) to account for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. The change also reflects an adopted increased service level option to increase training funds (\$10,000). The Police Department is providing training for other Oregon departments to create revenue to fund a part of the increase in expenses. The vehicles account increases (\$4,440) to reallocate vehicle usage between the Community Response Team (CRT) and the Police Administration program. Changes further reflect minor adjustments in other accounts and between Police programs based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07. Capital Outlay expended in the 2005-06 amended budget reflects the replacement of police vehicle laptops and other technological upgrades funded by a Department of Homeland Security grant.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$3,963 in Salaries & Benefits reclassifies the Police Secretary to Executive Assistant. The position will perform administrative research and report writing activities for departmental projects. The incumbent is currently performing at a higher level and the duties have become more difficult. The raise in pay is justified by the increase in skills and responsibility of the current employee.
- ◆ \$10,000 in Supplies & Services increases the training funds for the Police Department. Training related costs include supplies, lodging, meals, and tuition/registration. The goal is to reduce litigation against the department. The training includes proper firearm safety, first aid/CPR certification, and other mandatory exercises.
- ◆ \$2,594 in Supplies & Services provides for phone maintenance service.
- ◆ \$43,440 in rent savings collected as Internal Rent for use on the new Police Facility. The money will go toward custodians, necessary utilities, and supplies.

PATROL

DEPARTMENT: POLICE
 DIVISION: PATROL
 FUND: GENERAL

PROGRAM DESCRIPTION

This program provides 24-hour-a-day, 7-days-per-week law enforcement coverage and is the 'backbone' of a police operation. The officers perform all facets of law enforcement, including responding to emergency situations, enforcing laws, acting as a crime deterrent, and investigating reported crimes. A School Resource Officer is shared through a partnership between the City and the School District. The School Resource Officer is assigned to the Woodburn School District to promote a positive attitude in youth toward community, school, and local government.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	1,308,224	1,426,542	1,357,037	1,528,173	1,535,380	1,535,380	178,343	13.1%
Supplies & Services	204,072	240,459	258,944	235,813	225,418	204,948	-53,996	-20.9%
Capital Outlay	14,914	0	10,100	7,000	0	664	-9,436	-93.4%
TOTAL EXPENDITURE	1,527,210	1,667,001	1,626,081	1,770,986	1,760,798	1,740,992	114,911	7.1%

ADOPTED BUDGET

The Adopted Budget of \$1,740,992 for 2006-07 represents an overall increase of \$114,911 (7.1%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$178,343 (13.1%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Increases further reflect two years of COLA increases to make up for the advancements that were not included in the 2005-06 budget.

The Supplies & Services decrease of \$53,996 (-20.9%) reflects the anticipated move from the East Precinct building in the fall of 2006. The reduction in the buildings account (\$37,112) is equal to three quarters of the yearly lease payment on the Precinct that will be terminated. Changes further reflect minor adjustments in other accounts and between Police programs based on spending trends in 2005-06 and anticipated need in 2006-07.

The Capital Outlay decrease of \$9,436 (-93.4%) reflects a decrease in the amount of equipment needed in 2006-07. Patrol has only requested \$664 in Capital Outlay to replace old portable radios.

POLICY ITEMS*DECREASED SERVICE LEVEL OPTIONS:*

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$11,370 in Supplies & Services to lease a Ford Crown Victoria with police package for patrolling purposes. The addition of another leased patrol vehicle will assist the Patrol department during inclement weather when it is not feasible to use the motorcycle units. The new vehicle will also alleviate mileage build-up on the vehicles owned by the City. This will in turn reduce the overall maintenance costs.
- ◆ \$664 in Capital Outlay to replace 16-year old portable radios with new equipment. The current portable radios being used have become obsolete and cost prohibitive to repair. In order to maintain adequate communication between officers, dispatch and police staff these radios must be replaced. The new equipment is a Kenwood Radio Kit.

TRAFFIC

DEPARTMENT: POLICE
 DIVISION: TRAFFIC
 FUND: GENERAL

PROGRAM DESCRIPTION

The Traffic program keeps vehicle traffic moving safely and expeditiously along the network of roadways within the City. The program also has a responsibility to ensure the safety of pedestrians, document and report traffic collisions, and to manage traffic related to special events within the City. Traffic officers actively enforce traffic laws, and where appropriate attempt to gain voluntary compliance from motorists through information and education. Traffic program resources are allocated on a complaint and priority need basis, and each reported citizen traffic safety concern is addressed. In addition, with the assistance of Police Administration, primary traffic collision factors and locations are reviewed to identify problem areas.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	157,049	229,071	360,318	322,395	360,829	360,829	511	0.1%
Supplies & Services	21,495	72,046	43,802	35,150	39,444	39,444	-4,358	-9.9%
TOTAL EXPENDITURE	178,544	301,195	404,120	357,545	400,273	400,273	-3,847	-1.0%

ADOPTED BUDGET

The Adopted Budget of \$400,273 for 2006-07 represents an overall decrease of \$3,847 (-1.0%) from the 2005-06 amended budget.

The Salaries & Benefits increase of \$511 (0.1%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services decrease of \$4,358 (-9.9%) reflects a decrease in the vehicle repair and maintenance account (\$3,350). A newer fleet of vehicles, due to a lease program, has reduced the need for more vehicle maintenance that was required when the fleet was older. Changes further reflect adjustments in other accounts and between Police programs based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

None.

Also requested, but not recommended for funding are the following increased service level options:

- ◆ \$4,932 in Supplies & Services and \$33,200 in Capital Outlay to perform direct entry of traffic citation information electronically through an E-Ticketing system.

DETECTIVES

DEPARTMENT: POLICE
 DIVISION: DETECTIVES
 FUND: GENERAL

PROGRAM DESCRIPTION

The Detectives program is responsible for handling major criminal cases and for follow-up investigations on nearly all criminal matters. Detectives are assigned to various cases, often to continue investigations initiated by patrol officers. Investigations involve crimes against persons and properties, narcotics, vice, and 'white-collar' crimes.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	314,091	293,764	432,161	404,269	417,580	417,580	-14,581	-3.4%
Supplies & Services	16,574	17,931	17,372	16,872	20,860	20,860	3,488	20.1%
TOTAL EXPENDITURE	330,665	311,695	449,533	421,141	438,440	438,440	-11,093	-2.5%

ADOPTED BUDGET

The Adopted Budget of \$438,440 for 2006-07 represents an overall decrease of \$11,093 (-2.5%) from the 2005-06 amended budget.

The Salaries & Benefits decrease of \$14,581 (-3.4%) reflects a decrease in regular salaries (\$27,389). The reduction reflects a new employee filling a Detective position and starting at a lower salary than the previous employee who had gone through many salary step advancements. This decrease is partially offset by increases in the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$3,488 (20.1%) reflects an increase in the vehicles account (\$2,400) due to a reallocation of vehicle usage between the Community Response Team (CRT) and the Detectives program. Changes further reflect minor adjustments in other accounts and between Police programs based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

None.

EVIDENCE

DEPARTMENT: POLICE
 DIVISION: EVIDENCE
 FUND: GENERAL

PROGRAM DESCRIPTION

Evidence is responsible for receiving, processing, storing, safeguarding, delivering, releasing, and disposing of police evidence; maintaining an inventory of evidence and property submitted to the department; ensuring the safe and careful handling of evidence; and protecting the integrity of evidence through the judicial process.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	41,037	50,343	45,734	49,480	47,747	47,747	2,013	4.4%
Supplies & Services	7,813	8,126	8,300	8,100	5,700	5,700	-2,600	-31.3%
TOTAL EXPENDITURE	48,850	58,469	54,034	57,580	53,447	53,447	-587	-1.1%

ADOPTED BUDGET

The Adopted Budget of \$53,447 for 2006-07 represents an overall decrease of \$587 (-1.1%) from the 2005-06 amended budget.

The Salaries & Benefits increase of \$2,013 (4.4%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services decrease of \$2,600 (-31.3%) reflects minor adjustments in accounts and between Police programs based on spending trends in 2005-06 and anticipated need in 2006-07.

POLICY ITEMS

None.

COMMUNITY POLICING

DEPARTMENT: POLICE
 DIVISION: COMMUNITY POLICING
 FUND: GENERAL

PROGRAM DESCRIPTION

Community Policing is composed of law enforcement officers working one-on-one with citizens in the community, with a focus on visibility, problem solving, and developing trusting relationships between the police and the citizens they serve. The purpose of our Community Policing Program is to increase positive interaction between the police and the community through neighbourhood meetings, the use of foot patrol, bicycle patrol, and neighbourhood watch groups. Officers mobilize community resources, including citizens, private and public agencies, and local businesses. Working together, they identify, prioritize, and solve contemporary problems with the goal of improving the overall quality of life in neighbourhoods.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	68,737	64,036	42,943	43,669	55,339	55,339	12,396	28.9%
Supplies & Services	1,985	2,917	4,373	3,110	3,848	3,848	-525	-12.0%
TOTAL EXPENDITURE	70,722	66,953	47,316	46,779	59,187	59,187	11,871	25.1%

ADOPTED BUDGET

The Adopted Budget of \$59,187 for 2006-07 represents an overall increase of \$11,871 (25.1%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$12,396 (28.9%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Further increases are due to the budgeting of more officers to this particular program from other Police programs.

The Supplies & Services decrease of \$525 (-12.0%) reflects adjustments in accounts and between Police programs based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

None.

COMMUNITY RESPONSE TEAM

DEPARTMENT: POLICE
 DIVISION: COMMUNITY RESP TEAM
 FUND: GENERAL

PROGRAM DESCRIPTION

The Community Response Team (CRT) was implemented in 2004-05, and is composed of two police officers and three code enforcement officers who operate in cooperation with the investigative division and under the command of the detective sergeant. The unit addresses problems that present themselves within the neighborhoods of the City, and uses this extended and intensive focus to analyze the core issues involved, develop strategies to resolve them, and implement strategies in a consistent and thorough manner. The CRT also performs Code Enforcement activities, providing inspection and enforcement activities in the abatement of a variety of nuisances. Code Enforcement Officers also enforce private property maintenance ordinances and provide inspection services for applications of various City licenses and permits, such as dance permits and business licenses.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	86,104	141,543	327,550	234,122	315,335	315,335	-12,215	-3.7%
Supplies & Services	6,020	27,894	37,284	32,480	32,908	32,908	-4,376	-11.7%
Capital Outlay			0			1,992	1,992	
TOTAL EXPENDITURE	92,124	169,437	364,834	269,702	348,243	350,235	-14,599	-4.0%

ADOPTED BUDGET

The Adopted Budget of \$348,243 for 2006-07 represents an overall decrease of \$14,599 (-4.5%) from the 2005-06 amended budget.

The Salaries & Benefits decrease of \$12,215 (-3.7%) reflects a decrease in Health Insurance (\$12,060) due to several officers reducing insurance coverage from family to individual. Decreases are partially offset by increases in the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services decrease of \$4,376 (-11.7%) reflects a decrease in the vehicles account of \$6,688 (transferred to the Police Administration and Detectives funds) partially offset by an increase in the Vehicle Repair & Maintenance account (\$1,720). Changes further reflect minor adjustments in other accounts and between Police programs based on spending trends in 2005-06 and anticipated need in 2006-07.

The Capital Outlay increase of \$1,992 reflects a one-time increased service level option in 2006-07 to allow for the replacement of 16-year old portable radios.

POLICY ITEMS*DECREASED SERVICE LEVEL OPTIONS:*

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◇ \$1,992 in Capital Outlay to replace 16-year old portable radios with new equipment. The current portable radios being used have become obsolete and cost prohibitive to repair. In order to maintain adequate communication between officers, dispatch and police staff these radios must be replaced. The new equipment is a Kenwood Radio Kit.

RECORDS

DEPARTMENT: POLICE
 DIVISION: RECORDS
 FUND: GENERAL

PROGRAM DESCRIPTION

The Records program is responsible for managing and maintaining records generated by Police Department operations. Records are indexed and stored in accordance with the Records Retention Guidelines developed by the Oregon State Archives. A new automated records management system was purchased and implemented in 2002-03, which has greatly increased the efficiency of the Records Division, and deferred the need for additional records staff.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	210,277	203,258	221,346	228,207	237,471	237,471	16,125	7.3%
Supplies & Services	10,373	4,027	4,390	4,390	6,700	6,700	2,310	52.6%
TOTAL EXPENDITURE	220,650	207,285	225,736	302,597	244,171	244,171	18,435	8.2%

ADOPTED BUDGET

The Adopted Budget of \$244,171 for 2006-07 represents an overall increase of \$18,435 (8.2%) from the 2005-06 amended budget.

The Salaries & Benefits increase of \$16,125 (7.3%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$2,310 (52.6%) reflects the increased usage of the leased copier by the Records program. Changes further reflect minor adjustments in accounts and between Police programs based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

None.

SEARCH & SEIZURE

DEPARTMENT: POLICE
 DIVISION: SEARCH & SEIZURE
 FUND: SEARCH & SEIZURE

PROGRAM DESCRIPTION

The Search and Seizure program allows for and sets the procedure for the seizure of private properties that are the product of illegal drug activity, and for the expenditure of the proceeds by the City. The program is managed and operated by the Criminal Investigations division of the Police Department.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Supplies & Services	5,000	-5,188	13,000	11,000	3,600	3,600	-9,400	-72.3%
Fund Balance	0	0	900	0	0	0	-900	-100.0%
TOTAL EXPENDITURE	5,000	-5,188	13,900	11,000	3,600	3,600	-10,300	-74.1%

ADOPTED BUDGET

The Adopted Budget of \$3,600 for 2006-07 represents an overall decrease of \$10,300 (-74.1%) from the 2005-06 amended budget.

The decrease in Supplies & Services of \$9,400 (-72.3%) reflects a decrease in the resources necessary to fund this program.

No Fund Balance is budgeted for 2006-07.

POLICY ITEMS

None.

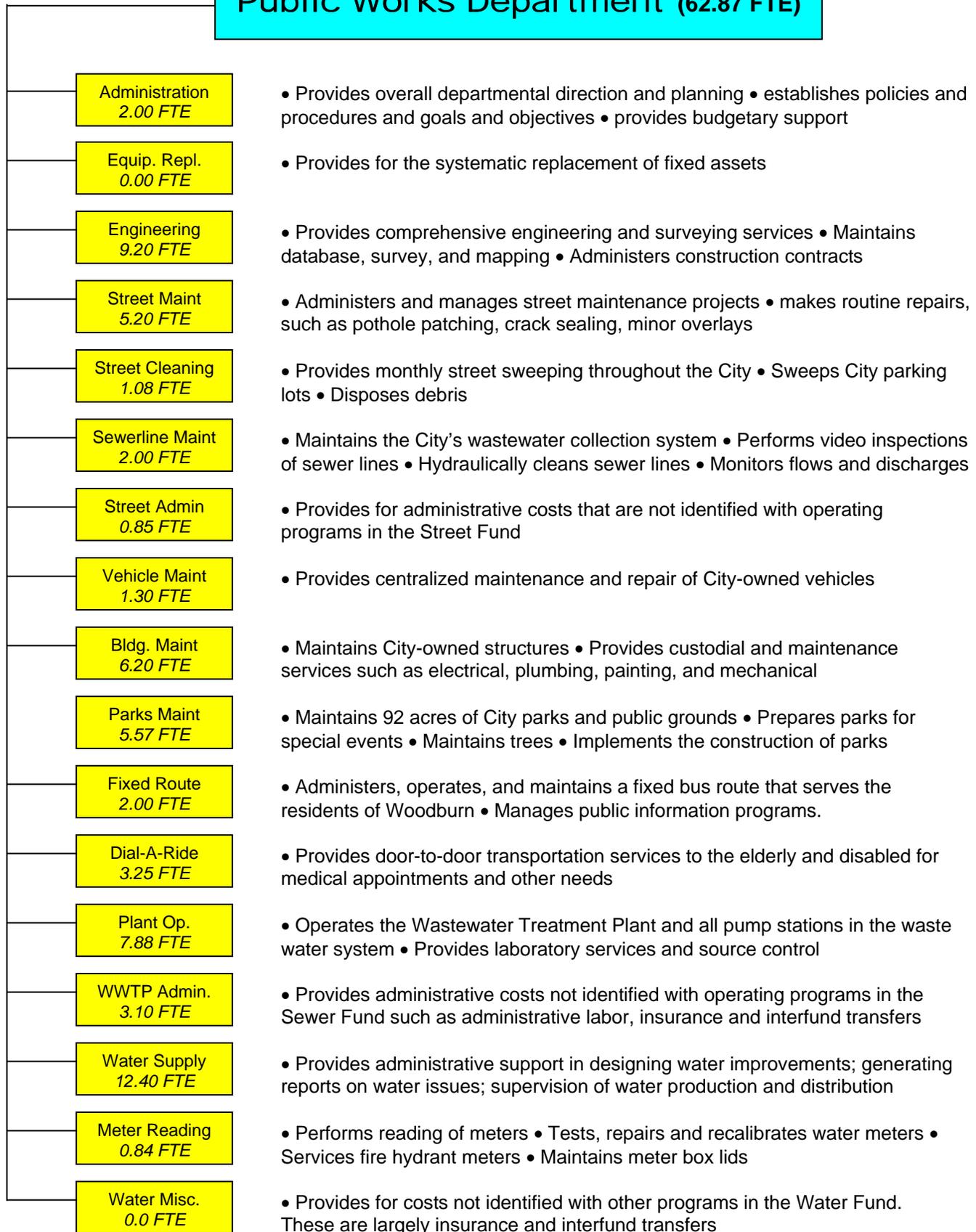
PUBLIC WORKS



Department and Program Budgets for 2006-07

Frank Tiwari, Public Works Director

Public Works Department (62.87 FTE)



MISSION STATEMENT

The mission of the Public Works Department is to provide basic water, wastewater, storm water, and transportation services on which people may build a safer, healthier and more prosperous community. It is the further mission of the Public Works Department to provide emergency response during natural disasters to restore City utility services and aid the general public.

CURRENT STATUS OF MAJOR OBJECTIVES FOR 2005-06

- ◆ Complete construction of Parr Road widening, fronting new water treatment facility and Centennial Park, by August 31, 2005.

Status: Initial document preparation for bid award was delayed due to other work demands. Council awarded the bid on October 10, 2005. To avoid winter earthwork problems, the work was delayed to obtain better construction weather, at no additional cost to the city. Work will start by March 1, 2006 and will be complete by June 30, 2006.

- ◆ Install irrigation system for Settlemier Park picnic and entrance areas by October 30, 2005, subject to CIP funding approval.

Status: Irrigation main distribution line has been installed along with main controller. Laterals and area controls will be installed as soon as weather permits. Installation will be complete by May 15, 2006.

- ◆ Abandon Settlemier water well by November 2005. Contract award for Settlemier/Hayes intersection improvement by May 31, 2006. Construction to be completed in Summer 2006.

Status: The well house will be removed and the well abandoned by May 1, 2006. The delay has been caused by significant additional work needed during the start-up of the treatment facility. Public input process on potential alternatives for the Settlemier/Hayes intersection has been completed. The outcome of this process required further evaluation of traffic conditions. Police are currently using traffic counters to provide raw data, which will be used for a professional traffic engineering report prepared by June 30, 2006. Potential project scope changes may include traffic control devices on Settlemier at locations other than W. Hayes. Final design and construction is not likely to be completed in the Summer of 2006.

- ◆ Improvement of one gravel street each year with preliminary engineering plans presented to Council in December 2005. Construction to take place in Summer/Fall 2006. Subject to cost sharing and LID funding approval. Tout Street is programmed for 2006.

Status: Council awarded bid for No Name Street improvement on October 10, 2005. Construction work has been delayed due to bad weather. Work will start March 1, 2006 and be completed by June 30, 2006. Tout Street design is almost complete and ready for bidding. Funding is being evaluated and finalized. Engineering report is planned for April 2006 followed by resolution of intent then bid award in the summer.

- ◆ Finalize and forward to DEQ temperature management alternatives that include high rate irrigation, shaded wetland, and others by December 31, 2005.

Status: This was completed mid-December 2005 by City staff, CH2M-Hill, and Brown & Caldwell and forwarded to DEQ.

- ◆ Continue resurfacing 1.5 miles of streets to extend useful life of pavement and to avoid future high reconstruction costs, and provide dust abatement program to all gravel streets by June 30, 2006.

Status: Work is on schedule. Similar to prior years, there are a number of streets to be resurfaced this year that were postponed last year because of subsurface repairs. These streets will be included in this years bidding process.

- ◆ Develop cost allocation for storm water maintenance activities by April 2006 and propose preliminary alternative funding mechanism by June 30, 2006.

Status: Storm water maintenance activities have been identified and a costs allocation study is in progress. Presentation to City Council will be made on costs and proposed funding mechanism by June 30, 2006.

MAJOR OBJECTIVES FOR 2006-07

- ◆ Country Club Road – Construct street improvement including undergrounding in summer of 2006, after completion of LID process.
- ◆ Complete a Water Management and Conservation Plan that complies with Oregon Administrative Rule (OAR) 690-86 by December 31, 2006.
- ◆ Submit to DEQ engineering plans and specifications for construction of Temperature and Winter Ammonia requirements by December 31, 2006.
- ◆ Complete a Wastewater rate study to update existing user fees and System Development Charges (SDCs). The last rate study was done in 1995 and an update of current rates and SDCs is needed. The rate study will be completed by February 28, 2007.
- ◆ Investigate formation of a “wetlands bank” whose purpose will be the sale of credits to private individuals or companies. Revenue from credits sold would be used to support water quality projects. Construction of wetlands will not be limited to the existing Wastewater Treatment Plant facility lands or the greenways of the city. A report of the

investigation that will include preliminary physical, financial, and regulatory feasibility will be made to Council by March 1, 2007. Complete study to review Traffic Impact Fees in accordance with new Transportation System Plan and adopt modified ordinance by March 31, 2007.

- ◆ Continue resurfacing 1.5 miles of streets to extend useful life of pavement and to avoid future high reconstruction costs, and provide dust abatement program to all gravel streets by June 30, 2007.
- ◆ North Front Street, Phases 2 & 3

Phase 2 (Cleveland and Hardcastle) -- Integrate requirements of PGE for major undergrounding project with surface improvements leading to completion of undergrounding during construction season of 2006 followed by street surface and sidewalk improvements.

Phase 3 Rebuilding of Front Street north of Hardcastle is included in CIP for FY 2007-2008. During 2006 to complete engineering design for Hardcastle to Hwy. 214 overpass. Prepare undergrounding contract documents for bidding in spring 2007 followed by surface and streetscape improvements contract in the summer/fall of 2007.

- ◆ Complete construction of the sidewalk on the north side of ODOT's Highway 214 right-of-way between the High School and Progress Way during 2007 construction season. ODOT funding has been approved.
- ◆ Connection to Police Facility -- Provide and manage construction services needed to accomplish the connection to the Police facility from Park Avenue through Legion Park.

DEPARTMENT SUMMARIES

BY OBJECT CLASS

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	2,970,495	3,234,810	3,979,459	3,871,690	4,223,150	4,315,506	336,047	8.4%
Supplies & Services	2,095,017	2,289,342	2,835,652	2,786,716	2,874,430	2,975,443	139,791	4.9%
Capital Outlay	327,798	462,824	656,160	410,329	518,450	671,917	15,757	2.4%
Transfers	1,270,000	776,000	1,047,450	774,120	1,078,000	1,078,000	30,550	2.9%
Fund Balances ^(incl BldM, EqRep)	0	0	794,925	0	951,658	723,909	-71,016	-8.9%
TOTAL EXPENDITURE	6,663,310	6,762,976	9,313,646	7,842,855	9,645,688	9,764,775	451,129	4.8%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Admin. - Administration	156,442	165,027	195,360	196,040	204,677	206,357	10,997	5.6%
Admin. - Equip Replacement	186,585	386,341	541,340	296,690	479,450	479,450	-61,890	-11.4%
Engineering - Engineering	646,463	637,735	796,841	750,392	856,225	888,867	92,026	11.5%
Maint - Street Maint.	659,364	757,513	1,014,192	1,016,464	1,023,145	1,053,824	39,632	3.9%
Maint - Street Cleaning	64,051	83,694	93,384	93,102	102,283	102,283	8,899	9.5%
Maint - Sewerline Maint.	251,293	207,071	251,606	252,595	245,918	245,918	-5,688	-2.3%
Maint - Administration	43,940	139,705	442,231	160,058	468,534	476,010	33,779	7.6%
Maint - Vehicle Maint.	42,768	61,967	95,924	96,002	96,657	97,657	1,733	1.8%
Maint - Building Maint.	311,508	427,928	561,057	544,273	547,690	624,995	63,938	11.4%
Maint - Parks Maint.	412,039	411,026	444,090	465,711	488,390	488,530	44,440	10.0%
Transit - Fixed Route	115,443	117,820	137,027	132,009	143,004	158,062	21,035	15.4%
Transit - Dial-a-Ride	99,119	109,793	150,887	152,651	175,174	209,435	58,548	38.8%
Wastewater - Plant	1,325,501	1,103,799	1,251,141	1,209,237	1,287,328	1,318,809	67,668	5.4%
Wastewater - Admin	493,200	711,910	728,796	717,118	751,081	751,081	22,285	3.1%
Water - Water Supply	813,130	877,723	1,191,227	1,141,364	1,146,064	1,253,702	62,475	5.2%
Water - Meter Reading	161,098	178,438	217,272	214,683	256,005	256,005	38,733	17.8%
Water - Miscellaneous	881,366	385,486	406,346	404,466	422,405	429,881	23,535	5.8%
Fund Balance	0	0	794,925	0	951,658	723,909	-71,016	-8.9%
TOTAL EXPENDITURE	6,663,310	6,762,976	9,313,646	7,842,855	9,645,688	9,764,775	451,129	4.8%

BY STAFFING LEVEL

Department	2003-04 FTE Budget	2004-05 FTE Budget	2005-06 FTE Budget	2006-07 FTE Adopted	Change (#)	Change (%)
Public Works	57.82	60.77	61.92	62.87	0.95	1.5%

Administration Division



Public Works

ADMINISTRATION

DEPARTMENT: PUBLIC WORKS
 DIVISION: ADMINISTRATION
 FUND: T & E

PROGRAM DESCRIPTION

This program provides technical and administrative services, and management guidance necessary for the Public Works Department. Major programs include Engineering, Facilities and Grounds Maintenance, Street, Transit, Wastewater, and Water. Responsibilities include: providing overall departmental direction and planning such as establishing policies and procedures, goals and objectives, and fiscal and budgetary support and analysis; liaison activities with other agencies; and legislative review.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	121,895	126,186	139,653	144,546	144,250	144,250	4,597	3.3%
Supplies & Services	33,109	38,841	55,237	51,024	60,427	62,107	6,870	12.4%
Capital Outlay	1,438	0	0	0	0	0	0	0.0%
Transfers	0	0	470	470	0	0	-470	-100.0%
TOTAL EXPENDITURE	156,442	165,027	195,360	196,040	204,677	206,357	10,997	5.6%

ADOPTED BUDGET

The Adopted Budget of \$206,357 for 2006-07 represents an overall increase of \$10,997 (5.6%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$4,597 (3.3%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$6,870 (12.4%) reflects an increase in the Internal Rent rate (\$4,918) to account for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. Changes are further reflected by an increase in Information Services support (\$1,871) due to an increase in the number of PCs and printers assigned to this program. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

No Transfers are budgeted for 2006-07.

POLICY ITEMS

None.

EQUIPMENT REPLACEMENT

DEPARTMENT: PUBLIC WORKS
 DIVISION: ADMINISTRATION
 FUND: EQUIPMENT REPLACEMENT

PROGRAM DESCRIPTION

This program provides for the systematic replacement of fixed assets, which allows replacements to be planned for and financed over time. Assets are assigned a value based on the life expectancy and replacement value of the asset.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Capital Outlay	186,585	386,341	541,340	296,690	479,450	479,450	-61,890	-11.4%
TOTAL EXPENDITURE	186,585	386,341	541,340	296,690	479,450	479,450	-61,890	-11.4%

ADOPTED BUDGET

The Adopted Budget of \$479,450 for 2006-07 represents an overall decrease of \$61,890 (-11.4%) from the 2005-06 amended budget.

The Capital Outlay decrease of \$61,890 (-11.4%), reflects elimination of budgeting for one-time expenditures in 2005-06: two pump stations (\$197,338). The decrease is partially offset by a transfer from the Sewer Fund to the Equipment Replacement program (\$70,000). The remainder of the Capital Outlay budget was carried over from previous years.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$25,000 in Capital Outlay for a new GMC Cube Van to be used by Water Treatment Plant Maintenance Tech for storage of tools and equipment. The vehicle replaces the existing 1992 model that has been heavily used.
- ◆ \$20,000 in Capital Outlay for the Maintenance Department replaces a 1985 ½ ton pickup truck. The old truck requires maintenance whenever it is started. The new vehicle is a 2006 extended cab work truck with 2-wheel drive. The truck comes with toolboxes, communication radio, and a light bar. Maintenance will use the new vehicle as a service truck.

- ◆ \$20,000 in Capital Outlay for the Maintenance Department replaces a Corsica that was stolen in April of 2005. The replacement vehicle is a hybrid car that will be used for administration activities that require travel to City Hall. These activities include meetings and paper work transfer. The vehicle is a four door, midsize hatchback that seats five passengers.
- ◆ \$29,000 in Capital Outlay replaces the current road grader. The new skid steerer contains a loader bucket and grader attachment for the grading of gravel streets. The loader bucket can be used for many other street and sewerline maintenance projects.
- ◆ \$12,000 in Capital Outlay for the Maintenance Department purchases sign layout and cutting equipment. The present sign equipment is obsolete and heat activated. The new system contains the best current technology for sign manufacture. The majority of signs are purchased from sign vendors, which could take over a month to receive. The new equipment will allow for sign requests to be fulfilled within a few days rather than weeks.
- ◆ \$8,000 in Capital Outlay for the Maintenance Department replaces the obsolete equipment currently used for producing signs. A precision squeeze roll sheeting applicator will be used in conjunction with the sign layout equipment. This equipment provides the consistent pressure required to ensure sheeting material is properly attached and to prolong the life of the signs. The system will also allow maintenance to comply with the graffiti removal policy.
- ◆ \$19,000 in Capital Outlay for the Transit—Fixed Route Department replaces a 1991 transit bus that is past its effective life. The new fixed route bus is a 23 to 29 passenger vehicle with a wheelchair lift and space for two wheelchair passengers. The bus will be used for the city's fixed route public transportation service. A grant from ODOT is anticipated to fund 89.73% of the vehicle's cost.

Also requested, but not recommended for funding are the following increased service level options:

- ◆ \$12,000 in Capital Outlay to replace a mower with a new high production finish mower.

Engineering Division



Public Works

ENGINEERING

DEPARTMENT: PUBLIC WORKS
 DIVISION: ENGINEERING
 FUND: T & E

PROGRAM DESCRIPTION

This program provides comprehensive engineering and surveying services, and capital project administration. Program staff maintains database, survey, and mapping information; performs design and reviews engineering plans; coordinates the activities of utility companies in the City right-of-way; analyzes traffic studies and street lighting proposals; and inspects construction of streets, storm drains, water lines, and sewer lines.

In addition, this program is responsible for administering construction contracts, including the City's street resurfacing program. This entails ensuring that construction contractors comply with project plans and specifications, safety regulations, and proper construction techniques; and reporting on project progress for invoice and billing purposes.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	493,465	503,289	629,643	610,594	686,276	709,185	79,542	12.6%
Supplies & Services	151,342	123,087	162,758	135,358	165,949	166,782	4,024	2.5%
Capital Outlay	1,656	11,359	4,440	4,440	4,000	12,900	8,460	190.5%
TOTAL EXPENDITURE	646,463	637,735	796,841	750,392	856,225	888,867	92,026	11.5%

ADOPTED BUDGET

The Adopted Budget of \$888,867 for 2006-07 represents an overall increase of \$92,026 (11.5%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$79,542 (12.6%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$4,024 (2.5%) reflects an increase in the Information Services support (\$1,196) due to an increase in the number of PCs and printers assigned to this program. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Capital Outlay increase of \$8,460 (190.5%) reflects an increase in security at the Public Works Annex (\$4,000), the purchase of a black & white photocopier (\$3,000), and a color laser printer for the Information Services Department (\$5,900). Increases are partially offset by the elimination of a one-time \$4,440 upgrade to the GIS system software in 2005-06.

POLICY ITEMS*DECREASED SERVICE LEVEL OPTIONS:*

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◇ \$433 in Supplies & Services provides for phone maintenance service.
- ◇ \$23,309 in Salaries & Benefits provides for an Engineering Technician II position. An experienced ACAD drafter is needed in the Public Works Engineering Division. Fulfilling the position brings expertise to the division and will permit other staff to focus on more appropriate tasks. The position duties include drafting construction plans, updating maps, and establishing communication to the GIS system through databases.
- ◇ \$4,000 in Capital Outlay provides for additional security at the Public Works Annex. The upgrade involves non-structural modifications to the building. The Garfield Street entrance will now be the public entrance while the First Street doorway will only allow authorized personnel to enter. Also, changes will be made to the privacy panels and a new counter will be installed near the Garfield Street lobby. The alterations meet ADA accessibility standards. The purpose of the project is to provide more convenience to the public while eliminating the possibility of unauthorized individuals wandering through the offices.
- ◇ \$3,000 in Capital Outlay replaces the Canon 6230 black & white copier that is six years old and losing picture quality. The new copier is capable of copying on letter, legal, and ledger sized papers.
- ◇ \$5,900 in Capital Outlay provides for a color laser printer requested by the IS Department to centralize department printing. The new printer is an HP Color LaserJet that would be able to handle all standard printing. The purchase would allow the department to get rid of the other printers that are costly to maintain.

Maintenance Division



Public Works

STREET MAINTENANCE

DEPARTMENT: PUBLIC WORKS
 DIVISION: MAINTENANCE
 FUND: STREET

PROGRAM DESCRIPTION

This program provides routine repairs, such as pothole patching, crack sealing, minor overlays, seal coating, shoulder repairs, and sidewalk inspection and repair in accordance with approved plans and in response to complaints. Program personnel administer and manage street maintenance projects, including sanitary sewer and storm water projects.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	326,375	235,189	360,788	355,191	371,591	371,591	10,803	3.0%
Supplies & Services	316,359	514,825	651,554	659,450	651,554	652,033	479	0.1%
Capital Outlay	16,630	7,499	1,850	1,823	0	30,200	28,350	1532.4%
TOTAL EXPENDITURE	659,364	757,513	1,014,192	1,016,464	1,023,145	1,053,824	39,632	3.9%

ADOPTED BUDGET

The Adopted Budget of \$1,053,824 for 2006-07 represents an overall increase of \$39,632 (3.9%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$10,803 (3.0%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$479 (0.1%) reflects minor adjustments in accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Capital Outlay increase of \$28,350 (1532.4%) reflects two one-time increased service level options for 2006-07: the replacement of the current road grader with a new skid steerer to be used for gravel streets (\$58,000) and a pull tarp system (\$1,200). Of the total cost for the skid steerer, half (\$29,000) will be allocated to the Street Maintenance program. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$479 in Supplies & Services provides for phone maintenance.
- ◆ \$7,258 in Supplies & Services supports Internal Rent charges for maintenance of the new Police Facility. The money will go toward custodians, necessary utilities, and supplies.
- ◆ \$218 in Supplies & Services supports rate increases in electricity and natural gas.
- ◆ \$1,200 in Capital Outlay provides for a pull tarp system to be used by the Street Maintenance Department. The tarp is needed to reduce the time it takes to tarp down a load in the back of a dump truck. The new system mounts on the headboard of the dump truck and saves time in tarping down a load. The pull tarp system also requires very little storage space when it is not being used.
- ◆ \$29,000 in Capital Outlay replaces the current road grader. The new skid steerer contains a loader bucket and grader attachment for the grading of gravel streets. The loader bucket is also useful for a variety of other street and sewer line maintenance projects.

Also requested, but not recommended for funding was the following increased service level option:

- ◆ \$16,000 in Capital Outlay to replace mower with new high production finish mower.
- ◆ \$454 in Supplies & Services to be used for Internal Rent with additional funds.

STREET CLEANING

DEPARTMENT: PUBLIC WORKS
 DIVISION: MAINTENANCE
 FUND: STREET

PROGRAM DESCRIPTION

This program provides monthly street sweeping services in residential areas throughout the City; regular sweeping of City parking lots, and industrial and commercial areas; and disposal of collected debris.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	58,275	61,106	66,734	66,452	77,033	77,033	10,299	15.4%
Supplies & Services	5,776	22,588	25,250	25,250	25,250	25,250	0	0.0%
Capital Outlay	0	0	1,400	1,400	0	0	-1,400	-100.0%
TOTAL EXPENDITURE	64,051	83,694	93,384	93,102	102,283	102,283	8,899	9.5%

ADOPTED BUDGET

The Adopted Budget of \$102,283 for 2006-07 represents an overall increase of \$8,899 (9.5%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$10,299 (15.4%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Further changes are reflected by an increase in the amount of hours allocated to street sweeping by Public Works.

The Supplies & Services budget remains unchanged in 2006-07 from the level established in 2005-06.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

None.

DEPARTMENT: PUBLIC WORKS
 DIVISION: MAINTENANCE

SEWERLINE MAINTENANCE

DEPARTMENT: PUBLIC WORKS
 DIVISION: MAINTENANCE
 FUND: SEWER

PROGRAM DESCRIPTION

This program maintains and repairs the City's wastewater collection system. This includes hydraulically cleaning more than 55 miles of sewer lines, and repairing manholes and line breakage leaks. This program also maintains gravity and force mains, monitors flows and discharges, and performs routine inspections to conform with OSHA and applicable health laws. Staff performs video inspections of all sewer lines following air-pressure testing by the contractor, prior to acceptance by the city.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	157,248	168,354	167,185	169,949	173,347	173,347	6,162	3.7%
Supplies & Services	26,548	28,968	37,571	36,650	37,571	37,571	0	0.0%
Capital Outlay	67,497	9,749	46,850	45,996	35,000	35,000	-11,850	-25.3%
TOTAL EXPENDITURE	251,293	207,071	251,606	252,595	245,918	245,918	-5,688	-2.3%

ADOPTED BUDGET

The Adopted Budget of \$245,918 for 2006-07 represents an overall decrease of \$5,688 (-2.3%) from the 2005-06 amended budget.

The Salaries & Benefits increase of \$6,162 (3.7%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services budget remains unchanged in 2006-07 from the level established in 2005-06.

The Capital Outlay decrease of \$11,850 (-25.3%) reflects the elimination of a one-time increased service level option in 2005-06 to allow for the completion of two pump stations partially charged to the Sewer account (\$25,000). This decrease is partially offset by a one-time increased service level option for 2006-07 to purchase a compact pickup to be used for maintenance activities (\$15,000). Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

POLICY ITEMS*DECREASED SERVICE LEVEL OPTIONS:*

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$15,000 in Capital Outlay provides for a 2006 compact pickup. The vehicle will help to reduce the amount of time spent on Utility Location. The new pickup should increase efficiency by providing one more vehicle for service. It includes a toolbox and canopy, communication radio, and a strobe warning light. The truck will be equipped with the necessary paint, measurement tools, and maps to complete tasks.

STREET ADMINISTRATION

DEPARTMENT: PUBLIC WORKS
 DIVISION: MAINTENANCE
 FUND: STREET

PROGRAM DESCRIPTION

This program provides for administrative costs that are not identified with operating programs in the Street Fund. These costs include administrative labor, insurance, and interfund transfers. This program also supports cost sharing for sidewalk repair projects, and a portion of the City's match funding for bikeways projects.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	13,488	88,124	69,355	70,512	75,219	75,219	5,864	8.5%
Supplies & Services	30,452	51,581	99,546	89,546	105,315	112,791	13,245	13.3%
Transfers	0	0	273,330	0	288,000	288,000	14,670	5.4%
TOTAL EXPENDITURE	43,940	139,705	442,231	160,058	468,534	476,010	33,779	7.6%

ADOPTED BUDGET

The Adopted Budget of \$476,010 for 2006-07 represents an overall increase of \$33,779 (7.6%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$5,864 (8.5%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$13,245 (13.3%) reflects an increase in Internal Rent rates (\$8,349), the General Liability account charge (\$1,838), and Information Services support (\$1,408). The increase in Internal Rent accounts for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. The increase in the General Liability charge is because of market changes. The Information Services support increase is due to an increase in the number of PCs and printers assigned to this program. Other changes reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Transfers increase of \$14,670 (5.4%) reflects an increase in the anticipated funding necessary for the program's support of the T & E Fund (\$5,000) and the Equipment Replacement Fund (\$10,000). This increase is partially offset by the elimination of a small transfer to the Information Services fund in 2005-06 (\$330) to support the fund's share of an increased service level option to upgrade the voicemail system. The transfer to the T & E Fund provides funding for programs including Public Works Administration, Engineering, and

Vehicle Maintenance. Transfers to the Equipment Replacement Fund provides funding for current replacements, reserves for future replacements, and for unanticipated equipment failures.

POLICY ITEMS

None.

VEHICLE MAINTENANCE

DEPARTMENT: PUBLIC WORKS
 DIVISION: MAINTENANCE
 FUND: T & E

PROGRAM DESCRIPTION

This program supports and provides centralized maintenance and repair of Public Works and other department vehicles and special purpose equipment.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	35,588	49,780	80,001	80,657	84,589	84,589	4,588	5.7%
Supplies & Services	7,180	9,787	13,143	12,625	12,068	12,068	-1,075	-8.2%
Capital Outlay	0	2,400	2,780	2,720	0	1,000	-1,780	-64.0%
TOTAL EXPENDITURE	42,768	61,967	95,924	96,002	96,657	97,657	1,733	1.8%

ADOPTED BUDGET

The Adopted Budget of \$97,657 for 2006-07 represents an overall increase of \$1,733 (1.8%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$4,588 (5.7%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services decrease of \$1,075 (-8.2%) reflects the elimination of two adopted increased service level options for 2005-06: a complete set of dies for the Iron Worker (\$575), and the annual update to the vehicle repair diagnostic scope (\$500).

The Capital Outlay decreases by \$1,780 (-64.0%), reflecting the elimination of two adopted increased service level options for 2005-06: a 400-piece Craftsman tool set with two toolboxes (\$1,520), and a scissor lift for small equipment (\$1,260). These decreases are offset by a one-time increased service level option in 2006-07 to allow for a replacement hydraulic press for maintenance (\$5,000) and a portable exhaust extraction system (\$1,000).

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$5,000 in Capital Outlay replaces the current 30-year old hydraulic press. The old equipment is unstable, out of alignment, and unsafe for use. The replacement hydraulic press is model 40EHI-D3. The new equipment will help straighten steel pieces, frames, and signposts.
- ◆ \$1,000 in Capital Outlay provides for a John Dow MK-1 portable exhaust extraction system. The hoses are for removing exhaust caused by work done on vehicles in garage. The new capital will allow the garage to safely remove toxic exhaust fumes from vehicles.

Also requested, but not recommended for funding are the following increased service level options:

- ◆ \$65,528 in Salaries & Benefits to support a Certified Mechanic (SAE) position.

BUILDING MAINTENANCE

DEPARTMENT: PUBLIC WORKS
 DIVISION: MAINTENANCE
 FUND: BUILDING MAINTENANCE

PROGRAM DESCRIPTION

This program is responsible for maintaining City-owned structures. The program provides custodial and maintenance services including carpeting, electrical, plumbing, painting, air conditioning, and mechanical activities for various City buildings and facilities.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	44,587	158,071	240,225	250,689	248,614	282,659	42,434	17.7%
Supplies & Services	266,921	269,857	297,969	293,584	299,076	342,336	44,367	14.9%
Fund Balance	0	0	22,863	0	13,774	13,414	-9,449	-41.3%
TOTAL EXPENDITURE	311,508	427,928	561,057	544,273	561,464	638,409	77,352	13.8%

ADOPTED BUDGET

The Adopted Budget of \$638,409 for 2006-07 represents an overall increase of \$77,352 (13.8%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$42,434 (17.7%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Increases further reflect an increased service level to provide for a new custodian position (\$34,045).

The Supplies & Services increase of \$44,367 (14.9%) reflects increases in the Electricity (\$27,000) and Natural Gas (\$11,000) accounts to provide necessary services for the added custodial position and to cover anticipated increases in electrical and natural gas rates. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Fund Balance decrease of \$9,449 (-41.3%) reflects the use of funds remaining in the program to partially provide for the increased service level custodian position and the necessary supplies.

POLICY ITEMS***DECREASED SERVICE LEVEL OPTIONS:***

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$34,045 in Salaries & Benefits and \$30,900 in Supplies & Services provides for a full-time Custodian. This position is required to maintain the new Police facility that will be completed in the fall of 2006. The new facility is approximately 40% larger than City Hall. This new service level will be in addition to the custodial care that City Hall is currently receiving. The position entails 30 hours of work at the Police facility a week to go along with 10 hours at the Water and Street Division facility. Duties include: cleaning, vacuuming, polishing, waxing, minor repairs, and securing the buildings.
- ◆ \$360 in Supplies & Services provides for phone maintenance service.
- ◆ \$12,000 in Supplies & Services provides for expected increases in electrical and natural gas rates. The electrical rate increase is targeted at about 5.5% while the natural gas increase should be in the 7%-9% range. The projected increases are expected to take place in October of 2006.

Also requested, but not recommended for funding are the following increased service level options:

- ◆ \$1,507 in Salaries & Benefits to upgrade the existing Utility I Custodian position.
- ◆ \$2,343 in Capital Outlay for a Power Tail Gate Lift to add to the ¾ ton pickup.
- ◆ \$3,750 in Capital Outlay for a Carpet Scrubber.
- ◆ \$2,500 in Capital Outlay for a Carpet Extractor (Cadet 7).

PARKS MAINTENANCE

DEPARTMENT: PUBLIC WORKS
 DIVISION: MAINTENANCE
 FUND: GENERAL

PROGRAM DESCRIPTION

Parks Maintenance is responsible for maintaining City parks and public grounds in a clean, safe, and aesthetically appealing condition. This program maintains 92 acres of park grounds, including athletic fields, a stadium, picnic grounds, playgrounds, community gardens, tennis and basketball courts, municipal grounds, community centers, the Aquatic Center, manicured horticultural areas, historic facilities and natural resources. Grounds maintenance includes activities such as preparing parks for special events and tree care and maintenance.

The program also supervises and implements the construction of parks, public grounds, and parkways throughout the City. Additionally, it provides for plan checking and inspection of developer-installed landscape improvements.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	237,814	263,950	309,941	308,733	333,284	333,284	23,343	7.5%
Supplies & Services	174,225	147,076	157,012	156,978	155,106	155,246	-1,766	-1.1%
TOTAL EXPENDITURE	412,039	411,026	466,953	465,711	488,390	488,530	21,577	4.6%

ADOPTED BUDGET

The Adopted Budget of \$488,530 for 2006-07 represents an overall increase of \$21,577 (4.6%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$23,343 (7.5%) reflects a reallocation, based on time, of labor from the Street Maintenance program to Parks Maintenance, and increases in the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services decrease of \$1,766 (3.0%) reflects a decrease in professional services (\$3,200) transferred to other programs. This decrease is partially offset by an increase in Information Services support (\$2,337) due to an increase in the number of PCs and printers assigned to this program. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted in 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$140 in Supplies & Services provides for phone maintenance service.

Also requested, but not recommended for funding are the following increased service level options:

- ◆ \$8,000 in Capital Outlay to replace mower with new high production finish mower.
- ◆ \$1,320 in Capital Outlay for warning strobe lights to be mounted on four maintenance vehicles.
- ◆ \$2,000 in Capital Outlay for timed locks to be used on the Centennial Park restrooms.

Transit Division



Public Works

FIXED ROUTE

DEPARTMENT: PUBLIC WORKS
 DIVISION: TRANSIT
 FUND: TRANSIT

PROGRAM DESCRIPTION

This program provides for the administration, operation, and maintenance of a fixed bus route that serves the residents of Woodburn. The fixed route operates from 9 am to 5 pm, providing routes within comfortable walking distance of approximately 65% of the City’s residents. Program responsibilities include staffing, bus maintenance, administration of the Ride Home Free (RHF) program, and the management of public information programs.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	97,008	96,663	105,833	102,321	111,137	118,395	12,562	11.9%
Supplies & Services	18,435	21,157	31,194	29,688	31,867	39,667	8,473	27.2%
TOTAL EXPENDITURE	115,443	117,820	137,027	132,009	143,004	158,062	21,035	15.4%

ADOPTED BUDGET

The Adopted Budget of \$158,062 for 2006-07 represents an overall increase of \$21,035 (15.4%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$12,562 (11.9%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Further increases are due to the addition of a Fixed Route bus driver (\$7,257) as a one-time increased service level option in 2006-07.

The Supplies & Services increase of \$8,473 (27.2%) reflects an increase in the fuel account (\$2,900) based on anticipated increases in fuel prices. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$317 in Supplies & Services provides for phone maintenance service.

- ◆ \$7,257 in Salaries & Benefits and \$7,650 in Supplies & Services adds a part-time bus driver to provide an additional 10 hours of Fixed Route bus service per week. The existing hours of service are from 9 AM to 5 PM. The primary users of the system don't use the bus to get to and from work but rather for shopping and getting around the community. This request provides two hours of increased service five days per week, extending the service from 8 AM to 6PM.

DIAL-A-RIDE

DEPARTMENT: PUBLIC WORKS
 DIVISION: TRANSIT
 FUND: TRANSIT

PROGRAM DESCRIPTION

This program provides door-to-door transportation services to the elderly and disabled for medical appointments, shopping and other needs. Program services include a van that operates within the City; and a volunteer driver program that provides transportation to medical appointments in the region, including the Salem and Portland metropolitan areas.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	73,798	83,589	116,536	118,762	129,968	158,112	41,576	35.7%
Supplies & Services	25,321	26,204	34,206	33,744	36,206	42,323	8,117	23.7%
Transfers		0	145	145	9,000	9,000	8,855	6106.9%
TOTAL EXPENDITURE	99,119	109,793	150,887	152,651	175,174	209,435	58,548	38.8%

ADOPTED BUDGET

The Adopted Budget of \$209,435 for 2006-07 represents an overall increase of \$58,548 (38.8%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$41,576 (35.7%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Further increases are due to a one-time increased service level option in 2006-07 to allow for a full-time driver (\$28,144).

The Supplies & Services increase of \$8,117 (23.7%) reflects an increase to the fuel account (\$2,400) based on anticipated increases in fuel prices, and an expected increase in the mileage account (\$1,800). Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Transfers increase of \$8,855 in 2006-07 reflects a transfer to the Equipment Replacement fund (\$9,000). Transfers to the Equipment Replacement Fund provides funding for current replacements, reserves for future replacements, and for unanticipated equipment failures.

POLICY ITEMS*DECREASED SERVICE LEVEL OPTIONS:*

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$28,144 in Salaries & Benefits and \$5,950 in Supplies & Services adds a full time Dial-A-Ride Van Driver. Currently, wait times are excessive and some residents are being turned down for shopping trips on certain days. More people are being scheduled for rides than can be efficiently handled by the service. The added driver and lengthened hours provide a more efficient way for the city to handle the increasing elderly and disabled population.

Wastewater Division



Public Works

WASTEWATER ADMINISTRATION

DEPARTMENT: PUBLIC WORKS
 DIVISION: WASTEWATER
 FUND: SEWER

PROGRAM DESCRIPTION

This program provides for administrative costs that are not identified with operating programs in the Sewer Fund. These are largely administrative labor, insurance and interfund transfers.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	0	199,382	203,220	191,542	211,263	211,263	8,043	4.0%
Supplies & Services	73,200	69,528	86,046	86,046	96,818	96,818	10,772	12.5%
Transfers	420,000	443,000	439,530	439,530	443,000	443,000	3,470	0.8%
TOTAL EXPENDITURE	493,200	711,910	728,796	717,118	751,081	751,081	22,285	3.1%

ADOPTED BUDGET

The Adopted Budget of \$751,081 for 2006-07 represents an overall increase of \$22,285 (3.1%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$8,043 (4.0%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$10,772 (12.5%) reflects an increase in the Information Services support (\$6,587) and General Liability account charge (\$5,825). The Information Service support increase is due to an increase in the number of PCs and printers assigned to this program. The increase in the General Liability charge is due to market changes. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Transfers increase of \$3,470 (0.8%) reflects an increase in the anticipated funding necessary for the program's support of the T & E fund (\$5,000). The transfer to the T & E Fund provides funding for programs including Public Works Administration, Engineering, and Vehicle Maintenance. This increase is partially offset by the elimination of a transfer to the Information Services fund in 2005-06 to support the fund's share of an increased service level option to upgrade the voicemail system (\$1,530).

POLICY ITEMS

None.

PLANT OPERATIONS

DEPARTMENT: PUBLIC WORKS
 DIVISION: WASTEWATER
 FUND: SEWER

PROGRAM DESCRIPTION

This program provides for the operation of the Wastewater Treatment Plant and all pump stations of the City’s waste water system. The program is responsible for supervision of activities centered at the treatment plant, including treatment operations, maintenance, laboratory services and source control. The program also maintains contacts with all regulatory agencies as they relate to wastewater treatment.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	713,070	514,159	584,315	542,411	619,479	619,479	35,164	6.0%
Supplies & Services	603,060	589,640	666,826	666,826	667,849	672,330	5,504	0.8%
Capital Outlay	9,371	0	0	0	0	27,000	27,000	INF%
TOTAL EXPENDITURE	1,325,501	1,103,799	1,251,141	1,209,237	1,287,328	1,318,809	67,668	5.4%

ADOPTED BUDGET

The Adopted Budget of \$1,318,809 for 2006-07 represents an overall increase of \$67,668 (5.4%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$35,164 (6.0%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$5,504 (0.8%) reflects minor adjustments in accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Capital Outlay increase (\$27,000) reflects three one-time increased service level options in 2006-07: Anthracite Coal to be used for Sand Filters (\$11,000), a continuous online PH monitoring system (\$8,000), and a Digester Sump Hoist (\$8,000).

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$1,754 in Supplies & Services provides for phone maintenance service.
- ◆ \$11,000 in Capital Outlay provides for Anthracite Coal for Sand Filters. This sand-filter process is required during the summer NPDES permit. Anthracite Coal is required to be added every three to five years depending on usage and water quality. This will be the first addition since 2001. The Anthracite Coal is placed above the sand at a depth of 12 inches. The objective is to maximize sand-filter efficiency.
- ◆ \$8,000 in Capital Outlay provides for a continuous online PH monitoring system. Continuous monitoring is required to maintain an NPDES permit. Current methods increase the likelihood of reporting errors. The new system will connect to the communication network at the facility and alert personnel of events that require attention when the plant is unmanned. The system will also allow data to be stored and analyzed on the SCADA system.
- ◆ \$8,000 in Capital Outlay provides for a Digester Sump Hoist. Equipment removal has been identified as a safety issue. The current process makes it very difficult to remove pumps and motors safely because of the weight of the equipment. The new equipment will help prevent employee injuries. The Digester Sump Hoist is a half-ton rotating column jib crane with a 10-foot boom length and 10-foot 11-inch column height. These dimensions allow the machinery to safely remove heavy equipment with minimal manual labor.

Also requested, but not recommended for funding are the following increased service level options:

- ◆ \$20,000 in Capital Outlay to purchase a replacement automobile.

Water Division



Public Works

WATER SUPPLY

DEPARTMENT: PUBLIC WORKS
 DIVISION: WATER
 FUND: WATER

PROGRAM DESCRIPTION

This program provides administrative and support functions for the Water Division. Functions include: assisting in planning and designing water improvements; generating and maintaining records and reports on water issues; providing necessary supervision for all phases of water production and distribution; responding to goals identified in the Water Master Plan; and providing an efficient public information program.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	477,728	559,088	772,702	727,252	764,239	764,239	-8,463	-1.1%
Supplies & Services	290,781	273,159	381,825	377,412	381,825	403,096	21,271	5.6%
Capital Outlay	44,621	45,476	36,700	36,700	0	86,367	49,667	135.3%
TOTAL EXPENDITURE	813,130	877,723	1,191,227	1,141,364	1,146,064	1,253,702	62,475	5.2%

ADOPTED BUDGET

The Adopted Budget of \$1,253,702 for 2006-07 represents an overall increase of \$62,475 (5.2%) over the 2005-06 amended budget.

The Salaries & Benefits decrease of \$8,463 (-1.1%) reflects a reduction in regular salaries (\$13,838) and Health Insurance (\$18,792) due to new part-time employees replacing experienced ones. The part-time employees receive fewer benefits than the full-time employees who were replaced. Other changes are located in the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$21,271 (5.6%) reflects two adopted increased service level options for 2006-07: materials needed for water treatment and storage maintenance (\$20,000) and phone maintenance service (\$1,271).

The Capital Outlay increase of \$49,667 (135.3%) reflects four increased service level options: the installation of netting for pigeon abatement (\$14,000), the installation of a fire sprinkler system upgrade (\$7,000), a new Internet Information Server (\$2,199), and a portable gas power air compressor (\$1,200). The remainder of the increase comes from the CIP project to replace a line at Fifth Street. Only a portion of the expense for this project will be charged to the Water Supply program.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$1,271 in Supplies & Services provides for phone maintenance service.
- ◆ \$20,000 in Supplies & Services provides for water treatment and storage maintenance. Warranty periods are expiring and the costs of repairs or minor improvements need to be funded. The material and services are needed to maintain the large capital investment in the water treatment plants and reservoirs.
- ◆ \$14,000 in Capital Outlay provides for pigeon abatement. The acidic bird droppings cause excessive damage to buildings, automobiles, and machinery. Economic losses are significant due to the need to clean droppings, repair damage, and maintain safe working conditions. The many hours spent on cleanup are inefficient. Materials and labor will be provided to install netting material to seal in the roofline and sidewalls to prevent the birds from reaching roosting and nesting areas.
- ◆ \$7,000 in Capital Outlay improves fire sprinkler system. Upgrades in the system are needed to meet codes and provide better coverage. The upgrades will occur at 212 Broadway St. to the Vehicle Storage Building. Fire sprinklers will be installed under the mezzanine, in the storage room on the mezzanine, and at the outside canopy.
- ◆ \$1,200 in Capital Outlay provides for a portable gas power air compressor. The equipment will be kept on the service truck and used in the field for air tools. The air compressor will also perform general maintenance including dust removal, cleaning, and inflation. The item is portable and comes with certain accessories (hoses and tools).
- ◆ \$2,199 in Capital Outlay provides for a new Internet Information Server (IIS) for web site hosting. The new server and software will host the City of Woodburn web site. The equipment will allow for data collection from online forms as well as the ability to conduct eCommerce. The City would like to take advantage of technological advances by providing online forms to citizens.

Also requested, but not recommended for funding are the following increased service level options:

- ◆ \$2,000 in Capital Outlay to replace mower with new high production finish mower.

METER READING

DEPARTMENT: PUBLIC WORKS
 DIVISION: WATER
 FUND: WATER

PROGRAM DESCRIPTION

The Meter Reading program provides reading of residential, commercial, and industrial customers' meters, and maintenance and replacement of meters for water accounts. Specific functions include: testing, repairing and recalibrating water meters; servicing, repairing and replacing fire hydrant meters; conducting an industrial meter exchange, replacement, and repair program; and maintaining meter box lids.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	120,156	127,880	133,328	132,079	192,861	192,861	59,533	44.7%
Supplies & Services	40,942	50,558	63,144	62,044	63,144	63,144	0	0.0%
Capital Outlay		0	20,800	20,560	0	0	-20,800	-100.0%
TOTAL EXPENDITURE	161,098	178,438	217,272	214,683	256,005	256,005	38,733	17.8%

ADOPTED BUDGET

The Adopted Budget of \$256,005 for 2006-07 represents an overall increase of \$38,733 (17.8%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$59,533 (44.7%) reflects a reallocation of labor charged to this program, and an increase in the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services budget (\$63,144) remains unchanged in 2006-07 from the level established in 2005-06.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

None.

WATER MISCELLANEOUS

DEPARTMENT: PUBLIC WORKS
 DIVISION: WATER
 FUND: WATER

PROGRAM DESCRIPTION

This program provides for costs not identified with other programs in the Water Fund. These are largely insurance and interfund transfers.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Supplies & Services	31,366	52,486	72,371	70,491	84,405	91,881	19,510	27.0%
Transfers	850,000	333,000	333,975	333,975	338,000	338,000	4,025	1.2%
TOTAL EXPENDITURE	881,366	385,486	406,346	404,466	422,405	429,881	23,535	5.8%

ADOPTED BUDGET

The Adopted Budget of \$429,881 for 2006-07 represents an overall increase of \$23,535 (5.8%) over the 2005-06 amended budget.

The Supplies & Services increase of \$19,510 (27.0%) reflects increases in the Internal Rent rate (\$8,349), the General Liability account charge (\$4,000), and Information Services support (\$5,341). The increase in the Internal Rent rate accounts for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. The increase in the General Liability charge is because of market changes. The Information Service support increase is due to an increase in the number of PCs and printers assigned to this program. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

The Transfers increase of \$4,025 (1.2%) reflects an increase in transfers to the T & E fund (\$5,000). The transfer to the T & E Fund provides funding for programs including Public Works Administration, Engineering, and Vehicle Maintenance. The increase is partially offset by the elimination of transfer to the Information Services fund in 2005-06 (\$975) to support the fund's share of an increased service level option to upgrade the voicemail system. Transfers to the Equipment Replacement Fund (\$35,000) remain unchanged from levels established in 2005-06. Transfers to the Equipment Replacement Fund provides funding for current replacements, reserves for future replacements, and for unanticipated equipment failures.

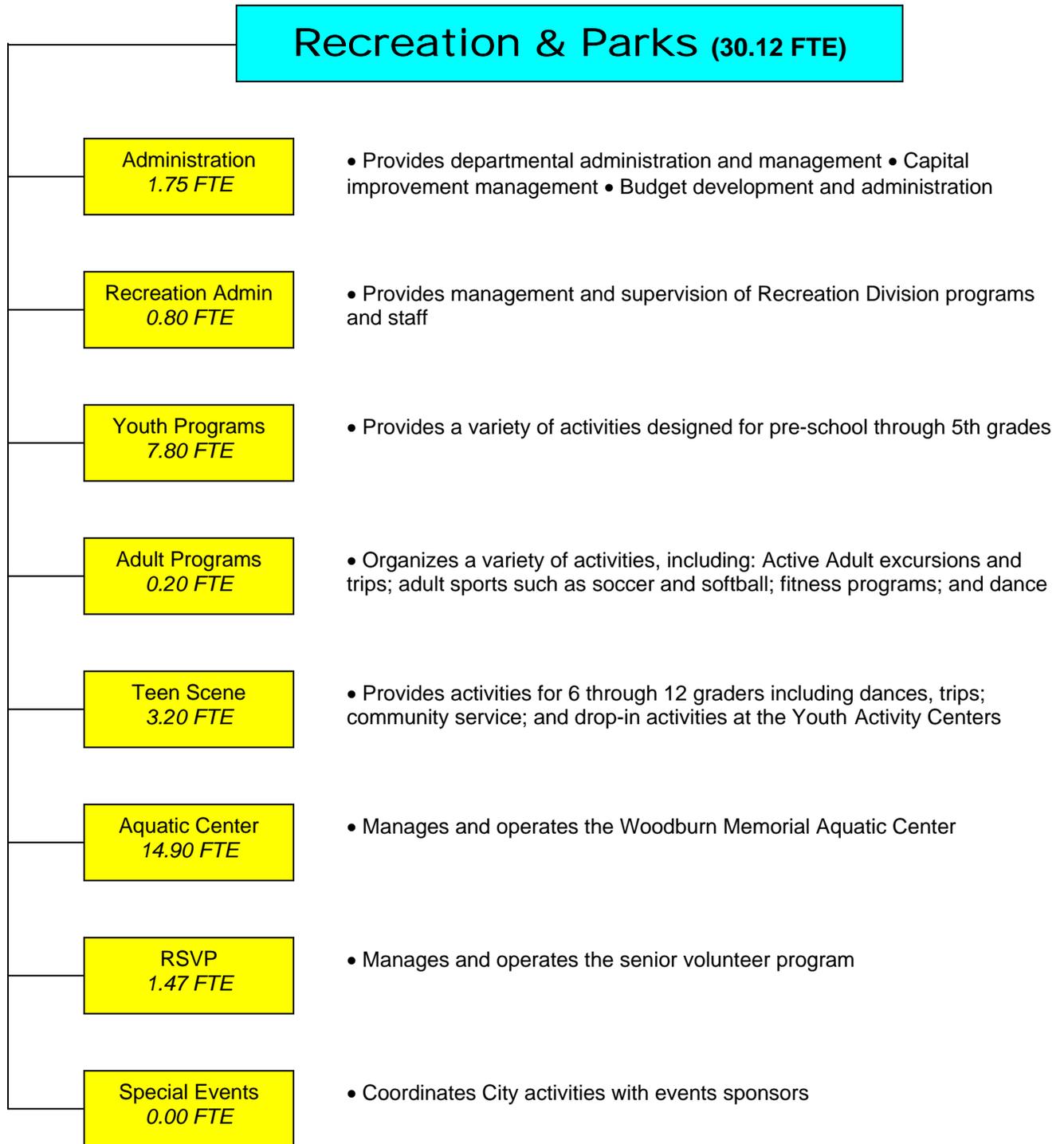
POLICY ITEMS

None.

RECREATION & PARKS



Department and Program Budgets for 2006-07



MISSION STATEMENT

The mission of the Recreation and Parks Department is to build a sense of spirit and pride in our culturally diverse community by providing quality services that encourage a healthy lifestyle and improve the safety and quality of life in our community.

The Department accomplishes this mission by supporting community recreation and parks activities through stewardship of public resources and a focus on community vision; providing opportunities for fun, fitness, competition and learning; promoting strong families through programming in prevention, involvement and health alternatives; providing our community with places of natural beauty, quiet contemplation, family activities, and community programs; facilitating skilled volunteers making a significant contribution through their services to the benefit of our community; and providing quality public service through teamwork.

CURRENT STATUS OF MAJOR OBJECTIVES FOR 2005-06

- ◆ Develop a site recommendation, site plan, building program, elevations, floor plan and construction estimates for the social and cultural components of the Community Center by August 15, 2005.

Status: The Recreation and Parks Department is finalizing a Request for Proposal for a pre-design consultant. This Objective should be completed by August 15, 2006.

- ◆ Complete a funding package to expand WMAC (recreation/fitness component of the Community Center) to replace the Woodburn Community Center by September 30, 2005. Complete construction documents by March 31, 2006. Break ground by June 1, 2006.

Status: Pending work to be completed by the pre-design consultant, the department will seek a Community Development Block Grant for this project by June 30, 2006. A complete funding package will be developed by September 30, 2006.

- ◆ In cooperation with the Woodburn Public Library, research and organize formation of a community foundation to assist with fund raising and become a 501-c-3 non-profit organization by March 31, 2006.

Status: Staff is currently assembling model charters for a non-profit. Additional effort will be given to completing this project by January 2007.

- ◆ Identify funding from non-general fund sources to continue Teen Scene activities by June 30, 2006.

Status: The Department has established a Police Activities League that has funded start up operations and funded programs through a grant from the NFL. Other funding

applications are now pending through General Mills, Edward Byrne Memorial Justice Grant Program and the U.S. DOJ “Weed & Seed” program.

- ◆ Achieve 50 percent cost recovery at WMAC through careful fee revisions and continued emphasis on special events and programming of newly acquired fitness equipment.

Status: Staff projects cost recovery at WMAC to be 43 percent in the 2005-06 FY.

MAJOR OBJECTIVES FOR 2006-07

- ◆ Develop a site recommendation, site plan, building program, elevations, floor plan and construction estimates for the social and cultural components of the Community Center by August 31, 2006.
- ◆ Complete a funding package to expand WMAC (recreation/fitness component of the Community Center) to replace the Woodburn Community Center by September 30, 2006. Complete construction documents by March 31, 2007. Break ground by June 1, 2007.
- ◆ Increase recreation services for adults by 15 percent by June 30, 2007.
- ◆ Identify and pursue non-general fund revenue sources to continue services for pre-teens and teens.
- ◆ Achieve 50 percent cost recovery at WMAC.

DEPARTMENT SUMMARIES

BY OBJECT CLASS

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	849,020	844,645	885,379	895,245	866,934	893,672	8,293	0.9%
Supplies & Services	263,554	362,900	428,686	405,258	413,535	415,945	-12,741	-3.0%
Capital Outlay	97	11,954	0	0	0	0	0	0.0%
Fund Balance	0	0	3,567	0	6,795	4,995	1,428	40.0%
TOTAL EXPENDITURE	1,112,671	1,219,499	1,317,632	1,300,503	1,287,264	1,314,612	-3,020	-0.2%

BY PROGRAM

Program	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Parks & Rec Admin	202,472	191,707	232,322	233,480	243,128	247,182	14,860	6.4%
Rec - Administration	89,186	93,287	63,185	67,072	87,823	91,825	28,640	45.3%
Rec - Youth Programs	175,907	223,211	245,742	239,065	246,324	247,347	1,605	0.7%
Rec - Adult Programs	7,264	5,924	26,783	27,023	36,251	35,226	8,443	31.5%
Rec - Teen Scene	76,142	88,669	79,878	91,249	0	0	-79,878	-100.0%
Aquatic Center	451,508	513,963	550,425	546,462	566,599	584,893	34,468	6.3%
RSVP	95,740	93,030	106,084	86,939	96,926	97,926	-8,158	-7.7%
Events	14,452	9,708	13,213	9,213	10,213	10,213	-3,000	-22.7%
TOTAL EXPENDITURE	1,112,671	1,219,499	1,317,632	1,300,503	1,287,264	1,314,612	-3,020	-0.2%

BY STAFFING LEVEL

Department	2003-04 FTE Budget	2004-05 FTE Budget	2005-06 FTE Budget	2006-07 FTE Adopted	Change (#)	Change (%)
Recreation & Parks	30.91	30.81	31.31	30.12	-1.19	-3.8%

ADMINISTRATION

DEPARTMENT: RECREATION & PARKS
 DIVISION: ADMINISTRATION
 FUND: GENERAL

PROGRAM DESCRIPTION

This program provides overall administration of the Recreation and Parks Department, including personnel and financial management. This includes acquisition, design, and development of parks and recreation facilities; review of park and facility plans for compliance with park and open space dedication requirements; and planning of capital improvement and community development programs. Administration also seeks outside funding to provide for parks and recreation activities, and supports the City’s Recreation and Parks Board, City Council, and other City departments.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	149,757	148,465	164,747	169,257	173,000	173,000	8,253	5.0%
Supplies & Services	52,715	43,242	67,575	64,223	70,128	74,182	6,607	9.8%
TOTAL EXPENDITURE	202,472	191,707	232,322	233,480	243,128	247,182	14,860	6.4%

ADOPTED BUDGET

The Adopted Budget of \$247,182 for 2006-07 represents an overall increase of \$14,860 (6.4%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$8,253 (5.0%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$6,607 (9.8%) reflects an increase in the Internal Rent rate (\$7,368) to account for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

DECREASED SERVICE LEVEL OPTIONS:

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$514 in Supplies & Services provides for phone maintenance service.

Requested, but not recommended for funding are the following increased service level options:

- ◆ \$7,731 in Capital Outlay for a Class Point of Sale System.

RECREATION ADMINISTRATION

DEPARTMENT: RECREATION & PARKS
 DIVISION: RECREATION
 FUND: GENERAL

PROGRAM DESCRIPTION

The Recreation Administration program is responsible for the management and supervision of Recreation Division programs and staff.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	74,697	76,277	49,503	53,390	66,722	70,724	21,221	42.9%
Supplies & Services	14,489	17,010	13,682	13,682	21,101	21,101	7,419	54.2%
TOTAL EXPENDITURE	89,186	93,287	63,185	67,072	87,823	91,825	28,640	45.3%

ADOPTED BUDGET

The Adopted Budget of \$91,825 for 2006-07 represents an overall increase of \$28,640 (45.3%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$21,221 (42.9%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Further increases reflect an increase in hours budgeted to this program. The labor increase is a result of shifting labor from Teen Scene to general divisional duties. These include establishing the 501.3.c Community Foundation and closer monitoring of subordinate field staff.

The Supplies & Services increase of \$7,419 (54.2%) reflects an increase in Information Services support (\$7,225). The Information Services support increase is due to an increase in the number of PCs and printers assigned to this program. Further changes reflect adjustments in program accounts and between Recreation programs based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

None.

YOUTH PROGRAMS

DEPARTMENT: RECREATION & PARKS
 DIVISION: RECREATION
 FUND: GENERAL

PROGRAM DESCRIPTION

Youth Programs includes a variety of activities designed for pre-school through 5th grades. Activities funded through this program include After School Club, youth sports, performing arts activities and child development classes. Funding for these activities is derived from the General Fund and participation fees.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	126,646	145,578	159,172	167,736	172,410	192,471	33,299	20.9%
Supplies & Services	49,261	77,633	86,570	71,329	73,914	54,876	-31,694	-36.6%
TOTAL EXPENDITURE	175,907	223,211	245,742	239,065	246,324	247,347	1,605	0.7%

ADOPTED BUDGET

The Adopted Budget of \$247,347 for 2006-07 represents an overall increase of \$1,605 (0.7%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$33,299 (20.9%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. The increase also reflects an increase in hours budgeted to this program. The figures represent an increase in the current demand for services and per participant standards for supervision.

The Supplies & Services decrease of \$31,694 (-36.6%) reflects the elimination of one-time expenditures in 2005-06 related to expanded youth recreation activities (\$12,656). Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

None.

ADULT PROGRAMS

DEPARTMENT: RECREATION & PARKS
 DIVISION: RECREATION
 FUND: GENERAL

PROGRAM DESCRIPTION

Adult Programs provides a variety of activities, including: Active Adult excursions and trips; adult sports such as soccer and softball; fitness programs; and dance. The General Fund and participation fees fund these activities.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	4,235	4,585	13,483	13,723	18,231	20,906	7,423	55.1%
Supplies & Services	3,029	1,339	13,300	13,300	18,020	14,320	1,020	7.7%
TOTAL EXPENDITURE	7,264	5,924	26,783	27,023	36,251	35,226	8,443	31.5%

ADOPTED BUDGET

The Adopted Budget of \$35,226 for 2006-07 represents an increase of \$8,443 (31.5%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$7,423 (55.1%) reflects an increase in part-time salaries (\$15,773) partially offset by a decrease in the temporary account (\$11,200). This is due to a reclassification of labor charged to this program. The transition from temporary to part-time has led to an increase in the estimated cost of the currently authorized staffing level, including scheduled salary step advancements, adjustments to intragovernmental service charges, and changes in employee benefit costs discussed on pages 42-44 of the budget document.

The Supplies & Services increase of \$1,020 (7.7%) reflects purchases on trophies used for leagues (\$1,220) and an increase in referee payments (\$3,500). The expansion of the program has created an increased demand for current services.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

None.

TEEN SCENE

DEPARTMENT: RECREATION & PARKS
 DIVISION: RECREATION
 FUND: GENERAL

PROGRAM DESCRIPTION

The Teen Scene program was organized to benefit youth grades 6 through 12. Activities included: dances, outings, and trips; community service; and drop-in activities at the Youth Activity Centers located at Legion and Settlemier Parks. Teen Scene activities were primarily funded through grants and user fees. Facilities costs were supported by the General Fund.

Availability of grant funding is uncertain for 2006-07.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	74,170	78,859	64,837	76,208	0	0	-64,837	-100.0%
Supplies & Services	1,972	4,826	15,041	15,041	0	0	-15,041	-100.0%
Capital Outlay	0	4,984	0	0	0	0	0	0.0%
TOTAL EXPENDITURE	76,142	88,669	79,878	91,249	0	0	-79,878	-100.0%

ADOPTED BUDGET

No money is budgeted for Teen Scene in 2006-07

POLICY ITEMS*DECREASED SERVICE LEVEL OPTIONS:*

- ◆ Eliminating this program results in cost avoidance of \$65,247: \$58,906 in Salaries & Benefits and \$6,341 in Supplies & Services. The program was initiated as a grant funded program; funding expired in September 2005. Although the program was allowed to continue through June 30, 2006, Council budget guidance for fiscal year 2005-06 directed the department to find alternate funding to continue the program. Alternate grant sources were not identified, and the program is terminated.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

None.

AQUATIC CENTER

DEPARTMENT: RECREATION & PARKS
 DIVISION: AQUATIC CENTER
 FUND: GENERAL

PROGRAM DESCRIPTION

This program manages and operates the Woodburn Memorial Aquatic Center. Activities offered to the public include swim lessons, drop-in Open Swims, water fitness, special events and special training programs. The program also provides pool use for several local high school swim programs, including Woodburn, North Marion, and Gervais High Schools, and for the Woodburn Barracudas, Woodburn's AAU swim club.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	326,175	306,729	342,095	338,632	354,884	354,884	12,789	3.7%
Supplies & Services	125,236	200,264	208,330	207,830	211,715	230,009	21,679	10.4%
Capital Outlay	97	6,970	0	0	0	0	0	0.0%
TOTAL EXPENDITURE	451,508	513,963	550,425	546,462	566,599	584,893	34,468	6.3%

ADOPTED BUDGET

The Adopted Budget of \$584,893 for 2006-07 represents an overall increase of \$34,468 (6.3%) over the 2005-06 amended budget.

The Salaries & Benefits increase of \$12,789 (3.7%) reflects the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs. Further increases reflect additional funds used to reimburse the Water Division for labor provided for Aquatic Center maintenance (\$12,000).

The Supplies & Services increase of \$21,679 (10.4%) reflects increases in Building Repair and Maintenance (\$12,000) and the Internal Rent rate (\$10,511). The increase in the Internal Rent rate to account for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS*DECREASED SERVICE LEVEL OPTIONS:*

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$12,000 in Salaries & Benefits reimburses the Water Division for maintenance work accomplished at the Aquatic Center. The maintenance room at the Aquatic Center that treats and monitors pool water was assigned to the Water Division. Approximately 400 hours were spent in 2005-06 on this maintenance activity. At a rate of \$30 per hour, the Water Division will be reimbursed \$12,000 from the General Fund for the Aquatic Center maintenance.

RSVP

DEPARTMENT: RECREATION & PARKS
 DIVISION: RSVP
 FUND: RSVP

PROGRAM DESCRIPTION

This program creates meaningful opportunities for persons 55 years of age or older to participate more actively in their community through volunteer services. The Retired Senior Volunteer Program recruits program participants, develops volunteer work sites, coordinates fund raising activities, and orients volunteers. The program is funded with a grant from the Corporation for National Service and requires a 30% match from the City's General Fund. 2006-07 grant funding totals \$57,041 from the federal government, and \$7,000 in State funding. General Fund support of the program is currently estimated at \$28,890, providing for a 31% match.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	85,677	83,019	91,542	76,299	81,687	81,687	-9,855	-10.8%
Supplies & Services	10,063	10,011	10,975	10,640	8,444	11,244	269	2.5%
Fund Balance	0	0	3,567	0	6,795	4,995	1,428	40.0%
TOTAL EXPENDITURE	95,740	93,030	106,084	86,939	96,926	97,926	-8,158	-7.7%

ADOPTED BUDGET

The Adopted Budget of \$97,926 for 2006-07 represents an overall decrease of \$8,158 (-7.7%) from the 2005-06 amended budget.

The Salaries & Benefits decrease of \$9,855 (-10.8%) reflects decreases in part-time salaries (\$4,463) and Health Insurance (\$6,919). This reflects a full year's savings of a reduction in the amount of weekly hours for the part-time employee from 19 to 12 instituted during 2005-06, and self-initiated decreases in health benefit costs associated with the Director's coverage. The decreases are partially offset by the estimated cost of the currently authorized staffing level, including salary step advancements, changes in employee benefits as discussed on pages 42-44 of the budget document, and adjustments to intragovernmental services charges based on time charged to and from this program to and from other programs.

The Supplies & Services increase of \$269 (2.5%) reflects minor adjustments in accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Fund Balance of \$4,995 reflects funding reserved in the PERS Reserve account for the program.

POLICY ITEMS

None.

SPECIAL EVENTS

DEPARTMENT: RECREATION & PARKS
 DIVISION: SPECIAL EVENTS
 FUND: GENERAL

PROGRAM DESCRIPTION

Events was established as a separate program in 2001-2002, and supported the City's costs of planning, coordinating, and delivering activities and special events that showcase the culture, history, and traditions of the Woodburn area to residents and visitors. City sponsored or supported events have included the Woodburn Tulip Festival, 4th of July and Christmas celebrations, Dia de los Muertos, the Berry Festival, and other similar activities. Events also produced the City's employee recognition program. Based on City Council policy, emphasis in Events has shifted from promotion to facilitation, or participation in events produced by other entities on behalf of the City. Responsibility for Events was transferred in March 2003 to the Recreation and Parks Department. The City will play a limited role in other events such as 4th of July and September 16th celebrations, consistent with the Council's current goals. Events support has taken the form of providing locations and minimal grounds staff time, covering insurance costs, and paying for the Fourth of July fireworks display. The Recreation and Parks Department will continue to produce sports events and Christmas tree lighting festivities, and address the City's participation in other community events as time, funding, and Council policy will allow.

A portion of Events funding is provided by the City's share of that portion of the Transient Occupancy Tax (TOT) dedicated to tourism and economic development. The City's remaining share of TOT funding is currently used to support economic development activities conducted by the Community Development Department.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Salaries & Benefits	7,663	1,133	0	0	0	0	0	0.0%
Supplies & Services	6,789	8,575	13,213	9,213	10,213	10,213	-3,000	-22.7%
TOTAL EXPENDITURE	14,452	9,708	13,213	9,213	10,213	10,213	-3,000	-22.7%

ADOPTED BUDGET

The Adopted Budget of \$10,213 for 2006-07 represents an overall decrease of \$3,000 (-22.7%) from the 2005-06 amended budget.

No Salaries & Benefits are budgeted for 2006-07.

The Supplies & Services decrease of \$3,000 (-22.7%) reflects a decrease in the amount of resources needed for this program.

No Capital Outlay is budgeted for 2006-07.

POLICY ITEMS

None.

NON-DEPARTMENTAL



Program Budgets for 2006-07

NON-DEPARTMENTAL

DEPARTMENT: NON-DEPARTMENTAL
 FUND: GENERAL

PROGRAM DESCRIPTION

This program provides for City expenses, which cannot be properly charged to particular departments or programs, and for transfers from the General Fund to programs in other funds. The Services charged to this program include General Fund costs for the citywide telephone system, elections, consultants for technical services, and the annual audit. This program also supports fee for services contracts for economic development and tourism services, and the cost of membership in the League of Oregon Cities.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Supplies & Services	113,119	123,131	151,700	132,000	141,000	152,835	1,135	0.7%
Transfers	385,077	381,162	509,044	539,044	327,507	478,020	-31,024	-6.1%
TOTAL EXPENDITURE	498,196	504,293	660,744	671,044	468,507	630,855	-29,889	-4.5%

ADOPTED BUDGET

The Adopted Budget of \$630,855 for 2006-07 represents an overall decrease of \$29,889 (-4.5%) from the 2005-06 amended budget.

The Supplies & Services increase of \$1,135 (0.7%) reflects an increase in the internal rent rate (\$11,835) to account for increases in electrical and natural gas rates, COLAs, and step increases for the custodial staff charged to departments through the Building Maintenance budget. This increase is partially offset by a decrease in the human resources account (\$10,000). Changes further reflect minor adjustments in other accounts based on spending trends in 2005-06 and anticipated need in 2006-07.

The Transfers decrease of \$31,024 (-6.1%) reflects seven adopted increased service level options requiring transfers to the General Fund CIP Fund: \$2,000 to restore the interior of the museum, \$5,000 to repair a leak in the museum exterior wall and repair damage, \$27,382 to replace the Aquatic Center electrical service panel, \$16,000 to provide for the replacement of Aquatic Center lighting, \$55,000 to finance the resurfacing of the swimming pool, \$7,735 to replace a five-year old network server, and \$4,396 for the purchase of an Internet Information Server (IIS).

Transfers also reflect General Fund support for adopted increased service level options in Special Assessment. A transfer of \$32,000 to the Special Assessment Fund provides funding for the paving of Tout Street.

POLICY ITEMS*DECREASED SERVICE LEVEL OPTIONS:*

None.

INCREASED SERVICE LEVEL OPTIONS (ADOPTED):

- ◆ \$2,000 in Transfers to the General Fund CIP restores the interior museum.
- ◆ \$5,000 in Transfers to the General Fund CIP to repair a leak in a museum exterior wall and to repair restroom damage caused by a leak.
- ◆ \$27,382 in Transfers to the General Fund CIP to replace the Aquatic Center electrical service panel that no longer meets code.
- ◆ \$16,000 in Transfers to the General Fund CIP provides for the replacement of Aquatic Center lighting. The existing lighting does not meet building code specifications.
- ◆ \$55,000 in Transfers to the General Fund CIP finances the resurfacing of the swimming pool. This option has a ten-year life and, based on present value analysis, is deemed to be more economical than the fifteen-year, \$70,000 option.
- ◆ \$7,735 in Transfers to the General Fund CIP replaces a five-year old network server.
- ◆ \$4,396 in Transfers to the General Fund CIP provides for the purchase of an Internet Information Server (IIS). This will allow the City to conduct e-commerce.
- ◆ \$32,000 in Transfers to the Special Assessment Fund for the City's portion of paving of one gravel street, Tout Street.

GENERAL OPERATING RESERVE

DEPARTMENT: NON-DEPARTMENTAL
 DIVISION: GEN OP. RESERVE FUND
 FUND: GEN OP. RESERVE FUND

PROGRAM DESCRIPTION

This program is also known as the Marion County Loss Sinking Fund, and was originally established after a successful legal action taken against Marion County when they incurred a large investment loss in the early 1980's. This budget is a reserve, in addition to the Fund Balance budget, for unforeseen circumstances and/or future needs.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Transfers	0	0	0	0	0	200,000	200,000	0.0%
Fund Balance	0	213,000	216,000	216,000	226,000	26,000	-190,000	-88.0%
TOTAL EXPENDITURE	0	213,000	216,000	216,000	226,000	226,000	10,000	4.6%

ADOPTED BUDGET

The Adopted Budget of \$216,000 for 2006-07 represents an overall increase of \$3,000 (1.4%) over the 2005-06 amended budget.

The Fund Balance decrease of \$190,000 (-88.0%) reflects the accumulation of interest in 2005-06, and anticipated interest earnings in 2006-07.

POLICY ITEMS

None.

GENERAL FUND BALANCE

DEPARTMENT: NON-DEPARTMENTAL
 DIVISION: FUND BALANCE
 FUND: GENERAL

PROGRAM DESCRIPTION

Fund balance represents amounts available in the General Fund when annual revenues exceed annual expenditures. Fund balance varies from year to year, and is used to augment revenues to support expenditures, or is maintained in contingencies and reserves for unforeseen circumstances or anticipated future needs.

In each of the past six years, the Budget Committee has by policy set a target of ten percent (10%) of General Fund operating costs. The actual amount has varied slightly above or below 10% to reflect policy choices and balancing adjustments. This is a prudent reserve, and follows the policy set for 1999-00 through 2005-06.

PROGRAM FINANCIAL SUMMARY

Object Class	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
Fund Balance	-6,103	0	1,597,555	1,653,493	1,795,419	1,598,929	1,374	0.1%
TOTAL EXPENDITURE	-6,103	0	1,597,555	1,653,493	1,795,419	1,598,929	1,374	0.1%

ADOPTED BUDGET

The Adopted Budget of \$1,598,929 for 2006-07 represents an overall increase of \$1,374 (0.1%) over the 2005-06 amended budget.

Included in the Fund Balance are Contingencies of \$916,149, which is 10.4 percent of the General Fund operating budget.

POLICY ITEMS

None.

CAPITAL IMPROVEMENT PROGRAM



2006-07 ADOPTED ANNUAL PROGRAM BUDGET

CAPITAL IMPROVEMENT PROGRAM SUMMARY

The six-year capital improvement program (CIP) estimates spending on capital projects (infrastructure construction) for the years 2006-07 through 2011-12. The CIP is updated annually and is a component of the annual budget. Appropriations for 2006-07 are included in the adopted capital budgets.

The projects included here do not represent all of Woodburn's improvement needs, only the most pressing needs at the present time, as recommended by the department heads and staff. It is fully expected that upon annual review in successive years the list will grow, and priorities will be changed to meet then-current needs and conditions.

#	Fund Title	2003-04 Expended	2004-05 Expended	2005-06 Amended	2005-06 Yr End Est.	2006-07 Baseline	2006-07 Adopted	Change (\$)	Change (%)
135	State Revenue Sharing	109,376	161,004	311,897	169,043	229,715	317,854	5,957	1.9%
169	City Gas Tax	8,670	15,650	533,561	364,000	381,738	293,561	-240,000	-45.0%
336	Economic Development	36,085	75,424	259,583	34,757	259,583	237,115	-22,468	-8.7%
358	General Fund CIP	877,452	831,787	453,808	268,550	97,491	528,971	75,163	16.6%
360	Special Assessment	625,795	365,751	677,237	17,000	582,000	677,225	-12	0.0%
363	Street/Storm Cap. Improv	365,115	809,692	3,098,923	1,116,700	1,750,721	2,960,502	-138,421	-4.5%
364	Parks Cap. Improvement	0	36,900	977,499	90,000	943,000	944,499	-33,000	-3.4%
376	Transp. Impact Fee	3,156,050	96,500	6,205,029	300,000	5,885,412	6,465,029	260,000	4.2%
377	Storm Water SDC	14,509	167,145	1,003,654	24,000	944,839	1,040,654	37,000	3.7%
378	PW Facility Expansion	3,278	12,080	30,867	3,478	30,876	28,389	-2,478	-8.0%
461	Sewer Cap. Development	47,860	48,715	136,772	55,102	106,089	100,424	-36,348	-26.6%
465	Sewer Construction	2,638,126	2,701,760	3,372,183	2,163,015	3,063,331	3,847,896	475,713	14.1%
466	Water System Const.	11,271,282	5,042,090	4,577,982	1,498,311	3,327,601	4,694,017	116,035	2.5%
474	Water System Develop.	0	168,497	1,660,867	477,982	1,087,885	1,472,572	-188,295	-11.3%
475	Sewer System Develop.	0	853,919	1,658,344	593,518	1,747,397	1,363,826	-294,518	-17.8%
TOTAL		19,153,598	11,386,914	24,958,206	7,175,456	20,437,678	24,972,534	14,328	0.1%

The six-year plan proposes projects totaling \$104,979,957. Street improvements total \$60,759,702; water improvements total \$1,699,000; sewer improvements total \$37,554,000; Parks improvements total \$386,550; Police Construction improvements total \$4,366,355; and other General Fund projects total \$214,350.

Project costs for fiscal years 2006-07 to 2011-12 are estimated at current values. Actual cost will depend on variables including the timing of projects, contractor availability, modifications to the scope of projects, and the future value of money. Projects designated to be funded from the General Fund are done so within the limits of resources in that Fund.

The criteria used to develop the CIP are as follows:

- ❖ Accommodate future growth;
- ❖ Resolve known or predictable problems;
- ❖ Upgrade major deteriorated portions of infrastructure; and

❖ Improve level of service to the public.

Projects to be completed in 2006-07 total \$14,477,454. Of that amount, SDC's will fund \$2,369,000 of parks, water, sewer, street, and storm projects. Utility rates will finance \$785,000 of water and sewer projects. Of the remaining projects, \$4,366,355 will be supported by the Police Facility General Obligation Bond, \$339,382 will be supported by the General Fund, \$755,795 by franchise fees, \$686,005 by gas tax, \$320,000 by special assessments, \$1,584,000 by Urban Renewal, and \$3,271,917 by grants and loans.

CAPITAL IMPROVEMENT PROGRAM: 2006-07 THROUGH 2011-12

No	Project	Revenue Source	2006 -07	2007 -08	2008 -09	2009- 10	2010 -11	2011- 2012	Total
General Fund Capital Improvement Program									
Other Programs									
1	Museum Interior	General Fund CIP	2,000						2,000
2	Museum Exterior Wall and Restroom Repair	General Fund CIP	5,000						5,000
3	Library Entrance Area Carpet	General Fund CIP		3,850					3,850
4	Library Window Replacement – Phase 2	General Fund CIP		3,500					3,500
5	Legion Park Road to Park Avenue	General Op. Reserve	200,000						
6	Police Facility	Police Construction	4,366,355						4,366,355
Total Other Programs			4,573,355	7,350	0	0	0	0	4,580,705
Aquatic Center									
1	Aquatic Center Main Electrical Panel	General Fund CIP	27,382						27,382
2	Exterior Painting of Aquatic Center	General Fund CIP		8,000					8,000
3	Sauna Wood Interior Replacement	General Fund CIP		1,900					1,900
4	Pool Lighting Replacement	General Fund CIP	16,000						16,000
5	Pool Resurfacing	General Fund CIP	55,000						55,000
Total Aquatic Center			98,382	9,900	0	0	0	0	108,282
Recreational Facilities									
1	Hermanson Pond Design and Improvement	WHP Grant	45,000						45,000
2	Greenway Construction	Grants/Donations	78,000						78,000
3	Comprehensive Plan Revision	Parks SDCs	15,000						15,000
4	Woodburn Community Center	Parks SDCs	45,000						45,000
5	Pump House for Centennial Park Irrigation Well	General Fund CIP		3,468					3,468
6	Settlemier Ballfield Lighting Upgrade	General Fund CIP		55,000					55,000
7	Settlemier Park Irrigation Phase 2	General Fund CIP		5,000					5,000
8	Settlemier Park Electrical Phase 2	General Fund CIP		25,000					25,000
9	Settlemier Backstop Fence Repair	General Fund CIP		6,800					6,800
Total Parks Maintenance			183,000	95,268	0	0	0	0	278,268
Total General Fund CIP			4,854,737	112,518	0	0	0	0	4,967,255

No	Project	Revenue Source	2006 -07	2007 -08	2008 -09	2009- 10	2010 -11	2011- 2012	Total
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Public Works Capital Improvement Program

Street Resurfacing: State Roadway Systems

1	Boones Ferry/Settlemer/Hwy 214 Intersection*	TIF/ODOT	612,000						612,000
2	Highway 214 Sidewalk - Landscape Upgrade	ODOT/CIP	25,000						25,000
3	Highway 214 Sidewalk - Phase 2 (Local Share \$25,000)	ODOT Grant/SRS	150,000	355,550					505,550
4	Highway 214 Sidewalk - Phase 2 Landscape	ODOT Grant/SRS/TIF		33,000					33,000
5	Highway 214 Sidewalk - Phase 3 (Local Share \$90,000)	ODOT Grant/TIF	88,000	250,000	542,000				880,000
6	Highway 214 Sidewalk - Phase 3 Landscape				43,000				43,000
7	I-5 Interchange Woodland West of Broughton	ODOT/TIF	2,000,000	2,000,000			16,000,000	16,000,000	36,000,000
8	Hwy 214 Widening Environmental Assmt West of Broughton to Park	ODOT/Urb Ren		300,000	400,000			9,000,000	9,700,000
Total State Roadway System			2,875,000	2,938,550	985,000	0	16,000,000	25,000,000	47,798,550

* Project bid to be let by ODOT.

Street Improvements: Major Upgrades

1	Country Club Rd								
	A. Undergrounding	CIP/SpAsmt	187,500						187,500
	B. Street	TIF/SpAs/CIP/Dev/Gas	235,000						235,000
2	Hwy 214 to Front St. Conn. (study)	UrbRen/ODOT/St. CIP	75,000	130,000	200,000	1,800,000			2,205,000
3	Front St Undergrounding								
	A. Front St.: Cleveland to Hardcastle and Alley: Garfield - Cleveland	UrbRen	720,000						720,000
	B. N. Front: Hardcastle-N Highway 214	UrbRen	350,000						350,000
4	Front Street Street Improvements								
	A. N. Front - Cleveland to Hardcastle Streetscape	UrbRen/Gas Tax/ Econ Dev/CIP	380,000						380,000
	B. N. Front St.: Hardcastle - Hwy 214	UrbRen/Street CIP/ Gas Tax		850,000					850,000
	C. N. Front St:Hwy 214 to UGB	St. CIP/TIF/Sp Asmt			200,000	500,000	1,100,000		1,800,000
5	Hardcastle/Railroad Realignment	St. CIP/TIF/Other		200,000					200,000
6	W. Hayes: Settlemer to Cascade	St. CIP/TIF		100,000	364,000				464,000
7	Evergreen Rd: connect to Parr Rd	Developer/TIF		475,000	475,000				950,000
8	Alley: Garfield - Cleveland	Str CIP/SpAs/Gas Tax	163,000						163,000
9	Cleveland - widen First to Second	St. CIP/SRS	94,000						94,000
10	N. Woodland: Camas - Stevens	St. CIP/Sp Asmt			50,000				50,000
11	Fifth St: north of Harrison	St. CIP/Sp Asmt			300,000				300,000
12	Harrison:Settlemer to 7th	Gas Tax	35,000						35,000
13	Harrison:7th to Front	Gas Tax		435,000					435,000
		Sp Asmt/Gas Tax							
14	Hayes: Front to 2nd	SRS/Other	110,000	110,000					220,000
15	Ogle Street/S.Boones Ferry Road Int.	St. Storm CIP	15,000	40,000					55,000

No	Project	Revenue Source	2006 -07	2007 -08	2008 -09	2009- 10	2010 -11	2011- 2012	Total
Public Works Capital Improvement Program									
16	<u>Miscellaneous Modifications</u>								
	A. Pedestrian Movements								
1.	Brown St Walkway 0.5 City/0.5 Developer	Str CIP			20,000				20,000
2.	Safety Sidewalk Construction/ADA	St. CIP/SRS	15,000	15,000	15,000	15,000	15,000	15,000	90,000
3.	Lawson Hwy 214 Vicinity	SRS		50,000					50,000
4.	Safety signal	St. CIP							
	N. BoonesFerry @ Henrys Farm	SRS	26,400						26,400
	Hayes @ Cozy Lane	SRS	13,200	13,200					26,400
	Hardcastle @ Park Ave.	SRS	27,700						27,700
	B. Intersections								
1.	Hayes/Bottle/Settlemer	St.CIP/Water Const/Gas	271,000	111,000					382,000
2.	Settlemer/W. Lincoln	St. CIP	35,000						35,000
	C. Misc. Capacity Improvements								
	Major Upgrades Total	TIF	35,000	35,000	35,000	35,000	35,000	35,000	210,000
			2,787,800	2,564,200	1,659,000	2,350,000	1,150,000	50,000	10,561,000

Street Resurfacing: Gravel Streets*

1	Tout Street	SRS,CIP, GF, SpAsmt	142,000						142,000
2	Wilson Street	SRS,CIP, GF, SpAsmt		82,277					82,277
3	Alexandra Street	SRS,CIP, GF, SpAsmt			78,000				78,000
4	Elm Street	SRS,CIP, GF, SpAsmt				50,000			50,000
5	Church Street, 1st to 2nd	SRS,CIP, GF, SpAsmt					55,000		55,000
6	Yew Street, 2nd to 3rd	SRS,CIP, GF, SpAsmt						52,000	52,000
7	Brown Street	SRS,CIP, GF, SpAsmt							
	Total Gravel Streets		142,000	82,277	78,000	50,000	55,000	52,000	459,277

*List is not complete. Paving of all gravel streets will require expenditure of about \$2.0 Million more than "total" indicated at right.

Street Maintenance & Restoration: Poor Streets - 1-1/2" Lift "C" Mix*

1	Garfield St: Alley to 2nd, 500 ft.	Gas Tax/SRS/St Fund	15,000						15,000
2	Arthur St: Front to First	Gas Tax/SRS/St Fund	20,000						20,000
3	Arthur St: Third to Settlemer	Gas Tax/SRS/St Fund	15,000						15,000
4	Grant, Front to First	Gas Tax/SRS/St Fund	30,000						30,000
5	Oak St: Front to Settlemer	Gas Tax/SRS/St Fund	48,000						48,000
6	Micellaneous Repair	Gas Tax/SRS/St Fund		30,000	30,000	30,000	30,000	30,000	150,000
7	Quinn Road	Gas Tax/SRS/St Fund		112,000					112,000
8	Walton Way	Gas Tax/SRS/St Fund		65,000					65,000
9	Dellmoor Way	Gas Tax/SRS/St Fund		71,000					71,000
10	Brown Street, Pvmt Rest (1/2 cost)	Gas Tax/SRS/St Fund		50,000					50,000
11	Brown Street: Cleveland to Wilson	Gas Tax/SRS/St Fund	104,000						104,000
12	Miscellaneous Street Resurfacing	Gas Tax/SRS/St Fund			150,000	150,000	150,000	150,000	600,000
	Street Maintenance & Restoration Total		232,000	328,000	180,000	180,000	180,000	180,000	1,280,000

* Listed Projects may move to Major Upgrade category at time of construction.

No	Project	Revenue Source	2006 -07	2007 -08	2008 -09	2009- 10	2010 -11	2011- 2012	Total
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Public Works Capital Improvement Program

Street Preventative Maintenance: Fair Streets - 3/4" to 1" Lift "D" Mix*

1	First St. - Cleveland to Harrison	Gas Tax/SRS/St Fund	50,000						50,000
2	Second Street - Oak to Harrison	Gas Tax/SRS/St Fund	45,000						45,000
3	Elana Dr. (South)	Gas Tax/SRS/St Fund	13,175						13,175
4	Brandywine Ct.	Gas Tax/SRS/St Fund	14,639						14,639
5	Kelwona Ct.	Gas Tax/SRS/St Fund	16,103						16,103
6	Kelwona St.	Gas Tax/SRS/St Fund			21,958				21,958
7	Miscellaneous Street Resurfacing	Gas Tax/SRS/St Fund		100,000	100,000	100,000	100,000	100,000	500,000
Street Preventative Maintenance Total			138,917	100,000	121,958	100,000	100,000	100,000	660,875

*Listed Projects may move to Poor Streets category at time of construction.

Water: Water System Construction

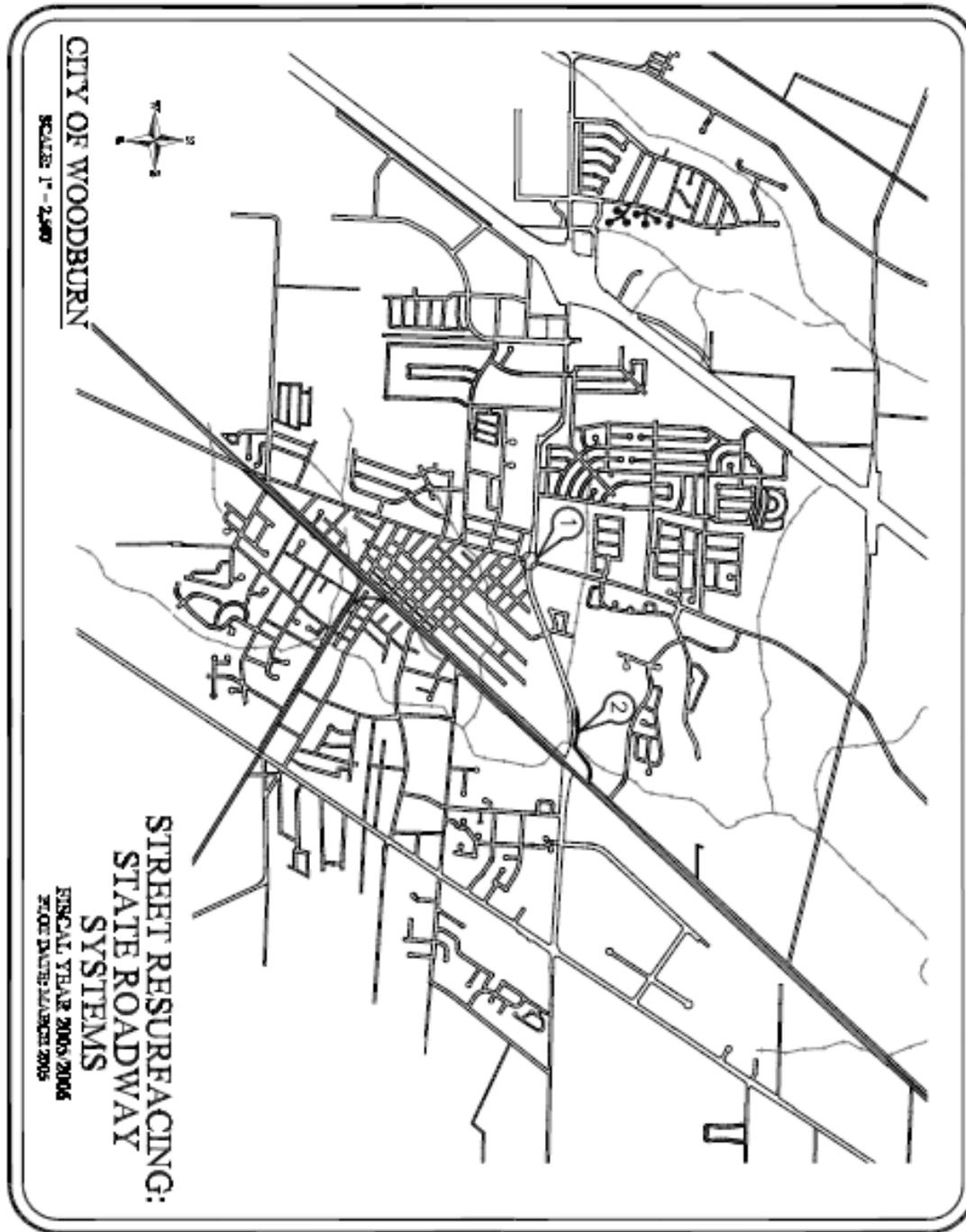
1	Hwy. 214 widening	Water Fund			100,000				100,000
2	Laurel Avenue (replace line)	Water Const/SDC	143,000						143,000
3	Hwy. 99E: Tomlin to Laurel	Water Const	52,000						52,000
4	Hwy. 99E: Laurel to Aztec	Water Const	74,000						74,000
5	99E at Silverton Road (bore)	Water Fund/SDC		110,000					110,000
6	N. First Street/N. Second (loop)	Water Const	38,000						38,000
7	N. Fifth Street (replace line)	Water Fund/Wtr Const	131,000						131,000
8	Hwy. 214 at Mill Creek Bore & Loop Line	Water Const/SDC	199,000						199,000
9	Hwy. 99E: Blaine to Aztec	Water Fund/SDC		44,000					44,000
10	Hwy. 99E: Blaine to Lincoln	Water Fund/SDC		66,000					66,000
11	99E South (New Line)	Water Fund/SDC				132,000			132,000
12	Hazelnut Dr. - Replace Bridge Line	Water Fund		55,000					55,000
13	Parr Road to Evergreen Loop	Dev./Wtr Const/SDC	170,000	170,000					340,000
14	Final Finishing Upgrades at Tmt. Plants	Water Const	100,000						100,000
15	Remove Small Water Tank	Water Const	75,000						75,000
16	Misc. Capacity Improvements	Water SDC	40,000						40,000
Water System Reconstruction Total			1,022,000	445,000	100,000	132,000			1,699,000

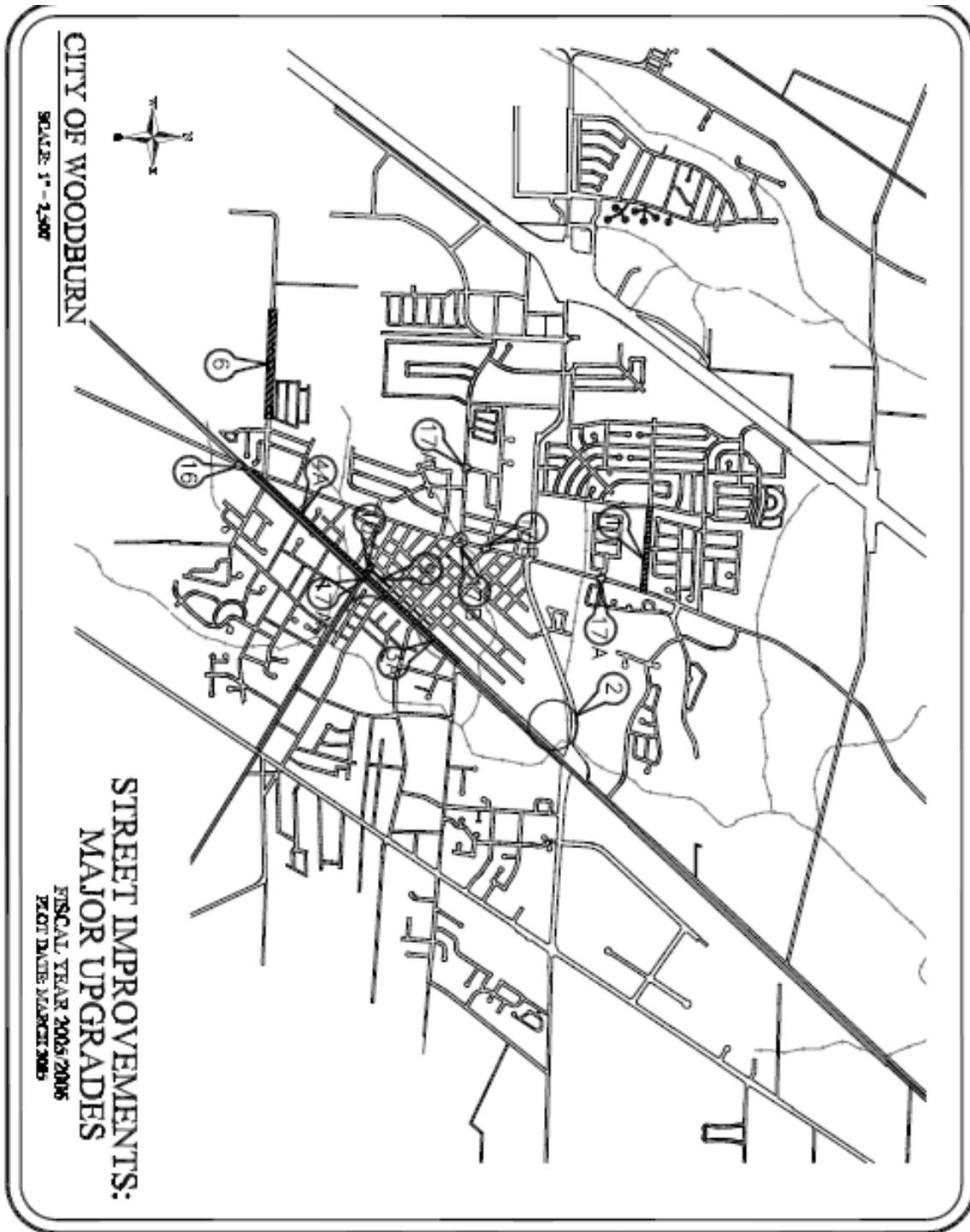
Wastewater: Treatment Plant

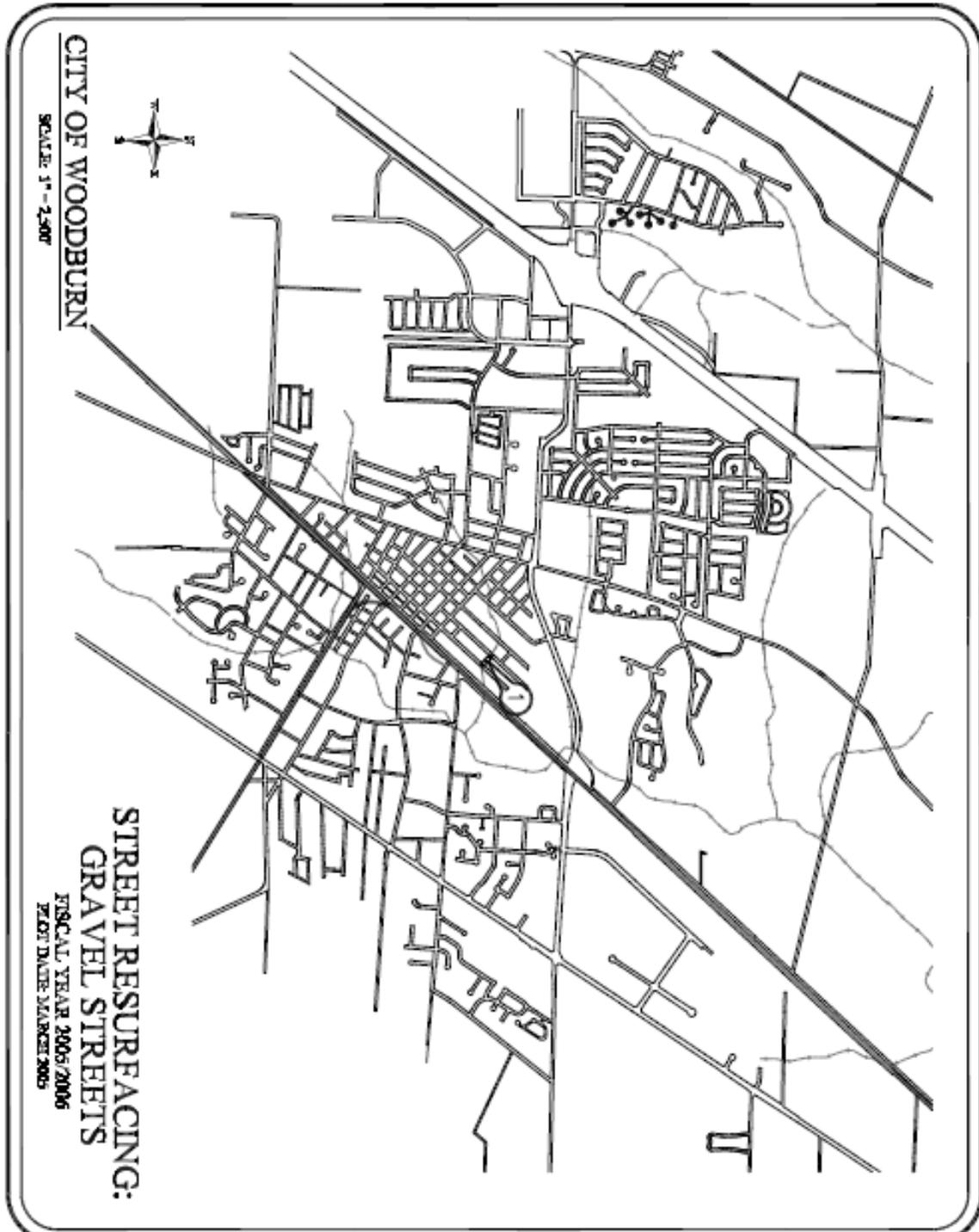
1	Storm Water Treatment Impvts	Sewer Const	15,000	250,000					265,000
2	Temp/Ammonina/pH Compliance Design/Const	SRF	540,000	2,500,000		500,000	3,500,000		7,040,000
3	LS Alarm/Power & Control Upgrade	Sewer Const	107,000						107,000
4	FSL Dredge Installation	SRF	180,000						180,000
5	Pilot Poplar Harvest & Replant/Drainage	Sewer Const	60,000						60,000
6	Facility Plan Update -- Phase II	SRF	300,000	100,000					400,000
7	Design 2.1-2.3				1,900,000				1,900,000
8	2.1 Effluent Upgrade (Capacity)					2,000,000	2,000,000		4,000,000
9	2.2 Phase II Construction						8,700,000	5,000,000	13,700,000
10	2.3 Second MCPS Construction						1,500,000	2,500,000	4,000,000
11	Effluent Storage Pond	Sewer Fund/SDC			160,000				160,000
12	Wood-to-Energy Pilot/Design/Construction	SRF	60,000	200,000	100,000				360,000
13	Chemical & Generator Roof Replacement	Sewer Fund		12,000					12,000

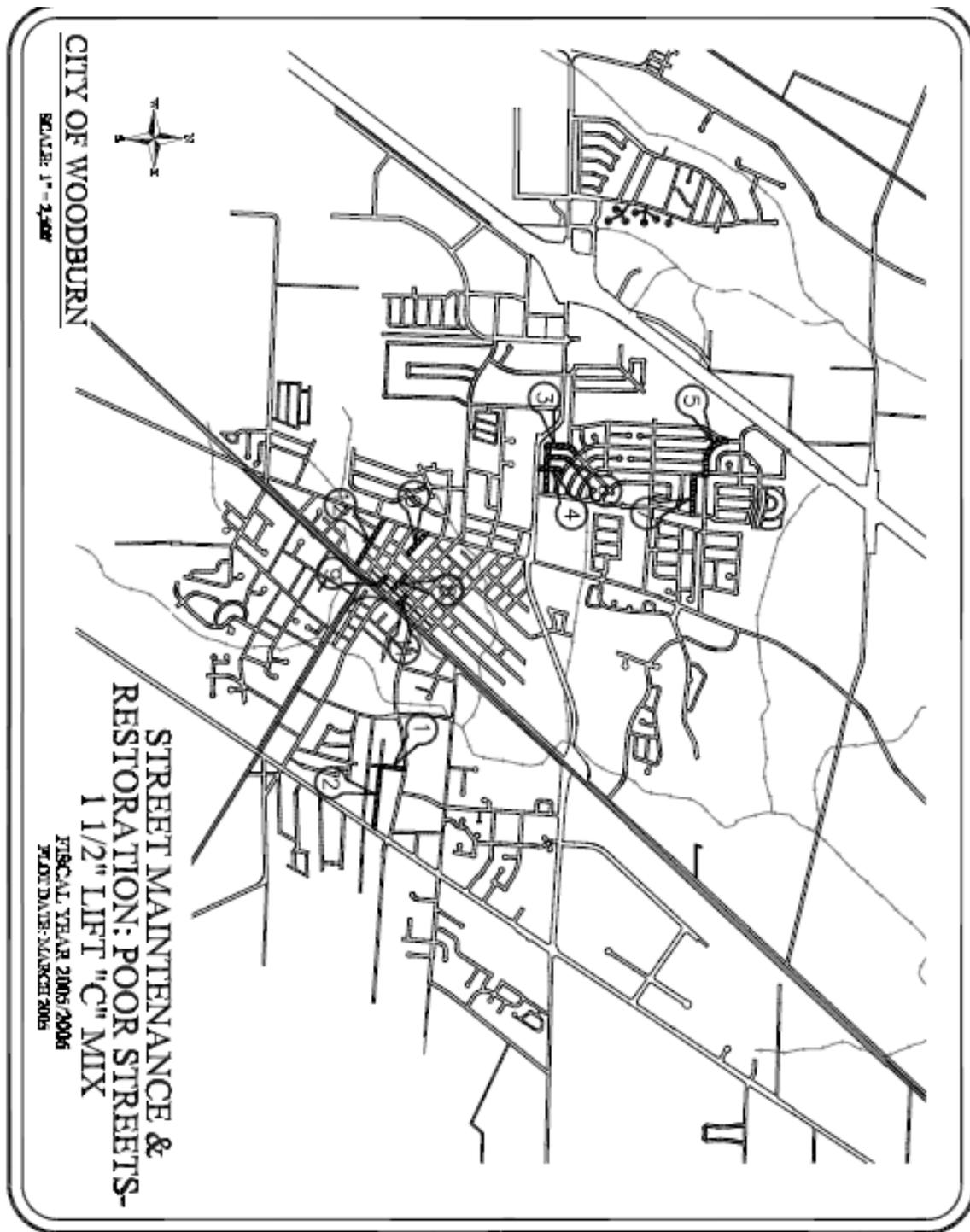
No	Project	Revenue Source	2006 -07	2007 -08	2008 -09	2009- 10	2010 -11	2011- 2012	Total
Public Works Capital Improvement Program									
14	McNulty Demolition & Clean-up	Sewer Const	15,000						15,000
15	Santiam Pump Sta Replacement	TBD		300,000					300,000
16	MCPS Low Flow Pumps			120,000					120,000
17	MCPS Pump Replacement	Sewer Const	160,000						160,000
18	Rainier LS Base Repair	Sewer Fund		35,000					35,000
19	SW Pump Station (City Share)	Sewer Fund			100,000				100,000
20	Property Purchase (Koenig)	Sewer SDC	75,000	100,000	100,000	100,000			375,000
	Treatment Plant Construction Total		1,512,000	3,617,000	2,360,000	2,600,000	15,700,000	7,500,000	33,289,000
Wastewater: Collections System Construction									
1	N. Trunk Rehab/Hazelnut Br Xing	Sewer Const	25,000	75,000	350,000				450,000
2	<u>Mill Creek Trunk</u>								
	A. Extension to Shalimar	Sewer Const				125,000	150,000		275,000
	B. Rehab Cleveland-Wilson	Sewer Const			325,000				325,000
3	N. 1st Harrison to Noname	Sewer Const		30,000	30,000				60,000
4	Smith Addn to New Well at Settlemier	Sewer Const	44,000						44,000
5	Cascade Drive - North of West Hayes	Sewer Const/SRF	24,000	100,000					124,000
6	Rainier, Force & Gravity section	Sewer Fd/SwrConst	20,000	200,000					220,000
7	Rehab/I & I Removal	Sewer Fund	20,000	20,000	20,000	20,000	20,000	20,000	120,000
	Collections System Construction Total		133,000	425,000	725,000	145,000	170,000	20,000	1,618,000
Wastewater: Storm Drain Construction									
1	Bryan St Outfall Upgrade	Storm SDC/CIP		90,000					90,000
2	Brown Storm: Wilson - Cleveland	Storm SDC/CIP	195,000						195,000
3	Garfield-Workman-Hayes SD	Storm SDC/CIP	71,000						71,000
4	W. Lincoln: East of Cascade (500')	Storm SDC/CIP	65,000	100,000					165,000
5	Landau/Laurel Storm (to Pudding)	Storm SDC/CIP		50,000		50,000	500,000	200,000	800,000
6	Marshall Street Culvert (P3)	Storm SDC/CIP			80,000				80,000
7	North 1st & 2nd - North of Church St. (P6)	Storm SDC/CIP		60,000					60,000
8	North Front Det. - Culvert to Commerce	Storm SDC/CIP		151,000					151,000
9	Hardcastle Culvert Replacement (P1)	Storm SDC/CIP		52,000	140,000				192,000
10	Railroad Bore & Culvert	Storm SDC	194,000						194,000
11	Settlemier Detention and Outlet Works (P8)	Storm SDC	210,000	215,000					425,000
12	Reline Settlemier Crossing N. of Hayes	Storm SDC	20,000						20,000
13	3rd St @ Nuevo Amanecer - to Hwy 214	Storm CIP		44,000					44,000
14	Misc. Wetland Mitigation	Storm SDC/CIP	25,000	25,000	25,000	25,000	25,000	25,000	150,000
15	Willow St. to Senecal Creek	Storm CIP							
16	Senecal Creek 48" Conn. (P9) Study	Storm SDC/CIP			10,000				10,000
	Storm Drain Construction Total		780,000	787,000	255,000	75,000	525,000	225,000	2,647,000
Total Public Works CIP			9,622,717	11,287,027	6,463,958	5,632,000	33,880,000	33,127,000	100,012,702

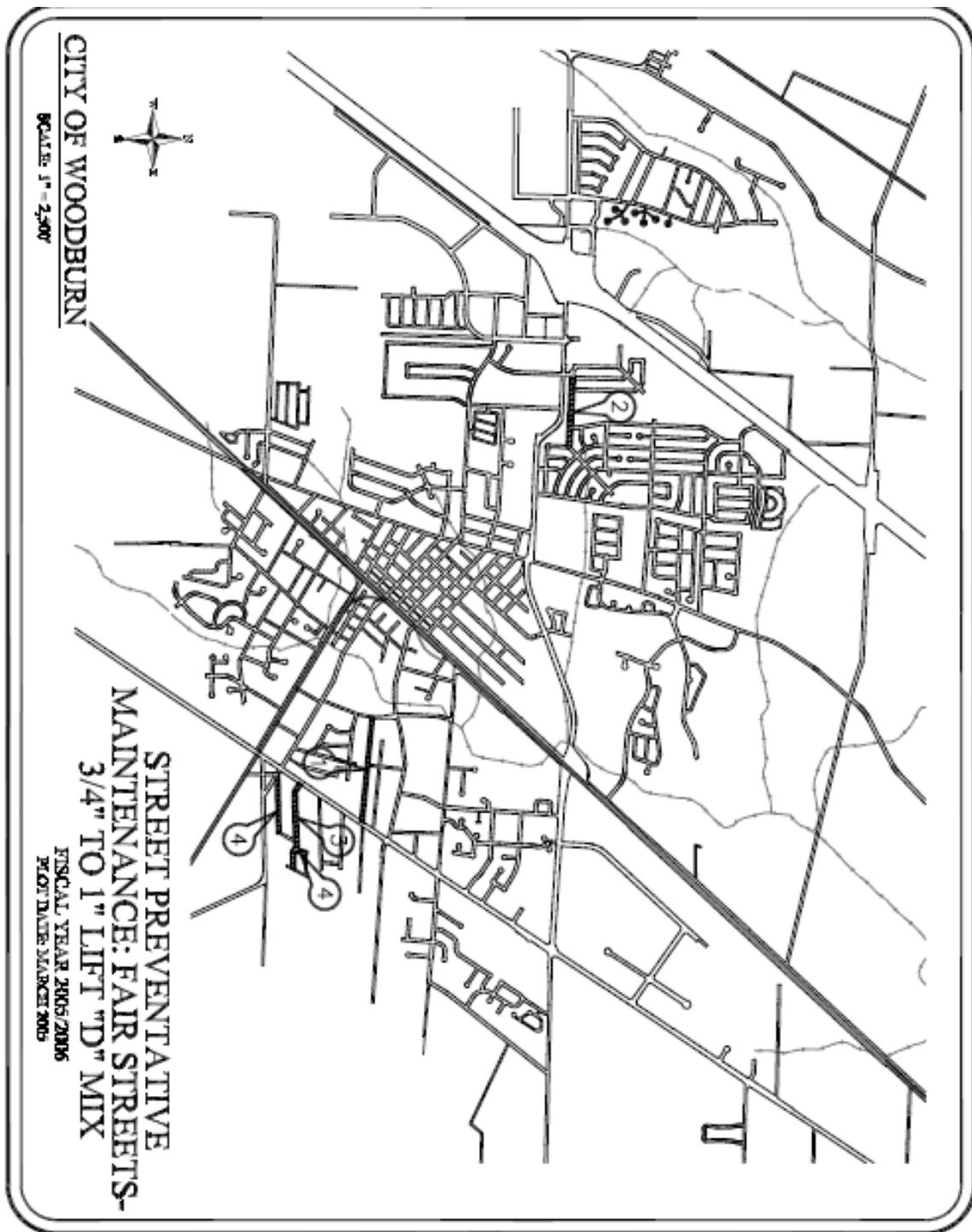
CAPITAL IMPROVEMENT PROGRAM MAPS

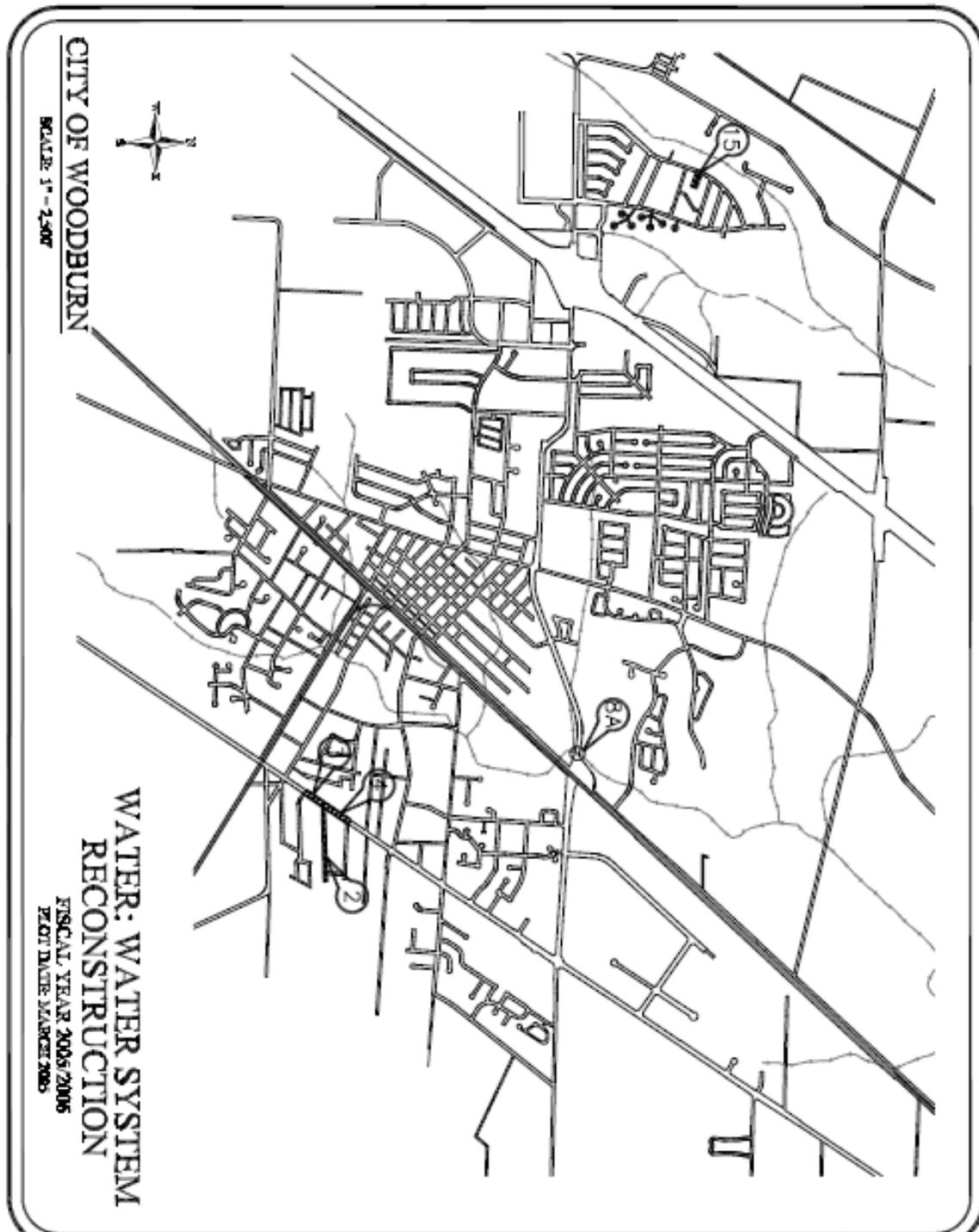


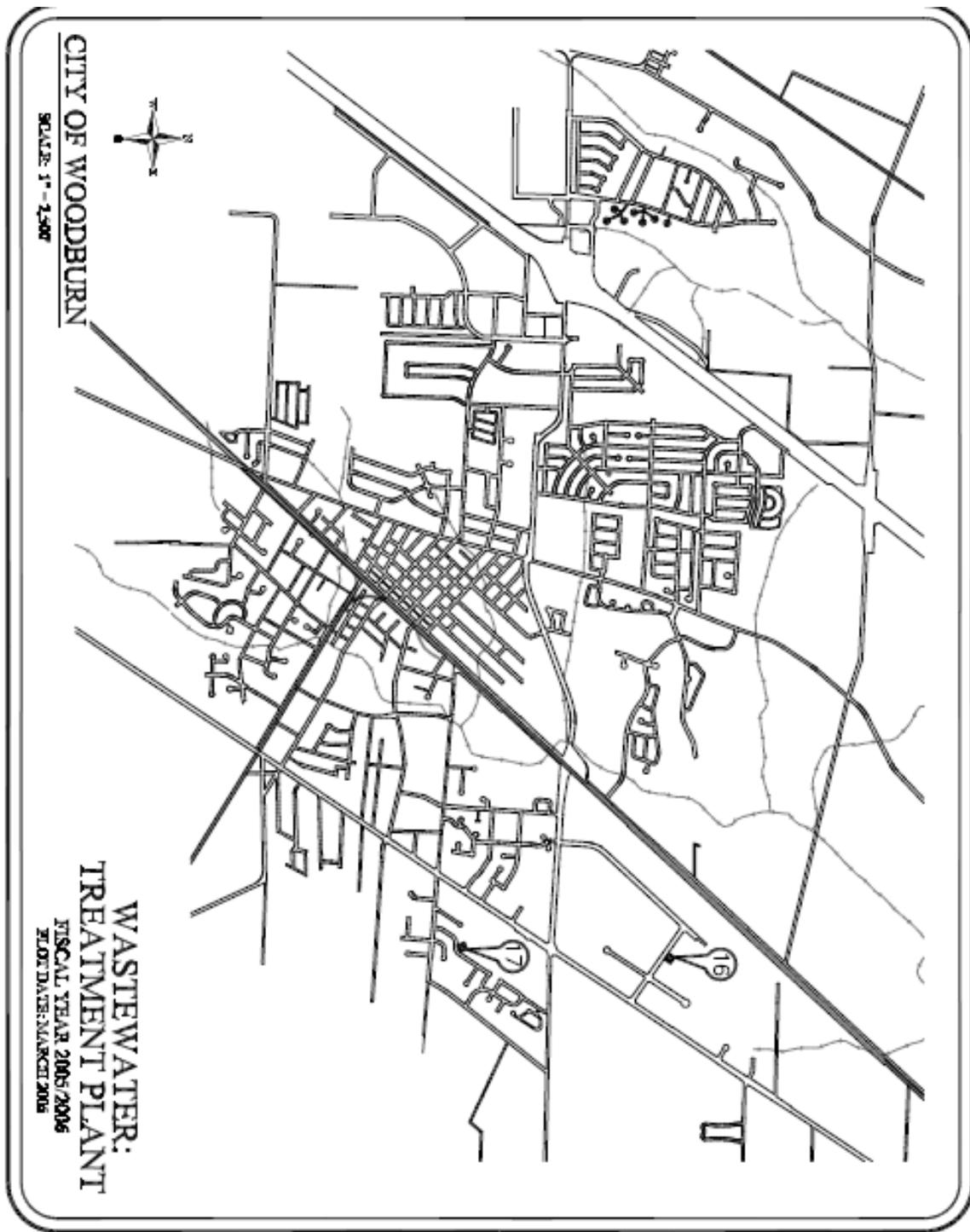


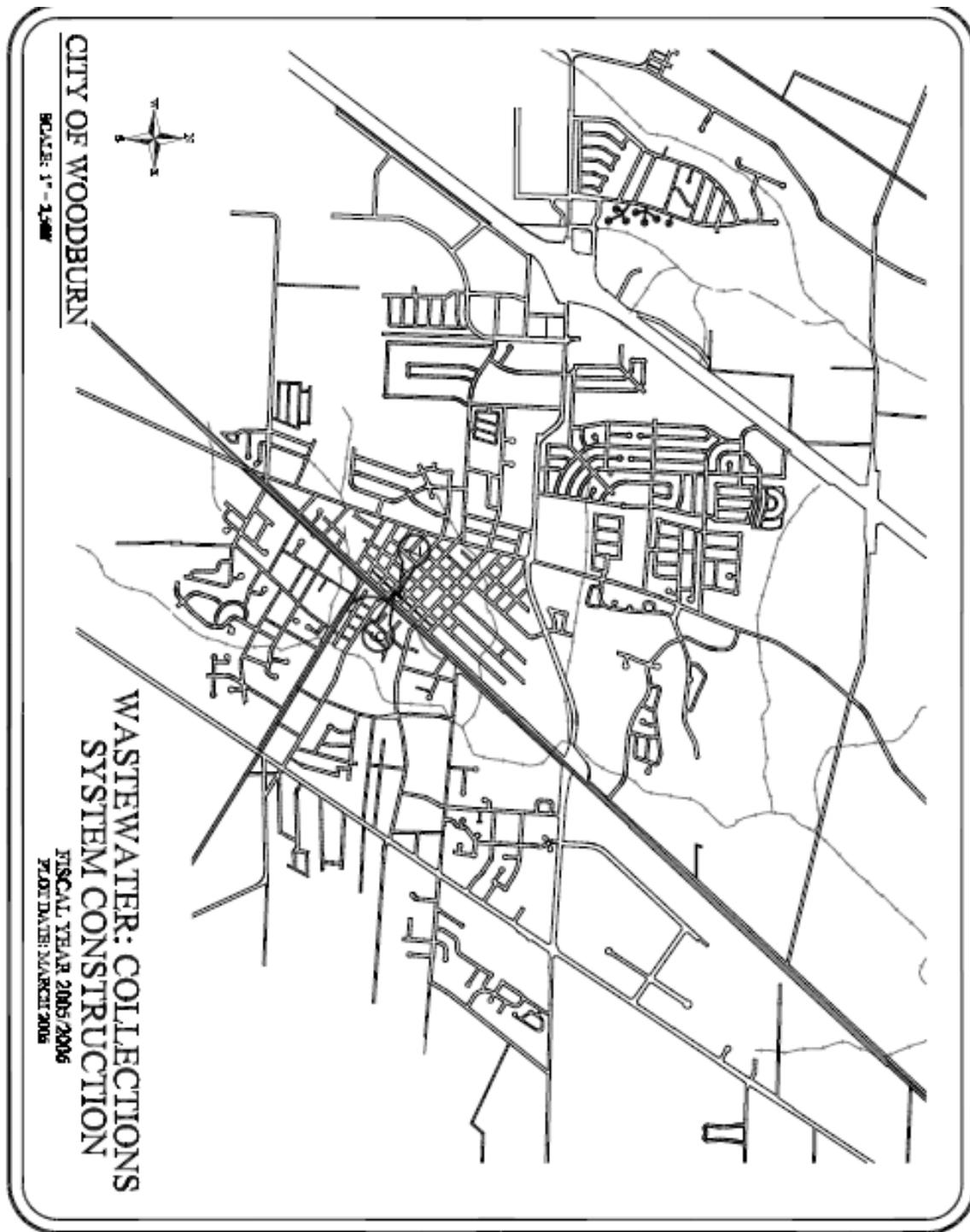


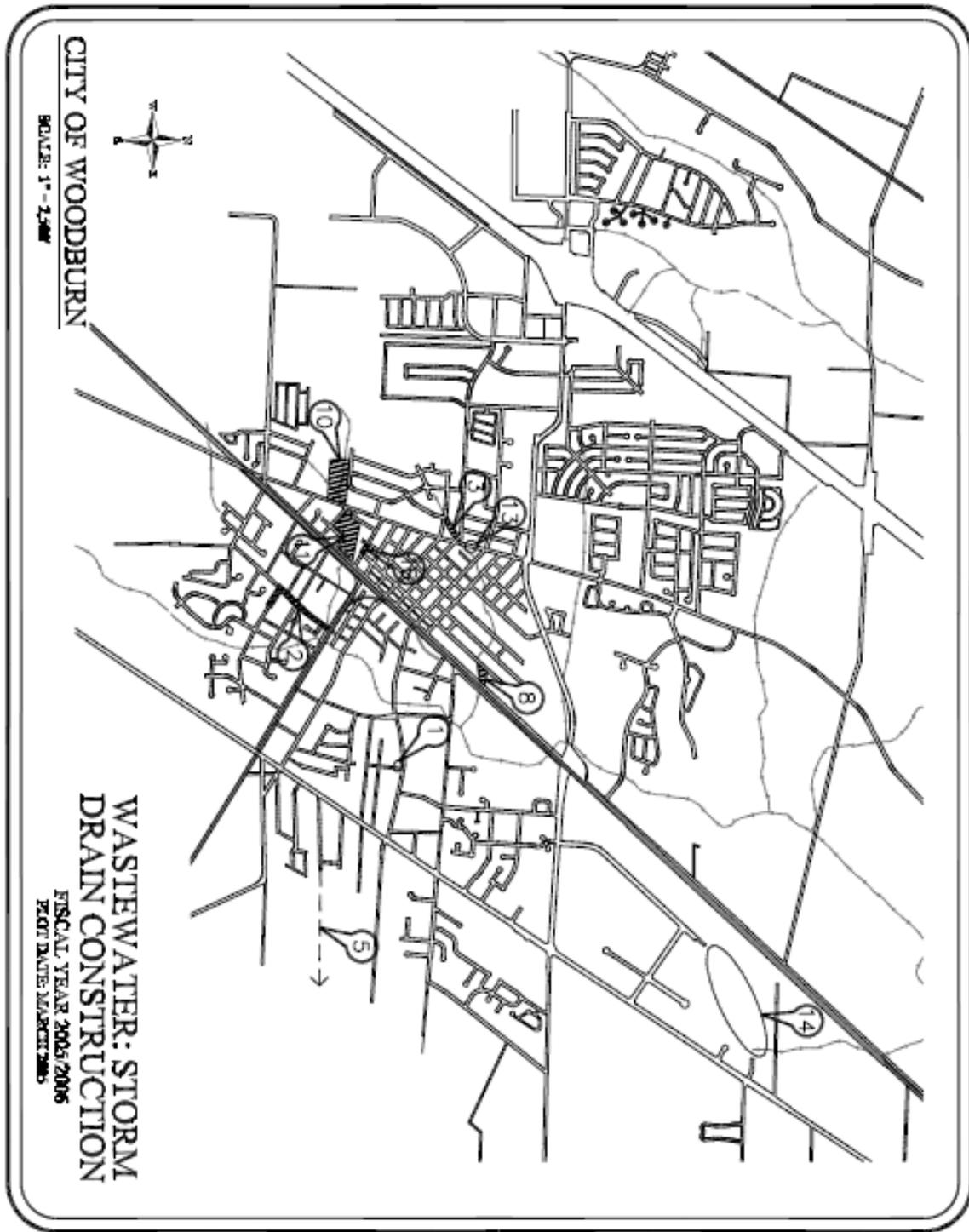












STAFFING SCHEDULE – 2006-07 BUDGET

Position	'03-'04 Budget FTE	'04-'05 Budget FTE	'05-'06 Budget FTE	'06-07 Adopted FTE	Change (#)	Change (%)
City Administrator						
City Administrator	1.00	1.00	1.00	1.00	0.00	0%
Management Analyst II	1.00	2.00	1.60	1.00	-0.60	-38%
Executive Secretary	0.50	0.50	0.50	1.00	0.50	100%
City Administrator Total	3.50	3.50	3.10	3.00	-0.10	-3%
City Attorney						
City Attorney	1.00	1.00	1.00	1.00	0.00	0%
Assistant City Attorney	0.50	0.50	1.00	1.00	0.00	0%
City Attorney Total	1.50	1.50	2.00	2.00	0.00	0%
City Recorder						
City Recorder	1.00	1.00	1.00	1.00	0.00	0%
Clerk III	0.25	0.25	0.25	0.25	0.00	0%
Recorder Total	1.25	1.25	1.25	1.25	0.00	0%
Community Development Department						
Community Dev. Director	1.00	1.00	1.00	1.00	0.00	0%
Senior Planner	1.00	1.00	1.00	1.00	0.00	0%
Associate Planner	1.00	2.00	2.00	2.00	0.00	0%
Administrative Assistant	1.00	1.00	1.00	1.00	0.00	0%
CAD/GIS Technician	0.40	0.40	0.40	0.40	0.00	0%
Building Inspector/Plans Exam.	1.00	1.00	1.00	1.00	0.00	0%
Permit Technician	1.00	1.00	1.00	1.00	0.00	0%
Building Official	1.00	1.00	1.00	1.00	0.00	0%
Community Development Total	7.40	8.40	8.40	8.40	0.00	0%
Finance Department						
Finance Director	1.00	1.00	1.00	1.00	0.00	0%
Information Systems Manager	0.00	0.00	1.00	1.00	0.00	0%
Information Systems Specialist	1.00	1.00	1.00	1.00	0.00	0%
Information Systems Technician	1.00	1.00	1.00	1.00	0.00	0%
Accounting Clerk III	1.00	1.00	1.00	1.00	0.00	0%
Accounting Clerk II	2.00	2.00	2.00	2.00	0.00	0%
Clerk II	1.50	1.00	1.00	1.00	0.00	0%
Finance Total	7.50	7.00	8.00	8.00	0.00	0%
Library						
Library Director	1.00	1.00	1.00	1.00	0.00	0%
Assistant Library Director	1.00	1.00	1.00	0.00	-1.00	-100%
Librarian	3.00	3.00	3.00	3.00	0.00	0%
Clerk III	0.75	0.75	0.75	0.75	0.00	0%

Position	'03-'04	'04-'05	'05-'06	'06-07	Change (#)	Change (%)
	Budget FTE	Budget FTE	Budget FTE	Adopted FTE		
Library Program Coord/Sec Mon	0.00	1.00	1.00	1.00	0.00	0%
Library Assistant	3.00	2.00	2.00	2.00	0.00	0%
Librarian (part-time)	1.00	1.00	1.00	1.00	0.00	0%
Library Assistant (part-time)	2.25	2.25	2.25	2.25	0.00	0%
Library Page (part-time)	1.50	1.50	1.25	1.25	0.00	0%
Library Total	13.50	13.50	13.25	12.25	-1.00	-8%

Municipal Court						
Municipal Judge	0.05	0.05	0.10	0.10	0.00	0%
Court Coordinator	1.00	1.00	1.00	1.00	0.00	0%
Court Clerk	0.50	1.00	1.50	1.50	0.00	0%
Court Total	1.55	2.05	2.60	2.60	0.00	0%

Police Department						
Police Chief	1.00	1.00	1.00	1.00	0.00	0%
Deputy Chief	1.00	0.00	0.00	0.00	0.00	0%
Captain	0.00	2.00	2.00	2.00	0.00	0%
Sergeant	5.00	5.00	5.00	5.00	0.00	0%
Police Officer	21.00	22.00	22.00	22.00	0.00	0%
School Resource Officer	1.00	1.00	1.00	1.00	0.00	0%
Code Enforcement Officer	2.00	3.00	3.00	3.00	0.00	0%
Executive Assistant	1.00	1.00	1.00	1.00	0.00	0%
Records Clerk Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Records Clerk	3.00	3.00	3.00	3.00	0.00	0%
Evidence Technician	0.75	0.75	0.75	0.75	0.00	0%
Police Total	36.75	39.75	39.75	39.75	0.00	0%

Public Works Department						
Administration Division						
Public Works Director	1.00	1.00	1.00	1.00	0.00	0%
Administrative Assistant	1.00	1.00	1.00	1.00	0.00	0%
Administration Division Total	2.00	2.00	2.00	2.00	0.00	0%
Engineering Division						
Assistant City Engineer Public Works Program Manager	1.00	1.00	1.00	1.00	0.00	0%
Senior Civil Engineering Tech.	1.00	2.00	2.00	2.00	0.00	0%
Civil Engineer Technician III	2.00	2.00	2.00	2.00	0.00	0%
Civil Engineer Technician II	0.00	0.30	0.30	1.00	0.70	233%
Civil Engineer Technician I (pt)	0.00	0.00	0.40	0.40	0.00	0%
Construction Inspector	1.60	1.00	1.00	1.00	0.00	0%
CAD/GIS Technician	0.60	0.60	0.60	0.60	0.00	0%
Electrician (temp)	0.00	0.00	0.20	0.20	0.20	0%
Temporary Employee	0.50	0.50	0.00	0.00	0.00	0%
Engineering Division Total	7.70	8.40	8.50	9.20	0.70	8%

Position	'03-'04 Budget FTE	'04-'05 Budget FTE	'05-'06 Budget FTE	'06-07 Adopted FTE	Change (#)	Change (%)
Maintenance (Building)						
Street Superintendent Streets/Sewerline Maint. Suprv.	0.00	0.00	0.05	0.05	0.00	0%
Foreman (Bldg/Veh Maint)	0.00	0.00	0.50	1.00	0.50	100%
Utility Worker II	1.00	1.00	1.00	1.00	0.00	0%
Custodian	3.00	3.00	3.00	4.00	1.00	33%
Clerk II	0.00	0.00	0.10	0.10	0.00	0%
Building Maintenance Total	4.00	4.00	4.70	6.20	1.50	32%
Maintenance (Parks)						
Street Superintendent Streets/Sewerline Maint. Suprv.	0.00	0.00	0.10	0.10	0.00	0%
Parks Superintendent	0.00	0.00	0.00	0.00	0.00	0%
Foreman (Bldg/Veh Maint)	1.00	1.00	0.10	0.00	-0.10	-100%
Foreman (Parks/ROW)	1.00	1.00	0.80	0.80	0.00	0%
Utility Worker II	4.00	4.00	4.00	4.00	0.00	0%
Utility Worker I (temp)	0.00	0.00	0.42	0.42	0.00	0%
Clerk II	0.00	0.00	0.20	0.20	0.00	0%
Temporary Employee	0.42	0.42	0.00	0.00	0.00	0%
Parks Maintenance Total	6.42	6.42	5.67	5.57	-0.10	-2%
Maintenance (Strt, SwLn, Veh)						
Street Superintendent Streets/Sewerline Maint. Suprv.	1.00	1.00	0.85	0.85	0.00	0%
Foreman (Street)	0.00	0.00	0.00	0.00	0.00	0%
Foreman (Bldg/Veh Maint)	0.00	0.00	0.40	0.00	-0.40	-100%
Foreman (Parks/ROW)	0.00	0.00	0.20	0.20	0.00	0%
Sewer Line Maintenance Tech	1.00	1.00	1.00	1.00	0.00	0%
Utility Worker II	4.00	5.00	5.00	5.00	0.00	0%
Utility Worker I	1.00	1.00	1.00	1.00	0.00	0%
Utility Worker I (temp)	0.00	0.00	0.40	0.40	0.00	0%
Clerk II	0.70	0.50	0.70	0.50	-0.20	-29%
Mechanic	1.00	1.00	1.00	1.00	0.00	0%
Electrician (temp)	0.00	0.00	0.10	0.10	0.00	0%
Temporary Employee	0.50	0.50	0.00	0.00	0.00	0%
Maint (StSwVh) Division Total	10.20	11.00	11.55	10.95	-0.60	-5%
Transit Division						
Bus Driver	3.00	3.00	3.30	4.25	0.95	29%
Transportation Coordinator	1.00	1.00	1.00	1.00	0.00	0%
Transit Division Total	4.00	4.00	4.30	5.25	0.95	22%
Wastewater Division						
Wastewater Superintendent	1.00	1.00	1.00	1.00	0.00	0%
Assistant Superintendent	1.00	1.00	1.00	1.00	0.00	0%
Industrial Waste Coordinator	1.00	1.00	1.00	1.00	0.00	0%

Position	'03-'04	'04-'05	'05-'06	'06-07	Change (#)	Change (%)
	Budget FTE	Budget FTE	Budget FTE	Adopted FTE		
Maintenance Technician	2.00	2.00	2.00	2.00	0.00	0%
Lab Technician	1.00	1.00	1.00	1.00	0.00	0%
Operator II	0.00	0.00	0.00	0.00	0.00	0%
Operator I	1.00	1.00	1.00	1.00	0.00	0%
Utility Worker II	3.00	3.00	2.50	2.50	0.00	0%
Utility Worker I (temp)	0.00	0.00	0.30	0.30	0.00	0%
Clerk II	1.00	1.00	1.00	1.00	0.00	0%
Construction Engineer	0.50	0.50	0.50	0.50	0.00	0%
Construction Inspector	0.50	0.25	0.00	0.00	0.00	0%
Temporary Employees	0.80	0.80	0.00	0.00	0.00	0%
Wastewater Division Total	12.80	12.55	11.30	11.30	0.00	0%
Water Division						
Water Superintendent	1.00	1.00	1.00	1.00	0.00	0%
Water System Supervisor	0.00	1.00	1.00	1.00	0.00	0%
Foreman (Water)	1.00	0.00	0.00	0.00	0.00	0%
Water Treatment Operator II	0.00	1.00	1.00	1.00	0.00	0%
Water Treatment Operator I	0.00	0.00	1.00	1.00	0.00	0%
Water Maintenance Technician	1.00	1.00	1.00	1.00	0.00	0%
Water Technician I	1.00	1.00	1.00	1.00	0.00	0%
Utility Worker III	1.00	1.00	1.00	1.00	0.00	0%
Utility Worker II	4.00	4.00	4.00	4.00	0.00	0%
Utility Worker I (temp)	0.00	0.00	0.20	0.20	0.00	0%
Construction Inspector	1.00	1.00	1.00	0.00	-1.00	-100%
Electrician (temp)	0.00	0.00	0.20	0.20	0.00	0%
Clerk II	0.30	1.00	1.00	1.00	0.00	0%
Temporary Employee	0.40	0.40	0.00	0.00	0.00	0%
Water Division Total	10.70	12.40	13.40	12.40	-1.00	-7%
Public Works Total	57.82	60.77	61.42	62.87	1.45	2%

Recreation and Parks Department

Administration

Recreation & Parks Director	1.00	1.00	1.00	1.00	0.00	0%
Clerk III	0.75	0.75	0.75	0.75	0.00	0%
Administration Total	1.75	1.75	1.75	1.75	0.00	0%

Leisure Services

Recreation Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Teen Scene Program Manager	1.00	1.00	1.00	0.00	-1.00	-100%
Special Projects Manager	1.00	1.00	1.00	2.00	1.00	100%
Recreation Aide	0.00	0.00	1.20	1.00	-0.20	-17%
Recreation Assistant	0.00	0.00	1.85	1.85	0.00	0%
Recreation Leader	0.00	0.00	5.34	5.35	0.01	0%
Program Manager	0.00	0.00	0.80	0.80	0.00	0%
Temporary Employee	8.69	8.69	0.00	0.00	0.00	0%
Leisure Services Total	11.69	11.69	12.19	12.00	-0.19	-2%

Position	'03-'04 Budget FTE	'04-'05 Budget FTE	'05-'06 Budget FTE	'06-07 Adopted FTE	Change (#)	Change (%)
Aquatic Center						
Aquatic Center Manager	1.00	1.00	1.00	1.00	0.00	0%
Aquatic Center Asst. Manager	1.00	1.00	1.00	1.00	0.00	0%
Head Lifeguard	1.00	1.00	1.00	1.00	0.00	0%
Lifeguard	0.00	0.00	7.26	7.26	0.00	0%
Water Safety Instructors (WSI)	0.00	0.00	1.74	1.74	0.00	0%
Fitness Instructor	0.00	0.00	0.50	0.50	0.00	0%
Cashier	0.00	0.00	2.40	2.40	0.00	0%
Temporary Employees	11.90	11.90	0.00	0.00	0.00	0%
Aquatic Center Total	14.90	14.90	14.90	14.90	0.00	0%
RSVP						
RSVP Coordinator	1.00	1.00	1.00	1.00	0.00	0%
Clerk II	0.57	0.47	0.47	0.47	0.00	0%
RSVP Total	1.57	1.47	1.47	1.47	0.00	0%
Recreation and Parks Total	29.91	29.81	30.31	30.12	-0.19	-1%
Total Woodburn City Staff	160.68	167.53	169.55	170.24	0.69	0%

APPENDICES



2006-07 ADOPTED ANNUAL PROGRAM BUDGET

SALARY SCHEDULE – 2006-07 BUDGET

Position	Total FTE's Authorized	Authorized Each Step	Step	Wage Range
City Administrator				
City Administrator	1.00	1.00	n/a	9,643
Management Analyst II	1.00		A	3,794
			B	3,984
		1.00	C	4,183
			D	4,392
			E	4,502
Executive/Legal Assistant	1.00		A	3,122
			B	3,277
		1.00	C	3,441
			D	3,613
			E	3,703
City Attorney				
City Attorney	1.00	1.00	n/a	8,397
Assistant City Attorney	1.00	1.00	n/a	4,612
City Recorder				
City Recorder	1.00	1.00	n/a	6,168
Clerk III	0.25		A	2,482
			B	2,606
			C	2,736
		0.25	D	2,873
			E	3,016
Community Development Department				
Community Development Director	1.00	1.00	n/a	7,083
Senior Planner	1.00		A	3,984
			B	4,183
			C	4,392
			D	4,612
		1.00	E	4,727
Associate Planner	2.00		A	3,478
			B	3,652
		2.00	C	3,834
			D	4,026
			E	4,227
Administrative Assistant	1.00		A	2,659
		1.00	B	2,792
			C	2,932
			D	3,079
			E	3,233
CAD/GIS Technician	0.40		A	2,876
			B	3,020
			C	3,171
			D	3,330
		0.40	E	3,496
Building Official	1.00	1.00	n/a	6,271
Building Inspector/Plans Examiner III	1.00		A	3,304

Position	Total FTE's Authorized	Authorized Each Step	Step	Wage Range
			B	3,469
			C	3,643
		1.00	D	3,825
			E	4,016
Permit Technician	1.00		A	2,566
			B	2,694
			C	2,829
			D	2,970
		1.00	E	3,119
Finance Department				
Finance Director	1.00		A	5,339
			B	5,606
			C	5,887
		1.00	D	6,181
			E	6,336
Information Services Manager	1.00	1.00	n/a	5,000
Information Services Specialist	1.00		A	3,277
			B	3,441
			C	3,613
			D	3,794
		1.00	E	3,888
Information Services Technician	1.00		A	2,659
			B	2,792
			C	2,932
			D	3,079
		1.00	E	3,233
Accounting Clerk III	1.00		A	2,566
			B	2,694
			C	2,829
			D	2,970
		1.00	E	3,119
Accounting Clerk II	2.00		A	2,482
			B	2,606
			C	2,736
			D	2,873
		2.00	E	3,016
Clerk II	1.00		A	2,337
			B	2,453
			C	2,576
			D	2,705
		1.00	E	2,840
Library				
Library Director	1.00		n/a	6,015
Librarian	3.00		A	3,005
			B	3,155
		1.00	C	3,313
			D	3,478
		2.00	E	3,652
Clerk III	0.75		A	2,482

Position	Total FTE's Authorized	Authorized Each Step	Step	Wage Range
			B	2,606
			C	2,736
		0.75	D	2,873
			E	3,016
Library Asst./Security Monitor	1.00		A	2,876
			B	3,020
			C	3,171
		1.00	D	3,330
			E	3,496
Library Assistant	2.00		A	2,482
			B	2,606
			C	2,736
		2.00	D	2,873
			E	3,016
Librarian (part-time)	1.00		A	13.35
			B	14.02
			C	14.72
		1.00	D	15.46
			E	16.23
Library Assistant (part-time)	2.25		A	10.20
			B	10.71
			C	11.25
		2.25	D	11.81
			E	12.40
Library Page (part-time)	1.25		A	7.50
		0.41	B	7.88
			C	8.27
			D	8.68
		0.84	E	9.12
Municipal Court				
Municipal Judge	0.10	0.10	n/a	75.00
Court Coordinator	1.00		A	2,659
			B	2,792
			C	2,932
		1.00	D	3,079
			E	3,233
Court Clerk	1.00	1.00	A	2,406
		1.00	B	2,526
			C	2,652
			D	2,785
			E	2,924
Court Clerk	0.50	0.50	A	10.97
			B	11.52
			C	12.10
			D	12.71
			E	13.35
Police Department				
Police Chief	1.00	1.00	n/a	8,606
Captain	2.00	2.00	n/a	6,896
Sergeant	5.00		A	4,484

Position	Total FTE's Authorized	Authorized Each Step	Step	Wage Range
			B	4,709
			C	4,944
		1.00	D	5,191
		4.00	E	5,321
<i>Police Officers (total 20 positions)</i>	22.00			
Police Officer - Trainee		1.00		3,375
Police Officer I		1.00	A	3,536
		3.00	B	3,725
		4.00	C	3,901
		3.00	D	4,107
		11.00	E	4,296
School Resource Officer	1.00		A	
			B	3,536
			C	3,725
		1.00	D	3,901
			E	4,107
Code Enforcement Officer	3.00		A	4,296
			B	2,876
		2.00	C	3,020
			D	3,171
		1.00	E	3,330
Administrative Assistant	1.00		A	3,496
			B	2,831
			C	2,973
			D	3,121
		1.00	E	3,277
Records Clerk Supervisor	1.00		A	3,359
			B	3,613
			C	3,794
			D	3,984
		1.00	E	4,183
Records Clerk	3.00		A	4,288
			B	2,406
			C	2,526
			D	2,652
		3.00	E	2,785
Evidence Technician	0.75		A	2,924
			B	2,762
			C	2,900
			D	3,045
		0.75	E	3,198
Public Works Department				3,358
Administration Division				
Public Works Director	1.00	1.00	n/a	
Administrative Assistant	1.00		A	9,147
			B	2,659
			C	2,792
			D	2,932
		1.00	E	3,079

Position	Total FTE's Authorized	Authorized Each Step	Step	Wage Range
Engineering Division				3,233
Assistant City Engineer	1.00		A	
			B	5,339
			C	5,606
			D	5,887
		1.00	E	6,181
Public Works Program Manager	1.00		A	6,336
			B	5,085
			C	5,339
			D	5,606
		1.00	E	5,887
Senior Civil Engineer Technician	2.00		A	6,034
		1.00	B	4,183
			C	4,392
			D	4,612
		1.00	E	4,843
Civil Engineer Technician III	2.00		A	4,964
			B	3,673
			C	3,857
			D	4,050
		2.00	E	4,252
Civil Engineer Technician II	1.00		A	4,465
		1.00	B	2,876
			C	3,020
			D	3,171
			E	3,330
Construction Inspector	1.00		A	3,496
			B	3,673
			C	3,857
			D	4,050
		1.00	E	4,252
CAD/GIS Technician	0.60		A	4,465
			B	2,876
			C	3,020
			D	3,171
		0.60	E	3,330
Temporary Employees	0.60	0.60		3,496
Maintenance Division-Building				
Facilities/Vehicle Maint. Foreman	1.00		A	
			B	3,304
			C	3,469
			D	3,643
		1.00	E	3,825
Utility Worker II	1.00		A	4,016
			B	2,566
			C	2,694
			D	2,829
		1.00	E	2,970
Custodian	4.00	1.00	A	3,119

Position	Total FTE's Authorized	Authorized Each Step	Step	Wage Range
		1.00	B	2,274
		1.00	C	2,388
			D	2,507
		1.00	E	2,632
Maintenance Division-Parks				2,764
Parks/ROW Supervisor	1.00		A	
			B	3,304
			C	3,469
			D	3,643
		1.00	E	3,825
Utility Worker II	4.00		A	4,016
		1.00	B	2,566
			C	2,694
			D	2,829
		3.00	E	2,970
Temporary Employee	0.42	0.42		3,119
Maintenance Division - Street, SwrLn, Vehicle				
Street Superintendent	1.00		A	
			B	3,984
			C	4,183
			D	4,392
		1.00	E	4,612
Street/Sewerline Supervisor	1.00		A	4,727
			B	3,613
			C	3,794
			D	3,984
		1.00	E	4,183
Sewer Line Maintenance Tech	1.00		A	4,288
			B	3,005
			C	3,155
			D	3,313
		1.00	E	3,478
Utility Worker II	5.00		A	3,652
			B	2,566
		1.00	C	2,694
			D	2,829
		4.00	E	2,970
Utility Worker I	1.00		A	3,119
		1.00	B	2,482
			C	2,606
			D	2,736
			E	2,873
Clerk II	0.50		A	3,016
			B	2,337
		0.50	C	2,453
			D	2,576
			E	2,705
Mechanic	1.00		A	2,840
			B	2,876
		1.00	C	3,020

Position	Total FTE's Authorized	Authorized Each Step	Step	Wage Range
			D	3,171
			E	3,330
Temporary Employee	0.50	0.50	A	3,496
			B	13.67
			C	14.35
			D	15.07
			E	15.82
Transit Division				16.61
Bus Driver (full-time)	2.00		A	
			B	2,274
		2.00	C	2,388
			D	2,507
			E	2,632
Bus Driver (part-time)	2.25		A	2,764
			B	11.81
			C	12.40
		1.25	D	13.02
		1.00	E	13.67
Transportation Coordinator	1.00		A	14.35
			B	2,659
			C	2,792
			D	2,932
		1.00	E	3,079
Wastewater Division				3,233
Wastewater Superintendent	1.00		A	
			B	4,612
			C	4,843
			D	5,085
		1.00	E	5,339
Assistant Superintendent	1.00		A	5,473
			B	3,984
			C	4,183
			D	4,392
		1.00	E	4,612
Industrial Waste Coordinator	1.00		A	4,727
			B	3,478
			C	3,652
			D	3,834
		1.00	E	4,026
Maintenance Technician	2.00		A	4,227
			B	3,478
			C	3,652
		1.00	D	3,834
		1.00	E	4,026
Lab Technician	1.00		A	4,227
			B	3,146
			C	3,303
			D	3,468
		1.00	E	3,642
Operator I	1.00		A	3,824

Position	Total FTE's Authorized	Authorized Each Step	Step	Wage Range
			B	2,762
			C	2,900
			D	3,045
		1.00	E	3,198
Utility Worker II	3.00	1.00	A	3,358
			B	2,566
			C	2,694
			D	2,829
		2.00	E	2,970
Clerk II	1.00		A	3,119
		1.00	B	2,337
			C	2,453
			D	2,576
			E	2,705
Construction Engineer	0.50		A	2,840
			B	5,085
			C	5,339
			D	5,606
		0.50	E	5,887
Construction Inspector			A	6,034
			B	
			C	
			D	
			E	
Temporary Employees	0.30	0.30	A	13.67
			B	14.35
			C	15.07
			D	15.82
			E	16.61
Water Division				
Water Superintendent	1.00		A	3,984
			B	4,183
			C	4,392
			D	4,612
		1.00	E	4,727
Water System Supervisor	1.00		A	3,613
			B	3,794
			C	3,984
		1.00	D	4,183
			E	4,288
Water Treatment Operator II	1.00		A	3,005
		1.00	B	3,155
			C	3,313
			D	3,478
			E	3,652
Water Treatment Operator I	1.00		A	2,762
		1.00	B	2,900
			C	3,045
			D	3,198
			E	3,358

Position	Total FTE's Authorized	Authorized Each Step	Step	Wage Range
Water Maintenance Technician	1.00	1.00	A	3,478
			B	3,652
			C	3,834
			D	4,026
			E	4,227
Water Technician I	1.00	1.00	A	2,566
			B	2,694
			C	2,829
			D	2,970
			E	3,119
Utility Worker III	1.00	1.00	A	2,762
			B	2,900
			C	3,045
			D	3,198
			E	3,358
Utility Worker II	4.00	1.00	A	2,566
			B	2,694
			C	2,829
			D	2,970
			E	3,119
Clerk II	1.00	1.00	A	2,337
			B	2,453
			C	2,576
			D	2,705
			E	2,840
Construction Inspector			A	
			B	
			C	
			D	
			E	
Temporary Employee	0.40	0.40	A	13.67
			B	14.35
			C	15.07
			D	15.82
			E	16.61
Recreation and Parks Department				
Administration				
Recreation & Parks Director	1.00	1.00	n/a	6,066
Clerk III	0.75	0.75	A	2,482
			B	2,606
			C	2,736
			D	2,873
			E	3,016
Leisure Services				
Recreation Supervisor	1.00	1.00	A	3,613
			B	3,794
			C	3,984
			D	4,183
			E	4,288
Teen Scene Program Manager			A	2,831

Position	Total FTE's Authorized	Authorized Each Step	Step	Wage Range
			B	2,973
			C	3,121
			D	3,277
			E	3,359
Special Projects Managers	1.00	0.50	A	9.58
		0.50	B	10.06
			C	10.57
			D	11.10
			E	11.66
Temporary Employee Aquatic Center	9.00	9.00		
Aquatic Center Manager	1.00	1.00	A	3,613
			B	3,794
			C	3,984
			D	4,183
			E	4,288
Aquatic Center Asst. Manager	1.00		A	3,122
			B	3,277
			C	3,441
			D	3,613
		1.00	E	3,703
Temporary Employees RSVP	7.40	7.40		
RSVP Coordinator	1.00		A	3,277
			B	3,441
			C	3,613
		1.00	D	3,794
			E	3,888
Clerk II	0.47		A	2,337
			B	2,453
		0.47	C	2,576
			D	2,705
			E	2,840

GLOSSARY OF BUDGET TERMS

Annualized Cost: A full year's cost of an item or position even though it may only be used part of a year.

Appropriation: An authorization by the City Council to expend monies and incur obligations for specific purposes.

Assessed Valuation: A dollar value placed upon real estate or other property by Marion County as a basis for levying property taxes.

Audit: A review of the City's accounts by an independent accounting firm to verify that the City's financial statements accurately reflect the City's financial position.

Bond: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Budget: A financial plan consisting of an estimate of proposed expenditures and their purposes for a given period, and the proposed means of financing.

Capital Improvement: A permanent major addition to the City's real property assets, including the design, construction, or purchase of land, buildings or facilities, or major renovations of same. Includes installation of new streets, storm drains, water and sewer lines, parks and other public facilities.

Capital Improvement Budget: A financial plan of proposed capital improvement projects and the means of financing them for a given period of time. The City annually updates the next year's Capital Improvement Budget and the six-year Capital Improvement Plan.

Capital Outlay: A budget category which includes equipment having a unit cost of more than \$5,000 and an estimated useful life of more than one year.

Community Development Block Grant (CDBG): Grants administered through the state providing funds for projects that benefit the public at large, primarily focusing on minorities.

Contingency: Funds set aside, but not appropriated or approved for use. These funds could be used for unanticipated expenditure requirements, new programs, or to absorb unexpected revenue losses only with specific Council authorization.

Debt Service: Payment of interest and principal on an obligation resulting from the issuance of bonds, notes, or certificates of indebtedness.

Department: An organizational unit comprised of one or more divisions.

Department Mission Statement: Brief description of the purpose and major responsibilities of a City department.

Designated Reserve: Funds specifically set aside for anticipated expenditure requirements in future years which are uncertain, such as employee salary adjustments that have not yet been determined.

Division: An organizational subdivision of a department.

Encumbrance: A commitment of funds for goods or services on order.

Enterprise Fund: A fund that generates most of its revenue from charges for services, as opposed to taxes.

Expenditure: The actual spending of funds.

Fiscal Year: A twelve-month period of time to which the Annual Budget applies. Woodburn's fiscal year is July 1 through June 30.

Fund: An independent fiscal and accounting entity used to set forth the financial position and results of operations related to the specific purpose for which the fund was created.

Fund Balance: Net current assets (cash plus receivables less payables) at a specific point in time. The fund balance can also be defined as a measure of funds available typically at the beginning or end of a budget cycle.

General Fund: The City's principal operating fund, which is supported by taxes and fees which can be used for any legal government purpose.

General Government Budget: Includes all of the City's operating and capital programs.

General Obligation Bonds: Bonds that are issued to finance a variety of public projects such as streets and improvements.

Grants: Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility. An example is the Community Development Block Grant given by the Federal government.

Non-Departmental: Program costs that do not relate to any one department, but represent costs of a general City-wide nature, such as debt service and appropriated reserve.

Objective: The expected result or achievement of a budget activity.

Operating Budget: Annual appropriation of funds for ongoing program costs, including employee services, supplies, equipment, and debt service.

Ordinance: A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision.

Program: An activity or group of activities performed for the purpose of providing a service or a support function.

Reserve: An account used to earmark a portion of the fund balance as legally segregated for a specific use.

Resolution: A special order of the City Council which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

Resources: Total amounts available for appropriation during the fiscal year, including revenues, fund transfers and beginning fund balances.

Revenues: Amounts received from taxes, fees, permits, licenses, interest, and intergovernmental sources during the fiscal year.

Revenue Bonds: Bonds issued to construct capital facilities, repaid from revenue produced by the operation of those facilities.

Salaries and Benefits: A budget category which accounts for the salaries and overtime of employees, as well as all employee fringe benefits such as health and dental insurance, retirement, and workers' compensation insurance.

Services and Supplies: A budget category that includes all expenses except personnel and capital outlay costs. Examples include office supplies, minor equipment, motor vehicle expense, and professional and contractual services.

Unappropriated Fund Balance: The part of undesignated fund balance consisting of the excess of current year revenues over appropriations.