THE CITY OF
WOODBURN
AND
WOODBURN URBAN RENEWAL AGENCY

2010-11
ADOPTED BUDGET

The City of Woodburn's 2010-11 Annual Budget was adopted by the City Council on June 14, 2010.

Mayor: Kathryn Figley

Members of Budget Committee	
City Council	**Citizen Members**
Eric Morris	Eric Swenson
Jim Cox	Don Judson
Frank Lonergan	Stanley Milne
Peter McCallum	Allen Ray Quintero, Sr.
Richard Pugh	John Reinhart
Mel Scmidt	

Scott Derickson, City Administrator and Budget Officer

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WOODBURN
OREGON
Incorporated 1889

CITY OF WOODBURN

BUDGET MESSAGE
Fiscal Year 2010/11

Budget Committee Members:

Presented for your review is the Recommended Budget for fiscal year (FY) 2010/11. It is a balanced budget, and addresses many of the City Council's goals for the coming year. At the same time, it provides a high level of service given available resources, maintains or enhances the City's investment in technology, facilities, and infrastructure, and is consistent with the City's adopted budget policies.

- **General Fund Synopsis – 2009 & 2010**

In December 2008 and January 2009, the City of Woodburn projected an estimated General Fund revenue shortfall of $457,000. The shortfall was attributed to declining building activity and a General Fund revenue assumption that property tax revenues would increase 7% (actual increase was 4.5%) in FY 2008/09. The 7% assumption was based on an expectation that significant building had, or would, occur generating a significant increase in tax revenue. However, this did not occur.

As a result of the shortfall, the City cut General Fund supported capital projects, reassigned planning department staff to non-General Fund activities, maintained vacant positions and adjusted the General Fund reserve in order to bring the shortfall into balance.

In addition to the mid-year corrective actions taken in FY 2008/09, the current FY 2009/10 General Fund Budget projected an additional $482,936 in revenue shortfalls. This brought the combined total FY 2008/09 and FY 2009/10 GF shortfall impact to $939,936.

The current (FY 2009/10) budget sought to balance the shortfall and maximize as much savings as possible. As a result, the City cut approximately $520,000 in FY 2009/10 spending via foregoing employee costs of living adjustments (which was achieved voluntarily through our collective bargaining units), operational efficiencies, additional re-assignments and holding the line on General Fund vacancies.

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- **Total Budget**

Overall, the total Proposed FY 2010/11 Budget reflects a 12.7% decrease in overall spending from the current year 2010 Budget. The decrease can be attributed to the completion of significant capital projects, such as the $5 million Front Street Project and the depletion of water and wastewater construction funds, but also is reflective of the overall uncertain economic climate and a more conservative approach with City resources. Woodburn's capital program will continue in FY 2010/11 as the City continues to successfully pursue state and federal economic recovery resources aimed at improving the City infrastructure.

A total budget, all funds, of $49,607,273 is recommended for 2010/11. This is $7,201,769 (12.7%) less than 2009/10. Major decreases are in the Street/Storm Capital Improvement ($2,208,331), Transportation Impact Fee ($1,459,629), Water System Construction ($795,822), Water System Development ($546,302) and the Sewer System Development ($694,836) Funds.

Major street improvements include the completion of the Young Street overlay and the Hwy 214 Sidewalk, Phase 3 from Front Street ramp to Progress Way totaling $998,000.

The two major water projects budgeted in 2010/11 are the Chlorination project (as approved by Council in 2010) and the Mill Creek Rd North Loop project for a total of $3.1 million - this also includes the completion of the American Recovery & Reinvestment Act (ARRA) funded water line extension projects.

The major sewer project for FY 2010/11 is the continuation of the Compliance Upgrade Design & Construction ($860,000).

In 2010/11 Fund Balances are budgeted to decrease $5,496,128 (26.0%) to $20,240,422. The decrease in 2010/11 is the result of continued capital projects scheduled for the upcoming fiscal year, combined with a significant drop in interest earnings (prior rates were approximately 3% while in 2009-10 those rates have remained well below 1%).

- **General Fund**

Most City operations are budgeted in the General fund. A General fund budget of $12,410,424 is recommended for 2010/11. This is a $322,810 (2.7%) increase from 2009/10.

The General Fund Budget includes a Reserve for PERS ($95,000), a reserve for buildings ($187,000), Contingency of $1,019,728, and Unreserved Balance of $185,000. A Reserve for PERS was established in each operating fund, when PERS was eliminating its unfunded liability by increasing charges to employers – the reserves are continued to be maintained for the anticipated rate increase beginning in the 2011/12 fiscal year (as of this budget message, the legislature has not provided the amount of the increase). The reserve for buildings was

established with proceeds from the sale of city property and will help finance future construction of a new community center.

Budget policy requires a Contingency and reserves of ten percent of the operating budget, and the Recommended Budget sets Contingency and reserves at that level. This budget also provides $185,000 in Unreserved Fund Balance, which is intended as a hedge against the budgetary impacts if the recession continues into FY 2011/12.

The General Fund is supported by $10,180,155 in estimated revenues, and $2,230,269 in Working Capital Carryover. The increase in estimated revenues over the prior year is due to modest increases in property tax revenues and a more accurate allocation of administration overhead.

- **Revenues**

The **Property tax** estimate for FY 2010/11 is increased $102,000 over FY 2009/10 projected revenue. Property taxes can grow in two ways: (1) increases in value of existing property and/or (2) the permanent tax rate applied to new construction. Increases in the value of existing property are limited by statute to 3% per year. Marion County provided an estimate of 4.5% to be used in calculating property tax revenue – at this rate property tax revenue would be estimated at $7,417,410 ($7.098 million x 104.5%) but the estimated revenue is proposed at $7,200,000 (a more conservative estimate at 1.4%) to allow for increased delinquencies due to the current economic conditions, decrease in housing values and slow down in new building.

Franchise fees for FY 2010/11 are decreased by $11,000 (1.0%), and include payments from Portland General Electric (PGE, Northwest Natural Gas, Qwest, Datavision, Wave Broadband, United Disposal, and Woodburn Ambulance for use of the City's rights-of-way. The decrease overall is mainly from the changes in customer usage of utilities (natural gas) and cable – which has a direct impact of the amount of franchise fees the city receives; although, it should be noted that PGE franchise fees increased significantly in FY 2009/10 over the prior year and (based on estimates provided by PGE) should increase in FY 2010/11.

- **Expenses**

Personnel expenses represent the majority of General Fund costs. Of the recommended General Fund operating budgets for FY 2010/11, Personnel accounts for 60.0% of total expenses. General Fund Personnel costs for FY 2010/11 total $7,634,676.

Several new positions were requested including a Management Analyst, Evidence Technician and Senior Accountant of which only one is being proposed. The Senior Accountant position is being proposed due to significant changes being made in the Finance Department and the City Administration's desire to provide timely, pertinent and adequate oversight to Woodburn's finances. In addition, this position will free-up the Finance Director time to improve and

enhance the internal controls, accounting and financial policies and accountability to the citizens of the city. The total cost of the proposed position is $80,290 (including employer costs).

Services and Supplies budgets reflect little change from FY 2009/10. Consistent with budget policy, departments could not increase bottom line appropriations in these areas of their budgets; monies could be moved between accounts to address anticipated costs, but could not exceed the prior year's total appropriations. Exceptions were for internal service charges: building maintenance, information services, insurance, and utilities. Increases in these charges are outside the consuming departments' control, but were kept to a minimum where charges are within a providing department's control as well as those expenditures that had a direct offsetting revenue source as provided for by grants, etc.

Significantly, the General Fund budget has been balanced without resorting to lay-offs as nearly every other jurisdiction in the area is facing. This is important to the City's recovery when the economy rebounds. At that time many employers will be hiring. Governments will be competing for talent, not just with other public sector employers, but with the private sector as well. Those employers that have kept their work forces in tact will be positioned to take full advantage of the recovering economy. It is vitally important to preserve the City's human capital.

- **Other Notable Funds**

The City's **Building Fund** has seen a dramatic decrease in activity and is currently staffed by 1.3 FTE. Because of the changes made in FY 2009/10, this fund has been sustainable and has even seen small increases in activity, which accounts for the 7.1% proposed increase in FY 2010/11. Staff has worked hard to ensure an adequate service level while containing costs.

The **General CIP Fund** budget includes amounts for the Greenway project, the completion of the pool roof and Centennial Park project totaling $375,000.

The **Street Fund budget** of $1,140,572 is a decrease of $431,632 (27.5%). An annual $200,000 transfer from the General Fund ceased in 2008/09 and was not renewed in FY 2009/10. In addition, street lighting will now be funded via the State Revenue sharing fund in order to balance the street fund and maintain an adequate level of service.

The **Street/Storm CIP Fund** is budgeted for $1,267,985, a 63.5% decrease from FY 2009/10. The significant decrease is a result of the completion of the Front Street project in the current fiscal year with those funds being spent down and includes the Hwy 214 Phase 3 sidewalk project for $997,485.

The **Transportation Impact Fee (TIF) Fund** decreases 18.2% to $6,545,736. These are a direct result of the current economic conditions and slow down in TIF revenue as well as the contribution to construction projects in the current fiscal year.

The **Water Fund** is budgeted for $2,321,611 in FY 2010/11, which is a 9.2% decrease.

The **Water Construction Fund** is budgeted for $6,186,607 in FY 2010/11, an 11.4% decrease from the previous year – a direct result of projects underway in the current fiscal year. Projects proposed for FY 2010/11 include the Chlorination and Mill Creek North Loop projects. Contingency and reserves total $1.24 million.

The **Water SDC Fund** budget is $501,741, which is a 52.1% decrease from FY 2009/10. Because development has slowed to unprecedented levels, SDC collections have dropped dramatically. Additionally, the debt service ($405,000) has been moved to the Water Construction Fund to ensure proper resources to pay down the existing debt.

The **Sewer Fund** budget for 2010/11 is $3,105,263 which is a 3.0% decrease over the prior year.

The **Sewer Construction Fund** decreases 7.7% to $5,227,926 in FY 2010/11 and continues several projects from the current fiscal year, such as the continuation of Compliance Upgrade Design and Construction project (originally budgeted at $2,000,000).

The **Sewer SDC Fund** budget decreases 76% to $219,418 due to the dramatic drop in development. Additionally, the debt service ($587,000) has been moved to the Sewer Construction Fund to ensure proper resources to pay down the existing debt.

The **Storm/Surface Water Fund** resources ($235,000) again have been drawn from the Sewer Fund to focus on surface water, which is becoming an increasingly critical area of environmental concern. The eventual goal is to implement a full storm water utility program.

$1,573,050 is budgeted in the **Technical and Environmental Fund**. This is a decrease of $51,998 (3.2%) from the previous year.

- **Conclusion**

The recommended budget for FY 2010/11 continues to allocate limited resources in a manner that 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. ***This budget also contains the six-year Capital Improvement Plan that directs the delivery of construction projects in each area of the City's capital needs (historically, the Capital Improvement Plan is presented to the Budget Committee during the budget process.)*** The programs recommended in this budget support a coordinated effort to improve the safety, appearance, economic well-being, and livability of the community.

For all of these reasons your approval of this budget is recommended.

I appreciate the time each of you has contributed to the budget process, in studying the volumes of material you are provided and in donating time to attend workshop sessions. City staff values your input at these sessions, and your help in guiding the City in a positive direction, and on their behalf I say thank you. I would also like to thank the department heads and City staff, again, for adhering to the budget guidance, for working together for the good of the organization, and for the able management of their budgets during the fiscal year. And, lastly, thanks to my staff, Finance Director and his staff, for all their assistance in producing and compiling the budget.

Sincerely,

Scott Derickson
City Administrator

VISION STATEMENT

Woodburn will be a safe, vibrant, full service community. Woodburn will be a community of unity, pride, and charm. It will be sustainable, 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. Woodburn will be a great place to live, work, and visit.

We accomplish our vision through our commitment to:

Accountability
We take personal responsibility for our actions and for delivering results. We are productive, we work efficiently, and we spend the taxpayers' money wisely.

Caring
We take pride in our work. We are loyal to the community and the organization. We invest in, and care deeply about, Woodburn.

Creativity
We pursue excellence by seeking innovation, taking calculated risks, and showing initiative.

Diversity
We seek input from all viewpoints, backgrounds, and philosophies. We treat each person with dignity, fairness and respect.

Integrity
We tell the truth, behave morally and ethically, and respect the public's trust in us. We treat everyone fairly, and equally. We follow through, and honor our commitments.

Openness
We are open-minded and inclusive. We seek to inform, educate, and engage the community in the conduct of public business.

Service
We are approachable and responsive to the needs of our community. We deliver outstanding City services with professionalism, consistency, and a "can-do" attitude.

Teamwork
We work together as a team, across all boundaries. By cooperating and communicating, and supporting each other, we accomplish more.

MISSION STATEMENT

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

MAJOR GOALS FOR 2007-2008 (ADOPTED APRIL 9, 2007)

- Provide a broader range of quality, affordable, youth activities:
  - Evaluate and monitor structure and quality of programs
  - Develop additional activities and programs
  - Seek funding to support/offset program costs
  - Take better advantage/make better use of city facilities such as the skatepark and aquatic center to offer new activities
  - Develop partnerships with non-profits/public/faith-based agencies
  - Avoid/eliminate duplication of effort with other programs
  - Implement ongoing customer satisfaction survey for programs and activities
- Provide a broader range of self supporting adult activities:
  - Survey demand for adult programs
  - Develop opportunities to meet un-met demand for self-supporting adult recreational programs and activities
  - Avoid duplication of programs offered by other agencies
  - Implement ongoing customer satisfaction survey for programs and activities
- Celebrate culture and diversity:
  - Continue to participate as a planning partner in Christmas, 4th of July and September 16th (Mexican Independence Day) celebrations
  - Provide financial support through TOT grant for eligible activities
  - Limit City involvement to providing locations (parks, plazas, etc.) pursuant to applicable rules and regulations, indemnification, and limited staff support
- Establish organized, use of Downtown plaza, and other City parks by actively seeking and scheduling performers, activities, and events.
- Community Engagement and Communications:
  - Continue to provide for language translation in City offices and at public meetings
  - Emphasize high quality customer service
  - Provide non-financial support to Chamber of Commerce Citizens Academy
  - Improve staff capability and consciousness through training and recognition
  - Increase use of video production, community access television, and the Internet to educate and inform

- Actively "market" City programs and activities
- Update telephone system to answer frequently asked questions
- Augment public information and advertising activities in "Independent" and "Statesman Journal" with other publications and in other media.
- Develop radio programming for KPCN radio
- Complete website upgrade
- Provide for e-commerce
- Install customer self-help computers in strategic locations
- Complete volunteer clearinghouse and coordination project
- Conduct community surveys

❖ Revitalize Downtown Woodburn:

- Complete Downtown Plan that encompasses downtown and east of the RR tracks, and Young Street
- Complete Comprehensive Plan and Zoning Amendments, as applicable
- Establish Design Guidelines
- Initiate Commercial Rehabilitation Loan/Grant program
- Continue to seek grants to offset project costs/extend UR funding
- Seek funding to complete renovation of/ evaluate potential for sale of 347 N. Front Street
- Fund, design, and build Gazebo in Plaza
- Implement Urban renewal program
  - Revise 1 year Capital Budget
  - Develop six year Capital Improvement Program
  - Complete Alley project, Garfield to Cleveland
- Maintain increased Police Patrol Activities in Downtown

❖ Pursue Economic Development:

- Implement Urban Renewal Programs
- Manage Comprehensive Plan industrial land master-planning requirements
- Determine and organize for business recruitment responsibilities
- Partner with Chamber of Commerce and WDA to recruit and retain business
- Conduct needs analysis of Highway 99E commercial area, as basis for transportation improvements, renewal, and business recruitment

❖ Develop Necessary Systems Infrastructure:

- Initiate planning to expand City circulation system on Crosby Rd, Parr Rd. and South Bypass
- Evaluate options for addressing DEQ water quality and temperature concerns at WWTP
- Analyze and Adopt revised Water/Wastewater rates

- Complete Storm water cost allocation and funding recommendations
- Develop I-net capabilities
- Investigate creation of Stormwater Utility District

❖ Improve the Appearance and Quality of Community:

- Revise Code enforcement-related ordinances
  - Alarms
  - Peddler's licenses
  - Animals
- Promote public awareness of code requirements through education
- Implement Housing Ordinance
- Initiate Urban Forestry Program
  - survey existing right-of-way and historic trees
  - develop a replacement strategy and schedule
  - develop public information program
- Reinstate Residential Rehabilitation Program

❖ Provide a Safe and Secure Community:

- Attain Oregon Accreditation Alliance accreditation for PD
- Initiate Strategic Planning to implement policing districts and information based policing
  - Develop Interim Policing Plan: (1-3 years)
  - Develop Strategic Policing Plan (3-5 years)
  - Develop Long Term Policing Outline: (5-10 Years)
- Complete Emergency Management System Development
- Develop City Wireless Plan
- Participate in Weed and Seed program development and implementation
- Focus greater attention on patrol activities in Downtown
- Increase drug abuse awareness activities

❖ Manage Growth:

- Continue to implement Urban Renewal
- Complete and follow through on Comprehensive Plan Amendments and UGB expansion
  - Address any LCDC remands
  - Address other challenges, as posed
  - Oversee annexations, as they occur
  - Administer Interchange Management Plan
  - Administer Southwest Industrial Reserve master planning requirements

- Park Development:
  - Complete Community Center pre-design and site selection, and seek funding for construction
    - complete WMAC expansion
    - completed design and initiate cultural arts center construction
  - Obtain funding for and complete ball field complex at Centennial Park
  - Obtain grants and contributions to fund greenway improvements
  - Develop Hermanson Park III and Hermanson Pond
  - Complete master plan for Legion and Settlemier Parks
  - Complete Parks Comprehensive Plan update
  - Revise Parks SDC methodology
  - Revise Centennial Park master plan
  - Renovate one playground each year, consistent with Recreation and Parks Board recommendations
  - Identify funding for, and initiate Legion Park renovation
  - Identify funding for, and complete Settlemier Park acquisitions and renovation
  - Identify funding for Burlingham Park renovation

- Team Building and Employee Development:
  - Continue current activities
  - Continue Employee recognition program
  - Organize departments for most efficient service delivery
  - Increase commitment to employee training by targeting funds to training budgets
  - Seek additional employee training opportunities as funding permits
  - Incorporate diversity training into new-hire regimen
  - Provide city-wide training to all employees, semi-annually, on various pertinent topics - customer service, sexual harassment, ethics, personnel policy and procedures
  - Maintain open and ongoing working relationships with current City Unions
    - AFSCME
    - WPA
  - Evaluate/Implement Centralized Purchasing

- Develop Technological Infrastructure:
  - Telecommunications - high speed Internet and I-net capability
  - Update City GIS system capabilities
  - Incorporate technological advancements in City processes
  - Evaluate VIOP for phone system

- Plan and Deliver Transportation System Improvements:

  Regional

  - Establish LID's for Front Street, and Tout Street, and Alley improvement projects, and for paving unpaved streets.
  - Complete Boone's Ferry and Country Club and Front Street projects
  - Continue to seek funding for I-5 interchange and Highway 214 widening projects
  - Analyze and modify SDC's to fund City Share of interchange
  - Establish funding agreements with properties within interchange management area for cost sharing of improvements
  - Evaluate operational and financing options to expand transit services
  - Partner with ODOT to develop park and ride facility near the I-5 interchange
  - Construct sidewalk adjacent to Highway 214 from High School to Prospect Way

  Local

  - Pave one unpaved street each of the next two years, as part of a continuing program to pave all unpaved streets
  - Install curb and sidewalks on some streets
  - Ready projects for grant opportunities
  - Develop Bike/Pedestrian/Golf cart paths in greenways
  - Complete Hardcastle Ave. rail realignment
  - Renovate Harrison St., Front St. to Settlemier Ave.
  - Renovate Hayes St., Front to Second streets
  - Evaluate re-opening 5th Street to through traffic

- 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 additional grants to support other city programs
  - Revise System Development charges and Traffic Impact fees
  - Prepare 3-5 year revenue/expenditure forecasts

- Continue to Participate in the State and Federal legislative process:

  - Coordinate with League of Oregon Cities and State/Federal legislative delegations on legislative matters of interest to Woodburn
  - Continue to take positions on matters of pending legislation with potential impact to City

- Facility Development:

  - Complete Community Center Pre-design and site selection project
  - Finalize design and obtain funding for Library expansion, Phase I
  - Market Community Gardens property
  - Update Parks master plan
  - Remodel City Hall to increase security and efficiency
  - Adopt Legion Park and Settlemier Park Master plans
  - Design and build access road from Park Avenue to Police Facility
  - Seek funding for Greenway Projects
  - Complete Foundation start-up
  - Oversee Aquatic Center Expansion
  - Relocate Court and Court Offices
  - Expand Community Development and Building Division space
  - Evaluate relocating City shops to McNulty Property

- Encourage and Employ Sustainable Practices:

  - Revise procurement procedures
  - Train staff (ongoing)
  - Conduct Energy Audit of all City Facilities
  - Establish policies requiring purchase of only hybrids and energy efficient gas-powered vehicles
  - Construct new, and renovate existing city buildings to LEEDs standards
  - Support:
    - Composting
    - Recycling and use of recycled materials
    - "green building"
    - public education
  - Provide a good example
  - Investigate waste-to-energy conversion at WWTP
  - Evaluate use of bio-diesel for diesel powered equipment

READER'S GUIDE

The budget document serves two distinct purposes. The first is to present the City Council and the public with a clear picture of the services the City provides and the policy alternatives that are available. The second is to provide City management with a financial and operating plan that conforms to the City's accounting system.

The Introduction provides an overview of the key issues policy issues and programs in the budget and the major areas of emphasis for the City in 2010-2011. It also includes budget summaries that present the overview of the budget as an operating and financial plan.

Budget Message. The Budget Message summarizes key features and issues shaping the 2010-2011 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 the Budget Policies adopted by the Budget Committee to guide 2010-2011 budget development and provides 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 the profile are: summary schedules for revenues and expenditures, property taxes and budgeted departmental staffing levels.

Adopted Budgets. The budgets are presented in service level categories: General, Special, Utility and Miscellaneous services. Each service category contains various departments/divisions presented with a narrative describing the department's/division's function and the adopted 2010-2011 budget as well as prior years' budget and actual information.

<u>General Services</u>

- General Fund – This fund accounts for all general operating revenues and expenditures of the City. The fund is comprised of 14 departments responsible for providing planning, recreation, community, legislative and public safety services to the public. In addition, four of the departments (City Attorney, Finance, Human Resources and Administration) serve as internal service function providing accounting, employee and legal services to the various departments/divisions of the City.
- General Operating Reserve – This fund accounts for reserves set aside for future needs.
- General Fund CIP – Fund accounts for capital improvement projects for general services facilities.

Special Services

- Transit – This fund accounts for the City's transit program. The primary revenue sources are a transfer from the General Fund as well as Federal and State transit grants. Expenditures include personnel, bus maintenance and operating cost and capital outlay for busses as the busses need replacement.
- Building – This fund accounts for building permit revenues and the activities of the City's building permit program. The fund was established as a legislative requirement mandating that building permit revenues not be used for any purpose other than building permit programs.
- Search & Seizure – Fund accounts for City's share of federal proceeds from drug seizures to be used for drug enforcement and investigation.
- Weed & Seed – This fund accounts the juvenile gang prevention grant. Primary revenue is a federal grant through the Justice Department. The program uses the grant to fund community programs for gang prevention.
- State Revenue Sharing – Fund accounts for state shared revenues and capital outlay for various street improvement projects and street lighting.
- Housing Rehabilitation – This fund accounts for Community Development Block Grants for low income housing rehabilitation and small business loan programs.
- Retired and Senior Volunteer Program (RSVP) – This fund accounts for the City's grant and 30% local match to fund its senior volunteer program.
- Cable Franchise – A portion of the cable franchise fees are transferred to this fund and distributed to Woodburn Cable Access Television as required by the franchise agreement to support local community access programming.
- Bonded Debt – This fund accounts for the principal and interest payments on the general obligation debt for the police building and aquatics center.
- Bancroft Bond – Reserve held for Bancroft Bonds.
- Special Assessments – This fund accounts for the City's Local Improvement Districts (LIDS).
- Economic Development – This fund accounts for the principal and interest payments for the Special Public Works loan for the Waremart intersection improvements.
- Streets – This fund accounts for the State of Oregon highway apportionment (gas tax). As required by statute the proceeds are used "exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and roadside rest areas in this state."
- City Gas Tax – Fund accounts for the proceeds from the City's gas tax used for street resurfacing projects.
- Transportation Impact Fee (TIFS) – This fund accounts for Street SDCs. The primary use of the proceeds is for street system improvements.
- Street/Storm Capital Improvement – Fund accounts capital improvements to the Street and Stormwater systems – primary revenues are from PGE and NW Natural Gas privilege taxes.
- Parks SDC – Fund accounts for payments received from new development to fund improvements that increase capacity of the City's parks system.

Utilities Services

- Water – This fund accounts for the operations of the water treatment and distributions systems. Water sales and associated fees are the major revenue sources.
- Water Well/Distribution Construction – Fund was established to accumulate resources for major repairs, extensions, alterations or other capital improvements to the water system. Revenue is received through user fees and loan proceeds (as the need arises).
- Water SDC – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City's water treatment and distributions systems. Uses of the funds are restricted by City ordinance and state statute.
- Sewer – This fund accounts for operations of the wastewater collection and treatment system. User charges are the main revenue source.
- Sewer Capital Improvement – Fund accounts for the for loan proceeds for the sewer pump project and the resulting debt payments.
- Waste Water Treatment Plant Construction – Fund accounts for loan proceeds used for construction and improvements to the City's waste water treatment plant.
- Sewer SDC – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City's waste water treatment and collection systems. Uses of the funds are restricted by City ordinance and state statute.
- Surface Water/Collections – Fund was established fiscal year 2009-10 to provide a City stormwater program and operations. The main source of revenue is a transfer from the waste water fund.
- Stormwater SDC – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City's stormwater collection system. Uses of the funds are restricted by ordinance and state statute.

Miscellaneous Services

- Information Services (IS) – Fund accounts for City's network maintenance and services. In addition, the IS department contracts with local agencies and smaller governments to provide network and information services. The primary source of revenue is operating transfers from other City departments that use network and information services.
- Central Stores – Fund accounts for the central purchase of high volume supplies (such as paper, toner, etc.). Primary source of revenue is the cost reimbursement to the fund for these purchases.
- Insurance – This fund accounts for the City's general liability and workers' compensation insurance premiums and serves as the risk management function for the city. The primary source of revenue is operating from other funds for insurance premiums costs.
- Technical and Environmental Services – This fund accounts for the engineering, public fleet and administrative services of the public works funds. The primary source of revenue is operating transfers from the public works funds for those services.
- Building Maintenance – This fund accounts for operation, maintenance and repair of City owned facilities. The primary source of revenue consists of charges to operating departments based on the relative square footage of occupancy.

- Police Construction – This funds accounts for the proceeds from the general obligations bonds issued and to be used for the construction of the new police building. The remaining funds are being used to 'wrap up' remaining items to be completed; upon completion the fund will closed.
- Public Works Facility Construction – Fund is used to account for lease payments to Union Pacific Railroad for public works storage.
- Equipment Replacement – Fund accounts for transfers from various funds to be reserved for vehicle and equipment replacement.
- Library Endowment – Fund accounts for proceeds donated to the Woodburn Public Library for building maintenance.
- Museum Endowment – This fund accounts for proceeds held in trust by the City and ongoing donations received for future improvements for the World's Berry Center Museum.

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 2010-11, 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 2010-11; and the Glossary, defining relevant budget terms.

City of Woodburn
2010-11 Budget Policies

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, use well defined measures, and emphasizing 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 throughout the 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. 2010-11 Baseline budgets for Supplies and Services shall not exceed those approved by the City Council for 2010-10, 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. Contingency in the General Fund will be set at 10% of the operating budget.

13. The City will encumber funds based on signed purchase orders or executed contracts.

14. No positions will be added and no capital items will be purchased without the prior approval of either the Budget Committee or the Council.

15. 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.

16. 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.

17. Expenditures will be evaluated at mid-year, in light of revised revenue projections, and adjusted upward, or downward, accordingly.

CAPITAL IMPROVEMENT GUIDELINES

18. 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

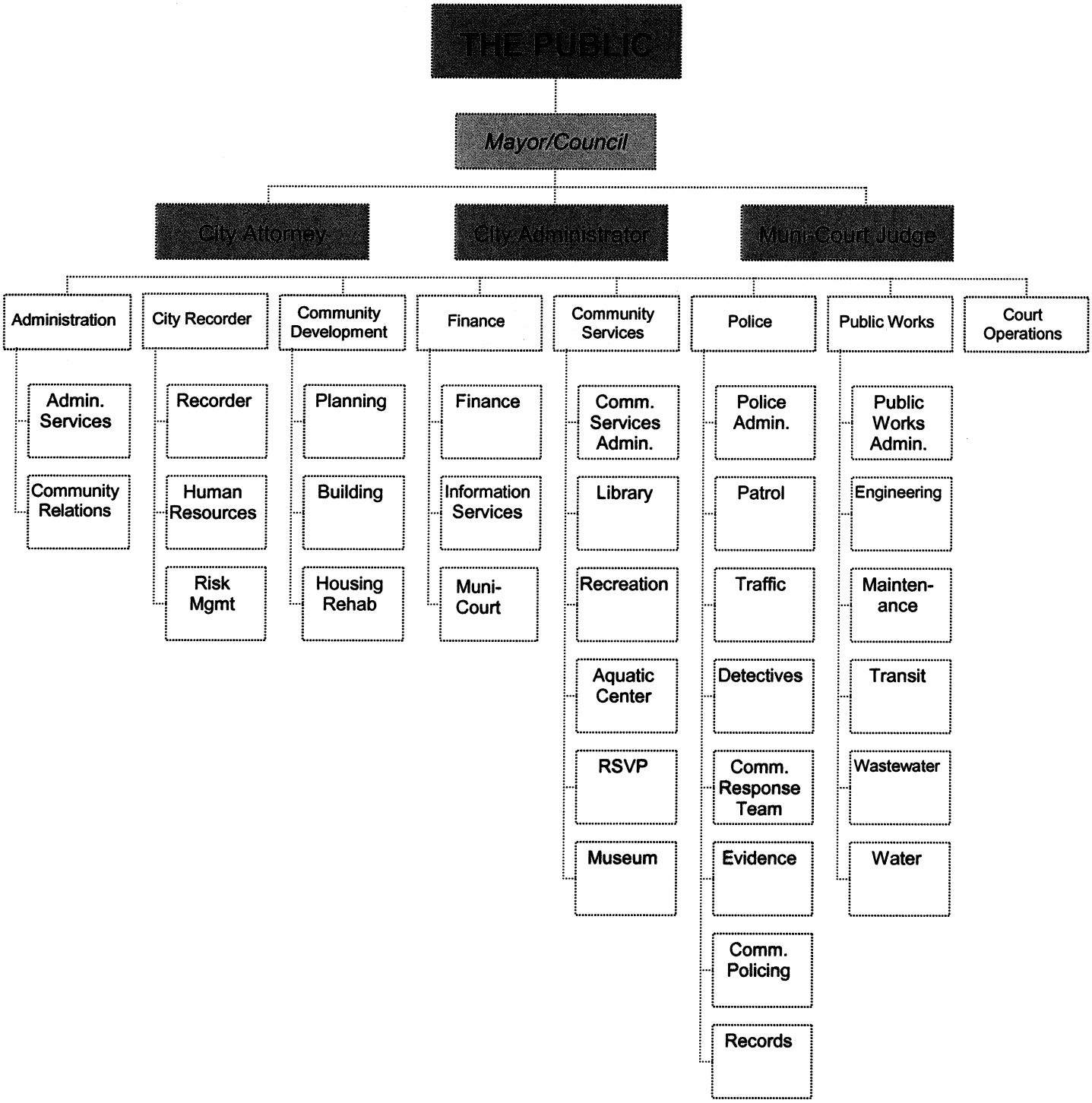
19. The Capital Projects fund budgets will reflect the first annual element of the CIP. For FY 2010-2011, monies shall be included in these budgets in amounts estimated to be expended by June 30, 2011. For projects that are anticipated to commence in FY 2010-2011 and be completed in 2011-2012, or later, monies shall be budgeted in each fiscal year of the projects' duration in amounts anticipated to be spent during each of these fiscal years.

20. Funds shall be budgeted to support the City's share of the cost of paving one unpaved street in 2010-2011.

21. Capital projects will be constructed only when analysis of operations of the asset clearly demonstrates it can be operated within projected resources.

URBAN RENEWAL BUDGET

22. A separate budget will be developed for the Urban Renewal Agency, which will include, as appropriate, operating and capital budgets for 2010-2011 and a six-year capital plan.


THE PUBLIC
Mayor/Council
City Attorney
City Administrator
Muni-Court Judge
Administration
Admin. Services
Community Relations
City Recorder
Recorder
Human Resources
Risk Mgmt
Community Development
Planning
Building
Housing Rehab
Finance
Finance
Information Services
Muni-Court
Community Services
Comm. Services Admin.
Library
Recreation
Aquatic Center
RSVP
Museum
Police
Police Admin.
Patrol
Traffic
Detectives
Comm. Response Team
Evidence
Comm. Policing
Records
Public Works
Public Works Admin.
Engineering
Mainten-ance
Transit
Wastewater
Water
Court Operations

City Profile

City of Woodburn is a full service municipality with a council manager form of government. The city's population has increased from 20,100 in 2000 to an estimated 23,155 today (a drop in population of 200 over the prior year). To meet the needs of the City of Woodburn's population the City is organized into nine (9) operating departments: Administration, City Attorney, City Recorder, Community Development, Community Services, Finance, Municipal Court, Police, and Public Works. 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's General Services (Public Works is primarily funded via utility fees and special assessments), and for other taxing districts in the Woodburn area, are property tax revenues. The chart below depicts how Woodburn residents' property taxes are allocated. The City's share accounts for approximately 1/3 of the total available.

Property Tax Levies
There are three types of property tax levies allowed in the State of Oregon. The permanent rate levy funds general city operations (administration, library services, community development, parks and recreation, police, etc.). The debt service levy is used for principal and interest payments on general obligation bonds approved by votes for various general services capital projects. Local option levies (currently the City of Woodburn does not levy any local option taxes) are approved, time-limited for specified, voter approved purposes.

The Marion County Assessor's Office determines assessed values and collects taxes. Property is assessed January 1 for the fiscal year beginning July 1. Taxes are due beginning November 15, and discounts are allowed for taxes paid in full by November 15.

- *Assessed Value*
  Each local government's tax rate was determined by the state in 1997. The City of Woodburn's permanent rate is $6.0534 per $1,000 of assessed value. No action of the city can increase the permanent tax rate.

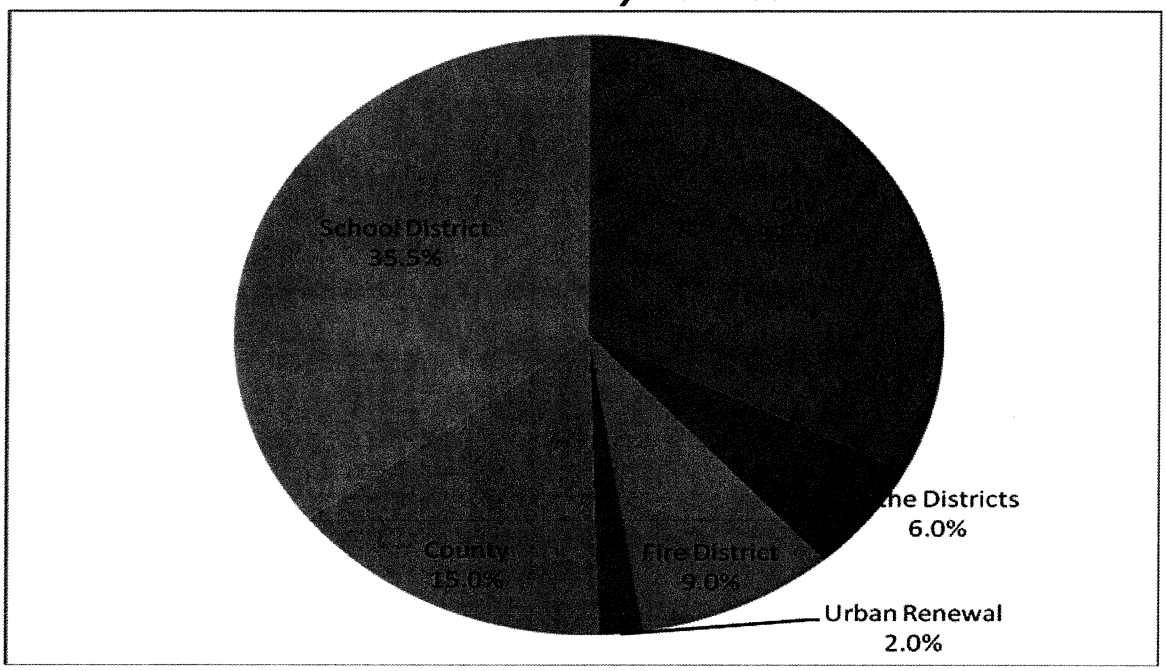
  Ballot measure 50, implemented in the 1997-98 tax year, limits assessed value to the lower of Maximum Assessed Value (MAV) or Real Market Value (RMV), Maximum Assessed Value increases by no more than 3% annually.

  There are exceptions to the 3% annual increase. Maximum Assessed Value may increase more than 3% if:
  - There is new construction or improvements
  - The property is partitioned or subdivided
  - Rezoning occurs and the property is used consistent with rezoning

- *Limits and Compression*
  The total tax on a given piece of property is limited as follows:
  - General Government: $10 per $1,000 of Real Market Value
  - Schools: $5 per $1,000 of Real Market Value
  - Unlimited debt service: levies to pay bonds for capital construction projects are not subject to limitation

If the total tax bill exceeds the limits, taxes are reduced in a process called compression.

2010-2011 Tax Levy Distribution



- *Effects of the Woodburn Urban Renewal Agency*
  The Woodburn Urban Renewal Agency (WURA) is a geographic area within the City of Woodburn, defined in the Woodburn Urban Renewal Plan. The purpose of the district is to eliminate blight and create an environment in which the private sector may develop uses consistent with the goals of the urban renewal plan. The Agency borrows money to fund infrastructure and other improvements, receives property taxes calculated on the increased assessed values, and uses the tax increment to pay debt service on the borrowings based on the tax increment created from the improvement in assessed values.

  The WURA began operations in 2000-2001. The assessed value in the district was determined at that date and became the frozen base. In subsequent years, the incremental assessed value is the difference between the assessed value in the district and the frozen base. Each year the WURA receives property tax attributable to the incremental assessed values, the city general fund receives property tax attributable to the city's assessed value less the WURA incremental value.

  Property tax for the WURA is a portion of the permanent rate levy for the city and each overlapping tax district, not an addition to it. The amount of tax of the WURA is determined by the incremental assessed value in the WURA, but the tax is collected by dividing the city's (and each taxing entity's) permanent rate levy. Thus, tax for the WURA appears on each tax bill in Woodburn, not just those in the WUR. Absent the WURA, the tax would go to the City and other taxing districts – but without the WURA efforts and expenditures, the assessed values presumably would not have increased.

The WURA will cease to exist after it has incurred and repaid the maximum indebtedness specified in the plan totaling approximately $25 million.

- *2010-2011 Tax*
  The City of levied debt service is $515,000; other debt levies are for other jurisdictions such as Marion County, Woodburn School District, Woodburn Fire District, and Chemeketa Community College.

Property Tax Levies

General Fund

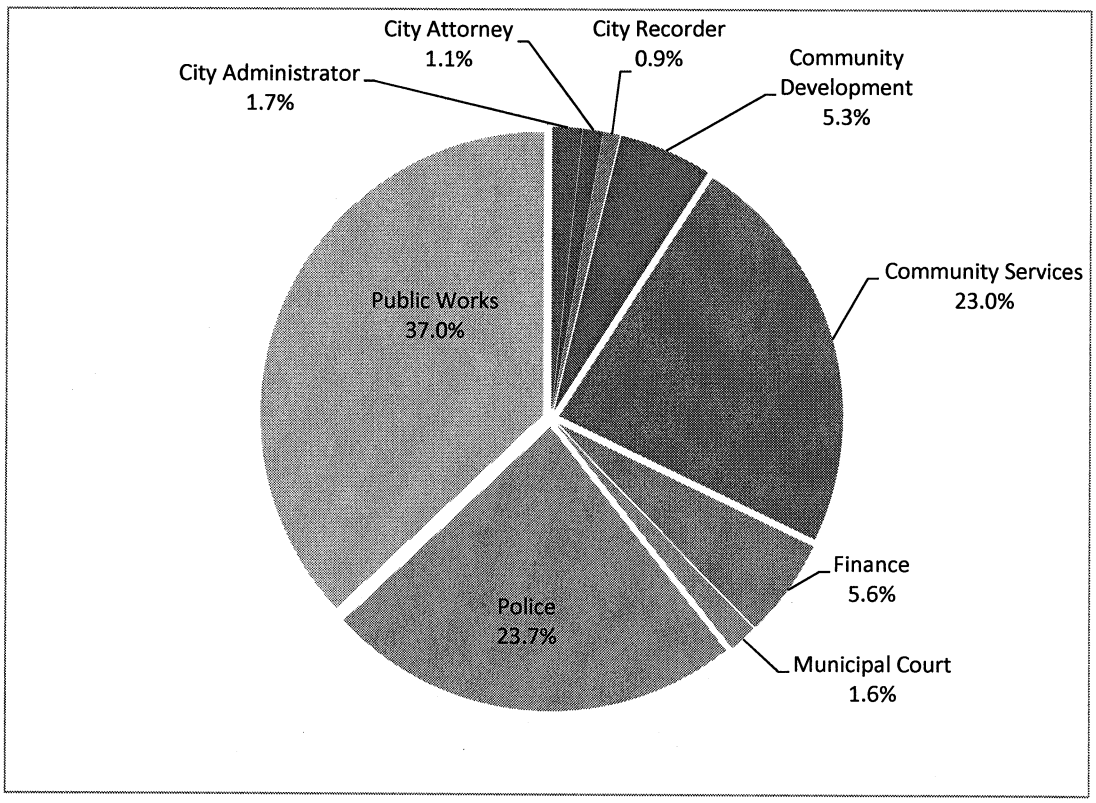
Estimated Taxable assessed value (exclusive of URA incremental Assessed value)	$1,347,433,908
Multiplied by the permanent rate	.0060534
2010-2011 Levy	8,156,557
Less amount uncollectable in the year levied	(956,557)
General fund property taxes to balance the budget	$ 7,200,000

Debt Service Fund

Levy	$ 515,000
Less amount uncollectable in the year levied	-
Debt service fund property taxes to balance the budget	$ 515,000

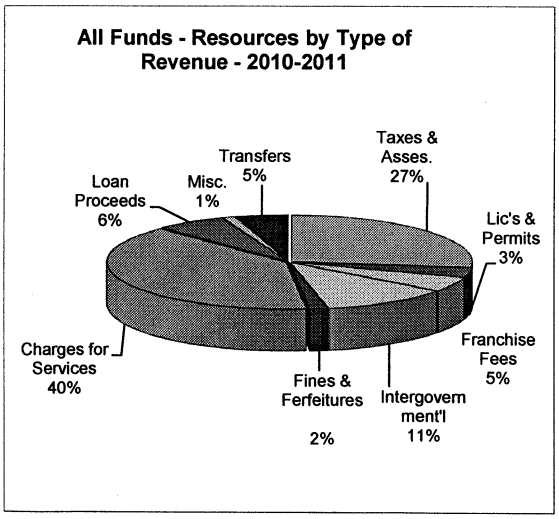
Staffing Summary

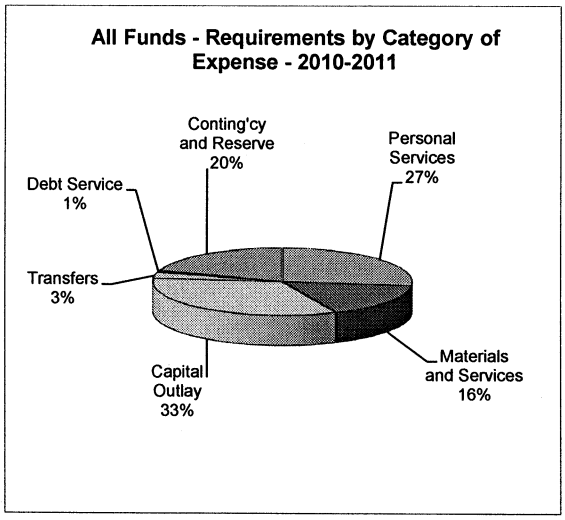
Department	2007-08 FTE	2008-09 FTE	2009-10 FTE	2010-11 FTE	FTE Change	% FTE Change
City Administrator	4.00	4.00	4.00	3.00	(1.00)	-25.0%
City Attorney	2.00	2.00	2.00	2.00	-	0.0%
City Recorder	1.25	1.65	1.65	1.65	-	0.0%
Community Development	8.40	8.40	8.40	9.40	1.00	11.9%
Community Services	39.55	40.85	40.85	40.85	-	0.0%
Finance	8.00	9.00	9.00	10.00	1.00	11.1%
Municipal Court	2.85	2.85	2.85	2.85	-	0.0%
Police	41.00	41.00	41.00	42.00	1.00	2.4%
Public Works	64.67	63.59	64.59	65.59	1.00	1.5%
Total FTEs	171.72	173.34	174.34	177.34	3.00	2.0%



Summary of Revenues and Expenditures
(All Funds Combined)

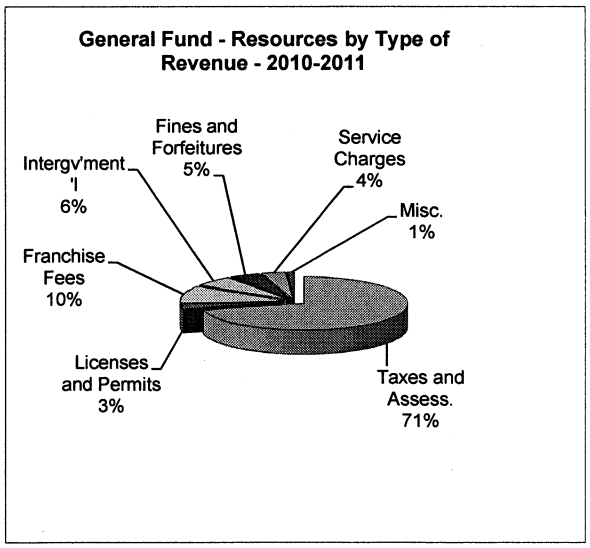
	Actual 2007-08	Actual 2008-09	Budget 2009-10	Budget 2010-11
Beginning Balance	$ 24,294,987	25,867,290	24,876,812	20,355,967
Reveneus				
Taxes and Assessments	7,541,657	7,676,899	7,862,000	7,981,000
Licenses and Permits	706,370	489,602	444,242	564,006
Franchise Fees	1,538,008	1,402,996	1,459,000	1,476,000
Intergovernmental	1,967,884	5,835,082	5,901,437	3,026,589
Fines and Forfeitures	550,165	487,459	460,000	420,000
Charges for Services	11,149,761	12,599,472	12,638,479	12,041,859
Loan Proceeds	-	4,920,000	4,920,000	1,900,000
Miscellaneous	1,571,142	997,337	952,952	718,995
Transfers	1,985,632	1,393,259	1,393,259	1,229,259
Total Revenues	27,010,619	35,802,106	36,031,369	29,357,708
Beg. Bal. and Revenues	51,305,606	61,669,396	60,908,181	49,713,675
Expenses				
Personal Services	11,126,722	12,107,714	13,234,249	13,329,812
Materials and Services	5,720,597	6,358,812	8,145,964	7,830,729
Capital Outlay	2,349,449	4,880,449	17,965,992	12,693,951
Transfers	1,987,632	1,987,743	1,388,259	1,290,259
Debt Service	4,294,408	4,295,371	4,285,441	4,377,904
Contingency	171,004	-	15,888,276	10,191,020
Total Expenses	$ 25,649,812	$ 29,630,089	$ 60,908,181	$ 49,713,675
Ending Balance	25,655,794	32,039,307	-	-
Expenses and End. Bal.	$ 51,305,606	$ 61,669,396	$ 60,908,181	$ 49,713,675

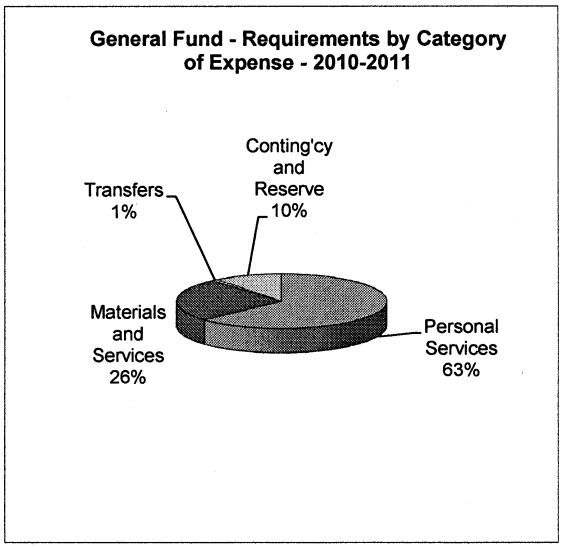




Summary of Revenue and Expenditures
(General Fund)

	Actual 2007-08	Actual 2008-09	Budget 2009-10	Budget 2010-11
Beginning Balance	$ 2,192,772	$ 2,574,080	$ 1,954,245	$ 2,230,269
Reveneus				
Taxes and Assessments	6,612,252	6,912,899	7,098,000	7,200,000
Licenses and Permits	462,165	386,360	341,000	324,390
Franchise Fees	1,086,670	1,015,996	1,072,000	1,061,000
Intergovernmental	461,478	538,368	604,723	466,500
Fines and Forfeitures	550,165	487,459	460,000	420,000
Charges for Services	319,222	347,843	386,850	336,020
Loan Proceeds	-	-	-	-
Miscellaneous	375,755	317,200	272,815	351,420
Transfers	-	-	-	-
Total Revenues	9,867,707	10,006,125	10,235,388	10,159,330
Beg. Bal. and Revenues	12,060,479	12,580,205	12,189,633	12,389,599
Expenses				
Personal Services	6,694,988	7,204,393	7,724,386	7,685,551
Materials and Services	2,319,782	2,585,978	2,880,175	3,124,386
Capital Outlay	-	-	-	-
Transfers	519,632	629,832	123,259	113,759
Debt Service	-	-	-	-
Contingency and Reserve	-	-	1,461,813	1,465,903
Total Expenses	$ 9,534,402	$ 10,420,203	$ 12,189,633	$ 12,389,599
Ending Balance	2,526,077	2,160,002	-	-
Expenses and End. Bal.	$ 12,060,479	$ 12,580,205	$ 12,189,633	$ 12,389,599





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City of Woodburn
General Services Budget Summary

	FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 Budget	FY 2010-11 Budget
001 General Fund				
011 City Council	24,447	39,971	44,068	42,395
121 Administrative	393,050	304,282	344,981	179,457
131 City Recorder	59,353	83,033	136,076	52,601
141 City Attorney	149,831	150,873	174,691	156,333
151 Finance	234,598	262,243	305,300	322,251
161 Human Resources	-	-	-	45,418
181 Municipal Court	179,297	213,869	219,306	195,431
211 Police	4,746,732	5,241,354	5,666,618	5,828,818
311 Library	974,033	1,038,220	1,083,514	1,156,582
421 Recreation	329,211	333,167	462,111	458,522
431 Swim Center	594,310	629,002	646,930	672,182
499 Community Services	319,812	334,082	362,607	483,501
511 Planning	425,790	479,450	470,959	360,850
611 Parks Maintenance	486,083	543,901	567,975	603,096
199 Nondepartmental	617,855	766,756	242,684	366,259
Contingency & Reserve	-	-	1,461,813	1,465,903
Total	9,534,402	10,420,203	12,189,633	12,389,599
092 General Operating Reserve	-	-	75,211	74,500
358 General Fund Capital Imp	406,128	1,014,100	956,061	526,000

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			General Fund				
			Department 000 Revenue				
2,192,772	2,574,080	1,954,245	Beg Fund Balance	2,194,086	2,230,269	2,230,269	2,230,269
			Tax Revenue				
6,612,252	6,912,899	7,098,000	Property Tax	7,225,000	7,200,000	7,200,000	7,200,000
259,463	279,176	280,000	State Liquor	270,000	270,000	270,000	270,000
37,434	36,349	36,000	Cigarette Tax	35,000	35,000	35,000	35,000
6,909,149	7,228,424	7,414,000	Total Tax Revenue	7,530,000	7,505,000	7,505,000	7,505,000
			Franchise Fees				
604,923	568,945	580,000	PGE Franchise	600,000	600,000	600,000	600,000
172,339	169,120	194,000	NW Nat Gas Franchise	180,000	180,000	180,000	180,000
96,356	84,041	90,000	Qwest Franchis	85,000	85,000	85,000	85,000
111,918	106,651	115,000	United Diposal Franchis	105,000	105,000	105,000	105,000
68,382	53,101	65,000	Willamette BB Franchise	65,000	65,000	65,000	65,000
11,483	14,354	12,000	W Ambulance Franchise	10,000	10,000	10,000	10,000
20,718	19,033	16,000	Gervais Telephone Fran.	16,000	16,000	16,000	16,000
	179	-	Sprint	-	-	-	-
493	572	-	Preferred	-	-	-	-
58	-	-	Matrix	-	-	-	-
1,086,670	1,015,996	1,072,000	Total Franchise Fees	1,061,000	1,061,000	1,061,000	1,061,000
			Grants				
15,584	18,104	-	State Grants - General	12,000	12,000	12,000	12,000
57,037	50,172	145,223	Federal Grants - Police	51,000	51,000	51,000	51,000
-	48,360	60,000	State Grants - Police	15,000	15,000	15,000	15,000
63,357	87,044	75,000	Regional Library Service	75,000	75,000	75,000	75,000
4,487	4,346	4,500	Ready/Read Grant	4,500	4,500	4,500	4,500
4,135	3,561	4,000	Rural Read Grant	4,000	4,000	4,000	4,000
9,035	4,656	-	PAL Grant - Parks	-	-	-	-
296	-	-	OSU Grant	-	-	-	-
6,400	6,600	-	Land-o-Lakes Grant	-	-	-	-
4,250	-	-	NFL Grant	-	-	-	-
164,581	222,843	288,723	Total Grants	161,500	161,500	161,500	161,500
			User Fees				
36,552	30,835	38,000	PILOT	25,000	30,000	30,000	30,000
238,518	270,987	220,000	Htl/Mtl Tx	220,000	220,000	220,000	220,000
38,565	30,165	38,000	Business License	38,000	38,000	38,000	38,000
6,964	6,815	4,000	Oth Lic	3,200	2,500	2,500	2,500
-	-	-	Taxicab Permits	2,500	2,500	2,500	2,500
-	1,000	-	Film Permit	-	-	-	-
-	60	-	Museum Admission	-	-	-	-
19,578	16,519	21,000	Youth Sports Fees	21,000	21,000	21,000	21,000
22,611	18,449	26,000	Adult Sports Fees	26,000	26,000	26,000	26,000
37,188	25,081	38,000	Youth Program	25,000	25,000	25,000	25,000
3,264	5,500	3,500	Administration	1,000	1,000	1,000	1,000
869	9,205	3,000	Adult Program	-	-	-	-
250	1,475	11,950	Sponsorship	9,000	9,000	9,000	9,000
2,928	258	200	Teen Revenue	200	200	200	200
45,273	61,553	57,000	After School Program	49,000	49,000	49,000	49,000
-	-	500	Arts Revenue	500	500	500	500
-	(600)	2,700	Adult Program Revenue	6,820	6,820	6,820	6,820
(200)	700	-	Event Admission	-	-	-	-
5,359	7,214	8,000	Pool Merchandise	8,800	7,500	7,500	7,500
17,789	15,823	18,000	Concession Sales	19,800	15,000	15,000	15,000
76,760	83,208	90,000	Pool Admission	99,000	82,000	82,000	82,000
25,036	30,632	30,000	Pool Membership	33,000	29,000	29,000	29,000
11,706	10,055	11,000	Pool Rental	12,100	10,000	10,000	10,000

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
46,720	52,640	57,000	Swim Lessons	62,700	50,000	50,000	50,000
4,091	10,071	9,000	Facility Rent	4,000	4,000	4,000	4,000
54,572	10,518	14,000	T&E Development Fee	7,905	7,905	7,905	7,905
86,994	36,040	27,000	Plan Fees	23,485	23,485	23,485	23,485
781,387	734,203	727,850	Total User Fees	698,010	660,410	660,410	660,410
			Other Financing Sources				
2,539	2,272	2,000	Sale Document	2,000	2,000	2,000	2,000
8,847	1,413	-	Recorder's Trust	-	-	-	-
405	-	-	Facility Rent	-	-	-	-
-	21,000	-	Rent-Norcom	23,664	23,500	23,500	23,500
390	-	-	Ins Rec	-	-	-	-
18	4,187	-	Sale SurPr	-	-	-	-
42	(950)	-	Cash Over/Short	-	-	-	-
-	5,853	-	Deposit Difference	-	-	-	-
54,540	22,067	35,000	Misc Income	25,000	25,000	25,000	25,000
-	(8,704)	-	Fraud Loss	-	-	-	-
-	2,650	6,500	Urban Renewal	6,500	6,500	6,500	6,500
7,587	9,576	28,407	Reimbursement	34,420	78,420	78,420	78,420
14,467	10,388	8,000	Lien Search	9,000	9,000	9,000	9,000
124,924	52,969	45,000	Interest Income	45,000	45,000	45,000	45,000
550,165	487,459	460,000	Court Fines	420,000	420,000	420,000	420,000
61,160	63,908	63,908	Reimb School District	65,825	65,825	65,825	45,000
18,574	12,079	12,000	Train'g Surcharge	23,000	23,000	23,000	23,000
60,775	51,656	52,000	Towing Fee	52,000	52,000	52,000	52,000
1,415	330	1,000	Alarm Fee	1,000	1,000	1,000	1,000
1,775	25,533	-	Donations - Police	5,000	5,000	5,000	5,000
-	1,665	-	Sale Surplus	-	-	-	-
-	5,507	-	Misc Income	-	-	-	-
-	-	-	Reimbursement	17,000	17,000	17,000	17,000
3,830	-	5,000	Training	5,000	5,000	5,000	5,000
11,590	11,871	12,000	Library Fines	12,000	12,000	12,000	12,000
400	-	-	Settlements	-	-	-	-
10	20,052	-	Donations - Library	-	-	-	-
363	150	-	Donations - Museum	-	-	-	-
2,167	1,718	2,000	Lost Book Reimb	2,000	2,000	2,000	2,000
(63)	10	-	Csh Over/Short	-		-	-
925,920	804,659	732,815	Total Other Financing Sources	748,409	792,245	792,245	771,420
12,060,479	12,580,205	12,189,633	REVENUE TOTAL	12,393,005	12,410,424	12,410,424	12,389,599

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	General - 001
DEPARTMENT/DEPARTMENT NUMBER:	City Council 011
DEPARTMENT DIRECTOR:	Scott Derickson
DIRECTOR DIRECT PHONE NUMBER:	503-982-5228
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Ignacio Palacios
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This department budget is to account for the various costs incurred by the Mayor and city Council. Among those costs are the following: office space and equipment overhead for Mayor and Council, meeting expenses, community outreach and Mayor and Council payroll expenses.

Primary duties of the Council include:

- Pursuant to Section 6, Woodburn Charter of 1982 "except as this charter provides otherwise, all powers of the city shall be vested in the council;"
- The City council is responsible for determining the direction and priorities of City government. The full Council is composed of an elected Mayor and six elected City Councilors;
- Pursuant to Section 13, Woodburn Charter of 1982, the City Council is required to "hold a regular meeting at least once each month in the city at a time and place which it designates." The regular meetings are generally held on the second and fourth Monday of each month in the City Hall at 7:00 pm;
- The Mayor and City Council individually represent the City by their membership on regional forums and civic organizations.

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 011 - Council & Mayor				
			Program 1111 - Legislative				
			Personal				
2,400	2,400	2,400	Regular Salaries	2,400	2,400	2,400	2,400
4	6	6	Workers Comp	6	6	6	6
186	184	184	FICA	184	184	184	184
16	-	-	Retirement	40	40	40	40
	1	-	Unemployment Ins	7	7	7	7
2,606	2,591	2,590	Total Legislative Personal	2,637	2,637	2,637	2,637
			Materials & Services				
81	-	1,000	Computer Support	1,000	1,000	1,000	1,000
1,159	354	1,000	Other Office Supplies	700	1,000	1,000	1,000
-	-	-	Flower Plants	1,000	1,000	1,000	1,000
-	-	500	Other Pro Services	500	500	500	500
76	56	100	Telephone	100	100	100	100
-	18	100	Postage	50	50	50	50
1,897	21,173	23,104	IS Support	25,415	22,102	22,102	22,102
294	718	300	Lodging	500	500	500	500
37	63	200	Meals	100	100	100	100
90	-	100	Mileage	200	200	200	200
-	360	-	Airfare	-	-	-	-
17,197	10,138	11,574	Int Rent	12,750	12,256	12,256	12,256
134	139	300	Dues & Sub	150	150	150	150
345	4,361	1,000	Registrations	700	700	700	700
20	-	200	Print/Bind	100	100	100	100
21,330	37,380	39,478	Total Legislative Mat's & Serv	43,265	39,758	39,758	39,758
23,936	39,971	42,068	Total Legislative Program	45,902	42,395	42,395	42,395
			Program 1112 - Livability				-
			Materials & Services				
150	-	200	Other Office Supplies	-	-	-	-
136	-	-	Other O/S	-	-	-	-
225	-	1,300	Flower Plants	-	-	-	-
-	-	500	Other Pro Services	-	-	-	-
511	-	2,000	Total Livability Program	-	-	-	-
24,447	39,971	44,068	011 - Council & Mayor Total	45,902	42,395	42,395	42,395

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	General - 001
DEPARTMENT/DEPARTMENT NUMBER:	City Administrator - 121
DEPARTMENT DIRECTOR:	Scott Derickson
DIRECTOR DIRECT PHONE NUMBER:	503-982-5228
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Scott Derickson
DIRECT PHONE NUMBER:	503-982-5228

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
Section 21, Woodburn Charter of 1982, generally defines the function of the City Administrator as being "the administrative head of the government of the city." The Charter specifically defines the powers and duties as:

- Advising the Council of the "affairs and needs of the city;"
- Ensuring that "all ordinance are enforced and that the provisions of franchises, leases, contracts, permits and privileges granted by the city are observed;"
- Appointment and removal of "all city officers and employees" and general supervision and control over them and their work;"
- Acting as "purchasing agent for…the city;"
- "Supervision…of all public utilities owned and operated by the city, and…general supervision over all city property;" and
- "Other duties" required the Charter or City Council

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The department consists of 1.0 FTE responsible for carrying the duties listed above.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Continue to work to improve community relations
- Completion of Woodburn Police Department facility
- Hired new Finance Director, Police Captain and City Recorder
- DEQ loan secured for sewer improvements
- Continue to improve and enhance management team for improved efficiencies in city services and community relations
- Encourage public/civic participation with various community organizations by department heads
- Completion of Front Street improvements and continuation of downtown enhancement projects
- Deliver quality services under current economic conditions and declining/flat revenues
- Encourage 'team' approach to city management amongst department head staff

- Open communication and transparency with community groups
- Overhaul of Finance Department and financial policies and procedures

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Continued community outreach and improvement of community relations
- Continued support of management team and assisting departments as needed
- Completion of Water Chlorination project
- Implementation of Council approval of 5th Street Opening project
- Close monitoring of city finances to ensure accountability over limited city resources
- Continued support for I-5 Interchange Project and implementation
- Work closely with Finance Director in ensuring stable financing of city services as possible

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

No significant differences – City goals continue to be evaluated and enhanced to ensure efficient and quality delivery of city services.

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 121 Administration				
			Program 1211 Executive				
			Personal				
227,542	222,193	269,324	Regular Salaries	102,755	102,755	102,755	102,755
-	647	500	Overtime	300	300	300	300
(54,239)	(165,857)	(189,313)	Intra-Governmental	-		-	-
320	960	920	Workers Comp	31	31	31	31
24,283	17,432	19,946	FICA	7,861	7,861	7,861	7,861
18,645	24,832	35,903	Med,Den Ins	15,416	15,416	15,416	15,416
33,288	39,740	52,556	Retirement	16,589	16,589	16,589	16,589
561	850	862	L/T Dis Ins	413	413	413	413
733	446	540	Unemployment Ins	308	308	308	308
699	990	1,029	Life Ins	259	259	259	259
251,832	142,233	192,267	Total Executive Personal	143,932	143,932	143,932	143,932
			Materials & Services				
143	114	100	Books	100	100	100	100
111	80	200	Comp Supp	100	100	100	100
2,198	3,505	3,000	Other Off	2,000	2,000	2,000	2,000
1,061	278	500	Other O/S	-	-	-	-
-	-	3,000	Management	-	-	-	-
69	-	-	Medical	-	-	-	-
12,607	-	-	Human Res	-	-	-	-
20	2,963	4,000	Oth Pro Sv	3,000	3,000	3,000	3,000
684	341	500	Telephone	250	250	250	250
510	412	500	Postage	400	400	400	400
379	20	400	Advertise	150	150	150	150
4,217	7,724	9,994	IS Support	7,500	9,670	9,670	9,670
980	-	400	Lodging	600	600	600	600
156	322	100	Meals	400	400	400	400
117	36	100	Mileage	500	500	500	500
430		485	Airfare	800	800	800	800
33	-	-	Oth Travel	-	-	-	-
11,465	15,207	17,362	Int Rent	14,400	13,555	13,555	13,555
1,935	2,445	2,000	Dues & Sub	2,000	2,000	2,000	2,000
944	2,037	2,000	Regist	1,500	1,500	1,500	1,500
-	-	1,000	Print/Bind	500	500	500	500
3,000	25,111	-	Oth Serv	-	-	-	-
1,293	-	-	Computing	-	-	-	-
42,352	60,595	45,641	Total Executive Mat's & Serv	34,200	35,525	35,525	35,525
294,184	202,828	237,908	Total Executive Program	178,132	179,457	179,457	179,457

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Program 1214 - Community Relations				
			Personal				
57,594	59,676	59,676	Reg Sal	-	-	-	-
88	244	252	Work Comp	-	-	-	-
3,999	4,338	4,793	SS	-	-	-	-
9,654	12,282	12,524	Med,Den In	-	-	-	-
6,214	6,439	9,423	Retirement	-	-	-	-
180	191	191	L/T Dis In	-	-	-	-
178	119	119	Unemp Ins	-	-	-	-
225	231	229	Life Ins	-	-	-	-
78,132	83,520	87,207	Total Comm Rel Personal	-	-	-	-
			Materials & Services				
6,626	3,000	4,200	Postage	-	-	-	-
1,897	2,530	2,466	IS Support	-	-	-	-
12,211	12,404	13,200	Print/Bind	-	-	-	-
20,734	17,934	19,866	Total Comm Rel Mat's & Serv	-	-	-	-
98,866	101,454	107,073	Total Comm Rel Program	-	-	-	-
393,050	304,282	344,981	121 - Administration Totals	178,132	179,457	179,457	179,457

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	General Fund - 001
DEPARTMENT/DEPARTMENT NUMBER:	City Recorder – 131
DEPARTMENT DIRECTOR:	Christina Shearer
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Christina Shearer
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The City Recorders office is responsible for a variety of administrative activities including records management, Council meeting administration, and legislation administration. In addition, the City Recorder is the City's Risk Management coordinator and oversees the Insurance fund and all insurance policy administration and claims management functions. Finally, the City Recorder performs a variety of special project activities in areas such as payroll, finance, and personnel.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The City Reorders office is staffed by one full time employee – the City Recorder.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:
- Assist with the implementation of outsourced payroll services
- Assist with the implementation of automated time management services for payroll

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:
- Begin assessment of City Records management processes, procedures, and policies
- Assess the feasibility of conversion to retroactive plan for property and liability insurance

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

Change time allocation to: 1/3 Recorder, 1/3 Risk Management, 1/3 Special Projects

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Dept 131 - City Recorder				
			Program 1311 - Personnel				
			Personal				
2,342	12,952	27,856	Reg Sal	-	-	-	-
-	-	(4,000)	Intra-govt	-	-	-	-
15	37	43	Work Comp	-	-	-	-
162	980	1,366	SS	-	-	-	-
435	1,946	2,901	Med,Den In	-	-	-	-
253	1,471	2,033	Retirement	-	-	-	-
7	41	260	L/T Dis In	-	-	-	-
7	26	36	Unemp Ins	-	-	-	-
9	50	68	Life Ins	-	-	-	-
3,230	17,503	30,563	Total City RecorderPersonal	-	-	-	-
			Materials & Services				
-	-	75	Forms	-	-	-	-
35	477	3,000	Other Off	-	-	-	-
-	-	310	Lodging	-	-	-	-
124	34	200	Mileage	-	-	-	-
5,732	6,336	7,234	Int Rent	-	-	-	-
-	90	-	Equip Rep	-	-	-	-
-	70	400	Regist	-	-	-	-
-	1,400	1,500	Computing	-	-	-	-
5,891	8,407	12,719	Total City Rec'der Mat's & Serv	-	-	-	-
9,121	25,910	43,282	Total City Recorder Program	-	-	-	-
			Program 1531 - Records				
			Personal				
94,688	100,330	151,107	Reg Sal	22,405	22,405	22,405	22,405
(84,466)	(94,213)	(119,962)	Intra-govt			-	-
141	218	218	Work Comp	12	12	12	12
7,487	7,848	8,254	SS	1,714	1,714	1,714	1,714
1,378	8,602	15,482	Med,Den In	7,196	7,196	7,196	7,196
19,802	21,868	21,642	Retirement	2,826	2,826	2,826	2,826
291	322	378	L/T Dis In	90	90	90	90
293	201	206	Unemp Ins	67	67	67	67
359	387	385	Life Ins	157	157	157	157
39,973	45,563	77,710	Total Records Personal	34,467	34,467	34,467	34,467
			Materials & Services				
163	-	-	Forms	-	-	-	-
65	-	-	Books	-	-	-	-
953	1,669	2,000	Other Off	5,250	5,250	5,250	5,250
20	-	125	Other Supp	-	-	-	-
140	102	200	Telephone	200	200	200	200
396	152	200	Postage	200	200	200	200
4,630	8,957	7,528	IS Support	4,150	4,144	4,144	4,144
-	-	500	Lodging	810	810	810	810
167	147	500	Mileage	700	700	700	700
-	-	-	Int Rent	4,000	3,830	3,830	3,830
-	170	400	Equip Rep	2,000	2,000	2,000	2,000
50	50	-	Dues & Sub	-	-	-	-
20	-	631	Regist	-	-	-	-
440	313	1,000	Oth Serv	1,000	1,000	1,000	1,000

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
3,215	-	2,000	Office Eq	-	-	-	-
10,259	11,560	15,084	Total Records Mat's & Serv	18,310	18,134	18,134	18,134
50,232	57,123	92,794	Total Records Program	52,777	52,601	52,601	52,601
59,353	83,033	136,076	131 - City Recorder Totals	52,777	52,601	52,601	52,601

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	General Fund - 001
DEPARTMENT/DEPARTMENT NUMBER:	City Attorney - 141
DEPARTMENT DIRECTOR:	N. Robert Shields
DIRECTOR DIRECT PHONE NUMBER:	503-982-5225
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	N. Robert Shields
DIRECT PHONE NUMBER:	503-982-5225

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The City Attorney provides to the City a wide range of professional legal services with emphasis on the specialized field of municipal law. This includes: giving legal advice to the City Council, City Administrator, and Departments; drafting ordinances and resolutions; reviewing and preparing agreements; negotiating with employee unions; and representing the City in state and federal courts.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The department consists of the City Attorney, Assistant City Attorney, and an Executive/Legal Assistant, a position that is shared with the City Administrator.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Defense of the City's Urban Growth Boundary expansion in the Oregon Court of Appeals (The case has not been decided yet by the Court)
- Negotiation of a new Solid Waste Franchise and passage of a new ordinance
- Legal support to the Community Development Department for amendments to the Woodburn Development Ordinance (WDO) including the Woodburn Sign Ordinance
- Assistance to the Police Department for process leading to selection of the vendor for the Photo Red Light program by the City Council
- Draft Taxicab Ordinance for consideration by City Council
- Timely legal advice and services to the City Council and departments to enable them to achieve their goals and objectives

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Advise City Administrator and Community Development Department on necessary steps and procedures for implementation and development after Urban Growth Boundary opinion is issued by Court of Appeals
- With the Police Department, finalize the agreement with the vendor for the implementation of Photo Red Light
- As a member of the Human Resources Working Group, assist in developing a formal and centralized HR Department with policies and procedures for City Departments

- With the City Recorder and IS Manager, improve access to City Ordinances for Council, staff and members of the public
- Continue legal support to the Community Development Department for amendments to the Woodburn Development Ordinance (WDO) including the Woodburn Sign Ordinance
- Continue to provide timely legal advice and services to the City Council and departments to enable them to achieve their goals and objectives

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- After an anticipated Court decision, move from the argument stage to an implementation mode on the Urban Growth Boundary amendment
- In addition to Ordinance drafting and revisions, improve access to Ordinances by the Council, staff and members of the public
- Assist in developing a formal and centralized Human Resources Department as the overall long term solution to concerns about certain ad hoc policies and procedures

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 141 - City Attorney				
			Program 1411 - Legislative				
			Personal				
170,981	182,066	188,286	Reg Sal	77,800	77,800	77,800	77,800
(121,914)	(144,769)	(138,336)	Intra-govt	-	-	-	-
296	378	374	Work Comp	33	33	33	33
12,786	13,413	14,113	SS	5,952	5,952	5,952	5,952
17,359	22,465	24,181	Med,Den In	17,940	17,940	17,940	17,940
44,183	46,689	45,462	Retirement	13,233	13,233	13,233	13,233
535	585	603	L/T Dis In	313	313	313	313
530	364	377	Unemp Ins	233	233	233	233
666	702	722	Life Ins	248	248	248	248
125,422	121,893	135,782	Total Legislative Personal	115,752	115,752	115,752	115,752
			Materials & Services				
6,642	5,713	8,600	Books	8,600	8,600	8,600	8,600
1,173	519	650	Other Off	850	850	850	850
22	4	200	Other Supp	-	-	-	-
-	-	2,000	Legal	2,000	2,000	2,000	2,000
607	1,220	2,400	Telephone	2,400	2,400	2,400	2,400
59	24	200	Postage	200	200	200	200
3,794	7,724	7,528	IS Support	8,000	8,288	8,288	8,288
1,348	822	1,650	Lodging	1,650	1,650	1,650	1,650
-	15	300	Meals	700	700	700	700
281	120	500	Mileage	500	500	500	500
345	485	600	Airfare	600	600	600	600
5,732	7,604	8,681	Int Rent	9,200	9,193	9,193	9,193
-	15	200	Equip Rep	200	200	200	200
1,984	2,269	2,400	Dues & Sub	2,400	2,400	2,400	2,400
2,185	2,330	2,500	Regist	2,500	2,500	2,500	2,500
237	116	500	Court Cost	500	500	500	500
24,409	28,980	38,909	Total Legislative Mat's & Serv	40,300	40,581	40,581	40,581
149,831	150,873	174,691	141 - City Attorney Totals	156,052	156,333	156,333	156,333

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	General - 001
DEPARTMENT/DEPARTMENT NUMBER:	Finance - 151
DEPARTMENT DIRECTOR:	Ignacio Palacios
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Ignacio Palacios
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The Finance Department provides coordination and direction of the accounting and financial management services of the City. This includes, but is not limited to, 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 also processes and maintains the City's general ledger, utility billing, accounts receivable, accounts payable, fixed assets and payroll systems. In addition, the Finance Department functions as a 'financial services' provider to the City's departments as needed (for example assisting in procuring new financing packages, project accounting, etc.)

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The department consists of five staff members including one director who are responsible for carrying the duties listed above.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:
- Hire new Finance Director
- DEQ loan secured for sewer improvements
- Improved communication and dissemination of financial information to city departments
- Improvements to budget forms and requests process
- Begin to centralize cash receipting function
- Deposit city funds on a daily basis
- Improved cash handling procedures
- Improved communication between finance and various city departments

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:
- Review, update and implement improved internal controls across city departments
- Implement/upgrade current accounting system
- Department remodel for increased workflow efficiencies and staff security

- Simply budget forms and requests process
- Continued staff training for improvements in workflow, customer service and internal control
- Draft 2010-2011 Financial Report in-house
- Bring back payroll function in-house
- Centralized cash functions for City cash receipts
- Form Budget Advisory Committee (from public members of Budget Committee) to provide input and policy direction for city budget
- Implement mid-year review for Budget Advisory Committee
- Provide timely and useful financial reporting to city departments and the public
- Eliminate the usage of 'programs' for accounting simplification

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Seek to centralize accounting function of city finances
- Upgrade to City's current accounting system
- Improvements to special assessments accounting and timely billing
- Improved customer service to external and internal customers

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 151 - Finance				
			Program 1511 - Finance				
			Personal				
254,886	266,025	287,414	Reg Sal	83,848	83,848	83,848	83,848
4,248	367	4,800	P/T Salar	-	-	-	-
813	1,063	500	Overtime	1,000	1,000	1,000	1,000
(188,564)	(199,208)	(233,371)	Intra-govt	-		-	-
435	785	796	Work Comp	43	43	43	43
18,802	19,897	21,067	SS	6,414	6,414	6,414	6,414
31,767	43,044	59,486	Med,Den In	25,057	25,057	25,057	25,057
31,228	33,234	34,760	Retirement	9,836	9,836	9,836	9,836
789	855	858	L/T Dis In	337	337	337	337
806	535	516	Unemp Ins	252	252	252	252
976	995	994	Life Ins	211	211	211	211
156,186	167,592	177,820	Total Finance Personal	126,998	126,998	126,998	126,998
			Materials & Services				
496	875	1,500	Comp Supp	2,000	2,000	2,000	2,000
6,160	6,519	6,250	Other Off	10,000	10,000	10,000	10,000
6,535	16,119	29,000	Acc/Audit	34,000	34,000	34,000	34,000
-	-	750	Human Res	-	-	-	-
300	1,647	10,000	Oth Pro Sv	9,000	9,000	9,000	9,000
237	173	500	Telephone	500	500	500	500
610	354	1,000	Postage	1,000	1,000	1,000	1,000
-	405	-	Advertise	-	-	-	-
-	-	-	Training	2,000	2,000	2,000	2,000
32,222	33,290	35,044	IS Support	37,000	38,679	38,679	38,679
6,012	4,610	6,000	Oth Comm	7,500	7,500	7,500	7,500
19	147	500	Mileage	-	-	-	-
		-	Oth Travel	1,500	1,500	1,500	1,500
21,783	26,613	30,383	Int Rent	32,000	32,174	32,174	32,174
-	303	500	Sol Waste	500	500	500	500
223	387	305	Auto	500	500	500	500
627	375	400	Emp Blk Bd	400	400	400	400
376	614	500	Dues & Sub	500	500	500	500
490	100	1,000	Regist	-	-	-	-
1,937	1,121	3,000	Print/Bind	3,000	3,000	3,000	3,000
385	999	848	Oth Serv	-	-	-	-
-	-	-	Bank Fees	52,000	52,000	52,000	52,000
78,412	94,651	127,480	Total Finance Mat's & Serv	193,400	195,253	195,253	195,253
234,598	262,243	305,300	151 - Finance Totals	320,398	322,251	322,251	322,251

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	General Fund -001
DEPARTMENT/DEPARTMENT NUMBER:	Human Resources
DEPARTMENT DIRECTOR:	Terrie Stevens
DIRECTOR DIRECT PHONE NUMBER:	503-982-5231
DEPARTMENT LOCATION:	207 Montgomery St.
PERSON PREPARING THIS FORM:	Terrie Stevens
DIRECT PHONE NUMBER:	503-982-5231

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
To provide centralized human resources services and responsive customer service in support of the employees, department heads and city administrator.

The department is responsible for a full range of comprehensive human resources services and programs to enhance the efficiency and effectiveness of the organization including: recruitment and selection, classification and compensation systems, benefit administration, ADA compliance, employee/labor relations, citywide training, personnel policy development and administration, personnel record management, and recognition.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
2 employees:
1-HR Director (Actual classification: Asst. City Administrator)
1-HR Assistant (Actual classification: Administrative Assistant)

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Complete development and implementation of HR Department and programs.
- Revision of Employee Manual.
- Provide citywide training on customer service, sexual harassment and drug and alcohol abuse.
- Negotiation of ASFCME limited wage reopener.
- Renegotiation of MOU with ASFCME on Safety Sensitive Drug and Alcohol Policy.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:
Department formed as part of organizational changes in fiscal year 2010-2011.

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 161 - Human Resources				
			Program 1611				
			Personal				
-	-	-	Reg Sal	7,115	7,115	7,115	7,115
-	-	-	Work Comp	3	3	3	3
-	-	-	SS	544	544	544	544
-	-	-	Med,Den In	1,765	1,765	1,765	1,765
-	-	-	Retirement	1,166	1,166	1,166	1,166
-	-	-	L/T Dis In	29	29	29	29
-	-	-	Unemp Ins	21	21	21	21
-	-	-	Life Ins	18	18	18	18
-	-	-	Total Human Res Personal	10,661	10,661	10,661	10,661
			Materials & Services				
-	-	-	Forms	75	75	75	75
-	-	-	Books	50	50	50	50
-	-	-	Comp Sup	100	100	100	100
-	-	-	Other Off	4,500	4,500	4,500	4,500
-	-	-	Other O/S	2,166	2,166	2,166	2,166
-	-	-	Mgt	1,500	1,500	1,500	1,500
-	-	-	Human Res	2,000	2,000	2,000	2,000
-	-	-	Oth Pro Sv	2,000	2,000	2,000	2,000
-	-	-	Telephone	266	266	266	266
-	-	-	Postage	300	300	300	300
-	-	-	Advertise	200	200	200	200
-	-	-	IS Support	8,300	8,288	8,288	8,288
-	-	-	Lodging	510	510	510	510
-	-	-	Meals	50	50	50	50
-	-	-	Mileage	250	250	250	250
-	-	-	Airfare	242	242	242	242
-	-	-	Int Rent	8,000	7,660	7,660	7,660
-	-	-	Equip Rep	200	200	200	200
-	-	-	Dues & Sub	1,000	1,000	1,000	1,000
-	-	-	Regist	1,400	1,400	1,400	1,400
-	-	-	Print/Bind	500	500	500	500
-	-	-	Oth Serv	1,500	1,500	1,500	1,500
-	-	-	Total Human Res Mat's & Serv	35,109	34,757	34,757	34,757
-	-	-	161 - Human Resources Totals	45,770	45,418	45,418	45,418

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 181 - Court				
			Program 1811 - Judicial				
			Personal				
94,641	112,244	108,439	Reg Sal	87,428	87,428	87,428	87,428
16,596	10,718	13,500	P/T Salar	15,600	15,600	15,600	15,600
512	928	500	Overtime	1,500	1,500	1,500	1,500
970	3,140	3,337	Intra-govt	-	-	-	-
205	352	288	Work Comp	77	77	77	77
8,241	8,914	9,462	SS	7,882	7,882	7,882	7,882
17,395	29,078	33,766	Med,Den In	31,640	31,640	31,640	31,640
12,295	13,616	13,620	Retirement	9,349	9,349	9,349	9,349
285	337	351	L/T Dis In	414	414	414	414
346	248	247	Unemp Ins	309	309	309	309
352	398	448	Life Ins	296	296	296	296
151,838	179,973	183,958	Total Court Personal	154,495	154,495	154,495	154,495
			Materials & Services				
4,472	5,449	4,950	Other Off	6,800	6,800	6,800	6,800
		180	Other O/S	-	-	-	-
		750	Oth Pro Sv	-	-	-	-
153	112	291	Telephone	200	200	200	200
1,765	2,524	1,026	Postage	2,000	2,000	2,000	2,000
		270	Advertise	500	500	500	500
8,301	10,119	9,864	IS Support	10,900	11,051	11,051	11,051
4,180	3,773	4,503	Oth Comm	4,100	4,100	4,100	4,100
-	-	300	Lodging	1,000	1,000	1,000	1,000
-	-	50	Meals	-	-	-	-
-	-	150	Mileage	-	-	-	-
4,800	4,800	4,800	Software	7,000	7,000	7,000	7,000
3,439	6,336	7,234	Int Rent	7,957	7,660	7,660	7,660
-	-	125	Dues & Sub	125	125	125	125
230	621	625	Regist	500	500	500	500
119	162	230	Oth Serv	-	-	-	-
27,459	33,896	35,348	Total Court Mat's & Serv	41,082	40,936	40,936	40,936
179,297	213,869	219,306	181 - Court Totals	195,577	195,431	195,431	195,431

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	General Fund - 001
DEPARTMENT/DEPARTMENT NUMBER:	Police - 211
DEPARTMENT DIRECTOR:	Scott D. Russell
DIRECTOR DIRECT PHONE NUMBER:	503-982-2350
DEPARTMENT LOCATION:	Woodburn Police Facility
PERSON PREPARING THIS FORM:	Nita J. Marr
DIRECT PHONE NUMBER:	503-982-2359

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The police program provides 24-hour-a-day, 7-days-per-week law enforcement coverage, and includes patrol, school resource, community response, traffic, investigative, drug and gang enforcement, evidence processing and storage, police records management and police administrative services.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
32 Sworn Police Officers
8 Civilian Support Staff

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Administration
  - Maintained high levels of service and community protection after December 12, 2008 bombing
  - Provided strong leadership increasing overall support, morale and general health of the members of the department following a crisis
  - New Policy and Procedure Manual (LEXIPOL) completed and implemented
  - Accreditation process underway
  - Command Bus up-fitted and in service
  - Department Annual Awards presented
  - Both, Operations Division and Support Division Captain recruitments and hiring completed
  - Acting Chief Blevins and Officer Jim Seeley Honorably retired
  - Police Chief returned to duty

- Patrol Division
  - Four Corporal positions promoted, trained, and deployed
  - Two additional night shift officers hired and in training
  - Two search warrants developed out of self initiated patrol actions
  - Three District Meetings held and increased Neighborhood Watch programs and community events including National Night Out and participation in the Historic Downtown Neighborhood Association
  - Officers assigned to Districts for 1 year rotations for familiarization with people in the District

- Individuals involved in prolific car thefts targeted and arrested by Patrol
- Juveniles involved in residential burglaries arrested by Patrol

➢ Tactical Unit
- Served numerous search warrants obtained by both Divisions
- Responded to four separate barricaded subject calls and resolved them all peacefully
- Conducted training with MCSO SWAT and assisted McMinnville PD in Tactical Team Development Process
- Developing other resources from local agencies to assist team

➢ Support Division
- New Captain Assumed command of Division
- Traffic Unit is put under command of Support Division
- Second Code Enforcement/Community Service Officer Selected
- Records unit improved its accountability system for reports
- Captain Garrett easily assimilates into WPD service
- Began working on a proposed Downtown Crime Free Zone Ordinance

➢ Criminal Investigations Unit (Detectives)
- Reduced gang violence through Weed & Seed and direct patrols
- CIU dismantles two separate Drug Trafficking Organizations
- CIU wrote or assisted in over 10 Search Warrants in the last 6 months
- Members were called out to assist the Marion County Homicide/Assault Response Team for three major crimes around the County
- CIU Continues to work several serious Federal and State Cases

➢ Traffic Unit
- Developing Monthly Traffic Safety Projects/Details
- Participated in Numerous Traffic Safety projects all over the City, increasing traffic enforcement community-wide
- Two officers now trained to conduct truck inspections
- Main truck interdiction occurring on N. Boones Ferry Rd.
- Working to implement photo red light (Redflex) at two intersections
- Began working on a proposed Traffic School Program

- Training Unit
  - Staff took over all required In-Service mandatory maintenance training for officers due to State budget reductions and elimination of DPPST regional training
  - Staff provided training for other agencies in exchange for their training expertise in other areas. We provided training in the areas of; Ethics, Firearms, Traffic, Field Sobriety Testing; for a total of 8 classes.
  - Three new officers in Field Training and Evaluation Program (FTEP), two now at DPSST Basic Police Academy and will graduate in late June 2010, other new hire is a lateral officer and will complete FTEP this month

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Citywide Neighborhood/Community Group Development
  - Corporate meetings group with leaders/organizers
  - Localize meetings into the appropriate districts
  - Conduct ongoing training and dialogue

- Employee Development and Evaluation Redesign
  - Evaluation Design and Implementation
  - Supervisor Development
  - Line Staff Development
  - Preparation for Position Succession

- Gang Enforcement Strategy Review
  - Develop 3 yr. Enforcement Plan
  - Review Resources
  - Consider Alternatives: MGSF, Weed & Seed, Covert Operations

- Tactical Team Development
  - Tactical Negotiations Team Development
  - Equipment/Training/Readiness Review
  - Partnerships & Regionalization

- Traffic Safety Projects
  - Assistance to Legal on Redflex
  - Truck Inspections
  - Neighborhood Safety
  - Special Enforcement Details

- Information Based Policing System Implementation - Crime Analysis
  - Event Mapping
  - Information Sharing
  - Public Portals

- RMS System Life Cycle Management

- Assistance to City Emergency Management Development
  - Training
  - Emergency Operations Plan Exercise
  - City of Woodburn Staff Development
  - WFD Staff Integration
  - Strike Team Exercise

- Downtown Policing Plan Implementation

- Police Related Ordinance Review and Proposals
  - Alarms
  - Towing
  - Chronic Nuisance Property
  - Ordinance 1900 Violations

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

The major differences between FY 2009-2010 and FY 2010-2011 lie in the fact that FY 2009-2010 has been a year of recovery and rebirth for our department in the aftermath of the December 12, 2008 bombing. With all vacant staff positions having been filled, the Chief getting back to full-time status and a realignment of positions, the department is ready to once again move forward with a slate of progressive and focused goals.

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 211 - Police				
			Program 2111 - Patrol				
			Personal				
1,002,619	1,125,322	1,102,007	Reg Sal - (Admin)	448,805	448,805	448,805	448,805
-	-	-	Reg Sal - Field Services	1,889,360	1,969,632	1,969,632	1,969,632
-	-	-	Reg Sal - Support	251,415	251,415	251,415	251,415
97,166	116,867	135,060	Overtime	296,500	296,500	296,500	296,500
30,574	50,858	47,760	Work Comp	8,880	8,880	8,880	8,880
84,287	95,716	94,123	SS	220,785	220,785	220,785	220,785
208,017	235,739	229,489	Med,Den In	679,658	704,253	704,253	704,253
140,555	214,539	233,809	Retirement	597,064	597,064	597,064	597,064
3,065	4,062	4,314	L/T Dis In	11,602	11,602	11,602	11,602
3,438	2,505	2,430	Unemp Ins	8,658	8,658	8,658	8,658
4,059	4,469	4,297	Life Ins	7,906	7,906	7,906	7,906
1,573,780	1,850,077	1,853,289	Total Patrol Personal	4,420,633	4,525,500	4,525,500	4,525,500
			Materials & Services				
-	-	-	Forms	800	800	800	800
-	-	-	Paper	2,000	2,000	2,000	2,000
-	-	-	Books	1,500	1,500	1,500	1,500
-	-	-	Comp Supp	8,000	8,000	8,000	8,000
-	-	-	Other Off	7,000	7,000	7,000	7,000
63,575	52,390	58,000	Fuel	88,000	88,000	88,000	88,000
14,074	13,200	15,000	Clothing	32,000	32,000	32,000	32,000
5,160	8,930	5,000	Other O/S	15,000	15,000	15,000	15,000
4,914	5,643	6,000	Tires/Part	14,000	14,000	14,000	14,000
14,644	19,000	21,000	Ammunition	21,000	21,000	21,000	21,000
1,398	4,194	5,600	Prot Cloth	3,500	3,500	3,500	3,500
		-	Phot Supp	1,500	1,500	1,500	1,500
6,329	1,209	1,500	Other P/S	5,359	5,359	5,359	5,359
1,246	983	1,000	Other Supp	3,500	3,500	3,500	3,500
-	-	-	Computer	12,000	12,000	12,000	12,000
-	-	-	Medical	4,000	4,000	4,000	4,000
-	-	-	Human Res	6,000	6,000	6,000	6,000
-	-	-	Oth Pro Sv	8,000	8,000	8,000	8,000
7,309	5,372	5,000	Telephone	28,000	28,000	28,000	28,000
-	-	-	Postage	10,000	10,000	10,000	10,000
-	-	-	Advertise	1,000	1,000	1,000	1,000
8,580	9,118	10,000	Cont Netwk	13,000	13,000	13,000	13,000
-	2,600	-	IS Support	193,000	192,920	192,920	192,920
1,000	1,573	1,200	Oth Comm	343,637	343,637	343,637	343,637
-	-	-	Lodging	8,000	8,000	8,000	8,000
-	-	-	Meals	4,800	4,800	4,800	4,800
-	-	-	Mileage	500	500	500	500
-	-	-	Airfare	4,200	4,200	4,200	4,200
-	-	-	Oth Travel	2,000	2,000	2,000	2,000
-	-	-	Office Eq	5,000	5,000	5,000	5,000
72,305	60,604	73,625	Vehicles	126,900	126,900	126,900	126,900
92,363	-	-	Int Rent	161,000	154,854	154,854	154,854
780	832	840	Wtr/Swr	900	900	900	900
-	-	-	Auto	13,750	13,750	13,750	13,750
-	-	-	Bldg/Property	22,200	22,200	22,200	22,200
-	-	-	Gen Liabil	49,000	49,000	49,000	49,000
1,100	3,759	3,000	Equip Rep	8,000	8,000	8,000	8,000
16,180	14,925	18,000	Veh Repair	40,000	40,000	40,000	40,000
-	-	-	Dues & Sub	3,000	3,000	3,000	3,000
-	-	-	Regist	19,498	19,498	19,498	19,498
-	-	-	Print/Bind	6,000	6,000	6,000	6,000
-	-	-	Janitorial	5,000	5,000	5,000	5,000

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
501	-	-	Oth Serv	8,000	8,000	8,000	8,000
311,458	204,332	224,765	Total Patrol Mat's & Serv	1,309,544	1,303,318	1,303,318	1,303,318
1,885,238	2,054,409	2,078,054	Total Patrol Program	5,730,177	5,828,818	5,828,818	5,828,818
			Program 2121 - Traffic				
			Personal				
234,358	193,472	279,588	Reg Sal	-	-	-	-
20,135	18,806	22,510	Overtime	-	-	-	-
7,128	11,615	11,819	Work Comp	-	-	-	-
19,312	16,081	23,110	SS	-	-	-	-
49,535	37,199	56,720	Med,Den In	-	-	-	-
30,142	35,218	54,197	Retirement	-	-	-	-
717	621	1,118	L/T Dis In	-	-	-	-
789	425	604	Unemp Ins	-	-	-	-
943	739	1,046	Life Ins	-	-	-	-
363,059	314,176	450,712	Total Traffic Personal	-	-	-	-
			Materials & Services				
500	702	700	Forms	-	-	-	-
369	-	500	Paper	-	-	-	-
3,000	3,990	3,500	Fuel	-	-	-	-
3,406	4,414	4,000	Clothing	-	-	-	-
1,000	187	1,500	Other O/S	-	-	-	-
1,188	1,917	1,200	Tires/Part	-	-	-	-
-	699	700	Prot Cloth	-	-	-	-
250	-	500	Other Supp	-	-	-	-
2,370	1,500	1,500	Telephone	-	-	-	-
-	2,749	3,000	Cont Netwk	-	-	-	-
13,657	1,896	26,126	Vehicles	-	-	-	-
428	1,152	1,400	Equip Rep	-	-	-	-
7,038	9,610	8,000	Veh Repair	-	-	-	-
33,206	28,816	52,626	Total Traffic Mat's & Serv	-	-	-	-
396,265	342,992	503,338	Total Traffic Program	-	-	-	-
			Program 2131 - Detectives				
			Personal				
325,818	358,359	342,079	Reg Sal	-	-	-	-
74,549	76,698	91,447	Overtime	-	-	-	-
11,348	16,763	16,375	Work Comp	-	-	-	-
31,889	33,634	33,482	SS	-	-	-	-
70,399	71,527	73,251	Med,Den In	-	-	-	-
49,091	77,110	85,704	Retirement	-	-	-	-
996	1,381	1,368	L/T Dis In	-	-	-	-
1,296	898	867	Unemp Ins	-	-	-	-
1,301	1,314	1,296	Life Ins	-	-	-	-
566,687	637,684	645,869	Total Detectives Personal	-	-	-	-
			Materials & Services				
57	-	-	Comp Supp	-	-	-	-
4,000	9,000	9,500	Fuel	-	-	-	-
1,674	3,984	4,000	Clothing	-	-	-	-
221	415	1,500	Other O/S	-	-	-	-
854	963	1,000	Tires/Part	-	-	-	-
-	-	1,400	Prot Cloth	-	-	-	-
-	1,040	1,500	Other P/S	-	-	-	-
-	300	500	Other Supp	-	-	-	-
-	61	300	Medical	-	-	-	-
3,600	4,000	4,000	Telephone	-	-	-	-
1,320	1,151	1,200	Cont Netwk	-	-	-	-

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
300	-	-	Oth Comm	-	-	-	-
3,600	8,677	23,914	Vehicles	-	-	-	-
200	238	300	Equip Rep	-	-	-	-
4,000	2,794	6,000	Veh Repair	-	-	-	-
201	-	-	Oth Serv	-	-	-	-
20,027	32,623	55,114	Total Detective Mat's & Serv	-	-	-	-
586,714	670,307	700,983	Total Detective Program	-	-	-	-
			Program 2151 Evidence				
			Personal				
43,824	45,596	45,601	Reg Sal	-	-	-	-
79	624	1,407	Overtime	-	-	-	-
1,208	178	186	Work Comp	-	-	-	-
3,082	3,388	3,596	SS	-	-	-	-
7,770	10,287	11,753	Med,Den In	-	-	-	-
4,737	4,987	5,212	Retirement	-	-	-	-
135	142	146	L/T Dis In	-	-	-	-
135	92	94	Unemp Ins	-	-	-	-
168	170	171	Life Ins	-	-	-	-
61,138	65,464	68,166	Total Evidence Personal	-	-	-	-
			Materials & Services				
991	1,481	2,500	Other O/S	-	-	-	-
6,062	2,351	2,000	Phot Supp	-	-	-	-
487	931	1,000	Other Supp	-	-	-	-
1,437	1,000	1,000	Oth Serv	-	-	-	-
-	3,736	-	Oth Equip	-	-	-	-
8,977	9,499	6,500	Total Evidence Mat's & Serv	-	-	-	-
70,115	74,963	74,666	Total Evidence Program	-	-	-	-
			Program 2161 Community Policing				
			Personal				
30,091	-	-	Reg Sal	-	-	-	-
703	-	-	Overtime	-	-	-	-
1,007	-	-	Work Comp	-	-	-	-
2,251	-	-	SS	-	-	-	-
9,033	-	-	Med,Den In	-	-	-	-
3,323	-	-	Retirement	-	-	-	-
113	-	-	L/T Dis In	-	-	-	-
96	-	-	Unemp Ins	-	-	-	-
148	-	-	Life Ins	-	-	-	-
46,765	-	-	Total Comm Pol'g Personal	-	-	-	-
			Materials & Services				
500	-	-	Books	-	-	-	-
295	-	-	Clothing	-	-	-	-
294	-	-	Other O/S	-	-	-	-
1,089	-	-	Total Comm Pol'g Mat's & Serv	-	-	-	-
47,854	-	-	Total Comm Pol'g Program	-	-	-	-
			Program 2171 Neighborhood Response				
			Personal				
202,265	215,600	258,345	Reg Sal	-	-	-	-
-	-	-	P/T Salar	-	-	-	-
11,545	19,929	19,696	Overtime	-	-	-	-
4,530	8,493	7,522	Work Comp	-	-	-	-
16,288	17,594	21,270	SS	-	-	-	-

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
33,962	51,984	65,973	Med,Den In	-	-	-	-
27,262	32,847	43,342	Retirement	-	-	-	-
635	696	933	L/T Dis In	-	-	-	-
682	473	556	Unemp Ins	-	-	-	-
815	851	1,001	Life Ins	-	-	-	-
297,984	348,467	418,638	Total Neigh'd Resp Personal	-	-	-	-
			Materials & Services				
6,000	10,000	8,500	Fuel	-	-	-	-
1,921	2,217	5,000	Clothing	-	-	-	-
288	737	1,500	Other O/S	-	-	-	-
1,257	1,719	1,000	Tires/Part	-	-	-	-
-	-	700	Prot Cloth	-	-	-	-
-	388	500	Other Supp	-	-	-	-
207	144	200	Medical	-	-	-	-
2,400	4,569	2,000	Telephone	-	-	-	-
10,608	4,913	-	Vehicles	-	-	-	-
700	800	1,000	Equip Rep	-	-	-	-
3,000	5,000	5,000	Veh Repair	-	-	-	-
719	-	-	Oth Serv	-	-	-	-
27,100	30,487	25,400	Total Neigh'd Resp Mat's & Serv	-	-	-	-
325,084	378,954	444,038	Total Neigh'd Resp Program	-	-	-	-
			Program 2191 - Records				
			Personal				
170,596	162,027	171,292	Reg Sal	-	-	-	-
750	2,946	4,221	Overtime	-	-	-	-
335	445	513	Work Comp	-	-	-	-
12,382	12,346	13,644	SS	-	-	-	-
24,758	28,063	56,056	Med,Den In	-	-	-	-
21,077	19,164	22,437	Retirement	-	-	-	-
514	524	548	L/T Dis In	-	-	-	-
533	330	351	Unemp Ins	-	-	-	-
638	625	645	Life Ins	-	-	-	-
231,583	226,470	269,707	Total Records Personal	-	-	-	-
			Materials & Services				
935	1,200	1,500	Paper	-	-	-	-
-	8	-	Fuel	-	-	-	-
500	684	300	Oth Comm	-	-	-	-
4,483	4,427	5,000	Office Eq	-	-	-	-
5,918	6,319	6,800	Total Records Mat's & Serv	-	-	-	-
237,501	232,789	276,507	Total Records Program	-	-	-	-
			Program 2199 - Police Admin				-
			Personal				
365,075	378,400	386,076	Reg Sal	-	-	-	-
6,743	9,025	7,034	Overtime	-	-	-	-
55,620	91,330	76,310	Intra-govt	-	-	-	-
8,561	16,409	14,626	Work Comp	-	-	-	-
27,434	25,923	29,109	SS	-	-	-	-
44,405	42,501	51,651	Med,Den In	-	-	-	-
64,071	77,350	82,640	Retirement	-	-	-	-
1,138	1,213	1,505	L/T Dis In	-	-	-	-
1,153	775	786	Unemp Ins	-	-	-	-
1,441	1,370	1,496	Life Ins	-	-	-	-
575,641	644,296	651,233	Total Police Personal	-	-	-	-

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Materials & Services				
44	22	100	Forms	-	-	-	-
181	103	100	Paper	-	-	-	-
500	1,538	1,700	Books	-	-	-	-
3,945	5,038	7,150	Comp Supp	-	-	-	-
4,940	7,263	7,000	Other Off	-	-	-	-
4,000	6,000	5,000	Fuel	-	-	-	-
499	1,050	2,000	Clothing	-	-	-	-
15,547	24,821	5,000	Other O/S	-	-	-	-
965	-	800	Tires/Part	-	-	-	-
-	-	1,400	Prot Cloth	-	-	-	-
3,676	-	-	Other Supp	-	-	-	-
100	-	2,000	Legal	-	-	-	-
9,612	10,354	12,500	Computer	-	-	-	-
3,000	3,500	3,500	Medical	-	-	-	-
5,930	3,936	6,000	Human Res	-	-	-	-
7,552	13,300	8,000	Oth Pro Sv	-	-	-	-
10,753	13,398	14,000	Telephone	-	-	-	-
8,916	10,751	10,000	Postage	-	-	-	-
-	331	1,000	Advertise	-	-	-	-
660	802	2,800	Cont Netwk	-	-	-	-
107,284	171,852	175,386	IS Support	-	-	-	-
323,278	328,122	399,723	Oth Comm	-	-	-	-
5,000	1,760	7,500	Lodging	-	-	-	-
2,529	3,094	3,900	Meals	-	-	-	-
500	600	1,000	Mileage	-	-	-	-
2,899	876	5,000	Airfare	-	-	-	-
495	1,390	1,500	Oth Travel	-	-	-	-
6,800	8,420	12,045	Vehicles	-	-	-	-
285	128,696	146,236	Int Rent	-	-	-	-
12,531	8,761	12,500	Auto	-	-	-	-
-	3,655	9,200	Bldg/PerPr	-	-	-	-
25,541	39,938	35,000	Gen Liabil	-	-	-	-
168	151	859	Equip Rep	-	-	-	-
897	1,000	1,000	Veh Repair	-	-	-	-
1,000	967	4,000	Dues & Sub	-	-	-	-
15,378	10,451	18,000	Regist	-	-	-	-
4,987	5,058	6,000	Print/Bind	-	-	-	-
3,283	3,800	3,900	Janitorial	-	-	-	-
6,021	19,746	5,000	Oth Serv	-	-	-	-
2,239	-	-	Commun	-	-	-	-
-	600	-	Computing	-	-	-	-
20,385	1,500	-	Oth Equip	-	-	-	-
622,320	842,644	937,799	Total Pol Admin Mat's & Serv	-	-	-	-
1,197,961	1,486,940	1,589,032	Total Police Admin Program	-	-	-	-
4,746,732	5,241,354	5,666,618	211 - Police Totals	5,730,177	5,828,818	5,828,818	5,828,818

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	General Fund - 001
DEPARTMENT/DEPARTMENT NUMBER:	Library - 311
DEPARTMENT DIRECTOR:	Jim Row, Community Services
DIRECTOR DIRECT PHONE NUMBER:	503-982-5265
PERSON PREPARING THIS FORM:	John Hunter, Library Manager
DIRECT PHONE NUMBER:	503-982-5259

DESCRIPTION OF PURPOSE/FUNCTION OF DEPARTMENT:
The mission of the Library is to serve all the people of Woodburn by promoting literacy, lifelong learning, and the enjoyment of reading and culture. The Library offers a collection of roughly 75,000 volumes in a variety of print and electronic formats. The reach of the Library is extended beyond the city through its membership in the Chemeketa Cooperative Regional Library Service, which operates in Polk, Yamhill and Marion Counties. Library operations focus on two main areas: the processing, handling, and circulation of books, magazines, DVDs, and other library materials; and the selection of materials, provision of ready-reference and research support, and the delivery of programs and other content. The Library division is led by the Library Manager.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
Full-Time Staff: (7 FTE)
- Library Manager
- Adult Services Librarian
- Youth Services Librarian
- Circulation Library Associate
- Technical Services Library Associate
- Library Assistant (supporting Youth Services and Circulation)
- Library Assistant (supporting Youth Services and Circulation)

Part-Time (≤19 hours/week) Staff:
- 5 Librarians (1.425 FTE)
- 8 Library Assistants (2.825 FTE)
- 4 Library Pages (1.425 FTE)

Total Staff: 24
Total FTE: 12.675

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:
In the first half of fiscal year 2009-10, 94,438 patrons visited the library. Those patrons checked out 78,026 items. Thousands of patrons attended library programs, including 2,313 adults and 3,551 children. Tens of thousands of sessions were booked on library computers, including 26,546 sessions in adult

services and 5,615 sessions in youth services. Additionally, the library provided access to free wireless Internet, access to thousands of subscription database sessions, and it added 2,719 new items to its collection.

The library underwent a major transition in staffing with the hiring of a new manager, the replacement of a technical services librarian with a technical services associate—a newly conceived job classification. The changed permitted the hiring of an additional 19-hour library assistant dedicated to technical services, as well as an increase in circulation and adult reference staffing, without any increase in the library's budget.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Enhance services to teens through the creation of a more distinct teen area within the library, through the implementation of a survey of Woodburn High School students, and through the delivery of new programs to teen patrons.
- Enhance programming to adults and seniors through the delivery of new programs, such as an adult summer reading program.
- Expand the library's marketing efforts through increased advertising and use of social networking resources, to include development and production of instructional and promotional videos.
- Enhance collection of Spanish-language materials through attendance at the International Book Fair in Guadalajara, Mexico.

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 311 Library				
			Program 3111 - Chilren's Services				
			Personal				
120,719	121,883	102,358	Reg Sal	-	-	-	-
15,523	15,050	19,416	P/T Salar	-	-	-	-
273	338	309	Work Comp	-	-	-	-
9,971	10,218	9,316	SS	-	-	-	-
12,023	13,813	22,879	Med,Den In	-	-	-	-
14,660	14,807	13,578	Retirement	-	-	-	-
373	379	328	L/T Dis In	-	-	-	-
418	271	244	Unemp Ins	-	-	-	-
459	449	384	Life Ins	-	-	-	-
174,419	177,208	168,812	Total Child's Serv Personal	-	-	-	-
			Materials & Services				
-	2,018	-	Child Mats	-	-	-	-
5,670	5,347	4,702	Juv Fictn	3,000	3,000	3,000	3,000
7,185	7,000	6,300	Juv Easy	6,300	6,300	6,300	6,300
4,986	2,131	2,000	Juv Non Fn	2,700	2,700	2,700	2,700
498	137	400	Parents	-	-	-	-
1,739	2,291	2,300	Young Adul	4,000	4,000	4,000	4,000
511	-	300	Reference	-	-	-	-
-	-	-	For Lang	2,500	2,500	2,500	2,500
347	-	500	Russian	-	-	-	-
745	2,276	2,000	Spanish	-	-	-	-
665	677	675	Audio	675	675	675	675
1,169	572	950	Visual	950	950	950	950
1,247	1,787	1,838	Progrm Sup	4,516	4,516	4,516	4,516
2,588	1,109	2,130	Periodical	2,150	2,150	2,150	2,150
2,823	2,686	2,676	Other Supp	-	-	-	
30,173	28,031	26,771	Total Child's Serv Mat's & Serv	26,791	26,791	26,791	26,791
204,592	205,239	195,583	Total Child's Serv Program	26,791	26,791	26,791	26,791
			Program 3121 Adult Services				
			Personal				
143,195	106,820	142,349	Reg Sal	-	-	-	-
93,491	109,859	110,605	P/T Salar	-	-	-	-
474	560	631	Work Comp	-	-	-	-
17,157	15,875	19,350	SS	-	-	-	-
19,494	22,702	31,488	Med,Den In	-	-	-	-
21,123	20,117	27,754	Retirement	-	-	-	-
435	350	456	L/T Dis In	-	-	-	-
728	433	506	Unemp Ins	-	-	-	-
536	418	534	Life Ins	-	-	-	-
296,633	277,134	333,673	Total Adult Serv Personal	-	-	-	-
			Materials & Services				
12,260	15,583	12,591	Fiction	11,095	11,095	11,095	11,095
18,715	16,281	15,287	Non Fictn	13,790	13,790	13,790	13,790
500	-	(500)	Child Mats	-		-	-
		-	For Lang	6,100	6,100	6,100	6,100
214	989	500	Russian	-	-	-	-
4,944	6,096	5,606	Spanish	-	-	-	-
7,067	6,498	6,000	Lge Print	9,000	9,000	9,000	9,000
3,031	4,302	3,302	Audiobooks	3,300	3,300	3,300	3,300
5,046	5,658	4,625	A/V Mats	4,625	4,625	4,625	4,625
		-	Databases	3,200	3,200	3,200	3,200

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
1,630	2,297	2,974	Progrm Sup	4,210	4,210	4,210	4,210
4,879	4,880	4,880	Periodical	4,880	4,880	4,880	4,880
1,970	1,905	1,235	Other Lib	-	-	-	-
60,256	64,489	56,500	Total Adult Serv Mat's & Serv	60,200	60,200	60,200	60,200
356,889	341,623	390,173	Total Adult Serv Program	60,200	60,200	60,200	60,200
			Program 3131 - Technical Services				
			Personal				
13,176	37,722	40,541	Reg Sal	-	-	-	-
29,588	21,924	20,049	P/T Salar	-	-	-	-
94	164	149	Work Comp	-	-	-	-
3,166	4,518	4,635	SS	-	-	-	-
1,804	3,461	3,541	Med,Den In	-	-	-	-
4,372	6,718	6,817	Retirement	-	-	-	-
33	118	130	L/T Dis In	-	-	-	-
135	119	121	Unemp Ins	-	-	-	-
41	140	153	Life Ins	-	-	-	-
52,409	74,884	76,136	Total Tech Serv Personal	-	-	-	-
			Materials & Services				
7,295	7,352	7,500	Other Lib	-	-	-	-
1,299	2,522	2,500	Other Supp	9,000	9,000	9,000	9,000
3,358	5,499	5,720	Cont Netwk	-	-	-	-
11,952	15,373	15,720	Total Tech Serv Mat's & Serv	9,000	9,000	9,000	9,000
64,361	90,257	91,856	Total Tech Serv Program	9,000	9,000	9,000	9,000
			Program 3199 - Library Admin				
			Personal				
59,530	72,741	62,794	Reg Sal	364,763	364,763	364,763	364,763
-	-	-	P/T Salar	180,851	180,851	180,851	180,851
17,653	28,575	30,139	Intra-govt	-		-	-
105	165	141	Work Comp	416	416	416	416
4,429	5,444	5,044	SS	34,721	34,721	34,721	34,721
7,985	12,897	11,753	Med,Den In	124,581	124,851	124,851	124,851
9,053	9,391	10,348	Retirement	44,403	44,403	44,403	44,403
186	251	201	L/T Dis In	1,241	1,241	1,241	1,241
188	145	126	Unemp Ins	1,637	1,637	1,637	1,637
233	284	236	Life Ins	989	989	989	989
99,362	129,893	120,782	Total Library Admin Personal	753,602	753,872	753,872	753,872
			Materials & Services				
655	76	200	Forms	-	-	-	-
240	393	450	Paper	-	-	-	-
2,334	2,896	1,534	Comp Supp	-	-	-	-
5,591	5,973	5,203	Other Off	-	-	-	-
1,849	1,503	1,068	Other O/S	-	-	-	-
500	-	-	Periodical	-	-	-	-
-	10	460	Other Lib	-	-	-	-
2,535	2,506	1,700	Other Supp	7,500	7,500	7,500	7,500
1,579	1,484	2,000	Acc/Audit	-		-	-
438	191	300	Oth Pro Sv	1,415	1,415	1,415	1,415
3,421	2,611	5,090	Telephone	3,090	3,090	3,090	3,090
2,889	3,517	3,230	Postage	3,230	3,230	3,230	3,230
326	270	633	Advertise	633	633	633	633
60,563	80,958	81,378	IS Support	88,500	91,171	91,171	91,171
128	500	-	Lodging	-	-	-	-
72	467	300	Meals	300	300	300	300
254	174	200	Mileage	200	200	200	200

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
-	550	-	Airfare	-	-	-	-
		-	Oth Travel	1,500	1,500	1,500	1,500
2,376	1,047	1,900	Office Eq	1,900	1,900	1,900	1,900
148,413	152,126	161,304	Int Rent	177,500	170,810	170,810	170,810
5,332	5,898	5,250	Bldg/PerPr	5,500	5,500	5,500	5,500
2,919	2,958	3,950	Gen Liabil	4,500	4,500	4,500	4,500
3,844	1,499	3,850	Equip Rep	3,850	3,850	3,850	3,850
-	414	2,100	Bldg Rep	2,100	2,100	2,100	2,100
		-	Fixture Rep	2,500	2,500	2,500	2,500
456	466	500	Dues & Sub	500	500	500	500
329	765	500	Regist	1,020	1,020	1,020	1,020
305	366	400	Print/Bind	-	-	-	-
1,481	1,590	1,620	Oth Serv	-	-	-	-
		-	Reg Lib Sv	5,000	5,000	5,000	5,000
248,829	271,208	285,120	Total Libr Admin Mat's & Serv	310,738	306,719	306,719	306,719
348,191	401,101	405,902	Total Library Admin Program	1,064,340	1,060,591	1,060,591	1,060,591
974,033	1,038,220	1,083,514	311 -Library Totals	1,160,331	1,156,582	1,156,582	1,156,582

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	General - 001
DEPARTMENT/DEPARTMENT NUMBER:	Recreation - 421
DEPARTMENT DIRECTOR:	Jim Row
DIRECTOR DIRECT PHONE NUMBER:	503-982-5265
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Stu Spence
DIRECT PHONE NUMBER:	503-982-5266

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The division consists of 1 full time Recreation Manager and over 30 part time and seasonal staff that directly supervise programs, activities, and sports.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Developed sponsorship program to help fund the 4th of July event generating over $4900.00 new revenue in 2009.
- Successfully partnered with the Woodburn School District to secure funding for the After School Program that includes grant funding for years 2009 – 2014.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Recruit an intern to create a broad marketing strategy to include newspaper and TV.
- Increase community Downtown Plaza events by establishing partnerships and generating sponsorship revenue.
- Continue partnership with Woodburn Art Center to develop arts & cultural programs for youth and adults, including fine arts, drama and music.

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Deapartment 421 - Recreation				
			Program 7311 Events				
			Materials & Services				
25	25	50	Other Off	-	-	-	-
231	717	2,000	Other O/S	-	-	-	-
3,754	7,485	12,938	Other Supp	-	-	-	-
5,436	5,096	5,500	Oth Pro Sv	-	-	-	-
166	35	250	Advertise	-	-	-	-
-	56	1,000	Oth Serv	-	-	-	-
9,612	13,414	21,738	Total Recreation Mat's & Serv	-	-	-	-
			Program 7421 Youth Sports				
			Personal				
-	-	-	Reg Sal	-	-	-	-
21,099	5,351	6,033	P/T Salar	-	-	-	-
3,108	12,248	13,558	Intra-govt	-	-	-	-
940	1,516	624	Work Comp	-	-	-	-
1,617	410	1,025	SS	-	-	-	-
2,038	422	1,347	Retirement	-	-	-	-
66	11	32	Unemp Ins	-	-	-	-
28,868	19,958	22,619	Total Youth Sports Personal	-	-	-	-
			Materials & Services				
551	-	-	Paper	-	-	-	-
-	156	250	Other Off	-	-	-	-
1,253	-	-	Fuel	-	-	-	-
2,037	6,979	7,845	Clothing	-	-	-	-
162	289	300	Safety/Med	-	-	-	-
43	8,878	-	Other O/S	-	-	-	-
7,151	10,058	11,557	Youth Supp	-	-	-	-
25	10	-	Other P/S	-	-	-	-
9,192	-	-	Spon Prog	-	-	-	-
1,315	1,533	2,400	Youth Serv	-	-	-	-
1,000	397	-	Other Serv	-	-	-	-
239	-	-	Postage	-	-	-	-
1,970	-	-	Buildings	-	-	-	-
106	-	500	Equip Rep	-	-	-	-
25,044	28,300	22,852	Total Youth Sports Mat's & Serv	-	-	-	-
53,912	48,258	45,471	Total Youth Sports Program	-	-	-	-
			Program 7422 - Adult Sports				
			Personal				
-	-	-	Reg Sal	-	-	-	-
19,616	12,619	11,484	P/T Salar	-	-	-	-
638	810	506	Work Comp	-	-	-	-
1,491	933	819	SS	-	-	-	-
1,449	1,175	1,213	Retirement	-	-	-	-
60	24	28	Unemp Ins	-	-	-	-
23,254	15,561	14,050	Total Adult Sports Personal	-	-	-	-
			Materials & Services				
2,054	3,496	3,720	Adult Supp	-	-	-	-
(60)	-	-	Youth Serv	-	-	-	-
11,895	12,099	11,600	Other Serv	-	-	-	-
3,181	2,490	3,500	Oth Serv	-	-	-	-
17,070	18,085	18,820	Total Adult Sports Mat's & Serv	-	-	-	-
40,324	33,646	32,870	Total Adult Sports Program	-	-	-	-

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Program 7423 - Teen Programs				
			Personal				
3,486	8,206	26,136	P/T Salar	-	-	-	-
(253)	2	1,205	Work Comp	-	-	-	-
309	628	1,999	SS	-	-	-	-
376	910	2,250	Retirement	-	-	-	-
14	17	78	Unemp Ins	-	-	-	-
3,932	9,763	31,668	Total Teen Prog Personal	-	-	-	-
			Materials & Services				
383	-	2,000	Youth Supp	-	-	-	-
525	-	-	Other Serv	-	-	-	-
908	-	2,000	Total Teen Prog Mat's & Serv	-	-	-	-
4,840	9,763	33,668	Total Teen Prog Program	-	-	-	-
			Program 7424 - Summer Day Camp				
			Personal				
35,028	22,409	43,622	P/T Salar	-	-	-	-
1,085	1,793	1,965	Work Comp	-	-	-	-
2,604	1,642	3,239	SS	-	-	-	-
2,886	2,313	4,129	Retirement	-	-	-	-
105	43	96	Unemp Ins	-	-	-	-
41,708	28,200	53,051	Total Sum'r Day Camp Personal	-	-	-	-
			Materials & Services				
-	134	1,000	Clothing	-	-	-	-
-	11	-	Other O/S	-	-	-	-
3,111	3,605	3,500	Youth Supp	-	-	-	-
667	916	2,098	Oth Pro Sv	-	-	-	-
748	-	-	Spon Prog	-	-	-	-
4,369	3,104	7,500	Youth Serv	-	-	-	-
525	377	-	Other Serv	-	-	-	-
-	360	-	Veh Repair	-	-	-	-
9,420	8,507	14,098	Total Sum'r Day Mat's & Serv	-	-	-	-
51,128	36,707	67,149	Total Sum'r Day Camp Program	-	-	-	-
			Program 7425 - After School Club				
			Personal				
-	-	-	Reg Sal	-	-	-	-
70,240	51,583	80,712	P/T Salar	-	-	-	-
2,314	3,717	3,688	Work Comp	-	-	-	-
5,365	3,931	6,096	SS	-	-	-	-
4,051	3,661	7,248	Retirement	-	-	-	-
216	103	168	Unemp Ins	-	-	-	-
82,186	62,995	97,912	Total After School Club Personal	-	-	-	-
			Materials & Services				
-	49	100	Other Off	-	-	-	-
-	-	500	Clothing	-	-	-	-
-	-	-	Other O/S	-	-	-	-
4,674	3,403	8,066	Youth Supp	-	-	-	-
3,299	2,622	-	Oth Pro Sv	-	-	-	-
58	-	-	Oth Serv	-	-	-	-
8,031	6,074	8,666	Total After School Mat's & Serv	-	-	-	-
90,217	69,069	106,578	Total After Sch'l Club Program	-	-	-	-

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Program 7429 - Rec Administration				
			Personal				
41,545	58,865	61,054	Reg Sal	75,805	75,805	75,805	75,805
1,223	800	-	P/T Salar	-	-	-	-
-	-	-	Youth Sports	16,121	16,121	16,121	16,121
-	-	-	Adult Sports	14,508	14,508	14,508	14,508
-	-	-	Summer Day Camp	49,396	49,396	49,396	49,396
-	-	-	After School Club	86,705	86,705	86,705	86,705
-	-	-	Arts & Culture	773	773	773	773
-	-	-	Active Adult	889	889	889	889
50	-	-	Overtime	-	-	-	-
1,677	2,524	2,747	Work Comp	7,800	7,800	7,800	7,800
3,076	4,555	4,904	SS	18,681	18,681	18,681	18,681
4,440	13,913	15,885	Med,Den In	19,720	19,720	19,720	19,720
1,814	8,532	10,062	Retirement	21,652	21,652	21,652	21,652
116	184	195	L/T Dis In	305	305	305	305
137	119	122	Unemp Ins	733	733	733	733
144	225	232	Life Ins	191	191	191	191
54,222	89,717	95,201	Total Rec Admin Personal	313,279	313,279	313,279	313,279
			Materials & Services				
545	496	1,000	Other Off	-	-	-	-
-	2,052	3,500	Fuel	-	-	-	-
-	-	-	Events	21,788	18,788	18,788	18,788
-	-	-	Youth Sports	19,852	19,852	19,852	19,852
-	-	-	Adult Sports	10,000	10,000	10,000	10,000
-	-	-	Summer Day Camp	14,098	14,098	14,098	14,098
-	-	-	After School Club	5,413	5,413	5,413	5,413
-	-	-	Rec Admin	20,600	20,600	20,600	20,600
-	-	-	Arts & Culture	300	300	300	300
-	-	-	Active Adult	6,000	6,000	6,000	6,000
-	-	-	Museum	4,917	4,917	4,917	4,917
109	-	-	Medical	-	-	-	-
1,695	2,329	2,100	Oth Pro Sv	-	-	-	-
			Teen Program	34,224	34,224	34,224	34,224
2,122	2,474	2,000	Telephone	-	-	-	-
202	298	950	Postage	-	-	-	-
12,132	12,650	9,864	IS Support	10,900	11,051	11,051	11,051
-	-	443	Airfare	-	-	-	-
1,753	1,372	875	Auto	-	-	-	-
2,072	229	1,000	Bldg/PerPr	-	-	-	-
2,337	3,954	2,400	Gen Liabil	-	-	-	-
-	-	2,500	Veh Repair	-	-	-	-
22,967	25,854	26,632	Total Rec Admin Mat's & Serv	148,092	145,243	145,243	145,243
77,189	115,571	121,833	Total Rec Admin Program	461,371	458,522	458,522	458,522
			Program 7431 - Arts & Culture				
			Personal				
-	-	613	P/T Salar	-	-	-	-
-	-	33	Work Comp	-	-	-	-
-	-	42	SS	-	-	-	-
-	-	60	Retirement	-	-	-	-
-	-	2	Unemp Ins	-	-	-	-
-	-	750	Total Arts & Culture Personal	-	-	-	-

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Materials & Services				
-	-	(490)	Books	-	-	-	-
-	-	22,000	Other Off	-	-	-	-
-	170	(308)	Other O/S	-	-	-	-
-	203	-	Oth Pro Sv	-	-	-	-
-	-	-	Buildings	-	-	-	-
-	373	21,202	Total Arts & Cult'r Mat's & Serv	-	-	-	-
-	373	21,952	Total Arts & Cult'r Program	-	-	-	-
			Program 7441 - Active Adult				
			Personal				
-	217	863	P/T Salar	-	-	-	-
-	4	50	Work Comp	-	-	-	-
-	45	66	SS	-	-	-	-
-	18	74	Retirement	-	-	-	-
-	2	2	Unemp Ins	-	-	-	-
-	286	1,055	Total Active Adult Personal	-	-	-	-
			Materials & Services				
-	4,862	4,880	Admission	-	-	-	-
-	5,148	5,935	Total Active Adult Program	-	-	-	-
			Program 7511 - Museum				
			Materials & Services				
500	75	700	Forms	-	-	-	-
193	42	435	Other Off	-	-	-	-
390	351	382	Oth Pro Sv	-	-	-	-
517	527	1,000	Telephone	-	-	-	-
-	-	100	Postage	-	-	-	-
-	-	700	Oth Comm	-	-	-	-
154	-	200	Meals	-	-	-	-
-	-	200	Mileage	-	-	-	-
-	-	320	Dues & Sub	-	-	-	-
-	-	300	Regist	-	-	-	-
235	223	580	Oth Serv	-	-	-	-
1,989	1,218	4,917	Total Museum Program	-	-	-	-
329,211	333,167	462,111	421 - Community Services Totals	461,371	458,522	458,522	458,522

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	General - 001
DEPARTMENT/DEPARTMENT NUMBER:	Aquatic Center - 431
DEPARTMENT DIRECTOR:	Jim Row
DIRECTOR DIRECT PHONE NUMBER:	503-952-5265
DEPARTMENT LOCATION:	190 Oak Street
PERSON PREPARING THIS FORM:	Debbie Wadleigh, Aquatics Mgr.
DIRECT PHONE NUMBER:	503-980-2418

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The Aquatic Center serves the greater Woodburn area. The multipurpose facility offers programs for infants through adults. Learn to swim opportunities are available in groups or private lesson formats. Open, Family and Tots-n-Tow Swims allow our guests to come and splash together. The training programs offered give successful candidates the certifications needed to work the water. Fitness is an important facet of the centers' benefits, with lap swimming, water exercise classes and the fitness equipment available to increase endurance, flexibility, muscle strength, balance and breathe control though your own workout. The center programming recognizes the need for heat and relaxation by providing saunas and a hot tub to soothe aching muscles.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
Two full-time personnel lead a large temporary staff of 40 – 50 and one volunteer. Total staffing is 12.74 FTE.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:
- Increased participation over last year
- Front entry bench refurbished
- New locker room mats purchased
- Worked the bugs out of the new HVAC system
- Implemented Secret Shopper Program

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:
- Increase attendance
- Increase self support level
- Complete roof assessment/ repair project

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:
The expenditure budget will be similar to 2009-2010. Staffing programs have been consolidated as have some of the supply programs allowing for few line items and better functionality.

The four staff budget areas will be Instructional, Lifeguarding, Cashiering and Administration. Instructional includes from the 2009-2010 budget one half of the Water Fitness, all of Water Fitness and Swim Lessons from the 2009-2010 budget.

The proposed consolidation from 31 options is to ten with some of the ten having tracking separation

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 431 - Swimming Pool				
			Program 7311 - Events				
			Program 7411 Water Safety				
			Personal				
-	-	2,004	P/T Salar	-	-	-	-
2,373	7,723	-	Intra-govt	-	-	-	-
-	-	73	Work Comp	-	-	-	-
-	-	153	SS	-	-	-	-
-	-	184	Retirement	-	-	-	-
-	-	4	Unemp Ins	-	-	-	-
2,373	7,723	2,418	Total Swim'g Pool Program	-	-	-	-
			Program 7412 - Water Fitness				
			Personal				
711	-	-	Reg Sal	-	-	-	-
6,516	4,858	9,932	P/T Salar	-	-	-	-
4	-	-	Overtime	-	-	-	-
225	329	348	Work Comp	-	-	-	-
562	372	760	SS	-	-	-	-
193	-	-	Med,Den In	-	-	-	-
356	68	912	Retirement	-	-	-	-
2	-	-	L/T Dis In	-	-	-	-
30	9	20	Unemp Ins	-	-	-	-
3	-	-	Life Ins	-	-	-	-
8,602	5,636	11,972	Total Water Fitness Program	-	-	-	-
			Program 7413 - Swim Lessons				
			Personal				
4,268	-	-	Reg Sal	-	-	-	-
24,687	23,858	43,931	P/T Salar	-	-	-	-
28	-	-	Overtime	-	-	-	-
728	1,137	1,532	Work Comp	-	-	-	-
2,154	1,801	3,361	SS	-	-	-	-
1,160	-	-	Med,Den In	-	-	-	-
2,555	1,797	4,180	Retirement	-	-	-	-
12	-	-	L/T Dis In	-	-	-	-
114	48	88	Unemp Ins	-	-	-	-
14	-	-	Life Ins	-	-	-	-
35,720	28,641	53,092	Total Swim Lessons Program	-	-	-	-
			Personal				
91,590	90,588	77,294	P/T Salar	-	-	-	-
1,383	2,341	2,708	Work Comp	-	-	-	-
7,002	6,911	5,913	SS	-	-	-	-
		-	Med,Den In	-	-	-	-
5,722	5,443	7,161	Retirement	-	-	-	-
-	156	-	L/T Dis In	-	-	-	-
373	181	155	Unemp Ins	-	-	-	-
106,070	105,620	93,231	Total Lifeguard'g Program	-	-	-	-
			Program 7415 - Rentals				
			Personal				
992	612	1,335	P/T Salar	-	-	-	-
25	43	47	Work Comp	-	-	-	-
130	47	102	SS	-	-	-	-
16	38	123	Retirement	-	-	-	-
7	1	3	Unemp Ins	-	-	-	-
1,170	741	1,610	Total Rentals Program	-	-	-	-

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Program 7416 - Concessions				
			Personal				
2,134	-	-	Reg Sal	-	-	-	-
37,464	38,252	42,108	P/T Salar	-	-	-	-
14	-	-	Overtime	-	-	-	-
906	1,491	1,406	Work Comp	-	-	-	-
868	2,929	3,138	SS	-	-	-	-
580	-	-	Med,Den In	-	-	-	-
2,626	2,234	4,206	Retirement	-	-	-	-
6		-	L/T Dis In	-	-	-	-
160	77	92	Unemp Ins	-	-	-	-
7	-	-	Life Ins	-	-	-	-
44,765	44,983	50,950	Total Concessions Personal	-	-	-	-
			Materials & Services				
2	-	-	Other Off	-	-	-	-
14,593	15,671	14,325	Inv Stock	-	-	-	-
14,595	15,671	14,325	Total Concessions Mat's & Serv	-	-	-	-
59,360	60,654	65,275	Total Concessions Program	-	-	-	-
			Program 7419 - Pool Administration				
			Personal				
104,057	119,391	88,457	Reg Sal	100,960	100,960	100,960	100,960
8,567	9,890	10,572	P/T Salar	-	-	-	-
-	-	-	Instruction	56,510	56,510	56,510	56,510
-	-	-	Lifeguarding	82,020	82,020	82,020	82,020
-	-	-	Cashiering	47,168	47,168	47,168	47,168
-	-	-	Administration	10,890	10,890	10,890	10,890
4,078	10,488	19,360	Intra-govt	-	-	-	-
3,287	5,356	3,391	Work Comp	6,779	6,779	6,779	6,779
10,780	9,965	7,914	SS	22,762	22,762	22,762	22,762
7,364	17,668	16,225	Med,Den In	35,810	35,810	35,810	35,810
17,506	20,334	15,365	Retirement	30,349	30,349	30,349	30,349
339	367	283	L/T Dis In	406	406	406	406
189	260	198	Unemp Ins	893	893	893	893
426	451	342	Life Ins	254	254	254	254
156,593	194,170	162,107	Total Pool Admin Personal	394,801	394,801	394,801	394,801
			Materials & Services				
293	290	250	Paper	-	-	-	-
500	468	500	Books	-	-	-	-
505	414	500	Other Off	-	-	-	-
782	2,000	2,000	Clothing	-	-	-	-
1,791	1,843	1,500	Safety/Med	3,500	3,500	3,500	3,500
11,904	11,782	12,000	Chemicals	12,000	12,000	12,000	12,000
4,403	5,467	5,500	Other O/S	7,250	7,250	7,250	7,250
-	379	250	Tools	-	-	-	-
5,286	4,968	3,500	Inv Stock	17,825	17,825	17,825	17,825
526	1,200	237	Other Supp	6,050	6,050	6,050	6,050
270	239	300	Oth Pro Sv	-	-	-	-
-	-	500	Telephone	-	-	-	-
455	810	500	Postage	-	-	-	-
562	4,499	6,000	Advertise	6,000	6,000	6,000	6,000
973	1,527	1,250	Training	3,250	3,250	3,250	3,250
7,184	10,119	9,864	IS Support	10,900	11,051	11,051	11,051
382	340	400	Lodging	-	-	-	-
75	69	100	Meals	-	-	-	-
418	500	500	Mileage	-	-	-	-

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
60	205	500	Oth Travel	-	-	-	-
1,500	1,500	1,500	Office Eq	-	-	-	-
296	423	500	Work Equip	-	-	-	-
155,146	167,354	197,576	Int Rent	217,400	209,220	209,220	209,220
450	491	500	Oth Leases	-	-	-	-
4,820	4,008	4,500	Bldg/PerPr	-	-	-	-
1,835	2,150	2,500	Gen Liabil	-	-	-	-
21,440	-	-	Bldg Rep	-	-	-	-
857	272	1,000	Imp Repair	-	-	-	-
90	360	500	Dues & Sub	1,235	1,235	1,235	1,235
70	416	500	Regist	-	-	-	-
703	724	998	Permits	-	-	-	-
846	1,000	1,000	Oth Serv	-	-	-	-
224,422	225,817	257,225	Total Pool Admin Mat's & Serv	285,410	277,381	277,381	277,381
381,015	419,987	419,332	Total Pool Admin Program	680,211	672,182	672,182	672,182
594,310	629,002	646,930	431 - Swimming Pool Totals	680,211	672,182	672,182	672,182

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	General - 001
DEPARTMENT/DEPARTMENT NUMBER:	Community Svcs. Admin. - 499
DEPARTMENT DIRECTOR:	Jim Row
DIRECTOR DIRECT PHONE NUMBER:	503-982-5265
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Jim Row
DIRECT PHONE NUMBER:	503-982-5265

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
It is the mission of the Community Services Department to build a strong sense of community and improve the quality of life for all Woodburn residents, by providing an excellent system of parks, open spaces, facilities and leisure services, and a strong collection of informational materials, opportunities for lifelong learning and by promoting community-wide literacy.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The Department consists of 45 FTE, and is responsible for operating Recreation programs and special events, the Woodburn Memorial Aquatic Center, Woodburn Public Library, Retired and Senior Volunteer Program, the Weed & Seed federal grant program, the community relations program, and park planning and development.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:
- Managed public controversy, completed design and initiated construction of the Mill Creek Greenway Phase 1 Trail Project
- Funded and initiated construction of the final phase of Centennial Park
- Initiated the reinvention of the Mexican Fiesta with the goal of improving the event and transition responsibility to a new organization
- Completed Parks and Recreation Master Plan update

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:
- Complete construction of Centennial Park Project
- Complete construction of Mill Creek Greenway Project
- Replace playground at Wyffels Park
- Update Park SDC Methodology

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 499 - Community Services Admin				
			Program 7991 - Community Service Admin				
			Personal				
157,517	165,840	171,012	Reg Sal	243,858	243,858	243,858	243,858
22,344	24,412	25,026	Intra-govt	-	-	-	-
285	(1,274)	385	Work Comp	114	114	114	114
11,712	12,426	13,468	SS	18,655	18,655	18,655	18,655
25,610	32,366	37,614	Med,Den In	65,871	65,871	65,871	65,871
20,507	22,995	23,486	Retirement	35,651	35,651	35,651	35,651
497	554	547	L/T Dis In	980	980	980	980
488	329	342	Unemp Ins	732	732	732	732
613	638	647	Life Ins	645	645	645	645
239,573	258,286	272,527	Total Comm Serv Admin Personal	366,506	366,506	366,506	366,506
			Materials & Services				
146	50	150	Forms	50	50	50	50
300	304	750	Paper	800	800	800	800
318	593	1,000	Comp Supp	700	700	700	700
2,449	1,797	2,047	Other Off	1,500	1,500	1,500	1,500
5,543	-	9,316	Eng/Arch	10,316	10,316	10,316	10,316
2,316	2,176	-	Acc/Audit	-	-	-	-
25	53	200	Human Res	200	200	200	200
8,440	3,371	4,200	Oth Pro Sv	4,200	4,200	4,200	4,200
2,014	1,624	2,000	Telephone	1,500	1,500	1,500	1,500
4,422	6,179	5,600	Postage	5,900	10,100	10,100	10,100
627	-	-	Advertise	-	-	-	-
7,422	7,590	9,994	IS Support	11,000	16,577	16,577	16,577
678	641	750	Lodging	750	750	750	750
163	81	202	Meals	202	202	202	202
197	900	900	Mileage	900	900	900	900
584	-	453	Airfare	-	-	-	-
6,098	4,600	4,600	Office Eq	4,600	4,600	4,600	4,600
30,816	34,640	36,170	Int Rent	40,000	39,302	39,302	39,302
100	55	100	Equip Rep	100	100	100	100
777	395	600	Dues & Sub	600	600	600	600
382	1,185	1,250	Regist	1,300	1,300	1,300	1,300
5,950	9,422	9,650	Print/Bind	10,150	23,150	23,150	23,150
161	140	148	Oth Serv	148	148	148	148
80,239	75,796	90,080	Total Comm Srv Ad Mat's & Serv	94,916	116,995	116,995	116,995
319,812	334,082	362,607	499 - Community Services Admin Total	461,422	483,501	483,501	483,501

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Planning Services - 001
DEPARTMENT/DEPARTMENT NUMBER:	Planning - 511
DEPARTMENT DIRECTOR:	Jim Hendryx
DIRECTOR DIRECT PHONE NUMBER:	503-980-2445
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Jim Hendryx
DIRECT PHONE NUMBER:	503-980-2445

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This program administers the Woodburn Comprehensive Plan and the Woodburn Development Ordinance. The Comprehensive Plan establishes the long-term land use vision for the community while the Development Ordinance implements the community's vision through land use standards. Both the Comprehensive Plan and Development Ordinance conform to State Statutes. The Woodburn Comprehensive Plan establishes the community's land use policies, while the Development Code establishes standards for development, including subdivision, sign, site development requirements, etc.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The division consists of 3.4 staff members, which includes the Economic and Development Services Director, Senior Planner, Associate Planner & Administrative Assistant (.4 FTE). The Senior Planner position is vacant and the budget eliminates the position while increasing the Administrative Assistant to a .7 FTE, for a total of 2.7 FTE's in 2010-11.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:
- Completed the Woodburn Downtown Development Plan Update, which resulted in amendments to the Woodburn Comprehensive Plan and the Woodburn Development Ordinance.
- Completed update to the Woodburn Development Ordinance Sign Standards.
- Initiated a comprehensive review and update of the Woodburn Development Ordinance.
- Initiated Hwy 99E corridor study.
- Initiate Woodburn Economic Development Plan, including implementation of Business Assistance Loan Program.
- Adopt Woodburn Natural Hazard Mitigation Plan.
- Initiate Enterprise Zone Application.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:
- Complete review and update of the Woodburn Development Ordinance.

- Complete Hwy 99E corridor study, including adoption of amendments to the Woodburn Comprehensive Plan and Woodburn Development Ordinance.
- Implement Economic Development Program.
- Administer Enterprise Zone Program.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

Staffing levels have been reduced by .7 FTE's. The Senior Planner FTE position was eliminated while the Administrative Assistant (.4 FTE) position was increased to .7 FTE & .3 FTE; respectively shared and funded by the Planning and Building Divisions.

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 511 - Planning				
			Program 5811 - Planning				
			Personal				
239,303	265,675	241,792	Reg Sal	213,017	213,017	213,017	213,017
49	7	-	Overtime	-	-	-	-
75,551	87,938	64,731	Intra-govt	-	-	-	-
473	912	777	Work Comp	92	92	92	92
18,043	20,340	19,089	SS	16,296	16,296	16,296	16,296
19,685	26,653	54,019	Med,Den In	49,211	49,211	49,211	49,211
26,520	33,685	40,527	Retirement	30,703	30,703	30,703	30,703
776	775	774	L/T Dis In	856	856	856	856
740	531	484	Unemp Ins	639	639	639	639
954	942	922	Life Ins	588	588	588	588
382,094	437,458	423,115	Total Planning Personal	311,402	311,402	311,402	311,402
			Materials & Services				
5,833	3,013	5,400	Other Off	5,400	5,400	5,400	5,400
111	291	500	Fuel	500	500	500	500
109	-	100	Medical	100	100	100	100
4,950	220	-	Oth Pro Sv	-	-	-	-
959	700	1,000	Telephone	1,000	1,000	1,000	1,000
1,381	2,303	2,000	Postage	2,000	2,000	2,000	2,000
-	617	350	Advertise	350	350	350	350
724	-	950	Publicatio	950	950	950	950
12,493	16,955	14,926	IS Support	16,425	16,577	16,577	16,577
-	140	500	Oth Comm	500	250	250	250
371	100	200	Mileage	200	200	200	200
133	290	500	Oth Travel	500	250	250	250
11,465	12,673	14,468	Int Rent	15,920	15,321	15,321	15,321
267	192	300	Auto	300	300	300	300
1,260	1,390	1,950	Gen Liabil	2,150	2,150	2,150	2,150
-	106	600	Veh Repair	600	300	300	300
2,972	1,995	2,500	Regist	2,500	2,500	2,500	2,500
42	247	600	Print/Bind	600	300	300	300
626	760	1,000	Oth Serv	1,000	1,000	1,000	1,000
43,696	41,992	47,844	Total Planning Mat's & Serv	50,995	49,448	49,448	49,448
425,790	479,450	470,959	511 - Planning Total	362,397	360,850	360,850	360,850

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	General Fund - 001
DEPARTMENT/DEPARTMENT NUMBER:	Maintenance (Parks) - 631
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	202 Young Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The Parks & Grounds Maintenance Section is responsible for the maintenance of parks, grounds, and improved right of ways totaling 57 sites and 135 acres in Woodburn. This Maintenance section is the major support for the many recreation and special event programs.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The Parks Maintenance Section's heavy season begins in April and ends in November. During the summer season, staff is scheduled 7 days a week. The Parks & Grounds section maintains park benches, tables, shelters, and trails for a safe, clean, and graffiti-free environment. Park restrooms are cleaned and sanitized daily. This section maintains all landscaping and lawns including (8) class A sports fields. This section maintains (7) modern playgrounds with NPSI certified playground safety inspection. Programs include Irrigation System Maintenance, Turf Management, Graffiti Removal, and Community Service Labor. There is a growing involvement with Community and school service projects and a fledgling Adopt – A – Park Program. There are 5.62 FTE's and seasonal Limited Term help.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Day of Child, Flower Baskets, 4th of July, Mexican Fiesta, Walt's Run Mexican Independence Day, and Mother's Day are some of the special events the Parks Maintenance crew supports during the year.
- The Maintenance crew helped organize the Gazebo Installation in cooperation with the Chamber of Commerce and finished the project by installing the roof and anchor supports.
- The task of benchmarking the parks and grounds was initiated this year.
- This section is very adept at providing excellent support for multi-cultural events and leisure services encouraging community pride.
- The Parks and Grounds crew support SOLV clean up events and expanded community support projects.
- The Parks and Grounds crew worked on Best Management Practices and increased safety emphasis.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Facilitate Annual Sports Fields Renovation
- Benchmark Grounds Facilities for Analysis of Maintenance Services
- Develop Urban Forestry Program including completion of Inventory
- Develop Schedules for Routine Services
- Formalize Playground Safety Program
- Provide Quality Support for Recreation Programs
- Continue to Provide Support for Special Events
- Assist in the further development of Adopt-A Parks
- Support The Greenway Trail Development

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Focus on Community
- Training in safety & management
- Adopt-A-Park Program
- 2 Major Facility Projects, Greenway Trails, phase (4) Centennial Park
- Urban Forestry Emphasis

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 7611 - Park Maintenance				
			Personal				
220,217	232,941	247,253	Reg Sal	266,205	266,205	266,205	266,205
20,893	32,980	10,581	P/T Salar	10,000	10,000	10,000	10,000
5,773	9,328	10,000	Overtime	10,000	9,000	9,000	9,000
3,176	7,483	7,962	Intra-govt	-	-	-	-
6,187	10,698	11,332	Work Comp	259	259	259	259
18,102	20,469	20,781	SS	21,895	21,895	21,895	21,895
32,204	44,117	48,497	Med,Den In	97,653	97,653	97,653	97,653
26,319	27,833	33,473	Retirement	23,506	23,506	23,506	23,506
690	745	791	L/T Dis In	1,151	1,151	1,151	1,151
765	547	536	Unemp Ins	859	859	859	859
853	893	938	Life Ins	721	721	721	721
335,179	388,034	392,144	Total Park Maint Personal	432,249	431,249	431,249	431,249
			Materials & Services				
203	187	225	Comp Supp	225	225	225	225
283	478	500	Other Off	500	500	500	500
2,500	722	2,500	Clean Supp	2,500	2,500	2,500	2,500
11,600	8,600	8,600	Fuel	9,000	9,000	9,000	9,000
1,054	948	1,500	Clothing	1,500	1,500	1,500	1,500
-	1,582	2,000	Ag Supplie	2,000	2,000	2,000	2,000
547	871	1,000	Safety/Med	1,500	1,500	1,500	1,500
823	994	500	Other O/S	500	500	500	500
825	800	5,200	Const Mat	5,200	5,200	5,200	5,200
1,000	985	-	Paint	-	-	-	-
1,749	1,855	-	Plumb Sup	-	-	-	-
233	941	-	Elect Supp	-	-	-	-
-	-	-	Tires/Part	500	500	500	500
704	1,509	1,500	Tools	1,500	1,500	1,500	1,500
1,310	2,614	2,000	Other M/S	2,000	2,000	2,000	2,000
1,458	1,478	1,500	Prot Cloth	1,500	1,500	1,500	1,500
-	-	979	Road Matls	1,000	500	500	500
2,480	5,135	5,000	Turf	5,000	5,000	5,000	5,000
102	469	-	Flw Plants	500	500	500	500
484	87	-	Shrubs	500	500	500	500
500	-	2,500	Trees	1,500	1,000	1,000	1,000
3,000	3,168	4,000	Fertilizer	4,000	4,000	4,000	4,000
619	1,108	3,500	Other P/S	2,500	1,500	1,500	1,500
640	485	1,000	Secur Supp	1,000	1,000	1,000	1,000
169	109	500	Medical	500	300	300	300
45,438	53,293	54,000	Oth Pro Sv	54,000	50,000	50,000	50,000
3,135	2,462	3,000	Telephone	3,000	3,000	3,000	3,000
-	-	50	Postage	50	-	-	-
		4,800	Training	4,200	2,500	2,500	2,500
6,743	5,060	4,932	IS Support	4,932	8,288	8,288	8,288
		-	Mileage	100	-	-	-
1,373	2,805	2,700	Work Equip	2,700	2,700	2,700	2,700
1,217	1,515	1,500	Nat'l Gas	1,500	1,500	1,500	1,500
13,983	14,904	15,000	Electric	15,000	15,000	15,000	15,000
9,468	11,747	11,250	Sol Waste	10,964	10,964	10,964	10,964
1,678	1,907	1,960	Auto	2,300	2,300	2,300	2,300
3,756	4,289	3,400	Bldg/PerPr	4,720	4,720	4,720	4,720
1,230	2,997	2,900	Gen Liabil	1,680	3,200	3,200	3,200
5,952	10,170	10,700	Equip Rep	10,700	10,700	10,700	10,700
495	392	2,000	Bldg Rep	2,000	2,000	2,000	2,000
-	2,460	2,500	Imp Repair	2,500	2,500	2,500	2,500

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
-	754	1,000	Str Repair	1,000	1,000	1,000	1,000
3,691	4,232	4,000	Veh Repair	4,500	4,500	4,500	4,500
		3,000	Playground	3,000	3,000	3,000	3,000
1,090	1,339	1,500	Regist	1,500	750	750	750
478	416	1,135	Oth Serv	1,000	500	500	500
18,894	-	-	Hvy Equip	-	-	-	-
150,904	155,867	175,831	Total Park Maint Mat's & Serv	176,271	171,847	171,847	171,847
486,083	543,901	567,975	631 - Maintenance Totals	608,520	603,096	603,096	603,096

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	General - 001
DEPARTMENT/DEPARTMENT NUMBER:	Non-Departmental - 199
DEPARTMENT DIRECTOR:	Ignacio Palacios
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Ignacio Palacios
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This provides for City General Fund expenses which cannot be charged to any specific department. Charges include general liability charged to the City, membership in various regional organizations (Council of Governments, League of Oregon Cities, etc.) as well as the annual turnover to the local Chamber of Commerce.

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 199 - Nondepartmental				
			Program 1219 - Other Administration				
			Materials & Services				
12,634	34,766	13,000	Acc/Audit	-	-	-	-
3,699	-	2,000	Human Res	-	-	-	-
24,841	1,169	7,800	Oth Pro Sv	10,000	10,000	10,000	10,000
-	44,000	48,000	ToT Grants	48,000	48,000	48,000	48,000
1,768	94	2,000	Advertise	1,500	1,500	1,500	1,500
2,906	3,968	3,000	Publicatio	1,500	1,500	1,500	1,500
1,003	406	425	Emp Blk Bd	500	500	500	500
7,393	9,067	5,500	Bldg/PerPr	8,000	8,000	8,000	8,000
20,540	6,733	18,500	Gen Liabil	36,000	36,000	36,000	36,000
13,033	15,602	17,000	Dues & Sub	18,000	18,000	18,000	18,000
457	-	-	Regist	129,000	129,000	129,000	129,000
2,239	21,119	2,200	Oth Serv	-	-	-	-
7,710	-	-	Call Acc't	-	-	-	-
98,223	136,924	119,425	Total Other Admin Mat's & Serv	252,500	252,500	252,500	252,500
			Program 9711 Operating Transfers				
27,507	-	-	To Transit	-	-	-	-
28,259	28,259	28,259	To RSVP	28,259	28,259	28,259	28,259
2,000	-	-	To Cable	-	-	-	-
280,000	80,000	80,000	To Street	-	-	-	-
157,866	495,573	-	To Gen CIP	25,000	25,000	25,000	25,000
-	-	-	To TIF	22,750	22,750	22,750	22,750
-	-	-	To WtrCo	22,750	22,750	22,750	22,750
-	15,000	15,000	To Water	15,000	15,000	15,000	15,000
2,000	-	-	To IS	-	-	-	-
12,000	1,000	-	To Bldg Mt	-	-	-	-
10,000	10,000	-	To Equip	-	-	-	-
519,632	629,832	123,259	Total Operating Transfers	113,759	113,759	113,759	113,759
617,855	766,756	242,684	199 - Nondepartmental Totals	366,259	366,259	366,259	366,259

City of Woodburn

Fund 001 - General Fund

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	999,934	Contingenc	1,100,709	1,019,728	1,019,728	998,903
-	-	187,000	Res-Bldgs	187,000	187,000	187,000	187,000
-	-	93,157	Res-PERS	95,000	95,000	95,000	95,000
-	-	181,722	Unapp Bal	185,000	185,000	185,000	185,000
-	-	1,461,813	901 - Contingency Totals	1,567,709	1,486,728	1,486,728	1,465,903
9,534,402	10,420,203	12,189,633	Expenditure Totals	12,393,005	12,410,424	12,410,424	12,389,599
2,526,077	2,160,002	-	Revenue Over (Under) Expenses	-	-	-	-

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GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	General Operating Res - 092
DEPARTMENT/DEPARTMENT NUMBER:	Finance - 151
DEPARTMENT DIRECTOR:	Ignacio Palacios
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Anne Ross
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This fund is a reserve, in addition to the Fund Balance budget for unforeseen circumstances and/or future needs as overseen by the Finance Director and City Administrator.

City of Woodburn

Fund 092 - General Operating Reserve

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
29,487	30,746	73,911	Beg Fund Balance	74,000	74,000	74,000	74,000
1,259	729	1,300	Interest	500	500	500	500
-	41,911	-	Transfer General CIP	-	-	-	-
30,746	73,386	75,211	REVENUE TOTAL	74,500	74,500	74,500	74,500

City of Woodburn

Fund 092 - General Operating Reserve

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 121 - Admin				
			Program 9711 Operating Transfer Out				
-	-	-	Transfer Out	500	500	500	500
-	-	-	121 - Admin Total	500	500	500	500
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	75,211	Contingency	74,000	74,000	74,000	74,000
-	-	75,211	901 - Contingency Total	74,000	74,000	74,000	74,000
-	-	75,211	EXPENDITURE TOTAL	74,500	74,500	74,500	74,500
30,746	73,386	-	Revenue Over (Under) Expenses	-	-	-	-

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GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	General Fund CIP - 358
DEPARTMENT/DEPARTMENT NUMBER:	Administration - 121
DEPARTMENT DIRECTOR:	Jim Row
DIRECTOR DIRECT PHONE NUMBER:	503-982-5265
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Jim Row
DIRECT PHONE NUMBER:	503-982-5265

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The General Fund Capital Improvement Fund (CIP) is a construction fund for general capital projects, for which no dedicated funding source exists. It primarily supports capital improvement projects for general fund supported facilities.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Develop funding source for Aquatic Center re-plastering

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Complete construction of Centennial Park Project
- Complete construction of Mill Creek Greenway Project
- Update Park SDC Methodology

City of Woodburn

Fund 358- General Fund Capital Improvement

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
426,963	547,317	264,771	Beg Fund Balance	155,000	155,000	155,000	155,000
8,980	62,210	690,290	State Grant	345,000	345,000	345,000	345,000
17,812	13,379	1,000	Interest	1,000	1,000	1,000	1,000
			Tranfers				
157,866	495,573	-	Transfer - General	-	25,000	25,000	25,000
325,000	-	-	Transfer - Parks SDC	-	-	-	-
8,000	-	-	Transfer - Museum Endowment	-	-	-	-
490,866	495,573	-	Total Transfer	-	25,000	25,000	25,000
944,621	1,118,479	956,061	REVENUE TOTAL	501,000	526,000	526,000	526,000

City of Woodburn

Fund 358- General Fund Capital Improvement

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 121 - Admin				
			Program 9511 - Design Engineering				
			Materials & Services				
-	84,067	-	Centennial	-	-	-	-
			Program 9531 - Construction				
			Capital Outlay				
-	-	8,000	Admin	10,000	10,000	10,000	10,000
965	-	-	CH Security	-	-	-	-
-	2,226	-	Remodel Of	-	25,000	25,000	25,000
-	32,500	-	Lib Carpet	-	-	-	-
1,227	-	-	Comm Cntr	-	-	-	-
2,485	490,453	-	Eng HVAC	-	-	-	-
12,841	-	-	Evap Coil	-	-	-	-
-	-	130,000	Pool Roof	100,000	100,000	100,000	100,000
6,203	26,277	-	Museum Ext	-	-	-	-
131,158	15,304	-	Legion Rd	-	-	-	-
8,457	-	-	Parks	-	-	-	-
68,755	25,070	165,290	Greenway	75,000	75,000	75,000	75,000
56,559	13,661	-	Parks Plan	-	-	-	-
-	-	525,000	Centennial	200,000	200,000	200,000	200,000
-	50,283	-	Plaza	-	-	-	-
25,000	-	-	FrontSt PG	-	-	-	-
29,724	-	-	Burling PG	-	-	-	-
8,823	-	-	Computing	-	-	-	-
8,823	-	-	AS 400 BU	-	-	-	-
14,990	-	-	LF Wb Link	-	-	-	-
10,168	-	-	MS SQL	-	-	-	-
13,887	-	-	Laptops	-	-	-	-
-	1,995	-	Security S	-	-	-	-
-	2,500	-	PORT Switch	-	-	-	-
-	6,853	-	Generator	-	-	-	-
6,063	-	-	Air Cond	-	-	-	-
406,128	667,122	828,290	Total Capital Outlay	385,000	410,000	410,000	410,000
			Program 9711 - Transfer Out				
-	41,911	-	To General Operating	-	-	-	-
-	74,488	-	To Police Construction	-	-	-	-
-	146,512	20,000	To Parks SDC	20,000	20,000	20,000	20,000
-	262,911	20,000	Total Transfer Out	20,000	20,000	20,000	20,000
406,128	1,014,100	848,290	121 - Admin Total	405,000	430,000	430,000	430,000
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	31,771	ContingencY	20,000	20,000	20,000	20,000
-	-	66,000	Res - Police	66,000	66,000	66,000	66,000
-	-	10,000	Res - Bldgs	10,000	10,000	10,000	10,000
-	-	107,771	901 - Contingency Total	96,000	96,000	96,000	96,000
406,128	1,014,100	956,061	EXPENDITURE TOTAL	501,000	526,000	526,000	526,000
538,493	104,379	-	Revenues Over (Under) Expenses	-	-	-	-

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City of Woodburn
Special Services Budget Summary

	FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 Budget	FY 2010-11 Budget
110 Transit	346,818	359,949	738,130	490,928
123 Building	316,948	263,554	429,747	460,095
132 Search & Seizure	5,000	3,400	73,600	43,600
134 Weed & Seed	54,877	160,368	174,529	164,353
135 State Revenue Sharing	154,944	133,366	533,116	424,600
137 Housing Rehabilitation	140,719	24,891	731,000	451,500
138 RSVP	81,009	85,620	94,100	94,515
139 Cable Franchise	17,375	21,371	31,700	24,250
250 Bonded Debt	665,827	671,208	595,000	609,000
252 Bancroft Redemption	-	-	6,600	6,600
360 Special Assessments	43,003	1,580	702,883	887,432
336 Economic Development	209,402	37,469	139,731	107,650
140 Streets	1,263,245	1,445,559	1,572,204	1,140,572
169 City Gas Tax	8,000	514,682	154,014	116,300
376 Tranportation Impact Fee	16,123	205,360	8,005,365	6,545,736
363 Street/Storm Capital Imp	731,943	2,120,336	3,476,316	1,267,985
364 Park SDC	325,000	-	1,092,106	475,000

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Transit Fund - 110
DEPARTMENT/DEPARTMENT NUMBER:	Transit - 671
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	202 Young Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The purpose of the Woodburn Transportation Services Department is to provide the community of Woodburn with safe, reliable, affordable, dependable transportation for the general public, elderly and disabled population. A one-hour fixed route bus is available Monday through Friday, 9 am to 5 pm. A para-transit (shopper) van is available Monday through Friday, 9 am to 5 pm.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The transit department has eight employees. A Supervisor, two FTE, five PTE. The Transit office is located at 202 Young Street. All transit vehicles are in a secured locked fence located in the rear of 202 Young Street.
The Transit Department has 4 mid-size buses; a 23-passenger 2002 Eldorado bus, a 23 passenger 2001 Blue Bird Bus, a 35 passenger 2006 Champion bus and a 35 passenger 2009 Champion Bus. Transit also has two cutaway para-transit vans and two mini vans for the Dial-A-Ride program make up the rest of the Transit Fleet.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:
- In 2009, the Transit Department received an ARRA grant and purchased a new 35-passenger bus, narrow-ban radios for transit vehicle. This grant also help provide for a mini transit mall located at 190 Garfield and help with a 2010 Transportation Plan.
- A cash management plan to prevent mishandling of City funds implemented.
- Bus route signage updated to include stop numbers and bus arrival times and availability of Monday through Friday.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:
- Update and improve the fixed route and Dial-A-Ride service to the community of Woodburn.
- Research the possibility of Woodburn Transit expanding service area to other communities with financial help from those communities, which would include Gervais, Donald, Aurora and Hubbard. These communities,

now, have very limited service from the Canby CAT bus service and the Salem CARTS bus service.

- Research the possibility of Woodburn Transit using a second bus on the same route going the opposite direction as the current bus to cut the headway to 30 minutes instead of 1 hour.
- Research the possibility of expanding WTS hours of operation to accommodate commuters who need transportation to meet up with the Canby CAT going north or a CART's bus going to Salem.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

A major difference between 2009-2010 and 2010-2011 will be researching ways to improve and expand the Woodburn Transportation Service through the grant funding instead WTS being dependent on City tax dollars for funding.

City of Woodburn

Fund 110 - Transit

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
140,805	150,201	121,589	Beg Fund Balance	127,667	114,428	114,428	114,428
144,388	150,954	154,000	Property Tax	151,000	151,000	151,000	151,000
			Grants				
118,349	66,734	120,000	Federal Grant Ind	-	-	-	-
-	-	-	5311 Formula Grant	135,000	135,000	135,000	135,000
-	-	270,341	ARRA Stimulus Grant	-	25,000	25,000	25,000
26,250	12,480	-	State Grant	-	-	-	-
-	-	24,000	STF Formula Grant	28,000	28,000	28,000	28,000
144,599	79,214	414,341	Total Grants	163,000	188,000	188,000	188,000
			User Fees				
6,848	6,850	7,000	DAR Daily	7,000	7,000	7,000	7,000
19,770	21,063	27,000	Transit Fare	25,000	21,000	21,000	21,000
26,618	27,913	34,000	Total User Fees	32,000	28,000	28,000	28,000
			Other Financing Sources				
7,656	9,851	11,000	Misc	10,000	9,000	9,000	9,000
5,249	2,715	3,200	Interest	500	500	500	500
-	-	-	Donations-Transit	3,000	-	-	-
12,905	12,566	14,200	Total Other Financing Sources	13,500	9,500	9,500	9,500
27,507	-	-	Transfer - General	-	-	-	-
496,822	420,848	738,130	REVENUE TOTAL	487,167	490,928	490,928	490,928

City of Woodburn

Fund 110 - Transit

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 671 - Transit				
			Program 4711 - Fixed Route Transit				
			Personal				
31,644	40,446	127,740	Reg Sal	202,751	202,751	202,751	202,751
29,398	39,391	75,851	P/T Salar	55,127	55,127	55,127	55,127
1,864	1,229	2,000	Overtime	2,000	1,000	1,000	1,000
23,239	22,774	45,550	Intra-govt	-	-	-	-
2,656	3,221	9,502	Work Comp	223	223	223	223
4,551	6,019	15,399	SS	18,944	19,262	19,262	19,262
7,170	10,186	29,523	Med,Den In	81,972	81,972	81,972	81,972
6,560	7,715	24,407	Retirement	20,015	20,015	20,015	20,015
92	124	409	L/T Dis In	774	774	774	774
195	162	397	Unemp Ins	774	755	755	755
113	159	490	Life Ins	584	584	584	584
107,482	131,426	331,268	Total Fixed Route Personal	383,164	382,463	382,463	382,463
			Materials & Services				
333	500	500	Other Off	550	550	550	550
51	195	200	Clean Supp	50	50	50	50
-	-	-	Lubricants	400	-	-	-
14,222	14,620	17,500	Fuel	14,000	15,000	15,000	15,000
141	-	350	Clothing	350	200	200	200
62	57	100	Other O/S	100	50	50	50
2,472	2,653	2,200	Tires/Part	3,700	2,500	2,500	2,500
234	256	300	Medical	300	300	300	300
2	22	50,100	Oth Pro Sv	100	100	100	100
362	444	600	Telephone	600	500	500	500
19	31	100	Postage	50	25	25	25
-	177	150	Advertise	150	100	100	100
	-	2,050	Training	2,050	2,000	2,000	2,000
3,840	5,188	4,932	IS Support	5,500	5,526	5,526	5,526
58	537	300	Lodging	300	-	-	-
1,832	2,313	4,950	Auto	5,050	3,057	3,057	3,057
-	-	-	Workers' Comp	-	2,254	2,254	2,254
654	460	640	Gen Liabil	640	1,153	1,153	1,153
23	3	150	Equip Rep	150	100	100	100
20,535	14,157	16,300	Veh Repair	15,300	15,300	15,300	15,300
-	-	-	Dues & Sub	50	-	-	-
-	100	100	Regist	100	100	100	100
260	219	600	Print/Bind	300	150	150	150
10	100	250	Oth Serv	550	250	250	250
-	-	220,341	Equip	-	-	-	-
45,110	42,032	322,713	Total Fixed RouteMat's & Serv	50,340	49,264	49,264	49,264
152,592	173,458	653,981	Total Fixed Route Program	433,504	431,727	431,727	431,727
			Program 4712 - Dial-A-Ride				
			Personal				
84,245	76,755	-	Reg Sal	-	-	-	-
6,344	9,162	-	P/T Salar	-	-	-	-
2,604	1,875	-	Overtime	-	-	-	-
9,683	6,355	-	Intra-govt	-	-	-	-
2,379	4,577	-	Work Comp	-	-	-	-
6,653	6,403	-	SS	-	-	-	-

City of Woodburn

Fund 110 - Transit

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
14,513	17,183	-	Med,Den In	-	-	-	-
9,121	8,467	-	Retirement		-	-	-
250	247	-	L/T Dis In	-	-	-	-
288	176	-	Unemp Ins	-	-	-	-
310	296	-	Life Ins	-	-	-	-
136,390	131,496	-	Total DAR Personal	-	-	-	-
			Materials & Services				
223	455	800	Other Off	800	800	800	800
17	192	200	Clean Supp	50	50	50	50
-	-	-	Lubricants	150	-	-	-
11,952	9,800	9,800	Fuel	11,000	11,000	11,000	11,000
500	-	500	Clothing	500	250	250	250
1,370	1,794	1,200	Tires/Part	2,200	1,800	1,800	1,800
-	641	-	Other Supp	-	-	-	-
-	153	-	Acc/Audit	-	-	-	-
-	-	200	Medical	200	200	200	200
3,000	3,169	3,200	Oth Pro Sv	1,200	1,200	1,200	1,200
1,326	1,253	1,500	Telephone	1,300	1,300	1,300	1,300
-	-	50	Postage	50	-	-	-
-	-	150	Advertise	100	100	100	100
-	-	1,000	Training	1,300	750	750	750
800	-	-	IS Support	-	-	-	-
-	-	100	Oth Comm	-	-	-	-
200	123	200	Lodging	200	-	-	-
20,965	19,244	20,773	Mileage	20,723	20,723	20,723	20,723
-	-	-	Software	2,000	-	-	-
1,470	1,716	1,725	Auto	1,600	3,057	3,057	3,057
		-	Workers' Comp	-	2,254	2,254	2,254
864	608	840	Gen Liabil	840	1,152	1,152	1,152
-	-	100	Equip Rep	100	-	-	-
6,071	6,508	5,500	Veh Repair	8,500	8,500	8,500	8,500
-	200	200	Regist	200	200	200	200
78	44	550	Print/Bind	150	100	100	100
-	95	100	Oth Serv	500	250	250	250
48,836	45,995	48,688	Total DAR Mat's & Serv	53,663	53,685	53,685	53,685
			Program 9711 - Transfer Out				
9,000	9,000	-	To Equip	-	-	-	-
194,226	186,491	48,688	Total DAR Program	53,663	53,685	53,685	53,685
346,818	359,949	702,669	671 - Transit Totals	487,167	485,412	485,412	485,412
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	20,861	Contingency	-	1,555	1,555	1,555
-	-	14,600	Res-PERS	-	3,961	3,961	3,961
-	-	35,461	901 Contingency Totals	-	5,516	5,516	5,516
346,818	359,949	738,130	EXPENDITURE TOTAL	487,167	490,928	490,928	490,928
150,004	60,899	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Building Inspection Fund -123
DEPARTMENT/DEPARTMENT NUMBER:	Building - 521
DEPARTMENT DIRECTOR:	Jim Hendryx
DIRECTOR DIRECT PHONE NUMBER:	503-980-2445
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Steve Krieg
DIRECT PHONE NUMBER:	503-980-2430

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The Building Division provides coordination and direction of the permitting, inspection and plan review services of the City. This includes, but is not limited to, directing, monitoring and controlling an effective permitting, plan review and inspection systems, calculating permit and plan review fees, preparing monthly and quarterly reports for the State of Oregon and the City.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The division consists of one staff member under the direction of the Economic and Development Services Director.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Maintain an inspection and plan review division while meeting customer's expectations with reduced staffing levels.
- Provide training for staff in the new construction codes for the State of Oregon.
- Obtain IGA's with the City of Silverton and Dallas for inspection and plan review back-up services.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Maintain an inspection and plan review division while meeting customer's expectations with reduced staffing levels.
- Provide training for staff in the new construction codes for the State of Oregon.
- Implement the IGA's with the City of Silverton and Dallas for assistance with plan review and inspection services to cut down on the amount of extra time the one staff person puts in on weekends and holidays.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Use the IGA services of other jurisdictions for plan review and inspections.

City of Woodburn

Fund 123 - Building

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
361,653	310,540	159,073	Beg Fund Balance	42,596	42,596	42,596	42,596
			User Fees				
133,140	42,894	48,130	Bldg Permt	57,771	57,771	57,771	57,771
15,252	10,845	12,114	Mech Permt	10,260	10,260	10,260	10,260
(315)	-	-	MC Permits	-	-	-	-
(6,618)	(73)	-	State Surc	-	-	-	-
85,484	26,944	31,042	Plan Check	37,551	37,551	37,551	37,551
15,108	7,044	9,758	Fire check	18,289	18,289	18,289	18,289
330	240	240	St Mfg Fee	-	-	-	-
826	331	146	MC Admin	50	50	50	50
998	1,539	1,812	Plan Check-Mech	3,335	3,335	3,335	3,335
-	-	-	MC Permits	500	500	500	500
-	-	-	State Surc	8,200	8,200	8,200	8,200
-	-	-	St Mfg Fee	360	360	360	360
-	-	-	CET Suspen	103,300	103,300	103,300	103,300
244,205	89,764	103,242	Total User Fees	239,616	239,616	239,616	239,616
			Other Financing Sources				
15,741	4,646	5,726	Interest	150	150	150	150
5,888	2,086	1,706	Misc	4,800	4,800	4,800	4,800
-	-	160,000	Interfund Loan	172,933	172,933	172,933	172,933
21,629	6,732	167,432	Total Other Financing Sources	177,883	177,883	177,883	177,883
627,487	407,036	429,747	REVENUE Total	460,095	460,095	460,095	460,095

City of Woodburn

Fund 123 - Building

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 521 - Building				
			Program 2241 Bldg Insprection				
			Personal				
181,222	135,326	106,483	Reg Sal	148,682	148,682	148,682	148,682
46,472	50,239	53,622	Intra-govt	-	-	-	-
1,363	2,330	1,752	Work Comp	50	50	50	50
13,555	10,534	8,527	SS	11,374	11,374	11,374	11,374
15,388	11,694	6,724	Med,Den In	29,814	29,814	29,814	29,814
21,633	20,011	16,516	Retirement	19,152	19,152	19,152	19,152
565	437	341	L/T Dis In	598	598	598	598
560	271	213	Unemp Ins	446	446	446	446
699	525	400	Life Ins	495	495	495	495
281,457	231,367	194,578	Total Building Personal	210,611	210,611	210,611	210,611
			Materials & Services				
6,835	1,881	4,200	Other Off	2,800	2,800	2,800	2,800
1,029	713	950	Fuel	800	800	800	800
-	-	100	Other O/S	100	100	100	100
-	-	6,000	Oth Pro Sv	8,835	8,835	8,835	8,835
1,100	969	1,100	Telephone	750	750	750	750
20	4	100	Postage	100	100	100	100
8,665	12,968	12,330	IS Support	13,814	13,814	13,814	13,814
486	366	520	Lodging	520	520	520	520
10	15	100	Meals	100	100	100	100
334	217	250	Mileage	250	250	250	250
9,172	10,138	11,574	Int Rent	12,256	12,256	12,256	12,256
708	633	835	Auto	801	801	801	801
-	-	-	Work Comp	2,203	2,203	2,203	2,203
1,372	888	1,327	Gen Liab	1,419	1,419	1,419	1,419
655	635	550	Veh Repair	550	550	550	550
555	475	600	Dues & Sub	600	600	600	600
3,469	1,425	2,200	Regist	1,500	1,500	1,500	1,500
-	-	-	MC Permits	500	500	500	500
-	-	-	State Surc	8,200	8,200	8,200	8,200
-	-	-	St Mfg Fee	360	360	360	360
-	-	-	State Surc	103,300	103,300	103,300	103,300
1,081	860	750	Oth Serv	500	500	500	500
35,491	32,187	43,486	Total Building Mat's & Serv	160,258	160,258	160,258	160,258
316,948	263,554	238,064	521 - Building Totals	370,869	370,869	370,869	370,869
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	145,053	Contingenc	42,596	42,596	42,596	42,596
-	-	24,800	Res Equip	24,800	24,800	24,800	24,800
-	-	21,830	Res-PERS	21,830	21,830	21,830	21,830
-	-	191,683	901 Contingency Totals	89,226	89,226	89,226	89,226
316,948	263,554	429,747	EXPENDITURE TOTAL	460,095	460,095	460,095	460,095
310,539	143,482	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	Search & Seizure - 132
DEPARTMENT/DEPARTMENT NUMBER:	Police - 211
DEPARTMENT DIRECTOR:	Scott Russell
DIRECTOR DIRECT PHONE NUMBER:	503-982-5350
DEPARTMENT LOCATION:	Woodburn Police Facility
PERSON PREPARING THIS FORM:	Ignacio Palacios
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
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 for illegal drug activity investigations and subsequent arrests.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The program is managed and operated by the Criminal Investigations division of the Police Department.

City of Woodburn

Fund 132 - Search & Seizure Fund

2007-08 ACTUAL	2008-09 ACTUAL	AMENDED BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
4,962	2,161	3,400	Beg Fund Balance	3,350	3,350	3,350	3,350
2,000	2,000	70,000	Federal Grants	-	-	40,000	40,000
			Other Financing Sources				
200	91	200	Interest	250	250	250	250
-	2,453	-	Confiscated Cash	-	-	-	-
200	2,544	200	Total Other Financing Sources	250	250	250	250
7,162	6,705	73,600	REVENUE TOTAL	3,600	3,600	43,600	43,600

City of Woodburn

Fund 132 - Search & Seizure Fund

2007-08 ACTUAL	2008-09 ACTUAL	AMENDED BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 211 - Police Admin				
			Program 2131 - Detectives				
-	-	73,600	Other O/S	3,600	3,600	43,600	43,600
			Program 2199 - Police Admin				
5,000	3,400	-	Other Services	-	-	-	-
5,000	3,400	73,600	211 - Police Admin Total	3,600	3,600	43,600	43,600
5,000	3,400	73,600	EXPENDITURE TOTAL	3,600	3,600	43,600	43,600
2,162	3,305	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	General - 134
DEPARTMENT/DEPARTMENT NUMBER:	Weed & Seed - 421
DEPARTMENT DIRECTOR:	Jim Row
DIRECTOR DIRECT PHONE NUMBER:	503-982-5265
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Michele Roberts
DIRECT PHONE NUMBER:	503-982-5256

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
Operation Weed and Seed is a strategy within the U.S. Department of Justice's Office of Justice Programs that incorporates community-based initiatives. It is an innovative and comprehensive multi-agency approach to law enforcement, crime prevention, and community revitalization. Operation Weed and Seed initiative "weeds out" undesirable elements such as violent crime, gang activity, drug use, and drug trafficking in a targeted area of the community. The program then "seeds" the area by restoring those neighborhoods through a variety of social and economic revitalization activities.

Through the Weed and Seed Strategy, the community of Woodburn hopes to:

- Identify gaps in services that are essential to successful re-entry to the community after incarceration.
- More effectively identify the children and youth who have the highest level of risk factors that push them into gangs; including but not limited to, Family Factors, Peer Groups, Social Deficits, Lack of Family Opportunities, School Problems, and Juvenile Delinquency
- Enhance the capacity of the community to provide preventative programming for children and youth.
- Enhance the economic viability of the community through sustainable employment.
- Enhance the law enforcement capabilities in regard to violent gang and drug activities

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
This department has one full-time employee and is managed by the Community Services Director.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Continue the partnership with the Marion County Juvenile Department and the Woodburn Police Department to implement the Tracker Program
- Hold at least one family education night at each school in the Woodburn School District about drugs and/or gangs.

- Provide free swimming lessons for the children at our Safe Haven, Nuevo Amanacer
- Create a graffiti removal check-out kit for community members to use for private property graffiti removal.
- Fund police overtime at a level to allow extra investigation time in drug trafficking organization cases.
- Provide Drug and Gang education to both Teen Centers
- Secure continued federal funding for the Weed & Seed Program
- Investigate solutions for developing Weed & Seed program sustainability

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Continue the partnership with the Marion County Juvenile Department and the Woodburn Police Department to implement the Tracker Program
- Hold at least one family education night at each school in the Woodburn School District about drugs and/or gangs.
- Fund police overtime at a level to allow extra investigation time in drug trafficking organization cases.
- Secure continued federal funding for the Weed & Seed Program
- Investigate solutions for developing Weed & Seed program sustainability
- Provide after school programming assistance to Nuevo Amanecer
- Develop a program evaluation

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Weed and Seed funded Nuevo Amanecer to help with their after school program for this budget cycle
- Seek to find a formal evaluation system for our grant program

City of Woodburn

Fund 134 - Weed & Seed

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
-	(55,197)	-	Beg Fund Balance	-	-	-	-
-	111,603	174,529	Federal Grants	164,353	164,353	164,353	164,353
(320)	(1,626)	-	Interest	-	-	-	-
(320)	54,780	174,529	REVENUE TOTAL	164,353	164,353	164,353	164,353

City of Woodburn

Fund 134 - Weed & Seed

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 211 - Police				
			Program 2711 - Weed & Seed				
			Personal				
35,849	25,445	25,696	Overtime	-	-	-	-
-	-	310	Work Comp	-	-	-	-
-	-	3,681	SS	-	-	-	-
-	-	1,838	Unemp Ins	-	-	-	-
-	3,800	-	Work Equip	-	-	-	-
35,849	29,245	31,525	211 - Police Totals	-	-	-	-
			Department 421 - Recreation				
			Program 2711 - Weed & Seed				
			Personal				
13,781	37,172	34,289	Reg Sal	-	-	-	-
1,671	654	-	P/T Salar	-	-	-	-
-	125	-	Overtime	-	-	-	-
7	167	1,535	Work Comp	-	-	-	-
385	2,989	2,567	SS	-	-	-	-
494	2,650	3,852	Retirement	-	-	-	-
14	78	67	Unemp Ins	-	-	-	-
16,352	43,835	42,310	Total Personal	-	-	-	-
			Materials & Services				
722	3,028	3,251	Youth Supp	-	-	-	-
17,074	46,863	45,561	421 - Recreation Totals	-	-	-	-
			Department 491 - Parks Admin				
			Program 2711 - Weed & Seed				
			Personal				
-	43,000	45,156	Reg Sal	47,988	47,988	47,988	47,988
-	-	-	Reg Sal - Gang Coord	17,185	17,185	17,185	17,185
-	-	-	P/T Salar	-	-	-	-
-	-	-	Temporary	-	-	-	-
-	-	-	Overtime	21,936	21,936	21,936	21,936
-	125	155	Work Comp	155	155	155	155
-	3,213	3,627	SS	6,664	6,664	6,664	6,664
-	4,330	4,394	Med,Den In	7,500	7,500	7,500	7,500
-	2,468	5,184	Retirement	4,909	4,909	4,909	4,909
-	138	145	L/T Dis In	450	450	450	450
-	86	90	Unemp Ins	800	800	800	800
-	170	175	Life Ins	500	500	500	500
-	53,530	58,926	Total Personal	108,087	108,087	108,087	108,087
			Materials & Services				
-	-	200	Paper	100	100	100	100
249	462	1,081	Other Off	2,385	2,385	2,385	2,385
401	3,320	-	Other O/S	-	-	-	-
-	16,587	31,236	Oth Pro Sv	43,510	43,510	43,510	43,510
-	192	312	Telephone	312	312	312	312
-	49	54	Postage	134	134	134	134
-	495	200	Advertise	-	-	-	-
-	2,698	2,466	IS Support	5,186	5,186	5,186	5,186
-	3,287	800	Lodging	2,400	2,400	2,400	2,400
763	632	280	Meals	700	700	700	700
75	160	400	Mileage	433	433	433	433
466	1,898	1,355	Airfare	1,000	1,000	1,000	1,000
-	950	-	Regist	-	-	-	-

City of Woodburn

Fund 134 - Weed & Seed

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
-	-	133	Print/Bind	106	106	106	106
1,954	30,730	38,517	Total Mat's & Serv	56,266	56,266	56,266	56,266
1,954	84,260	97,443	491 - Parks Admin Totals	164,353	164,353	164,353	164,353
54,877	160,368	174,529	EXPENDITURE TOTAL	164,353	164,353	164,353	164,353
(55,197)	(105,588)	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	State Revenue Sharing - 135
DEPARTMENT/DEPARTMENT NUMBER:	PW Administration - 691
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This purpose of this fund is to be used for Capital Improvement Projects including transportation projects, ADA improvements, and Sidewalks. There is also a loan payment of $47,043 for a portion of a sewer extension project for HWI, Inc. This loan will be paid off with the December 1, 2010 payment.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
There are no personnel paid out of this fund. 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 14% of the net revenue from the OLCC account as authorized for distribution under the State Revenue Sharing Program. This program is paid quarterly.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:
- Hwy. 214 Phase 3 Sidewalk – still in design
- Downtown Transit Facility in Annex parking Lot – most of funding will be from ARRA Grant
- Annual Payment of Loan #B91002
- Annual Transfer to Street Fund (140)

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:
- Continuation of Hwy. 214 Phase 3 Sidewalk construction
- Continuation of safety sidewalk improvements
- Street lighting monthly costs and repairs
- Final payment of Loan B91002 – December 2010

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:
- Loan will be paid off
- Shift of Street lighting costs from Street Fund to State Revenue Sharing
- No transfer of funds to Street Fund

City of Woodburn

Fund 135 - State Revenue Sharing

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
276,615	355,059	303,116	Beg Fund Balance	198,000	198,000	198,000	198,000
			Other Financing Sources				
223,136	232,831	225,000	Revenue Sharing	225,000	225,000	225,000	225,000
10,252	7,355	5,000	Interest	1,600	1,600	1,600	1,600
233,388	240,186	230,000	Total Other Financing Sources	226,600	226,600	226,600	226,600
510,003	595,245	533,116	REVENUE TOTAL	424,600	424,600	424,600	424,600

City of Woodburn

Fund 135 - State Revenue Sharing

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 691 - PW Admin				
			Program 9111 - Debt Service				
47,043	47,043	47,044	Bond Princ	47,044	47,044	47,044	47,044
			Program 9511 - Design Engineering				
-	1,566	4,650	Eng/Arch	5,000	5,000	5,000	5,000
			Program 9512 - Construction Engineering				
-	-	6,300	Eng/Arch	5,000	5,000	5,000	5,000
			Program 9531 - Construction				
-	-	6,000	Oth Pro Sv	3,500	3,500	3,500	3,500
-	-	-	Street lighting	226,500	226,500	226,500	226,500
87,901	64,757	411,050	St/Al/Side	100,934	97,556	97,556	97,556
			Program 9711 - Operating Transfer Out				
20,000	20,000	20,000	To Street	-	-	-	-
154,944	133,366	495,044	691 - PW Admin	387,978	384,600	384,600	384,600
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	38,072	Contingenc	36,622	40,000	40,000	40,000
-	-	38,072	901 Contingency Totals	36,622	40,000	40,000	40,000
154,944	133,366	533,116	EXPENDITURE TOTAL	424,600	424,600	424,600	424,600
355,059	461,879	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Housing Rehabilitation - 137
DEPARTMENT/DEPARTMENT NUMBER:	Housing - 531
DEPARTMENT DIRECTOR:	Jim Hendryx
DIRECTOR DIRECT PHONE NUMBER:	503-980-2445
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Jim Hendryx
DIRECT PHONE NUMBER:	503-980-2445

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
In the late 80's, Woodburn had an active Housing Rehabilitation Program offering low or no interest loans to residents of the City with incomes below the median income level of the County. Funding for the program came from the Community Development Block Grant (CDBG) and the program ended in 1999 when all monies were loaned out.

In 2009, through loan payoffs the Housing Rehabilitation program had approximately $674,585. This income is divided into two categories, restricted (program income) and unrestricted income, based on contract requirements when the grants were originally awarded. Restricted income ($453,305) is income received from grant years 1993 or later, that the City is required to use to continue a housing rehabilitation program.

Unrestricted income is income from principal and interest on loans made using CDBG funds prior to the grant year 1993. There is approximately $221,280 of unrestricted income.

With the restricted income ($453,305) Council reestablished (2009) the of Housing Rehabilitation Program. The City contracted with the Mid Willamette Council of Governments (COG) to manage Woodburn's Housing Rehabilitation Program. The program again provides simple interest loans to low- and moderate-income households to rehabilitate their homes. The maximum loan amounts per household is $12,500; accepting additional costs for accessibility improvements.

Separately, the City Council (2009) established the Woodburn Business Assistance Loan program with unrestrictive funds ($221,280) to be loaned out at low interest rates to existing or new businesses located in Woodburn. The COG is also contracted to manage this program.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
No direct personnel in this program.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Reestablished the Housing Rehabilitation Loan Program.
- Entered into intergovernmental agreement with the Mid Willamette Council of Governments to administer the program
- Over 70 initial loan applications submitted for rehabilitation loans.
- All loan funds loaned out this fiscal year.
- Established Business Assistance Loan Program.
- Entered into intergovernmental agreement with the Mid Willamette Council of Governments to administer the program.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Housing Rehabilitation Loan Program
    - Apply for additional federal (CDBG) funds to continue the program.
- Business Assistance Loan Program
    - Administer loan program

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

The Housing Rehabilitation Loan Program was reestablished and will continue to function, depending upon funding.

The Business Assistance Loan Program is also dependent upon limited funding. Loan activity will determine whether funds are available to continue the program.

City of Woodburn

Fund 137 - Housing Rehab

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
747,005	674,584	698,602	Beg Fd Bal	428,000	428,000	428,000	428,000
			User Fees				
2,190	-	-	2000	-	-	-	-
21,120	-	-	1987	-	-	-	-
-	-	-	1989	5,000	5,000	5,000	5,000
-	-	5,000	1996	5,000	5,000	5,000	5,000
-	-	5,000	1997	5,000	5,000	5,000	5,000
8,980	-	-	1998	-	-	-	-
-	6,128	-	1999	-	-	-	-
32,290	6,128	10,000	Total User Fees	15,000	15,000	15,000	15,000
			Other Financing Sources				
28,544	13,444	14,898	Interest	1,000	1,000	1,000	1,000
7,800	7,435	7,500	Facility Rent	7,500	7,500	7,500	7,500
(336)	-		Misc	-	-	-	-
36,008	20,879	22,398	Total Other Financing Sources	8,500	8,500	8,500	8,500
815,303	701,591	731,000	REVENUE TOTAL	451,500	451,500	451,500	451,500

City of Woodburn

Fund 137 - Housing Rehab

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 531 - Housing Rehab				
			Program 5911 - Housing				
			Personal				
-	-	-	Reg Sal	7,861	7,861	7,861	7,861
9,974	9,580	11,132	Intra-govt	-	-	-	-
-	-	-	Work Comp	3	3	3	3
-	-	-	SS	601	601	601	601
-	-	-	Med,Den In	932	932	932	932
-	-	-	Retirement	1,367	1,367	1,367	1,367
-	-	-	L/T Dis In	32	32	32	32
-	-	-	Unemp Ins	24	24	24	24
-	-	-	Life Ins	20	20	20	20
9,974	9,580	11,132	Total Hous'g Rehab Personal	10,840	10,840	10,840	10,840
			Materials & Services				
-	191	1,000	Other O/S	100	100	100	100
-	128	-	Oth Pro Sv	-	-	-	-
-	72	-	Nat'l Gas	100	100	100	100
-	10,302	10,800	Dues & Sub	11,300	11,500	11,500	11,500
-	-	1,000	Regist	2,000	2,000	2,000	2,000
-	1,892	2,000	Permits	1,000	2,000	2,000	2,000
-	2,726	676,300	Oth Serv	2,000	2,000	2,000	2,000
-	-	-	Hsg Rehab Ln	146,800	146,800	146,800	146,800
-	-	-	Bus Loans	218,680	218,680	218,680	218,680
130,745	-	-	Oth Bldgs	-	-	-	-
130,745	15,311	691,100	Total Hous'g Rehab Mat's & Serv	381,980	383,180	383,180	383,180
140,719	24,891	702,232	531 - Housing Rehab Totals	392,820	394,020	394,020	394,020
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	28,768	Contingency	58,680	57,480	57,480	57,480
-	-	28,768	901 - Contingency Totals	58,680	57,480	57,480	57,480
140,719	24,891	731,000	EXPENDITURE TOTAL	451,500	451,500	451,500	451,500
674,584	676,700	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	RSVP - 138
DEPARTMENT/DEPARTMENT NUMBER:	RSVP - 481
DEPARTMENT DIRECTOR:	Susan Fofana-Dura
DIRECTOR DIRECT PHONE NUMBER:	503-982-5255
DEPARTMENT LOCATION:	Community Services
PERSON PREPARING THIS FORM:	Susan Fofana-Dura
DIRECT PHONE NUMBER:	503-982-5255

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This program creates meaningful volunteer opportunities for persons 55 and older to contribute their skills and experience in their community through volunteer service. The Retired and Senior Volunteer Program recruits program participants, develops volunteer worksites, and orients volunteers. The RSVP program is funded with a grant from the Corporation for National and Community service and requires a 30% match from the City's General Fund.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The department consists of one full time Project Director.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:
- 30 new volunteers recruited.
- Reformatted monthly newsletter.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:
- Right sizing worksites, following CNCS guidelines.
- Increase recruitment through more exposure in the newspaper.
- Partner with local agency to create a volunteer recognition event.

City of Woodburn

Fund 138 - RSVP

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
(9,581)	2,206	9,527	Beg Fund Balance	8,500	8,500	8,500	8,500
			Grants				
57,051	56,054	56,054	Federal Grants	56,054	56,054	57,736	57,736
7,333	3,667	-	State Grants	-	-	-	-
64,384	59,721	56,054	Total Grants	56,054	56,054	57,736	57,736
			Other Financing Sources				
155	232	260	Interest	20	20	20	20
-	1,184	-	Misc	-	-	-	-
155	1,416	260	Total Other Financing Sources	20	20	20	20
28,259	28,259	28,259	Transfer - General	28,259	28,259	28,259	28,259
83,217	91,602	94,100	REVENUE TOTAL	92,833	92,833	94,515	94,515

City of Woodburn

Fund 138 - RSVP

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 481 - RSVP				
			Program 5711 - RSVP				
			Personal				
47,689	50,292	51,549	Reg Sal	57,786	57,786	57,786	57,786
-	-	-	P/T Salar	-	-	-	-
7,011	7,759	8,268	Intra-govt	-	-	-	-
91	121	121	Work Comp	37	37	37	37
3,708	3,978	4,141	SS	4,421	4,421	4,421	4,421
3,499	4,327	4,427	Med,Den In	11,713	11,713	11,713	11,713
7,437	8,212	8,140	Retirement	6,581	6,581	6,581	6,581
151	161	165	L/T Dis In	232	232	232	232
148	101	103	Unemp Ins	174	174	174	174
190	197	194	Life Ins	254	254	254	254
69,924	75,148	77,108	Total RSVP Personal	81,198	81,198	81,198	81,198
			Materials & Services				
865	466	848	Other O/S	670	670	670	670
-	16	-	Oth Pro Sv	-	-	-	-
206	150	240	Telephone	240	240	240	240
1,060	1,137	1,200	Postage	1,200	1,200	1,200	1,200
2,224	2,593	2,466	IS Support	2,763	2,763	2,763	2,763
-	528		Lodging	-	-	-	-
-	113		Meals	-	-	-	-
1,062	1,182	2,022	Mileage	1,000	1,000	1,000	1,000
-	-	-	Work Comp	48	48	48	48
455	210	-	Gen Liab	355	355	355	355
3,082	3,082	1,160	Oth Ins Ct	1,160	1,160	1,160	1,160
477	375	450	Regist	450	450	450	450
1,654	620	2,300	Print/Bind	3,500	3,500	3,500	3,500
11,085	10,472	10,686	Total RSVP Mat's & Serv	11,386	11,386	11,386	11,386
81,009	85,620	87,794	481 - RSVP Totals	92,584	92,584	92,584	92,584
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	2,026	Contingenc	249	249	1,931	1,931
-	-	4,280	Res-PERS	-	-	-	-
-	-	6,306	901 Contingency Totals	249	249	1,931	1,931
81,009	85,620	94,100	EXPENDITURE TOTAL	92,833	92,833	94,515	94,515
2,208	5,982	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	Cable Franchise - 139
DEPARTMENT/DEPARTMENT NUMBER:	Finance - 151
DEPARTMENT DIRECTOR:	Ignacio Palacios
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Anne Ross
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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.

City of Woodburn

Fund 139 - Cable Franchise

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
5,689	11,078	11,500	Beg Fund Balance	4,000	4,000	4,000	4,000
20,537	13,275	16,000	Will BB Franchise	16,000	16,000	16,000	16,000
			Other Financing Sources				
228	141	200	Interest	250	250	250	250
-	4,324	4,000	Ann Access Fee	4,000	4,000	4,000	4,000
2,000	-	-	Transfer - General	-	-	-	-
2,228	4,465	4,200	Total Other Financing Sources	4,250	4,250	4,250	4,250
28,454	28,818	31,700	REVENUE TOTAL	24,250	24,250	24,250	24,250

City of Woodburn

Fund 139 - Cable Franchise

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 121 - Admin				
			Program 7811 - Cable TV				
			Materials & Services				
6,000	6,000	6,000	Oth Comm	6,000	6,000	6,000	6,000
11,375	15,371	15,000	Oth Serv	15,000	15,000	15,000	15,000
		2,500	Oth Equip	-	-	-	-
17,375	21,371	23,500	121 - Admin Total	21,000	21,000	21,000	21,000
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	8,200	Contingenc	3,250	3,250	3,250	3,250
-	-	8,200	901 - Contingency Total	3,250	3,250	3,250	3,250
17,375	21,371	31,700	EXPENDITURE TOTAL	24,250	24,250	24,250	24,250
11,079	7,447	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	Bonded Debt - 250
DEPARTMENT/DEPARTMENT NUMBER:	Finance - 151
DEPARTMENT DIRECTOR:	Ignacio Palacios
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Anne Ross
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The Bonded Debt fund records the payment of principal and interest on the City's General Obligation bonds. As of June 30, 2010, two bond issues are outstanding: $455,000 for the pool facility, and $6,915,000 for the Police Facility.

City of Woodburn

Fund 250 - Bonded Debt

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
97,599	95,280	100,680	Beg Fund Balance	93,000	93,000	93,000	93,000
647,897	677,356	490,000	Property Tax	515,000	515,000	515,000	515,000
14,582	4,930	4,320	Interest	1,000	1,000	1,000	1,000
760,078	777,566	595,000	REVENUE TOTAL	609,000	609,000	609,000	609,000

City of Woodburn

Fund 250 - Bonded Debt

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 151 - Finance				
			Program 9111 - Debt Service				
920	1,352	1,798	Intra-govt	615	615	615	615
390,000	410,000	260,000	Bond Principle	275,000	275,000	275,000	275,000
274,907	259,856	245,000	Bond Interest	234,060	234,060	234,060	234,060
665,827	671,208	506,798	151 - Debt Service Total	509,675	509,675	509,675	509,675
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	88,202	Contingency	99,325	99,325	99,325	99,325
-	-	88,202	901 - Contingency Total	99,325	99,325	99,325	99,325
665,827	671,208	595,000	EXPENDITURE TOTAL	609,000	609,000	609,000	609,000
94,251	106,358	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	Bancroft Bond - 252
DEPARTMENT/DEPARTMENT NUMBER:	Finance - 151
DEPARTMENT DIRECTOR:	Ignacio Palacios
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Anne Ross
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
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 assessment to cover the debt service on the bonds.

City of Woodburn

Fund 252 - Bancroft Bond Redemption

2007-08 ACTUAL	2008-09 ACTUAL	AMENDED BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
6,101	6,401	6,500	Beg Fund Balance	6,500	6,500	6,500	6,500
300	148	100	Interest	100	100	100	100
6,401	6,549	6,600	REVENUE TOTAL	6,600	6,600	6,600	6,600

City of Woodburn

Fund 252 - Bancroft Bond Redemption

2007-08 ACTUAL	2008-09 ACTUAL	AMENDED BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	6,600	Contingency	6,600	6,600	6,600	6,600
-	-	6,600	901 - Contingency Total	6,600	6,600	6,600	6,600
-	-	6,600	EXPENDITURE TOTAL	6,600	6,600	6,600	6,600
6,401	6,549	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Special Assessment Fund - 360
DEPARTMENT/DEPARTMENT NUMBER:	PW Administration - 691
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This fund is used when assessments are issued against property owners for street, water, wastewater, or storm improvement are made which benefit the adjacent property and without the assessment the project may not be done.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
There are no personnel costs associated with this fund. The monies collected on individual assessments are used to pay off outstanding liens.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Ironwood Street Tree & Sidewalk project was completed and final assessment was approved.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- There are no proposed projects for 2010-2011

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- There are no proposed assessment projects for 2010-11.

City of Woodburn

Fund 360 - Special Assessments

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
346,545	499,387	264,083	Beg Fund Balance	809,932	809,932	809,932	809,932
			User Fees				
5,116	12,041	18,000	Special Assessment I	12,000	12,000	12,000	12,000
64,101	5,445	-	Spec Assess Principle	-	-	-	-
910	1,311	1,000	LID - Alley	1,000	1,000	1,000	1,000
21,382	-	-	LID - Bradly	-	-	-	-
7,098	203,852	100,000	LID - Bferry	20,000	20,000	20,000	20,000
57,442	16,504	25,000	LID - C Club	-	-	-	-
10,532	5,252	5,000	LID - Tout	5,000	5,000	5,000	5,000
-	2,276	2,000	LID - Hdcstl	2,000	2,000	2,000	2,000
-	10,592	5,300	LID - Parr	10,500	10,500	10,500	10,500
13,628	-	7,500	LID - W Lincoln	2,000	2,000	2,000	2,000
-	-	-	LID - Ironwd	20,000	20,000	20,000	20,000
-	-	250,000	Sp A Bnd P	-	-	-	-
180,209	257,273	413,800	Total User Fees	72,500	72,500	72,500	72,500
			Other Financing Sources				
15,636	14,603	20,000	Interest	5,000	5,000	5,000	5,000
-	2,305	5,000	Misc	-	-	-	-
15,636	16,908	25,000	Total Other Financing Sources	5,000	5,000	5,000	5,000
542,390	773,568	702,883	REVENUE TOTAL	887,432	887,432	887,432	887,432

City of Woodburn

Fund 360 - Special Assessments

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 691 - Admin				
			Program 6999 - Public Works Admin				
324	170	1,000	Fil/Record	1,000	1,000	1,000	1,000
			Program 9511 - Engineering				
3,721	-	5,000	Eng/Arch	-	-	-	-
-	-	-	Oth Pro Serv	-	900	900	900
-	284	738	Postage	738	738	738	738
4,655	1,126	-	Publication	-	-	-	-
			Program 9512 - Contsruction Engineering				
-	-	3,000	Eng/Arch	-	-	-	-
			Program 9531 - Construction				
207	-	1,262	Postage	700	700	700	700
-	-	-	Advertise	2,000	2,000	2,000	2,000
34,096	-	70,000	St/AI/Side	200,000	200,000	200,000	200,000
43,003	1,580	81,000	691 - Admin Total	204,438	205,338	205,338	205,338
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	621,883	Contingenc	682,994	682,094	682,094	682,094
-	-	621,883	901 - Contingency Total	682,994	682,094	682,094	682,094
43,003	1,580	702,883	EXPENDITURE TOTAL	887,432	887,432	887,432	887,432
499,387	771,988	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Econ Development Fund - 336
DEPARTMENT/DEPARTMENT NUMBER:	PW Administration - 691
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This fund is solely used to pay off an existing loan for a Special Public Works Fund loan #B97002. The loan was acquired to make improvements at Woodland Avenue intersection with Hwy. 219 for the Waremart development. There is no revenue generated in this fund except interest from investments. The fund will run out monies in 3 years and then the loan payment will need to be shifted to another fund.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
There are no personnel costs associated with this fund. It is used for payment of loan.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Annual payment of Special Public Works Fund Loan #B97002

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Annual payment of Special Public Works Fund Loan #B97002

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- There will be seven (7) payments remaining after the loan payment is made in December 2010.

City of Woodburn

Fund 336 - Economic Development

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
207,700	177,200	137,731	Beg Fund Balance	107,117	107,000	107,000	107,000
7,898	3,155	2,000	Interest	750	650	650	650
215,598	180,355	139,731	REVENUE TOTAL	107,867	107,650	107,650	107,650

City of Woodburn

Fund 336 - Economic Development

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 151 - Finance				
			Program 9111 - Debt Service				
38,398	37,469	36,519	Bond Principle	35,520	35,520	35,520	35,520
38,398	37,469	36,519	151 - Debt Service Total	35,520	35,520	35,520	35,520
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
171,004	-	103,212	Contingency	72,347	72,130	72,130	72,130
171,004	-	103,212	901 - Contingency Total	72,347	72,130	72,130	72,130
209,402	37,469	139,731	EXPENDITURE TOTAL	107,867	107,650	107,650	107,650
6,196	142,886	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Street Fund - 140
DEPARTMENT/DEPARTMENT NUMBER:	Maintenance - 631
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	202 Young Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The Street Maintenance Section provides routine street repair such as overlay preparation, patching, crack sealing, pothole repair, grading parts of 22 gravel streets, leaf collection, centerline striping, other pavement markings, street sign maintenance, monthly sweeping contract supervision, weed control, mowing, and other right-of-way maintenance duties.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

- This section of the Maintenance and Support Services Division consists of Street Maintenance and Street Cleaning.
- This section is monitoring the contracted services for routine sweeping of each side of all city streets every month.
- Street Maintenance is responsible for routine maintenance of all streets in the public right-of-ways including gravel streets.
- This includes the crack sealing program (2 mi.) in 2009, grading 1.9 miles of gravel streets.
- The leaf collection program from November through January ending with Christmas tree collection.
- This section facilitates the centerline striping contract with Marion County
- Other traffic markings are renewed once a year.
- maintaining all regulatory traffic and street name signs
- weed control
- Assists with special events.
- Street Maintenance is responsible for cleanup of spills or removal of dead animals within the city limits.
- The Street Maintenance section consists of 5.62 FTE.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Completed scheduled crack sealing for 2009
- Completed first year of contracted sweeping services
- Overhauled leaf collection program
- Completed an auction for the disposal surplus vehicles and equipment

- Initiated a benchmarking project of Woodburn street name and Regulatory signs

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Emphasize Urban Forestry program
- Facilitate Annual Crack Sealing Program
- Complete Leaf Removal Analysis and formalize removal program
- Benchmarking Traffic and Street sign infrastructure
- Develop Sign Replacement Program
- Develop annual planning calendar
- Develop Schedules for Routine services
- Continue to provide Support for Special Events

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Initiation of Urban Forestry Program
- Safety Program emphasis
- Increase in staff training
- Disaster Preparedness Training
- Preventative Maintenance Program development
- Community Outreach

City of Woodburn

Fund 140 - Streets

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
728,902	801,078	406,704	Beg Fund Balance	100,909	93,909	93,909	93,909
987,679	890,793	980,000	State Gas Tax	950,000	950,000	950,000	950,000
			Other Financing Services				
860	447	500	Curb Cuts	500	500	500	500
31,360	12,811	15,000	Interest	1,200	1,163	1,163	1,163
15,895	3,966	5,000	Misc	5,000	5,000	5,000	5,000
48,115	17,224	20,500	Total Other Financing Services	6,700	6,663	6,663	6,663
			Transfers				
280,000	80,000	80,000	Transfer -General	80,000	-	-	-
20,000	20,000	20,000	Transfer - Revenue Sharing	-	-	-	-
-	30,000	65,000	Transfer - Sewer	90,000	90,000	90,000	90,000
300,000	130,000	165,000	Total Transfers	170,000	90,000	90,000	90,000
2,064,696	1,839,095	1,572,204	REVENUE TOTAL	1,227,609	1,140,572	1,140,572	1,140,572

City of Woodburn

Fund 140 - Streets

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 4211 - Street Maintenance				
			Personal				
193,400	205,644	244,918	Reg Sal	320,808	320,808	320,808	320,808
6,810	5,376	22,683	P/T Salar	15,000	10,000	10,000	10,000
5,289	9,351	13,550	Overtime	12,000	5,000	5,000	5,000
58,964	58,919	49,760	Intra-govt	-	-	-	-
12,076	16,005	16,924	Work Comp	190	190	190	190
14,532	16,350	21,234	SS	23,798	23,798	23,798	23,798
30,295	38,654	59,328	Med,Den In	110,678	110,678	110,678	110,678
22,552	24,710	34,159	Retirement	51,479	51,479	51,479	51,479
607	645	784	L/T Dis In	1,251	1,251	1,251	1,251
617	434	548	Unemp Ins	933	933	933	933
747	775	936	Life Ins	901	901	901	901
345,889	376,863	464,824	Total Street Maint Personal	537,038	525,038	525,038	525,038
			Materials & Services				
-	207	200	Comp Supp	200	200	200	200
430	467	450	Other Off	450	450	450	450
117	127	300	Clean Supp	300	300	300	300
12,004	12,351	12,000	Fuel	12,000	12,000	12,000	12,000
973	1,462	1,500	Clothing	1,500	1,500	1,500	1,500
998	1,000	1,000	Ag Supplies	1,000	1,000	1,000	1,000
1,045	1,222	1,500	Safety/Med	1,500	1,200	1,200	1,200
2,989	2,118	3,000	Other O/S	3,000	3,000	3,000	3,000
587	482	1,500	Paint	1,500	1,200	1,200	1,200
897	1,119	1,200	Tools	1,200	1,000	1,000	1,000
2,793	726	5,000	Other M/S	5,000	3,000	3,000	3,000
1,489	1,498	1,500	Prot cloth	1,500	1,500	1,500	1,500
34,467	49,310	50,000	Road matls	50,000	40,000	40,000	40,000
-	388	3,000	Concrete	3,000	1,500	1,500	1,500
10,000	9,987	10,000	Signs	10,000	10,000	10,000	10,000
1,265	1,486	2,600	Oth St Spl	2,600	2,600	2,600	2,600
377	759	2,500	Secur Supp	2,500	1,500	1,500	1,500
1,668	685	800	Other Supp	800	500	500	500
303	69	500	Medical	500	500	500	500
-	122	500	Human Res	500	250	250	250
8,266	11,443	10,000	Oth Pro Sv	10,000	10,000	10,000	10,000
4,778	4,104	4,500	Telephone	4,500	4,500	4,500	4,500
221	152	300	Postage	300	300	300	300
141	59	150	Advertise	150	100	100	100
-	-	5,000	Training	5,000	2,000	2,000	2,000
-	582	700	Lodging	700	350	350	350
26	224	250	Meals	250	125	125	125
-	-	50	Mileage	50	50	50	50
2,450	2,212	5,000	Work Equip	5,000	5,000	5,000	5,000
289	-	-	Int Rent	-	-	-	-
3,781	3,133	4,500	Nat'l Gas	4,500	4,500	4,500	4,500
6,972	6,988	7,500	Electric	7,500	7,500	7,500	7,500
1,382	2,791	5,700	Sol Waste	5,700	5,700	5,700	5,700
224,824	229,539	226,500	St Light	-	-	-	-
4,629	7,499	10,000	Equip Rep	7,000	7,000	7,000	7,000
	-	2,000	Str Repair	2,000	1,000	1,000	1,000
8,826	14,573	17,000	Veh Repair	10,000	10,000	10,000	10,000
-	126	200	Laundry	200	200	200	200
83	60,000	50,000	Oth repair	25,000	25,000	25,000	25,000

City of Woodburn

Fund 140 - Streets

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
2,220	7,932	20,000	Tree Maint	20,000	15,000	15,000	15,000
1,511	2,031	1,900	Regist	1,900	1,000	1,000	1,000
-	-	-	Print/Binding	500	250	250	250
563	518	500	Permits	3,044	3,044	3,044	3,044
-	-	3,044	Oth Serv	-	-	-	-
4,039	-	-	St Drains	-	-	-	-
9,014	4,500	-	Equip	-	-	-	-
356,417	443,991	473,844	Total Street Maint Mat's & Serv	212,344	185,819	185,819	185,819
702,306	820,854	938,668	Total Street Maint Program	749,382	710,857	710,857	710,857
			Program 4261 - Street Cleaning				
			Personal				
52,456	54,479	-	Reg Sal	-	-	-	-
922	1,188	-	Overtime	-	-	-	-
2,771	3,435	-	Work Comp	-	-	-	-
3,947	4,187	-	SS	-	-	-	-
4,958	6,276	-	Med,Den In	-	-	-	-
6,032	6,338	-	Retirement	-	-	-	-
164	174	-	L/T Dis In	-	-	-	-
166	111	-	Unemp Ins	-	-	-	-
205	210	-	Life Ins	-	-	-	-
71,621	76,398	-	Total Street Clean'g Personal	-	-	-	-
			Materials & Services				
9,300	1,161	1,000	Fuel	1,000	1,000	1,000	1,000
4,970	762	1,000	Other O/S	1,000	1,000	1,000	1,000
15	-	-	Other Supp	-	-	-	-
-	110,684	129,000	Oth Pro Sv	120,000	120,000	120,000	120,000
1,675	4,324	500	Sol Waste	500	500	500	500
850	-	850	Equip Rep	850	850	850	850
11,841	1,118	2,400	Veh Repair	2,400	2,400	2,400	2,400
-	-	-	Oth Serv	-	-	-	-
28,651	118,049	134,750	Total Street Clean'g Mat's & Serv	125,750	125,750	125,750	125,750
100,272	194,447	134,750	Total Street Clean'g Program	125,750	125,750	125,750	125,750
			Program 4299 - Street Admin				
			Personal				
53232	55,231	-	Reg Sal	-	-	-	-
5729	3,844	-	Overtime	-	-	-	-
2907	4,560	-	Work Comp	-	-	-	-
4454	4,585	-	SS	-	-	-	-
5469	7,230	-	Med,Den In	-	-	-	-
8878	9,434	-	Retirement	-	-	-	-
167	181	-	L/T Dis In	-	-	-	-
183	118	-	Unemp Ins	-	-	-	-
208	218	-	Life Ins	-	-	-	-
81,227	85,401	-	Total Street Admin Personal	-	-	-	-
			Materials & Services				
4,738	4,449	5,000	Acc/Audit	5,000	5,000	5,000	5,000
18,466	23,753	12,440	IS Support	12,440	12,440	12,440	12,440
28,014	25,429	29,406	Int Rent	29,406	31,139	31,139	31,139

City of Woodburn

Fund 140 - Streets

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
7,226	6,563	8,500	Auto	8,500	7,456	7,456	7,456
5,436	5,783	5,450	Bldg/PerPr	7,400	3,207	3,207	3,207
-	-	-	Workers' Comp	-	15,051	15,051	15,051
5,855	5,525	6,100	Gen Liabil	6,500	14,394	14,394	14,394
500	1,500	5,000	Tree Maint	5,000	4,000	4,000	4,000
205	2,855	40,000	Sidewalks	20,000	15,000	15,000	15,000
70,440	75,857	111,896	Total Street Admin Mat's & Serv	94,246	107,687	107,687	107,687
			Program 9711 - Transfer Out				
239,000	239,000	239,000	T & E	195,000	195,000	195,000	195,000
70,000	30,000	50,000	To Equip	30,000	-	-	-
309,000	269,000	289,000	Total Street Admin Transfer Out	225,000	195,000	195,000	195,000
460,667	430,258	400,896	Total Street Admin Program	319,246	302,687	302,687	302,687
1,263,245	1,445,559	1,474,314	631 - Street Totals	1,194,378	1,139,294	1,139,294	1,139,294
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	59,714	Contingency	-	1,278	1,278	1,278
-	-	38,176	Res-PERS	33,231	-	-	-
-	-	97,890	901 Contingency Totals	33,231	1,278	1,278	1,278
1,263,245	1,445,559	1,572,204	EXPENDITURE TOTAL	1,227,609	1,140,572	1,140,572	1,140,572
801,451	393,536	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	City Gas Tax Fund - 169
DEPARTMENT/DEPARTMENT NUMBER:	Maintenance - 631
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
City Gas Tax Fund uses money generated from the local 1 cent gas tax for street maintenance projects mostly resurfacing projects. This program generates about $120,000 a year.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
There are no direct personnel costs associated with this fund. This fund is for capital improvement projects only.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Resurfacing of additional streets beyond what ARRA monies were received for Young Street primarily and then, due to lower bids, extended to other streets in the downtown core area.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Resurfacing of streets to be determined

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Some money was set aside for N. Front Street improvements but was not used due to lower construction costs than expected. ARRA monies allowed several streets to be resurfaced using city gas tax money to compliment additional areas. This project may not be done by end of the fiscal year and may roll over to 2010-11.
- Other Streets can be resurfaced

City of Woodburn

Fund 169 - City Gas Tax

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
277,952	421,414	28,014	Beg Fund Balance	1,129	1,000	1,000	1,000
137,120	118,670	120,000	Local Gas Tax	115,000	115,000	115,000	115,000
14,342	3,428	6,000	Interest	300	300	300	300
429,414	543,512	154,014	REVENUE TOTAL	116,429	116,300	116,300	116,300

City of Woodburn

Fund 169 - City Gas Tax

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 4211 - Street Maintenance				
			Materials & Services				
-	3,756	-	Eng/Arch	-	-	-	-
			Program 9531 - Construction				
			Capital Outlay				
		-	Test/Lab	4,000	4,000	4,000	4,000
8,000	510,926	149,000	Street/Alley/Sidewalks	101,429	101,429	101,429	101,429
8,000	510,926	149,000	Total Capital Outlay	105,429	105,429	105,429	105,429
8,000	514,682	149,000	631 - Street Maint Totals	105,429	105,429	105,429	105,429
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	5,014	Contingency	11,000	10,871	10,871	10,871
-	-	5,014	901 - Contingency Total	11,000	10,871	10,871	10,871
8,000	514,682	154,014	EXPENDITURE TOTAL	116,429	116,300	116,300	116,300
421,414	28,830	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Trans Impact Fee Fund - 376
DEPARTMENT/DEPARTMENT NUMBER:	Maintenance - 631
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This fund is for the collection of Transportation Impact Fees (TIFs) assessed against new development at the time the building permit is issued and used to fund improvements necessitated by increased demand for capacity. Revenue in this fund is used only for capacity improvements. TIFs are based on the number of increased automobile trips expected by any given type of development. The fee for a new single-family residence is $3,532.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- A portion of the North Front Street Improvement costs were paid out of TIFs
- Hwy 214 Phase 3 Sidewalk design to be completed
- Support of ODOT project for Hwy. 214 Environmental Assessment for widening of 214 between Broughton Way and Park Avenue

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Continued work on Hwy. 214 Sidewalk, Phase 3
- Continued work by State on Hwy. 214 Pedestrian Crossing at Park Avenue
- Street design and construction of N. Fifth Street from Harrison to Hwy. 214
- Commitment of remaining $5.5 million for City's share of I-5 Interchange project.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Completion of North Front Street Improvement Project
- North Fifth Street Improvement
- I-5 Interchange

City of Woodburn

Fund 376 - Transportation Impact Fee

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
6,535,764	7,426,113	7,605,365	Beg Fund Balance	6,310,736	6,310,736	6,310,736	6,310,736
617,221	153,404	300,000	Transportation Impact Fees	200,000	200,000	200,000	200,000
			Other Financing Sources				
289,249	153,330	100,000	Interest	35,000	35,000	35,000	35,000
-	22,169	-	Misc	-	-	-	-
289,249	175,499	100,000	Total Other Financing Sources	35,000	35,000	35,000	35,000
7,442,234	7,755,016	8,005,365	REVENUE TOTAL	6,545,736	6,545,736	6,545,736	6,545,736

City of Woodburn

Fund 376 - Transportation Impact Fee

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 9511 - Engineering				
			Eng/Arch				
16,123	2,429	795,372	Other Pro Sv	106,611	106,611	106,611	106,611
			Program 9521 - Right of Way				
-	-	550,000	Land	100,000	100,000	100,000	100,000
			Program 9531 - Construction				
			Capital Outlay				
-	122	126,178	Other Pro Sv	100,000	100,000	100,000	100,000
-	202,809	1,079,450	St/Al/Side	3,000,000	3,000,000	3,000,000	3,000,000
-	202,931	1,205,628	Total Construction Program	3,100,000	3,100,000	3,100,000	3,100,000
16,123	205,360	2,551,000	631 - Maintenance Total	3,306,611	3,306,611	3,306,611	3,306,611
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	2,154,365	Contingency	300,000	300,000	300,000	300,000
-	-	3,300,000	Reserve Capacity	2,939,125	2,939,125	2,939,125	2,939,125
-	-	5,454,365	901 - Contingency Total	3,239,125	3,239,125	3,239,125	3,239,125
16,123	205,360	8,005,365	EXPENDITURE TOTAL	6,545,736	6,545,736	6,545,736	6,545,736
7,426,111	7,549,656	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Street/Storm Cap Imp Fund - 363
DEPARTMENT/DEPARTMENT NUMBER:	Maintenance - 631
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The purpose of this fund is for Street, including sidewalks, or Storm Capital Improvement Projects. Revenues are generated from PGE and NW Natural privilege taxes and are supplemented with state proceeds when those projects occur . There are also some State monies are used when the project is in State ROW.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Major project was the completion of North Front Street Project from Cleveland to Hwy. 214.
- Design work on Hwy. 214 sidewalk Phase 3 from Front Street ramp to Progress Way

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Hwy 214 Sidewalk, Phase 3 from Front Street ramp to Progress Way.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Major work in 2009-2010 was on N Front Street, which was completed

City of Woodburn

Fund 363 - Street/Storm Cap Imp

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
854,664	517,611	514,316	Beg Fund Balance	329,485	329,485	329,485	329,485
			Franchise Fees				
259,253	243,834	200,000	Privilege Tax - PGE	250,000	240,000	240,000	240,000
114,893	113,230	115,000	Privilege Tax - NW Nat	115,000	105,000	105,000	105,000
374,146	357,064	315,000	Total Franchise Fees	365,000	345,000	345,000	345,000
-	-	550,000	State Grant	-	-	-	-
			Other Financing Sources				
-	240,250	1,337,000	DoT Fd Exchange	590,000	590,000	590,000	590,000
-	1,656,077	750,000	Reimbursement	-	-	-	-
20,745	10,957	10,000	Interest	3,500	3,500	3,500	3,500
-	2,806	-	Misc	-	-	-	-
20,745	1,910,090	2,097,000	Total Other Financing Sources	593,500	593,500	593,500	593,500
1,249,555	2,784,765	3,476,316	REVENUE TOTAL	1,287,985	1,267,985	1,267,985	1,267,985

City of Woodburn

Fund 363 - Street/Storm Cap Imp

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 9511 - Engineering				
			Materials & Services				
103,787	88,961	97,000	Eng/Arch	50,000	50,000	50,000	50,000
-	-	-	Other Pro Sv	1,000	2,000	2,000	2,000
-	-	-	Print/Bindg	3,000	3,000	3,000	3,000
-	-	500	Permits	500	500	500	500
103,787	88,961	97,500	Total Engineer'g Mat's & Serv	54,500	55,500	55,500	55,500
			Program 9512 - Contsruction Engineering				
			Personal				
-	10,528	-	Reg Sal	-	-	-	-
-	780	-	SS	-	-	-	-
-	2,068	-	Med, Den In	-	-	-	-
-	1,136	-	Retirement	-	-	-	-
-	34	-	LT Dis In	-	-	-	-
-	21	-	Unemp Ins	-	-	-	-
-	41	-	Life Ins	-	-	-	-
-	14,608	-	Total Const Eng Personal	-	-	-	-
18,566	172,149	237,000	Eng/Arch	50,000	50,000	50,000	50,000
122,353	275,718	334,500	Total Const Eng Program	104,500	105,500	105,500	105,500
			Program 9521 - Right of Way				
			Materials & Services				
-	1,000	-	Land	-	-	-	-
-	-	-	Fil/Record'g	1,000	1,000	1,000	1,000
			Program 9531 - Construction				-
			Materials & Services				
976	13,521	87,400	Other Pro Sv	50,000	50,000	50,000	50,000
-	-	-	Test/Lab	5,000	5,000	5,000	5,000
976	13,521	87,400	Total Const Mat's & Serv	55,000	55,000	55,000	55,000
			Capital Outlay				
463,842	1,820,702	2,988,600	St/Al/Side	997,485	997,485	779,485	779,485
144,772	9,395	-	St Drains	-	-	218,000	218,000
608,614	1,830,097	2,988,600	Total Const Capital Outlay	997,485	997,485	997,485	997,485
731,943	2,120,336	3,410,500	631 - Maintenance Total	1,157,985	1,158,985	1,158,985	1,158,985
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	65,816	Contingency	130,000	109,000	109,000	109,000
-	-	65,816	901 - Contingency Total	130,000	109,000	109,000	109,000
731,943	2,120,336	3,476,316	EXPENDITURE TOTAL	1,287,985	1,267,985	1,267,985	1,267,985
517,612	664,429	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	Parks SDC - 364
DEPARTMENT/DEPARTMENT NUMBER:	Parks Administration - 491
DEPARTMENT DIRECTOR:	Jim Row
DIRECTOR DIRECT PHONE NUMBER:	503-982-5265
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Jim Row
DIRECT PHONE NUMBER:	503-982-5265

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The Parks SDC Fund collects system development charges assessed against residential and commercial construction projects. Parks SDC funds can only be utilized by the City to support park planning and development projects that add capacity to the City's parks system.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The Community Services Department manages the Parks SDC Fund. The Department consists of 45 FTE, and is responsible for operating Recreation programs and special events, the Woodburn Memorial Aquatic Center, Woodburn Public Library, Retired and Senior Volunteer Program, the Weed & Seed federal grant program, the community relations program, and park planning and development.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:
- Managed public controversy, completed design and initiated construction of the Mill Creek Greenway Phase 1 Trail Project
- Funded and initiated construction of the final phase of Centennial Park
- Completed Parks and Recreation Master Plan update

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:
- Complete construction of Centennial Park Project
- Complete construction of Mill Creek Greenway Project
- Update Park SDC Methodology

City of Woodburn

Fund 364 - Parks SDC

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
805,125	783,726	970,106	Beg Fund Balance	450,000	450,000	450,000	450,000
268,570	223,695	90,000	Parks SDC	30,000	20,000	20,000	20,000
35,031	18,077	12,000	Interest	3,000	5,000	5,000	5,000
-	146,512	20,000	Transfer - General CIP	-	-	-	-
1,108,726	1,172,010	1,092,106	REVENUE TOTAL	483,000	475,000	475,000	475,000

City of Woodburn

Fund 364 - Parks SDC

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 691 - Administration				
			Program 9511 - Engineering				
			Materials & Services				
-	-	20,000	Other Pro Sv	25,000	25,000	25,000	25,000
			Program 9531 - Construction				
			Capital Outlay				
-	-	200,710	Greenway	75,000	75,000	75,000	75,000
-	-	500,000	Centennial	200,000	200,000	200,000	200,000
-	-	700,710	Total Const Capital Outlay	275,000	275,000	275,000	275,000
			Program 9711 - Transfer Out				
325,000	-	-	To Gen CIP	-	-	-	-
325,000	-	720,710	691 - Admin Total	300,000	300,000	300,000	300,000
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	371,396	Contingency	183,000	175,000	175,000	175,000
-	-	371,396	901 -Contingency Total	183,000	175,000	175,000	175,000
325,000	-	1,092,106	EXPENDITURE TOTAL	483,000	475,000	475,000	475,000
783,726	1,172,010	-	Revenues Over (Under) Expenses	-	-	-	-

City of Woodburn
Utilities Services Budget Summary

	FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 Budget	FY 2010-11 Budget
470 Water	1,892,789	1,935,818	2,555,970	2,321,611
466 Water Well/Dist Const	902,940	779,478	9,782,429	6,186,607
474 Water SDC	437,069	405,824	1,048,043	501,741
472 Sewer	2,198,039	2,338,115	3,201,178	3,105,263
461 Sewer Capital Improvement	29,102	29,102	97,069	67,485
465 WWTP Construction	2,235,478	2,809,933	5,665,460	5,343,471
475 Sewer SDC	589,710	587,813	914,254	219,418
478 Surfacewater	-	-	235,000	281,100
377 Stormwater SDC	212,220	33,593	713,095	433,580

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Water Fund - 470
DEPARTMENT/DEPARTMENT NUMBER:	Water - 611
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	202 Young Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This department provides administration, operations and maintenance of the water treatment and distribution system. The department also provides billing and meter reading program for all customer accountants. The department is responsible for all activities centered at the water treatment plants and through out the water distribution system. The department also administers a Cross Connection Control and Backflow Prevention Program.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The department under the direction of the Water Resources Division Manager is supervised by the Drinking Water Section Supervisor. The department is organized to provide both operations and maintenance with clerical administrative support. The department currently has 12 full time positions.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Expanded Public Outreach and Education; Oregon Garden Earth Day, River Ranger Program, House Hold Waste Collection Event, Public Works Week Event, Tours at both Wastewater Treatment Plant and Drinking Water Plants.
- Water Quality Maintenance Flushing and Fire Hydrant Maintenance operated/exercised 1,430 Fire Hydrant using 10,245,030 gallons of water.
- Fire Hydrant replacement program, replaced older fire Hydrants, 9 Hydrants repaired of replaced.
- Continue efforts to analyze secondary, distribution system disinfection. Prepared request for proposals and awarded contract for consultant services to assist in this effort.
- Cross Connection Control and Backflow Prevention Program inspected 933 Devices, 1125 assemblies on file. Renewed effort has been given to this program, greatly increasing the commercial accounts, city owned going from 21 to 81 and doubling the amount of residential assemble on file.
- Award and administration of the 2.8 Million ARRA Stimulus forgiveness loan for Water Consolidation Project to Shalimar, Driftwood and Chateau facilities.

- Prepared Water Management and Conservation Plan as required by the Water Resources Division, The plan has been submitted for review and approval
- Responded to approximately 900 requests for underground locates received and processed.
- Continue to install new services and maintain, operate and paint Fire Hydrants.
- Monthly Bacteriological Water samples gathered, second round of EPA required Unregulated Contaminant Monitoring Regulation sample where taken, Source Water Sampling for Nitrates and Arsenic.
- Cleaned and sanitized four Drinking Water Reservoirs.
- Read water meters and coordinate with finance, for billing 6,731 Water Meter Services each month, includes shut off and turn on.
- Prepared, mailed to customers and Department of Humane Services, 2008 Water Quality Report.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Expand Public Outreach effort for and target issues, such as conservation as required by the Water Management and Conservation Plan
- Initiate update of the Water Master Plan.
- Continue operations and maintenance activities of the water treatment and distribution system for compliance with the water quality standards.
- Increase level of effort and staff resources to the Cross Connection and Backflow Prevention Program
- Per Council direction, upgrade drinking water quality by analyzing and implementing a secondary disinfection system for the distribution system.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Public Outreach and Education will be expanded to address targeted issues
- Expand Website for Public Education for targeted issues
- The city will need to practice and measure results of best management practices to conserve and management Drinking Water as required by the Water Management and Conservation Plan. This is required by the Oregon Department of Water Resources.
- Produce and distribute the 2009 Water Quality Report
- Per Council direction, upgrade drinking water quality by analyzing and implementing a secondary disinfection system for the distribution system

City of Woodburn

Fund 470 - Water

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
659,063	639,986	596,884	Beg Fund Balance	521,318	515,000	515,000	515,000
			User Fees				
1,607,825	1,637,140	1,700,436	Water Sales	1,613,261	1,613,261	1,613,261	1,613,261
72,591	17,251	25,000	New Service	15,000	15,000	15,000	15,000
11,415	19,735	18,000	Reconnect	19,000	19,000	19,000	19,000
48	-	50	Vacations	50	50	50	50
40	70	50	After Hours	200	200	200	200
276	555	450	NSF Ck Fee	1,600	1,500	1,500	1,500
3,559	583	1,000	Bulk Water	1,000	100	100	100
131	41	100	Collection	100	-	-	-
20,570	123,646	78,000	Late Fees	42,000	42,000	42,000	42,000
1,716,455	1,799,021	1,823,086	Total User Fees	1,692,211	1,691,111	1,691,111	1,691,111
			Other Financing Sources				
32,287	14,708	20,000	Interest	3,500	3,500	3,500	3,500
39,342	38,381	30,000	Facilities Rent	25,000	25,000	25,000	25,000
845	2,569	1,000	Misc	2,000	2,000	2,000	2,000
12,000	-	-	Reimbursements	-	-	-	-
84,474	55,658	51,000	Total Other Financing Sources	30,500	30,500	30,500	30,500
			Transfers				
-	15,000	15,000	Transfer - General	15,000	15,000	15,000	15,000
70,000	70,000	70,000	Transfer - Sewer	70,000	70,000	70,000	70,000
70,000	85,000	85,000	Total Transfers	85,000	85,000	85,000	85,000
2,529,992	2,579,665	2,555,970	REVENUE TOTAL	2,329,029	2,321,611	2,321,611	2,321,611

City of Woodburn

Fund 470 - Water

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 611 - Water				
			Program 64111 - Water Supply				
			Personal				
466,778	505,242	595,170	Reg Sal	697,655	697,655	697,655	697,655
6,624	-	13,270	P/T Salar	7,500	7,500	7,500	7,500
28,376	28,949	38,000	Overtime	30,000	30,000	30,000	30,000
61,184	54,705	62,318	Intra-govt	-	-	-	-
14,987	22,715	25,546	Work Comp	400	400	400	400
35,306	39,460	50,018	SS	53,371	53,371	53,371	53,371
88,638	118,780	145,916	Med,Den In	233,160	233,160	233,160	233,160
60,237	64,880	78,657	Retirement	62,781	62,781	62,781	62,781
1,439	1,550	1,905	L/T Dis In	2,805	2,805	2,805	2,805
1,533	1,068	1,293	Unemp Ins	2,093	2,093	2,093	2,093
1,791	1,857	2,230	Life Ins	1,866	1,866	1,866	1,866
766,893	839,206	1,014,323	Total Water Supply Personal	1,091,631	1,091,631	1,091,631	1,091,631
			Materials & Services				
-	928	-	Books	-	-	-	-
1,000	1,480	1,000	Comp Supp	2,000	2,000	2,000	2,000
1,474	-	1,500	Other Off	2,000	2,000	2,000	2,000
20,294	13,996	21,500	Fuel	20,000	20,000	20,000	20,000
3,629	2,168	3,000	Clothing	3,000	3,000	3,000	3,000
19,455	29,560	41,996	Chemicals	40,000	40,000	40,000	40,000
996	844	1,000	Lab Supplies	1,000	1,000	1,000	1,000
347	364	2,500	Other O/S	1,000	1,000	1,000	1,000
3,661	3,212	4,000	Tools	4,000	4,000	4,000	4,000
2,333	1,954	2,000	Other Supp	2,000	2,000	2,000	2,000
18,648	20,445	20,000	Oth W/S Sp	20,000	20,000	20,000	20,000
8,930	9,260	10,000	Line Supp	10,000	10,000	10,000	10,000
30,888	33,927	34,000	Customer S	34,000	34,000	34,000	34,000
5,595	6,816	10,000	Pump Supp	10,000	10,000	10,000	10,000
15,629	15,413	16,000	Meter Prts	16,000	16,000	16,000	16,000
2,504	2,170	3,000	Protect Eq	3,000	3,000	3,000	3,000
3,880	1,233	4,000	Secur Supp	4,000	4,000	4,000	4,000
11,170	3,933	3,000	Other Supp	3,000	3,000	3,000	3,000
220	42	500	Medical	500	500	500	500
-	18	500	Human Res	500	500	500	500
35,608	23,185	18,000	Oth Pro Sv	10,000	10,000	10,000	10,000
-	-	-	Ed Outreach	15,000	15,000	15,000	15,000
-	-	16,000	Test/lab	10,000	10,000	10,000	10,000
6,530	6,201	7,000	Telephone	7,000	7,000	7,000	7,000
170	112	1,000	Postage	1,000	1,000	1,000	1,000
-		10,000	Training	10,000	10,000	10,000	10,000
838	333	1,000	Work Equip	1,000	1,000	1,000	1,000
289	-	-	Int Rent	-	-	-	-
2,170	2,450	6,000	Nat'l Gas	6,000	6,000	6,000	6,000
176,067	180,981	200,000	Electric	200,000	200,000	200,000	200,000
1,841	1,665	2,000	Sol Waste	2,000	2,000	2,000	2,000
5,435	6,834	7,000	Equip Rep	7,000	7,000	7,000	7,000
4,559	4,545	4,000	Bldg Rep	4,000	4,000	4,000	4,000
8,466	8,913	12,000	Veh Repair	10,000	10,000	10,000	10,000
850	849	1,550	Laundry	1,500	1,500	1,500	1,500

City of Woodburn

Fund 470 - Water

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
2,666	2,919	2,500	Dues & Sub	2,500	2,500	2,500	2,500
3,701	2,791	3,500	Regist	3,500	3,500	3,500	3,500
1,544	380	1,500	Permits	1,500	1,500	1,500	1,500
363	98	250	Oth Serv	250	250	250	250
-	-	40,000	Water	40,000	40,000	40,000	40,000
-	2,918	-	Computing	-	-	-	-
41,806	34,417	-	Equip	-	-	-	-
443,556	427,354	512,796	Total Water Supply Mat's & Serv	508,250	508,250	508,250	508,250
1,210,449	1,266,560	1,527,119	Total Water Supply Program	1,599,881	1,599,881	1,599,881	1,599,881
			Program 6421 - Water Meter Reading				
			Personal				
68,164	51,960	-	Reg Sal	-	-	-	-
4,739	3,254	-	Overtime	-	-	-	-
91,227	101,319	112,395	Intra-govt	-	-	-	-
2,106	3,536	-	Work Comp	-	-	-	-
5,296	4,153	-	SS	-	-	-	-
8,425	7,119	-	Med,Den In	-	-	-	-
7,866	6,353	-	Retirement	-	-	-	-
198	160	-	L/T Dis In	-	-	-	-
226	110	-	Unemp Ins	-	-	-	-
248	191	-	Life Ins	-	-	-	-
188,495	178,155	112,395	Total Water Meter Read'g Personal	-	-	-	-
			Materials & Services				
-	-	500	Forms	-	-	-	-
30	58	750	Other Off	-	-	-	-
4,000	2,237	5,294	Fuel	5,000	5,000	5,000	5,000
-	700	400	Oth Pro Sv	400	400	400	400
-	-	700	Telephone	700	700	700	700
34,461	40,008	34,000	Postage	40,000	40,000	40,000	40,000
348	556	500	Mileage	800	800	800	800
2,448	2,040	2,500	Equip Rep	2,500	2,500	2,500	2,500
20,816	13,940	18,000	Print/Binding	18,000	23,000	23,000	23,000
62,103	59,539	63,144	Total Wtr Mtr Read'g Mat's & Serv	67,400	72,400	72,400	72,400
250,598	237,694	175,539	Total Water Mtr Read'g Program	67,400	72,400	72,400	72,400
			Program 6499 - Water Admin				
			Materials & Services				
19	12	150	Other Off	150	150	150	150
-	-	150	Other O/S	2,500	2,500	2,500	2,500
3,159	2,967	3,800	Acc/Audit	3,800	8,000	8,000	8,000
24,741	26,210	27,516	IS Support	27,516	30,268	30,268	30,268
28,014	25,651	27,770	Int Rent	27,770	29,407	29,407	29,407
4,807	4,197	5,900	Auto	5,900	4,610	4,610	4,610
13,268	17,243	13,250	Bldg/PerPr	18,500	5,081	5,081	5,081
-	-	-	Workers' Comp	-	18,670	18,670	18,670
11,734	9,284	12,375	Gen Liabil	11,000	30,000	30,000	30,000
-	-	1,320	Dues & Sub	-	-	-	-
-	-	-	Bad Debt	-	500	500	500
85,742	85,564	92,231	Total Water Admin Program	97,136	129,186	129,186	129,186

City of Woodburn

Fund 470 - Water

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Program 9711 - Operating Transfer Out				
311,000	311,000	311,000	To T & E	311,000	311,000	311,000	311,000
35,000	35,000	35,000	Equip	35,000	35,000	35,000	35,000
346,000	346,000	346,000	Total Operating Transfer Out	346,000	346,000	346,000	346,000
1,892,789	1,935,818	2,140,889	611 - Water Totals	2,110,417	2,147,467	2,147,467	2,147,467
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	364,163	Contingency	167,694	113,344	113,344	113,344
-	-	50,918	Res-PERS	50,918	60,800	60,800	60,800
-	-	415,081	901 - Contingency Totals	218,612	174,144	174,144	174,144
1,892,789	1,935,818	2,555,970	EXPENDITURE TOTAL	2,329,029	2,321,611	2,321,611	2,321,611
637,203	643,847	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Water Well/Dist Const Fund - 466
DEPARTMENT/DEPARTMENT NUMBER:	Water - 611
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This fund is used for major water construction projects. Funds supporting these projects are from 50% of the water revenues received from utility billing. Besides construction projects there are annual loan payments which are made for the completed construction of three (3) water treatment plants.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
There are no direct personnel costs associated with this fund.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Design for addition of chlorination process at water treatment plants
- Easements for water line extension from Parr Road water treatment plant to Evergreen Road extension
- Completion of emergency fuel storage facility at Water/Maintenance Shops
- Receipt of $2 million ARRA funds for extension of city water lines to Shalimar Estates Mobile Home Park, Driftwood Mobile Home Park and Chateau Estates

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Chlorination
- Extension of water supply to three mobile home parks
- Bore of water line under Hwy. 214 near Mill Creek Pump Station to complete a loop north.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Chlorination project will be a major project
- Construction of water lines to several mobile home parks currently on private wells.

City of Woodburn

Fund 466 - Water Well/Dist Construction

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
3,727,732	4,602,187	5,201,493	Beg Fund Balance	4,494,913	4,547,846	4,547,846	4,547,846
1,606,392	1,643,012	1,700,436	Water Sales	1,613,261	1,613,261	1,613,261	1,613,261
			Other Financing Sources				
170,993	94,791	80,000	Interest	27,000	25,000	25,000	25,000
-	-	500	Misc	500	500	500	500
-	-	2,800,000	Loan Proceeds	-	-	-	-
170,993	94,791	2,880,500	Total Other Financing Sources	27,500	25,500	25,500	25,500
5,505,117	6,339,990	9,782,429	REVENUE TOTAL	6,135,674	6,186,607	6,186,607	6,186,607

City of Woodburn

Fund 466 - Water Well/Dist Construction

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 9111 - Debt Service				
344,003	349,739	361,921	Bond Principle	576,106	576,106	576,106	576,106
406,875	403,934	391,102	Note Principle	581,243	581,243	581,243	581,243
-	-	160,000	Interfund Loan	120,000	172,933	172,933	172,933
750,878	753,673	913,023	Total Debt Service Program	1,277,349	1,330,282	1,330,282	1,330,282
			Program 9511 - Design Engineering				
12,807	11,033	436,158	Eng/Arch	140,000	140,000	140,000	140,000
			Program 9512 - Contsruction Engineering				
-	-	-	Other O/S	6,248	6,248	6,248	6,248
12,933	742	266,798	Eng/Arch	140,000	140,000	140,000	140,000
12,933	742	266,798	Total Const Eng'g Program	146,248	146,248	146,248	146,248
			Program 9521 - Right of Way				
-	-	500	Fil/Record	500	500	500	500
-	-	12,500	Land	-	-	-	-
-	-	13,000	Total Right of Way Program	500	500	500	500
			Program 9531 - Construction				
-	625	29,100	Other Pro Sv	123,000	123,000	123,000	123,000
-	-	-	Permits	20,000	20,000	20,000	20,000
126,322	13,405	4,322,000	Water	3,185,825	3,185,825	3,185,825	3,185,825
126,322	14,030	4,351,100	Total Construction Program	3,328,825	3,328,825	3,328,825	3,328,825
902,940	779,478	5,980,079	631 - Maint Total	4,892,922	4,945,855	4,945,855	4,945,855
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	3,048,350	Contingency	488,752	486,752	486,752	486,752
-	-	754,000	Res DEQ Ln	754,000	754,000	754,000	754,000
-	-	3,802,350	901 - Contingency Total	1,242,752	1,240,752	1,240,752	1,240,752
902,940	779,478	9,782,429	EXPENDITURE TOTAL	6,135,674	6,186,607	6,186,607	6,186,607
4,602,177	5,560,512	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Water SDC Fund - 474
DEPARTMENT/DEPARTMENT NUMBER:	Water - 611
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
Water System Development Charges (SDCs) are generated by assessing new development for adding increased capacity to the water system. These revenues are charged at the time the building permit is issued. Revenue is used solely for to increase capacity. The Water SDC for a new single-family residence is $2,085.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Parr Road to Evergreen – acquiring easements
- Grant Street between Alley & Second and 3rd to 5th water line
- Bore under 214 near Mill Creek
- Annual Loan payments for water treatment plant construction

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Annual Loan payment for water treatment plant construction

City of Woodburn

Fund 474 - Water SDC

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
1,092,150	1,048,886	886,043	Beg Fund Balance	412,741	412,741	412,741	412,741
352,546	270,533	150,000	Water SDCs	85,000	85,000	85,000	85,000
41,259	20,620	12,000	Interest	4,000	4,000	4,000	4,000
1,485,955	1,340,039	1,048,043	REVENUE TOTAL	501,741	501,741	501,741	501,741

City of Woodburn

Fund 474 - Water SDC

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 9111 - Debt Service				
185,233	188,321	194,880	Bond Principle	-	-	-	-
219,086	217,503	210,594	Bond Interest	-	-	-	-
404,319	405,824	405,474	Total Debt Service Program	-	-	-	-
			Program 9511 - Design Engineering				
-	-	140,000	Eng/Arch	10,000	10,000	10,000	10,000
			Program 9512 - Contsruction Engineering				
-	-	5,000	Eng/Arch	10,000	10,000	10,000	10,000
			Program 9531 - Construction				
-	-	-	Eng/Arch	8,000	8,000	8,000	8,000
-	-	5,000	Other Pro Sv	2,000	2,000	2,000	2,000
32,750	-	286,500	Water	410,741	410,741	410,741	410,741
32,750	-	291,500	Total Construction Program	420,741	420,741	420,741	420,741
437,069	405,824	841,974	631 - Maint Total	440,741	440,741	440,741	440,741
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	103,034	Contingency	41,000	41,000	41,000	41,000
-	-	103,035	Reserve	20,000	20,000	20,000	20,000
-	-	206,069	901 - Contingency Total	61,000	61,000	61,000	61,000
437,069	405,824	1,048,043	EXPENDITURE TOTAL	501,741	501,741	501,741	501,741
1,048,886	934,215	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Sewer Fund - 472
DEPARTMENT/DEPARTMENT NUMBER:	Sewer/Maint – 621/631
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	2815 Molalla Road
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

Sewer Treatment – 621

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This department provides administration, operations and maintenance of the Wastewater Treatment Plant and all pump stations of the City's wastewater system. The department is responsible for activities centered at the treatment plant, including the natural treatment processes. Activities include treatment operations, reuse operations, pre-treatment program and laboratory services and maintenance.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The department under the direction of the Water Resources Division Manager is supervised by the Wastewater Treatment Plant Section Supervisor. The plant organization is broke down into plant operations, reuse operations and plant maintenance with clerical administrative support. The department currently has 11 full time employees

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Completed Pilot Studies
  - Coppice Study
  - High Rate Irrigation Study
  - Wetland, (Temperature)
  - Rock Filter (ammonia)

- Completed Draft Wastewater Facility Plan
  - Volume I Wastewater Treatment
  - Volume II Wastewater Collection and Transmission System
  - Volume III Wastewater User Rates and System Development Charges

- MAO regulatory compliance: Completed MAO Evaluation Report and submitted to DEQ; Negotiated with DEQ a revised MAO compliance schedule.
- Awarded contract for consultant services for Design of plant treatment, natural treatment system and related facilities required for compliance with

the MAO. Provide administration, evaluation and data support of pre-design effort.

- Obtained approval of 5 Million CWSRF loan for Wastewater Treatment System improvements.
- Completed and obtained NPDES Storm Water permit for Wastewater Treatment Plant.
- Prepared and submitted plan and renewal application for the NPDES Wastewater Discharge Permit.
- With Installation of the Dredge this year, implemented biosolids land application program.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Implement Wastewater Facility Plan
- Continue to develop MAO regulatory compliance:
- Complete Biosolids Management Plan Update
- Develop Biosolids land application program
- Complete renewal of the NDPES Wastewater Discharge Permit
- Complete poplar harvest and replant

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Public Outreach and Education will be expanded to address targeted issues
- Expand Website for Public Education of targeted issues
- 2009-10 developed the Wastewater Facility Plan 2010-11 activities will implement the plan
- The MAO regulatory compliance schedule has been finalized; staff needs design/construct treatment facilities to meet that compliance schedule for winter time ammonia and temperature.
- Biosolids Management Plan once updated, needs to be implemented, additional site authorization for land application must be permitted, storage in the FSL's are at critical levels.

Sewer Maintenance – 631

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This department provides administration, operations and maintenance of the Sanitary, Storm & Surface Water Collection Section. The department is responsible for sanitary sewer main collection activities, infiltration/inflow practices as required by Department of Environmental Quality. The department is responsible for maintenance of approximately 60 miles of various size sanitary sewer mains, nine remote pump stations.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The department under the direction of the Water Resources Division Manager is supervised by the Sanitary, Storm & Surface Water Collection Section

Supervisor. The department is organized to provide both operations and maintenance with clerical administrative support. The department currently has 5 full time employees

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Expanded Public Outreach and Education; Oregon Garden Earth Day, River Ranger Program, House Hold Waste Collection Event, Public Works Week Event, Tours at both Wastewater Treatment Plant and Drinking Water Plants.
- Relocated Sanitary Storm and Surface Water Collection Section personnel and equipment to Wastewater Treatment Plant to better coordinate maintenance activities.
- Completed draft Wastewater Facility Plan
    - Volume I Wastewater Treatment
    - Volume II Wastewater Collection and Transmission System
    - Volume III Wastewater User Rates and System Development Charges

- Video inspect 12 miles of collection system.
- Clean, high pressure of 14 miles of Collection System.
- I/I Program: eliminated, repaired and identify needed miscellaneous I/I improvements.
- Responded to approximately 900 requests for underground locates received and processed for storm sewer and sanitary sewer collection system.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Expand Public Outreach effort for targeted issues.
- Implement Wastewater Facility Plan.
- Continue operation and maintenance activities of the sanitary sewer collection system for compliance with the NPDES Wastewater Discharge Permit.
- Per the Wastewater Facility Plan, increase level of activities for sanitary sewer collection system rehabilitation and I&I removal.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Public Outreach and Education will be expanded to address targeted issues
- Expand Website for Public Education of targeted issues

Per the Wastewater Facility Plan, the level of funding and activity for sanitary sewer collection system rehabilitation and I&I removal will be increased.

City of Woodburn

Fund 472 - Sewer

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
398,643	403,160	526,664	Beg Fund Balance	343,782	343,000	343,000	343,000
			User Fees				
1,954,929	2,216,822	2,377,714	Sewer System Revenue	2,567,663	2,567,663	2,567,663	2,567,663
217,835	229,839	235,000	Septage	100,000	100,000	100,000	100,000
167	52	100	Collection	100	100	100	100
-	-	500	Swr Dis Fin	500	500	500	500
-	-	42,000	Late Fees	78,000	78,000	78,000	78,000
2,172,931	2,446,713	2,655,314	Total User Fees	2,746,263	2,746,263	2,746,263	2,746,263
			Other Financing Sources				
18,021	9,602	12,000	Interest	2,500	6,000	6,000	6,000
11,576	9,052	7,200	Misc	10,000	10,000	10,000	10,000
29,597	18,654	19,200	Total Other Financing Sources	12,500	16,000	16,000	16,000
2,601,171	2,868,527	3,201,178	REVENUE TOTAL	3,102,545	3,105,263	3,105,263	3,105,263

City of Woodburn

Fund 472 - Sewer

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 621 - Sewer				
			Program 6511 - WWTP Ops				
			Personal				
489,277	520,843	554,257	Reg Sal	651,890	651,890	651,890	651,890
4,077	4,893	9,048	P/T Salar	5,000	5,000	5,000	5,000
16,494	-	-	Temp	-	-	-	-
39,384	42,104	32,800	Overtime	20,750	20,750	20,750	20,750
49,145	58,334	65,796	Intra-govt	-	-	-	-
14,133	23,437	21,994	Work Comp	1,275	1,275	1,275	1,275
38,207	41,623	45,309	SS	49,870	49,870	49,870	49,870
63,364	91,847	121,222	Med,Den In	214,479	214,479	214,479	214,479
56,497	62,981	69,007	Retirement	59,602	59,602	59,602	59,602
1,529	1,638	1,747	L/T Dis In	2,609	2,609	2,609	2,609
1,649	1,124	1,176	Unemp Ins	1,941	1,941	1,941	1,941
1,896	1,981	2,026	Life Ins	1,750	1,750	1,750	1,750
775,652	850,805	924,382	Total WWTP Ops Personal	1,009,166	1,009,166	1,009,166	1,009,166
			Materials & Services				
2,753	4,098	3,000	Comp Supp	3,000	3,000	3,000	3,000
2,803	3,700	4,500	Other Off	4,500	4,500	4,500	4,500
1,464	-	2,000	Lubricants	2,000	2,000	2,000	2,000
5,789	3,369	7,500	Fuel	7,900	7,900	7,900	7,900
2,241	2,866	3,000	Clothing	4,000	4,000	4,000	4,000
2,823	4,368	5,300	Safety/Med	6,000	6,000	6,000	6,000
16,132	21,898	22,000	Chemicals	22,000	2,200	22,000	22,000
11,418	16,652	19,000	Lab Supplies	21,000	21,000	21,000	21,000
751	1,200	5,000	Other O/S	3,000	3,000	3,000	3,000
4,064	6,714	5,200	Const Mat	2,500	2,500	2,500	2,500
-	-	10,000	Elect Supp	10,000	10,000	10,000	10,000
-	-	1,000	Tools	1,200	1,200	1,200	1,200
3,810	8,475	7,500	Trees	9,000	9,000	9,000	9,000
4,751	697	5,000	Secur Supp	5,000	5,000	5,000	5,000
-	-	-	Eng/Arch	10,000	10,000	10,000	10,000
453	84	2,000	Medical	2,000	2,000	2,000	2,000
1,066	335	1,000	Human Res	1,000	1,000	1,000	1,000
19,502	15,325	30,500	Oth Pro Sv	30,500	30,500	30,500	30,500
-	-	-	Pub Outreach	15,000	15,000	15,000	15,000
14,871	16,523	17,700	Telephone	20,000	20,000	20,000	20,000
941	1,078	1,000	Postage	1,200	1,200	1,200	1,200
900	1,462	9,526	Training	9,600	9,600	9,600	9,600
8,973	4,430	14,000	Oth Comm	8,000	8,000	8,000	8,000
-	426	1,600	Lodging	2,500	2,500	2,500	2,500
437	191	1,000	Meals	700	700	700	700
52	10	675	Mleage	675	675	675	675
2,011	2,210	3,600	Office Eq	3,600	3,600	3,600	3,600
-	-	1,500	Software	2,500	2,500	2,500	2,500
28,084	34,632	35,860	Int Rent	35,860	37,973	37,973	37,973
18,249	24,437	38,000	Nat'l Gas	38,000	38,000	38,000	38,000
324,541	324,640	316,000	Electric	336,000	336,000	336,000	336,000
9,386	9,330	9,700	Sol Waste	10,500	10,500	10,500	10,500
114,159	111,757	85,000	Equip Rep	85,000	85,000	85,000	85,000
3,525	5,610	7,200	Bldg Rep	7,200	7,200	7,200	7,200
7,037	8,019	7,000	Veh Repair	11,000	11,000	11,000	11,000
11,951	15,091	19,000	Laundry	19,000	19,000	19,000	19,000
-	-	7,600	In & Calib	7,600	7,600	7,600	7,600
-	-	15,000	Oth Repair	15,000	15,000	15,000	15,000

Fund 472 - Sewer

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
3,355	1,568	3,000	Regist	5,000	5,000	5,000	5,000
14,239	21,088	31,700	Permits	31,700	31,700	31,700	31,700
25,270	31,382	36,000	Oth Serv	20,000	20,000	20,000	20,000
-	415	-	Equip	-	-	-	-
-	4	-	L/T Dis In	-	-	-	-
-	6	-	Life Ins	-	-	-	-
3,396	3,189	3,600	Acc/Audit	3,600	8,000	8,000	8,000
-	-	-	Oth Pro Sv	3,500	3,500	3,500	3,500
25,077	31,670	32,578	IS Support	32,578	35,510	35,510	35,510
1,698	1,381	2,300	Auto	2,400	2,105	2,105	2,105
21,140	16,627	20,800	Bldg/PerPr	18,000	8,069	8,069	8,069
-	-	-	Workers' Comp	-	15,556	15,556	15,556
35,197	31,160	38,500	Gen Liabil	37,500	52,861	52,861	52,861
-	7,000	-	Oth Ins Ct	-	-	-	-
754,309	795,117	892,939	Total WWTP Ops Mat's & Serv	927,813	938,149	957,949	957,949
			Program 9711 - Operating Transfer Out				
-	30,000	65,000	To Street	90,000	90,000	90,000	90,000
70,000	70,000	70,000	To Water	70,000	70,000	70,000	70,000
-	-	235,000	To Sur Wtr	235,000	235,000	235,000	235,000
311,000	311,000	150,000	To T & E	150,000	150,000	150,000	150,000
70,000	40,000	70,000	To Equip	70,000	70,000	70,000	70,000
451,000	451,000	590,000	Total Operating Transfers Out	615,000	615,000	615,000	615,000
1,980,961	2,096,922	2,407,321	621 - Sewer	2,551,979	2,562,315	2,582,115	2,582,115
			Department 631 - Maintenance				
			Program 6521 - Sewer Line Maint				
			Personal				
117,873	123,163	124,629	Reg Sal	133,520	133,520	133,520	133,520
5,389	6,341	6,500	Overtime	4,250	4,250	4,250	4,250
6,109	9,528	7,290	Work Comp	261	261	261	261
8,975	9,692	9,889	SS	10,214	10,214	10,214	10,214
15,572	20,033	24,242	Med,Den In	43,929	43,929	43,929	43,929
14,396	15,286	15,796	Retirement	12,208	12,208	12,208	12,208
389	391	386	L/T Dis In	534	534	534	534
383	259	254	Unemp Ins	398	398	398	398
493	471	383	Life Ins	359	359	359	359
169,579	185,164	189,369	Total Sewer Line Maint Personal	205,673	205,673	205,673	205,673
			Materials & Services				
142	190	500	Other Off	500	500	500	500
31	23	100	Clean Supp	200	200	200	200
6,400	6,222	6,400	Fuel	6,400	6,400	6,400	6,400
2,189	3,425	3,000	Clothing	3,000	3,000	3,000	3,000
1,627	719	1,500	Safety/Med	1,500	1,500	1,500	1,500
6,073	6,030	5,000	Other O/S	5,000	5,000	5,000	5,000
-	52	100	Const Mat	100	100	100	100
400	337	400	Paint	400	400	400	400
345	543	500	Tools	500	500	500	500
1,249	672	2,000	Prot Cloth	2,000	2,000	2,000	2,000
250	250	250	Oth W/S Sp	250	250	250	250
250	388	400	Other Supp	400	400	400	400
81	-	400	Medical	400	400	400	400
1,973	1,987	2,050	Oth Pro Sv	2,050	2,050	2,050	2,050
1,342	2,085	1,500	Telephone	1,500	1,500	1,500	1,500
294	96	300	Postage	300	300	300	300

City of Woodburn

Fund 472 - Sewer

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
-	-	3,100	Training	3,100	3,100	3,100	3,100
360	148	400	Work Equip	400	400	400	400
-	1,400	4,500	Software	4,500	4,500	4,500	4,500
5,702	23,198	22,000	Equip Rep	22,000	22,000	22,000	22,000
4,755	4,735	5,000	Veh Repair	5,000	5,000	5,000	5,000
898	1,739	1,500	Regist	1,500	1,500	1,500	1,500
942	1,790	2,421	Oth Serv	2,421	2,421	2,421	2,421
1,400	-	-	Computing	-	-	-	-
10,796	-	-	Equip	68,500	68,500	68,500	68,500
-	-	50,000	Sewer	50,000	50,000	50,000	50,000
47,499	56,029	113,321	Total Sewer Line Maint Mat's & Serv	181,921	181,921	181,921	181,921
217,078	241,193	302,690	691 - PW Admin Totals	387,594	387,594	387,594	387,594
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	411,818	Contingency	83,623	76,005	56,205	56,205
-	-	79,349	Res-PERS	79,349	79,349	79,349	79,349
-	-	491,167	901 Contingency Totals	162,972	155,354	135,554	135,554
2,198,039	2,338,115	3,201,178	EXPENDITURE TOTAL	3,102,545	3,105,263	3,105,263	3,105,263
403,132	530,412	(0)	Revenues Over (Under) Expenses	(0)	(0)	(0)	(0)

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Sewer Capital Imp Fund - 461
DEPARTMENT/DEPARTMENT NUMBER:	Sewer - 621
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This fund was established to receive loan monies for the sanitary sewer improvement project west of I-5 for HWI, Inc. development which was funded by Oregon Economic & Community Development Department Loan #B91202. The project involved boring under I-5 and building a sewer pump station located by Wal-mart. This allowed properties on both sides of I-5 to develop since there was no sanitary sewer system to accommodate growth in this area. The fund's expenditure is an annual loan payment which will be paid off in December 2011.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Payment of annual Loan #B91202 = $29101.62

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Payment of annual Loan $B91202 = $29,101.62

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- There is just enough money in this fund to completely pay off this loan in December, 2011. The fund can be closed out. Revenues for other sewer construction projects are received in the Sewer Construction Fund (465)

City of Woodburn

Fund 461 - Sewer Capital Improvement

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
73,311	122,394	95,569	Beg Fund Balance	67,110	67,110	67,110	67,110
72,962	-	-	Line Repair 2nd	-	-	-	-
5,223	2,143	1,500	Interest	375	375	375	375
151,496	124,537	97,069	REVENUE TOTAL	67,485	67,485	67,485	67,485

City of Woodburn

Fund 461 - Sewer Capital Improvement

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 621 - Sewer				
			Program 9111 - Debt Service				
			Debt Service				
29,102	29,102	29,102	Bond Principle	29,102	29,102	29,102	29,102
29,102	29,102	29,102	621 - Sewer Total	29,102	29,102	29,102	29,102
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	67,967	Contingency	38,383	38,383	38,383	38,383
-	-	67,967	901 - Contingency Total	38,383	38,383	38,383	38,383
29,102	29,102	97,069	EXPENDITURE TOTAL	67,485	67,485	67,485	67,485
122,394	95,435	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	WWTP Construction Fund - 465
DEPARTMENT/DEPARTMENT NUMBER:	Sewer - 621
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The purpose of this fund is for major capital improvements to the City's WWTP and sewer collection systems. This fund is also used for annual loan payments to DEQ.

There are annual payments of $2,426,281 made to DEQ each year and as a requirement of these loans, a reserve of $ 1,185,452 must be maintained.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Facilities plan update completed
- Pilot studies for High Rate Irrigation, Wetland (Temperature) and Rock Filter (ammonia)
- Approval of $5 Million CWSRF loan for Wastewater Treatment system improvements
- Awarded contract for design of plant treatment, natural treatment system and related facilities required for compliance with the MAO.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Implement Wastewater Facilities Plan

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- In 2009-2010 the Wastewater Facilities Plan was developed and in 2010-11 the plan will be implemented

City of Woodburn

Fund 465 - WWTP Construction

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
1,008,251	588,620	1,157,746	Beg Fund Balance	757,113	757,000	757,000	872,545
1,790,567	2,028,697	2,377,714	Serv Charge I	2,567,663	2,567,663	2,567,663	2,567,663
			Other Financing Sources				
17,452	8,375	10,000	Interest	3,500	3,263	3,263	3,263
7,828	-	-	Misc	-	-	-	-
-	562,045	2,120,000	State Loan Proceeds	1,900,000	1,900,000	1,900,000	1,900,000
25,280	570,420	2,130,000	Total Other Financing Sources	1,903,500	1,903,263	1,903,263	1,903,263
2,824,098	3,187,737	5,665,460	REVENUE TOTAL	5,228,276	5,227,926	5,227,926	5,343,471

City of Woodburn

Fund 465 - WWTP Construction

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 9111 - Debt Service				
1,091,562	1,125,391	1,164,459	Bond Principle	1,677,196	1,677,196	1,677,196	1,677,196
677,569	638,048	596,152	Note Principle	749,085	749,085	749,085	749,085
1,769,131	1,763,439	1,760,611	Total Debt Service Program	2,426,281	2,426,281	2,426,281	2,426,281
			Program 9511 - Engineering				
423,967	717,179	1,171,000	Eng/Arch	500,000	500,000	500,000	500,000
-	-	-	Other Pro Sv	10,280	10,280	10,280	10,280
23	45	500	Oth Comm	500	150	150	150
423,990	717,224	1,171,500	Total Engineering Program	510,780	510,430	510,430	510,430
			Program 9512 - Contsruction Engineering				
			Personal				
16,459	-	-	P/T Sal	-	-	-	-
198	-	-	Work Comp	-	-	-	-
1,259	-	-	SS	-	-	-	-
51	-	-	Unemp Ins	-	-	-	-
17,967	-	-	Total Const Engineering Personal	-	-	-	-
			Materials & Services				
2,859	2,578	34,800	Eng/Arch	25,000	25,000	25,000	25,000
109	-	-	Oth Pro Sv	-	-	-	-
2,968	2,578	34,800	Total Const Engineer'g Mat's & Serv	25,000	25,000	25,000	25,000
20,935	2,578	34,800	Total Const Engineering Program	25,000	25,000	25,000	25,000
			Program 9521 - Right of Way				
17,560	-	8,780	Land	8,780	8,780	8,780	8,780
			Program 9531 - Construction				
-	9,589	13,300	Other Pro Sv	10,000	10,000	10,000	10,000
-	-	-	Testing/Lab	5,000	5,000	5,000	5,000
-	-	1,500	Permits	1,500	1,500	1,500	1,500
3,862	317,103	1,750,000	Sewer	860,763	860,763	860,763	976,308
3,862	326,692	1,764,800	Total Construction Program	877,263	877,263	877,263	992,808
2,235,478	2,809,933	4,740,491	631 - Maint Total	3,848,104	3,847,754	3,847,754	3,963,299
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	61,969	Contingency	200,000	200,000	200,000	200,000
-	-	863,000	Res DEQ Ln	1,180,172	1,180,172	1,180,172	1,180,172
-	-	924,969	901 - Contingency Total	1,380,172	1,380,172	1,380,172	1,380,172
2,235,478	2,809,933	5,665,460	EXPENDITURE TOTAL	5,228,276	5,227,926	5,227,926	5,343,471
588,620	377,804	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Sewer SDC Fund - 475
DEPARTMENT/DEPARTMENT NUMBER:	Sewer - 621
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
Sewer Systems Development Charges (SDCs) are generated by assessing new development for increased demands for capacity on the sewer system. This revenue is collected at the time the building permit is issued and can only be used for increased capacity. The fee for a new single-family residence is $2,977.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Portion of Annual loan payment for Wastewater Construction Loan for Phase 1 Expansion of WWTP

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Portion of Annual Loan payment to DEQ for Wastewater Construction Loan for Phase 1 Expansion of WWTP

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Elimination of portion DEQ Loan reserve in this fund which will be added to reserve in WWTP Construction Fund (465)

City of Woodburn

Fund 475 - Sewer SDC

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
775,061	742,068	599,254	Beg Fund Balance	93,418	93,418	93,418	93,418
523,814	387,433	300,000	Sewer SDCs	130,000	125,000	125,000	125,000
32,904	16,601	15,000	Interest	2,000	1,000	1,000	1,000
1,331,779	1,146,102	914,254	REVENUE TOTAL	225,418	219,418	219,418	219,418

City of Woodburn

Fund 475 - Sewer SDC

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 9111 - Debt Service				
363,854	375,131	388,153	Bond Principle	-	-	-	-
225,856	212,682	198,717	Bond Interest	-	-	-	-
589,710	587,813	586,870	Total Debt Service Program	-	-	-	-
			Program 9511 - Design Engineering				
-	-	-	Eng/Arch	5,000	5,000	5,000	5,000
			Program 9531 - Construction				
-	-	-	Eng/Arch	5,000	5,000	5,000	5,000
-	-	-	Other Pro Sv	2,000	2,000	2,000	2,000
-	-	-	Sewer	191,418	191,418	191,418	191,418
-	-	-	Total Construction Program	198,418	198,418	198,418	198,418
589,710	587,813	586,870	631 - Maint Total	203,418	203,418	203,418	203,418
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	77,384	Contingency	22,000	16,000	16,000	16,000
-	-	250,000	Res DEQ Ln	-	-	-	-
-	-	327,384	901 - Contingency Total	22,000	16,000	16,000	16,000
589,710	587,813	914,254	EXPENDITURE TOTAL	225,418	219,418	219,418	219,418
742,069	558,289	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	SurfaceWater/Collections Fund - 478
DEPARTMENT/DEPARTMENT NUMBER:	Surface Water/Collections - 641
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	2815 Molalla Road
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This department provides administration, operations and maintenance of the Sanitary, Storm & Surface Water Collection Section. The department is responsible for storm water activities, best management practices as required by Total Maximum Daily Load Implementation Plan, Storm and Surface Water Management Plan. The department is responsible for maintenance of approximately 59 miles of various size storm sewer mains, three regional detention facilities and the surface conveyance system of Mill Creek and Senecal and there numerous tributaries.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The department under the direction of the Water Resources Division Manager is supervised by the Sanitary, Storm & Surface Water Collection Section Supervisor. The department is organized to provide both operations and maintenance with clerical administrative support. The department currently has 5 full time employees

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Expanded Public Outreach and Education; Oregon Garden Earth Day, River Ranger Program, House Hold Waste Collection Event, Public Works Week Event, Tours at both Wastewater Treatment Plant and Drinking Water Plants.
- Relocated Sanitary Storm Collection and Surface Water Conveyance Section personnel and equipment to Wastewater Treatment Plant to better coordinate maintenance activities.
- Video Inspect 12 miles of collection system.
- Clean, high pressure of 14 miles of collection System.
- Developed the Total Maximum Daily Load Implementation Plan, Storm and Surface Water Management Plan as required by the Department of Environmental Quality (DEQ). The plan has been submitted to DEQ for review and approval.
- Responded to approximately 900 requests for underground locates received and processed for storm sewer and sanitary sewer collection system.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Expand Public Outreach and Education, through Newsletter, Storm inlet Marking

- Expand Website for Public Education for targeted pollutants
- Clean 15% of the Storm Collection System, including inlets.
- Conduct internal training of BMP to reduce pollutants, Bacteria, Mercury and Temperature

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Public Outreach and Education will be expanded to address targeted pollutants
- Expand Website for Public Education for targeted pollutants
- The city will need to practice and measure results of best management practices to reduce levels of pollutants contributions to surface waters indentified in the TMDL Implementation Plan. This is required by the Department of Environmental Quality
- Increase maintenance activities of the Storm Water Collection and Conveyance System.

City of Woodburn

Fund 478- Surface Water

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
-	-	-	Beg Fund Balance	46,627	46,000	46,000	46,000
-	-	-	Interest	100	100	100	100
-	-	235,000	Transfer - Sewer	235,000	235,000	235,000	235,000
-	-	235,000	REVENUE TOTAL	281,727	281,100	281,100	281,100

City of Woodburn

Fund 478- Surface Water

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 641 - Surface Water				
			Program 6611 - Surface Water Collection				
			Personal				
-	-	99,335	Reg Sal	112,359	112,359	129,879	129,879
-	-	2,000	Overtime	2,000	2,000	2,000	2,000
-	-	16,646	Intra-govt	-	-	-	-
-	-	5,500	Work Comp	63	63	78	78
-	-	7,610	SS	8,595	8,595	9,935	9,935
-	-	21,974	Med,Den In	36,027	36,027	43,479	43,479
-	-	12,581	Retirement	11,805	11,805	14,102	14,102
-	-	305	L/T Dis In	437	437	507	507
-	-	195	Unemp Ins	320	320	373	373
-	-	292	Life Ins	428	428	472	472
-	-	166,438	Total Surf Water Coll Personal	172,034	172,034	200,825	200,825
			Materials & Services				
-	-	500	Other Off	500	500	500	500
-	-	50	Clean Supp	150	150	150	150
-	-	1,000	Fuel	2,000	2,000	2,000	2,000
-	-	1,000	Clothing	1,000	1,000	1,000	1,000
-	-	500	Safety/Med	500	500	500	500
-	-	500	Other O/S	10,000	10,000	1,000	1,000
-	-	-	Paint	100	100	100	100
-	-	500	Tools	500	500	500	500
-	-	1,000	Prot cloth	1,000	1,000	1,000	1,000
-	-	250	Oth W/S Sp	250	250	250	250
-	-	100	Medical	100	100	100	100
-	-	2,500	Oth Pro Sv	2,500	2,500	2,500	2,500
-	-	500	Telephone	1,000	1,000	1,000	1,000
-	-	100	Postage	100	100	100	100
-	-	1,600	Training	1,600	1,600	1,600	1,600
-	-	12,590	IS Support	12,590	13,814	13,814	13,814
-	-	100	Work Equip	100	100	100	100
-	-	-	Auto	-	500	500	500
-	-	-	Workers Comp	-	239	239	239
-	-	-	Gen Liab	-	4,862	4,862	4,862
-	-	1,500	Veh Repair	1,500	1,500	1,500	1,500
-	-	500	Regist	500	500	500	500
-	-	2,800	Oth Serv	2,800	2,800	2,800	2,800
-	-	-	Equip	17,500	17,500	17,500	17,500
-	-	27,590	Total Surf Wtr Coll Mat's & Serv	56,290	63,115	54,115	54,115
-	-	194,028	641 - Surface Water Total	228,324	235,149	254,940	254,940
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	40,972	Contingency	53,403	45,951	26,160	26,160
-	-	-	Res-PERS	-	-	-	-
-	-	40,972	901 - Contingency Total	53,403	45,951	26,160	26,160
-	-	235,000	EXPENDITURE TOTAL	281,727	281,100	281,100	281,100
-	-	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Storm Water Sys Dev Fund - 377
DEPARTMENT/DEPARTMENT NUMBER:	Maintenance - 631
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
Storm Water System Development Charges are generated by assessing new development for increased demands for capacity and collected at the time the building permit is issued. This revenue can only be used for increased capacity. The fee for a new single family residence is $55 per 500 square feet (SF) of impervious surface. A new single family residence with a 1500 SF house, a 400 SF garage and a 400 SF driveway would be $253.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Hardcastle culvert
- Marshall street culvert
- Storm water portion of N. Front Street Improvement

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Construction of new building is down so less revenue is available for capacity improvements

City of Woodburn

Fund 377 - Stormwater SDC

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
833,289	706,095	683,095	Beg Fund Balance	425,580	425,580	425,580	425,580
54,314	19,025	20,000	Storm SDCs	5,000	5,000	5,000	5,000
30,714	14,053	10,000	Interest	3,000	3,000	3,000	3,000
918,317	739,173	713,095	REVENUE TOTAL	433,580	433,580	433,580	433,580

City of Woodburn

Fund 377 - Stormwater SDC

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 9511 - Engineering				
			Materials & Services				
5,450	-	-	Eng/Arch	10,000	10,000	10,000	10,000
-	-	-	Other Pro Sv	3,000	3,000	3,000	3,000
5,450	-	-	Total Engineering Program	13,000	13,000	13,000	13,000
			Program 9512 - Contsruction Engineering				
4,977	-	8,000	Eng/Arch	10,000	10,000	10,000	10,000
			Program 9531 - Construction				
			Capital Outlay				
-	-	4,000	Other Pro Sv	7,000	7,000	7,000	7,000
201,793	33,593	275,000	Storm Drains	337,580	337,580	337,580	337,580
201,793	33,593	279,000	Total Construction Program	344,580	344,580	344,580	344,580
212,220	33,593	287,000	631 - Maintenance Total	367,580	367,580	367,580	367,580
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	200,547	Contingency	44,000	44,000	44,000	44,000
-	-	225,548	Res Capacity	22,000	22,000	22,000	22,000
-	-	426,095	901 - Contingency Total	66,000	66,000	66,000	66,000
212,220	33,593	713,095	EXPENDITURE TOTAL	433,580	433,580	433,580	433,580
706,097	705,580	-	Revenues Over (Under) Expenses	-	-	-	-

City of Woodburn
Miscellaneous Services Budget Summary

	FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 Budget	FY 2010-11 Budget
568 Information Services	482,206	555,792	602,240	673,748
580 Central Stores	14,378	10,031	19,000	10,200
581 Insurance	357,055	546,924	700,116	817,781
582 Technical & Environ Serv	987,084	1,178,305	1,625,048	1,573,050
583 Building Maintenance	682,530	728,697	803,927	869,012
357 Police Construction	116,971	174,467	586,988	390,500
378 PW Facility Construction	3,690	3,800	20,500	16,496
591 Equipment Replacement	179,798	117,404	537,568	573,620
690 Library Endowment	-	-	26,500	26,002
691 Museum Endowment	-	-	2,750	2,775

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	Information Services - 568
DEPARTMENT/DEPARTMENT NUMBER:	Finance - 151
DEPARTMENT DIRECTOR:	Ignacio Palacios
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Anne Ross
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
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 2008-2009 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.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
The department consists of three staff members.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Established wireless internet at City Hall
- Completed an Intergovernmental Agreement with the City of Silverton.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Replacement of the City Hall generator
- Continuation of upgrades of personal computers and software

City of Woodburn

Fund 568 - Information Services

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
62,416	(15,978)	12,719	Beg Fund Balance	22,000	22,000	22,000	22,000
			User Fees				
270,422	399,301	401,872	IS Revenue	447,094	447,094	447,094	447,094
4,640	5,188	4,932	IS Revenue	5,526	5,526	5,526	5,526
8,665	12,968	12,330	IS Revenue	13,814	13,814	13,814	13,814
-	2,593	2,466	IS Revenue	2,763	2,763	2,763	2,763
2,224	2,593	2,466	IS Revenue	2,763	2,763	2,763	2,763
18,466	23,753	12,440	IS Revenue	8,288	8,288	8,288	8,288
24,741	26,210	27,516	IS Revenue	27,628	27,628	27,628	27,628
25,077	31,670	32,578	IS Revenue	33,153	33,153	33,153	33,153
-	-	12,590	IS REVENUE	13,814	13,814	13,814	13,814
29,980	42,264	35,318	IS Revenue	44,442	44,442	44,442	44,442
-	4,982	4,000	IS Norcom	6,900	6,900	6,900	6,900
-	8,208	9,202	Reimb Hubbard	10,641	10,641	10,641	10,641
-	9,264	10,386	Reimb Mt Angel	10,641	10,641	10,641	10,641
-	18,685	20,948	Reimb Silverton	24,281	24,281	24,281	24,281
-	3,900	-	Reim Norcom	-	-	-	-
384,215	591,579	589,044	Total User Fees	651,748	651,748	651,748	651,748
			Other Financing Sources				
(1,356)	(1,561)	-	Interest	-	-	-	-
208	-	477	Misc	-	-	-	-
18,744	-	-	WPD Reimbursement	-	-	-	-
17,596	(1,561)	477	Total Other Financing Sources	-	-	-	-
2,000	-	-	Tr General	-	-	-	-
466,227	574,040	602,240	REVENUE TOTAL	673,748	673,748	673,748	673,748

City of Woodburn

Fund 568 - Information Services

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 151 - Finance				
			Program 1921 - Information Services				
			Personal				
161,475	173,508	178,346	Reg Sal	226,868	226,868	226,868	226,868
1,154	352	2,000	Overtime	1,000	1,000	1,000	1,000
20,572	24,373	25,384	Intra-govt	-	-	-	-
839	1,602	1,461	Work Comp	136	136	136	136
11,839	13,076	14,479	SS	17,432	17,432	17,432	17,432
24,067	31,853	34,707	Med,Den In	49,759	49,759	49,759	49,759
21,661	23,661	28,920	Retirement	26,389	26,389	26,389	26,389
516	555	571	L/T Dis In	916	916	916	916
503	348	363	Unemp Ins	684	684	684	684
649	667	689	Life Ins	574	574	574	574
243,275	269,995	286,920	Total Information Services Personal	323,758	323,758	323,758	323,758
			Materials & Services				
117	-	200	Books	-	-	-	-
21,896	23,475	33,000	Comp Supp	35,000	35,000	35,000	35,000
1,883	2,970	3,000	Other Off	3,200	3,200	3,200	3,200
17,836	13,492	16,000	Computer	20,000	20,000	20,000	20,000
-	-	200	Human Res	-	-	-	-
6,354	7,338	9,000	Telephone	10,500	10,500	10,500	10,500
183	409	400	Postage	400	400	400	400
7,112	7,698	8,000	Internet	9,000	9,000	9,000	9,000
-	306	400	Lodging	-	-	-	-
-	200	500	Mileage	700	700	700	700
109,243	119,900	126,478	Software	139,500	139,500	139,500	139,500
-	-	-	Workers' Comp	720	720	720	720
1,442	1,486	1,500	Equip Rep	1,500	1,500	1,500	1,500
11	54	200	Dues & Sub	200	200	200	200
6,053	3,040	6,000	Regist	5,000	5,000	5,000	5,000
6,830	-	-	Commun	-	-	-	-
59,971	70,422	43,500	Computing	44,000	44,000	44,000	44,000
-	35,007	35,000	Network	43,000	43,000	43,000	43,000
-	-	-	Oth Equip	270	270	270	270
238,931	285,797	283,378	Total Info Services Mat's & Serv	312,990	312,990	312,990	312,990
482,206	555,792	570,298	151 - IST Total	636,748	636,748	636,748	636,748
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	25,942	Contingency	28,000	28,000	28,000	28,000
-	-	6,000	Res-Plotter	9,000	9,000	9,000	9,000
-	-	31,942	901 - Contingency Total	37,000	37,000	37,000	37,000
482,206	555,792	602,240	EXPENDITURE TOTAL	673,748	673,748	673,748	673,748
(15,979)	18,248	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	Central Stores - 580
DEPARTMENT/DEPARTMENT NUMBER:	Finance - 151
DEPARTMENT DIRECTOR:	Ignacio Palacios
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Anne Ross
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This program procures 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.

City of Woodburn

Fund 580 - Central Stores

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
10,009	12,008	9,000	Beg Fund Balance	5,200	5,200	5,200	5,200
			Other Financing Sources				
12,846	6,542	10,000	St Iss	5,000	5,000	5,000	5,000
3,147	329	-	Copier Usage	-	-	-	-
(10)	(55)	-	Interest	-	-	-	-
394	872	-	Misc	-	-	-	-
16,377	7,688	10,000	Other Financing Sources	5,000	5,000	5,000	5,000
26,386	19,696	19,000	REVENUE TOTAL	10,200	10,200	10,200	10,200

City of Woodburn

Fund 580 - Central Stores

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 151 - Finance				
			Program 1931 - Central Stores				
			Materials & Services				
12,094	7,105	10,000	Other Off	7,000	7,000	7,000	7,000
-	530	-	Other O/S	-	-	-	-
2,284	2,396	3,000	Equip Rep	3,000	3,000	3,000	3,000
14,378	10,031	13,000	151 - Central Stores Total	10,000	10,000	10,000	10,000
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	6,000	Contingency	200	200	200	200
-	-	6,000	901 - Contingency Total	200	200	200	200
14,378	10,031	19,000	EXPENDITURE TOTAL	10,200	10,200	10,200	10,200
12,008	9,665	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Insurance Fund - 581
DEPARTMENT/DEPARTMENT NUMBER:	Risk Management - 131
DEPARTMENT DIRECTOR:	Christina Shearer
DIRECTOR DIRECT PHONE NUMBER:	503-982-5210
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Christina Shearer
DIRECT PHONE NUMBER:	503-982-5210

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
Management of insurance activities including Workers Comp, Automobile, Property and Liability coverages and claims.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
Risk Management is one of the functions of the City Recorder. 1/3 of the City Recorders position is allocated to Risk Management activities (including Safety Committee). All insurance coverage, premium, and claims activity is handled through this department.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Restructure of Insurance Fund funding (inter-fund allocation)

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Evaluation of Retroactive (partial self-insured) plan for Property/Casualty liability coverage

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Fixed insurance cost allocation to other funds/departments. Premium & claims variability will be handled within this fund & its reserves.

NOTE: Detailed fund projections and allocation methodology available from Christina.

City of Woodburn

Fund 581 - Insurance

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
216,943	256,524	205,964	Beg Fund Balance	330,000	320,000	320,000	320,000
			User Fees				
112,399	98,305	136,682	Gen Liab	290,139	290,139	290,139	290,139
35,627	31,950	41,845	Auto/Vehic	-	-	-	-
56,682	67,856	64,550	Property	-	-	-	-
160,054	261,485	225,000	Wrks Comp	207,392	207,392	207,392	207,392
1,554	1,560	825	Emple Blk	-	-	-	-
4,031	4,874	4,750	Boiler & M	-	-	-	-
10,094	10,457	12,500	Admin/Lega	-	-	-	-
380,441	476,487	486,152	Total User Fees	497,531	497,531	497,531	497,531
			Other Financing Sources				
(3,744)	303	500	Interest	500	250	250	250
19,938	84	7,500	Misc	-	-	-	-
16,194	387	8,000	Total Other Financing Sources	500	250	250	250
613,578	733,398	700,116	REVENUE TOTAL	828,031	817,781	817,781	817,781

City of Woodburn

Fund 581 - Insurance

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 131 - City Recorder				
			Program 1611 - Risk Management				
			Personal				
-	-	-	Reg Sal	22,994	22,994	22,994	22,994
17,291	21,174	23,612	Intra-govt	-	-	-	-
-	-	-	Work Comp	10	10	10	10
-	-	-	SS	1,759	1,759	1,759	1,759
-	-	-	Med,Den In	5,601	5,601	5,601	5,601
-	-	-	Retirement	4,165	4,165	4,165	4,165
-	-	-	L/T Dis In	92	92	92	92
-	-	-	Unemp Ins	69	69	69	69
-	-	-	Life Ins	58	58	58	58
17,291	21,174	23,612	Total Risk Management Personal	34,748	34,748	34,748	34,748
			Materials & Services				
228	415	300	Other Off	300	300	300	300
-	133	2,000	Safety/Med	2,000	1,000	1,000	1,000
182	-	150	Other Supp	150	-	-	-
10,094	11,083	12,500	Risk Mgnt	13,000	13,000	13,000	13,000
-	-	50	Postage	-	-	-	-
216	276	400	Lodging	400	400	400	400
21	7	75	Meals	75	50	50	50
295	323	500	Mileage	500	400	400	400
35,655	34,729	41,000	Auto	41,000	41,000	41,000	41,000
1,560	1,935	2,000	Emp Blk Bd	2,000	2,000	2,000	2,000
56,547	58,740	59,000	Bldg/PerPr	60,000	60,000	60,000	60,000
93,025	266,540	225,000	Workers' Comp	232,000	232,000	232,000	232,000
110,656	104,915	128,000	Gen Liabil	110,000	110,000	110,000	110,000
4,031	4,755	4,750	Boiler/Mach	4,750	4,750	4,750	4,750
-	-	13,500	Inland Mar	-	10,000	10,000	10,000
25,555	39,732	35,000	Deductible	30,000	30,000	30,000	30,000
1,094	1,623	10,000	Oth Ins Ct	10,000	10,000	10,000	10,000
375	414	600	Dues & Sub	600	600	600	600
230	130	800	Regist	800	800	800	800
-	-	200	Oth Serv	200	200	200	200
339,764	525,750	535,825	Toal Risk Mngmt Mat's & Serv	507,775	516,500	516,500	516,500
357,055	546,924	559,437	671 - Transit Totals	542,523	551,248	551,248	551,248
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	140,679	Contingency	285,508	80,000	80,000	80,000
-	-	-	Reserves	-	186,533	186,533	186,533
-	-	140,679	901 Contingency Totals	285,508	266,533	266,533	266,533
357,055	546,924	700,116	EXPENDITURE TOTAL	828,031	817,781	817,781	817,781
256,523	186,474	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Tech & Environ Serv Fund - 582
DEPARTMENT/DEPARTMENT NUMBER:	Eng/Garage/PW Admin – 651/661/691
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

Engineering – 651

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

The Engineering Division provides comprehensive engineering and surveying services, and capital project administration. Engineering Division staff maintains database, survey, and mapping information; reviews development projects for compliance with Public Works requirements; Coordinates the activities of utility companies in the City right-of-way; reviews county and state projects that occur in the City limits; analyzes traffic studies and street lighting proposals; and inspects public and private construction of streets, storm drainage systems, water lines, and sewer lines.

In addition, the Engineering Division is responsible for administering public 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.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Engineering Division currently has seven full-time employees.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Completed North Front Street Improvements Project (Phases 1 and 2)
- Young St. ARRA Stimulus Project
- N. Trunk Sewer Line Rehabilitation Design
- Updating Census Records
- Natural Hazards Mitigation Maps
- Salem 911 and Norcom Maps
- Emergency Fuel Storage Project @ Broadway
- City Hall Office Remodel
- Police Station Punch List Items
- Boones/Settlmier/214 Intersection Project
- Aquatic Center HVAC Project
- 2009 I & I Removal project
- W. Lincoln/N. Cascade Sanitary Sewer Rehabilitation Project
- Mill Creek Pedestrian Path

- Rainier Lift Station Report
- 5Th Street improvements Project Design
- Parr-Evergreen Road Water Main Extension Project
- Mill Creek Pump Station Controls
- Mini Downtown Transit Facility Project
- OR 214: Front Street Ramp to Progress Way Sidewalk Project
- ARRA Funding Water Consolidation Project (Shalimar-Driftwood-Chateau)
- Hardcastle Culvert Replacement Project
- Sidewalk/ADA Construction
- Settlemier Park Tree Maintenance (Phase 3)

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Completion of Fifth Street Improvements Project
- Completion of Engineering Division Design Specifications
- Transfer From City Construction Standards and Specifications to ODOT Construction Standards and Specifications with City Special Provisions
- Pursue Approval for Capital Improvement Project on Front Street between OR 214 Ramp and the Northerly City Limits
- Continue to define and implement the Urban Forest Renewal Program
- Continue to Train Staff on Safety Issues
- Assist the Water Resources Division by Delivering Water, Storm Collection, Sanitary Sewer Collection and Wastewater Facility Capital Improvement Projects
- Streamline the Review of Development Projects

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Streamlined Processes, Including Switch Over to ODOT Construction Standards and Specifications
- Increased Focus on Job Site Safety

PW Garage - 661

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

The Central Garage is responsible for providing service and maintenance to the Woodburn Fleet with the exception of the police department vehicles. All heavy equipment and small equipment is maintained by the garage. The Garage is responsible for maintaining accurate records for each vehicle including transit busses, service vehicles, passenger vehicles, pickups, dump trucks, backhoes, loaders, mowers, and ATV's owned by the City. The Garage is also responsible for safety equipment and winter gear for the fleet. The vehicle rolling stock including trailers is 90 units.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Garage is located at 105 A St.; it is complete with a vehicle lift, a pit, welding shop, mechanic tools, fabricating tools, diagnostic equipment, and office. There are 1.3 FTEs in this division.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- The Maintenance Garage helped facilitate an auction that disposed of out of service equipment and vehicles.
- The fleet maintenance program was upgraded providing vehicles with emergency lights, snow chains, back up alarms, first aid kits, fire extinguishers, and blood borne pathogen kits.
- The Maintenance Tech. worked to upgrade safety equipment and standardize safety practices for city vehicles, enabling City forces to be better prepared for emergencies.
- The PW garage was cleaned up, organized and missing tools replaced
- Record files were updated. Commercial fleet service was introduced w/Les Schwab. A master service technician plan was set up with Napa for parts and filters.
- Routine vehicle maintenance was upgraded with a high life lubricating oil for better longevity to reduce maintenance costs over time.
- The Fleet Maintenance tech. brought the Woodburn transit fleet to a professional operating level.
- Participated in the Public Works Showcase during National Public Works week assisting maintenance division staff showing equipment & interacting with the community sharing with the public on the many facets of maintenance and provided the best snow cones on that hot day.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Benchmark City Fleet
- Develop Formal Vehicle Maintenance Program and
- Incorporate Maintenance Management Software
- Upgrade Vehicle Diagnostic Software
- Develop Vehicle & Equipment Replacement Program
- Facilitate City Vehicle Safety Program

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

We will be moving to the next level of maintenance by initiating Best Maintenance Practices. There will be focus on organization and management of the fleet

PW Administration – 691

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

The Public Works (PW) Administration division provides management and project management of the public works function of the City.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The PW Administration division currently has three full time personnel.

City of Woodburn

Fund 582 - Technical & Environmental Services

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
411,538	491,874	303,548	Beg Fund Balance	381,600	300,000	300,000	300,000
			Franchise Fees				
36,007	33,866	37,000	PGE Franchise	35,000	35,000	35,000	35,000
11,968	11,261	12,000	NW Fran	12,000	12,000	12,000	12,000
5,118	2,831	3,500	Qwest Fran	3,500	3,500	3,500	3,500
3,562	-	-	Un Dis Fra	-	-	-	-
-	2,766	3,500	Will BB Fr	3,500	3,500	3,500	3,500
56,655	50,724	56,000	Total Franchise Fees	54,000	54,000	54,000	54,000
			Other Financing Sources				
1,975	5,575	-	Sale Doc	-	-	-	-
27,306	4,957	3,000	Bid Docs	2,000	2,000	2,000	2,000
37,758	5,915	30,000	R/W Permit	2,000	2,000	2,000	2,000
21,488	9,981	10,000	T&E Dev Fe	3,500	3,500	3,500	3,500
5,140	2,337	2,500	Int St Iss	5,000	5,000	5,000	5,000
47,567	137,150	4,000	Int Lbr WO	4,000	4,000	4,000	4,000
-	-	500,000	Eng Suppor	544,000	544,000	544,000	544,000
3,333	1,728	14,000	Interest	1,800	1,800	1,800	1,800
5,197	1,914	2,000	Misc	750	750	750	750
149,764	169,557	565,500	Total Other Financing Sources	563,050	563,050	563,050	563,050
			Transfers				
-	-	-	Transfer - General	-	-	-	-
239,000	239,000	239,000	Transfer - Street	195,000	195,000	195,000	195,000
311,000	311,000	150,000	Transfer - Water	311,000	311,000	311,000	311,000
311,000	311,000	311,000	Transfer - Sewer	150,000	150,000	150,000	150,000
861,000	861,000	700,000	Total Transfers	656,000	656,000	656,000	656,000
1,478,957	1,573,155	1,625,048	REVENUE TOTAL	1,654,650	1,573,050	1,573,050	1,573,050

City of Woodburn

Fund 582 - Technical & Environmental Services

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 651 - Engineering				
			Program 6991 - Customer Service				
			Personal				
24,189	26,041	-	Reg Sal	-	-	-	-
9	75	-	Overtime	-	-	-	-
263	386	-	Work Comp	-	-	-	-
1,766	1,938	-	SS	-	-	-	-
1,528	2,014	-	Med,Den In	-	-	-	-
2,611	2,818	-	Retirement	-	-	-	-
72	76	-	L/T Dis In	-	-	-	-
75	52	-	Unemp Ins	-	-	-	-
89	91	-	Life Ins	-	-	-	-
30,602	33,491	-	Total Customer Service Personal	-	-	-	-
20,952	-	-	IS Support	-	-	-	-
51,554	33,491	-	Total Customer Service Program	-	-	-	-
			Program 6992 - Developmental Services				
			Personal				
34,768	36,494	-	Reg Sal	-	-	-	-
81	19	-	Overtime	-	-	-	-
354	505	-	Work Comp	-	-	-	-
2,582	2,805	-	SS	-	-	-	-
4,631	6,108	-	Med,Den In	-	-	-	-
5,019	5,471	-	Retirement	-	-	-	-
101	107	-	L/T Dis In	-	-	-	-
107	73	-	Unemp Ins	-	-	-	-
127	130	-	Life Ins	-	-	-	-
47,770	51,712	-	Total Developmental Serv Personal	-	-	-	-
			Program 6994 - Management Assistance				
			Personal				
133,482	109,386	-	Reg Sal	-	-	-	-
88	75	-	Overtime	-	-	-	-
1,715	2,046	-	Work Comp	-	-	-	-
10,038	8,422	-	SS	-	-	-	-
13,551	13,179	-	Med,Den In	-	-	-	-
19,314	15,557	-	Retirement	-	-	-	-
395	307	-	L/T Dis In	-	-	-	-
413	219	-	Unemp Ins	-	-	-	-
495	369	-	Life Ins	-	-	-	-
179,491	149,560	-	Total Mngmt Assist Program	-	-	-	-
			Program 9511 - Design Engineering				
			Personal				
67,300	135,497	534,036	Reg Sal	448,294	448,294	448,294	448,294
-	-	12,688	P/T Salar	-	-	-	-
25	128	4,000	Overtime	4,000	4,000	4,000	4,000
(46,578)	(31,604)	14,419	Intra-govt	-	-	-	-
910	1,595	8,712	Work Comp	209	209	209	209
4,937	10,411	42,088	SS	34,295	34,295	34,295	34,295
7,829	27,216	109,167	Med,Den In	122,567	122,567	122,567	122,567
7,165	15,340	67,374	Retirement	39,324	39,324	39,324	39,324
169	419	1,686	L/T Dis In	1,802	1,802	1,802	1,802

City of Woodburn

Fund 582 - Technical & Environmental Services

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
205	278	1,087	Unemp Ins	1,345	1,345	1,345	1,345
255	503	1,949	Life Ins	1,130	1,130	1,130	1,130
42,217	159,783	797,206	Total Design Engineer'g Personal	652,966	652,966	652,966	652,966
			Materials & Services				
664	599	800	Books	800	800	800	800
2,685	2,647	2,900	Comp Supp	2,900	2,900	2,900	2,900
2,588	3,674	3,000	Other Off	3,150	3,150	3,150	3,150
1,137	1,045	1,600	Fuel	1,600	1,600	1,600	1,600
4,296	4,594	4,500	Other O/S	4,500	4,500	4,500	4,500
135	798	500	Other Supp	1,200	1,200	1,200	1,200
11,845	18,785	20,850	Eng/Arch	23,000	23,000	23,000	23,000
11,782	11,444	11,000	Oth Pro Sv	11,000	11,000	11,000	11,000
1,544	1,489	4,283	Telephone	4,200	4,200	4,200	4,200
763	1,692	1,400	Postage	1,400	1,400	1,400	1,400
-	231	400	Advertise	400	400	400	400
-	-	6,825	Training	10,000	10,000	10,000	10,000
-	29,296	20,392	IS Support	23,000	27,865	27,865	27,865
64	73	100	Mileage	100	100	100	100
-	334	100	Work Equip	100	100	100	100
-	2,897	4,000	Software	4,000	4,000	4,000	4,000
2,753	2,244	3,220	Auto	3,220	1,658	1,658	1,658
-	-	-	Bldg/PerPr	-	2,651	2,651	2,651
-	-	-	Workers' Comp	-	1,750	1,750	1,750
3,387	1,946	3,500	Gen Liabil	3,500	4,636	4,636	4,636
374	292	500	Equip Rep	500	500	500	500
710	2,742	900	Veh Repair	900	900	900	900
1,019	2,781	3,000	Regist	3,000	3,000	3,000	3,000
1,991	1,532	2,000	Print/Binding	2,000	2,000	2,000	2,000
77	646	700	Fil/Record	700	700	700	700
-	-	500	Permits	500	500	500	500
989	1,256	1,550	Oth Serv	1,633	1,633	1,633	1,633
2,500	4,234	-	Oth Imp	-	-	-	-
14,102	-	-	Computing	-	-	-	-
8,996	11,190	6,175	Equip	-	-	-	-
-	5,000	5,000	To Equip	5,000	5,000	5,000	5,000
74,401	113,461	109,695	Total Design Enginr'g Mat's & Serv	112,303	121,143	121,143	121,143
116,618	273,244	906,901	Totla Design Engineering Program	765,269	774,109	774,109	774,109
			Program 9512 - Construction Eng				
			Personal				
206,827	268,083	-	Reg Sal	-	-	-	-
3,312	-	-	P/T Salar	-	-	-	-
42	54	-	Overtime	-	-	-	-
2,828	3,261	-	Work Comp	-	-	-	-
15,048	20,730	-	SS	-	-	-	-
20,352	37,101	-	Med,Den In	-	-	-	-
25,954	37,665	-	Retirement	-	-	-	-
637	807	-	L/T Dis In	-	-	-	-
650	536	-	Unemp Ins	-	-	-	-
788	972	-	Life Ins	-	-	-	-
276,438	369,209	-	Total Construction Eng Program	-	-	-	-
671,871	877,216	906,901	651 - Engineering Totals	765,269	774,109	774,109	774,109

City of Woodburn

Fund 582 - Technical & Environmental Services

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 661 - Garage				
			Program 1941 - Garage				
			Personal				
57,490	52,097	46,581	Reg Sal	72,002	72,002	55,280	55,280
-	-	7,000	P/T Salar	-	-	-	-
2,042	4,688	1,500	Overtime	1,500	1,000	1,000	1,000
999	2,073	1,692	Work Comp	39	39	39	39
4,192	4,145	3,695	SS	3,422	3,422	3,422	3,422
9,896	12,966	16,949	Med,Den In	22,742	22,742	22,742	22,742
6,677	4,532	5,709	Retirement	3,930	3,930	3,930	3,930
175	161	149	L/T Dis In	222	222	222	222
185	114	96	Unemp Ins	166	166	166	166
216	194	178	Life Ins	139	139	139	139
81,872	80,970	83,549	Total Garage Personal	104,162	103,662	86,940	86,940
			Materials & Services				
75	90	100	Other Off	250	250	250	250
983	552	1,000	Fuel	1,000	1,000	1,000	1,000
185	286	2,200	Clothing	700	700	700	700
137	532	200	Safety/Med	2,150	2,150	2,150	2,150
832	1,060	2,300	Other O/S	2,300	2,300	2,300	2,300
1,500	1,625	2,500	Tools	2,500	2,500	2,500	2,500
4,529	4,304	6,600	Inv Stock	6,600	6,600	6,600	6,600
12	380	350	Other Supp	500	500	500	500
-	69	-	Oth Pro Sv	1,000	1,000	1,000	1,000
351	378	500	Telephone	500	500	500	500
-	-	1,418	Training	1,500	1,500	1,500	1,500
-	-	-	Software	2,500	2,500	2,500	2,500
175	-	600	Sol Waste	600	600	600	600
-	-	-	Workers' Comp	-	1,110	1,110	1,110
374	681	1,000	Equip Rep	1,000	1,000	1,000	1,000
135	210	750	Bldg Rep	750	750	750	750
333	538	400	Veh Repair	500	500	500	500
392	321	350	Laundry	250	250	250	250
-	165	-	Regist	400	400	400	400
-	-	-	Oth Equip	4,000	4,000	4,000	4,000
10,013	11,191	20,268	Total Garage Mat's & Serv	29,000	30,110	30,110	30,110
91,885	92,161	103,817	661- Garage Totals	133,162	133,772	117,050	117,050
			Department 691 - PW Admin				
			Program 6999 - PW Admin				
			Personal				
180,973	147,595	302,775	Reg Sal	232,109	232,109	232,109	232,109
-	1,220	500	Overtime	1,000	1,000	1,000	1,000
(91,508)	(64,841)	(94,939)	Intra-govt	-	-	-	-
2,041	2,128	4,901	Work Comp	99	99	99	99
13,164	11,572	22,861	SS	17,756	17,756	17,756	17,756
7,671	10,325	48,146	Med,Den In	57,554	57,554	57,554	57,554
40,675	22,037	40,560	Retirement	31,919	31,919	31,919	31,919
347	575	932	L/T Dis In	933	933	933	933
531	304	584	Unemp Ins	696	696	696	696
451	545	1,076	Life Ins	681	681	681	681
154,345	131,460	327,396	Toal PW Admin Personal	342,747	342,747	342,747	342,747

City of Woodburn

Fund 582 - Technical & Environmental Services

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Materials & Services				
65	55	500	Books	500	500	500	500
200	-	200	Comp Supp	200	200	200	200
1,433	1,947	3,000	Other Off	3,000	3,000	3,000	3,000
309	220	400	Fuel	400	400	400	400
355	448	500	Other Supp	500	500	500	500
2,020	4,639	4,000	Management	4,000	4,000	4,000	4,000
10,228	1,595	2,500	Human Res	2,500	2,500	2,500	2,500
-	-	-	Oth Pro Sv	-	1,600	1,600	1,600
1,237	904	1,500	Telephone	1,500	1,500	1,500	1,500
39	143	300	Postage	300	300	300	300
-	20	300	Advertise	300	300	300	300
2,460	2,729	3,700	Publication	3,700	3,700	3,700	3,700
-	-	4,500	Training	4,500	4,500	4,500	4,500
9,028	12,968	14,926	IS Support	14,926	16,577	16,577	16,577
-	10	50	Mileage	50	50	50	50
-	-	-	Software	1,200	1,200	1,200	1,200
37,638	45,708	49,251	Int Rent	49,251	52,153	52,153	52,153
318	335	375	Auto	380	344	344	344
600	770	650	Bldg/PerPr	890	890	890	890
-	-	-	Workers' Comp	-	9,474	9,474	9,474
1,249	1,596	1,300	Gen Liabil	1,250	1,250	1,250	1,250
-	-	4,500	Equip Rep	4,500	4,500	4,500	4,500
-	1,210	750	Veh Repair	750	750	750	750
690	405	850	Dues & Sub	850	850	850	850
995	1,294	1,500	Regist	1,500	1,500	1,500	1,500
77	75	400	Print/Binding	400	400	400	400
-	241	400	Fil/Record	400	400	400	400
-	-	100	Permits	100	100	100	100
42	156	213	Oth Serv	213	213	213	213
68,983	77,468	96,665	Total PW Admin Mat's & Serv	98,060	113,651	113,651	113,651
223,328	208,928	424,061	Totala PW Admin Program	440,807	456,398	456,398	456,398
987,084	1,178,305	1,434,779	691 - PW Admin Totals	1,339,238	1,364,279	1,347,557	1,347,557
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	116,128	Contingency	241,271	134,630	151,352	151,352
-	-	74,141	Res-PERS	74,141	74,141	74,141	74,141
-	-	190,269	901 Contingency Totals	315,412	208,771	225,493	225,493
987,084	1,178,305	1,625,048	EXPENDITURE TOTAL	1,654,650	1,573,050	1,573,050	1,573,050
491,873	394,850	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Building Maint Fund - 583
DEPARTMENT/DEPARTMENT NUMBER:	Maintenance - 631
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	202 Young Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
The Building Maintenance Section is responsible for cleaning all City of Woodburn facilities and supplying the Woodburn staff with quality janitorial service. This section is responsible for the repair and maintenance of the building structures and overseeing contract services such as carpet cleaning. The building maintenance section takes an active roll in providing information for budgeting major repairs such as window, door, and carpet replacement.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:
This section consists of a supervisor, a maintenance tech. that holds certification of Limited Maintenance Electrician (LME), 3 custodians. There are 5.62 FTE's.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- The custodial staff was moved to a day shift to better facilitate the service provided.
- The process of benchmarking the Woodburn facilities was initiated. The buildings were measured and categorized into area types for janitorial assessment.
- Comparisons were made with commercial standards to determine activity based costing to allow the standardization of cleaning practices.
- The Building Maintenance section helped with the Aquatic Center HVAC replacement by helping prepare the concrete pad and fencing around it.
- While the Aquatic Center was closed, strip drains were repaired and general maintenance was preformed.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Implementation of Building Evacuation Plan
- Help Facilitate Building Maintenance Service Contracts
- Development of Equipment Replacement Program
- Formalize Custodial Cleaning Program
- Develop Schedule for Routine Cleaning Services
- Continue to develop Building Safety Program
- Utilize Succeed Health & Safety Services

- Add .5 FTE for program setups & routine/emergency maintenance

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

More concentration on program development to apply best management practices and install better management of contract services

City of Woodburn

Fund 583 - Building Maintenance

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
58,814	27,124	8,844	Beg Fund Balance	32,559	30,000	30,000	30,000
635,001	709,000	792,083	Internal Rent	838,762	838,762	838,762	838,762
			Other Financing Sources				
3,840	1,608	3,000	Interest	300	250	250	250
-	4,553	-	Misc	-	-	-	-
3,840	6,161	3,000	Total Other Financing Sources	300	250	250	250
12,000	999	-	Transfer - General	-	-	-	-
709,655	743,284	803,927	REVENUE TOTAL	871,621	869,012	869,012	869,012

City of Woodburn

Fund 583 - Building Maintenance

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 631 - Maintenance				
			Program 1911 Building Maintenance				
			Personal				
210,372	222,107	249,153	Reg Sal	257,110	257,110	257,110	257,110
4,992	6,427	7,500	Overtime	7,000	7,000	7,000	7,000
6,711	10,273	7,917	Intra-govt	-	-	-	-
4,977	7,190	8,456	Work Comp	193	193	193	193
15,279	17,019	19,926	SS	20,204	20,204	20,204	20,204
33,015	46,701	45,249	Med,Den In	68,964	68,964	68,964	68,964
24,161	26,624	32,145	Retirement	21,579	21,579	21,579	21,579
660	705	798	L/T Dis In	666	666	666	666
665	457	514	Unemp Ins	792	792	792	792
817	845	944	Life Ins	1,062	1,062	1,062	1,062
301,649	338,348	372,602	Total Bldg Maint Personal	377,570	377,570	377,570	377,570
			Materials & Services				
-	390	400	Comp Supp	400	400	400	400
355	478	580	Other Off	580	750	750	750
14,465	13,909	15,000	Clean Supp	15,000	16,000	16,000	16,000
4,200	3,952	4,000	Fuel	4,000	4,000	4,000	4,000
1,775	1,727	1,800	Clothing	1,800	1,800	1,800	1,800
288	417	300	Safety/Med	300	300	300	300
1,384	1,912	3,000	Other O/S	3,000	3,000	3,000	3,000
69	123	1,800	Const Mat	1,800	1,500	1,500	1,500
208	404	-	Paint	-	-	-	-
876	222	-	Plumb Sup	-	-	-	-
-	1,047	1,000	Tools	1,500	1,500	1,500	1,500
3,841	938	2,000	Other M/S	4,000	4,000	4,000	4,000
851	581	1,000	Prot Cloth	1,000	1,000	1,000	1,000
561	113	550	Other Supp	500	500	500	500
81	219	200	Medical	200	200	200	200
-	-	-	Human Res	-	-	-	-
17,604	24,560	29,300	Oth Pro Sv	30,000	30,000	30,000	30,000
3,834	3,579	4,000	Telephone	4,000	4,000	4,000	4,000
-	-	5,132	Training	5,000	3,000	3,000	3,000
-	-	-	IS Support	-	-	-	-
4,396	3,717	4,500	Work Equip	4,500	4,500	4,500	4,500
69,725	96,252	83,292	Nat'l Gas	80,000	80,000	80,000	80,000
200,372	190,195	209,251	Electric	205,000	210,000	210,000	210,000
9,479	9,286	7,251	Sol Waste	10,000	10,000	10,000	10,000
758	635	900	Auto	900	1,594	1,594	1,594
-	286	300	Bldg/PerPr	360	360	360	360
-	-	-	Workers' Comp	-	10,551	10,551	10,551
1,474	1,677	1,650	Gen Liabil	2,100	4,082	4,082	4,082
-	-	-	Deductible	-	-	-	-
14,268	10,940	12,000	Equip Rep	10,000	10,000	10,000	10,000
11,411	10,756	11,500	Bldg Rep	14,500	14,500	14,500	14,500
5,696	4,537	5,000	Imp Repair	5,000	3,000	3,000	3,000
-	-	-	Str Repair			-	-
1,032	1,109	1,600	Veh Repair	2,100	2,100	2,100	2,100
4,474	3,793	5,000	Oth Repair	4,000	3,000	3,000	3,000
122	752	1,600	Regist	1,600	1,600	1,600	1,600
1,071	1,079	1,500	Janitorial	1,500	2,500	2,500	2,500
94	267	500	Permits	500	500	500	500

City of Woodburn

Fund 583 - Building Maintenance

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
459	497	500	Oth Serv	500	500	500	500
5,658	-	-	Oth Equip	-	-	-	-
380,881	390,349	416,406	Total Bldg Maint Mat's & Serv	415,640	430,737	430,737	430,737
682,530	728,697	789,008	631 - Maintenance Totals	793,210	808,307	808,307	808,307
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	2,371	Contingency	65,863	43,205	43,205	43,205
-	-	12,548	Res-PERS	12,548	17,500	17,500	17,500
-	-	14,919	901 - Contingency Totals	78,411	60,705	60,705	60,705
682,530	728,697	803,927	EXPENDITURE TOTAL	871,621	869,012	869,012	869,012
27,125	14,587	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	Police Construction - 357
DEPARTMENT/DEPARTMENT NUMBER:	Administration - 121
DEPARTMENT DIRECTOR:	Scott Derickson
DIRECTOR DIRECT PHONE NUMBER:	503-982-5228
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Ignacio Palacios
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This fund accounts for the revenues and expenditures related to the construction of the Woodburn Police Department facility. There are several small projects left to be completed. Upon completion the fund will be retired.

City of Woodburn

Fund 357 - Police Construction

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET		2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
618,074	600,633	584,988	Beg Fund Balance	389,000	389,000	389,000	389,000
74,816	-	-	Federal Grants	-	-	-	-
24,714	11,247	2,000	Interest	1,500	1,500	1,500	1,500
-	74,488	-	Transfer - General CIP	-	-	-	-
717,604	686,368	586,988	REVENUE TOTAL	390,500	390,500	390,500	390,500

City of Woodburn

Fund 357 - Police Construction

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET		2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 121 - Admin				
			Program 9511 - Design Engineering				
2,080	-	5,000	Eng/Arch	5,000	5,000	5,000	5,000
1,020	-	-	Legal	-	-	-	-
			Program 9531 - Construction				
2,341	-	-	Legal	-	-	-	-
111,530	174,467	-	Admin	50,000	50,000	50,000	50,000
-	-	581,988	Capital Outlay	335,500	335,500	335,500	335,500
116,971	174,467	586,988	121 - Admin Total	390,500	390,500	390,500	390,500
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	-	Contingency	-	-	-	-
-	-	-	901 - Contingency Total	-	-	-	-
116,971	174,467	586,988	EXPENDITURE TOTAL	390,500	390,500	390,500	390,500
600,633	511,901	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	PW Facility Const Fund - 378
DEPARTMENT/DEPARTMENT NUMBER:	PW Administration - 691
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This fund was originally set up to make improvements to public works facilities and be funded from rent paid for lease agreements for antennae installed on the water tower for various cell phones, etc. This was changed and no revenue is received into this fund except interest on investments. It is used to pay lease of land to Union Pacific Railroad.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Payment of annual lease ($3,914) of land to Union Pacific Railroad for land at the Public Works Storage Facility (Old Ladder Factory)

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Payment of annual lease ($3,914) of land to Union Pacific Railroad for land at the Public Works Storage Facility (Old Ladder Factory)

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- No difference

City of Woodburn

Fund 378 - PW Facility Construction

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
26,215	23,527	20,200	Beg Fund Balance	16,421	16,400	16,400	16,400
1,001	426	300	Interest	75	96	96	96
27,216	23,953	20,500	REVENUE TOTAL	16,496	16,496	16,496	16,496

City of Woodburn

Fund 378 - PW Facility Construction

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 691 - Administration				
			Program 9521 - Right of Way				
			Materials & Services				
3,690	3,800	9,000	Land	4,100	4,100	4,100	4,100
-	-	4,000	Easements	-	-	-	-
-	-	2,000	Admin	-	-	-	-
3,690	3,800	15,000	Total Right of Way Program	4,100	4,100	4,100	4,100
			Program 9531 - Construction				
-	-	-	Other Pro Sv	10,396	10,396	10,396	10,396
3,690	3,800	15,000	691 - Admin Total	14,496	14,496	14,496	14,496
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	5,500	Contingency	2,000	2,000	2,000	2,000
-	-	5,500	901 - Contingency Total	2,000	2,000	2,000	2,000
3,690	3,800	20,500	EXPENDITURE TOTAL	16,496	16,496	16,496	16,496
23,526	20,153	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2010-011

FUND/FUND NUMBER:	Equip Replacement Fund - 591
DEPARTMENT/DEPARTMENT NUMBER:	Various
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	190 Garfield Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This fund is used for replacing vehicles and other equipment when useful life is done. Each Public Works Division transfers an amount about equal to 1/10th of the value of their fixed asset inventory every year. Some equipment is very expensive to replace.

DESCRIPTION OF FY 2009-10 ACCOMPLISHMENTS:

- Water (611), Sewer (621), Maintenance (631), Transit (671), Parks Maintenance (681) and PW Administration (691) –No major pieces of equipment were replaced this fiscal year.

DESCRIPTION OF FY 2010-11 PROPOSED FOCUS/GOALS:

- Water – Replacement of the Vac Truck is proposed for this fiscal year.
- Sewer, Maintenance, Transit, Parks Maintenance and PW Administration – There is no plan to replace equipment unless an emergency arises.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2009-10 AND FY 2010-11:

- Each Public Works division will continue to transfer money to this fund to cover costs of replacing vehicles and equipment.
- Only one major purchase is planned in 2010-11

City of Woodburn

Fund 591 - Equipment Replacement

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
252,185	279,317	323,068	Beg Fund Balance	461,820	461,820	461,820	461,820
			Grants				
-	54,600	49,500	Federal Grants	-	-	-	-
812	-	-	State Grants	-	-	-	-
812	54,600	49,500	Total Grants	-	-	-	-
12,116	6,727	5,000	Interest	2,100	1,800	1,800	1,800
			Transfers				
10,000	10,000	-	Transfer - General	-	-	-	-
9,000	9,000	-	Transfer - Transit	-	-	-	-
70,000	30,000	50,000	Transfer - Street	30,000	30,000	-	-
35,000	35,000	35,000	Transfer - Water	35,000	35,000	35,000	35,000
70,000	40,000	70,000	Transfer - Sewer	70,000	70,000	70,000	70,000
-	5,000	5,000	Transfer - T & E	5,000	5,000	5,000	5,000
194,000	129,000	160,000	Total Transfers	140,000	140,000	110,000	110,000
459,113	469,644	537,568	REVENUE TOTAL	603,920	603,620	573,620	573,620

City of Woodburn

Fund 591 - Equipment Replacement

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 611 - Water				
			Program 9211 - Equipment Purchases				
37,448	5,233	193,423	Oth Equip	230,980	230,980	230,980	230,980
37,448	5,233	193,423	611 - Water Totals	230,980	230,980	230,980	230,980
			Department 621 - Sewer				
			Program 9211 - Equipment Purchases				
105,244	34,293	130,960	Oth Equip	184,254	184,254	184,254	184,254
105,244	34,293	130,960	621 - Sewer Totals	184,254	184,254	184,254	184,254
			Department 631 - Maintenance				
			Program 9211 - Equipment Purchases				
6,893	16,749	113,416	Oth Equip	135,210	135,210	105,210	105,210
6,893	16,749	113,416	631 - Maintenance Totals	135,210	135,210	105,210	105,210
			Department 671 - Transit				
			Program 9211 - Equipment Purchases				
1,806	61,129	67,784	Oth Equip	17,906	17,906	17,906	17,906
1,806	61,129	67,784	671 - Transit Totals	17,906	17,906	17,906	17,906
			Department 681 - Park Maint				
			Program 9211 - Equipment Purchases				
28,407	-	21,908	Oth Equip	20,163	20,163	20,163	20,163
28,407	-	21,908	681 - Park Maint Totals	20,163	20,163	20,163	20,163
			Department 691 - PW Admin				
			Program 9211 - Equipment Purchases				
-	-	10,077	Oth Equip	15,407	15,107	15,107	15,107
-	-	10,077	691 - PW Admin Totals	15,407	15,107	15,107	15,107
179,798	117,404	537,568	EXPENDITURE TOTAL	603,920	603,620	573,620	573,620
279,315	352,240	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	Library Endowment - 690
DEPARTMENT/DEPARTMENT NUMBER:	Community Svcs. - 421
DEPARTMENT DIRECTOR:	Jim Row
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Ignacio Palacios
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This program facilitates private donations 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 donation, although the fund provides a mechanism for major bequest(s) or donation(s) in support of the Library.

No projects are planned in the 2010-2011 fiscal year.

City of Woodburn

Fund 690 - Library Endowment

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
24,162	25,194	25,800	Beg Fund Balance	25,852	25,852	25,852	25,852
1,031	509	700	Interest	150	150	150	150
25,193	25,703	26,500	REVENUES TOTAL	26,002	26,002	26,002	26,002

City of Woodburn

Fund 690 - Library Endowment

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	26,500	Contingency	26,002	26,002	26,002	26,002
-	-	26,500	901 - Contingency Total	26,002	26,002	26,002	26,002
25,193	25,703	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	Museum Endowment - 691
DEPARTMENT/DEPARTMENT NUMBER:	Community Svcs. - 421
DEPARTMENT DIRECTOR:	Jim Row
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Ignacio Palacios
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
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 and facilitates private donation of monies to the Museum for general purposes. This program was established in 2001-2002.

No projects are planned for the 2010-2011 fiscal year.

City of Woodburn

Fund 691 - Museum Endowment

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
10,409	2,686	2,700	Beg Fund Balance	2,750	2,750	2,750	2,750
277	54	50	Interest	25	25	25	25
10,686	2,740	2,750	REVENUE TOTAL	2,775	2,775	2,775	2,775

City of Woodburn

Fund 691 - Museum Endowment

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 499 - Community Service				
			Program 9711 - Operating Transfer Out				
8,000	-	-	Transfer - General CIP	-	-	-	-
8,000	-	-	499 - Musuem Endowment Total	-	-	-	-
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	2,750	Contingency	2,775	2,775	2,775	2,775
-	-	2,750	901 - Contingency Total	2,775	2,775	2,775	2,775
2,686	2,740	-	Revenues Over (Under) Expenses	-	-	-	-

CAPITAL IMPROVEMENT PROGRAM

The six-year capital improvement program (CIP) estimates spending on capital projects (infrastructure construction) for the years 2010-2011 through 2015-2016. The CIP is updated annually and is a component of the annual budget. Appropriations for 2010-2011 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.

Project costs for fiscal years 2010-2011 to 2015-2016 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.

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2008-2009 Capital Improvement Program

11/22/2010

No	Project	Revenue Source	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Total
	Building Maintenance/Improvements								
	Police Department								
	Parking Lot Expansion	GF CIP	$75,000	$0	$0	$0	$0	$0	$75,000
	Upgrade Dog Pound	GF CIP	$15,000	$0	$0	$0	$0	$0	$15,000
	Vestibule Leak	Police Const 357	$0	$0	$0	$0	$0	$0	$0
	Roll up doors and bird netting	Police Const 357	$5,000	0	$0	$0	$0	$0	$5,000
	Terrace Pavers	Police Const 357	$0	$0	$0	$0	$0	$0	$0
	Firing Range Upgrades	Police Const 357	$0	$0	$0	$0	$0	$0	$0
	HVAC modifications	Police Const 357	$25,000	$0	$0	$0	$0	$0	$25,000
	Library								
	HVAC Controls Software	GF CIP	$16,600	$0	$0	$0	$0	$0	$16,600
	Museum Theater Ceiling repair		$0	$2,000	$0	$0	$0	$0	$2,000
	Library Window Replacement -- Phase 2		$0	$4,200	$0	$0	$0	$0	$4,200
	Library Door closers 4 each		$0	$14,000	$0	$0	$0	$0	$14,000
	Energy Efficiency Modifications	BETC 12480/Other 10620	$23,100	$0	$0	$0	$0	$0	$23,100
	City Hall								
	Security Locks	GF CIP	$125,000	$0	$0	$0	$0	$0	$125,000
	Roof and Sally Port		$0	$10,000	$0	$0	$0	$0	$10,000
	Carpet South End		$0	$4,200	$0	$0	$0	$0	$4,200
	Generator		$0	$16,000	$0	$0	$0	$0	$16,000
	Communications Pole		$0	$15,000	$0	$0	$0	$0	$15,000
	Energy Efficiency Modifications		TBD						$0
	Aquatic Center								$0
	Exterior Painting		$0	$9,000	$0	$0	$0	$0	$9,000
	Front Door & Opener		$0	$6,000	$0	$0	$0	$0	$6,000
	Roof Repair/Replacement		$400,000	$0	$0	$0	$0	$0	$400,000
	Pool Resurfacing		$0	$150,000	$0	$0	$0	$0	$150,000
	Energy Efficiency Modifications		TBD						
									$0
	Garage								
	Resurface, concrete covered		$0	$0	$0	$0	$0	$0	$0
	Total Building Maintenance/Improvements		$684,700	$230,400	$0	$0	$0	$0	$915,100
	Parks Maintanence								
	Burlingham restrooms		$0	$52,500	$0	$0	$0	$0	$52,500
	Settlemier Ball field lighting upgrade (Elect III)		$0	$0	$55,000	$0	$0	$0	$55,000
	Parks -- drinking fountains		$0	$0	$0	$9,950	$0	$0	$9,950
	Legion Park Ballfield lighting		$0	$0	$0	$12,000	$0	$0	$12,000
	Legion Park Stadium Demolition		$0	$0	$0	$30,000	$0	$0	$30,000
	Hwy 214 Irrigation & Planting Phase 2	State Rev Sharing/other	$75,000	$0	$0	$0	$0	$0	$75,000
	Total Parks Maintenance								
			$75,000	$52,500	$55,000	$51,950	$0	$0	$234,450
	Grand total		$759,700	$282,900	$55,000	$51,950	$0	$0	$1,149,550

2010-2011 Capital Improvement Program

11/22/2010

No	Project	Revenue Source	2010 -11	2011- 12	2012 -13	2013 -14	2014 -15	2015 -16	Total
	Street Improvements: State Roadway Systems								
2	Highway 214 Sidewalk - Phase 3	ODOT/TIF/SRS	900,000						900,000
	(Local Share $110,000)								
3	Highway 214 Sidewalk - Phase 3 Landscape	SRS	43,000						43,000
4	I-5 Interchange - Woodland to West of Broughton	ODOT/TIF	30,000,000	5,000,000	19,000,000	19,000,000	40,000,000	10,000,000	123,000,000
	(Local Share Remaining per IGA is approx. $5,500,000)								
5	Hwy 214 Widening Environmental Assmt	ODOT/TIF	500,000						500,000
	West of Broughton to Park				17,300,000				17,300,000
6	OR 214 & Evergreen -Woodburn Park & Ride	ODOT	1,500,000	3,891,000	2,000,000				7,391,000
7	Photo Red Light	State Revenue Sharing	30,000						30,000
	Total State Roadway System		32,973,000	8,891,000	38,300,000	19,000,000	40,000,000	10,000,000	149,164,000

2010-2011 Capital Improvement Program

11/22/2010

No	Project	Revenue Source	2010 -11	2011- 12	2012 -13	2013 -14	2014 -15	2015 -16	Total
	Street Improvements: Major Upgrades								
2	Front Street Improvements - Front Street Ramp to N. City Limits		1,000,000	2,000,000					3,000,000
3	W. Hayes: Settlemier to Cascade								
	A. Street Improvements	St. CIP/TIF/Storm SDC		90,000	2,250,000				2,340,000
	B. Utility Undergrounding	St Cip/Sp Asmt		25,000	475,000				500,000
	C. Pedestrian Warning Signal (Hayes & Cozy)			10,000	50,000				60,000
4	Harrison:Settlemier to Front								
	A. Street Improvement	St. CIP/TIF/Storm SDC		60,000	935,000				995,000
	B. Utility Undergrounding	St CIP/Sp Asmt		21,500	342,000				363,500
6	Hayes: Front to 2nd	SRS/Other		126,000					126,000
7	Cleveland - Widen First to Second	St. CIP/SRS/TIF		133,000					133,000
9	Hardcastle/Railroad Realignment	St. CIP/TIF/Other		303,000					303,000
10	Evergreen Rd: connect to Parr Rd								
	A. Street Improvement	Developer/TIF		100,000	500,000	737,000			1,337,000
	B. Utility Undergrounding	ST. Asmt/St CIP		20,000	350,000				370,000
11	Alley: Garfield - Cleveland								
	A. Street Improvement	Str CIP/SpAs/Gas Tax		200,000					200,000
	B. Utility Undergrounding	S[Asmt/UR/ St CIP		250,000					250,000
12	N. Woodland: Camas - Stevens	St. CIP/Sp Asmt		50,000	280,000				330,000
13	Fifth St: North of Harrison								
	A. Street Improvement	St. CIP/Sp Asmt/TIF	1,500,000	1,000,000					2,500,000
	B. Utility Undergrounding	ST. Asmt/St CIP		1,200,000					1,200,000
14	Ogle Street/S. Boones Ferry Road Int.	St. Storm CIP		55,000					55,000
15	Miscellaneous Modifications								
	A. Pedestrian Movements								
	1. Safety Sidewalk Construction/ADA	SRS	75,000	15,000	15,000	15,000	15,000	15,000	150,000
	2. Lawson Hwy 214 Vicinity	SRS		50,000					50,000
	B. Intersections								
	1. Settlemier/W. Lincoln	St. CIP		32,000					32,000
	C. Misc. Capacity Improvements	TIF	50,000	35,000	35,000	35,000	35,000	35,000	225,000
	D. Misc. Construction Improvements			50,000					50,000
	E. Misc. R/W Improvements			50,000					50,000

2010-2011 Capital Improvement Program

11/22/2010

	Major Upgrades Total		2,625,000	5,875,500	5,232,000	787,000	50,000	50,000	14,619,500
No	Project	Revenue Source	2010 -11	2011- 12	2012 -13	2013 -14	2014 -15	2015 -16	Total
	Street Resurfacing: Gravel Streets*								
1	Alexandra Street	TIF/Property Owner	200,000						200,000
2	Wilson Street	SRS,CIP, GF, SpAsmt		200,000					200,000
3	Elm Street	SRS,CIP, GF, SpAsmt			252,000				252,000
4	Church Street, 1st to 2nd	SRS,CIP, GF, SpAsmt				100,000			100,000
5	Yew Street, 2nd to 3rd	SRS,CIP, GF, SpAsmt					112,000		112,000
6	Christiansen Street	SRS,CIP, GF, SpAsmt						143,000	143,000
	Total Gravel Streets		200,000	200,000	252,000	100,000	112,000	143,000	1,007,000

No	Project	Revenue Source	2010 -11	2011- 12	2012 -13	2013 -14	2014 -15	2015 -16	Total
	Street Maintenance & Restoration: Poor Streets - 1-1/2" Lift "C" Mix*								
1	Walton Way	Gas Tax/SRS		100,000					100,000
2	Quinn Road	Gas Tax/SRS			216,000				216,000
3	Garfield St: Alley to 2nd, 500 ft.	Gas Tax/SRS				71,000			71,000
4	Arthur St: Front to First	Gas Tax/SRS				46,000			46,000
5	Arthur St: Third to Settlemier	Gas Tax/SRS					69,000		69,000
6	Grant, Front to First	Gas Tax/SRS						58,000	58,000
7	Miscellaneous Street Resurfacing	Gas Tax/SRS		130,000	150,000	150,000	150,000	150,000	730,000
	Street Maintenance & Restoration Total			230,000	366,000	267,000	219,000	208,000	1,290,000

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

	Street Preventative Maintenance: Fair Streets - 3/4" to 1" Lift "D" Mix*								
1	First St. - Cleveland to Harrison	Gas Tax/SRS		117,000					117,000
2	Second Street - Oak to Harrison	Gas Tax/SRS		155,000					155,000
3	Miscellaneous Street Resurfacing	Gas Tax/SRS		100,000	100,000	100,000	100,000	100,000	500,000
	Street Preventative Maintenance Total			372,000	100,000	100,000	100,000	100,000	772,000

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

2010-2011 Capital Improvement Program

11/22/2010

No	Project	Revenue Source	2010 -11	2011-12	2012 -13	2013 -14	2014 -15	2015 -16	Total
	Water: Water System Construction								
1	Hwy. 99E: Bore at Laurel Avenue	Water Const/SDC	115,200						115,200
2	Automatic Read Meter Replacement Program	Water Const	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000
3	Water Master Plan	Water Const	200,000						200,000
4	Hazelnut Dr. - Replace Bridge Line	Water Fund	30,000						30,000
5	Parr Road to Evergreen Loop	Water Const/SDC	550,000						550,000
6	Harrison Street - Settlemier to Front Street	Water Const	65,000						65,000
7	ARRA Water Consolidation Project	Water Const/ARRA Stimulus	1,000,000						1,000,000
8	Grant Street; Third to Fifth	Water Const/SDC	100,000						100,000
9	Secondary Disinfection/Chlorination	Water Const.	800,000						800,000
10	Decholrination Equipment	Water Const	25,000						25,000
11	Misc. System repairs/improvements	Water Fund	40,000	40,000	40,000	40,000	40,000	40,000	240,000
12	Misc. Capacity Improvements	Water SDC	40,000	40,000	40,000	40,000	40,000	40,000	240,000
13	Hwy 214 @ Mill Creek Bore	Water Const/SDC		231,000					231,000
14	Hwy. 214 widening	Water Const/SDC		100,000					100,000
15	Hwy 214/ Leasure Water Main Loop	Water Const/SDC		95,000					95,000
16	99E at Silverton Road (bore)	Water Fund/SDC			134,964				134,964
17	Hwy. 99E: Aztec to Lincoln	Water Fund/SDC			191,840				191,840

2010-2011 Capital Improvement Program

11/22/2010

Water System Reconstruction Total		3,165,200	706,000	606,804	280,000	280,000	280,000	5,318,004

No	Project	Revenue Source	2010 -11	2011- 12	2012 -13	2013 -14	2014 -15	2015 -16	Total
	Wastewater: Treatment Plant								
	CIP Projects								
1	Storm Water Treatment Final Engr.	Sewer Const	15,000	250,000					265,000
2	POTW Phase 2A	Sewer Const (SRF)	1,495,000	1,280,000	880,000				3,655,000
3	Natural Treatment System	Sewer Const (SRF)	3,835,000	2,878,200	550,000	200,000			7,463,200
4	LS Alarm/Power & Control Upgrade	Sewer Const	75,000						75,000
5	Poplar Tree Harvest, Replant, and Drainage	Sewer Const	130,000						130,000
6	I-5 Pump Station Influent Bypass Valve	Sewer Const	20,000						20,000
7	Equipment Storage Building Upgrade	Sewer Const	25,000						25,000
8	Rainier LS Base Repair	Sewer Const	50,000						50,000
9	Biosolids Program	Sewer Const	500,000	500,000	500,000	500,000	150,000	150,000	2,300,000
9	Santiam Pump Sta Replacement	Sewer Const		205,000	200,000				405,000
10	Chemical & Generator Roof Replacement	Sewer Fund		12,000					12,000
11	SW Pump Station (City Share)	Sewer Const		100,000					100,000
12	POTW Phase 2B	Sewer Const (SRF)				1,900,000	3,860,000	4,040,000	9,800,000
									0
	Treatment Plant Construction Total		6,145,000	5,225,200	2,130,000	2,600,000	4,010,000	4,190,000	24,300,200

No	Project	Revenue Source	2010 -11	2011- 12	2012 -13	2013 -14	2014 -15	2015 -16	Total
	Wastewater: Collections System Construction								
	Collections System CIP Projects								
1									
2	Mill Creek PS Project - Phase 1	Sewer Const (SRF)	500,000	100,000					600,000
3	Equipment Replacement (VAC Truck)	Sewer Const		350,000					350,000
4	Pump Station Upgrades (Existing Upgrades - Reliability)	Sewer Const	75,000	75,000	75,000				225,000
5	N. Trunk Rehab/Hazelnut Br Xing	Sewer Const	50,000						50,000
6	N. Cascade/W. Lincoln - SS Rehab	Sewer Const	50,000						50,000
7	Rainier, Force & Gravity section	Sewer Fd/SwrConst	300,000						300,000
8	Replacement Costs-Collection System Piping	Sewer Fund	200,000	200,000	200,000	250,000	250,000	460,000	1,560,000
9	N. 1st Harrison to Noname	Sewer Const		135,000					135,000
10	Hayes Street Pipeline Project	Sewer Const		306,000	1,624,000				1,930,000
11	Abandon Existing, Church to HWY 214	Sewer Const		25,000					25,000

2010-2011 Capital Improvement Program

11/22/2010

12	HWY 214, I-5 to Oregon Way, Sewer Rehab	Sewer Const		250,000					250,000
13	I-5 PS Project	Sewer Const			261,000	1,046,000			1,307,000
14	I-5 FM Project	Sewer Const			619,000	2,474,000			3,093,000
15	Rehab Main Cleveland to Oak to Park	Sewer Const		81,000					81,000
16	Rehab Interceptor @ Young and Mill Creek	Sewer Const			175,000				175,000
17	Sanitary Sewer Service to Southwest Industrial Area (2005 PFP Pump Station Project)	Sewer Const				200,000	600,000		800,000
18	Sanitary Sewer Service to North Area (2005 PFP Project)	Sewer Const						186,000	186,000
19	Young Street Pipeline Project	Sewer Const					355,000	1,418,000	1,773,000
20	Lincoln Street Bryan to Mill Creek, Sewer Rehab	Sewer Const						500,000	500,000
	Collections System Construction Total (CIP projects only)		1,175,000	1,522,000	2,954,000	3,970,000	1,205,000	2,564,000	13,390,000

No	Project	Revenue Source	2010 -11	2011- 12	2012 -13	2013 -14	2014 -15	2015 -16	Total
	Storm Drain Construction								
1	Marshall Street Culvert (P3)	Storm SDC/CIP	110,000						0
2	Goose Creek Drainage Way, Boones Ferry to Newberg	Sorm CIP	75,000						0
4	Water Resources Activity	Storm CIP/ Sewer SRF	110,000	320,000					320,000
5	Willow Avenue/ Myrtle Reroute Storm Sewer	Storm CIP	143,000						0
6	Misc. System Repair	Storm SDC	25,000	25,000	25,000	25,000	25,000	25,000	125,000
	3rd Street Storm Sewer	Storm CIP		50,000					50,000
	Ben Brown Drainage Way, cleaning, shaping	Storm CIP		75,000					75,000
8	Storm Water Utility/Maintenance Program	Storm CIP/Sewer Const		50,000	50,000				100,000
9	North 2nd & 3rd - South of Yew St. (P6)	Storm SDC/CIP		100,000	130,000				230,000
	North Front Det. - Culvert to Commerce	Storm SDC/CIP			18,000	249,000			267,000
	Cleveland Street, Add Manholes to City Hall	Storm CIP			15,000				15,000
	Garfield @ 2nd ST	Storm SDC/CIP			20,000				20,000
	Harrison Street, Replace Culvert	Storm CIP			275,000				275,000
10	Landau/Laurel/George Storm (to Pudding)	Storm SDC/CIP				50,000	600,000	200,000	850,000
11	422 Tooze Street	Storm SDC/CIP				150,000			150,000
	Settlemier Detention and Outlet Works (P8)	Storm SDC						523,000	523,000
	Storm Drain Construction Total		463,000	620,000	533,000	474,000	625,000	748,000	3,000,000

2010-2011 Capital Improvement Program

11/22/2010

No	Project	Revenue Source	2010 -11	2011- 12	2012 -13	2013 -14	2014 -15	2015 -16	Total
	Transit								
1	Transit Parking Improvement	State Revenue Sharing	5,000	0	0	0	0	0	5,000
	Transit Facility Construction Total		5,000	0	0	0	0	0	5,000
	Other								
1	Settlemier Park Tree Maintenance - Phase 3	Parks Maintenance	10,000	-	-	-	-	-	10,000
2	Wyffels Park (grant)	Park Enhancement	137,285	-	-	-	-	-	137,285
	Other		147,285	-	-	-	-	-	147,285
	Total Public Works CIP Only		**46,898,485**	**23,641,700**	**50,473,804**	**27,578,000**	**46,601,000**	**18,283,000**	**213,012,989**

No	Project	Revenue Source	2010							Total
	Urban Renewal									
1	North First -- Cleveland to Harrison									
	A. Street Improvement			$2,000,000						$2,000,000
	B. Undergrounding utilities			$2,000,000						$2,000,000
2	Alley -- Cleveland to Harrison									
	A. Street Improvement			$630,000						$630,000
	B. Undergrounding utilities			$2,000,000						$2,000,000
3	Downtown Sidwalks -- Cleveland to Harrison & Alley to Second			$1,062,500						$1,062,500
										$0
4	East Esplanade -- Cleveland to Lincoln (East of R/R)			$1,875,000						$1,875,000
	Grand total			$9,567,500	$0	$0	$0	$0	$0	$9,567,500

AFSCME
SALARY SCHEDULE
EFFECTIVE JULY 1, 2008 (Updated July 1, 2009)

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
1	2,193	2,303	2,418	2,539	2,665
2	2,226 **Clerk I**	2,337	2,454	2,577	2,706
3	2,262 **Library Page**	2,375	2,494	2,618	2,749
4	2,304	2,419	2,540	2,667	2,801
5	2,347	2,465	2,588	2,717	2,853
6	2,397	2,517	2,642	2,775	2,913
7	2,451 **Meter Reader**	2,574	2,703	2,838	2,980
8	2,511 **Custodian** **Bus Driver**	2,637	2,769	2,907	3,052
9	2,581 **Clerk II**	2,710	2,846	2,988	3,137
10	2,657 **Records Clerk** **Municipal Court Clerk**	2,790	2,930	3,076	3,230
11	2,742 **Clerk III** **Library Assistant** **Accounting Clerk II** **Utility Worker I**	2,879	3,023	3,174	3,333
12	2,835 **Utility Worker II** **Accounting Clerk III** **Water Technician I** **Permit Technician**	2,976	3,125	3,281	3,445

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
13	2,937	3,083	3,238	3,399	3,569
	Library Assistant/Security Monitor				
	Administrative Assistant				
	Information Systems Technician				
	Engineering Technician I				
13.1	3,210.15	3,369.72	3,539.14	3,715.11	3,900.92
	Transportation Coordinator				
	Municipal Court Coordinator				
14	3,050	3,202	3,362	3,531	3,707
	Wastewater Operator I				
	Utility Worker III				
	Water Operator I				
14.1	3,111.00	3,266.04	3,429.24	3,601.62	3,781.14
	Evidence Technician				
15	3,177	3,335	3,502	3,677	3,861
	Engineering Technician II				
	Code Enforcement Officer				
	Library Program Coordinator/Security Monitor				
15.1	3,335.85	3,501.75	3,677.10	3,860.85	4,054.05
	CAD/GIS Technician				
	Mechanic				
16	3,319	3,485	3,659	3,842	4,034
	Wastewater Operator II				
	Water Technician II				
	Building Inspector/Plans Examiner II				
16.1	3,468.36	3,641.83	3,823.66	4,014.89	4,215.53
	Water Operator II				
	Sewer Line Maintenance Technician				
17	3,474	3,648	3,830	4,022	4,223
	Wastewater Lab Technician				
	Wastewater Operator III				
	Facility Maintenance Technician				

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
18	3,648	3,830	4,022	4,223	4,434
	Foreman				
	Building Inspector/Plans Examiner III				
	Librarian				
19	3,842	4,034	4,236	4,447	4,670
	Wastewater Treatment Plant Maintenance Technician				
	Water Plant Maintenance Technician				
	Associate Planner				
	Industrial Waste Coordinator				
20	4,057	4,260	4,473	4,697	4,932
20.1	4,442.42	4,664.70	4,897.94	5,143.22	5,400.54
	Engineering Technician III				
	Construction Inspector/Engineering Technician				

Woodburn Police Association

Wages Effective July 1, 2010
Prepared 7/13/2010 - Expanded Schedule - adds the 2.5% Language pay to base

	Step 1	Step 2	Step 3	Step 4	Step 5
Trainee	3,800				
Police Officer	3,982	4,194	4,391	4,624	4,836
w/Language - 2.5%	4,082	4,299	4,501	4,739	4,957
w/Language - 7%	4,261	4,488	4,698	4,947	5,174
INTERMEDIATE CERT.					
w/Intermediate	4,181	4,404	4,610	4,854	5,078
Intermediate/Lang. - 2.5%	4,285	4,514	4,726	4,976	5,205
Intermediate/Lang - 7%	4,473	4,713	4,933	5,194	5,433
ADVANCED CERT.					
w/Advanced	4,381	4,613	4,831	5,086	5,319
Adv w/Lang. - 2.5%	4,490	4,729	4,951	5,213	5,452
Adv w/Longevity	4,512	4,752	4,976	5,239	5,478
Adv/Long/Lang - 2.5%	4,622	4,867	5,096	5,366	5,611
Advanced/Lang - 7%	4,687	4,936	5,169	5,442	5,691
Adv/Long/Lang - 7%	4,819	5,075	5,314	5,595	5,851

Police Management Salary Schedule

Effective Date: 7/1/2010
Updated: 7/13/2010 (added 2.5% bi-lingual pay to base pay)

SERGEANT:	Step A	Step B	Step C	Step D	Step E
INTERMEDIATE CERT.	5,048	5,300	5,565	5,843	5,989
w/Language - 2.5%	5,174	5,433	5,704	5,989	6,139
w/Language - 7%	5,401	5,671	5,955	6,252	6,409
ADVANCED CERT.	5,300	5,565	5,843	6,135	6,289
w/Language - 2.5%	5,433	5,704	5,989	6,288	6,446
w/Longevity	5,459	5,732	6,018	6,319	6,478
w/Language - 7%	5,671	5,955	6,252	6,564	6,729
w/Long/Lang. - 2.5%	5,592	5,871	6,165	6,472	6,635
w/Long/Lang. - 7%	5,830	6,122	6,428	6,748	6,918
SUPERVISORY CERT.	5,553	5,831	6,125	6,428	6,589
w/Long.	5,719	6,006	6,309	6,621	6,787
w/Lang - 2.5%	5,692	5,977	6,279	6,589	6,754
w/Lang. - 7%	5,941	6,239	6,554	6,878	7,050
w/Long/Lang. - 2.5%	5,858	6,152	6,462	6,782	6,951
w/Long/Lang. - 7%	6,108	6,414	6,738	7,071	7,248

CAPTAIN:	
(Contract)	8,930
(Contract)	8,842
POLICE CHIEF:	
(Contract)	11,428

NON-UNION GENERAL SERVICE EMPLOYEES
COMPENSATION EFFECTIVE: JULY 1, 2010

Grade		Step A	Step B	Step C	Step D	Step E
01	Aquatics Coordinator	2,210	2,321	2,437	2,559	2,622
01.1	Accounting Clerk III	2,978	3,127	3,283	3,447	3,127
02	Administrative Assistant IS Technician	3,283	3,446	3,619	3,801	3,895
03	Asst. Aqatics Manager Executive/Legal Asst. Recreation Coord. I	3,446	3,619	3,801	3,991	4,091
04	Recreation Coord. II RSVP Program Coord. IS Specialist	3,619	3,801	3,991	4,191	4,295
05		3,801	3,991	4,191	4,400	4,510
06	Records Suprv Water System Suprv Street & Sewer Line Maint. Suprv	3,991	4,191	4,400	4,621	4,736
07	Mgmt Analyst II Community Relations Officer	4,191	4,400	4,621	4,851	4,973
08	Asst. WWTP Supt Street/Maintenance Supt Senior Planner	4,400	4,621	4,851	5,094	5,222
09	Senior Engineering Tech Water Superintendent	4,621	4,851	5,094	5,349	5,483
10	Supervisory Engineering Tech	4,851	5,094	5,349	5,617	5,757
11	WWTP Superintendent	5,094	5,349	5,617	5,898	6,045
12		5,349	5,617	5,898	6,193	6,348
13	Public Works Manager Project Engineer	5,617	5,898	6,193	6,503	6,666
14	Asst. City Engineer	5,898	6,193	6,503	6,828	6,999

FLAT RATE (CONTRACT)	
City Administrator	11,030
Asst. City Administrator	8,134
City Attorney	9,838
Asst. City Attorney	5,616
City Recorder	5,665
Public Works Director	8,840
Asst. City Engineer	6,828
Finance Director	8,583
IS Manager	6,453
Community Services Director	8,178
Community Relations Officer	4,191
Library Manager	4,833
Recreation Services Manager	5,176
Facilities & Aquatics Manager	4,929
Program Coordinator	3,583
Economic & Dev. Services Director	8,068
Building Official	8,145

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GLOSSARY OF BUDGET TERMS

Annualized Cost: A full year's cost of an item or position. This information is often provided when the budget funds only a partial 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 operations 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.

Contingency: Funds set aside but not appropriated or approved for use. The Council can authorized the transfer of Contingency to appropriations during the year. Such transfers are made to fund unanticipated expenditures or new programs, or to absorb unexpected revenue losses.

Debt Service: Payment of principal and interest on an obligation resulting from the issuance of bonds or notes.

Department: The largest organizational unit of the City.

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 consumption of goods or services, commonly evidenced by the payment of cash.

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 Obligation Bonds: Bonds that are issued to finance a variety of public projects such as streets and improvements and are generally repaid from tax revenue.

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.

Non-Departmental: Program costs that do not relate to any one department, but represent costs of a general City-wide nature.

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. Reserves are unavailable for appropriation in the current year.

Resolution: A written action of the City Council to express its opinion, will, or intent. It is not legislative in nature and is subject to fewer formal requirements than an ordinance.

Resources: Total amount available for appropriation during the fiscal year, including beginning fund balances, revenues, and fund transfers.

Revenue: An increase in net assets, commonly arising from the receipt of taxes or charges for services.

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, wages, and overtime of employees, as well as all employer-paid fringe benefits such as health and dental insurance, retirement, and workers' compensation insurance.

Services and Supplies: A budget category. Examples include office supplies, minor equipment, motor vehicle expense, and professional and contractual services.

Unappropriated Fund Balance: The residual part of fund balance calculated as resources, less appropriations, less reserves.

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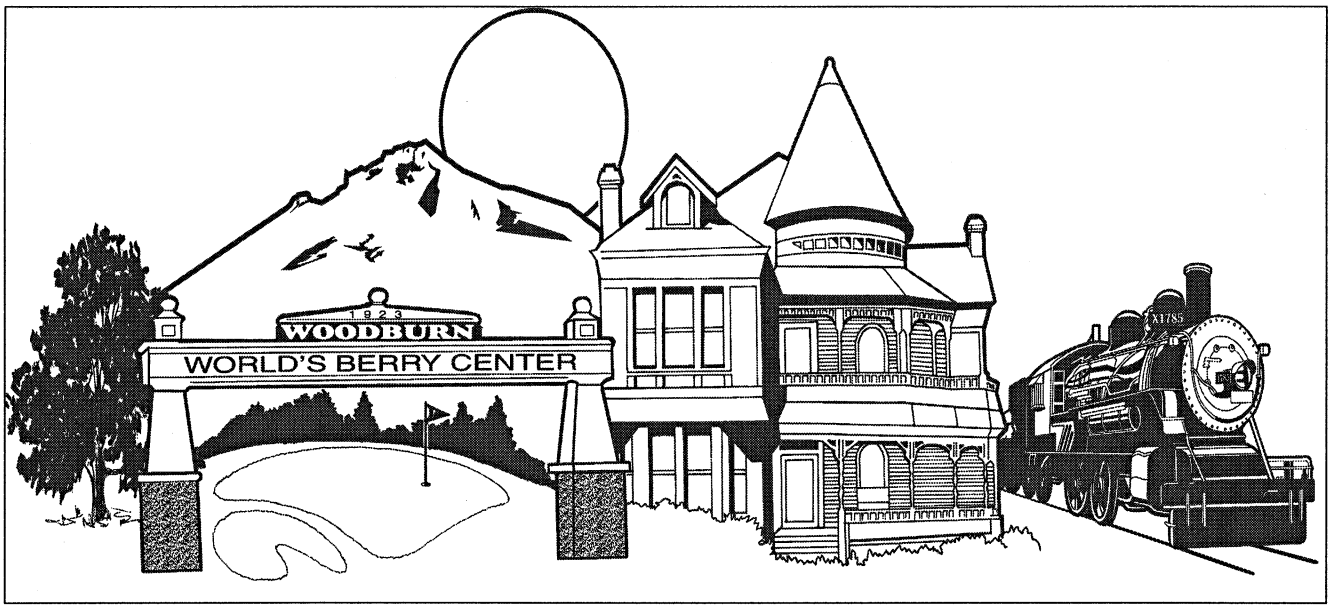
Woodburn Urban Renewal Agency



Adopted Budget

FY2009-10

WOODBURN
OREGON
Incorporated 1889

BUDGET MESSAGE – URBAN RENEWAL
Fiscal Year 2010/11

Budget Committee Members:

Presented for your approval and recommendation to the Woodburn Urban Renewal Agency is the proposed Urban Renewal budget for FY 2010/11. The recommended budget of $1,545,000 represents a decrease of $486,000 (23.9%) from the adopted budget for 2009/10. The budget also supports debt service payments for the borrowing transacted in FY 2005-06, maintains a required reserve for debt service, reimburses the City for administrative costs, and includes a contingency.

Statute requires the Agency to expend funds for debt service. The budget is comprised of debt service appropriations, Contingency, and a Reserve for Debt Service (which is required by the loan agreement). Because the tax increment received on an annual basis was insufficient to fund projects on a pay-as-you-go basis, the Agency borrowed $1.85 million in FY 2005-06 to complete the Front Street Project. A debt service payment of $228,000 is included in this budget. $342,000 more is set aside as a debt service reserve, pursuant to the borrowing agreement.

The FY 2010/11 Proposed Budget includes no Urban Renewal Agency proposed capital projects. There are on-going discussions to how best proceed in utilizing the debt capacity of the Agency to fund future projects.

The Urban Renewal Plan represented a snapshot of renewal need at a point in time and is not controlling on a project-by-project basis. The Agency can dedicate funds to projects that are not in the Plan if those projects fit into the expenditure categories outlined in the Plan, and the Agency can dedicate more or less funding to projects identified in the Plan than was originally estimated based on changing needs and priorities.

It's important to remember that urban renewal is an incremental process. Changes occur one at a time, over time. Urban renewal requires time to build momentum, and it builds momentum in two ways.

First, tax increment increases gradually, until a borrowing can be supported. Then work is done. While that work is being done and that debt is being serviced, funding increases to build capacity to borrow again so more work can be done. It is important that agencies select projects carefully, to have the greatest positive influence on private investment. Our Agency has done this, thus far.

The Downtown Plaza created a city-center where none existed, and has had a positive influence in upgrading the appearance of surrounding businesses. The Plaza is viewed as a pivotal asset and a key attractor to mixed use development in the Downtown Plan that is currently being drafted. Likewise, the Front Street project is integral to providing easy access to the Downtown; necessary if more people are going to live in the area, and if businesses there are to thrive.

Second, private investment must take root, and grow. Urban renewal will not succeed if the Public is the only actor. The Public's role is to invest in projects that foster private investment. This means providing infrastructure: streets, utilities, and open spaces - the things public agencies do best; and the creation of incentives to entice private investors who would otherwise look elsewhere to generate returns on their investments, until such time as those incentives are no longer necessary because increasing property values and enhanced economic vitality are investment incentive enough.

The projects the Agency undertakes and the programs it implements must generate the maximum private investment in the urban renewal area. This is why a thoughtful and thorough development strategy, in the form of a downtown plan, is so important. Staff is making a concerted effort to work with the consulting team and the community to prepare a practical plan that addresses all of the factors that influence private investment in, and the vitality of, a downtown.

I am pleased to present this budget to you, and look forward to answering any questions you may have regarding it.

Sincerely

Scott Derickson
City Administrator

GENERAL INFORMATION
FY 2010-011

FUND/FUND NUMBER:	URA Debt Service - 720
DEPARTMENT/DEPARTMENT NUMBER:	Finance - 151
DEPARTMENT DIRECTOR:	Ignacio Palacios
DIRECTOR DIRECT PHONE NUMBER:	503-982-5211
DEPARTMENT LOCATION:	City Hall
PERSON PREPARING THIS FORM:	Anne Ross
DIRECT PHONE NUMBER:	503-982-5211

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:
This program repays the Urban Renewal Agency's debt obligations. Statute requires that urban renewal funds be expended to support debt service. Revenues derived from property tax increment support the fund. Urban renewal agencies do not have permanent tax rates; they obtain funding through tax increment financing. Tax increment financing allocates revenues to an agency based on the amount of the urban renewal area's excess or "incremental" value, the amount of assessed value above a base value that was frozen at a specific point in time. Woodburn's Urban Renewal frozen base value is based on the 2001 tax year. Urban renewal does not place an additional burden on taxpayers. Rather, it shifts existing tax growth to the Agency from the taxing entities that would have otherwise continued to receive it had the Agency not formed. Debt obligations for 2010-11 are established in two ways: by contractual arrangement with the City of Woodburn, for charge associated with audit, legal, and consulting services and for the Front Street project; and for debt service of a $1,850,000, ten-year obligation entered into with Bank of America during 2005-06.

Several projects are being proposed for the 2010-2011 fiscal year including a Main Street program for small business improvements, street and sidewalk improvements in the downtown area, small business loan/grant program, etc. These projects will be evaluated and presented to council for final selection.

City of Woodburn Urban Renewal

Fund 720 - URA Debt Service

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
2,080,548	2,447,797	1,486,000	Beg Fund Balance	1,000,000	1,000,000	1,000,000	1,000,000
494,436	514,615	530,000	Property Taxes	540,000	540,000	540,000	540,000
96,227	43,445	15,000	Interest	5,000	5,000	5,000	5,000
2,671,211	3,005,857	2,031,000	REVENUE TOTAL	1,545,000	1,545,000	1,545,000	1,545,000

City of Woodburn Urban Renewal

Fund 720 - URA Debt Service

2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	ACCOUNT DESCRIPTION	2010-11 REQUESTED	2010-11 PROPOSED	2010-11 APPROVED	2010-11 ADOPTED
			Department 151 - Finance				
			Program 1511 - Finance				
			Materials & Services				
-	-	-	Other Professoinal Services	40,920	40,920	40,920	40,920
			Program 9111 - Debt Service				
163,638	170,653	178,000	Bond Principle	185,600	185,600	185,600	185,600
-	1,658,727	778,407	Other Principle	-	-	-	-
69,094	57,079	50,000	Bond Interest	42,150	42,150	42,150	42,150
232,732	1,886,459	1,006,407	Total URA Debt Service Program	227,750	227,750	227,750	227,750
232,732	1,886,459	1,006,407	151 -URA Totals	268,670	268,670	268,670	268,670
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	682,593	Contingency	934,330	934,330	934,330	934,330
-	-	342,000	Res - URA	342,000	342,000	342,000	342,000
-	-	1,024,593	901 - Contingency Total	1,276,330	1,276,330	1,276,330	1,276,330
232,732	1,886,459	2,031,000	EXPENDITURE TOTAL	1,545,000	1,545,000	1,545,000	1,545,000
2,438,479	1,119,398	-	Revenue Over (Under) Expenses	-	-	-	-