



ADOPTED BUDGET

FY 2016-17

City of Woodburn, Oregon

And Woodburn Urban Renewal Agency

Cover photo by Scott Derickson

City of Woodburn

Adopted Fiscal Year 2016-17 Budget

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Introduction

GFOA Distinguished Budget Presentation Award



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Woodburn for its annual budget for the fiscal year beginning July 1, 2015. This is the fourth year in a row the City of Woodburn has been honored with this award. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

City of Woodburn, Oregon

Budget Committee Members

FY 2016-17

| | Term Expires |
|-------------------------------|--------------|
| <u>Electors</u> | |
| Don Judson – Position I | Dec. 2016 |
| Zandi Cox – Position II | Dec. 2016 |
| Matthew Geiger – Position III | Dec. 2018 |
| Elida Sifuentez – Position IV | Dec. 2018 |
| Patty Soza – Position V | Dec. 2016 |
| John Reinhardt – Position VI | Dec. 2018 |
| <u>Councilors</u> | |
| Teresa Alonso Leon – Ward I | Dec. 2016 |
| Lisa Ellsworth – Ward II | Dec. 2016 |
| Robert Carney – Ward III | Dec. 2018 |
| Sharon Schaub – Ward IV | Dec. 2018 |
| Frank Lonergan – Ward V | Dec. 2018 |
| Eric Morris – Ward VI | Dec. 2016 |

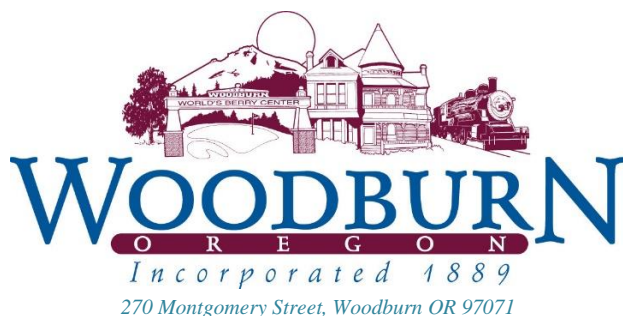
City Administrator
Scott Derickson

Finance Director
Sarah Head

City of Woodburn
270 Montgomery St.
Woodburn, OR 97071
503.982.5228
www.ci.woodburn.or.us



Budget Message



April 25, 2016

City Councilors, Budget Committee Members and Citizens of Woodburn:

I'm pleased to present for your consideration the *Proposed FY 2016-17 Budget*. The proposed budget continues to provide critical services and programs, as well as continuing to address the City Council's community goals. The total proposed budget, excluding transfers, is \$67,052,050 which includes a proposed \$16,580,658 General Fund Budget.

Despite the proposed budget being balanced and continuing critical General Fund services, there is a growing sense of caution regarding the City's financial capacity to maintain current levels of services in upcoming years. For example, economic indicators such as increased construction activity, the approval of Woodburn's Urban Growth Boundary expansion and lower unemployment rates suggest an improving local economy. Despite this feeling, the City's budget, and specifically the General Fund, continues to face serious financial pressures.

Different from the 2008 housing collapse, which led to decreasing revenues, the City is now experiencing increases in operational costs mostly due to employment-related expenses. These costs are negatively contributing to the General Fund's beginning fund balance and contingency reserves and placing financial pressure on the City's remaining program funds, which I will discuss later in this *Budget Message*. Woodburn's primary operating expenses are increasing across all funds in three main categories:

- Workers Compensation contributions to the Insurance Fund are increasing by 33 percent, increasing the current budget of \$338,000 in premiums to \$450,000; a difference of \$112,000. Increases in Worker Compensation contributions continue to be of real concern.
- Health Care Insurance rates continue to increase. Our FY 2016-17 budget includes \$1,983,000 in health care premiums, which held steady due to the reductions in labor force and some employees opting out. However, without reductions in workforce this figure will grow at about \$100,000 per year.
- FY 2016-17 is expected to be the last year of "normal" PERS rates prior to a 20 percent rate increase. Then, in FY 2017-18 the first significant PERS rate increase is expected to add an additional \$253,000

based on existing payroll costs. This will bring the City's annual FY 2017-18 PERS contributions to more than \$2 million. Subsequent 20 percent increases are expected in the upcoming years.

- It's also worth noting that many of the fee supported General Fund programs, such as aquatics, sports programming and general recreation will experience increased personnel costs associated with the State Legislature's adoption of higher minimum wage. The implementation of the minimum wage law will require the City to increase user fees in order to maintain programming at current levels.

Given uncertainties surrounding Woodburn's industrial tax base, the City is taking a conservative stance on estimated FY 2016-17 property tax revenues, assuming they will increase by only 2 percent. The recent WINCO property tax appeal will likely result in a General Fund revenue reduction of \$100,000 beginning next year and beyond. The City has been advised that additional industrial based appeals are likely.

The General Fund, which allocates the City's only discretionary revenues and provides critical to community programs such as police, parks, library, planning, finance, etc. is central to the City's ability to fulfill its mission.

Because of the General Fund's personnel-intensive programs, personnel costs represent a lion's share of the General Fund's annual budget. The General Fund's primary revenue sources include property taxes, franchise fees and shared state revenues (e.g. liquor, cigarette taxes, etc.). Our current year General Fund Budget contains \$7,900,000 in property tax revenue, which does not cover the \$8,740,000 in General Fund personnel expenses. The remaining General Fund revenue comes from other sources.

As has been the practice in past years, the General Fund continues to budget more expense than revenues. Typically, this difference is then recovered via savings or budget cuts that occur over the course of the year.

As expenses continue to outpace revenues, it is becoming more difficult and less certain that the City will recover the full Beginning Fund Balance allocation by the end of the fiscal year, which is resulting in a more cautious approach to General Fund spending and deeper midyear corrective actions.

For FY 2016-17, the General Fund expense over revenue shortfall is budgeted to be \$446,408. Budget Committee members will recall that these shortfalls are addressed with the application of General Fund Beginning Fund Balance. This approach has allowed the City to maintain higher levels of services pending actual property tax revenues and finalized expenses, such as health care rates, etc. Then, based on actual revenues and expenses, adjustments are made as midyear corrective actions designed to bring cost more in line with expenses, thus helping to preserve the General Fund's end of the year cash position.

Based on the Council's Adopted General Fund Forecast, several midyear General Fund corrective actions were undertaken to address current year shortfalls and in anticipation of the FY 2016-17 Budget process. They include the following:

- All General Fund Departments, including the Police Department, will hold the line on identified FY 1015-16 payroll expenses and vacancies. There have been case by case considerations, such as the Assistant City Attorney position and public safety-sensitive programs.
- No new General Fund positions are being added for FY 2016-17.

- The City implemented a reduction-in-force action that resulted in reducing the City's in-house engineering staff by 2.5 positions, this resulted in two full-time layoffs. The FY 2016-17 General Fund savings total \$241,000.
- The City has eliminated the Assistant Human Resources Director position, which resulted in one layoff. This move, and a pending Human Resource Department reorganization, will net the General Fund savings of \$50,000. Additional savings from this reduction are allocated across other funds.
- The Woodburn Community Access Television (WCAT) Board of Directors has renegotiated service levels within our existing agreements. As a result, WCAT will continue to broadcast the City Council meetings, but forego using their paid staff to broadcast Planning Commission and Park Board meetings. The City will reduce its discretionary funding of WCAT from \$24,000 annually to \$6,000, generating \$18,000 in General Fund savings.
- Management and unrepresented cost-of-living-adjustments in the upcoming fiscal year will be postponed, generating \$52,000 in General Fund savings. Union employees will receive negotiated increases per labor agreements.
- After consulting with the Chief of Police, the Police Department's overtime budget will be reduced in the upcoming fiscal year. In FY 2016-17, police overtime will be reduced from \$224,000 to \$125,000. This will result in a personnel expense savings of approximately \$135,000.
- A current Police Officer vacancy will not be filled in the upcoming fiscal year, saving the General Fund \$125,000. Although one Police Officer position remains vacant and unfunded for FY 2016-17, the City intends to reinstate this full time position in the future dependent on the General Fund's financial health and overall ability to sustain the position. The City Administrator and the Chief of Police will evaluate refunding this position in January 2017 as part of the FY 2017-18 budget process. Consequently, the Department maintains 34 sworn police positions via policy with 33 positions fully funded in the FY 2016-17 Budget.
- There is a potential for one additional non-police General Fund position to become vacant prior to the end of the year, generating a savings of \$44,000.
- The City did not renew the federal RSVP Volunteer Program, thus ending the program. However, the City will replace the paper/report intensive \$74,000 program with an in-house volunteer coordination program, which staff believes they provide more efficiently. Although this does not add savings, it does create new administrative capacity.

It's also worth noting that two additional significant budgetary actions have been taken to better position the City's overall cash position and in anticipation of increasing PERS rates, they are:

- Historically, the City has maintained a minimum operating General Fund contingency of 10 percent, which has been an accepted standard for operating reserves. However, in 2015 the Government Finance Officers Association Best Practice Standards were revised, calling for local governments to set aside General Fund operating contingencies equal to two months of operating expense, which is 17 percent. Consequently, the FY 2016-17 Budget reflects this standard, meaning Woodburn's FY 2016-17 General Fund Contingency will increase from \$1,291,400 to \$2,271,800 next year.

- With the adoption of the FY 2016-17 Financial Plan, the City established a \$250,000 PERS Reserve intended to help offset expected PERS rate increases beginning in FY 2017-18. This is not to say that further PERS-related reductions and offsets will be avoided in later years.

And finally, for the fourth year in a row the City has received a *Distinguished Budget Presentation Award* from the Government Finance Officers Association. I would like to thank department heads for their increased participation in generating such a comprehensive budget document. We are proud of these efforts and the progress made over the past few years.

From a work product standpoint, these recognitions constitute a significant accomplishment. I would also like to thank department heads and City staff for adhering to the City’s budget policies and prudent financial management throughout the years.

As busy members of our community, I appreciate the time the members of the Budget Committee have contributed to the budget process, in studying the volumes of material you are provided and donating the time to attend the annual Budget Committee meeting.

● **FY 2016-17 Overall Budget**

The Proposed FY 2016-17 total expenses budgeted for all funds (excluding transfers, contingencies and reserves) is \$39.9 million, most due to a decrease in budgeted Capital Outlay. As required by state law, the proposed budget is balanced.

FY 2016-17 Budget Highlights

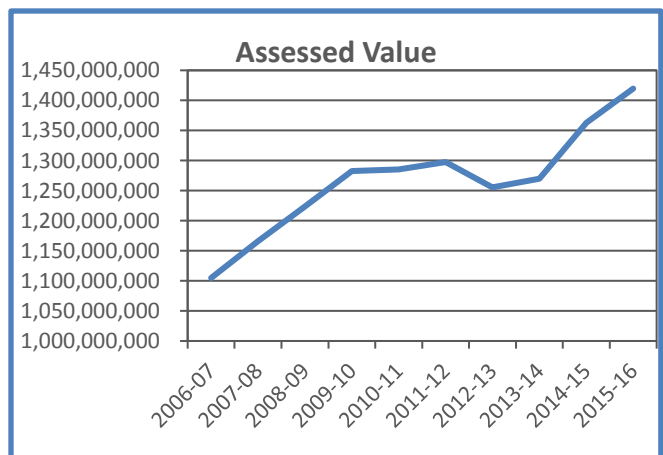
- \$39.9M Operating Budget
- 2 percent increase in Property Tax Revenue
- Full-time employees decreased by four
- \$9.8M in Capital Expenditures
- No cost of living increases for management or unrepresented employees

The Proposed FY 2016-17 Budget has an increase in part-time hours, but decreases full-time positions by four.

The City’s budget maintains programs to support priorities set during the City Council Goal-Setting Retreat of 2015, but no additional programs were added this year.

● **Revenues**

Woodburn relies on two major sources of revenue to fund operations: property taxes and utility charges. These two revenue categories constitute more than 70 percent of the City’s operating revenues and significantly impact the City’s ability to fulfill our mission. Other revenues supplement City operations including, franchise fees (levied on utilities for use of public right-of-way), intergovernmental revenue (state shared revenue, liquor and cigarette taxes, transportation revenues), fees and charges (planning and engineering fees, recreation fees, business and solicitation registration fees) and fines (municipal court). These secondary revenue sources are critical to overall financial health of the City and are historically less volatile than our revenue sources.



In terms of the General Fund, property taxes serve as the largest source of funding for critical General Fund programs such as police, library, parks, aquatics, etc. However, property tax revenues have proven more volatile in the past few years.

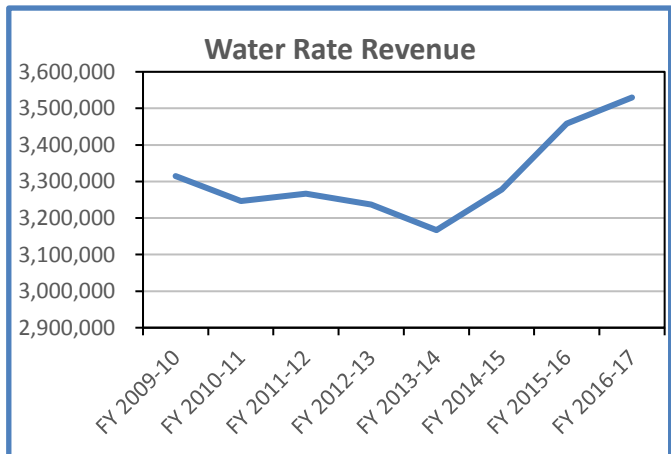
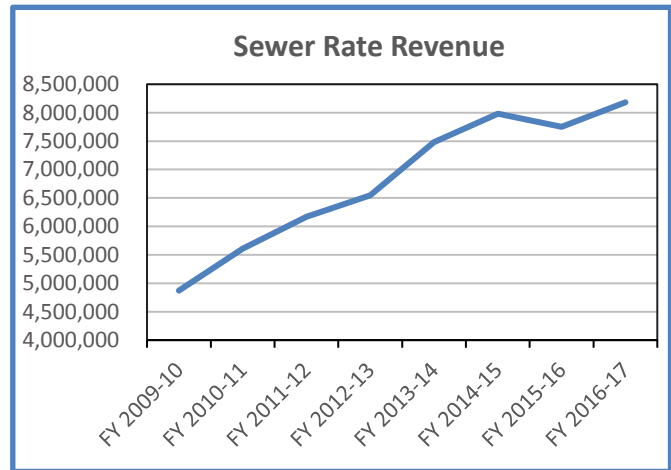
Property tax revenue for FY 2015-16 is budgeted 2 percent higher than projected collections for the current year. The growth rate on property taxes is a key driver in the overall health of the General Fund, but it is difficult to predict. We expect compression to continue to decline, which will prevent negative surprises the City has faced in past years. The property tax appeal by our largest taxpayer will flatten the trend shown in the chart.

Utility charges fund the City’s water and sewer operations. These programs provide clean and safe drinking water to customers and provide for the safe collection, treatment and discharge of sewer and storm water. Utility charges are rate driven, based on consumption and are impacted by changes in rates, population growth and new construction.

In anticipation of needed sewer system improvements, rate increases went into effect in prior years, but the most recent was July 1, 2014. There have not been any additional increases approved by the City Council, so residents will see wastewater user rates flat in the coming year. Future sewer fund revenue will be reliant on consumption, state- and/or federally-mandated system upgrades and new construction.

Water rates have not increased since FY 2005-06. Updates to the *Water Master Plan*, including a water rate study, are long overdue and are planned for FY 2016-17. Water consumption has rebounded since the recession and it is anticipated to grow at a modest pace.

Many of the planned water improvement projects are related to expansion of the urban growth boundary which will put more demand on the current system.



● **Expenses**

Personnel services represent the majority of City operating costs. In the *Proposed FY 2016-17 Budget*, personnel services account for 35 percent of total expenditures and 47 percent of non-capital expenditures. Decreased staffing levels, lack of COLA for management and unrepresented employees and a lower unemployment rate have allowed us to decrease this category \$100,000 this year, which represents a decline of 0.7 percent. This category still includes negotiated adjustments for Woodburn Police Association employees and American Federation of State, County, and Municipal Employees per the collective bargaining agreements.

The *Proposed FY 2016-17 Budget* increases Materials & Services by 0.5 percent, or \$48,000, percent over the current fiscal year. Consistent with City policy, operating departments did not increase their bottom line appropriations in most areas. Exceptions have been made for internal service charges such as building maintenance, information technology, insurance, maintenance projects and utilities. Most of these costs are driven by factors outside the control of individual departments.

Debt service obligations of the City total \$5.3 million, which represents approximately 13 percent of expenditures. For a detailed listing of the debt outstanding and annual debt service of the City, please refer to the Debt Overview section on page 179.

- **General Fund**

A General Fund budget (excluding contingencies and reserves) of \$13.1 million is proposed for FY 2016-17. This figure is 3 percent, or \$401,000, lower than the City's *FY 2015-16 Amended Budget*.

The General Fund is supported by budgeted revenues of \$12.7 million and a \$3.9 million beginning fund balance. Revenues are budgeted to increase by 0.6 percent or, \$71,000, compared to the *Proposed FY 2016-17 Budget*. While property taxes are growing, these are offset by large declines in court fines.

The City Council's mandated 17 percent General Fund Contingency reserve is met for FY 2016-17 and totals \$2.2 million. The Contingency was increased from 10 percent to 17 percent this year to follow Government Finance Officers Association best practices. The City also established a PERS reserve of \$250,000 in an effort to prepare for PERS rate increases. It is important to note that, as a result, the General Fund's Shortfall Management Reserve (SMR) was reallocated, and thus declined to \$1,008,000 in this budget, a drop of \$630,000.

- **Capital Construction Plan**

Capital Outlay can be categorized as either significant equipment acquisitions or project expenditures. The only Capital Outlay purchase of equipment is for an \$11,000 traffic control cart and is split between two departments. *Proposed FY 2016-17 Budget* capital spending totals 28 percent, or \$9.9 million, of total expenditures. Part of the expenditure budget is for the annual payment on the phone system and network upgrades. The majority of the Capital Outlay budget is for capital construction projects. The city's remaining financial obligation of \$4.6 million for the I-5 Interchange project was paid to the state in July 2015. Now the focus for transportation-related capital projects will move to City streets. West Hayes Street from Settlemier Avenue to Cascade Drive is at the top of the list. Current work to replace and enlarge the sanitary sewer line in West Hayes is being done first, then the roadway design can begin.

The City Capital Construction Projects can be found in detail beginning on page 188. Consistent with the City's commitment to financial accountability, an improved methodology for planning, authorizing, budgeting and reporting capital construction projects was implemented in FY 2014-15. For example, all capital projects are now individually reviewed and authorized by the Public Works Director, Finance Director and the City Administrator prior to inclusion in the annual budget. Each project has a specific scope and budget and the project data sheets have been included in the *Proposed FY 2016-17 Budget* for all projects planned to be done in the fiscal year.

In addition, all projects are now budgeted for the full cost, even if the project is expected to span multiple budget periods. This ensures that budget authority is available for the project should the schedule accelerate and prevents inadvertent over expenditures.

The City still has a significant amount of deferred maintenance that will be an issue for years to come. Significant capital projects in this budget include:

- West Hayes street improvement: \$3.1 million
- West Hayes sanitary sewer improvements: \$1.5 million
- Wastewater Treatment Plant – Natural Treatment Project: \$1.0 million
- Young Street sanitary pipeline project: \$1.7 million

- **Contingencies and Reserves**

Woodburn’s ending fund balances are comprised of contingency and reserve line items. The *Proposed FY 2016-17 Budget* contains all City Council-mandated contingency balances levels for each operating fund as well as reserves including debt service, dedicated construction funds or for other specific purposes. These balances cannot be expended without specific City Council approval.

- **Urban Renewal Agency**

Woodburn’s Urban Renewal Agency (URA) is in the process of prioritizing projects and considering new debt.

This URA’s budget includes the following capital project:

- Urban Renewal project – Restrooms in the downtown area: \$200,000

- **Conclusion**

The *Proposed FY 2016-17 Budget* allocates limited resources in a manner that supports the strategic goals and direction provided by the Mayor and City Council.

For all these reasons it is my recommendation as Woodburn’s Budget Officer that the Budget Committee approve the *Proposed FY 2016-17 Budget* as submitted.

Sincerely,



Scott Derickson
City Administrator

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.

Introduction

The Introduction section provides an overview of the key issues and the major areas of emphasis for the City. 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 budget for the coming year.

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.

In addition to the organization chart, there 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.

Budgets. The budgets are presented in service categories: General Services, Utility Funds, Capital Construction Funds, Special Revenue Funds, Internal Services Funds, Trust Funds and Closed Funds. Each service category contains various departments/divisions, in numerical order, presented with a narrative describing the department's/division's function and the budget for the coming year as well as prior years' budget and actual information. Both summary tables and detail tables have been included for active funds with a significant amount of activity. Funds with limited activity or Closed Funds, have only one type of table.

Governmental funds use a modified accrual basis of budgeting and reporting. Under this method revenues are budgeted if they are measurable and available within 60 days of fiscal year end. Revenues subject to accrual include property taxes, franchise fees, interest and state shared revenues. Expenditures are budgeted in the period during which the goods and services are provided. Principal and interest on general obligation bonds are budgeted in the fiscal year of payment. Compensated absences are not budgeted in governmental funds.

Proprietary funds use a similar modified accrual basis except that revenues are budgeted when earned and compensated absences are accrued as an expense.

Supporting Schedules

The Supporting Schedules are intended to provide more detail for detailed readers. The Supporting Schedules include Debt Overview, Personnel Allocation, FTE Detail by Supervising Department, Budgeted Transfers and Capital Construction Projects.

General Services (Governmental Funds)

- **General Fund** – This fund accounts for all general operating revenues and expenditures of the City. The fund is comprised of 16 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 functions providing accounting, employee and legal services to the various departments/divisions of the city.
- **Street Fund** – 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.” Additional revenues are from PGE and NW Natural Gas privilege taxes, and .01 cent Local Gas Tax.
- **Transit Fund** – 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 costs and capital outlay for busses as equipment needs to be replaced.
- **General Obligation (GO) Debt Service Fund** – This fund accounts for the principal and interest payments on the general obligation debt for the police building.

Utility Funds (Proprietary Funds)

- **Water Fund** – This fund accounts for the operations of the water treatment and distributions systems. Water sales and associated fees are the major revenue sources.
- **Sewer Fund** – This fund accounts for operations of the wastewater collection and treatment system. Sewer user charges are the main revenue source.

Capital Construction Funds (Governmental Funds)

These funds are used to track capital projects and do not have independent, annual revenues. Funding for projects will come from the related funds as Transfers In or other funding for a specific project, such as grants. As the City expands project accounting usage in future years, some of these funds may be consolidated.

- **General Cap Const Fund** – This fund accounts for capital improvement projects for general services facilities.
- **Water Cap Const Fund** – This fund accounts for major repairs, extensions, alterations or other capital improvements to the water system.
- **Street & Storm Cap Const Fund** – This fund accounts for capital improvements to the street and storm water systems.
- **Sewer Cap Const Fund** – This fund accounts for loan proceeds used for construction and improvements to the City’s waste water treatment plant and sewer collection system.

Bold Indicates the fund was identified as a Major Fund as of June 30, 2015

Special Revenue Funds (Governmental Funds)

- Building Inspection Fund – 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.
- Housing Rehabilitation Fund – This fund accounts for Community Development Block Grants for low income housing rehabilitation.
- Search & Seizure Fund – This fund accounts for the City’s share of federal proceeds from drug seizures to be used for drug enforcement and investigation.
- Special Assessment Fund – This fund accounts for the City’s Local Improvement Districts. (LIDS)
- Parks SDC Fund – This fund accounts for payments received from new development to fund improvements that increase capacity of the City’s parks system.
- **Street SDC Fund** – This fund accounts for street system development charges. The primary use of the proceeds is for street system improvements.
- Storm SDC Fund – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City’s storm water collection system. Uses of the funds are restricted by ordinance and state statute.
- Water SDC Fund – 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 SDC Fund – 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 collections systems. Uses of the funds are restricted by City ordinance and state statute.

Internal Services Funds (Proprietary Funds)

- Information Technology Fund (formerly named Information Services) – This fund accounts for the City’s network and telephone maintenance and services. In addition, the Information Technology Department contracts with local agencies and smaller governments to provide network and information technology services. The primary source of revenue is operating transfers from other city departments that use network and information technology services to other agencies.
- Insurance Fund – 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 transfers from other funds for insurance premiums costs.
- Equipment Replacement Fund – This Fund accounts for transfers from various funds to be reserved for vehicle and equipment replacement.

Trust Funds (Governmental Funds)

- Library Endowment – This 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.
- Lavelle Black Trust Fund – This fund facilitates the private donation of monies from Leonard Black to the Police Department for use in sustaining the K-9 Program in the name of Lavelle Black. The use of funds will be limited to ongoing costs associated with the replacement, care, training and equipping of K-9 units.

Bold Indicates the fund was identified as a Major Fund as of June 30, 2015

About Woodburn

City Statistics – Demographics

The City of Woodburn is located in Marion County, Oregon, 18 miles northeast of the City of Salem along the I-5 corridor. Woodburn is located in Oregon’s Willamette Valley which experiences a moderate climate.

Woodburn has changed significantly since it was first incorporated in 1889. The city originally began as a small farming and manufacturing community. Beginning in the 1960s, Woodburn became a suburb of Salem and Portland with its proximity to I-5. Over the past 18 years, Woodburn has grown 74 percent. As of the 2010 census, there are 24,080 people residing in Woodburn, as compared to a population of 20,100 in 2000. The percent increase in those 10 years is nearly 20 percent. With 24,080 residents, Woodburn is the 21st most populated city in Oregon. Between 2006 and 2010, the median income for a household in the City was \$42,519.

| | | | |
|--|---------|--|--------|
| <i>Incorporated</i> | 1889 | <i>Income - Households:</i> | |
| <i>Area in square miles</i> | 5.4 | Less than \$25,000 | 29.7 % |
| <i>Government</i> | Council | \$25,000 to \$49,999 | 30.2 % |
| <i>Population:</i> | | \$50,000 to \$74,999 | 19.0 % |
| <i>2014 Certified Estimate*</i> | 24,455 | \$75,000 to \$99,999 | 12.5 % |
| <i>2010 Census</i> | 24,080 | \$100,000 or more | 8.6 % |
| <i>2000 Census</i> | 20,100 | | |
| <i>Adult education level:</i> | | <i>Individuals below poverty level</i> | 27.4% |
| High school or higher | 66.1 % | | |
| Bachelor's degree or higher | 12.8 % | <i>Housing:</i> | |
| | | 1-unit | 66.8 % |
| <i>Race:</i> | | 2 to 4 units | 8.0% |
| Hispanic or Latino | 56.0 % | 5 to 9 units | 4.2% |
| Not Hispanic or Latino | 44.0 % | 10 to 19 units | 2.7% |
| White Alone | 40.3 % | 20 or more units | 10.8% |
| Black of African American Alone | 0.2 % | Mobile Home | 7.2% |
| American Indian and Alaska Native Alone | 0.0 % | Other | 0.3% |
| Asian Alone | 1.0 % | | |
| Native Hawaiian and Other Pacific Islander Alone | 0.1 % | <i>Age:</i> | |
| Some Other Race Alone | 1.2 % | Under age 18 | 29.3 % |
| Two or More Races | 1.2 % | Age 18 and over | 70.7 % |

*Population Research Center, Portland State University

City Statistics – Services

| Description | FY 2013-14 | FY 2014-15 | % Change |
|--|------------|------------|-------------|
| Community Services | | | |
| Parks | | | |
| Parks/open space acreage | 110 | 110 | 0% |
| Playgrounds | 9 | 9 | 0% |
| Picnic shelters | 9 | 9 | 0% |
| Park Restrooms | 4 | 4 | 0% |
| Sports Fields | 8 | 8 | 0% |
| Library | | | |
| Attendance | 138,607 | 132,575 | -4% |
| Circulation - target 5% growth | 157,163 | 157,363 | 0% |
| Volumes in Collection | 115,056 | 110,327 | -4% |
| Volumes Added | 12,494 | 8,916 | -29% |
| Computer Usage, # of Internet sessions | 24,346 | 26,845 | 10% |
| Program Attendance | 4,909 | 7,866 | 60% |
| Aquatics | | | |
| Attendance | 144,459 | 148,885 | 3% |
| Lesson Enrollment | 2,778 | 2,477 | -11% |
| Active Memberships | 1,024 | 1,208 | 18% |
| Recreation | | | |
| Youth Sports | 4,947 | 4,550 | -8% |
| Adult Sports | 460 | 425 | -8% |
| Youth Programs | 347 | 375 | 8% |
| Adult Programs | 705 | 350 | -50% |
| Special Events | 6,000 | 6,500 | 8% |
| Public Transportation | | | |
| Fixed Route Rides | 34,222 | 34,869 | 2% |
| Fixed Route Mileage | 59,255 | 48,244 | -19% |
| Dial-A-Ride Trips | 5,097 | 11,842 | 132% |
| Dial-A-Ride Mileage | 17,305 | 18,951 | 10% |
| Out of Town Medical Rides | 1,972 | 2,441 | 24% |
| Out of Town Medical Mileage | 53,792 | 86,083 | 60% |

| Description | FY 2013-14 | FY 2014-15 | % Change |
|-------------------------------------|------------|------------|----------|
| City Utilities | | | |
| Water | | | |
| Production capacity | 2 mgd | 2 mgd | 0% |
| Peak capacity demand | 5-6 mgd | 5-6 mgd | 0% |
| Storage capacity | 5.45 mg | 5.45 mg | 0% |
| Number of wells | 9 | 9 | 0% |
| Miles of water mains | 98.56 | 98.76 | 0% |
| Customers | 6,843 | 6,847 | 0% |
| Fire Hydrants | 956 | 964 | 1% |
| Wastewater | | | |
| Average daily treatment | 2-3 mgd | 2-3 mgd | 0% |
| Peak capacity demand | 16 mgd | 16 mgd | 0% |
| Miles of sewer pipeline | 87 | 87 | 0% |
| Lift stations | 8 | 8 | 0% |
| Stormwater | | | |
| Miles of storm sewers | 59 | 59 | 0% |
| Manholes | 1,400 | 1,400 | 0% |
| Public Safety | | | |
| Police Calls | 18,145 | 17,062 | -6% |
| Number of sworn officers | 32 | 32 | 0% |
| Arrests | 1,777 | 1,441 | -19% |
| Offenses | 3,212 | 3,119 | -3% |
| Crime Index (Violent Crime) | 67 | 194 | 190% |
| Crime Index (Property Crime) | 754 | 970 | 29% |
| Officers Per 1,000 Citizens | 1.29 | 1.29 | 0% |
| Building/Planning | | | |
| Total Building Permits Issued | 279 | 230 | -18% |
| Residential, New | 83 | 45 | -46% |
| Multi Family | 3 | 2 | |
| Assisted Living Facilities | - | - | 0% |
| Residential Additions & Alterations | 36 | 28 | -22% |
| Industrial | 27 | 19 | -30% |
| Commercial | 119 | 127 | 7% |
| Signs and Fences | 6 | 7 | 17% |
| Manufactured Homes | 5 | 2 | -60% |

mg = million gallons

mgd = million gallons per day

The Budget Process

City of Woodburn Budget Calendar

December

- Appoint Budget Officer (Woodburn ordinance appoints City Administrator)
- Perform mid-year review of financial position and Five-Year Forecast

January

- Revenue and expense estimates are gathered for beginning balance calculations
- Personnel services budget drafted by Finance department
- Budget Officer delivers kickoff memo to departments with budget goals and limitations

February

- Departments enter budgets in accounting system
- Finance enters required fund transfers and balances each fund

March

- Initial budget draft is compiled and distributed to departments for review
- Meetings are held with department heads & City Administrator
- Make final changes to budget document
- Prepare the proposed budget for committee review

April

- Print notice of budget committee meeting and post on website
- Deliver copies of budget to committee members and post on website

May

- Budget committee meets to discuss proposed budget and approve
- Changes are made, if necessary
- Print notices of budget adoption public hearing

June

- Council holds meeting with public about approval of the budget
- Council discusses any changes made by committee and proposes new changes
- Council adopts budget, makes applicable appropriations and declares tax levies

July

- Adopted Budget takes effect
- Submit budget packets to County Assessor and revenue sharing certificates to State of Oregon

Budgeting in Oregon

A budget is a financial plan for one fiscal year. In Oregon, local governments operate on a fiscal year that begins July 1 and ends the following June 30. A budget shows the estimated costs of items or services the local government wants to purchase in the coming fiscal year. These are called expenditures. It shows other budget requirements that must be planned for, but that won't actually be spent. It also shows the money, called resources or revenues, that the local government estimates will be available to pay for these expenditures. In Oregon, a budget is necessary to justify the need for a given rate and amount of property taxes.

Preparing a budget allows a local government to look at its needs in light of the money available to meet those needs. In Oregon, all local governments must plan a budget that has equal resources and requirements, in other words, a balanced budget. A local government can't plan to purchase more items or services than it has money to pay for them.

The Budget Officer will present this budget to a citizen budget committee. The committee consists of the elected officials of the City Council along with an equal number of electors of the City. After the budget committee has reviewed and made adjustments, if any, they approve the budget.

Local budget law process requires that certain specific actions must happen as a local government prepares its annual budget. The process can be broken down into four phases:

- **Phase 1.** The Budget Officer puts together a proposed budget. In larger local governments, department heads or program managers may help. The Budget Officer must prepare the proposed budget in a format designated by the Department of Revenue. The format meets the requirements set out in the statutes.
- **Phase 2** is when the budget committee approves the budget. Statutes spell out who can be on the budget committee. The budget committee reviews the proposed budget, listens to the comments from citizens and then approves the budget. Special public notices are required before the budget committee's first meeting.
- **Phase 3** includes adopting the budget by City Council and, when appropriate, certifying property taxes to the county tax assessor. This phase includes a special hearing of the governing body and specific public notices, including a summary of the approved budget. Special forms must also be used to notify the County Assessor of the local government's property tax levy. Adoption of the budget must occur no later than June 30.
- **Phase 4** occurs during the fiscal year budget period when the local government is operating under the adopted budget. This phase includes changes to the adopted budget. Changes to the adopted budget must be made before additional money is spent or money is spent for a different purpose than described in the adopted budget. You can change the budget through resolution transfers and supplemental budgets.

Resolution Transfers

A Resolution Transfer is a way to move appropriations from one existing category to another, usually within the same fund, during the fiscal year. To transfer appropriations, and in some case resources, the governing body must pass a resolution. The resolution must state the need for the transfer, the purpose of the expenditure and the amount to be transferred. Resolution Transfers are used within a fund. For example, within the General Fund you can use a resolution to transfer appropriation authority out of the existing materials & services area into the existing personal services area. You must decrease appropriations in materials & services the same dollar amount that you increase appropriations in personal services. The total appropriations for the General Fund don't change.

Supplemental Budget

A Supplemental Budget is a budget prepared during the fiscal year that modifies the adopted budget. They are used to create new appropriations to spend increased resources. They can also be used to transfer resources and appropriations from a special revenue fund to the general fund. A Supplemental Budget can be created when:

- An occurrence or condition that was not known at the time the adopted budget was prepared requires a change in financial planning;
- A situation that was not foreseen at the time the adopted budget was prepared and requires prompt action;
- Money that was not anticipated when the adopted budget was prepared is made available by another unit of federal, state or local government;
- A request for services or facilities is received, the cost of which will be paid for by a private individual, corporation or another governmental unit and was not known at the time the adopted budget was prepared;
- Property taxes are received in an amount much greater than the amount estimated in the adopted budget and the difference in resources will significantly affect the level of service the local government could provide.

There are two processes for preparing and adopting a supplemental budget. The process depends on how big of a change the City intends to make to the adopted budget. If the plan is to adjust a current budget fund by less than 10 percent of that fund's expenditures, then the process to adopt the supplemental budget is fairly simple. If the supplemental budget will be adjusting more than one fund, the change to each fund must be less than 10 percent to use the simpler process.

If the change that needs to be made to a fund of the adopted budget is 10 percent or more of the expenditures of the fund, then a longer budgeting process must be followed. The two procedures are:

Less than 10 percent

- The governing body adopts the supplemental budget at a regular scheduled Council meeting. The budget committee is not required.
- Notice of the regular meeting at which the supplemental budget will be adopted is published in one of the following ways: Published in local newspaper, mailed to every citizen using the United States Postal Service or hand delivering it to every citizen.

At the meeting, a resolution adopting the supplemental budget and making appropriations is approved.

More than 10 percent

- A special hearing must be held to discuss and adopt the supplemental budget. The governing body holds the hearing. The budget committee is not required to be involved.
- Five to 30 days before the hearing a notice of the hearing and summary of the supplemental budget are published using one of the publication methods previously described.
- The governing body enacts a resolution to adopt and appropriate the supplemental budget after the hearing.

Budgeting in the City of Woodburn

In the City of Woodburn, the City Administrator serves as the Budget Officer (ORS 294.331) and has the responsibility to prepare the budget document, present the budget message to the Budget Committee and to maintain budgetary control at the approved appropriation level. Continued review of revenues and expenditures is performed by the Finance Department and the appropriate operating departments.

The City prepares its budget in accordance with Oregon Revised Statutes (ORS). The budget is presented in fund and department categories. The budget is established at the department level or at the major appropriation category if only one department exists in a fund. The adopted budget may be amended by budget transfers (ORS 294.450) or supplemental (ORS 294.480 to 294.283). Generally, transfers consist of moving appropriations within a fund from one major appropriation category to another. Supplemental adjustments typically involve increasing the total appropriation level (as well as the resources). All adjustments to the budget are made via resolutions. Amendments after adoption do not require the approval of the Budget Committee members.

Budget Document Columns

Within Oregon Local Budget Law, six columns of data are required. The first two columns are two consecutive prior years of actual data, followed by one column containing the current fiscal year budget as amended by supplemental adjustments. The next three columns on the right are all related to the progress of the budget as it moves through the various required phases. From left to right, the first column is the budget as proposed by the budget officer. The middle column is the amount approved by the budget committee. The final column is the adopted budget.

Budget Assumptions

The following assumptions were used in the development of the budget for the next fiscal year.

Primary Revenue Sources:

- Property tax revenue is expected to increase 2 percent over current year collections, compression is expected to decline further, appeal by largest taxpayer has caused volatility
- Franchise Fees were reviewed and updated as needed, no default growth rate was applied
- State revenue sharing was reviewed and updated based on current year actual receipts
- All other revenue sources are estimated using trend analysis

Personnel Services:

- Position budgeting utilized actual amounts from payroll system as much as possible
- Step increases on employee's anniversary date and cost of living adjustments per union contracts
- Medical and dental insurance premiums increase mid-year and vary by policy; medical premiums increased 3 – 9 percent and dental premiums increased 7 – 10 percent
- Employees pay various portions of health insurance premiums
- Actual PERS employer rates effective June 1, 2015 were used (rounded)
 - General Service Tier 1 & 2 – 15.5 percent
 - General Services OPSRP (Oregon Public Service Retirement Plan) – 10 percent
 - Police Tier 1 & 2 – 19 percent
 - Police OPSRP – 14 percent
- Pickup of employee PERS 6 percent was also budgeted
- Unemployment rate of 0.1 percent
- No Cost of Living Adjustment (COLA) for unrepresented or management employees
- A 4 percent adjustment was added to cover a 27th pay period which occurs during FY 2016-17

Materials & Services:

- Only certain accounts may increase Materials & Services prior year appropriation: building rent, information technology services, insurance and utilities

Capital Outlay:

- Budgeted amounts in this category are estimated on the purchase cost for the entire project
- Includes all ancillary costs needed to put the asset into operation

Indirect Cost Allocations:

- Administrative functions are allocated to benefiting funds and departments based on an equitable activity for each function.
 - Information Technology costs are allocated based on the number and types of computers in service
 - Internal rent is allocated based on square footage of the building being serviced
 - Insurance Fund charges are based on the underlying driver, such as labor costs and insurance rate for workers compensation, or vehicles in use for auto insurance

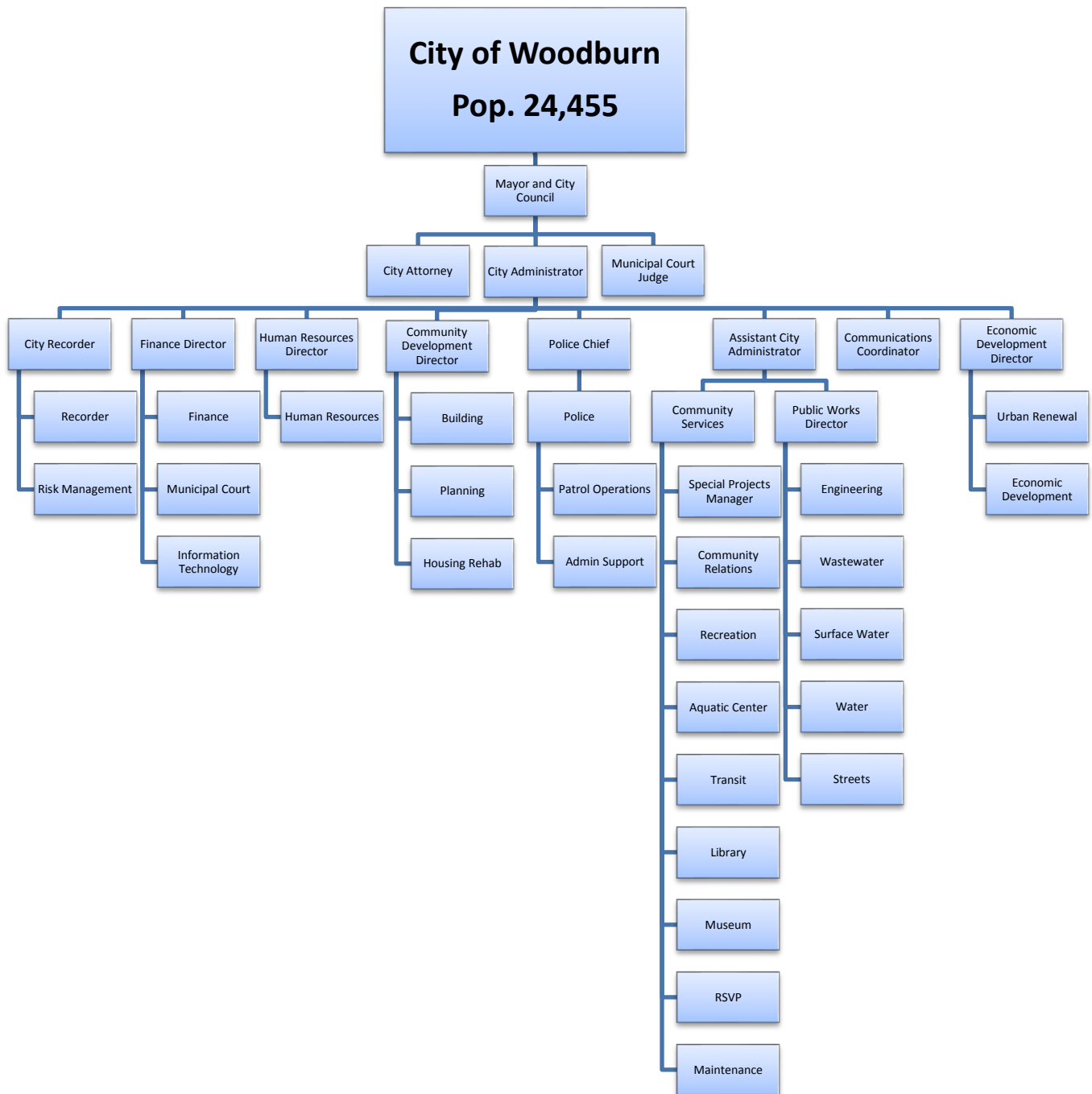
Council Goals

The Woodburn City Council held a goal setting retreat on March 7, 2015 goal-setting retreat. After discussion, the Council voted to accept the following goals, which are:

1. **Build and Fund an Economic Development Program:** Conduct an economic analysis study to:
 - Identify economic strengths and opportunities
 - Consider establishing an economic rapid response team for business recruitment
 - Build a marketing/messaging response strategy
 - Consider developing a Community Investment Advisory Council comprised of business and council representatives. This entity could assist with messaging, branding and business recruitment.
2. **Develop Consistent Signage for Parks, City Facilities and Gateway Locations:** As part of building a unified community identity, use standardized signage to visually foster cohesiveness.
3. **Develop a Global Inclusion Advisory Committee:** Committee would be comprised of community partners and council members. Outcomes of the committee's work would include outreach approaches such as a community meetings, attending existing interest group meetings, collecting feedback and developing data to inform future citizen engagement approaches. Committee members were appointed at the February 9, 2016 Council meeting.

These goals were carefully considered and preserved as spending reductions were implemented for FY 2016-17.

Organizational Chart

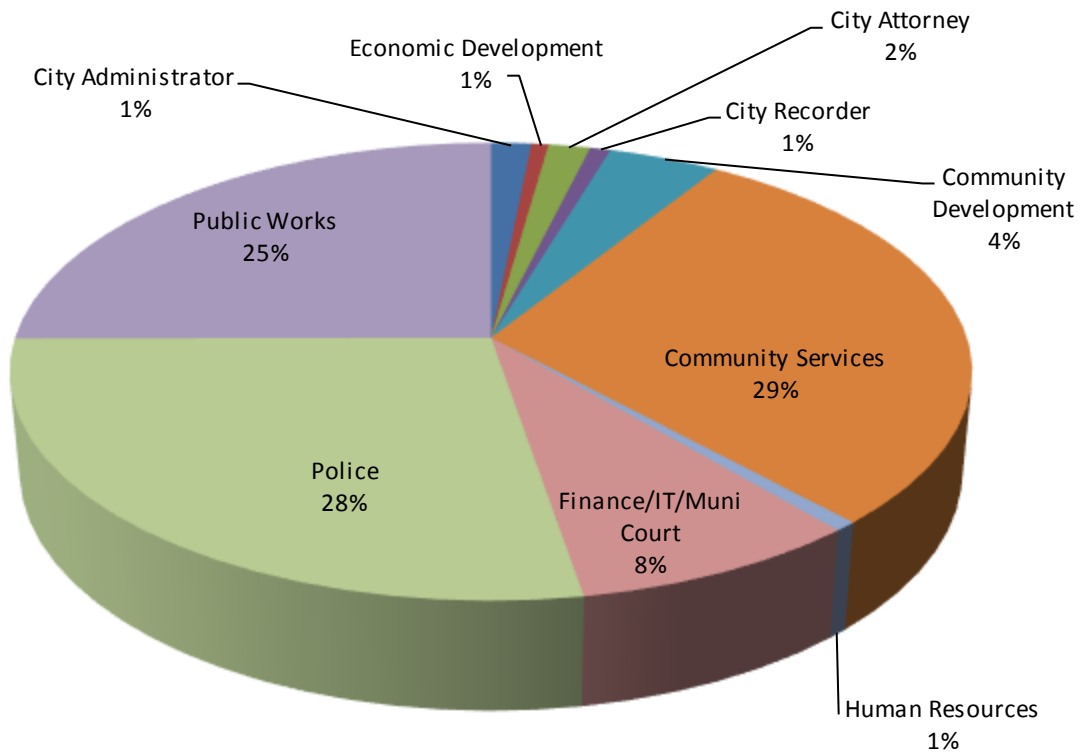


FTE Summary by Supervising Department

| Department | Actual | Actual | Budget | Budget | FTE Change | % FTE Change |
|-----------------------|-------------------|-------------------|-------------------|-------------------|---------------|-----------------|
| | FY 2013-14 FTE | FY 2014-15 FTE | FY 2015-16 FTE | FY 2016-17 FTE | | |
| City Administrator | 2.35 | 2.35 | 2.35 | 2.35 | - | 0.0% |
| Economic Development | - | - | 1.00 | 1.00 | - | 0.0% |
| City Attorney | 2.45 | 2.45 | 2.45 | 2.45 | - | 0.0% |
| City Recorder | 1.20 | 1.20 | 1.20 | 1.20 | - | 0.0% |
| Community Development | 5.00 | 6.00 | 6.50 | 6.50 | - | 0.0% |
| Community Services | 40.75 | 43.89 | 43.64 | 44.11 | 0.47 | 1.1% |
| Human Resources | 2.00 | 2.00 | 2.00 | 1.00 | (1.00) | -50.0% |
| Finance/IT/Muni Court | 13.46 | 13.46 | 12.86 | 12.86 | - | 0.0% |
| Police | 39.61 | 41.11 | 42.61 | 41.69 | (0.92) | -2.2% |
| Public Works | 40.00 | 40.00 | 39.00 | 37.83 | (1.17) | -3.0% |
| Total FTE | 146.82 | 152.46 | 153.61 | 150.99 | (2.62) | -1.7% |

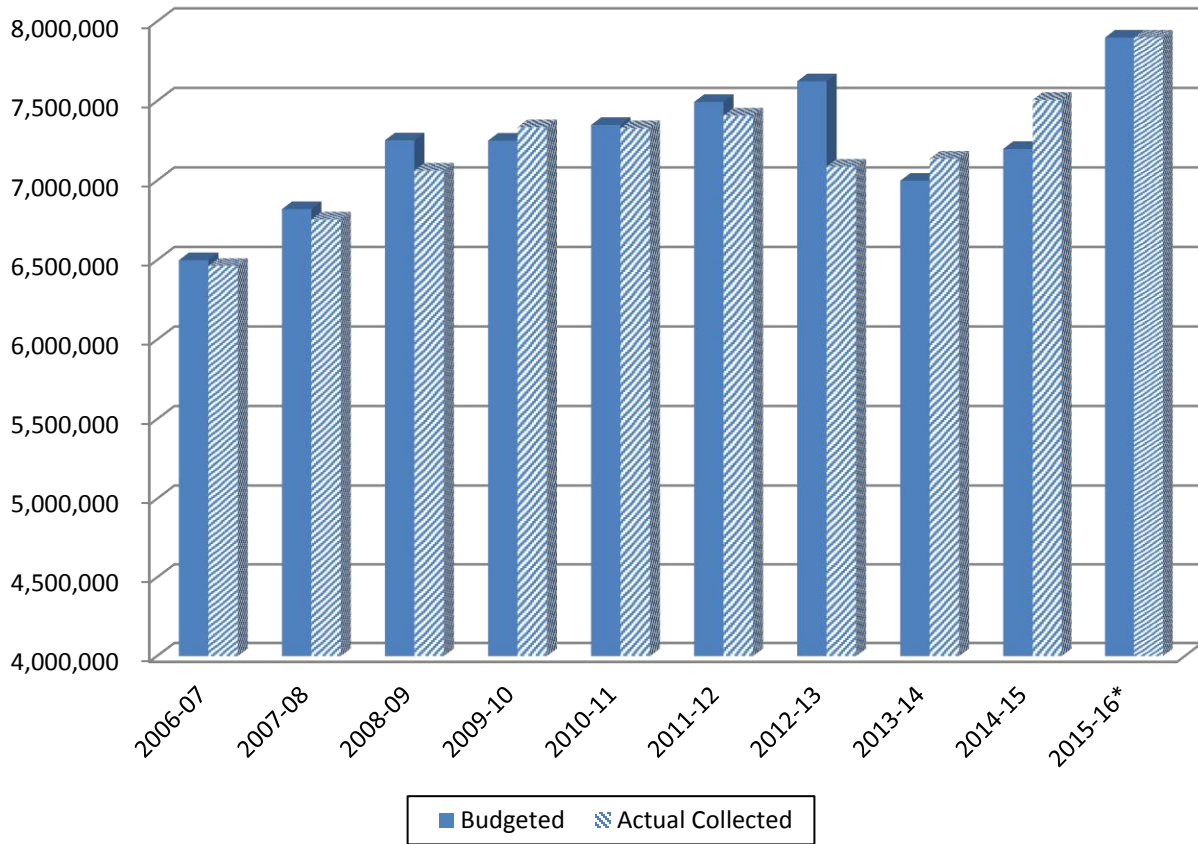
Detailed breakdown of this table is provided in FTE Detail by Supervising Department on page 183.

FTE By Supervising Department



Property Tax Analysis

Property Tax Budgeted vs. Actual Collected - General Fund



| Fiscal Year | General Fund | |
|-------------|--------------|------------------|
| | Budgeted | Actual Collected |
| 2006-07 | 6,500,500 | 6,464,834 |
| 2007-08 | 6,821,735 | 6,756,640 |
| 2008-09 | 7,254,000 | 7,063,853 |
| 2009-10 | 7,252,000 | 7,336,823 |
| 2010-11 | 7,351,000 | 7,330,490 |
| 2011-12 | 7,495,000 | 7,410,058 |
| 2012-13 | 7,625,000 | 7,088,099 |
| 2013-14 | 7,000,000 | 7,138,762 |
| 2014-15 | 7,200,000 | 7,508,936 |
| 2015-16* | 7,900,000 | 7,900,000 |

*Projected Actual
Analysis is based on current

Property Tax Analysis - Continued



Source: Marion County Assessor's Office

The City of Woodburn’s permanent tax rate is \$6.0534 per thousand, as set by Measure 50 in 1997-98.

Major Taxpayers

The City of Woodburn is diverse in many ways, and the businesses that have flourished here reflect that. There is world class shopping at the Woodburn Company Stores – One of our State’s most popular tourist attractions. Woodburn also has Oregon’s only Drag Strip. Below is a listing of the major taxpayers for FY 2015-16.

| Taxpayer | 2015-16 Assessed Value | 2015-16 Assessed Taxes | % of City Assessed Value* |
|----------------------------------|---------------------------|---------------------------|---------------------------------|
| WINCO FOODS LLC** | 74,088,736 | 1,344,441.94 | 4.17% |
| WOODBURN PREMIUM OUTLETS LLC | 60,616,550 | 1,178,871.40 | 3.41% |
| FOOD SERVICES OF AMERICA INC | 31,264,760 | 567,236.54 | 1.76% |
| WAL-MART REAL ESTATE BUSINESS TR | 15,632,080 | 304,069.00 | 0.88% |
| HARDWARE WHOLESALERS INC | 15,247,390 | 276,633.39 | 0.86% |
| CASCADE MEADOW LLC | 12,682,440 | 246,693.76 | 0.71% |
| CROWN 2 DEVELOPMENT LLC | 11,338,650 | 220,554.90 | 0.64% |
| NORTHWEST NATURAL GAS CO | 10,387,400 | 188,458.59 | 0.58% |
| PACIFIC REALTY ASSOCIATES LP | 9,176,010 | 178,029.28 | 0.52% |
| KWDS LLC | 8,569,090 | 166,682.48 | 0.48% |
| PORTLAND GENERAL ELECTRIC CO | 8,695,308 | 157,848.97 | 0.49% |
| K&R HOLDINGS | 8,102,600 | 157,608.48 | 0.46% |
| STONEHEDGE PROPERTIES INC 90% & | 7,894,320 | 149,169.20 | 0.44% |
| ARGO WOODBURN LLC 84.51% & | 8,020,390 | 146,590.72 | 0.45% |
| CAPITAL DEVELOPMENT COMPANY | 6,870,000 | 124,642.42 | 0.39% |
| FLEETWOOD HOMES INC | 6,614,800 | 120,012.31 | 0.37% |
| SPECIALTY POLYMERS INC | 6,038,720 | 109,560.51 | 0.34% |
| SABROSO COMPANY | 5,835,070 | 105,865.69 | 0.33% |
| WOODBURN INVESTMENT ASSOC LTD | 5,796,290 | 105,162.09 | 0.33% |
| EARL A DOMAN LLC | 5,390,710 | 102,924.74 | 0.30% |
| ART MORTGAGE BORROWER PROPCO | 5,226,840 | 101,409.05 | 0.29% |
| 3099 PACIFIC LLC | 5,114,270 | 92,788.20 | 0.29% |
| COPART OF WASHINGTON INC | 4,754,601 | 86,262.72 | 0.27% |
| BAKER,PAMELA RAE | 4,498,140 | 86,157.28 | 0.25% |
| UNIVERSAL FOREST PRODUCTS | 4,635,390 | 84,713.78 | 0.26% |

*Total City assessed value for 2015-16 was \$1,778,119,364

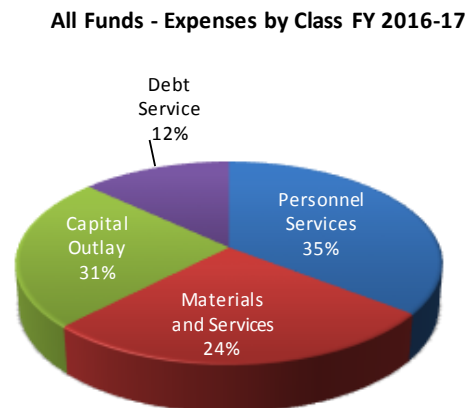
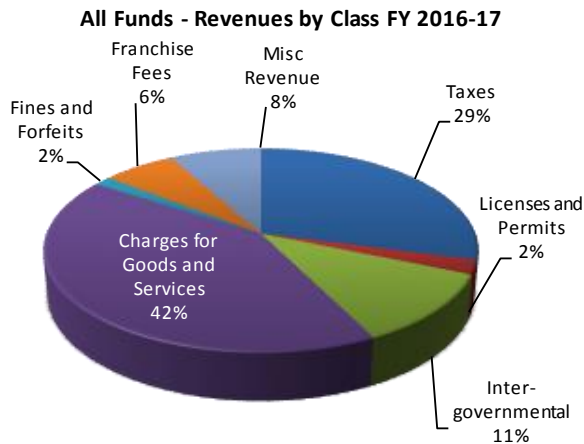
**Winco Foods LLC appealed property value

Source: Marion County Assessor's Office

The assessed valuation of \$1,778,119,364 for FY 2015-16 was \$125,164,052, or 8 percent, higher than FY 2014-15 of \$1,652,955,312. This significant increase in assessed values and associated revenues is not expected to occur again next year. WinCo Foods LLC, which is the largest tax payer, won an appeal which decreased assessed value of their property approximately \$20 million.

Summary of Revenues and Expenditures – All Funds

| | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2016-17 Budget |
|--|----------------------|----------------------|----------------------|----------------------|
| Beginning Balance | 38,419,916 | 40,013,880 | 38,260,023 | 35,541,807 |
| Revenues | | | | |
| Taxes | 8,173,208 | 8,724,439 | 8,822,000 | 9,216,000 |
| Licenses and Permits | 565,565 | 624,483 | 480,654 | 700,889 |
| Intergovernmental | 2,700,916 | 3,460,179 | 2,900,999 | 3,559,561 |
| Charges for Goods and Services | 12,372,458 | 12,915,421 | 12,634,447 | 13,149,807 |
| Fines and Forfeits | 569,621 | 670,455 | 655,400 | 467,400 |
| Franchise Fees | 1,992,415 | 2,084,295 | 1,985,212 | 2,016,323 |
| Miscellaneous Revenue | 3,329,337 | 2,385,557 | 2,610,016 | 2,510,263 |
| Other Financing Sources | 50,232 | 16,878 | 20,000 | 20,000 |
| Total Revenues | 29,753,752 | 30,881,706 | 30,108,728 | 31,640,243 |
| Total Beg. Bal. and Revenues | 68,173,668 | 70,895,586 | 68,368,751 | 67,182,050 |
| Expenses | | | | |
| Personnel Services | 12,759,010 | 12,872,588 | 14,278,886 | 14,178,685 |
| Materials and Services | 7,188,623 | 8,684,321 | 10,820,495 | 10,741,889 |
| Capital Outlay | 3,181,513 | 6,298,426 | 13,517,117 | 9,793,366 |
| Debt Service | 5,030,641 | 5,446,939 | 5,101,048 | 5,260,245 |
| Total Expenses Before Contingency | 28,159,788 | 33,302,274 | 43,717,546 | 39,974,185 |
| Contingency & Reserves | - | - | 24,651,205 | 27,207,865 |
| Total Expenses | 28,159,788 | 33,302,274 | 68,368,751 | 67,182,050 |
| Net Fund Balance | 40,013,880 | 37,593,312 | - | - |
| Total Expenses and Fund Net | 68,173,668 | 70,895,586 | 68,368,751 | 67,182,050 |
| All Funds - excluding Transfers In and Transfers Out | | | - | - |



Estimated Ending Fund Balances

| | Projected Balance July 1, 2016 | Increases | Decreases | Projected Balance June 30, 2017 | % Change |
|---|--------------------------------------|-------------------|---------------------|---------------------------------------|----------|
| General Services | | | | | |
| General Fund - 001 | 4,000,000 | 12,680,658 | (13,127,066) | 3,553,592 | -11.16% |
| Transit Fund - 110 | 140,000 | 614,750 | (648,827) | 105,923 | -24.34% |
| Street Fund - 140 | 2,689,000 | 2,112,497 | (3,498,157) | 1,303,340 | -51.53% |
| GO Debt Service Fund - 250 | 32,000 | 522,450 | (536,566) | 17,884 | -44.11% |
| Total General Services | 6,861,000 | 15,930,355 | (17,810,616) | 4,980,739 | |
| Utility Funds | | | | | |
| Water Fund - 470 | 2,179,000 | 3,576,352 | (3,469,833) | 2,285,519 | 4.89% |
| Sewer Fund - 472 | 5,788,000 | 8,214,000 | (7,994,266) | 6,007,734 | 3.80% |
| Total Utility Funds | 7,967,000 | 11,790,352 | (11,464,099) | 8,293,253 | |
| Capital Construction Funds | | | | | |
| General Cap Const Fund - 358 | - | - | - | - | 0.00% |
| Street & Storm Cap Const Fund - 363 | 11,000 | 3,495,000 | (3,495,000) | 11,000 | 0.00% |
| Sewer Cap Const Fund - 465 | 12,000,000 | 940,000 | (4,825,000) | 8,115,000 | -32.38% |
| Water Cap Const Fund - 466 | 1,779,000 | 49,544 | (375,000) | 1,453,544 | -18.29% |
| Total Capital Construction Funds | 13,790,000 | 4,484,544 | (8,695,000) | 9,579,544 | |
| Special Revenue Funds | | | | | |
| Building Inspection Fund - 123 | 400,000 | 1,100,310 | (1,000,250) | 500,060 | 25.02% |
| Search & Seizure Fund - 132 | 6,975 | - | (6,975) | - | -100.00% |
| Housing Rehab Fund - 137 | 227,000 | 21,000 | (29,983) | 218,017 | -3.96% |
| Special Assessment Fund - 360 | 60,000 | 20,500 | (69,294) | 11,206 | -81.32% |
| Parks SDC Fund - 364 | 275,000 | 91,500 | (10,000) | 356,500 | 29.64% |
| Street SDC Fund - 376 | 2,200,000 | 309,838 | (1,733,770) | 776,068 | -64.72% |
| Storm SDC Fund - 377 | 496,000 | 27,500 | (155,000) | 368,500 | -25.71% |
| Water SDC Fund - 474 | 1,062,000 | 105,000 | (100,000) | 1,067,000 | 0.47% |
| Sewer SDC Fund - 475 | 1,060,000 | 230,000 | (500,000) | 790,000 | -25.47% |
| Total Special Revenue Funds | 5,786,975 | 1,905,648 | (3,605,272) | 4,087,351 | |
| Internal Services Funds | | | | | |
| Information Technology Fund - 568 | 115,000 | 970,100 | (952,042) | 133,058 | 15.70% |
| Insurance Fund - 581 | 75,000 | 826,355 | (824,230) | 77,125 | 2.83% |
| Equipment Replacement Fund - 591 | 880,337 | 74,500 | (954,837) | - | -100.00% |
| Total Internal Services Funds | 1,070,337 | 1,870,955 | (2,731,109) | 210,183 | |
| Trust Funds | | | | | |
| Library Endowment Fund - 690 | 26,495 | 100 | - | 26,595 | 0.38% |
| Museum Endowment Fund - 691 | - | - | - | - | 0.00% |
| Lavelle Black Trust - 695 | 40,000 | 200 | (10,000) | 30,200 | -24.50% |
| Total Trust Funds | 66,495 | 300 | (10,000) | 56,795 | |

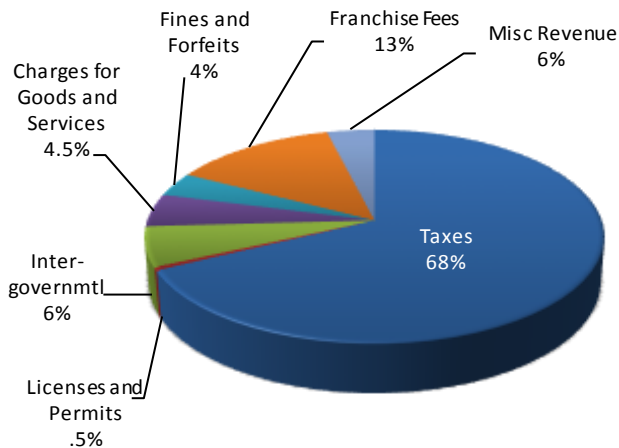
General Services



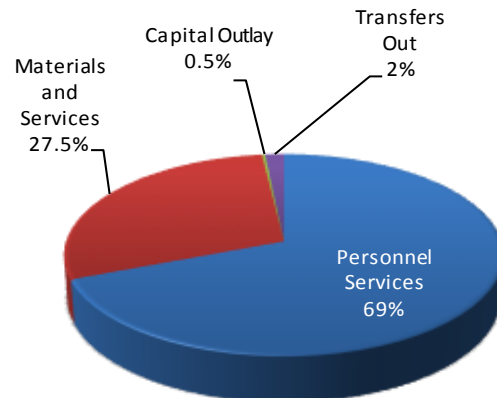
Summary of Revenues and Expenditures – General Fund 001

| | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2016-17 Budget |
|--|----------------------|----------------------|----------------------|----------------------|
| Beginning Balance | 3,468,457 | 3,912,305 | 3,700,000 | 4,000,000 |
| Revenues | | | | |
| Taxes | 7,521,463 | 8,099,893 | 8,206,000 | 8,594,000 |
| Licenses and Permits | 57,245 | 70,018 | 58,100 | 62,500 |
| Intergovernmental | 790,151 | 786,910 | 720,189 | 764,000 |
| Charges for Goods and Services | 503,390 | 571,120 | 580,177 | 635,983 |
| Fines and Forfeits | 569,621 | 670,455 | 655,400 | 467,400 |
| Franchise Fees | 1,621,766 | 1,747,588 | 1,635,212 | 1,696,323 |
| Miscellaneous Revenue | 159,735 | 629,604 | 754,299 | 490,452 |
| Transfers In | 205,920 | 21,901 | - | - |
| Total Revenues | 11,429,291 | 12,597,489 | 12,609,377 | 12,710,658 |
| Total Beg. Bal. and Revenues | 14,897,748 | 16,509,794 | 16,309,377 | 16,710,658 |
| Expenses | | | | |
| Personnel Services | 7,358,952 | 8,330,573 | 9,290,861 | 9,082,534 |
| Materials and Services | 2,969,349 | 3,127,635 | 3,773,698 | 3,831,579 |
| Capital Outlay | 66,368 | 164,734 | 61,475 | 35,500 |
| Transfers Out | 590,774 | 416,505 | 402,241 | 207,453 |
| Total Expenses Before Contingency | 10,985,443 | 12,039,447 | 13,528,275 | 13,157,066 |
| Contingency & Reserves | - | - | 2,781,102 | 3,553,592 |
| Total Expenses | 10,985,443 | 12,039,447 | 16,309,377 | 16,710,658 |
| Fund Net | 3,912,305 | 4,470,347 | - | - |
| Total Expenses and Fund Net | 14,897,748 | 16,509,794 | 16,309,377 | 16,710,658 |

**General Fund - Revenues by Class
FY 2016-17**



**General Fund - Expenses by Class
FY 2016-17**



General Fund Revenue Sources and Other Discussion

Property Tax revenues have been volatile over the past few years and are the largest source of revenue for the General Fund. Woodburn, like many Oregon cities, struggles with the fallout of the housing bubble and the compression of assessments under Oregon's unique property tax laws. Compression of property taxes has been a significant issue for Woodburn, but it seems to be recovering now. The Property Tax estimate in the General Fund FY 2016-17 increased \$388,000 over the prior year, to \$8.2 million, including delinquent tax collections. This is a 5 percent increase from the FY 2015-16 budget and a 2 percent increase over current year projected collections. Woodburn property values are somewhat lower than surrounding areas and do not typically reach the 3 percent annual growth increase allowed by law, but building permits are on the rise and the Urban Growth Boundary expansion should continue building activity in the coming years. The City's largest taxpayer won a property tax appeal this spring, which has been considered in this budget and likely decreased property tax collections by 1percent for FY 2015-16.

Licenses & Permits were increased based on current year revenue for business licenses. This category of revenue includes payments in lieu of taxes, the local hotel/motel tax, business license fees and other license fees that are dependent on the economy.

Intergovernmental revenues include grants and are projected to be up \$43,800 which includes the City's expected reimbursement on the COPS grant.

Charges for Goods and Services within the General Fund contain many of the Parks and Recreation fees, all of the Aquatic Center's charges for admission and memberships and other charges. The increase in this category is attributed to the City's management of the Fiesta Mexicana, which had been previously managed by the Chamber of Commerce.

Franchise Fees for FY 2016-17 are projected to increase 4 percent. The right-of-way charge, which generates significant revenue for the General Fund, was to sunset at the end of FY 2017-18 but the City Council took action to continue it. Other franchise fees included in this category are payments from Portland General Electric (PGE), Northwest Natural Gas, Qwest, Datavision, Wave Broadband, Allied Waste and Woodburn Ambulance for use of the City's rights-of-way. Traditionally, this revenue source grew between 5 percent and 7 percent, but these revenues are tied to economic factors so growth has slowed, and in some cases declined.

The **Fines & Forfeits** category is comprised mainly of court fines and library fines. For FY 2015-16 the revenues are coming in less than expected so the budget for FY 2016-17 was reduced. The Municipal Court continues to spend a significant amount of time focusing on collection of old accounts, which has increased revenues, but is expected to taper off.

General Fund – Revenue Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Fund: 001 - General Fund | | | | | | |
| Department: 000 - Revenue | | | | | | |
| 3,468,457 | 3,912,305 | 3,700,000 | 3081 Beginning Fund Balance | 3,900,000 | 4,000,000 | 4,000,000 |
| 7,029,532 | 7,508,936 | 7,700,000 | 3111 Property Tax - Current | 8,058,000 | 8,058,000 | 8,058,000 |
| 109,230 | 241,537 | 200,000 | 3112 Property Tax - Delinquent | 230,000 | 230,000 | 230,000 |
| 30,101 | 14,598 | - | 3113 Pmt in Lieu of Taxes | - | - | - |
| 352,601 | 334,822 | 306,000 | 3133 Hotel/Motel Tax | 306,000 | 306,000 | 306,000 |
| 46,300 | 48,785 | 41,000 | 3211 Business License | 45,000 | 45,000 | 45,000 |
| 6,272 | 4,897 | 3,000 | 3219 Other License | 4,000 | 4,000 | 4,000 |
| 4,673 | 4,278 | 5,100 | 3220 Taxicab Permits | 4,500 | 4,500 | 4,500 |
| 618,290 | 650,652 | 615,000 | 3231 Franchise Fee, PGE | 620,000 | 620,000 | 620,000 |
| 142,662 | 163,818 | 143,000 | 3232 Franchise Fee, NW Natural | 143,000 | 143,000 | 143,000 |
| 48,368 | 43,360 | 48,000 | 3233 Franchise Fee, Qwest | 44,000 | 44,000 | 44,000 |
| 189,390 | 201,117 | 180,000 | 3234 Franchise Fee, Allied Waste | 200,000 | 200,000 | 200,000 |
| 100,100 | 111,706 | 80,000 | 3235 Franchise Fee, Wave BB | 90,000 | 90,000 | 90,000 |
| 11,483 | 11,483 | 10,500 | 3236 Franchise Fee, W Ambulanc | 10,500 | 10,500 | 10,500 |
| 16,594 | 21,009 | 10,000 | 3237 Franchise Fee, Gervais Te | 15,000 | 15,000 | 15,000 |
| 36 | 74 | - | 3240 Preferred LD Franchise | - | - | - |
| 152,341 | 157,130 | 167,865 | 3243.470 General Right of Way - Water | 171,723 | 171,723 | 171,723 |
| 342,500 | 387,239 | 380,847 | 3243.472 General Right of Way - Sewer | 402,100 | 402,100 | 402,100 |
| 339,379 | 351,682 | 290,000 | 3362 State Liquor Proration | 350,000 | 350,000 | 350,000 |
| 32,863 | 32,560 | 30,000 | 3363 State Cigarette Tax | 30,000 | 30,000 | 30,000 |
| 261,288 | 271,333 | 240,000 | 3364 State Revenue Sharing | 250,000 | 250,000 | 250,000 |
| 30 | 270 | - | 3415 Sale of Documents | - | - | - |
| - | 268 | - | 3473.109 Recreation Trust | - | - | - |
| 10,000 | - | - | 3631 Insurance Recoveries | - | - | - |
| - | 2,981 | 4,500 | 3641 Annual Access Fee | 4,500 | 4,500 | 4,500 |
| 88 | 42 | - | 3692.101 Copies--Other | - | - | - |
| (240) | 221 | - | 3698 Cash Long and Short | - | - | - |
| 40,473 | 27,827 | 25,000 | 3699 Other Miscellaneous Income | 25,000 | 25,000 | 25,000 |
| 55,880 | - | 20,000 | 3881 Reimbursements | 20,000 | 20,000 | 20,000 |
| 200,000 | - | - | 3971.137 Transfer From Housing Rehab | - | - | - |
| - | 21,901 | - | 3971.591 Transfer From Equipment Replacement | - | - | - |
| 13,608,692 | 14,526,831 | 14,199,812 | Department Total: 000 - Revenue | 14,923,323 | 15,023,323 | 15,023,323 |
| Department: 151 - Finance | | | | | | |
| 21,525 | 18,475 | 15,000 | 3416 Lien Search Revenue | 15,000 | 15,000 | 15,000 |
| - | - | 565,000 | 3531 Court Fines | 400,000 | 400,000 | 400,000 |
| 18,447 | 22,821 | 19,000 | 3611 Interest from Investments | 19,000 | 19,000 | 19,000 |
| 39,972 | 41,296 | 599,000 | Department Total: 151 - Finance | 434,000 | 434,000 | 434,000 |
| Department: 181 - Municipal Court (moved to Dept 151 - Finance) | | | | | | |
| 490,354 | 595,098 | - | 3531 Court Fines | - | - | - |
| 490,354 | 595,098 | - | Department Total: 181 - Municipal Court | - | - | - |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Number | Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|-------------------------------------|----------------------|----------------------|---|---------------------------------------|------------------------|------------------------|-----------------------|
| Department: 211 - Police | | | | | | | |
| - | 5,100 | 25,000 | 3332 | Federal Grants | 45,000 | 45,000 | 45,000 |
| 2,142 | 7,622 | 10,000 | 3341 | State Grants | 10,000 | 10,000 | 10,000 |
| 21,590 | 14,083 | 13,000 | 3421 | Police Reimbursements | 13,000 | 13,000 | 13,000 |
| 48,222 | 45,000 | 45,000 | 3421.001 | Reimbursements School District | 45,000 | 45,000 | 45,000 |
| 15,620 | 17,126 | 23,000 | 3531.101 | Police Training Surcharge | 10,000 | 10,000 | 10,000 |
| 48,000 | 42,150 | 50,000 | 3532 | Towing Fee | 40,000 | 40,000 | 40,000 |
| 1,038 | 510 | 400 | 3533 | Alarm Fee | 400 | 400 | 400 |
| 1,000 | 1,000 | 1,000 | 3673 | Donations-Police | 1,000 | 1,000 | 1,000 |
| 3,869 | 250 | - | 3699 | Other Miscellaneous Income | - | - | - |
| 2,000 | 2,500 | 10,000 | 3881 | Reimbursements | 2,500 | 2,500 | 2,500 |
| 600 | - | 1,500 | 3881.001 | Reimbursement--Training | - | - | - |
| 144,081 | 135,340 | 178,900 | Department Total: 211 - Police | | 166,900 | 166,900 | 166,900 |
| Department: 311 - Library | | | | | | | |
| 87,981 | 70,759 | 75,000 | 3365 | Regional Library Services | 75,000 | 75,000 | 75,000 |
| 3,999 | 4,381 | 4,000 | 3366 | Ready to Read Grant | 4,000 | 4,000 | 4,000 |
| 2,210 | 2,923 | 3,000 | 3472 | Rural Readers' Fees | 3,000 | 3,000 | 3,000 |
| 14,609 | 15,570 | 17,000 | 3536 | Library Fines | 17,000 | 17,000 | 17,000 |
| 46 | 573 | - | 3672 | Donations-Library | - | - | - |
| 9,301 | 6,520 | 6,225 | 3672.001 | Donations-Library - Music in the Park | 7,225 | 7,225 | 7,225 |
| 3,759 | 2,346 | 2,000 | 3695 | Lost Book Revenue | 2,000 | 2,000 | 2,000 |
| 121,905 | 103,073 | 107,225 | Department Total: 311 - Library | | 108,225 | 108,225 | 108,225 |
| Department: 421 - Recreation | | | | | | | |
| 29,372 | 47,881 | 33,000 | 3473.101 | Youth Sports | 43,500 | 43,500 | 43,500 |
| 11,328 | 21,296 | 24,000 | 3473.102 | Adult Sports | 14,000 | 14,000 | 14,000 |
| 6,531 | 3,976 | 1,000 | 3473.103 | Youth Program | 6,000 | 6,000 | 6,000 |
| 450 | 1 | - | 3473.104 | Administration | - | - | - |
| 20,625 | 5,325 | 10,000 | 3473.106 | Sponsorship Revenue | 10,000 | 10,000 | 10,000 |
| 9,634 | - | - | 3473.108 | After School Club | - | - | - |
| 4,427 | 4,355 | 5,000 | 3473.110 | Arts & Culture | 6,500 | 6,500 | 6,500 |
| 9,870 | 6,546 | 10,000 | 3473.111 | Active Adult | 5,000 | 5,000 | 5,000 |
| 820 | - | 3,000 | 3474 | Event Admission | 1,000 | 1,000 | 1,000 |
| - | 24,995 | 64,000 | 3474.099 | Fiesta Events | 75,000 | 75,000 | 75,000 |
| 137 | - | - | 3671 | Donations-Parks | - | - | - |
| 1,841 | - | - | 3671.110 | PAL - Teen Prog Grant | - | - | - |
| 95,034 | 114,374 | 150,000 | Department Total: 421 - Recreation | | 161,000 | 161,000 | 161,000 |
| Department: 431 - Aquatics | | | | | | | |
| 15,340 | 13,014 | 16,000 | 3417 | Resale of Merchandise | 16,000 | 16,000 | 16,000 |
| 16,551 | 18,380 | 19,000 | 3418 | Concession Sales | 19,000 | 19,000 | 19,000 |
| 111,420 | 121,199 | 110,000 | 3471.101 | Pool Admissions | 120,000 | 120,000 | 120,000 |
| 45,887 | 57,094 | 42,000 | 3471.102 | Pool Memberships | 45,000 | 45,000 | 45,000 |
| 12,162 | 14,152 | 16,500 | 3471.103 | Pool Rentals | 16,500 | 16,500 | 16,500 |
| 45,823 | 48,420 | 52,000 | 3471.104 | Swimming Lessons | 55,000 | 55,000 | 55,000 |
| 1,115 | 192 | 6,000 | 3471.105 | Sponsorships | 6,000 | 6,000 | 6,000 |
| 5,523 | 3,378 | 5,000 | 3471.107 | Towels/Misc | 5,000 | 5,000 | 5,000 |
| - | - | - | 3677 | Donations-Pool | - | - | 30,000 |
| 73 | (13) | - | 3698 | Cash Long and Short | - | - | - |
| - | - | - | 3699 | Other Miscellaneous Income | 8,480 | 8,480 | 8,480 |
| 253,893 | 275,815 | 266,500 | Department Total: 431 - Aquatics | | 290,980 | 290,980 | 320,980 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Number | Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|---|--|------------------------|------------------------|-----------------------|
| | | | Department: | 481 - RSVP | | | |
| 60,659 | 43,474 | 46,189 | 3332 | Federal Grants | - | - | - |
| 5,920 | - | - | 3971.138 | Transfer From RSVP | - | - | - |
| 66,579 | 43,474 | 46,189 | Department Total: 481 - RSVP | | - | - | - |
| | | | Department: | 499 - Community Services Admin | | | |
| 3,750 | 5,997 | 3,500 | 3625 | Facilities Rent | 6,000 | 6,000 | 6,000 |
| - | 2,000 | - | 3671 | Donations-Parks | - | - | - |
| 10,551 | 663 | - | 3679 | Donations-Other | - | - | - |
| 14,301 | 8,660 | 3,500 | Department Total: 499 - Community Services Admin | | 6,000 | 6,000 | 6,000 |
| | | | Department: | 511 - Planning | | | |
| 25,368 | 27,349 | 19,000 | 3451 | T&E Planning Develop Fee | 24,000 | 24,000 | 24,000 |
| 37,569 | 39,668 | 40,000 | 3456 | Planning Fees | 60,000 | 60,000 | 60,000 |
| 62,937 | 67,017 | 59,000 | Department Total: 511 - Planning | | 84,000 | 84,000 | 84,000 |
| | | | Department: | 651 - Engineering | | | |
| - | 12,058 | 9,000 | 3224 | R/W Construction Permits | 9,000 | 9,000 | 9,000 |
| - | 13,679 | 11,000 | 3451 | T&E Planning Develop Fee | 12,000 | 12,000 | 12,000 |
| - | 210,289 | 332,000 | 3656 | Engineering Internal Project WO Revenu | 172,000 | 172,000 | 172,000 |
| - | 208,653 | 175,000 | 3656.140 | Engineering Svcs - Street | 80,000 | 80,000 | 80,000 |
| - | 21,414 | 31,000 | 3656.470 | Engineering Svcs - Water | 15,000 | 15,000 | 15,000 |
| - | 52,437 | 62,000 | 3656.472 | Engineering Svcs - Sewer | 33,000 | 33,000 | 33,000 |
| - | 518,530 | 620,000 | Department Total: 651 - Engineering | | 321,000 | 321,000 | 321,000 |
| | | | Department: | 711 - Maintenance | | | |
| - | 19,203 | 17,677 | 3491 | Rental Income | 20,483 | 20,483 | 20,483 |
| - | 61,083 | 61,574 | 3651 | Internal Rent Revenue | 64,747 | 64,747 | 64,747 |
| - | 80,286 | 79,251 | Department Total: 711 - Maintenance | | 85,230 | 85,230 | 85,230 |
| 14,897,748 | 16,509,794 | 16,309,377 | Revenues Total | | 16,580,658 | 16,680,658 | 16,710,658 |

General Fund Expenditures by Department

| | FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | FY 2016-17 Budget |
|---|----------------------|----------------------|----------------------|----------------------|
| 001 General Fund | | | | |
| 011 - Council & Mayor | 38,619 | 16,609 | 17,803 | 21,000 |
| 121 - Administration | 196,258 | 197,704 | 245,756 | 245,581 |
| 125 - Economic Development ^A | - | - | 56,883 | 87,092 |
| 131 - City Recorder | 50,941 | 69,088 | 78,634 | 85,010 |
| 141 - City Attorney | 134,127 | 169,032 | 235,157 | 195,546 |
| 151 - Finance ^B | 428,554 | 336,582 | 572,139 | 593,827 |
| 161 - Human Resources | 37,520 | 87,748 | 113,353 | 200,663 |
| 181 - Court ^B | 131,401 | 148,772 | - | - |
| 211 - Police | 6,312,754 | 6,645,638 | 7,157,207 | 7,222,364 |
| 311 - Library | 880,927 | 789,583 | 862,096 | 869,871 |
| 421 - Recreation | 303,235 | 392,101 | 452,920 | 464,435 |
| 431 - Aquatics | 508,568 | 516,279 | 534,264 | 598,730 |
| 481 - RSVP | 64,197 | 59,575 | 74,010 | - |
| 499 - Community Services Admin | 298,557 | 213,594 | 311,832 | 351,707 |
| 511 - Planning | 342,179 | 275,212 | 375,053 | 387,331 |
| 631 - Maintenance (Parks) | 462,711 | - | - | - |
| 651 - Engineering ^C | - | 686,645 | 773,220 | 504,625 |
| 711 - Parks & Facilities Maintenance ^D | - | 829,865 | 893,272 | 898,265 |
| 199 - Non-departmental | 794,895 | 605,420 | 774,676 | 431,019 |
| Contingency & Reserve | - | - | 2,781,102 | 3,553,592 |
| General Fund Expenditures Total | 10,985,443 | 12,039,447 | 16,309,377 | 16,710,658 |

^A New department created FY 2015-16 as part of City Council goals

^B Municipal Court was merged into Finance effective FY 2015-16

^C New department in General Fund FY 2014-15

^D New department in General Fund, combines prior GF dept 631 Maintenance (Parks) with Facilities Maintenance from fund 582.

Where The Money Goes - General Fund



General Fund – Expenditures by Department

Council & Mayor

Fund/Fund Number:

General - 001

Department/Department Number:

City Council - 011

Department Director:

Scott Derickson

Description of purpose/functions of department:

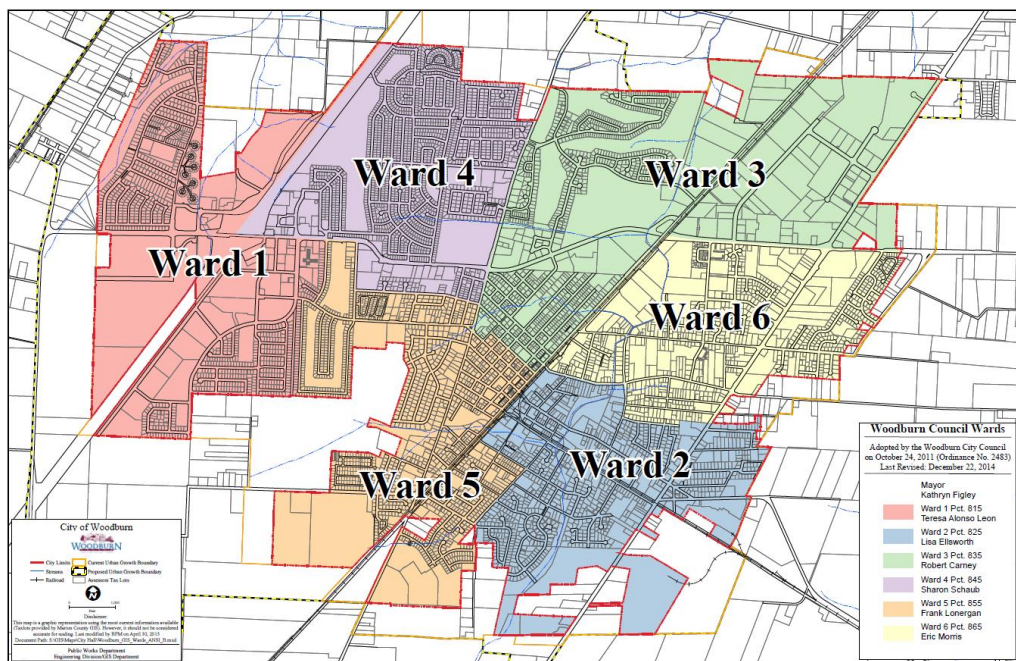
This department budget is to account for the various costs incurred by the Mayor and City Council. Among those costs are the following: office space and equipment overhead for Mayor and Council, meeting expenses, and community outreach. Stipends for the City Council and Mayor were eliminated in FY 2013-14.

Primary duties of the Council include:

- 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 at City Hall at 7 p.m.
- The Mayor and City Council individually represent the City by their membership on regional forums and civic organizations.

Department Summary

| FY 2013-14 | FY 2014-15 | FY 2015-16 | Account Description | FY 2016-17 | FY 2016-17 | FY 2016-17 |
|------------|------------|------------|-----------------------|------------|------------|------------|
| Actual | Actual | Budget | | Proposed | Approved | Adopted |
| | | | Council & Mayor | | | |
| 38,619 | 16,609 | 17,803 | Materials & Services | 21,000 | 21,000 | 21,000 |
| 38,619 | 16,609 | 17,803 | Council & Mayor Total | 21,000 | 21,000 | 21,000 |



Visit www.ci.woodburn.or.us for more information

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Fund: 001 - General Fund | | | | | | |
| Expenditures | | | | | | |
| Department: 011 - Council & Mayor (Program 1111) | | | | | | |
| Materials & Services | | | | | | |
| - | - | 500 | 5315 Computer Supplies | 500 | 500 | 500 |
| 186 | 340 | 1,500 | 5319 Office Supplies | 1,500 | 1,500 | 1,500 |
| 1,000 | 334 | - | 5329 Other Supplies | - | - | - |
| 520 | 386 | 500 | 5419 Other Professional Serv | 2,500 | 2,500 | 2,500 |
| 58 | 60 | 100 | 5421 Telephone/Data | 1,000 | 1,000 | 1,000 |
| - | - | 60 | 5422 Postage | - | - | - |
| 25,200 | 12,540 | 10,618 | 5428 IT Support | 10,475 | 10,475 | 10,475 |
| - | 184 | - | 5433 Mileage | 500 | 500 | 500 |
| - | - | - | 5439 Travel | 1,000 | 1,000 | 1,000 |
| 10,776 | - | - | 5448 Internal Rent | - | - | - |
| 191 | 224 | 225 | 5491 Dues & Subscriptions | 225 | 225 | 225 |
| 689 | 2,542 | 4,000 | 5492 Registrations/Training | 3,000 | 3,000 | 3,000 |
| - | - | 300 | 5493 Printing/Binding | 300 | 300 | 300 |
| 38,619 | 16,609 | 17,803 | Total - Materials & Services | 21,000 | 21,000 | 21,000 |
| 38,619 | 16,609 | 17,803 | Department Total: 011 - Council & Mayor | 21,000 | 21,000 | 21,000 |

Administration

Fund/Fund Number: General - 001
Department/Department Number: Administration - 121
Department Director: Scott Derickson

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 ordinances 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 2.35 FTE responsible for carrying out the duties listed above.

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
| | | | Administration | | | |
| 160,184 | 165,280 | 202,117 | Personnel Services | 202,035 | 202,035 | 202,035 |
| 36,074 | 32,424 | 43,639 | Materials & Services | 43,546 | 43,546 | 43,546 |
| 196,258 | 197,704 | 245,756 | Administration Total | 245,581 | 245,581 | 245,581 |

Please note that the Personnel Services total reflected in this department only includes that portion of the cost associated with Administration. Please see Personnel Allocation table on page 180 for clarification.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|---|--------------------------|------------------------|------------------------|-----------------------|
| Department: 121 - Administration (Program 1211) | | | | | | | |
| Personnel Services | | | | | | | |
| 107,297 | 109,942 | 131,880 | 5111 | Regular Wages | 133,742 | 133,742 | 133,742 |
| 40 | 38 | 50 | 5211 | OR Workers' Benefit | 43 | 43 | 43 |
| 7,552 | 7,799 | 8,828 | 5212 | Social Security | 8,668 | 8,668 | 8,668 |
| 19,683 | 19,838 | 23,915 | 5213 | Med & Dent Ins | 21,537 | 21,537 | 21,537 |
| 23,574 | 25,977 | 35,469 | 5214 | Retirement | 37,239 | 37,239 | 37,239 |
| 501 | 473 | 519 | 5215 | Long Term Disability Ins | 493 | 493 | 493 |
| 1,275 | 969 | 1,187 | 5216 | Unemployment Insurance | 135 | 135 | 135 |
| 261 | 244 | 269 | 5217 | Life Insurance | 178 | 178 | 178 |
| 160,184 | 165,280 | 202,117 | Total - Personnel Services | | 202,035 | 202,035 | 202,035 |
| Materials & Services | | | | | | | |
| - | - | 500 | 5315 | Computer Supplies | 500 | 500 | 500 |
| 2,607 | 685 | 2,500 | 5319 | Office Supplies | 2,000 | 2,000 | 2,000 |
| 1,954 | 1,809 | 2,000 | 5419 | Other Professional Serv | 1,800 | 1,800 | 1,800 |
| 875 | 940 | 1,100 | 5421 | Telephone/Data | 1,100 | 1,100 | 1,100 |
| 553 | 233 | 300 | 5422 | Postage | 300 | 300 | 300 |
| 12,600 | 19,800 | 20,550 | 5428 | IT Support | 20,035 | 20,035 | 20,035 |
| 26 | 160 | - | 5432 | Meals | - | - | - |
| - | 92 | 100 | 5433 | Mileage | 800 | 800 | 800 |
| - | 453 | 1,500 | 5439 | Travel | 1,500 | 1,500 | 1,500 |
| 10,776 | - | - | 5448 | Internal Rent | - | - | - |
| - | 780 | 1,089 | 5464 | Workers' Comp | 1,511 | 1,511 | 1,511 |
| - | - | 5,000 | 5485 | Inclusion Committee | 5,000 | 5,000 | 5,000 |
| 2,890 | 2,761 | 4,000 | 5491 | Dues & Subscriptions | 4,000 | 4,000 | 4,000 |
| 3,793 | 4,711 | 5,000 | 5492 | Registrations/Training | 5,000 | 5,000 | 5,000 |
| 36,074 | 32,424 | 43,639 | Total - Materials & Services | | 43,546 | 43,546 | 43,546 |
| 196,258 | 197,704 | 245,756 | Department Total: 121 - Administration | | 245,581 | 245,581 | 245,581 |

Economic Development

Fund/Fund Number: General - 001
Department/Department Number: Economic Development - 125
Department Director: Jamie Johnk

Description of purpose/functions of department:

Economic Development is a new department as of FY 2015-16. This department was created as a result of an updated City Council goals. This department provides increased focus on business development in our community along with the creation of a business council, business retention, expansion and recruitment activities as well as pursuing partnerships. The Economic Development Director also fills the role of the Urban Renewal Agency Manager. The budget shown for FY 2015-16 was for a partial year.

Description of department, including number of personnel:

The Economic Development Department is staffed by a full-time Economic Development Director. This position was filled in January 2016 and is allocated between General Fund and Urban Renewal Fund.

Description of FY 2015-16 accomplishments:

- Developed economic development work plan
- Completed outreach to and survey of Woodburn area businesses
- Developed a Tourism Development Plan
- Conducted Targeted Industry Analysis
- Updated economic development marketing materials and website
- Updated materials and promote Woodburn’s Economic Development Program, the Woodburn-Gervais Enterprise Zone and the benefits of locating within the community by updating printed and online information
- Partnered with Woodburn Downtown Association to implement downtown revitalization efforts

Description of FY 2016-17 proposed focus/goals:

- Partner with Woodburn Chamber of Commerce on implementation of tourism plan
- Build a marketing/messaging response strategy
- Establishing an economic rapid response team for business recruitment
- Ongoing technical assistance and support to businesses
- Coordinate real estate broker and site selector tours in order to more broadly represent Woodburn's employment land opportunities
- Inventory available property and buildings and make the findings available on the City’s website
- Compile and distribute a quarterly economic development update

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------------|------------------------|------------------------|-----------------------|
| - | - | 47,683 | Economic Development | | | |
| - | - | 9,200 | Personnel Services | 71,176 | 71,176 | 71,176 |
| - | - | | Materials & Services | 15,916 | 15,916 | 15,916 |
| - | - | 56,883 | Economic Development Total | 87,092 | 87,092 | 87,092 |

Please note that the Personnel Services total reflected in this department only includes that portion of the cost associated with the General Fund. Please see Personnel Allocation table on page 180 for clarification.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|---|--------------------------|------------------------|------------------------|-----------------------|
| Department: 125 - Economic Development | | | | | | | |
| Personnel Services | | | | | | | |
| - | - | 31,076 | 5111 | Regular Wages | 49,086 | 49,086 | 49,086 |
| - | - | 12 | 5211 | OR Workers' Benefit | 18 | 18 | 18 |
| - | - | 2,378 | 5212 | Social Security | 3,756 | 3,756 | 3,756 |
| - | - | 5,220 | 5213 | Med & Dent Ins | 7,286 | 7,286 | 7,286 |
| - | - | 8,486 | 5214 | Retirement | 10,711 | 10,711 | 10,711 |
| - | - | 152 | 5215 | Long Term Disability Ins | 196 | 196 | 196 |
| - | - | 280 | 5216 | Unemployment Insurance | 50 | 50 | 50 |
| - | - | 79 | 5217 | Life Insurance | 73 | 73 | 73 |
| - | - | 47,683 | Total - Personnel Services | | 71,176 | 71,176 | 71,176 |
| Materials & Services | | | | | | | |
| - | - | 500 | 5315 | Computer Supplies | 500 | 500 | 500 |
| - | - | 1,500 | 5319 | Office Supplies | 1,500 | 1,500 | 1,500 |
| - | - | 2,500 | 5419 | Other Professional Serv | 5,500 | 5,500 | 5,500 |
| - | - | 600 | 5421 | Telephone/Data | 600 | 600 | 600 |
| - | - | 300 | 5422 | Postage | 300 | 300 | 300 |
| - | - | - | 5428 | IT Support | 3,316 | 3,316 | 3,316 |
| - | - | 100 | 5432 | Meals | 100 | 100 | 100 |
| - | - | 200 | 5433 | Mileage | 200 | 200 | 200 |
| - | - | 1,500 | 5439 | Travel | 1,500 | 1,500 | 1,500 |
| - | - | - | 5464 | Workers' Comp | 400 | 400 | 400 |
| - | - | 2,000 | 5492 | Registrations/Training | 2,000 | 2,000 | 2,000 |
| - | - | 9,200 | Total - Materials & Services | | 15,916 | 15,916 | 15,916 |
| - | - | 56,883 | Department Total: 125 - Economic Development | | 87,092 | 87,092 | 87,092 |

City Recorder

Fund/Fund Number: General Fund - 001
Department/Department Number: City Recorder - 131
Department Director: Heather Pierson

Description of purpose/functions of department:

The City Recorder 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.

Description of department, including number of personnel:

The City Recorder department is staffed by one full-time employee and .2 FTE Administrative Assistant.

Description of FY 2015-16 accomplishments:

- Obtained Certified Municipal Clerk Status
- Completed Best Practices Audit with CIS
- Organized, dated and boxed old Agenda packets in vault
- Implemented live streaming of Council meetings online

Description of FY 2016-17 proposed focus/goals:

- Continue ordinance review/revision project with City Administrator, City Attorney and department heads
- Provide city-wide records training
- Implement records management policy
- Create and implement a records request policy and procedure
- Continue review of archived records for destruction, including archive vault
- Explore expanded use of electronic records
- Administer 2016 elections

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
| | | | City Recorder | | | |
| 31,850 | 60,005 | 62,266 | Personnel Services | 66,434 | 66,434 | 66,434 |
| 19,091 | 9,083 | 16,368 | Materials & Services | 18,576 | 18,576 | 18,576 |
| 50,941 | 69,088 | 78,634 | City Recorder Total | 85,010 | 85,010 | 85,010 |

Please note that the Personnel Services total reflected in this department only includes that portion of the cost associated with the General Fund. Please see Personnel Allocation table on page 180 for clarification.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|------------------------------|------------------------|------------------------|-----------------------|
| Department: 131 - City Recorder (Program 1311) | | | | | | | |
| Personnel Services | | | | | | | |
| 21,388 | 43,508 | 44,730 | 5111 | Regular Wages | 48,062 | 48,062 | 48,062 |
| 10 | 20 | 25 | 5211 | OR Workers' Benefit | 25 | 25 | 25 |
| 1,575 | 3,261 | 3,424 | 5212 | Social Security | 3,679 | 3,679 | 3,679 |
| 3,737 | 3,345 | 3,641 | 5213 | Med & Dent Ins | 3,883 | 3,883 | 3,883 |
| 4,732 | 9,199 | 9,755 | 5214 | Retirement | 10,476 | 10,476 | 10,476 |
| 101 | 189 | 188 | 5215 | Long Term Disability Ins | 188 | 188 | 188 |
| 254 | 383 | 404 | 5216 | Unemployment Insurance | 49 | 49 | 49 |
| 53 | 99 | 99 | 5217 | Life Insurance | 72 | 72 | 72 |
| 31,850 | 60,005 | 62,266 | Total - Personnel Services | | 66,434 | 66,434 | 66,434 |
| Materials & Services | | | | | | | |
| 891 | 2,024 | 3,000 | 5319 | Office Supplies | 2,000 | 2,000 | 2,000 |
| 120 | 217 | 3,000 | 5419 | Other Professional Serv | 3,000 | 3,000 | 3,000 |
| 106 | 110 | 150 | 5421 | Telephone/Data | 150 | 150 | 150 |
| 110 | 32 | 150 | 5422 | Postage | 150 | 150 | 150 |
| 9,450 | 3,300 | 3,425 | 5428 | IT Support | 6,632 | 6,632 | 6,632 |
| 671 | - | - | 5431 | Lodging (Use Travel 5439) | - | - | - |
| - | 80 | 150 | 5432 | Meals | 150 | 150 | 150 |
| 738 | 286 | 300 | 5433 | Mileage | 300 | 300 | 300 |
| 251 | 792 | 750 | 5439 | Travel | 750 | 750 | 750 |
| 3,772 | - | - | 5448 | Internal Rent | - | - | - |
| - | 200 | 293 | 5464 | Workers' Comp | 394 | 394 | 394 |
| - | - | 1,750 | 5471 | Equipment Repair & Maint | 1,750 | 1,750 | 1,750 |
| 50 | 245 | 300 | 5491 | Dues & Subscriptions | 300 | 300 | 300 |
| 2,447 | 1,760 | 3,100 | 5492 | Registrations/Training | 3,000 | 3,000 | 3,000 |
| 486 | 36 | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 19,091 | 9,084 | 16,368 | Total - Materials & Services | | 18,576 | 18,576 | 18,576 |
| 50,941 | 69,088 | 78,634 | Department Total: 131 - City Recorder | | 85,010 | 85,010 | 85,010 |

City Attorney

Fund/Fund Number: General - 001
Department/Department Number: City Attorney - 141
Department Director: N. Robert Shields

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 2.45 FTE: the City Attorney, Assistant City Attorney and an Executive/Legal Assistant that is shared with the City Administrator.

Description of FY 2015-16 accomplishments:

- Assisted elected officials and City Administrator in obtaining approval of the Woodburn Urban Growth Boundary (UGB) expansion
- Continued the ordinance review/revision project but did not make the amount of progress anticipated due to personnel changes
- Continued to support Human Resources Department in overall revision of Personnel Manual
- Provided timely legal advice to the City Council, City Administrator and departments

Description of FY 2016-17 proposed focus/goals:

- Train the new Assistant City Attorney
- Continue the ordinance review/revision project
- Provide support to Planning Division for development of the property now within the expanded UGB
- Continue to provide timely legal advice to the City Council, City Administrator and departments to enable them to achieve their goals and objectives

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
| | | | City Attorney | | | |
| 96,460 | 142,778 | 201,492 | Personnel Services | 162,068 | 162,068 | 162,068 |
| 37,667 | 26,254 | 33,665 | Materials & Services | 33,478 | 33,478 | 33,478 |
| 134,127 | 169,032 | 235,157 | City Attorney Total | 195,546 | 195,546 | 195,546 |

Please note that the Personnel Services total reflected in this department only includes that portion of the cost associated with the General Fund. Please see Personnel Allocation table on page 180 for clarification.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|--------------------------|------------------------|------------------------|-----------------------|
| Department: 141 - City Attorney (Program 1411) | | | | | | | |
| Personnel Services | | | | | | | |
| 62,672 | 95,309 | 148,765 | 5111 | Regular Wages | 104,412 | 104,412 | 104,412 |
| 25 | 30 | 38 | 5211 | OR Workers' Benefit | 38 | 38 | 38 |
| 4,627 | 7,054 | 7,028 | 5212 | Social Security | 7,317 | 7,317 | 7,317 |
| 13,291 | 16,162 | 17,872 | 5213 | Med & Dent Ins | 19,050 | 19,050 | 19,050 |
| 14,654 | 22,775 | 26,290 | 5214 | Retirement | 30,580 | 30,580 | 30,580 |
| 294 | 399 | 399 | 5215 | Long Term Disability Ins | 411 | 411 | 411 |
| 745 | 839 | 890 | 5216 | Unemployment Insurance | 106 | 106 | 106 |
| 154 | 209 | 210 | 5217 | Life Insurance | 154 | 154 | 154 |
| 96,460 | 142,778 | 201,492 | Total - Personnel Services | | 162,068 | 162,068 | 162,068 |
| Materials & Services | | | | | | | |
| 7,486 | 7,515 | 8,000 | 5314 | Books | 8,000 | 8,000 | 8,000 |
| 1,395 | 670 | 1,900 | 5319 | Office Supplies | 2,000 | 2,000 | 2,000 |
| 820 | - | 1,500 | 5412 | Legal | 1,500 | 1,500 | 1,500 |
| 221 | 136 | - | 5419 | Other Professional Serv | - | - | - |
| 1,364 | 1,350 | 1,700 | 5421 | Telephone/Data | 1,700 | 1,700 | 1,700 |
| 31 | 21 | 200 | 5422 | Postage | 200 | 200 | 200 |
| 9,450 | 9,900 | 10,275 | 5428 | IT Support | 9,947 | 9,947 | 9,947 |
| - | 897 | - | 5433 | Mileage | - | - | - |
| - | 824 | 2,000 | 5439 | Travel | 1,650 | 1,650 | 1,650 |
| 7,543 | - | - | 5448 | Internal Rent | - | - | - |
| - | 321 | 390 | 5464 | Workers' Comp | 531 | 531 | 531 |
| 2,304 | 2,209 | 2,500 | 5491 | Dues & Subscriptions | 2,500 | 2,500 | 2,500 |
| 6,900 | 2,339 | 5,100 | 5492 | Registrations/Training | 5,350 | 5,350 | 5,350 |
| 153 | 72 | 100 | 5495 | Court Costs | 100 | 100 | 100 |
| 37,667 | 26,254 | 33,665 | Total - Materials & Services | | 33,478 | 33,478 | 33,478 |
| 134,127 | 169,032 | 235,157 | Department Total: 141 - City Attorney | | 195,546 | 195,546 | 195,546 |

Finance

Fund/Fund Number: General - 001
Department/Department Number: Finance - 151
Department Director: Sarah Head

Description of purpose/functions of department:

The Finance & Municipal Court Departments have been merged to provide 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 processes and maintains the City’s general ledger, utility billing, accounts receivable, accounts payable, fixed asset and payroll systems. The Municipal Court Department is responsible for processing all citations and violations, including red light camera tickets issued by the Woodburn Police Department, and is responsible for processing code violations issued by the City’s Code Enforcement Department.

Description of department, including number of personnel:

The department consists of 8.86 FTE including the Finance Director, Accounting Manager, Senior Management Analyst, Accountant I, four Clerk III’s, Municipal Court Judge and two part-time staff.

Description of FY 2015-16 accomplishments:

- Received GFOA Distinguished Budget Award for FY 2015-16 document
- Implementation of time and attendance system for the Police Department personnel
- Increased amount of monthly and quarterly reconciliations to further protect City assets
- Completed a process review and subsequent modifications for Taxi Permits
- Continued to cross train staff for all duties of both Municipal Court and Finance functions
- Integrated a new Accounting Manager to the department
- Included taxi licenses in accounting system for more efficient annual renewals and better recordkeeping

Description of FY 2016-17 proposed focus/goals:

- Continued focus on customer service in all interactions with public
- Add online payment functionality for Municipal Court fine payments to increase efficiency and provide multiple ways for customers to pay
- Contract for armored car services for daily bank deposits to reduce risk and increase employee safety
- Review the business license process and make modifications as necessary to increase efficiency and clarity to the public
- Automate certain process in payroll to gain efficiencies
- Begin the process to consolidate merchant services vendors for process effectiveness

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
| | | | Finance | | | |
| 315,413 | 208,536 | 358,437 | Personnel Services | 380,952 | 380,952 | 380,952 |
| 113,141 | 128,046 | 213,702 | Materials & Services | 212,875 | 212,875 | 212,875 |
| 428,554 | 336,582 | 572,139 | Finance Total | 593,827 | 593,827 | 593,827 |

Please note that the Personnel Services total reflected in this department only includes that portion of the cost associated with the General Fund. Please see Personnel Allocation table on page 180 for clarification.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|---|---------------------------|------------------------|------------------------|-----------------------|
| Department: 151 - Finance (Program 1511) | | | | | | | |
| Personnel Services | | | | | | | |
| 99,096 | 142,903 | 222,966 | 5111 | Regular Wages | 235,456 | 235,456 | 235,456 |
| - | - | 16,445 | 5112 | Part-Time Wages | 18,248 | 18,248 | 18,248 |
| 6 | 12 | - | 5121 | Overtime | - | - | - |
| 40 | 67 | 140 | 5211 | OR Workers' Benefit | 139 | 139 | 139 |
| 7,634 | 10,930 | 18,322 | 5212 | Social Security | 19,417 | 19,417 | 19,417 |
| 15,442 | 22,768 | 48,278 | 5213 | Med & Dent Ins | 51,640 | 51,640 | 51,640 |
| 191,354 | 29,631 | 48,725 | 5214 | Retirement | 54,184 | 54,184 | 54,184 |
| 432 | 634 | 920 | 5215 | Long Term Disability Ins | 874 | 874 | 874 |
| 1,181 | 1,259 | 2,158 | 5216 | Unemployment Insurance | 662 | 662 | 662 |
| 227 | 332 | 483 | 5217 | Life Insurance | 332 | 332 | 332 |
| 315,413 | 208,536 | 358,437 | Total - Personnel Services | | 380,952 | 380,952 | 380,952 |
| Materials & Services | | | | | | | |
| 640 | 127 | 1,200 | 5315 | Computer Supplies | 1,000 | 1,000 | 1,000 |
| 5,845 | 12,547 | 12,000 | 5319 | Office Supplies | 12,000 | 12,000 | 12,000 |
| 24 | 158 | - | 5329 | Other Supplies | - | - | - |
| 15,126 | 15,365 | 20,000 | 5414 | Accounting/Auditing | 20,000 | 20,000 | 20,000 |
| 503 | 1,484 | 7,000 | 5419 | Other Professional Serv | 7,000 | 7,000 | 7,000 |
| 178 | 305 | 600 | 5421 | Telephone/Data | 500 | 500 | 500 |
| 146 | 1,726 | 2,450 | 5422 | Postage | 2,100 | 2,100 | 2,100 |
| 3,760 | - | - | 5427 | Training (Use 5492) | - | - | - |
| 28,350 | 42,900 | 44,525 | 5428 | IT Support | 43,106 | 43,106 | 43,106 |
| 7,540 | 12,501 | 12,000 | 5429 | Other Communication Serv | 12,000 | 12,000 | 12,000 |
| - | - | 65,000 | 5430 | Red Light Camera Contract | 65,000 | 65,000 | 65,000 |
| - | - | - | 5433 | Mileage | 200 | 200 | 200 |
| 2,252 | 1,460 | 4,000 | 5439 | Travel | 4,000 | 4,000 | 4,000 |
| - | 4,367 | 6,000 | 5446 | Software Licenses | 6,000 | 6,000 | 6,000 |
| 26,940 | - | - | 5448 | Internal Rent | - | - | - |
| - | 938 | 1,000 | 5462 | Employee Blanket Bond | 1,000 | 1,000 | 1,000 |
| - | 1,890 | 2,427 | 5464 | Workers' Comp | 2,669 | 2,669 | 2,669 |
| 1,450 | 1,236 | 1,500 | 5491 | Dues & Subscriptions | 2,000 | 2,000 | 2,000 |
| 1,550 | 3,506 | 8,000 | 5492 | Registrations/Training | 7,000 | 7,000 | 7,000 |
| 2,344 | 2,282 | 2,000 | 5493 | Printing/Binding | 2,300 | 2,300 | 2,300 |
| 16,492 | 25,253 | 24,000 | 5500 | Banking Fees & Charges | 25,000 | 25,000 | 25,000 |
| 113,141 | 128,046 | 213,702 | Total - Materials & Services | | 212,875 | 212,875 | 212,875 |
| 428,554 | 336,582 | 572,139 | Department Total: 151 - Finance | | 593,827 | 593,827 | 593,827 |

The FY 2013-14 Retirement account 5214 included a one-time funding payment of \$160,000 to fund the pre-PERS legacy pension program.

Human Resources

Fund/Fund Number: General - 001
Department/Department Number: Human Resources - 161
Department Director: Michael Hereford

Description of purpose/functions of department:

To provide strategic centralized human resource services and responsive customer service in support of the employees, department heads and the City Administrator.

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

Description of department, including number of personnel:

The department consists of one full-time Human Resources Director.

Description of FY 2015-16 accomplishments:

- Nearing finalization of time and attendance tracking
- Assisted City Administrator and Department Heads in the realignment of certain personnel assignments

Description of FY 2016-17 proposed focus/goals:

- Finalize Employee Policy Manual
- Reinststitute employee tuition reimbursement program
- Start-up employee wellness program

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|-----------------------|------------------------|------------------------|-----------------------|
| | | | Human Resources | | | |
| 11,981 | 67,229 | 80,160 | Personnel Services | 127,591 | 127,591 | 127,591 |
| 25,539 | 20,519 | 33,193 | Materials & Services | 73,072 | 73,072 | 73,072 |
| 37,520 | 87,748 | 113,353 | Human Resources Total | 200,663 | 200,663 | 200,663 |

Please note that the Personnel Services total reflected in this department only includes that portion of the cost associated with the General Fund. Please see Personnel Allocation table on page 180 for clarification.

Personnel Services budget increased due to changes in allocations for HR Director.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|------------------------------|------------------------|------------------------|-----------------------|
| Department: 161 - Human Resources (Program 1611) | | | | | | | |
| Personnel Services | | | | | | | |
| 8,199 | 47,322 | 56,316 | 5111 | Regular Wages | 88,370 | 88,370 | 88,370 |
| 3 | 16 | 24 | 5211 | OR Workers' Benefit | 40 | 40 | 40 |
| 634 | 3,727 | 4,309 | 5212 | Social Security | 6,761 | 6,761 | 6,761 |
| 1,255 | 5,427 | 6,363 | 5213 | Med & Dent Ins | 12,580 | 12,580 | 12,580 |
| 1,733 | 10,008 | 12,278 | 5214 | Retirement | 19,271 | 19,271 | 19,271 |
| 38 | 205 | 237 | 5215 | Long Term Disability Ins | 350 | 350 | 350 |
| 97 | 417 | 508 | 5216 | Unemployment Insurance | 89 | 89 | 89 |
| 20 | 108 | 125 | 5217 | Life Insurance | 130 | 130 | 130 |
| 11,981 | 67,229 | 80,160 | Total - Personnel Services | | 127,591 | 127,591 | 127,591 |
| Materials & Services | | | | | | | |
| 273 | - | 600 | 5315 | Computer Supplies | 600 | 600 | 600 |
| 675 | 1,841 | 2,500 | 5319 | Office Supplies | 2,500 | 2,500 | 2,500 |
| - | - | 500 | 5326 | Safety/Medical | 500 | 500 | 500 |
| - | - | - | 5412 | Legal | 40,000 | 40,000 | 40,000 |
| - | 1,935 | 1,500 | 5417 | HR/Other Employee Expenses | 1,500 | 1,500 | 1,500 |
| 3,591 | 5,262 | 7,000 | 5419 | Other Professional Serv | 7,000 | 7,000 | 7,000 |
| 881 | 1,092 | 800 | 5421 | Telephone/Data | 500 | 500 | 500 |
| 215 | 80 | 500 | 5424 | Advertising | 500 | 500 | 500 |
| 9,450 | 6,600 | 6,850 | 5428 | IT Support | 6,772 | 6,772 | 6,772 |
| 464 | 590 | 500 | 5433 | Mileage | 500 | 500 | 500 |
| 550 | 120 | 700 | 5439 | Travel | 700 | 700 | 700 |
| 7,004 | - | - | 5448 | Internal Rent | - | - | - |
| - | 532 | 743 | 5464 | Workers' Comp | 1,000 | 1,000 | 1,000 |
| 917 | 485 | 1,000 | 5491 | Dues & Subscriptions | 1,000 | 1,000 | 1,000 |
| 1,451 | 1,983 | 10,000 | 5492 | Registrations/Training | 10,000 | 10,000 | 10,000 |
| 68 | - | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 25,539 | 20,519 | 33,193 | Total - Materials & Services | | 73,072 | 73,072 | 73,072 |
| 37,520 | 87,748 | 113,353 | Department Total: 161 - Human Resources | | 200,663 | 200,663 | 200,663 |

Materials & Services line item budget for Legal expense was previously budgeted in Non-Departmental Other Professional Services.

Municipal Court

Fund/Fund Number: General - 001
Department/Department Number: Municipal Court - 181
Department Director: Sarah Head

Description of purpose/functions of department:

This department was combined with the Finance Department, effective FY 2015-16 to increase efficiency.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|--|--------------------------|------------------------|------------------------|-----------------------|
| Department: 181 - Municipal Court | | | | | | | |
| Personnel Services | | | | | | | |
| 52,297 | 47,886 | - | 5111 | Regular Wages | - | - | - |
| 16,235 | 13,427 | - | 5112 | Part-Time Wages | - | - | - |
| 196 | 227 | - | 5121 | Overtime | - | - | - |
| 42 | 40 | - | 5211 | OR Workers' Benefit | - | - | - |
| 5,049 | 5,029 | - | 5212 | Social Security | - | - | - |
| 17,933 | 17,181 | - | 5213 | Med & Dent Ins | - | - | - |
| 9,436 | 8,723 | - | 5214 | Retirement | - | - | - |
| 241 | 209 | - | 5215 | Long Term Disability Ins | - | - | - |
| 816 | 601 | - | 5216 | Unemployment Insurance | - | - | - |
| 126 | 109 | - | 5217 | Life Insurance | - | - | - |
| 102,370 | 93,432 | - | Total - Personnel Services | | - | - | - |
| Materials & Services | | | | | | | |
| 1,949 | - | - | 5319 | Office Supplies | - | - | - |
| 146 | 55,340 | - | 5419 | Other Professional Serv | - | - | - |
| 115 | - | - | 5421 | Telephone/Data | - | - | - |
| 1,208 | - | - | 5422 | Postage | - | - | - |
| 6,300 | - | - | 5428 | IT Support | - | - | - |
| 6,797 | - | - | 5429 | Other Communication Serv | - | - | - |
| 4,727 | - | - | 5446 | Software Licenses | - | - | - |
| 6,466 | - | - | 5448 | Internal Rent | - | - | - |
| 95 | - | - | 5491 | Dues & Subscriptions | - | - | - |
| 1,226 | - | - | 5492 | Registrations/Training | - | - | - |
| 29,031 | 55,340 | - | Total - Materials & Services | | - | - | - |
| 131,401 | 148,772 | - | Department Total: 181 - Municipal Court | | - | - | - |



Police

Fund/Fund Number: General - 001
Department/Department Number: Police - 211
Department Director: James C. Ferraris

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:

33 Sworn Police Officers and 8.7 Civilian Support Staff

Description of FY 2015-16 accomplishments:

Administration

- Successful completion of a Police Chief recruitment and hiring process
- Chief served as METCOM User Board Member
- Developed/Implemented new "Hiring for Attitude" training program for sworn officers
- Completed training of six officers under the PTO Training Model
- Completed the LEEDA Training Series for Supervisor, Mid-Management and Executive levels
- Expanded the "Shop with a Cop" program, partnering with the Fire Department and doubling the number of children served
- Identified members for training in "Peer Support"
- Two (2) sessions of Citizen Police Academy will have been completed by the end of this FY
- Successfully partnered with community groups and organizations in attendance at meetings and events; integrating officers and staff in addition to command staff
- Shared CrimeReport.com website with community groups and organizations
- Identified Emergency Management Program Coordinator

Support Division

- Completed second "Good Neighbor" Campaign
- Identified, trained and deployed an additional School Resource Officer
- Obtained, trained and deployed one drug detection K-9
- Conducted major criminal investigations including:
 - Several attempted murder and major assault cases
 - Numerous adult and child sexual assaults
- Facilitated LEDS/CJIS Audit
- Facilitated Federal Juvenile Custody Audit
- Gang Reduction Program
 - Tracked and responded to emerging gang issues
 - Provided training for schools and parents
 - Operated GREAT program
- Traffic Safety Projects
 - I-5 Construction zone traffic safety projects
 - Truck inspections
 - Neighborhood safety
 - Special enforcement details; i.e., Fiesta Mexicana and Fourth of July celebration
 - Participated in Marion County Crash Team callouts

Patrol Division

- Information Based Policing (IBP)
 - Continue to integrate IBP into daily patrol/CIU operations
 - Implement “E-Briefing” project for Patrol
- Implemented Police Training Officer (PTO) Reno Training Model
- Incorporated “One Note” technology into daily shift briefings
- Newly trained truck inspector added to Patrol
- Provided Advanced Roadside Impaired Driver Education (ARIDE) training in response to increases in Marijuana impairment in the driving public as staffing allowed
- Full deployment of body cameras

Description of FY 2016-17 proposed focus/goals:

- Restore staffing to full capacity
- Community Policing Enhancements
 - Increase citizen involvement with the Police Department
 - Conduct sessions of Citizens and Business Police Academy
 - Engage community members in relationship building across Woodburn
 - Increase police attendance at community functions
 - Implement use of a smart phone app
- Crime Analysis Enhancements
 - Develop Detective Case Management Program
 - Provide training to half time crime analyst
- Employee Development Program
 - Work with HR Department on evaluation improvements
 - Revitalize Employee Recognition Program
 - Staff development
 - “Every officer a leader” Training
 - Incorporate organizational values into all decision making
- Emergency Management
 - Train and deploy new Emergency Management Program Coordinator
 - Encourage training for all City departments
 - Develop Emergency Operations Plan training and exercise
- Assist Legal Department with Police Related Ordinance Review and Proposals
 - Alarms
 - Chronic nuisance property
 - Ordinance 1900 violations
 - Abandoned/foreclosed property
 - Solicitor and Taxi Licensing
- Youth Engagement/Gang Reduction
 - Conduct routine local gang enforcement
 - Partner with Boys and Girls Club
 - Implement gang designation protocol
 - SRO provided training for school staff and parents
 - Facilitate G.R.E.A.T. summer program
- Traffic safety projects
 - Truck inspections
 - Neighborhood safety
 - Targeted accident reduction details
 - Special enforcement details
 - Acquire and deploy new speed reader trailer

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
| | | | Police | | | |
| 4,910,155 | 5,273,773 | 5,616,670 | Personnel Services | 5,567,458 | 5,567,458 | 5,567,458 |
| 1,367,757 | 1,294,943 | 1,492,537 | Materials & Services | 1,649,406 | 1,649,406 | 1,649,406 |
| 34,842 | 76,922 | 48,000 | Capital Outlay | 5,500 | 5,500 | 5,500 |
| 6,312,754 | 6,645,638 | 7,157,207 | Police Total | 7,222,364 | 7,222,364 | 7,222,364 |



Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|-----------------------------------|-----------------------------------|------------------------|------------------------|-----------------------|
| Department: 211 - Police (Program 2111) | | | | | | | |
| Personnel Services | | | | | | | |
| 2,922,003 | 3,245,685 | 3,370,580 | 5111 | Regular Wages | 3,453,898 | 3,453,898 | 3,453,898 |
| 22,364 | 10,207 | 17,918 | 5112 | Part-Time Wages | 16,395 | 16,395 | 16,395 |
| 195,006 | 173,264 | 224,360 | 5121 | Overtime | 125,546 | 125,546 | 125,546 |
| 1,154 | 1,199 | 1,565 | 5211 | OR Workers' Benefit | 1,507 | 1,507 | 1,507 |
| 238,967 | 258,452 | 273,790 | 5212 | Social Security | 271,875 | 271,875 | 271,875 |
| 756,324 | 756,286 | 828,343 | 5213 | Med & Dent Ins | 821,456 | 821,456 | 821,456 |
| 716,283 | 777,484 | 846,973 | 5214 | Retirement | 855,383 | 855,383 | 855,383 |
| 13,165 | 13,314 | 13,243 | 5215 | Long Term Disability Ins | 12,546 | 12,546 | 12,546 |
| 37,681 | 30,621 | 32,541 | 5216 | Unemployment Insurance | 3,625 | 3,625 | 3,625 |
| 7,208 | 7,261 | 7,357 | 5217 | Life Insurance | 5,227 | 5,227 | 5,227 |
| 4,910,155 | 5,273,773 | 5,616,670 | Total - Personnel Services | | 5,567,458 | 5,567,458 | 5,567,458 |
| Materials & Services | | | | | | | |
| 628 | - | - | 5313 | Paper (Use 5319 Office Supplies) | - | - | - |
| 500 | - | - | 5314 | Books | - | - | - |
| 231 | 4,332 | 5,000 | 5315 | Computer Supplies | 5,000 | 5,000 | 5,000 |
| 2,846 | 4,959 | 7,575 | 5319 | Office Supplies | 7,575 | 7,575 | 7,575 |
| 92,075 | 71,717 | 90,000 | 5323 | Fuel | 90,000 | 90,000 | 90,000 |
| 22,596 | 21,353 | 25,000 | 5324 | Clothing | 25,000 | 25,000 | 25,000 |
| 3,990 | 3,412 | 4,000 | 5326 | Safety/Medical | 4,000 | 4,000 | 4,000 |
| 10,610 | 19,651 | 19,950 | 5329 | Other Supplies | 19,950 | 19,950 | 19,950 |
| 1,798 | 587 | 5,000 | 5337 | Tires/Parts | 5,000 | 5,000 | 5,000 |
| 15,133 | 15,051 | 21,500 | 5351 | Ammunition | 21,500 | 21,500 | 21,500 |
| 800 | 2,857 | 2,400 | 5352 | Protective Clothing | 2,400 | 2,400 | 2,400 |
| 266 | - | - | 5353 | Photographic Supplies | - | - | - |
| 4,216 | - | - | 5359 | Other Police Supplies | - | - | - |
| 780 | 3,165 | 20,000 | 5400 | Code Abatement | 20,000 | 20,000 | 20,000 |
| - | 3,769 | 1,000 | 5409.140 | Garage Services | 2,000 | 2,000 | 2,000 |
| 13,924 | 14,057 | 35,000 | 5415 | Computer | 35,000 | 35,000 | 35,000 |
| 489 | - | - | 5416 | Medical (Use 5326 Safety/Medical) | - | - | - |
| 1,179 | 2,221 | 4,000 | 5417 | HR/Other Employee Expenses | 4,000 | 4,000 | 4,000 |
| 36,612 | 14,194 | 20,000 | 5419 | Other Professional Serv | 20,000 | 20,000 | 20,000 |
| 5,000 | 7,500 | 7,500 | 5420 | Investigation Expenses | 7,500 | 7,500 | 7,500 |
| 30,478 | 27,862 | 25,000 | 5421 | Telephone/Data | 25,000 | 25,000 | 25,000 |
| 6,233 | 4,731 | 8,000 | 5422 | Postage | 8,000 | 8,000 | 8,000 |
| 243 | 186 | 1,000 | 5424 | Advertising | 1,000 | 1,000 | 1,000 |
| 6,431 | 17,068 | 13,000 | 5426 | Contract Networks | 13,000 | 13,000 | 13,000 |
| 204,150 | 213,568 | 225,052 | 5428 | IT Support | 307,801 | 307,801 | 307,801 |
| 352,812 | 363,396 | 384,950 | 5429 | Other Communication Serv | 384,950 | 384,950 | 384,950 |
| 1,607 | - | - | 5431 | Lodging (Use Travel 5439) | - | - | - |
| 2,821 | 2,838 | 3,500 | 5432 | Meals | 3,500 | 3,500 | 3,500 |
| 180 | 292 | 500 | 5433 | Mileage | 500 | 500 | 500 |
| 871 | - | - | 5434 | Airfare (Use Travel 5439) | - | - | - |
| 4,238 | 12,702 | 13,000 | 5439 | Travel | 13,000 | 13,000 | 13,000 |
| 2,279 | 2,393 | 2,500 | 5443 | Office Equipment | 2,500 | 2,500 | 2,500 |
| 127,606 | 127,171 | 140,100 | 5444 | Vehicle Leases | 140,100 | 140,100 | 140,100 |
| 145,517 | - | - | 5448 | Internal Rent | - | - | - |

| FY 2013-14 | FY 2014-15 | FY 2015-16 | | Account Description | FY 2016-17 | FY 2016-17 | FY 2016-17 |
|------------|------------|------------|---|------------------------------|------------|------------|------------|
| Actual | Actual | Budget | | | Proposed | Approved | Adopted |
| - | 2,421 | 3,450 | 5451 | Natural Gas | 2,489 | 2,489 | 2,489 |
| 824 | 547 | 900 | 5452 | Water/Sewer | 900 | 900 | 900 |
| - | 47,660 | 49,032 | 5453 | Electricity | 48,006 | 48,006 | 48,006 |
| - | 1,855 | 1,820 | 5454 | Solid Waste Disposal | 1,820 | 1,820 | 1,820 |
| 98,052 | 118,316 | 166,178 | 5464 | Workers' Comp | 220,450 | 220,450 | 220,450 |
| 93,148 | 74,359 | 83,981 | 5465 | General Liability Insur | 104,816 | 104,816 | 104,816 |
| 7,064 | 7,704 | 10,500 | 5471 | Equipment Repair & Maint | 10,500 | 10,500 | 10,500 |
| - | 22,435 | 23,649 | 5472 | Buildings Repairs & Maint | 23,649 | 23,649 | 23,649 |
| 41,394 | 33,684 | 42,000 | 5475 | Vehicle Repair & Maint | 42,000 | 42,000 | 42,000 |
| 7,814 | 7,396 | 7,500 | 5491 | Dues & Subscriptions | 7,500 | 7,500 | 7,500 |
| 11,500 | 14,686 | 15,000 | 5492 | Registrations/Training | 15,000 | 15,000 | 15,000 |
| 2,519 | 2,849 | 4,000 | 5493 | Printing/Binding | 4,000 | 4,000 | 4,000 |
| 6,306 | - | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 1,367,757 | 1,294,943 | 1,492,537 | Total - Materials & Services | | 1,649,406 | 1,649,406 | 1,649,406 |
| | | | Capital Outlay | | | | |
| - | 76,922 | 48,000 | 5642 | Passenger Vehicles | - | - | - |
| 34,842 | - | - | 5649 | Other Equipment | 5,500 | 5,500 | 5,500 |
| 34,842 | 76,922 | 48,000 | Total - Capital Outlay | | 5,500 | 5,500 | 5,500 |
| 6,312,754 | 6,645,638 | 7,157,207 | Department Total: 211 - Police | | 7,222,364 | 7,222,364 | 7,222,364 |

The **Capital Outlay** expenditure of \$5,500 is for the purchase of a traffic speed trailer which will be cost shared with Public Works.



Library

Fund/Fund Number: General - 001
Department/Department Number: Library - 311
Department Director: Jim Row

Description of purpose/functions of department:

The Library offers materials and services to the residents of Woodburn and the surrounding rural areas. The Library features a collection of more than 110,000 items in a variety of print and electronic formats, and circulates them locally and throughout Polk, Yamhill and Marion Counties via its membership in the Chemeketa Cooperative Regional Library Service. 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.

Description of department, including number of personnel:

The Library is staffed by both full-time and part-time employees (10.52 FTE), including the Library Manager and four full-time program leads (Adult & Teen Librarian, Children’s Librarian, Technical Services Library Associate, Circulation Library Assistant) and numerous part-time Librarians, Library Assistants and Library Pages.

Description of FY 2015-16 accomplishments:

- Provided 2,572 service hours to the public, in which 132,575 users borrowed 157,363 items
- Developed and delivered 472 programs, which were attended by 7,866 patrons
- Selected and added 5,112 new books and audiovisual items to the library’s collections
- Migrated to a new cooperative-wide library services platform, with enhanced electronic access to collections and services

Description of FY 2016-17 proposed focus/goals:

- Increase library attendance by 3 percent through continued promotion of library materials and services
- Increase library circulation by 2 percent through targeted selection of high-demand materials
- Increase use of public meeting rooms by 5 percent through increased marketing and partnerships with other City agencies

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
| | | | Library | | | |
| 529,220 | 518,821 | 562,198 | Personnel Services | 575,721 | 575,721 | 575,721 |
| 351,707 | 270,762 | 293,298 | Materials & Services | 294,150 | 294,150 | 294,150 |
| - | - | 6,600 | Capital Outlay | - | - | - |
| 880,927 | 789,583 | 862,096 | Library Total | 869,871 | 869,871 | 869,871 |

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|-----------------------------------|--|------------------------|------------------------|-----------------------|
| Department: 311 - Library (Program 3199) | | | | | | | |
| Personnel Services | | | | | | | |
| 260,146 | 243,394 | 261,942 | 5111 | Regular Wages | 268,717 | 268,717 | 268,717 |
| 123,420 | 140,439 | 143,220 | 5112 | Part-Time Wages | 147,106 | 147,106 | 147,106 |
| 1,394 | 738 | - | 5121 | Overtime | - | - | - |
| 309 | 334 | 368 | 5211 | OR Workers' Benefit | 369 | 369 | 369 |
| 28,624 | 28,785 | 31,012 | 5212 | Social Security | 31,825 | 31,825 | 31,825 |
| 59,903 | 53,480 | 60,283 | 5213 | Med & Dent Ins | 58,270 | 58,270 | 58,270 |
| 49,029 | 46,649 | 60,096 | 5214 | Retirement | 67,349 | 67,349 | 67,349 |
| 1,194 | 1,058 | 1,065 | 5215 | Long Term Disability Ins | 1,062 | 1,062 | 1,062 |
| 4,574 | 3,390 | 3,654 | 5216 | Unemployment Insurance | 622 | 622 | 622 |
| 626 | 553 | 558 | 5217 | Life Insurance | 401 | 401 | 401 |
| 529,220 | 518,821 | 562,198 | Total - Personnel Services | | 575,721 | 575,721 | 575,721 |
| Materials & Services | | | | | | | |
| 6,515 | 5,943 | 2,500 | 5319 | Office Supplies | 2,500 | 2,500 | 2,500 |
| - | 4,216 | 4,000 | 5340 | Print Materials - Teen | 4,000 | 4,000 | 4,000 |
| - | 24,845 | 32,485 | 5341 | Print Materials - Adult | 32,485 | 32,485 | 32,485 |
| 13,680 | - | - | 5341.001 | Fiction | - | - | - |
| 5,840 | - | - | 5341.002 | Non Fiction | - | - | - |
| - | 12,025 | 11,500 | 5342 | Print Materials - Child | 11,500 | 11,500 | 11,500 |
| 2,245 | - | - | 5342.001 | Juvenile Fiction | - | - | - |
| 3,157 | - | - | 5342.002 | Juvenile Easy | - | - | - |
| 2,426 | - | - | 5342.003 | Juvenile Non Fiction | - | - | - |
| 4,678 | - | - | 5342.005 | Library Materials - Young Adult | - | - | - |
| 10,535 | - | - | 5343 | Foreign Language Material | - | - | - |
| 6,679 | - | - | 5344 | Large Print Materials | - | - | - |
| 2,743 | - | - | 5344.003 | Audiobooks | - | - | - |
| 4,498 | 9,779 | 16,000 | 5345 | Audiovisual Materials - Adult | 16,000 | 16,000 | 16,000 |
| 791 | 1,598 | 1,625 | 5345.001 | Audiovisual Materials - Child | 1,625 | 1,625 | 1,625 |
| 587 | 519 | 625 | 5345.002 | Audiovisual Materials - Teen | 625 | 625 | 625 |
| 5,400 | - | - | 5347 | Program Supplies | - | - | - |
| 5,316 | 6,225 | 6,225 | 5347.001 | Program Supplies - Summer Concerts | 7,225 | 7,225 | 7,225 |
| 322 | 1,895 | 2,035 | 5347.002 | Program Supplies - Adult | 2,035 | 2,035 | 2,035 |
| - | 4,376 | 4,516 | 5347.003 | Program Supplies - Child | 4,516 | 4,516 | 4,516 |
| - | 4,743 | 6,000 | 5347.004 | Program Supplies - Technical Services | 6,000 | 6,000 | 6,000 |
| 4,746 | - | - | 5348 | Periodicals | - | - | - |
| - | 4,207 | 3,380 | 5349 | Periodicals - Adult | 3,380 | 3,380 | 3,380 |
| - | - | 2,150 | 5350 | Periodicals - Child | 2,150 | 2,150 | 2,150 |
| 3,093 | - | - | 5399 | Other Supplies (Use 5329 Other Supplies) | - | - | - |
| 1,941 | 1,796 | 1,415 | 5419 | Other Professional Serv | 1,415 | 1,415 | 1,415 |
| 2,998 | 2,828 | 2,000 | 5421 | Telephone/Data | 2,000 | 2,000 | 2,000 |
| 217 | 154 | 230 | 5422 | Postage | 230 | 230 | 230 |
| 300 | 250 | 633 | 5424 | Advertising | 633 | 633 | 633 |
| 100,800 | 108,900 | 113,025 | 5428 | IT Support | 109,422 | 109,422 | 109,422 |
| 26 | 187 | 300 | 5432 | Meals | 300 | 300 | 300 |
| 153 | 145 | 200 | 5433 | Mileage | 200 | 200 | 200 |
| 1,101 | 1,612 | 1,500 | 5439 | Travel | 1,500 | 1,500 | 1,500 |
| 3,296 | 826 | 2,400 | 5443 | Office Equipment | 2,400 | 2,400 | 2,400 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|---|---------------------------|------------------------|------------------------|-----------------------|
| 117,145 | - | - | 5448 | Internal Rent | - | - | - |
| - | 1,587 | 1,900 | 5451 | Natural Gas | 2,300 | 2,300 | 2,300 |
| - | 27,599 | 34,000 | 5453 | Electricity | 34,000 | 34,000 | 34,000 |
| - | 1,249 | 1,300 | 5454 | Solid Waste Disposal | 1,350 | 1,350 | 1,350 |
| 9,904 | 1,185 | 1,591 | 5464 | Workers' Comp | 2,194 | 2,194 | 2,194 |
| 12,482 | 12,451 | 14,783 | 5465 | General Liability Insur | 16,400 | 16,400 | 16,400 |
| 1,926 | 901 | 3,850 | 5471 | Equipment Repair & Maint | 3,850 | 3,850 | 3,850 |
| 10,255 | 17,992 | 12,520 | 5472 | Buildings Repairs & Maint | 13,305 | 13,305 | 13,305 |
| 3,478 | 8,004 | 6,090 | 5472.001 | Fixture Repair | 6,090 | 6,090 | 6,090 |
| 308 | 674 | 400 | 5491 | Dues & Subscriptions | 400 | 400 | 400 |
| 1,257 | 698 | 1,120 | 5492 | Registrations/Training | 1,120 | 1,120 | 1,120 |
| 868 | 1,354 | 1,000 | 5499.001 | Reg Lib Sv | 1,000 | 1,000 | 1,000 |
| 351,707 | 270,762 | 293,298 | Total - Materials & Services | | 294,150 | 294,150 | 294,150 |
| Capital Outlay | | | | | | | |
| - | - | 6,600 | 5649 | Other Equipment | - | - | - |
| - | - | 6,600 | Total - Capital Outlay | | - | - | - |
| 880,927 | 789,583 | 862,096 | Department Total: 311 - Library | | 869,871 | 869,871 | 869,871 |





Recreation

Fund/Fund Number: General - 001
Department/Department Number: Recreation - 421
Department Director: Jim Row

Description of purpose/functions of department:

Recreation Department offers community-wide recreational opportunities including youth and adult sports, community events, youth leadership programs, summer camps, active adult and recreation trips, community education classes, community events and oversees the operation of the Woodburn Historical Museum.

Description of department, including number of personnel:

The division consists of a full-time Recreation Manager, a full-time Recreation Supervisor and over 10 part-time and seasonal staff that directly supervise programs, activities and sports.

Description of FY 2015-16 accomplishments:

- Received 3 grants totaling \$78,280 in grant funding
- Implemented new software system at the Woodburn Historical Museum to document and manage collections
- Partnered with the WSD on a new, successful summer lunch program at Legion Park & Trail Blazers with Tip City Rally in Sept. in the Downtown Plaza
- Introduced new, successful programs such as Zombie Wilderness Survival Camp, Youth & Adult Volleyball Program, Summer Kick Off BBQ's, Spring Soccer League, Cheer Program in Partnership with WSD, Haunted Zombie Run and Mother Son Brunch & Mayor's Charity Ball Special events
- Continued involvement and partnerships with Oregon Recreation & Parks Association, Woodburn School District, Oregon Festivals and Events Association, Woodburn After School Club and the Woodburn Boys & Girls Club
- Created and implemented a program emergency action plan for staff and volunteers

Description of FY 2016-17 proposed focus/goals:

- Analyze fee structure in each program area to ensure cost recovery goals are being met based on the Parks & Recreation master plan's cost recovery methodology
- Increase program participation by at least 25 percent in all program areas
- Continue to secure the necessary resources to complete a collection management overhaul at the Woodburn Historical Museum and implement new policies and procedures
- Increase scholarship program use through effective community communication and outreach to ensure all population's needs are met
- Solicit and secure over \$15,000 in sponsorship revenue

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
| | | | Recreation | | | |
| 150,898 | 147,659 | 195,358 | Personnel Services | 191,830 | 191,830 | 191,830 |
| 152,337 | 244,442 | 257,562 | Materials & Services | 272,605 | 272,605 | 272,605 |
| 303,235 | 392,101 | 452,920 | Recreation Total | 464,435 | 464,435 | 464,435 |

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|---|---------------------------|------------------------|------------------------|-----------------------|
| Department: 421 - Recreation (Program 7429) | | | | | | | |
| Personnel Services | | | | | | | |
| 73,603 | 85,087 | 93,953 | 5111 | Regular Wages | 92,537 | 92,537 | 92,537 |
| 7,700 | 2,086 | 42,170 | 5112 | Part-Time Wages | 46,819 | 46,819 | 46,819 |
| 4,390 | 2,679 | - | 5112.010 | Youth Sports | - | - | - |
| 7,500 | 6,395 | - | 5112.020 | Adult Sports Wages | - | - | - |
| 13,619 | 475 | - | 5112.040 | Summer Day Camp Wages | - | - | - |
| 6,610 | - | - | 5112.050 | After School Club Wages | - | - | - |
| 427 | 642 | - | 5112.060 | Arts & Culture Wages | - | - | - |
| 29 | 460 | - | 5112.070 | Active Adult Wages | - | - | - |
| 547 | 269 | - | 5121 | Overtime | - | - | - |
| 90 | 74 | 144 | 5211 | OR Workers' Benefit | 143 | 143 | 143 |
| 8,239 | 7,332 | 10,423 | 5212 | Social Security | 10,675 | 10,675 | 10,675 |
| 14,479 | 24,516 | 25,084 | 5213 | Med & Dent Ins | 19,341 | 19,341 | 19,341 |
| 11,930 | 16,169 | 21,758 | 5214 | Retirement | 21,486 | 21,486 | 21,486 |
| 277 | 400 | 386 | 5215 | Long Term Disability Ins | 374 | 374 | 374 |
| 1,312 | 863 | 1,232 | 5216 | Unemployment Insurance | 310 | 310 | 310 |
| 146 | 212 | 208 | 5217 | Life Insurance | 145 | 145 | 145 |
| 150,898 | 147,659 | 195,358 | Total - Personnel Services | | 191,830 | 191,830 | 191,830 |
| Materials & Services | | | | | | | |
| 394 | - | - | 5315 | Computer Supplies | - | - | - |
| 140 | 2,527 | - | 5329 | Other Supplies | - | - | - |
| 10,261 | 20,775 | 14,000 | 5329.100 | Events | 20,000 | 20,000 | 20,000 |
| 25,251 | 37,023 | 23,000 | 5329.200 | Youth Sports | 38,383 | 38,383 | 38,383 |
| 3,970 | 19,973 | 20,000 | 5329.300 | Adult Sports | 10,000 | 10,000 | 10,000 |
| 4,076 | 1,247 | - | 5329.400 | Summer Day Camp | - | - | - |
| - | 8,043 | 75,000 | 5329.405 | Fiesta Services | 75,000 | 75,000 | 75,000 |
| 72 | - | - | 5329.500 | After School Club | - | - | - |
| 14,787 | 33,010 | 10,000 | 5329.600 | Rec Admin | 10,000 | 10,000 | 10,000 |
| 259 | 603 | - | 5329.700 | Arts & Culture | 1,000 | 1,000 | 1,000 |
| 9,426 | 4,446 | 6,000 | 5329.800 | Active Adult | 4,000 | 4,000 | 4,000 |
| 716 | 6,425 | 2,500 | 5329.900 | Museum | 6,000 | 6,000 | 6,000 |
| - | 15,180 | 7,398 | 5409.140 | Garage Services | 10,100 | 10,100 | 10,100 |
| 1,150 | - | - | 5409.582 | Garage Services | - | - | - |
| 49,992 | 45,000 | 46,000 | 5419.101 | Contract Svcs Teen Center | 46,000 | 46,000 | 46,000 |
| 377 | - | - | 5419.404 | PAL Grant | - | - | - |
| - | 17 | - | 5422 | Postage | - | - | - |
| - | - | 5,000 | 5424 | Advertising | 2,000 | 2,000 | 2,000 |
| 18,900 | 23,100 | 20,550 | 5428 | IT Support | 23,491 | 23,491 | 23,491 |
| - | - | - | 5432 | Meals | 300 | 300 | 300 |
| - | - | - | 5439 | Travel | 300 | 300 | 300 |
| - | 2,980 | 1,900 | 5451 | Natural Gas | 1,900 | 1,900 | 1,900 |
| - | 4,411 | 4,165 | 5453 | Electricity | 4,165 | 4,165 | 4,165 |
| 3,829 | 6,570 | 8,755 | 5464 | Workers' Comp | 8,232 | 8,232 | 8,232 |
| 8,739 | 3,772 | 4,209 | 5465 | General Liability Insur | 6,734 | 6,734 | 6,734 |
| - | 4,169 | 1,785 | 5472 | Buildings Repairs & Maint | 1,500 | 1,500 | 1,500 |
| - | 4,373 | 3,000 | 5475 | Vehicle Repair & Maint | 1,500 | 1,500 | 1,500 |
| - | 800 | - | 5491 | Dues & Subscriptions | - | - | - |
| - | - | 4,300 | 5492 | Registrations/Training | 2,000 | 2,000 | 2,000 |
| 152,337 | 244,442 | 257,562 | Total - Materials & Services | | 272,605 | 272,605 | 272,605 |
| 303,235 | 392,101 | 452,920 | Department Total: 421 - Recreation | | 464,435 | 464,435 | 464,435 |

Aquatics

Fund/Fund Number: General - 001
Department/Department Number: Aquatics - 431
Department Director: Jim Row

Description of purpose/functions of department:

The Woodburn Aquatic Center offers fitness, recreational and learn-to-swim programs for individuals of all ages to the Woodburn community and visitors. Facility amenities include a 10 lane swimming pool with water slide, rope swing, group exercise room, party rental room, basketball hoop, wading pool, spa, fitness equipment, and saunas.

Description of department, including number of personnel:

One full-time position leads staff of 35-50 part-time employees

Description of FY 2015-16 accomplishments:

- Replaced spa heater, wading pool pump, re-grouted spa, new wood paneling in men’s sauna, new epoxy flooring in family changing rooms, painted locker room showers, 50 percent of the deck joints re-caulked
- Exceeded 50 percent cost recovery goal with 53.4 percent recovery in FY 2014-15
- Participation in Fourth grade lessons program with Kiwanis sponsorship
- Group swimming lesson participation increased 6 percent for 2015 resulting in a 10 percent increase in swim lesson revenues
- Black Friday sales were \$5,478
- Growth in sales continues with revenues in FY 2015-16 of \$5,077 compared to FY 2014-15 of \$2,584 and FY 2013-14 of \$1,675
- Membership sales have grown 27.8 percent since July 1 with 1,230 memberships, which is up from FY 2014-15 with 962 memberships
- 31 percent increase in group fitness participation with 581 average participants per month in 2015 up from 442 average participants per month in 2014
- DX Recovery Unit installation has reduced natural gas costs \$3,000 compared to the previous year due to lower consumption

Description of FY 2016-17 proposed focus/goals:

- Continue swim lesson growth; show participants the track to swim team membership which is expected to increase the number of participants completing all levels of our program
- Maintain fiscal responsibility by meeting 50 percent cost recovery goal
- Continue to maintain high standard of lifeguard accountability through monthly in-service trainings, fitness tests and written tests
- Remodel the back fitness room including replacing broken mirrors and flooring, adding windows and an exit door and the installation of a new HVAC system to make it a more enjoyable and usable space.
- Replace carpeting in the lobby
- Replace lane ropes to make the pool suitable for championship level meets
- Drain and refill of the main pool expected in November 2016 with additional pool maintenance

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
| | | | Aquatics | | | |
| 280,889 | 260,947 | 291,916 | Personnel Services | 326,382 | 326,382 | 326,382 |
| 227,679 | 255,332 | 242,348 | Materials & Services | 242,348 | 242,348 | 242,348 |
| - | - | - | Capital Outlay | - | - | 30,000 |
| 508,568 | 516,279 | 534,264 | Aquatics Total | 568,730 | 568,730 | 598,730 |

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|---|--|------------------------|------------------------|-----------------------|
| Department: 431 - Aquatics (Program 7419) | | | | | | | |
| Personnel Services | | | | | | | |
| 40,056 | 37,493 | 41,931 | 5111 | Regular Wages | 47,350 | 47,350 | 47,350 |
| 72 | - | - | 5112 | Part-Time Wages | - | - | - |
| 23,488 | 22,075 | 27,502 | 5112.011 | Instruction Wages | 30,372 | 30,372 | 30,372 |
| 89,382 | 82,775 | 95,492 | 5112.012 | Lifeguarding Wages | 105,456 | 105,456 | 105,456 |
| 22,308 | 29,947 | 22,757 | 5112.014 | Administration Wages | 27,101 | 27,101 | 27,101 |
| 6,891 | 6,086 | 11,079 | 5112.015 | Pool Operator (& Custodial) Wages | 10,000 | 10,000 | 10,000 |
| 12,932 | 15,784 | 12,644 | 5112.016 | Water Fitness Instructor Wages | 23,393 | 23,393 | 23,393 |
| 30,346 | 29,837 | 33,496 | 5112.017 | Head Lifeguard Wages | 37,251 | 37,251 | 37,251 |
| 30 | 121 | - | 5121 | Overtime | - | - | - |
| 341 | 342 | 388 | 5211 | OR Workers' Benefit | 386 | 386 | 386 |
| 17,447 | 17,107 | 18,741 | 5212 | Social Security | 21,498 | 21,498 | 21,498 |
| 17,612 | 6,679 | 7,821 | 5213 | Med & Dent Ins | 7,619 | 7,619 | 7,619 |
| 16,909 | 10,446 | 17,581 | 5214 | Retirement | 14,178 | 14,178 | 14,178 |
| 220 | 185 | 181 | 5215 | Long Term Disability Ins | 159 | 159 | 159 |
| 2,739 | 1,972 | 2,207 | 5216 | Unemployment Insurance | 1,558 | 1,558 | 1,558 |
| 117 | 98 | 96 | 5217 | Life Insurance | 61 | 61 | 61 |
| 280,889 | 260,947 | 291,916 | Total - Personnel Services | | 326,382 | 326,382 | 326,382 |
| Materials & Services | | | | | | | |
| - | 700 | - | 5315 | Computer Supplies | - | - | - |
| 495 | 689 | 500 | 5319 | Office Supplies | 500 | 500 | 500 |
| 481 | 603 | 500 | 5326 | Safety/Medical | 500 | 500 | 500 |
| 11,557 | 10,876 | 13,000 | 5327 | Chemicals | 12,000 | 12,000 | 12,000 |
| 13,865 | 8,396 | 15,000 | 5329 | Other Supplies | 5,664 | 5,664 | 5,664 |
| 7,193 | 2,098 | 6,000 | 5390 | Merchandise | 6,000 | 6,000 | 6,000 |
| 9,221 | 21,710 | 11,500 | 5391 | Inventory | 14,500 | 14,500 | 14,500 |
| 665 | - | - | 5399 | Other Supplies (Use 5329 Other Supplie | - | - | - |
| 26,032 | 27,672 | 22,000 | 5419 | Other Professional Serv | 18,000 | 18,000 | 18,000 |
| 778 | 521 | 700 | 5421 | Telephone/Data | 700 | 700 | 700 |
| 93 | 2 | - | 5422 | Postage | - | - | - |
| 5,608 | 11,011 | 5,000 | 5424 | Advertising | 5,000 | 5,000 | 5,000 |
| 6,046 | - | - | 5427 | Training (Use 5492) | - | - | - |
| 6,300 | 6,600 | 6,850 | 5428 | IT Support | 6,632 | 6,632 | 6,632 |
| - | 392 | 500 | 5433 | Mileage | 500 | 500 | 500 |
| - | - | 500 | 5439 | Travel | 500 | 500 | 500 |
| 54,828 | 47,909 | 47,000 | 5451 | Natural Gas | 44,000 | 44,000 | 44,000 |
| 50,649 | 52,219 | 58,000 | 5453 | Electricity | 58,000 | 58,000 | 58,000 |
| 1,135 | 1,100 | 1,200 | 5454 | Solid Waste Disposal | 1,200 | 1,200 | 1,200 |
| 3,001 | 8,544 | 9,533 | 5464 | Workers' Comp | 13,429 | 13,429 | 13,429 |
| 7,394 | 6,615 | 7,865 | 5465 | General Liability Insur | 8,523 | 8,523 | 8,523 |
| 21,023 | 34,430 | 30,000 | 5471 | Equipment Repair & Maint | 40,000 | 40,000 | 40,000 |
| - | 6,603 | - | 5472 | Building Repairs & Maint | - | - | - |
| 133 | 1,028 | 700 | 5491 | Dues & Subscriptions | 700 | 700 | 700 |
| 1,180 | 5,614 | 6,000 | 5492 | Registrations/Training | 6,000 | 6,000 | 6,000 |
| 227,679 | 255,332 | 242,348 | Total - Materials & Services | | 242,348 | 242,348 | 242,348 |
| Capital Outlay | | | | | | | |
| - | - | - | 5629 | Buildings | - | - | 30,000 |
| - | - | - | Total - Capital Outlay | | - | - | 30,000 |
| 508,568 | 516,279 | 534,264 | Department Total: 431 - Aquatics | | 568,730 | 568,730 | 598,730 |

The **Capital Outlay** expenditure of \$30,000 is for the improvements to the Aquatic Center's exercise and fitness rooms.

Retired and Senior Volunteer Program (RSVP)

Fund/Fund Number: General - 001
Department/Department Number: RSVP - 481
Department Director: Jim Row

Description of purpose/functions of department:

Community Services did not renew the federal RSVP Volunteer Program when grant funding concluded at the end of March 2016. The City will replace the paper/report intensive \$74,000 program with an in-house volunteer coordination program, which staff believes they provide more efficiently.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---------------------------------|----------------------|----------------------|---|--------------------------|------------------------|------------------------|-----------------------|
| Department: 481 - RSVP | | | | | | | |
| Personnel Services | | | | | | | |
| 35,636 | 36,043 | 38,287 | 5111 | Regular Wages | - | - | - |
| 16 | 16 | 22 | 5211 | OR Workers' Benefit | - | - | - |
| 2,717 | 2,704 | 2,931 | 5212 | Social Security | - | - | - |
| 8,090 | 7,092 | 10,044 | 5213 | Med & Dent Ins | - | - | - |
| 7,439 | 6,984 | 8,489 | 5214 | Retirement | - | - | - |
| 155 | 134 | 166 | 5215 | Long Term Disability Ins | - | - | - |
| 423 | 322 | 345 | 5216 | Unemployment Insurance | - | - | - |
| 81 | 70 | 87 | 5217 | Life Insurance | - | - | - |
| 54,558 | 53,366 | 60,371 | Total - Personnel Services | | - | - | - |
| Materials & Services | | | | | | | |
| 134 | - | 1,700 | 5319 | Office Supplies | - | - | - |
| - | 108 | 1,000 | 5329 | Other Supplies | - | - | - |
| 233 | 161 | 450 | 5421 | Telephone/Data | - | - | - |
| 89 | 618 | 800 | 5422 | Postage | - | - | - |
| 3,150 | 3,300 | 3,425 | 5428 | IT Support | - | - | - |
| 621 | 423 | 1,600 | 5433 | Mileage | - | - | - |
| 1,451 | - | 1,900 | 5439 | Travel | - | - | - |
| 559 | 73 | 122 | 5464 | Workers' Comp | - | - | - |
| 736 | 377 | 460 | 5465 | General Liability Insur | - | - | - |
| 642 | 642 | 643 | 5469 | Other Insurance Costs | - | - | - |
| 325 | - | 250 | 5492 | Registrations/Training | - | - | - |
| 1,698 | 507 | 1,289 | 5493 | Printing/Binding | - | - | - |
| 9,639 | 6,209 | 13,639 | Total - Materials & Services | | - | - | - |
| 64,197 | 59,575 | 74,010 | Department Total: 481 - RSVP | | - | - | - |



Community Services Administration

Fund/Fund Number: General - 001
Department/Department Number: Community Svc. Admin. - 499
Department Director: Jim Row

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, 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 oversees approximately 40 FTE, and is responsible for operating recreation programs and special events, the Aquatic Center, Public Library, Parks and Facilities Maintenance, Transit program, volunteer program, the community relations program and park planning and development.

Description of FY 2015-16 accomplishments:

- Filled the Community Relations Manager Position
- Successfully operated the Fiesta Mexicana after assuming responsibility from the Chamber of Commerce
- Initiated an update to the parks SDC methodology, which was previously completed in 1999
- Replaced the Centennial Park playground

Description of FY 2016-17 proposed focus/goals:

- Build upon the success the City achieved with the Fiesta Mexicana by continuing to increase the level of sponsorship support, while improving the overall quality of the event
- Implement updates to Parks SDCs
- Explore funding opportunities for the final phase(s) of redevelopment at Legion Park

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|-----------------------------------|------------------------|------------------------|-----------------------|
| | | | Community Services Administration | | | |
| 194,037 | 151,665 | 233,845 | Personnel Services | 272,876 | 272,876 | 272,876 |
| 94,580 | 61,929 | 77,987 | Materials & Services | 78,831 | 78,831 | 78,831 |
| 9,940 | - | - | Capital Outlay | - | - | - |
| 298,557 | 213,594 | 311,832 | Community Services Admin Total | 351,707 | 351,707 | 351,707 |

Please note that the Personnel Services total reflected in this department only includes that portion of the cost associated with the General Fund. Please see Personnel Allocation table on page 180 for clarification.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|---|----------------------------|------------------------|------------------------|-----------------------|
| Department: 499 - Community Services Admin (Program 7991) | | | | | | | |
| Personnel Services | | | | | | | |
| 129,322 | 102,598 | 156,748 | 5111 | Regular Wages | 176,043 | 176,043 | 176,043 |
| 50 | - | - | 5121 | Overtime | - | - | - |
| 46 | 34 | 70 | 5211 | OR Workers' Benefit | 79 | 79 | 79 |
| 9,979 | 7,916 | 11,993 | 5212 | Social Security | 13,253 | 13,253 | 13,253 |
| 23,206 | 17,265 | 26,465 | 5213 | Med & Dent Ins | 38,738 | 38,738 | 38,738 |
| 29,002 | 22,317 | 36,203 | 5214 | Retirement | 43,483 | 43,483 | 43,483 |
| 588 | 410 | 625 | 5215 | Long Term Disability Ins | 467 | 467 | 467 |
| 1,538 | 909 | 1,412 | 5216 | Unemployment Insurance | 639 | 639 | 639 |
| 307 | 214 | 329 | 5217 | Life Insurance | 174 | 174 | 174 |
| 194,037 | 151,664 | 233,845 | Total - Personnel Services | | 272,876 | 272,876 | 272,876 |
| Materials & Services | | | | | | | |
| 364 | - | - | 5315 | Computer Supplies | - | - | - |
| 212 | 1,092 | 1,500 | 5319 | Office Supplies | 1,500 | 1,500 | 1,500 |
| 135 | 310 | 850 | 5329 | Other Supplies | 850 | 850 | 850 |
| - | - | 7,800 | 5411 | Engineering & Architect | 8,000 | 8,000 | 8,000 |
| - | 62 | 300 | 5417 | HR/Other Employee Expenses | 300 | 300 | 300 |
| 9,274 | 7,295 | 12,866 | 5419 | Other Professional Serv | 10,166 | 10,166 | 10,166 |
| 1,298 | 1,932 | 2,000 | 5421 | Telephone/Data | 2,000 | 2,000 | 2,000 |
| 5,552 | 7,226 | 7,000 | 5422 | Postage | 7,500 | 7,500 | 7,500 |
| 12,600 | 13,200 | 13,700 | 5428 | IT Support | 13,263 | 13,263 | 13,263 |
| 106 | - | - | 5431 | Lodging (Use Travel 5439) | - | - | - |
| 119 | 7 | 200 | 5432 | Meals | 200 | 200 | 200 |
| 235 | 362 | 500 | 5433 | Mileage | 500 | 500 | 500 |
| - | 607 | 600 | 5439 | Travel | 600 | 600 | 600 |
| 1,632 | 4,332 | 3,500 | 5443 | Office Equipment | 6,000 | 6,000 | 6,000 |
| 34,566 | - | - | 5448 | Internal Rent | - | - | - |
| 3,280 | 409 | 592 | 5464 | Workers' Comp | 958 | 958 | 958 |
| 2,321 | 2,112 | 2,579 | 5465 | General Liability Insur | 3,494 | 3,494 | 3,494 |
| 910 | 616 | 500 | 5491 | Dues & Subscriptions | 500 | 500 | 500 |
| 395 | 482 | 1,000 | 5492 | Registrations/Training | 500 | 500 | 500 |
| 21,581 | 21,885 | 22,500 | 5493 | Printing/Binding | 22,500 | 22,500 | 22,500 |
| 94,580 | 61,929 | 77,987 | Total - Materials & Services | | 78,831 | 78,831 | 78,831 |
| Capital Outlay | | | | | | | |
| 9,940 | - | - | 5649 | Other Equipment | - | - | - |
| 9,940 | - | - | Total - Capital Outlay | | - | - | - |
| 298,557 | 213,594 | 311,832 | Department Total: 499 - Community Services Admin | | 351,707 | 351,707 | 351,707 |

Planning

Fund/Fund Number: General - 001
Department/Department Number: Planning - 511
Department Director: Jim Hendryx

Description of purpose/functions of department:

This program administers the Woodburn Comprehensive Plan, which establishes the community’s land use policies and the Woodburn Development Ordinance (WDO), which establishes standards for development including subdivision, sign, and site development requirements. Both the Comprehensive Plan and the WDO conform to State of Oregon statutes.

Description of department, including number of personnel:

The division consists of 2.70 FTE, which includes the Community Development Director, Associate Planner and Administrative Assistant (.70 FTE).

Description of FY 2015-16 accomplishments:

- Updated the Woodburn Development Ordinance (WDO) to correct omissions and clarify ordinance intent
- Continued to work with individual property owners on their redevelopment plans at the I-5 Interchange and throughout the City
- Assembled information for key properties to facilitate development opportunities
- Continued to promote the Public Art Mural Program by updating online and printed materials and reaching out to community groups, organizations and the Woodburn School District
- Assisted in developing findings and justification for the mediated settlement agreement and adopted Urban Growth Boundary and Urban Reserve
- Completed a targeted industrial analysis and updated the WDO accordingly

Description of FY 2016-17 proposed focus/goals:

- Update the WDO and Comprehensive Plan to reflect the adopted Urban Growth Boundary & Urban Reserve
- Update the Transportation System Plan to reflect completion of the I-5 interchange project and revised UGB
- Work with key property owners on the annexation and development of their of properties

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
| | | | Planning | | | |
| 296,178 | 242,975 | 327,884 | Personnel Services | 336,309 | 336,309 | 336,309 |
| 46,001 | 32,237 | 47,169 | Materials & Services | 51,022 | 51,022 | 51,022 |
| 342,179 | 275,212 | 375,053 | Planning Total | 387,331 | 387,331 | 387,331 |

Please note that the Personnel Services total reflected in this department only includes that portion of the cost associated with the General Fund. Please see Personnel Allocation table on page 180 for clarification.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|---|------------------------------|------------------------|------------------------|-----------------------|
| Department: 511 - Planning (Program 5811) | | | | | | | |
| Personnel Services | | | | | | | |
| 202,663 | 167,952 | 217,592 | 5111 | Regular Wages | 222,859 | 222,859 | 222,859 |
| 242 | 177 | - | 5121 | Overtime | - | - | - |
| 81 | 67 | 100 | 5211 | OR Workers' Benefit | 100 | 100 | 100 |
| 15,271 | 12,802 | 16,650 | 5212 | Social Security | 17,053 | 17,053 | 17,053 |
| 35,466 | 27,194 | 41,086 | 5213 | Med & Dent Ins | 40,096 | 40,096 | 40,096 |
| 38,602 | 32,226 | 49,104 | 5214 | Retirement | 54,783 | 54,783 | 54,783 |
| 946 | 702 | 914 | 5215 | Long Term Disability Ins | 868 | 868 | 868 |
| 2,411 | 1,487 | 1,960 | 5216 | Unemployment Insurance | 225 | 225 | 225 |
| 496 | 368 | 478 | 5217 | Life Insurance | 325 | 325 | 325 |
| 296,178 | 242,975 | 327,884 | Total - Personnel Services | | 336,309 | 336,309 | 336,309 |
| Materials & Services | | | | | | | |
| - | 95 | 1,200 | 5315 | Computer Supplies | 1,200 | 1,200 | 1,200 |
| 2,354 | 3,514 | 4,400 | 5319 | Office Supplies | 4,400 | 4,400 | 4,400 |
| 325 | 149 | 500 | 5323 | Fuel | 500 | 500 | 500 |
| - | 101 | 500 | 5409.140 | Garage Services | 500 | 500 | 500 |
| 216 | 2,892 | 4,000 | 5419 | Other Professional Serv | 4,300 | 4,300 | 4,300 |
| 723 | 752 | 1,000 | 5421 | Telephone/Data | 1,000 | 1,000 | 1,000 |
| 689 | 523 | 3,000 | 5422 | Postage | 3,000 | 3,000 | 3,000 |
| 229 | - | 1,000 | 5424 | Advertising | 1,000 | 1,000 | 1,000 |
| 426 | 157 | 900 | 5425 | Publication of Legal Note | 900 | 900 | 900 |
| 15,750 | 16,500 | 17,125 | 5428 | IT Support | 20,035 | 20,035 | 20,035 |
| - | - | 250 | 5429 | Other Communication Serv | 250 | 250 | 250 |
| - | 18 | 100 | 5433 | Mileage | 100 | 100 | 100 |
| - | 5 | 150 | 5439 | Travel | 150 | 150 | 150 |
| 14,009 | - | - | 5448 | Internal Rent | - | - | - |
| 3,589 | 1,737 | 2,364 | 5464 | Workers' Comp | 3,117 | 3,117 | 3,117 |
| 4,013 | 4,638 | 5,580 | 5465 | General Liability Insur | 5,770 | 5,770 | 5,770 |
| 1,851 | - | 300 | 5475 | Vehicle Repair & Maint | 300 | 300 | 300 |
| 1,729 | 1,156 | 4,500 | 5492 | Registrations/Training | 4,500 | 4,500 | 4,500 |
| - | - | 300 | 5493 | Printing/Binding | - | - | - |
| 99 | - | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 46,002 | 32,237 | 47,169 | Total - Materials & Services | | 51,022 | 51,022 | 51,022 |
| 342,179 | 275,212 | 375,053 | Department Total: 511 - Planning | | 387,331 | 387,331 | 387,331 |

Parks Maintenance

Fund/Fund Number: General - 001
Department/Department Number: Parks Maintenance - 631
Department Director: Jim Row

Description of purpose/functions of department:

The Parks Maintenance and Building Maintenance departments were merged under the Parks and Facilities Maintenance department 711 at the end of FY 2013-14.

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|-------------------------|------------------------|------------------------|-----------------------|
| | | | Parks Maintenance | | | |
| 224,760 | - | - | Personnel Services | - | - | - |
| 237,951 | - | - | Materials & Services | - | - | - |
| 462,711 | - | - | Parks Maintenance Total | - | - | - |

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--------------------------------------|----------------------|----------------------|--|------------------------------|------------------------|------------------------|-----------------------|
| Department: 631 - Maintenance | | | | | | | |
| Personnel Services | | | | | | | |
| 145,256 | - | - | 5111 | Regular Wages | - | - | - |
| 11,844 | - | - | 5112 | Part-Time Wages | - | - | - |
| 1,964 | - | - | 5121 | Overtime | - | - | - |
| 135 | - | - | 5211 | OR Workers' Benefit | - | - | - |
| 11,770 | - | - | 5212 | Social Security | - | - | - |
| 27,737 | - | - | 5213 | Med & Dent Ins | - | - | - |
| 23,145 | - | - | 5214 | Retirement | - | - | - |
| 666 | - | - | 5215 | Long Term Disability Ins | - | - | - |
| 1,892 | - | - | 5216 | Unemployment Insurance | - | - | - |
| 351 | - | - | 5217 | Life Insurance | - | - | - |
| 224,760 | - | - | Total - Personnel Services | | - | - | - |
| Materials & Services | | | | | | | |
| 286 | - | - | 5321 | Cleaning Supplies | - | - | - |
| 11,084 | - | - | 5323 | Fuel | - | - | - |
| 469 | - | - | 5324 | Clothing | - | - | - |
| 1,118 | - | - | 5325 | Ag Supplies | - | - | - |
| 506 | - | - | 5326 | Safety/Medical | - | - | - |
| 3,027 | - | - | 5329 | Other Supplies | - | - | - |
| 2,119 | - | - | 5331 | Construction Materials | - | - | - |
| 417 | - | - | 5334 | Plumbing Supplies | - | - | - |
| 761 | - | - | 5338 | Tools | - | - | - |
| 609 | - | - | 5339 | Other Maintenance Supplies | - | - | - |
| 1,519 | - | - | 5352 | Protective Clothing | - | - | - |
| 1,458 | - | - | 5363 | Signs | - | - | - |
| 4,777 | - | - | 5381 | Turf | - | - | - |
| 6,370 | - | - | 5385 | Fertilizer | - | - | - |
| 3,050 | - | - | 5389 | Other Parks Supplies | - | - | - |
| 41,242 | - | - | 5409.582 | Garage Services | - | - | - |
| 69,419 | - | - | 5419 | Other Professional Serv | - | - | - |
| 2,609 | - | - | 5421 | Telephone/Data | - | - | - |
| 554 | - | - | 5427 | Training (Use 5492) | - | - | - |
| 12,600 | - | - | 5428 | IT Support | - | - | - |
| 753 | - | - | 5445 | Work Equipment | - | - | - |
| 2,350 | - | - | 5446 | Software Licenses | - | - | - |
| 1,861 | - | - | 5451 | Natural Gas | - | - | - |
| 17,039 | - | - | 5453 | Electricity | - | - | - |
| 12,196 | - | - | 5454 | Solid Waste Disposal | - | - | - |
| 7,032 | - | - | 5464 | Workers' Comp | - | - | - |
| 11,741 | - | - | 5465 | General Liability Insur | - | - | - |
| 9,497 | - | - | 5471 | Equipment Repair & Maint | - | - | - |
| 464 | - | - | 5472 | Buildings Repairs & Maint | - | - | - |
| 6,539 | - | - | 5475 | Vehicle Repair & Maint | - | - | - |
| 4,210 | - | - | 5478 | Playground Repair & Maint | - | - | - |
| 113 | - | - | 5492 | Registrations/Training | - | - | - |
| 163 | - | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 237,951 | - | - | Total - Materials & Services | | - | - | - |
| 462,711 | - | - | Department Total: 631 - Maintenance | | - | - | - |

Engineering

Fund/Fund Number: General - 001
Department/Department Number: Engineering - 651
Department Director: Randy Scott

Description of purpose/functions of department:

The Engineering Department provides comprehensive engineering and contract administration services for capital improvement projects, operations and maintenance projects. Engineering Department 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, and inspects public and private construction of streets, storm drainage systems, water lines and sewer lines. This department provides support to operations and maintenance in Facilities and Parks, Drinking Water, Street, Storm Water Conveyance and Wastewater; both collections and treatment. The Engineering Department is also responsible for administering public contracts related to Capital Improvement Projects, Urban Renewal Agency and Operational Maintenance activities.

Description of department, including number of personnel:

The Engineering Division currently has 4.5 FTE. This is a reduction from 7 FTE due to two full-time layoffs which occurred in April 2016 and one full-time reduced to a part-time position starting July 2016.

Description of FY 2015-16 accomplishments:

- Provided operational and maintenance support to, Parks, Facilities, Drinking Water, Storm Water Conveyance and Wastewater, both Collections and Treatment
- Provided support and liaison responsibilities for completion of I-5 Interchange Project
- Provided support to the Urban Renewal Agency for the First Street Project
- Provided support and contract administration to Facilities Maintenance
- Provided support in securing existing and future water rights for the Drinking Water System
- Provided support to Planning and Economic Development with regard to land use applications and future, proposed development
- Continued to develop and enhance the GIS and Mapping program available to all City departments and City customers

Description of FY 2016-17 proposed focus/goals:

- Provide support as needed to all City departments and agencies with review, design and administration of capital, operations and maintenance projects
- Continue to move forward the GIS and mapping program
- Provide design and contract administration support to Wastewater Treatment with the Poplar Harvest and Replant Project

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------|-----------------------|
| - | 565,304 | 614,284 | Engineering | | | |
| - | 121,341 | 158,936 | Personnel Services | 353,543 | 353,543 | 353,543 |
| - | 686,645 | 773,220 | Materials & Services | 151,082 | 151,082 | 151,082 |
| - | | | Engineering Total | 504,625 | 504,625 | 504,625 |

Please note that the Personnel Services total reflected in this department only includes that portion of the cost associated with the General Fund. Please see Personnel Allocation table on page 180 for clarification.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--------------------------------------|----------------------|----------------------|--|----------------------------|------------------------|------------------------|-----------------------|
| Department: 651 - Engineering | | | | | | | |
| Personnel Services | | | | | | | |
| - | 378,613 | 395,701 | 5111 | Regular Wages | 210,403 | 210,403 | 210,403 |
| - | - | - | 5112 | Part-Time Wages | 39,848 | 39,848 | 39,848 |
| - | 2,133 | - | 5121 | Overtime | - | - | - |
| - | 151 | 189 | 5211 | OR Workers' Benefit | 103 | 103 | 103 |
| - | 29,100 | 30,282 | 5212 | Social Security | 19,148 | 19,148 | 19,148 |
| - | 70,049 | 85,008 | 5213 | Med & Dent Ins | 26,848 | 26,848 | 26,848 |
| - | 79,388 | 97,008 | 5214 | Retirement | 55,791 | 55,791 | 55,791 |
| - | 1,652 | 1,662 | 5215 | Long Term Disability Ins | 838 | 838 | 838 |
| - | 3,354 | 3,565 | 5216 | Unemployment Insurance | 252 | 252 | 252 |
| - | 864 | 869 | 5217 | Life Insurance | 312 | 312 | 312 |
| - | 565,304 | 614,284 | Total - Personnel Services | | 353,543 | 353,543 | 353,543 |
| Materials & Services | | | | | | | |
| - | - | 800 | 5315 | Computer Supplies | 500 | 500 | 500 |
| - | 2,881 | 4,000 | 5319 | Office Supplies | 3,500 | 3,500 | 3,500 |
| - | 1,755 | 2,000 | 5323 | Fuel | 2,000 | 2,000 | 2,000 |
| - | - | 1,000 | 5324 | Clothing | 500 | 500 | 500 |
| - | 420 | 1,000 | 5326 | Safety/Medical | 500 | 500 | 500 |
| - | 716 | 5,000 | 5329 | Other Supplies | 2,500 | 2,500 | 2,500 |
| - | 3,383 | 7,578 | 5409.140 | Garage Services | 5,987 | 5,987 | 5,987 |
| - | 2,389 | 8,000 | 5411 | Engineering & Architect | 5,000 | 5,000 | 5,000 |
| - | 15 | 500 | 5417 | HR/Other Employee Expenses | 500 | 500 | 500 |
| - | 5,723 | 15,000 | 5419 | Other Professional Serv | 15,000 | 15,000 | 15,000 |
| - | 5,879 | 5,800 | 5421 | Telephone/Data | 5,800 | 5,800 | 5,800 |
| - | 369 | 1,000 | 5422 | Postage | 500 | 500 | 500 |
| - | 117 | 700 | 5424 | Advertising | 500 | 500 | 500 |
| - | 53,800 | 44,525 | 5428 | IT Support | 43,526 | 43,526 | 43,526 |
| - | - | 900 | 5439 | Travel | 500 | 500 | 500 |
| - | 7,851 | 7,000 | 5446 | Software Licenses | 7,000 | 7,000 | 7,000 |
| - | 1,937 | 2,100 | 5451 | Natural Gas | 2,300 | 2,300 | 2,300 |
| - | 6,300 | 6,000 | 5453 | Electricity | 7,900 | 7,900 | 7,900 |
| - | 670 | - | 5454 | Solid Waste Disposal | 720 | 720 | 720 |
| - | 10,395 | 12,516 | 5464 | Workers' Comp | 17,331 | 17,331 | 17,331 |
| - | 11,237 | 13,217 | 5465 | General Liability Insur | 14,418 | 14,418 | 14,418 |
| - | 1,293 | 2,000 | 5472 | Buildings Repairs & Maint | 2,300 | 2,300 | 2,300 |
| - | 1,505 | 3,100 | 5475 | Vehicle Repair & Maint | 3,100 | 3,100 | 3,100 |
| - | 2,564 | 12,000 | 5492 | Registrations/Training | 6,000 | 6,000 | 6,000 |
| - | - | 1,500 | 5493 | Printing/Binding | 1,500 | 1,500 | 1,500 |
| - | 66 | 700 | 5496 | Filing/Recording | 700 | 700 | 700 |
| - | 75 | 1,000 | 5498 | Permits/Fees | 1,000 | 1,000 | 1,000 |
| - | 121,341 | 158,936 | Total - Materials & Services | | 151,082 | 151,082 | 151,082 |
| - | 686,645 | 773,220 | Department Total: 651 - Engineering | | 504,625 | 504,625 | 504,625 |

Parks and Facilities Maintenance

Fund/Fund Number: General - 001
Department/Department Number: Parks and Facilities Maintenance - 711
Department Director: Jim Row

Description of purpose/functions of department:

Parks and Facilities Maintenance Department is responsible for maintaining parks, grounds, buildings and providing custodial services for City facilities. The Parks and Facilities Maintenance Supervisor reports to the Assistant City Administrator. Direct support services are provided by City staff for custodial services only. Other facilities support services are provided by commercial contracts, which are initiated by Facilities Maintenance staff. Commercially contracted facilities maintenance services include heating, ventilation, and air conditioning (HVAC); electrician services for both maintenance and improvements; fire protection equipment; elevator; locksmith; roofing; and painting.

Description of department, including number of personnel:

This section consists of a supervisor and six parks and facilities maintenance workers. In addition, two seasonal workers provide support during the eight busiest months of the year.

Description of FY 2015-16 accomplishments:

Established a minimal level of service to meet the budgetary reductions established in this fiscal year. No public or employee safety or hygiene deficiencies have been identified due to operating at a minimal service level for parks maintenance. Accomplishments include:

- Facilitated athletic field maintenance service contracts
- Provided support activities for recreation programs
- Participated in Certified Playground Safety Program (CPSC)
- Supported park facility rentals
- Utilized Succeed Health & Safety services to provide and track employee safety training
- Improved communication with customers and staff
- Facilitated building maintenance service contracts
- Consolidate ordering, tracking, and inventory procedures
- Adopted and reinforced team cleaning practices (custodial)
- Continued to develop building safety program

Description of FY 2016-17 proposed focus/goals:

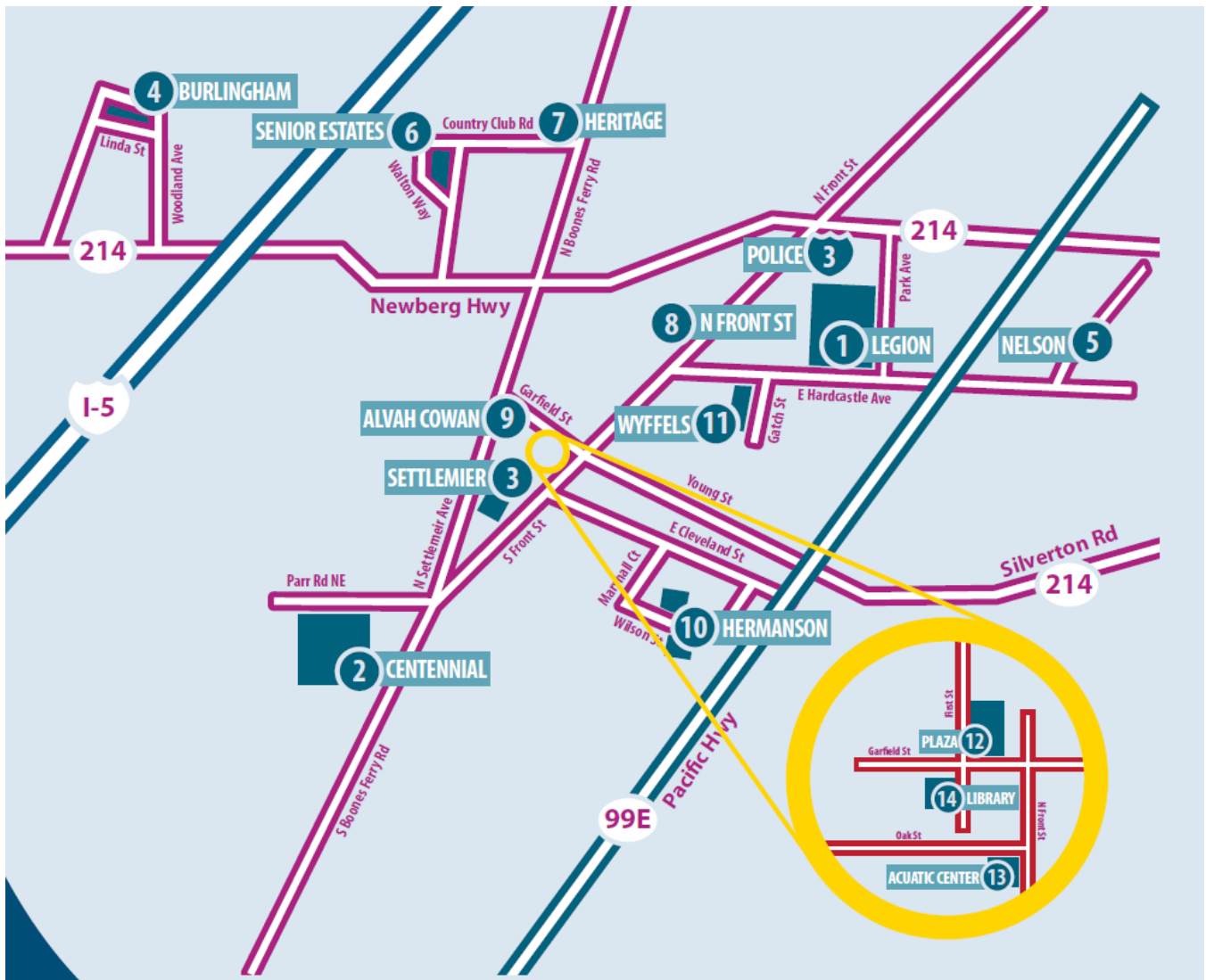
Continue to provide high quality service within budgetary limitations. Closely monitor public and employee safety and hygiene to insure basic public facilities requirements are provided. Provide eight-month seven-day service to our customers in the Parks.

- Cross-train staff to allow for shifting emphasis in maintenance area
- Participate in the Urban Forestry Program with a focus on becoming a Tree City USA designee
- Standardize City signage through a newly created directive from City Council
- Participate in City-sponsored/supported functions, i.e. Public Works Week and Woodburn Proud Cleanup
- Facilitate building maintenance service contracts
- Reinforce established team cleaning practices (custodial)
- Reduce graffiti & vandalism in parks through the use of a deterrent-oriented camera system
- Facilitate athletic field maintenance service contracts
- Utilize available resources to efficiently provide a positive impact to the public
- Manage inventory of equipment, supplies and personnel to its fullest extent
- Continue working and developing a partnership with facility managers

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|---------------------------------|------------------------|------------------------|-----------------------|
| - | 378,805 | 436,180 | Parks & Facilities Maintenance | | | |
| - | 363,248 | 457,092 | Personnel Services | 448,159 | 448,159 | 448,159 |
| - | 87,812 | - | Materials & Services | 450,106 | 450,106 | 450,106 |
| - | 829,865 | 893,272 | Capital Outlay | - | - | - |
| - | | | Parks & Facil Maintenance Total | 898,265 | 898,265 | 898,265 |

Facilities Maintenance was formerly a department in the Public Works Services Fund. Parks Maintenance was formerly a department in the General Fund. Two separate departments were merged into this new General Fund department, Parks and Facilities Maintenance, for FY 2014-15.



City Parks & Facilities

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--------------------------------------|----------------------|----------------------|--|---------------------------|------------------------|------------------------|-----------------------|
| Department: 711 - Maintenance | | | | | | | |
| Personnel Services | | | | | | | |
| - | 221,413 | 247,347 | 5111 | Regular Wages | 253,098 | 253,098 | 253,098 |
| - | 30,969 | 29,421 | 5112 | Part-Time Wages | 30,325 | 30,325 | 30,325 |
| - | 1,827 | - | 5121 | Overtime | - | - | - |
| - | 258 | 307 | 5211 | OR Workers' Benefit | 305 | 305 | 305 |
| - | 18,549 | 21,182 | 5212 | Social Security | 21,691 | 21,691 | 21,691 |
| - | 63,108 | 82,161 | 5213 | Med & Dent Ins | 87,956 | 87,956 | 87,956 |
| - | 38,947 | 51,669 | 5214 | Retirement | 52,831 | 52,831 | 52,831 |
| - | 977 | 1,045 | 5215 | Long Term Disability Ins | 1,027 | 1,027 | 1,027 |
| - | 2,240 | 2,495 | 5216 | Unemployment Insurance | 531 | 531 | 531 |
| - | 516 | 553 | 5217 | Life Insurance | 395 | 395 | 395 |
| - | 378,804 | 436,180 | Total - Personnel Services | | 448,159 | 448,159 | 448,159 |
| Materials & Services | | | | | | | |
| - | 2,296 | 2,000 | 5319 | Office Supplies | 2,000 | 2,000 | 2,000 |
| - | 17,010 | 20,000 | 5321 | Cleaning Supplies | 20,000 | 20,000 | 20,000 |
| - | 11,445 | 14,000 | 5323 | Fuel | 14,000 | 14,000 | 14,000 |
| - | 3,194 | 9,000 | 5325 | Ag Supplies | 4,000 | 4,000 | 4,000 |
| - | 660 | 3,600 | 5326 | Safety/Medical | 3,600 | 3,600 | 3,600 |
| - | 7,135 | 8,000 | 5329 | Other Supplies | 6,000 | 6,000 | 6,000 |
| - | 2,532 | 3,000 | 5331 | Construction Materials | 3,000 | 3,000 | 3,000 |
| - | 1,930 | 2,000 | 5338 | Tools | 2,000 | 2,000 | 2,000 |
| - | 3,943 | 5,000 | 5352 | Protective Clothing | 2,000 | 2,000 | 2,000 |
| - | 240 | 30,000 | 5363 | Signs | 30,000 | 30,000 | 30,000 |
| - | 2,370 | 6,000 | 5385 | Fertilizer | 4,000 | 4,000 | 4,000 |
| - | 47,078 | 46,424 | 5409.140 | Garage Services | 57,012 | 57,012 | 57,012 |
| - | 83,091 | 37,000 | 5419 | Other Professional Serv | 79,000 | 79,000 | 79,000 |
| - | 4,278 | 5,000 | 5421 | Telephone/Data | 5,000 | 5,000 | 5,000 |
| - | 3,300 | 10,275 | 5428 | IT Support | 9,947 | 9,947 | 9,947 |
| - | 6,063 | 6,000 | 5445 | Work Equipment | 4,000 | 4,000 | 4,000 |
| - | 2,443 | 3,000 | 5446 | Software Licenses | 3,000 | 3,000 | 3,000 |
| - | 8,043 | 9,583 | 5451 | Natural Gas | 9,000 | 9,000 | 9,000 |
| - | 45,462 | 45,304 | 5453 | Electricity | 45,804 | 45,804 | 45,804 |
| - | 13,373 | 13,604 | 5454 | Solid Waste Disposal | 13,604 | 13,604 | 13,604 |
| - | 10,912 | 11,923 | 5464 | Workers' Comp | 16,513 | 16,513 | 16,513 |
| - | 13,878 | 14,379 | 5465 | General Liability Insur | 16,626 | 16,626 | 16,626 |
| - | 15,651 | 21,000 | 5471 | Equipment Repair & Maint | 16,000 | 16,000 | 16,000 |
| - | 44,482 | 93,000 | 5472 | Buildings Repairs & Maint | 50,000 | 50,000 | 50,000 |
| - | 10,407 | 5,000 | 5475 | Vehicle Repair & Maint | 5,000 | 5,000 | 5,000 |
| - | 701 | 3,000 | 5478 | Playground Repair & Maint | 3,000 | 3,000 | 3,000 |
| - | - | 22,500 | 5484 | Urban Forestry Program | 22,500 | 22,500 | 22,500 |
| - | 1,331 | 6,000 | 5492 | Registrations/Training | 2,000 | 2,000 | 2,000 |
| - | - | 1,500 | 5498 | Permits/Fees | 1,500 | 1,500 | 1,500 |
| - | 363,248 | 457,092 | Total - Materials & Services | | 450,106 | 450,106 | 450,106 |
| Capital Outlay | | | | | | | |
| - | 87,812 | - | 5649 | Other Equipment | - | - | - |
| - | 87,812 | - | Total - Capital Outlay | | - | - | - |
| - | 829,865 | 893,272 | Department Total: 711 - Maintenance | | 898,265 | 898,265 | 898,265 |



Non-Departmental

Fund/Fund Number: General - 001
Department/Department Number: Non-Departmental - 199
Department Director: Sarah Head

Description of purpose/functions of department:

This provides for City General Fund expenses which cannot be charged to any specific department. Charges include 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.

Department Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|------------------------|------------------------|------------------------|-----------------------|
| | | | Non-Departmental | | | |
| 182,535 | 188,915 | 365,560 | Materials & Services | 223,566 | 223,566 | 223,566 |
| 21,586 | - | 6,875 | Capital Outlay | - | - | - |
| 590,774 | 416,505 | 402,241 | Transfers Out | 207,453 | 207,453 | 207,453 |
| 794,895 | 605,420 | 774,676 | Non-Departmental Total | 431,019 | 431,019 | 431,019 |

The **Transfers Out** of \$207,453 includes five separate transfers:

- \$116,000 is to the Transit Fund, which is an annual subsidy
- \$15,000 is a one-time transfer to the Special Assessment Fund
- \$23,769 is the third of four annual payments to the Information Technology Fund for the General Fund’s portion of the annual payment on the new phone system
- The last two transfers are \$28,236 to both the Street SDC Fund and the Water Cap Const Fund for repayment of an inter-fund loan

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|---|------------------------|------------------------|-----------------------|
| Department: 199 - Non-departmental (Program 1219) | | | | | | |
| Materials & Services | | | | | | |
| 3,917 | - | - | 5313 Paper (Use 5319 Office Supplies) | - | - | - |
| - | 1,445 | - | 5315 Computer Supplies | - | - | - |
| 1,901 | 6,783 | 9,000 | 5319 Office Supplies | 9,000 | 9,000 | 9,000 |
| 679 | 504 | 600 | 5323 Fuel | 600 | 600 | 600 |
| 12,855 | 234 | 50,000 | 5329 Other Supplies | 50,000 | 50,000 | 50,000 |
| - | 354 | 1,700 | 5409.140 Garage Services | 1,700 | 1,700 | 1,700 |
| 49,408 | 45,669 | 168,000 | 5419 Other Professional Serv | 28,000 | 28,000 | 28,000 |
| 48,000 | 48,000 | 48,000 | 5419.201 ToT Grants | 50,000 | 50,000 | 50,000 |
| - | 359 | - | 5422 Postage | - | - | - |
| 460 | - | 1,500 | 5424 Advertising | - | - | - |
| - | - | 2,500 | 5425 Publication of Legal Note | 2,500 | 2,500 | 2,500 |
| - | 24,000 | 8,050 | 5429 Other Communication Serv | 8,000 | 8,000 | 8,000 |
| 33,659 | 30,260 | 36,210 | 5465 General Liability Insur | 38,766 | 38,766 | 38,766 |
| 31,655 | 31,307 | 30,000 | 5491 Dues & Subscriptions | 33,000 | 33,000 | 33,000 |
| - | - | 10,000 | 5492 Registrations/Training | 2,000 | 2,000 | 2,000 |
| 182,535 | 188,915 | 365,560 | Total - Materials & Services | 223,566 | 223,566 | 223,566 |
| Capital Outlay | | | | | | |
| 21,586 | - | 6,875 | 5649 Other Equipment | - | - | - |
| 21,586 | - | 6,875 | Total - Capital Outlay | - | - | - |
| Transfers Out (Program 9711) | | | | | | |
| 116,000 | 136,000 | 116,000 | 5811.110 Transfer to Transit | 116,000 | 116,000 | 116,000 |
| 130,000 | 130,000 | 130,000 | 5811.140 Transfer to Street | - | - | - |
| 106,000 | 74,961 | 76,000 | 5811.358 Transfer to General Cap Const Fund | - | - | - |
| - | - | - | 5811.360 Transfer to Special Assessment | 15,000 | 15,000 | 15,000 |
| 187,000 | 23,769 | 23,769 | 5811.568 Transfer to Info Services | 23,769 | 23,769 | 23,769 |
| 25,887 | 25,887 | 28,236 | 5841.376 Interfund Loan Transfer | 26,342 | 26,342 | 26,342 |
| 25,887 | 25,887 | 28,236 | 5841.466 Interfund Loan Transfer | 26,342 | 26,342 | 26,342 |
| 590,774 | 416,504 | 402,241 | Total - Transfers Out | 207,453 | 207,453 | 207,453 |
| 794,895 | 605,420 | 774,676 | Department Total: 199 - Non-departmental | 431,019 | 431,019 | 431,019 |

Contingency/Ending Fund Balance

Fund/Fund Number: General - 001
Department/Department Number: Contingency/Ending Fund Balance
Department Director: Sarah Head

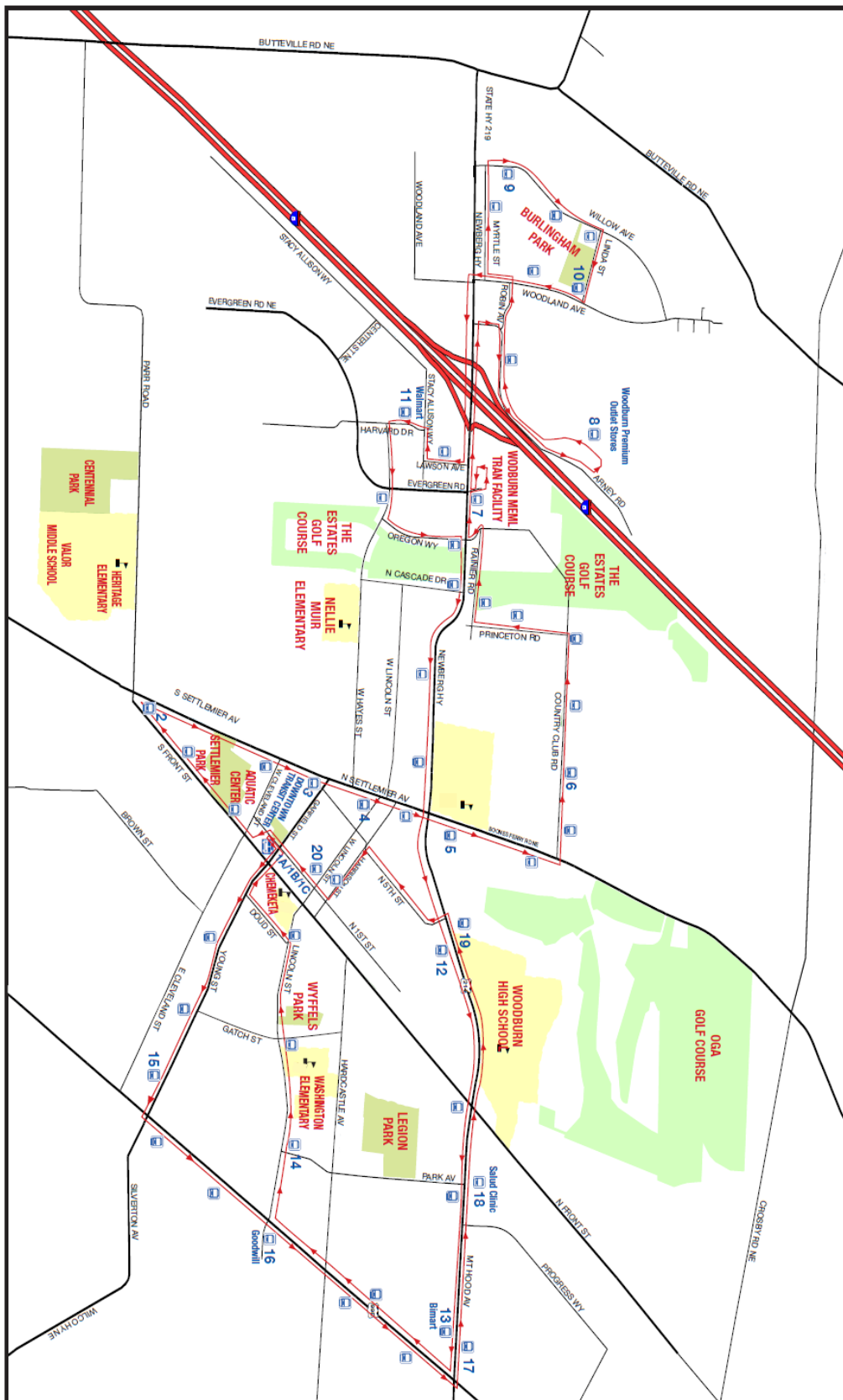
Description of purpose/functions of department:

The City of Woodburn’s Budget Policies & Fiscal Strategy states at least 17 percent of the General Fund’s operating appropriation shall be placed into the operating contingency to be set aside for unforeseen circumstances that may arise during the fiscal year. This percentage was increased from 10 percent to be consistent with Government Finance Officers Association (GFOA) best practices, as updated in 2015. Contingency appropriations cannot be made without City Council approval and/or public hearing.

In addition to the contingency policy the City has established the Shortfall Management Reserve (SMR). The SMR is intended to subsidize the shortfalls estimated for the next few years.

Department Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Department: 901 - Ending Fund Balance (Program 9971) | | | | | | |
| Contingencies and Unappropriated Balances | | | | | | |
| - | - | 1,141,456 | 5921 Contingency | 2,195,399 | 2,195,399 | 2,195,399 |
| - | - | 1,639,646 | 5981.012 Reserve - SMR | 1,008,193 | 1,008,193 | 1,008,193 |
| - | - | - | 5981.013 Reserve for Facilities | - | 100,000 | 100,000 |
| - | - | - | 5981.101 Reserve for PERS | 250,000 | 250,000 | 250,000 |
| - | - | 2,781,102 | Total - Contingencies and Unappropriated Balances | 3,453,592 | 3,553,592 | 3,553,592 |
| - | - | 2,781,102 | Department Total: 901 - Ending Fund Balance | 3,453,592 | 3,553,592 | 3,553,592 |



Transit Route

Transit Fund – 110

Fund/Fund Number: Transit Fund - 110
Department/Department Number: Transit - 671
Department Director: Jim Row

Description of purpose/functions of department:

Woodburn Transit Service provides safe and reliable public transportation for Woodburn residents and those traveling within the Woodburn region. The system was built with a focus on those who do not have reliable transportation options, seniors and people with disabilities; and strives to provide residents, visitors and workers traveling to and from Woodburn with efficient and convenient regional transportation connections. Transit services are provided five days a week, which is based on funding restrictions.

Description of department, including number of personnel:

The Transit Fund has 13 employees, consisting of a full-time operations supervisor, a full-time driver/ dispatcher, a full-time clerk, nine part-time driver/dispatchers and one vehicle custodian.

Description of FY 2015-16 accomplishments:

- In July 2015, a consultant was hired to study and make recommendations for organizational and operational improvements to Woodburn’s transit system. Following one of the consultant’s recommendations, the City replaced the Transit Operations Supervisor with a Transit Manager position in August 2015. The Transit Manager will carry increased responsibilities for managing grants and the overall transit program budget
- The consultant also completed a field study, which recommended that ADA improvements be made to many of the City’s current bus stops. The City applied for a grant to complete these improvements and hopes to complete them during summer/ fall 2016
- Continued training for staff in defensive driving, customer service, passenger assistance
- Woodburn was one of a handful of communities selected by Texas A&M University to participate in a study exploring the role public transportation plays in improving a community’s livability
- Two out- of- town wheel chair drivers were hired to keep up with the increasing demand for the out of town medical service

Description of FY 2016-17 proposed focus/goals:

- Work closely with Canby Area Transit (CAT) and Chemeketa Area Regional Transportation System (CARTS) transit systems to facilitate a seamless regional transportation system for Woodburn residents along the 99E/I-5 Corridor
- A Discretionary Grant was submitted to (SKT) Salem Keizer Transit and ODOT for ADA improvements to nine bus stops to bring them up to meet current ADA requirements. We are hopeful that the grant will be awarded and upgrades can be completed
- Coordinate with the Community Relations Manager to foster relationships throughout the community and to reach those residents that need our service
- Promote increased utilization of the Woodburn Memorial Transit Facility by local and regional transit providers, private shuttle operators and carpool/vanpool programs

Fund Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Transit Fund | | | | | | |
| Revenues | | | | | | |
| 134,076 | 127,763 | 70,000 | Fund Balance | 140,000 | 140,000 | 140,000 |
| 435,236 | 856,973 | 440,000 | Intergovernmental | 440,000 | 440,000 | 440,000 |
| 40,678 | 44,807 | 48,500 | Charges for Goods and Services | 48,500 | 48,500 | 48,500 |
| 8,290 | 8,989 | 10,250 | Miscellaneous Revenue | 10,250 | 10,250 | 10,250 |
| 134,294 | 136,000 | 116,000 | Transfers In | 116,000 | 116,000 | 116,000 |
| 752,574 | 1,174,532 | 684,750 | Revenues Total | 754,750 | 754,750 | 754,750 |
| Expenditures | | | | | | |
| 371,678 | 396,272 | 409,875 | Personnel Services | 426,614 | 426,614 | 426,614 |
| 202,372 | 195,381 | 226,772 | Materials & Services | 219,212 | 219,212 | 219,212 |
| 50,761 | 439,853 | - | Capital Outlay | - | - | - |
| - | 3,001 | 3,001 | Transfers Out | 3,001 | 3,001 | 3,001 |
| - | - | 45,102 | Contingencies and Reserve | 105,923 | 105,923 | 105,923 |
| 624,811 | 1,034,507 | 684,750 | Expenditures Total | 754,750 | 754,750 | 754,750 |
| 127,763 | 140,025 | - | Revenue Over (Under) Expenditures | - | - | - |
| 7.9 | 7.9 | 6.8 | Full-Time Equivalent (FTE) | 7.3 | 7.3 | 7.3 |

Revenue Sources and Other Discussion

Transfers In is a transfer of \$116,000 from the General Fund, which is an annual subsidy. For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.

Intergovernmental contains various competitive state and federal grants received for transit operations. These are adjusted year over year according to historical analysis and limitations on the particular grant.

The increase in **Charges for Goods and Services** is comprised of transit fares, which do not sustain the program. The total amount in the category accounts for only 4 percent of the operating revenue.

Transfers Out of \$3,001 is the Transit Fund's portion of the third of four annual payments for the new phone system.



Newest Transit bus purchased in 2015

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------------------|----------------------|----------------------|---|---|------------------------|------------------------|-----------------------|
| Fund: 110 - Transit Fund | | | | | | | |
| Revenues | | | | | | | |
| Department: 000 - Revenue | | | | | | | |
| 134,076 | 127,763 | 70,000 | 3081 | Beginning Fund Balance | 140,000 | 140,000 | 140,000 |
| 134,076 | 127,763 | 70,000 | Total - Fund Balance | | 140,000 | 140,000 | 140,000 |
| - | 360,220 | - | 3332 | Federal Grants | - | - | - |
| 127,173 | 115,509 | 35,000 | 3333.601 | 5310 Discretionary Ops | 35,000 | 35,000 | 35,000 |
| 158,908 | 151,312 | 142,000 | 3333.603 | 5311 Formula Operation | 142,000 | 142,000 | 142,000 |
| 50,214 | 57,308 | 60,500 | 3333.605 | Veh Prev Maint | 60,500 | 60,500 | 60,500 |
| - | 29,261 | - | 3341 | State Grants | - | - | - |
| 60,234 | 99,121 | 202,500 | 3341.601 | STF Formula | 202,500 | 202,500 | 202,500 |
| 38,707 | 44,242 | - | 3344 | New Freedom | - | - | - |
| 435,236 | 856,973 | 440,000 | Total - Intergovernmental | | 440,000 | 440,000 | 440,000 |
| 8,197 | 8,416 | 8,500 | 3445 | Dial a Ride Daily | 8,500 | 8,500 | 8,500 |
| 32,009 | 36,391 | 40,000 | 3447 | Transit System Fares | 40,000 | 40,000 | 40,000 |
| 473 | - | - | 3447.101 | Transit System Fares Fixed Route - SALE | - | - | - |
| 40,678 | 44,807 | 48,500 | Total - Charges for Goods and Services | | 48,500 | 48,500 | 48,500 |
| 641 | 89 | 250 | 3611 | Interest from Investments | 250 | 250 | 250 |
| 7,560 | 8,920 | 10,000 | 3676 | Donations-Transit | 10,000 | 10,000 | 10,000 |
| 89 | (33) | - | 3698 | Cash Long and Short | - | - | - |
| - | 13 | - | 3699 | Other Miscellaneous Income | - | - | - |
| 8,290 | 8,989 | 10,250 | Total - Miscellaneous Revenue | | 10,250 | 10,250 | 10,250 |
| 116,000 | 136,000 | 116,000 | 3971.001 | Transfer From General Fund | 116,000 | 116,000 | 116,000 |
| 18,294 | - | - | 3971.591 | Transfer From Equipment Replacement | - | - | - |
| 134,294 | 136,000 | 116,000 | Total - Transfers In | | 116,000 | 116,000 | 116,000 |
| 752,574 | 1,174,532 | 684,750 | Department Total: 000 - Revenue | | 754,750 | 754,750 | 754,750 |
| 752,574 | 1,174,532 | 684,750 | Revenues Total | | 754,750 | 754,750 | 754,750 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|------------------------------|------------------------|------------------------|-----------------------|
| <u>Expenditures</u> | | | | | | | |
| Department: 671 - Transit (Program 4711) | | | | | | | |
| 163,012 | 176,922 | 174,284 | 5111 | Regular Wages | 181,556 | 181,556 | 181,556 |
| 97,906 | 104,884 | 107,382 | 5112 | Part-Time Wages | 117,149 | 117,149 | 117,149 |
| 67 | 245 | - | 5121 | Overtime | - | - | - |
| 223 | 229 | 256 | 5211 | OR Workers' Benefit | 268 | 268 | 268 |
| 19,455 | 21,070 | 21,515 | 5212 | Social Security | 22,765 | 22,765 | 22,765 |
| 49,962 | 48,808 | 53,569 | 5213 | Med & Dent Ins | 53,857 | 53,857 | 53,857 |
| 36,774 | 40,577 | 49,216 | 5214 | Retirement | 49,159 | 49,159 | 49,159 |
| 771 | 681 | 727 | 5215 | Long Term Disability Ins | 698 | 698 | 698 |
| 3,103 | 2,497 | 2,540 | 5216 | Unemployment Insurance | 896 | 896 | 896 |
| 405 | 359 | 386 | 5217 | Life Insurance | 266 | 266 | 266 |
| 371,677 | 396,272 | 409,875 | Total - Personnel Services | | 426,614 | 426,614 | 426,614 |
| 954 | 457 | 1,300 | 5319 | Office Supplies | 1,300 | 1,300 | 1,300 |
| 86 | - | - | 5321 | Cleaning Supplies | - | - | - |
| 46,232 | 36,370 | 47,000 | 5323 | Fuel | 30,000 | 30,000 | 30,000 |
| 739 | 1,606 | 1,000 | 5324 | Clothing | 2,000 | 2,000 | 2,000 |
| 434 | 907 | 1,000 | 5326 | Safety/Medical | 1,000 | 1,000 | 1,000 |
| 25 | 391 | 500 | 5329 | Other Supplies | 500 | 500 | 500 |
| 26,114 | 13,574 | 15,000 | 5332 | Spare Parts | 15,000 | 15,000 | 15,000 |
| 5,987 | 7,343 | 9,000 | 5337 | Tires/Parts | 5,000 | 5,000 | 5,000 |
| - | 4,372 | 500 | 5409.140 | Garage Services | 3,000 | 3,000 | 3,000 |
| 1,142 | 1,155 | 1,500 | 5414 | Accounting/Auditing | 1,500 | 1,500 | 1,500 |
| 3,201 | 10,659 | 3,500 | 5419 | Other Professional Serv | 12,000 | 12,000 | 12,000 |
| 3,767 | 3,601 | 4,000 | 5421 | Telephone/Data | 4,000 | 4,000 | 4,000 |
| 22 | 41 | 100 | 5422 | Postage | 100 | 100 | 100 |
| 127 | - | 2,000 | 5424 | Advertising | 2,000 | 2,000 | 2,000 |
| 75 | - | - | 5427 | Training (Use 5492) | - | - | - |
| 12,600 | 19,140 | 19,865 | 5428 | IT Support | 19,400 | 19,400 | 19,400 |
| 606 | - | - | 5431 | Lodging (Use Travel 5439) | - | - | - |
| 50 | 21 | 100 | 5432 | Meals | 100 | 100 | 100 |
| 26,576 | 31,239 | 30,000 | 5433 | Mileage | 32,000 | 32,000 | 32,000 |
| 126 | (37) | 500 | 5439 | Travel | 500 | 500 | 500 |
| 1,333 | 5,000 | 8,000 | 5446 | Software Licenses | 6,000 | 6,000 | 6,000 |
| 17,164 | 6,272 | 6,132 | 5448 | Internal Rent | 6,478 | 6,478 | 6,478 |
| - | 1,102 | 1,369 | 5451 | Natural Gas | 1,038 | 1,038 | 1,038 |
| - | 3,372 | 3,634 | 5453 | Electricity | 3,634 | 3,634 | 3,634 |
| - | 261 | 280 | 5454 | Solid Waste Disposal | 280 | 280 | 280 |
| 8,335 | 9,226 | 10,840 | 5464 | Workers' Comp | 15,650 | 15,650 | 15,650 |
| 8,618 | 19,518 | 20,552 | 5465 | General Liability Insur | 27,132 | 27,132 | 27,132 |
| 1,149 | 123 | 5,000 | 5471 | Equipment Repair & Maint | 5,000 | 5,000 | 5,000 |
| - | 83 | 1,000 | 5472 | Buildings Repairs & Maint | 1,000 | 1,000 | 1,000 |
| 34,356 | 16,417 | 30,000 | 5475 | Vehicle Repair & Maint | 20,000 | 20,000 | 20,000 |
| - | 1,250 | 500 | 5480 | Accident Repair | 500 | 500 | 500 |
| 330 | - | 600 | 5491 | Dues & Subscriptions | 600 | 600 | 600 |
| 135 | 25 | 500 | 5492 | Registrations/Training | 500 | 500 | 500 |
| 1,192 | 1,893 | 1,500 | 5493 | Printing/Binding | 2,000 | 2,000 | 2,000 |
| 514 | - | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 201,988 | 195,381 | 226,772 | Total - Materials & Services | | 219,212 | 219,212 | 219,212 |
| 48,384 | 392,781 | - | 5642 | Passenger Vehicles | - | - | - |
| 2,378 | 47,072 | - | 5649 | Other Equipment | - | - | - |
| 50,761 | 439,853 | - | Total - Capital Outlay | | - | - | - |
| 624,426 | 1,031,506 | 636,647 | Program Total: 4711 - Fixed Route Transit | | 645,826 | 645,826 | 645,826 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| | | | Program: 4712 - Dial-A-Ride | | | |
| 5 | - | - | 5321 Cleaning Supplies | - | - | - |
| 323 | - | - | 5323 Fuel | - | - | - |
| 57 | - | - | 5421 Telephone/Data | - | - | - |
| 384 | - | - | Total - Materials & Services | - | - | - |
| 384 | - | - | Program Total: 4712 - Dial-A-Ride | - | - | - |
| | | | Program: 9711 - Operating Transfer Out | | | |
| - | 3,001 | 3,001 | 5811.568 Transfer to Info Services | 3,001 | 3,001 | 3,001 |
| - | 3,001 | 3,001 | Total - Transfers Out | 3,001 | 3,001 | 3,001 |
| - | 3,001 | 3,001 | Program Total: 9711 - Operating Transfer Out | 3,001 | 3,001 | 3,001 |
| 624,811 | 1,034,507 | 639,648 | Department Total: 671 - Transit | 648,827 | 648,827 | 648,827 |
| | | | Department: 901 - Ending Fund Balance | | | |
| | | | Program: 9971 - Equity | | | |
| - | - | 45,102 | 5921 Contingency | 105,923 | 105,923 | 105,923 |
| - | - | 45,102 | Total - Contingencies and Unappropriated Balances | 105,923 | 105,923 | 105,923 |
| - | - | 45,102 | Program Total: 9971 - Equity | 105,923 | 105,923 | 105,923 |
| - | - | 45,102 | Department Total: 901 - Ending Fund Balance | 105,923 | 105,923 | 105,923 |
| 624,811 | 1,034,507 | 684,750 | Expenditures Total | 754,750 | 754,750 | 754,750 |
| 127,763 | 140,025 | - | Fund Net Total: 110 - Transit Fund | - | - | - |



Street Fund – 140

Fund/Fund Number: Street Fund - 140
Department/Department Number: Maintenance - 631
Department Director: Randy Scott

Description of purpose/functions of department:

This section within the Public Works Department provides administration, operations and maintenance for street maintenance activities and garage activities. Street maintenance activities include routine street repairs such as overlay preparation, patching, crack sealing, pothole repair, grading and dust control on gravel streets, graffiti removal, storm related clean up, leaf collection, holiday tree collection, centerline striping, pavement markings, street sign maintenance, monthly sweeping contract supervision, weed control, mowing and other right of way related maintenance duties. The Garage activities include service and maintenance to the Woodburn fleet with the exception of police and transit vehicles. All vehicles, heavy and small equipment, are maintained by garage.

Description of department, including number of personnel:

The department is supervised by the Sanitary, Storm & Surface Water Collection Supervisor and is organized to provide both operations and maintenance with clerical administrative support. The street maintenance and garage sections consist of 7.33 FTE. This is 1.33 FTE higher than last fiscal year due to increase in part-time hours for right-of-way maintenance.

Description of FY 2015-16 accomplishments:

- Provided routine maintenance of streets in the public rights-of-way, including grading of gravel streets
- Provided to Woodburn residents the leaf collection program from November through December
- Provided to Woodburn residents the holiday tree disposal program from the end of December into mid-January
- Administered street sweeping contract for monthly sweeping of all City streets
- Maintained all regulatory traffic, pavement markings and signage
- Provided landscape maintenance and refuse pick up and disposal on Front Street

Description of FY 2016-17 proposed focus/goals:

- Continue to administer and provide street and right-of-way maintenance activities of all City streets
- Provide the leaf collection program
- Provide the holiday tree disposal program
- Provide maintenance and repair of all city vehicles and equipment
- Continue contract street sweeping services

Fund Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Street Fund | | | | | | |
| Revenues | | | | | | |
| 2,105,613 | 2,760,622 | 2,900,000 | Fund Balance | 2,689,000 | 2,689,000 | 2,689,000 |
| 101,761 | 102,517 | 105,000 | Taxes | 100,000 | 100,000 | 100,000 |
| 302 | 168 | - | Licenses and Permits | - | - | - |
| 1,384,277 | 1,409,311 | 1,300,000 | Intergovernmental | 1,400,000 | 1,400,000 | 1,400,000 |
| 360,046 | 336,707 | 350,000 | Franchise Fees | 320,000 | 320,000 | 320,000 |
| 124,806 | 172,003 | 190,034 | Miscellaneous Revenue | 202,497 | 202,497 | 202,497 |
| 220,000 | 220,000 | 220,000 | Transfers In | 90,000 | 90,000 | 90,000 |
| 4,296,805 | 5,001,328 | 5,065,034 | Revenues Total | 4,801,497 | 4,801,497 | 4,801,497 |
| Expenditures | | | | | | |
| 410,316 | 561,516 | 599,438 | Personnel Services | 709,127 | 709,127 | 709,127 |
| 582,446 | 1,439,267 | 1,635,179 | Materials & Services | 1,609,029 | 1,609,029 | 1,609,029 |
| - | - | 12,000 | Capital Outlay | 5,500 | 5,500 | 5,500 |
| 543,421 | 34,501 | 264,501 | Transfers Out | 1,174,501 | 1,174,501 | 1,174,501 |
| - | - | 2,553,916 | Contingencies and Reserve | 1,303,340 | 1,303,340 | 1,303,340 |
| 1,536,183 | 2,035,284 | 5,065,034 | Expenditures Total | 4,801,497 | 4,801,497 | 4,801,497 |
| 2,760,622 | 2,966,044 | - | Revenue Over (Under) Expenditures | - | - | - |
| 4.0 | 6.0 | 6.0 | Full-Time Equivalent (FTE) | 7.3 | 7.3 | 7.3 |

Revenue Sources and Other Discussion

The **Taxes** category of revenue includes City gas tax revenue, which was historically in its own fund.

The **Intergovernmental** category of revenue is the largest source within the Street fund. The entire \$1.4 million or 39 percent is generated from the state gas tax.

The **Capital Outlay** expenditure of \$5,500 is for the purchase of a traffic speed trailer which will be cost shared with Police.

Transfers In of \$90,000 is a transfer from the Sewer Fund for street sweeping costs. In prior years there was a transfer for street lighting of \$130,000 from the General Fund, which has been eliminated. For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.

The total **Transfers Out** amount of \$1,174,501 includes 6 separate transfers:

- \$1,140,000 to Street & Storm Cap Const Fund for the following capital projects:
 - Sidewalk & ADA improvements (CIST1165) \$25,000
 - Settlemier/W. Lincoln intersection improvement (CIST1470) \$60,000
 - West Hayes Street Improvement (CIST1486) \$845,000
 - Fourth Street Storm (CDST1471) \$10,000
 - Fifth Street Storm (CDST1487) \$200,000
- \$30,000 to Equipment Replacement Fund
- \$4,501 to the Information Technology Fund for the third of four annual payments for the new phone system.

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.

See the section titled Capital Construction Projects beginning on page 188 for information on all budgeted capital projects.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------------------|----------------------|----------------------|--|----------------------------|------------------------|------------------------|-----------------------|
| Fund: 140 - Street Fund | | | | | | | |
| Revenues | | | | | | | |
| Department: 000 - Revenue | | | | | | | |
| 2,105,613 | 2,760,622 | 2,900,000 | 3081 | Beginning Fund Balance | 2,689,000 | 2,689,000 | 2,689,000 |
| 2,105,613 | 2,760,622 | 2,900,000 | Total - Fund Balance | | 2,689,000 | 2,689,000 | 2,689,000 |
| 101,761 | 102,517 | 105,000 | 3171 | City Gas Tax | 100,000 | 100,000 | 100,000 |
| 101,761 | 102,517 | 105,000 | Total - Taxes | | 100,000 | 100,000 | 100,000 |
| 302 | 168 | - | 3223 | Curb Cuts and Bores | - | - | - |
| 302 | 168 | - | Total - Licenses and Permits | | - | - | - |
| 1,384,277 | 1,409,311 | 1,300,000 | 3361 | State Gas Tax | 1,400,000 | 1,400,000 | 1,400,000 |
| 1,384,277 | 1,409,311 | 1,300,000 | Total - Intergovernmental | | 1,400,000 | 1,400,000 | 1,400,000 |
| 264,938 | 278,145 | 260,000 | 3141 | Privilege Tax, PGE | 260,000 | 260,000 | 260,000 |
| 95,108 | 58,562 | 90,000 | 3142 | Privilege Tax, NW Natural | 60,000 | 60,000 | 60,000 |
| 360,046 | 336,707 | 350,000 | Total - Franchise Fees | | 320,000 | 320,000 | 320,000 |
| 13,868 | 14,870 | 14,000 | 3611 | Interest from Investments | 14,000 | 14,000 | 14,000 |
| 110,938 | 6,020 | 3,250 | 3699 | Other Miscellaneous Income | 5,500 | 5,500 | 5,500 |
| 124,806 | 20,890 | 17,250 | Total - Miscellaneous Revenue | | 19,500 | 19,500 | 19,500 |
| 130,000 | 130,000 | 130,000 | 3971.001 | Transfer From General Fund | - | - | - |
| 90,000 | 90,000 | 90,000 | 3971.472 | Transfer From Sewer | 90,000 | 90,000 | 90,000 |
| 220,000 | 220,000 | 220,000 | Total - Transfers In | | 90,000 | 90,000 | 90,000 |
| 4,296,805 | 4,850,215 | 4,892,250 | Department Total: 000 - Revenue | | 4,618,500 | 4,618,500 | 4,618,500 |
| Department: 661 - Garage | | | | | | | |
| - | 151,113 | 172,784 | 3654 | Garage WO Revenue | 182,997 | 182,997 | 182,997 |
| - | 151,113 | 172,784 | Total - Miscellaneous Revenue | | 182,997 | 182,997 | 182,997 |
| - | 151,113 | 172,784 | Department Total: 661 - Garage | | 182,997 | 182,997 | 182,997 |
| 4,296,805 | 5,001,328 | 5,065,034 | Revenues Total | | 4,801,497 | 4,801,497 | 4,801,497 |

Garage work order (WO) Revenue, account 3654, is a direct offset to account 5409.140 Garage Services in other funds. Garage Services will be billed to other funds after services are provided. If external services are used, those payments will be charged to vehicle repairs and maintenance account 5475.

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|---|------------------------------|------------------------|------------------------|-----------------------|
| <u>Expenditures</u> | | | | | | | |
| Department: 631 - Maintenance | | | | | | | |
| Program: 4211 - Street Maintenance | | | | | | | |
| 270,996 | 255,076 | 278,232 | 5111 | Regular Wages | 358,316 | 358,316 | 358,316 |
| - | - | - | 5112 | Part-Time Wages | 41,496 | 41,496 | 41,496 |
| 4,279 | 5,322 | 4,746 | 5121 | Overtime | 4,842 | 4,842 | 4,842 |
| 138 | 141 | 182 | 5211 | OR Workers' Benefit | 286 | 286 | 286 |
| 20,171 | 19,313 | 21,496 | 5212 | Social Security | 30,769 | 30,769 | 30,769 |
| 58,180 | 56,811 | 61,633 | 5213 | Med & Dent Ins | 111,199 | 111,199 | 111,199 |
| 51,510 | 54,046 | 60,027 | 5214 | Retirement | 77,366 | 77,366 | 77,366 |
| 1,156 | 1,077 | 1,168 | 5215 | Long Term Disability Ins | 1,158 | 1,158 | 1,158 |
| 3,281 | 2,298 | 2,556 | 5216 | Unemployment Insurance | 1,291 | 1,291 | 1,291 |
| 605 | 562 | 612 | 5217 | Life Insurance | 426 | 426 | 426 |
| 410,316 | 394,646 | 430,652 | Total - Personnel Services | | 627,149 | 627,149 | 627,149 |
| - | - | 200 | 5315 | Computer Supplies | - | - | - |
| 16 | 9 | 250 | 5319 | Office Supplies | 250 | 250 | 250 |
| 418 | 25 | 300 | 5321 | Cleaning Supplies | 300 | 300 | 300 |
| 7,396 | 7,685 | 10,000 | 5323 | Fuel | 10,000 | 10,000 | 10,000 |
| 751 | 488 | 1,000 | 5324 | Clothing | 1,000 | 1,000 | 1,000 |
| 211 | - | - | 5325 | Ag Supplies | - | - | - |
| 489 | 542 | 1,000 | 5326 | Safety/Medical | 1,000 | 1,000 | 1,000 |
| 1,941 | 1,325 | 2,500 | 5329 | Other Supplies | 2,500 | 2,500 | 2,500 |
| 32 | - | - | 5333 | Paint (Closed) | - | - | - |
| 573 | 1,969 | 1,000 | 5338 | Tools | 1,000 | 1,000 | 1,000 |
| 783 | - | 2,500 | 5339 | Other Maintenance Supplies | 1,500 | 1,500 | 1,500 |
| 1,481 | 965 | 1,500 | 5352 | Protective Clothing | 1,500 | 1,500 | 1,500 |
| 27,430 | 29,031 | 34,000 | 5361 | Road Materials | 34,000 | 34,000 | 34,000 |
| - | 173 | 500 | 5362 | Concrete | 500 | 500 | 500 |
| 12,316 | 13,914 | 14,000 | 5363 | Signs | 14,000 | 14,000 | 14,000 |
| 93 | 22 | 1,000 | 5369 | Other Street Supplies | 1,000 | 1,000 | 1,000 |
| 18,357 | 23,117 | 15,400 | 5419 | Other Professional Serv | 15,400 | 15,400 | 15,400 |
| 2,085 | 3,465 | 2,500 | 5421 | Telephone/Data | 2,500 | 2,500 | 2,500 |
| 1,045 | - | - | 5427 | Training (Use 5492) | - | - | - |
| 893 | - | - | 5431 | Lodging (Use Travel 5439) | - | - | - |
| - | - | 925 | 5439 | Travel | 925 | 925 | 925 |
| 649 | 486 | 2,500 | 5445 | Work Equipment | 1,500 | 1,500 | 1,500 |
| 2,792 | 2,867 | 3,000 | 5446 | Software Licenses | 3,000 | 3,000 | 3,000 |
| 2,474 | 2,482 | 3,500 | 5451 | Natural Gas | 3,500 | 3,500 | 3,500 |
| 7,977 | 7,379 | 10,000 | 5453 | Electricity | 10,000 | 10,000 | 10,000 |
| 2,410 | 3,625 | 3,000 | 5454 | Solid Waste Disposal | 3,000 | 3,000 | 3,000 |
| 10,922 | 7,943 | 7,000 | 5471 | Equipment Repair & Maint | 7,000 | 7,000 | 7,000 |
| - | - | 1,000 | 5474 | Structures Repair & Maint | 1,000 | 1,000 | 1,000 |
| 5,584 | 6,214 | 6,000 | 5475 | Vehicle Repair & Maint | 6,000 | 6,000 | 6,000 |
| 1,573 | 1,691 | 2,000 | 5476 | Laundry | 2,000 | 2,000 | 2,000 |
| 3,889 | 682,312 | 820,000 | 5479 | Other Repair & Maint | 859,326 | 859,326 | 859,326 |
| 14,089 | 500 | 15,000 | 5482 | Tree Maintenance | 15,000 | 15,000 | 15,000 |
| 690 | 1,684 | 1,500 | 5492 | Registrations/Training | 1,500 | 1,500 | 1,500 |
| - | - | 250 | 5498 | Permits/Fees | 250 | 250 | 250 |
| (17) | - | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 129,340 | 799,913 | 963,325 | Total - Materials & Services | | 1,000,451 | 1,000,451 | 1,000,451 |
| Department: 631 - Maintenance | | | | | | | |
| Program: 4211 - Street Maintenance | | | | | | | |
| - | - | 12,000 | 5649 | Other Equipment | 5,500 | 5,500 | 5,500 |
| - | - | 12,000 | Total - Capital Outlay | | 5,500 | 5,500 | 5,500 |
| 539,656 | 1,194,559 | 1,405,977 | Program Total: 4211 - Street Maintenance | | 1,633,100 | 1,633,100 | 1,633,100 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|---|------------------------|------------------------|-----------------------|
| <u>Expenditures</u> | | | | | | |
| | | | Program: 4261 - Street Cleaning | | | |
| 1,047 | 716 | 1,000 | 5323 Fuel | 1,000 | 1,000 | 1,000 |
| - | 7 | 500 | 5329 Other Supplies | 500 | 500 | 500 |
| 83,816 | 75,884 | 110,000 | 5419 Other Professional Serv | 110,000 | 110,000 | 110,000 |
| 531 | 667 | 1,000 | 5471 Equipment Repair & Maint | 1,000 | 1,000 | 1,000 |
| 2,017 | 1,036 | 2,000 | 5475 Vehicle Repair & Maint | 2,000 | 2,000 | 2,000 |
| 87,411 | 78,310 | 114,500 | Total - Materials & Services | 114,500 | 114,500 | 114,500 |
| 87,411 | 78,310 | 114,500 | Program Total: 4261 - Street Cleaning | 114,500 | 114,500 | 114,500 |
| | | | Program: 4299 - Street Admin | | | |
| 46,328 | - | - | 5409.582 Garage Services | - | - | - |
| - | 208,653 | 175,000 | 5411.001 Engineering Support to General Fund | 100,000 | 100,000 | 100,000 |
| 44,680 | - | - | 5411.582 Engineering Support to PW Services Fur | - | - | - |
| 4,568 | 4,620 | 6,000 | 5414 Accounting/Auditing | 6,000 | 6,000 | 6,000 |
| 15,750 | 13,200 | 10,275 | 5428 IT Support | 9,947 | 9,947 | 9,947 |
| 17,439 | 3,911 | 3,823 | 5448 Internal Rent | 4,039 | 4,039 | 4,039 |
| - | - | 798 | 5451 Natural Gas | 605 | 605 | 605 |
| - | 2,042 | 2,418 | 5453 Electricity | 2,418 | 2,418 | 2,418 |
| - | 149 | 186 | 5454 Solid Waste Disposal | 104 | 104 | 104 |
| 220,139 | 236,664 | 240,000 | 5456 Street Lighting | 240,000 | 240,000 | 240,000 |
| 5,389 | 12,028 | 17,706 | 5464 Workers' Comp | 24,622 | 24,622 | 24,622 |
| 11,402 | 12,536 | 13,811 | 5465 General Liability Insur | 17,533 | 17,533 | 17,533 |
| - | 6,023 | 5,000 | 5472 Buildings Repairs & Maint | 5,000 | 5,000 | 5,000 |
| - | 1,130 | 4,000 | 5482 Tree Maintenance | 4,000 | 4,000 | 4,000 |
| - | 1,233 | 15,000 | 5483 Sidewalks | 15,000 | 15,000 | 15,000 |
| 365,695 | 502,189 | 494,017 | Total - Materials & Services | 429,268 | 429,268 | 429,268 |
| 365,695 | 502,189 | 494,017 | Program Total: 4299 - Street Admin | 429,268 | 429,268 | 429,268 |
| | | | Program: 9711 - Operating Transfer Out | | | |
| 513,421 | - | 230,000 | 5811.363 Transfer to Street & Storm Cap Const Fu | 1,140,000 | 1,140,000 | 1,140,000 |
| - | 4,501 | 4,501 | 5811.568 Transfer to Info Services | 4,501 | 4,501 | 4,501 |
| 30,000 | 30,000 | 30,000 | 5811.591 Transfer to Equipment Replace | 30,000 | 30,000 | 30,000 |
| 543,421 | 34,501 | 264,501 | Total - Transfers Out | 1,174,501 | 1,174,501 | 1,174,501 |
| 543,421 | 34,501 | 264,501 | Program Total: 9711 - Operating Transfer Out | 1,174,501 | 1,174,501 | 1,174,501 |
| 1,536,183 | 1,809,559 | 2,278,995 | Department Total: 631 - Maintenance | 3,351,369 | 3,351,369 | 3,351,369 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| | | | Department: 661 - Garage | | | |
| - | 105,361 | 105,451 | 5111 Regular Wages | 51,456 | 51,456 | 51,456 |
| - | 834 | - | 5121 Overtime | - | - | - |
| - | 58 | 70 | 5211 OR Workers' Benefit | 32 | 32 | 32 |
| - | 7,491 | 8,071 | 5212 Social Security | 3,938 | 3,938 | 3,938 |
| - | 34,879 | 35,863 | 5213 Med & Dent Ins | 17,987 | 17,987 | 17,987 |
| - | 16,602 | 17,702 | 5214 Retirement | 8,234 | 8,234 | 8,234 |
| - | 466 | 445 | 5215 Long Term Disability Ins | 203 | 203 | 203 |
| - | 935 | 951 | 5216 Unemployment Insurance | 52 | 52 | 52 |
| - | 244 | 233 | 5217 Life Insurance | 76 | 76 | 76 |
| - | 166,870 | 168,786 | Total - Personnel Services | 81,978 | 81,978 | 81,978 |
| - | - | 200 | 5315 Computer Supplies | 200 | 200 | 200 |
| - | 188 | 400 | 5319 Office Supplies | 300 | 300 | 300 |
| - | 9,248 | 11,000 | 5322 Lubricants | 11,000 | 11,000 | 11,000 |
| - | 1,495 | 2,000 | 5323 Fuel | 2,000 | 2,000 | 2,000 |
| - | 689 | 1,000 | 5324 Clothing | 1,000 | 1,000 | 1,000 |
| - | 430 | 400 | 5326 Safety/Medical | 400 | 400 | 400 |
| - | 3,799 | 3,500 | 5329 Other Supplies | 3,000 | 3,000 | 3,000 |
| - | 8,544 | 8,000 | 5337 Tires/Parts | 8,000 | 8,000 | 8,000 |
| - | 4,935 | 2,900 | 5338 Tools | 2,900 | 2,900 | 2,900 |
| - | 593 | 500 | 5352 Protective Clothing | 500 | 500 | 500 |
| - | - | 2,000 | 5419 Other Professional Serv | 1,500 | 1,500 | 1,500 |
| - | 669 | 900 | 5421 Telephone/Data | 900 | 900 | 900 |
| - | 9,900 | 10,275 | 5428 IT Support | 10,087 | 10,087 | 10,087 |
| - | - | 100 | 5432 Meals | 100 | 100 | 100 |
| - | - | 100 | 5433 Mileage | 100 | 100 | 100 |
| - | - | 100 | 5439 Travel | 100 | 100 | 100 |
| - | 5,793 | 5,500 | 5446 Software Licenses | 6,000 | 6,000 | 6,000 |
| - | - | 100 | 5454 Solid Waste Disposal | 100 | 100 | 100 |
| - | 3,627 | 4,560 | 5464 Workers' Comp | 5,877 | 5,877 | 5,877 |
| - | 2,139 | 2,802 | 5465 General Liability Insur | 3,146 | 3,146 | 3,146 |
| - | 2,362 | 2,000 | 5471 Equipment Repair & Maint | 2,000 | 2,000 | 2,000 |
| - | 2,099 | 1,000 | 5472 Buildings Repairs & Maint | 1,000 | 1,000 | 1,000 |
| - | 951 | 2,000 | 5475 Vehicle Repair & Maint | 2,000 | 2,000 | 2,000 |
| - | 1,286 | 1,000 | 5476 Laundry | 1,000 | 1,000 | 1,000 |
| - | 108 | 1,000 | 5492 Registrations/Training | 1,600 | 1,600 | 1,600 |
| - | 58,855 | 63,337 | Total - Materials & Services | 64,810 | 64,810 | 64,810 |
| - | 225,725 | 232,123 | Department Total: 661 - Garage | 146,788 | 146,788 | 146,788 |
| | | | Department: 901 - Ending Fund Balance | | | |
| | | | Program: 9971 - Equity | | | |
| - | - | 223,462 | 5921 Contingency | 231,816 | 231,816 | 231,816 |
| - | - | 2,330,454 | 5981.005 Reserve for Future Years | 1,071,524 | 1,071,524 | 1,071,524 |
| - | - | 2,553,916 | Total - Contingencies and Unappropriated Balances | 1,303,340 | 1,303,340 | 1,303,340 |
| - | - | 2,553,916 | Program Total: 9971 - Equity | 1,303,340 | 1,303,340 | 1,303,340 |
| - | - | 2,553,916 | Department Total: 901 - Ending Fund Balance | 1,303,340 | 1,303,340 | 1,303,340 |
| 1,536,183 | 2,035,284 | 5,065,034 | Expenditures Total | 4,801,497 | 4,801,497 | 4,801,497 |
| 2,760,622 | 2,966,044 | - | Fund Net Total: 140 - Street Fund | - | - | - |

GO Debt Service Fund – 250

Fund/Fund Number:
Department Director:

GO Debt Service Fund - 250
Sarah Head

Description of purpose/functions of department:

This fund records the payment of principal and interest on the City’s General Obligation bonds. As of June 30, 2016, a single bond issue is outstanding for the Police Facility. The final year of debt service for these funds is 2025.

For a detailed listing of the debt outstanding, and annual debt service of the City, please refer to Debt Overview on page 179.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|--|------------------------|------------------------|-----------------------|
| Fund: 250 - GO Debt Service Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 27,570 | 55,034 | 48,000 | 3081 | Beginning Fund Balance | 32,000 | 32,000 | 32,000 |
| 27,570 | 55,034 | 48,000 | Total - Fund Balance | | 32,000 | 32,000 | 32,000 |
| 549,983 | 521,029 | 510,000 | 3111 | Property Tax - Current | 521,000 | 521,000 | 521,000 |
| - | 1,000 | 1,000 | 3112 | Property Tax - Delinquent | 1,000 | 1,000 | 1,000 |
| 549,983 | 522,029 | 511,000 | Total - Taxes | | 522,000 | 522,000 | 522,000 |
| 1,262 | 969 | 400 | 3611 | Interest from Investments | 450 | 450 | 450 |
| 1,262 | 969 | 400 | Total - Miscellaneous Revenue | | 450 | 450 | 450 |
| 578,815 | 578,032 | 559,400 | Revenues Total | | 554,450 | 554,450 | 554,450 |
| <u>Expenditures</u> | | | | | | | |
| 320,000 | 335,000 | 350,000 | 5711 | Bond Principal, Police Series 2005, Due 6/1/17 | 370,000 | 370,000 | 370,000 |
| 101,891 | 96,131 | 89,933 | 5721 | Bond Interest, Police Series 2005, Due 12/1/16 | 83,283 | 83,283 | 83,283 |
| 101,891 | 96,131 | 89,933 | 5721 | Bond Interest, Police Series 2005, Due 6/1/17 | 83,283 | 83,283 | 83,283 |
| 523,781 | 527,261 | 529,866 | Total - Debt Service | | 536,566 | 536,566 | 536,566 |
| - | - | 29,534 | 5981.007 | Reserve for Debt Service | 17,884 | 17,884 | 17,884 |
| - | - | 29,534 | Total - Contingencies and Unappropriated Balances | | 17,884 | 17,884 | 17,884 |
| 523,781 | 527,261 | 559,400 | Expenditures Total | | 554,450 | 554,450 | 554,450 |
| 55,034 | 50,771 | - | Fund Net | Total: 250 - GO Debt Service Fund | - | - | - |

Revenue Sources and Other Discussion

This Fund accounts for the debt service on the City’s 2005 General Obligation Bond. **Property taxes** are the only source of revenue, besides interest. The Miscellaneous Revenue is interest on the cash balance of the fund. The amount of tax imposed for this fund is dependent on debt service levels and beginning fund balance.



Utility Funds



Water Fund – 470

Fund/Fund Number: Water Fund - 470
Department/Department Number: Water - 611
Department Director: Randy Scott

Description of purpose/functions of section:

This drinking water section provides administration, operations and maintenance of the water treatment and distribution system. This section also does the meter reading for all customer accounts for utility billing. This section is responsible for all activities centered at the water treatment plants and throughout the water distribution system. This section also administers a Cross Connection Control and Backflow Prevention Program.

Description of section, including number of personnel:

This section is supervised by the Drinking Water Section Supervisor. This section is organized to provide administration, operations and maintenance with clerical administrative support. The drinking water section currently has 10 FTE.

Description of FY 2015-16 accomplishments:

- Provided water treatment, secondary disinfection, and distribution of the City water system; meeting all state and federal regulatory requirements
- Prepared and provided to all customers and the Oregon Health Authority the 2014 Water Quality Report
- Continued Public Education efforts by providing Water Treatment Plant tours to local students, River Ranger program at the local schools, participated in Earth Day at the Oregon Gardens and the Public Works Week Showcase event
- Flushed the entire distribution system and operated fire hydrants in the system
- Continued the replacement of existing water meters with Automatic Read Meters

Description of FY 2016-17 proposed focus/goals:

- Provide quality drinking water that meets, and exceeds all federal and state requirements
- Review water master plan and rate structure
- Continue Automatic Read Meter replacement program
- Produce and distribute the 2015 Water Quality Report
- Continue public outreach at a local and regional level

Fund Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Water Fund | | | | | | |
| Revenues | | | | | | |
| 1,467,268 | 1,781,501 | 1,858,000 | Fund Balance | 2,179,000 | 2,179,000 | 2,179,000 |
| 3,166,878 | 3,277,604 | 3,458,306 | Charges for Goods and Services | 3,529,752 | 3,529,752 | 3,529,752 |
| 311,091 | 76,411 | 63,600 | Miscellaneous Revenue | 46,600 | 46,600 | 46,600 |
| 4,945,238 | 5,135,516 | 5,379,906 | Revenues Total | 5,755,352 | 5,755,352 | 5,755,352 |
| Expenditures | | | | | | |
| 1,244,302 | 1,168,912 | 1,282,452 | Personnel Services | 1,276,897 | 1,276,897 | 1,276,897 |
| 736,473 | 834,953 | 925,040 | Materials & Services | 1,003,884 | 1,003,884 | 1,003,884 |
| 1,159,628 | 1,155,698 | 1,156,098 | Debt Service | 1,156,098 | 1,156,098 | 1,156,098 |
| 23,334 | 33,087 | 32,391 | Transfers Out | 32,955 | 32,955 | 32,955 |
| - | - | 1,983,925 | Contingencies and Reserve | 2,285,518 | 2,285,518 | 2,285,518 |
| 3,163,737 | 3,192,650 | 5,379,906 | Expenditures Total | 5,755,352 | 5,755,352 | 5,755,352 |
| 1,781,501 | 1,942,866 | - | Revenue Over (Under) Expenditures | - | - | - |

Revenue Sources and Other Discussion

The **Charges for Goods and Services** amount of \$3,529,752 includes the fees collected for water provided to City residents and represent the major revenue source for the Water Fund.

For a detailed listing of the debt outstanding, and annual debt service of the City, please refer to Debt Overview on page 179.

The **Transfers Out** amount of \$32,955 includes four different transfers, including \$10,000 to the Equipment Replacement Fund for future needs and \$9,753 to the Information Technology Fund for the third of four annual payments for the new phone system. An additional \$13,202 represents a payment of \$6,601 to the Street SDC Fund and an equal payment to the Water Cap Const Fund for repayment of a prior year inter-fund loan for the City's accounting and utility billing system. For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.



Water Treatment Plant at Country Club Road

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|---|----------------------------|------------------------|------------------------|-----------------------|
| | | | Fund: 470 - Water Fund | | | | |
| | | | Revenues | | | | |
| | | | Department: 000 - Revenue | | | | |
| 1,467,268 | 1,781,501 | 1,858,000 | 3081 | Beginning Fund Balance | 2,179,000 | 2,179,000 | 2,179,000 |
| 1,467,268 | 1,781,501 | 1,858,000 | Total - Fund Balance | | 2,179,000 | 2,179,000 | 2,179,000 |
| 137 | 108 | - | 3434 | Water Revenue | - | | |
| 3,046,824 | 3,142,894 | 3,357,306 | 3434.101 | Water Sales Revenue | 3,434,452 | 3,434,452 | 3,434,452 |
| 31,136 | 35,371 | 25,000 | 3434.102 | New Services | 15,000 | 15,000 | 15,000 |
| 17,035 | 20,920 | 19,000 | 3434.103 | Re-connection Fees | 19,000 | 19,000 | 19,000 |
| 5,135 | 4,585 | 4,000 | 3434.104 | Vacations | 4,000 | 4,000 | 4,000 |
| 1,480 | 1,320 | 1,500 | 3434.106 | NSF Check Fee | 1,100 | 1,100 | 1,100 |
| 1,977 | 1,391 | 1,500 | 3434.108 | Bulk Water Sales | 1,200 | 1,200 | 1,200 |
| - | 65 | - | 3434.111 | Collections | - | - | - |
| 63,154 | 70,950 | 50,000 | 3434.112 | Late Fees | 55,000 | 55,000 | 55,000 |
| 3,166,878 | 3,277,604 | 3,458,306 | Total - Charges for Goods and Services | | 3,529,752 | 3,529,752 | 3,529,752 |
| 7,498 | 9,078 | 9,600 | 3611 | Interest from Investments | 9,600 | 9,600 | 9,600 |
| 59,688 | 56,641 | 50,000 | 3625 | Facilities Rent | 33,000 | 33,000 | 33,000 |
| 4,407 | 7,277 | - | 3691 | Sale of Surplus Property | - | - | - |
| 239,498 | 3,415 | 4,000 | 3699 | Other Miscellaneous Income | 4,000 | 4,000 | 4,000 |
| 311,091 | 76,411 | 63,600 | Total - Miscellaneous Revenue | | 46,600 | 46,600 | 46,600 |
| 4,945,238 | 5,135,516 | 5,379,906 | Department Total: 000 - Revenue | | 5,755,352 | 5,755,352 | 5,755,352 |
| 4,945,238 | 5,135,516 | 5,379,906 | Revenues Total | | 5,755,352 | 5,755,352 | 5,755,352 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|-------------------------------------|----------------------|----------------------|---|----------------------------|------------------------|------------------------|-----------------------|
| <u>Expenditures</u> | | | | | | | |
| Department: 611 - Water | | | | | | | |
| Program: 6411 - Water Supply | | | | | | | |
| 808,019 | 762,325 | 799,458 | 5111 | Regular Wages | 802,021 | 802,021 | 802,021 |
| 5,192 | 6,032 | 11,036 | 5112 | Part-Time Wages | 11,375 | 11,375 | 11,375 |
| 6,638 | 7,068 | 15,507 | 5121 | Overtime | 15,819 | 15,819 | 15,819 |
| 412 | 404 | 506 | 5211 | OR Workers' Benefit | 499 | 499 | 499 |
| 59,996 | 56,996 | 62,497 | 5212 | Social Security | 62,689 | 62,689 | 62,689 |
| 195,933 | 182,351 | 204,561 | 5213 | Med & Dent Ins | 200,326 | 200,326 | 200,326 |
| 152,822 | 141,928 | 176,724 | 5214 | Retirement | 178,518 | 178,518 | 178,518 |
| 3,633 | 3,273 | 3,093 | 5215 | Long Term Disability Ins | 2,970 | 2,970 | 2,970 |
| 9,751 | 6,823 | 7,448 | 5216 | Unemployment Insurance | 1,525 | 1,525 | 1,525 |
| 1,905 | 1,712 | 1,622 | 5217 | Life Insurance | 1,155 | 1,155 | 1,155 |
| 1,244,302 | 1,168,912 | 1,282,452 | Total - Personnel Services | | 1,276,897 | 1,276,897 | 1,276,897 |
| - | 166 | 1,000 | 5315 | Computer Supplies | 500 | 500 | 500 |
| 1,678 | 996 | 1,500 | 5319 | Office Supplies | 1,500 | 1,500 | 1,500 |
| 13,904 | 11,687 | 15,000 | 5323 | Fuel | 15,000 | 15,000 | 15,000 |
| 4,601 | 6,003 | 4,500 | 5324 | Clothing | 4,500 | 4,500 | 4,500 |
| 1,664 | 1,276 | 2,000 | 5326 | Safety/Medical | 2,000 | 2,000 | 2,000 |
| 54,906 | 60,978 | 54,000 | 5327 | Chemicals | 54,000 | 54,000 | 54,000 |
| 2,457 | 1,663 | 2,500 | 5328 | Lab Supplies | 2,500 | 2,500 | 2,500 |
| 1,426 | 1,015 | 1,300 | 5329 | Other Supplies | 1,300 | 1,300 | 1,300 |
| 3,116 | 3,622 | 3,000 | 5338 | Tools | 3,000 | 3,000 | 3,000 |
| 2,732 | - | 1,900 | 5339 | Other Maintenance Supplies | 1,900 | 1,900 | 1,900 |
| 11,506 | 14,920 | 14,000 | 5379 | Water/Sewer Supplies | 14,000 | 14,000 | 14,000 |
| 6,949 | 8,737 | 8,000 | 5379.001 | Line Repair Supplies | 8,000 | 8,000 | 8,000 |
| 16,659 | 16,946 | 17,000 | 5379.002 | Customer Service | 17,000 | 17,000 | 17,000 |
| 2,385 | 187 | 4,500 | 5379.003 | Pump Supplies | 4,500 | 4,500 | 4,500 |
| 7,912 | 12,048 | 10,000 | 5379.004 | Meter Parts | 10,000 | 10,000 | 10,000 |
| 2,433 | 316 | 2,500 | 5379.005 | Protective Equipment | 2,500 | 2,500 | 2,500 |
| 49 | - | - | 5399 | Other Supplies (Use 5329) | - | - | - |
| 10,751 | 14,069 | 10,000 | 5419 | Other Professional Serv | 10,000 | 10,000 | 10,000 |
| 14,474 | 13,242 | 15,000 | 5419.501 | Testing/Lab | 15,000 | 15,000 | 15,000 |
| 2,143 | 1,150 | 3,500 | 5419.707 | Educ Outreach | 3,500 | 3,500 | 3,500 |
| 8,642 | 7,028 | 10,000 | 5421 | Telephone/Data | 10,000 | 10,000 | 10,000 |
| - | 368 | 500 | 5422 | Postage | 500 | 500 | 500 |
| 2,229 | - | - | 5427 | Training (Use 5492) | - | - | - |
| 437 | 2,330 | 1,500 | 5445 | Work Equipment | 1,500 | 1,500 | 1,500 |
| 8,564 | 8,639 | 10,000 | 5446 | Software Licenses | 10,000 | 10,000 | 10,000 |
| 2,541 | 2,854 | 2,800 | 5451 | Natural Gas | 2,800 | 2,800 | 2,800 |
| 199,891 | 216,363 | 213,201 | 5453 | Electricity | 213,201 | 213,201 | 213,201 |
| 761 | 2,171 | 1,300 | 5454 | Solid Waste Disposal | 1,300 | 1,300 | 1,300 |
| 18,718 | 10,157 | 9,300 | 5471 | Equipment Repair & Maint | 9,300 | 9,300 | 9,300 |
| 1,983 | 1,688 | 2,000 | 5472 | Buildings Repairs & Maint | 2,000 | 2,000 | 2,000 |
| 4,328 | 7,869 | 5,000 | 5475 | Vehicle Repair & Maint | 5,000 | 5,000 | 5,000 |
| - | 28 | - | 5476 | Laundry | - | - | - |
| - | 4,919 | 30,000 | 5479 | Other Repair & Maint | 110,000 | 110,000 | 110,000 |
| 1,634 | 1,514 | 1,900 | 5491 | Dues & Subscriptions | 1,900 | 1,900 | 1,900 |
| 815 | 2,451 | 2,500 | 5492 | Registrations/Training | 2,500 | 2,500 | 2,500 |
| - | 225 | - | 5493 | Printing/Binding | - | - | - |
| 3,661 | 1,525 | 1,500 | 5498 | Permits/Fees | 1,500 | 1,500 | 1,500 |
| 415,944 | 439,150 | 462,701 | Total - Materials & Services | | 542,201 | 542,201 | 542,201 |
| 1,660,246 | 1,608,062 | 1,745,153 | Program Total: 6411 - Water Supply | | 1,819,098 | 1,819,098 | 1,819,098 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| | | | Program: 6421 - Water Meter Reading | | | |
| 5,140 | 4,083 | 5,000 | 5323 Fuel | 5,000 | 5,000 | 5,000 |
| - | 3,038 | 2,100 | 5419 Other Professional Serv | 2,100 | 2,100 | 2,100 |
| - | - | 50 | 5421 Telephone/Data | - | - | - |
| 19,091 | 17,827 | 20,000 | 5422 Postage | 20,000 | 20,000 | 20,000 |
| - | - | 200 | 5433 Mileage | - | - | - |
| - | 524 | 2,000 | 5471 Equipment Repair & Maint | 2,000 | 2,000 | 2,000 |
| 9,612 | 9,245 | 11,000 | 5493 Printing/Binding | 11,000 | 11,000 | 11,000 |
| 33,842 | 34,717 | 40,350 | Total - Materials & Services | 40,100 | 40,100 | 40,100 |
| 33,842 | 34,717 | 40,350 | Program Total: 6421 - Water Meter Reading | 40,100 | 40,100 | 40,100 |
| | | | Program: 6499 - Water Administration | | | |
| - | - | 1,600 | 5329 Other Supplies | 1,600 | 1,600 | 1,600 |
| - | 27,193 | 41,441 | 5409.140 Garage Services | 36,992 | 36,992 | 36,992 |
| 14,898 | - | - | 5409.582 Garage Services | - | - | - |
| - | 21,414 | 31,000 | 5411.001 Engineering Support to General Fund | 18,000 | 18,000 | 18,000 |
| 3,564 | - | - | 5411.582 Engineering Support to PW Services Fur | - | - | - |
| 6,832 | 6,930 | 9,000 | 5414 Accounting/Auditing | 9,000 | 9,000 | 9,000 |
| - | 10,949 | 20,000 | 5419 Other Professional Serv | 15,000 | 15,000 | 15,000 |
| 34,650 | 36,300 | 37,675 | 5428 IT Support | 40,070 | 40,070 | 40,070 |
| 14,612 | 10,287 | 10,056 | 5448 Internal Rent | 10,624 | 10,624 | 10,624 |
| 152,341 | 157,130 | 167,865 | 5450 General Right of Way Charge | 171,723 | 171,723 | 171,723 |
| - | - | - | 5454 Solid Waste Disposal | 450 | 450 | 450 |
| - | - | 7,000 | 5460 Property Tax Expense | 7,000 | 7,000 | 7,000 |
| 18,309 | 25,030 | 29,658 | 5464 Workers' Comp | 40,065 | 40,065 | 40,065 |
| 26,031 | 36,789 | 36,194 | 5465 General Liability Insur | 40,059 | 40,059 | 40,059 |
| - | 5,355 | 5,000 | 5472 Buildings Repairs & Maint | 5,000 | 5,000 | 5,000 |
| - | - | 2,000 | 5481 Utility Assistance Program | 2,000 | 2,000 | 2,000 |
| 15,447 | 23,710 | 23,500 | 5500 Banking Fees & Charges | 24,000 | 24,000 | 24,000 |
| 286,684 | 361,087 | 421,989 | Total - Materials & Services | 421,583 | 421,583 | 421,583 |
| 282,734 | 289,548 | 301,530 | 5711 Principal, Series 2003 Water Due Dec 2016 | 313,591 | 313,591 | 313,591 |
| 182,792 | 190,487 | 198,507 | 5711 Principal, 2005 Oregon EDD, Due Dec 2016 | 206,864 | 206,864 | 206,864 |
| 182,792 | 190,487 | 198,507 | 5711 Principal, 2005 Safe Drinking Water, Due Dec 2016 | 206,864 | 206,864 | 206,864 |
| 277,242 | 266,498 | 254,916 | 5721 Interest, Series 2003 Water Due Dec 2016 | 242,854 | 242,854 | 242,854 |
| 117,035 | 109,339 | 101,319 | 5721 Interest, 2005 Oregon EDD, Due Dec 2016 | 92,962 | 92,962 | 92,962 |
| 117,035 | 109,339 | 101,319 | 5721 Interest, 2005 Safe Drinking Water, Due Dec 2016 | 92,962 | 92,962 | 92,962 |
| 1,159,630 | 1,155,698 | 1,156,098 | Total - Debt Service | 1,156,097 | 1,156,097 | 1,156,097 |
| 1,446,314 | 1,516,785 | 1,578,087 | Program Total: 6411 - Water Administration | 1,577,680 | 1,577,680 | 1,577,680 |
| | | | Program: 9711 - Operating Transfer Out | | | |
| - | 9,753 | 9,753 | 5811.568 Transfer to Info Services | 9,753 | 9,753 | 9,753 |
| 10,000 | 10,000 | 10,000 | 5811.591 Transfer to Equipment Replace | 10,000 | 10,000 | 10,000 |
| 6,667 | 6,667 | 6,319 | 5841.376 Interfund Loan Transfer | 6,601 | 6,601 | 6,601 |
| 6,667 | 6,667 | 6,319 | 5841.466 Interfund Loan Transfer | 6,601 | 6,601 | 6,601 |
| 23,334 | 33,087 | 32,391 | Total - Transfers Out | 32,955 | 32,955 | 32,955 |
| 23,334 | 33,087 | 32,391 | Program Total: 9711 - Operation Transfer Out | 32,955 | 32,955 | 32,955 |
| 3,163,737 | 3,192,650 | 3,395,981 | Department Total: 611 - Water | 3,469,833 | 3,469,833 | 3,469,833 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| | | | Department: 901 - Ending Fund Balance | | | |
| | | | Program: 9971 - Equity | | | |
| - | - | 110,375 | 5921 Contingency | 114,039 | 114,039 | 114,039 |
| - | - | 1,119,550 | 5981.005 Reserve for Future Years | 1,417,480 | 1,417,480 | 1,417,480 |
| - | - | 754,000 | 5981.007 Reserve for Debt Service | 754,000 | 754,000 | 754,000 |
| - | - | 1,983,925 | Total - Contingencies and Unappropriated Balances | 2,285,519 | 2,285,519 | 2,285,519 |
| - | - | 1,983,925 | Program Total: 9971 - Equity | 2,285,519 | 2,285,519 | 2,285,519 |
| - | - | 1,983,925 | Department Total: 901 - Ending Fund Balance | 2,285,519 | 2,285,519 | 2,285,519 |
| 3,163,737 | 3,192,650 | 5,379,906 | Expenditures Total | 5,755,352 | 5,755,352 | 5,755,352 |
| 1,781,501 | 1,942,866 | - | Fund Net Total: 470 - Water Fund | - | - | - |

Sewer Fund – 472

Fund/Fund Number: Sewer Fund - 472
Department/Department Number: Sewer - 621
Department Director: Randy Scott

Description of purpose/functions of department:

The Sewer Fund consists of the administration, operations and maintenance of the Wastewater Treatment Plant (WWTP), the collection systems for both sanitary sewer and storm water, regional detention facilities and conveyance systems of Mill Creek, Senecal Creek and numerous tributaries.

Functions include the plant operations, natural treatment processes, reuse operations, biosolids operations, maintenance and operation of remote pump stations, pre-treatment program and laboratory services. The collection system functions include cleaning and maintenance of pipes, reduction of infiltration/inflow practices as required by Department of Environmental Quality (DEQ) and storm water activities.

Description of department, including number of personnel:

There are 15 FTE for this department. The department is supervised by the Wastewater Treatment Section Supervisor. The department is organized to provide both operations and maintenance with clerical administrative support.

Description of FY 2015-16 accomplishments:

- Continued to work with DEQ on the National Pollution Discharge Elimination System (NPDES) permit renewal. The NPDES permit renewal is still on hold pending legal challenges with a regard to water quality standards
- Worked with and completed amendments to the existing Mutual Agreement Order (MAO) with DEQ to reflect the changes, limits and timelines that have been influenced by court decision in regard to water quality standards
- Completed Biosolids Land Application of 562 dry tons of material in conjunction with site authorization with local farm operations, IOKA Farms
- Completed and submitted the annual Biosolids, Water Reuse Report to DEQ
- Met the targeted goal of video inspection of 12 miles of the collection system
- Met the targeted goal of high pressure cleaning of 15 miles of the collection system
- Completed five year storm water management, TMDL report and submitted to DEQ
- Continued effort and implementation of Best Management Practices per the Storm Water Management TMDL Implementation Plan
- Cleaned 25,000 lineal feet of the storm water system piping
- Completed Poplar Harvest of 4 management units, approximately 27 acres
- Completed ground preparation and replant of Poplar trees for three management units, approximately 17 acres
- Completed and submitted the annual infiltration and inflow (I&I) report to DEQ
- Continued public education efforts in regard to water quality by providing Wastewater Treatment Plant tours to local students, River Ranger program at the local schools, participated in Earth Day at the Oregon Gardens and the Public Works Showcase event

Description of FY 2016-17 proposed focus/goals:

- Continue to negotiate with DEQ in regard to MAO requirements and compliance upgrades
- Continue efforts to complete Poplar Harvest over the next two years
- Complete biosolids seasonal dredging and land application
- Complete annual Biosolids, Water Reuse Report and submit to DEQ
- Continue efforts in moving forward the NPDES discharge permit renewal
- Video inspect 12 miles of City wastewater collection system
- High pressure clean 15 miles of the City collection system
- Continue infiltration and inflow removal and annual reporting requirement to DEQ
- Implement Best Management Practices and control measures per the Storm Water Management TMDL implementation plan
- Clean 15 percent of the storm water system
- Complete Annual Storm Water Management, TMDL report and submit to DEQ as required

Fund Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Sewer Fund | | | | | | |
| Revenues | | | | | | |
| 4,183,555 | 5,152,235 | 4,744,000 | Fund Balance | 5,788,000 | 5,788,000 | 5,788,000 |
| 7,479,643 | 7,981,658 | 7,751,933 | Charges for Goods and Services | 8,182,000 | 8,182,000 | 8,182,000 |
| 26,757 | 27,428 | 31,000 | Miscellaneous Revenue | 32,000 | 32,000 | 32,000 |
| 11,689,955 | 13,161,321 | 12,526,933 | Revenues Total | 14,002,000 | 14,002,000 | 14,002,000 |
| Expenditures | | | | | | |
| 1,789,712 | 1,658,902 | 1,808,295 | Personnel Services | 1,797,720 | 1,797,720 | 1,797,720 |
| 1,255,203 | 1,691,977 | 2,356,766 | Materials & Services | 2,136,028 | 2,136,028 | 2,136,028 |
| 9,500 | - | - | Capital Outlay | - | - | - |
| 3,309,713 | 3,727,713 | 3,380,064 | Debt Service | 3,533,812 | 3,533,812 | 3,533,812 |
| 173,593 | 213,603 | 826,142 | Transfers Out | 526,706 | 526,706 | 526,706 |
| - | - | 4,155,666 | Contingencies and Reserve | 6,007,734 | 6,007,734 | 6,007,734 |
| 6,537,720 | 7,292,195 | 12,526,933 | Expenditures Total | 14,002,000 | 14,002,000 | 14,002,000 |
| 5,152,235 | 5,869,126 | - | Revenue Over (Under) Expenditures | - | - | - |



Wastewater Treatment Plant

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------------------|----------------------|----------------------|---|------------------------|------------------------|-----------------------|
| Fund: 472 - Sewer Fund | | | | | | |
| Revenues | | | | | | |
| Department: 000 - Revenue | | | | | | |
| 4,183,555 | 5,152,235 | 4,744,000 | 3081 | 5,788,000 | 5,788,000 | 5,788,000 |
| | | | Beginning Fund Balance | | | |
| 4,183,555 | 5,152,235 | 4,744,000 | Total - Fund Balance | 5,788,000 | 5,788,000 | 5,788,000 |
| 63,154 | 70,950 | 60,000 | 3434.112 | 70,000 | 70,000 | 70,000 |
| | | | Late Fees | | | |
| 7,345,815 | 7,830,035 | 7,616,933 | 3435.101 | 8,042,000 | 8,042,000 | 8,042,000 |
| | | | Sewer System Revenue | | | |
| 70,674 | 80,639 | 75,000 | 3435.103 | 70,000 | 70,000 | 70,000 |
| | | | Septage Dumping | | | |
| - | 34 | - | 3435.111 | - | - | - |
| | | | Collections | | | |
| 7,479,643 | 7,981,658 | 7,751,933 | Total - Charges for Goods and Services | 8,182,000 | 8,182,000 | 8,182,000 |
| 23,692 | 27,300 | 29,000 | 3611 | 30,000 | 30,000 | 30,000 |
| | | | Interest from Investments | | | |
| 3,065 | 128 | 2,000 | 3699 | 2,000 | 2,000 | 2,000 |
| | | | Other Miscellaneous Income | | | |
| 26,757 | 27,428 | 31,000 | Total - Miscellaneous Revenue | 32,000 | 32,000 | 32,000 |
| 11,689,955 | 13,161,321 | 12,526,933 | Department Total: 000 - Revenue | 14,002,000 | 14,002,000 | 14,002,000 |
| 11,689,955 | 13,161,321 | 12,526,933 | Revenues Total | 14,002,000 | 14,002,000 | 14,002,000 |

Revenue Sources and Other Discussion

Charges for Goods and Services represent the major revenue source for the Sewer Fund and are fees collected for sewer services provided to City residents.

For a detailed listing of the debt outstanding, and annual debt service of the City, please refer to Debt Overview on page 179. A reserve for debt service \$2,892,724 must also be maintained in relation to the debt service.

The **Transfers Out** amount of \$526,706 includes

- \$30,000 to the Equipment Replacement Fund for future needs
- \$90,000 to the Street Fund for street sweeping costs
- \$380,000 to the Sewer Cap Const Fund for projects not fully funded by the bond proceeds. Bond requires Sewer Fund to contribute 11 percent of capital project costs, which include
 - West Hayes Sanitary Sewer upgrades (CDSW1417) \$165,000
 - Mill Creek Pump Station - Phase 1 (CDSW1413) \$16,500
 - Young Street Sanitary Sewer pipeline (CDSW1469) \$55,000
 - Sanitary Sewer Collection System Piping replacement (CDSW1488) \$25,500
 - Pump Station Upgrades (CDSW1414) \$8,000
 - POTW Phase 2A/Natural Treatment System (CISW1052) \$110,000
- \$13,504 to the Information Technology Fund for the third of four annual payments for the new phone system.
- The remaining \$13,202 represents a payment of \$6,601 to the Street SDC Fund and an equal payment to the Water Cap Const Fund for repayment of a prior year inter-fund loan.

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.

Refer to Sewer Cap Const Fund for more information on bond requirements.

The reduction in **Personnel Services** is due to the restructure of Street & Sewer Line Maintenance Supervisor position.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---------------------------------------|----------------------|----------------------|--|------------------------------|------------------------|------------------------|-----------------------|
| <u>Expenditures</u> | | | | | | | |
| Department: 621 - Sewer | | | | | | | |
| Program: 6511 - WWTP Operation | | | | | | | |
| 859,259 | 842,571 | 881,998 | 5111 | Regular Wages | 930,634 | 930,634 | 930,634 |
| 5,192 | 6,032 | 11,036 | 5112 | Part-Time Wages | 11,375 | 11,375 | 11,375 |
| 15,086 | 13,053 | 27,683 | 5121 | Overtime | 28,240 | 28,240 | 28,240 |
| 414 | 437 | 543 | 5211 | OR Workers' Benefit | 538 | 538 | 538 |
| 64,023 | 62,831 | 69,729 | 5212 | Social Security | 73,453 | 73,453 | 73,453 |
| 190,195 | 199,787 | 207,833 | 5213 | Med & Dent Ins | 213,333 | 213,333 | 213,333 |
| 163,973 | 156,249 | 198,889 | 5214 | Retirement | 208,804 | 208,804 | 208,804 |
| 3,873 | 3,732 | 3,632 | 5215 | Long Term Disability Ins | 3,608 | 3,608 | 3,608 |
| 10,466 | 7,583 | 8,305 | 5216 | Unemployment Insurance | 1,426 | 1,426 | 1,426 |
| 2,022 | 1,944 | 1,901 | 5217 | Life Insurance | 1,377 | 1,377 | 1,377 |
| 1,314,503 | 1,294,219 | 1,411,549 | Total - Personnel Services | | 1,472,788 | 1,472,788 | 1,472,788 |
| 677 | 1,584 | 1,000 | 5315 | Computer Supplies | 1,000 | 1,000 | 1,000 |
| 1,087 | 1,970 | 2,000 | 5319 | Office Supplies | 2,000 | 2,000 | 2,000 |
| 1,327 | 330 | 1,200 | 5322 | Lubricants | 1,200 | 1,200 | 1,200 |
| 12,361 | 9,001 | 14,000 | 5323 | Fuel | 14,000 | 14,000 | 14,000 |
| 1,851 | 1,270 | 4,000 | 5324 | Clothing | 4,000 | 4,000 | 4,000 |
| 5,939 | 4,630 | 7,500 | 5326 | Safety/Medical | 7,000 | 7,000 | 7,000 |
| 6,568 | 19,580 | 16,000 | 5327 | Chemicals | 16,000 | 16,000 | 16,000 |
| 19,021 | 23,196 | 18,000 | 5328 | Lab Supplies | 18,000 | 18,000 | 18,000 |
| 1,624 | 2,028 | 2,000 | 5329 | Other Supplies | 2,000 | 2,000 | 2,000 |
| 13,068 | 8,828 | 10,000 | 5335 | Electrical Supplies | 10,000 | 10,000 | 10,000 |
| 5,702 | 14,479 | 11,000 | 5336 | HVAC | 11,000 | 11,000 | 11,000 |
| 492 | 645 | 1,000 | 5338 | Tools | 1,000 | 1,000 | 1,000 |
| 135 | 1,342 | 2,000 | 5352 | Protective Clothing | 2,000 | 2,000 | 2,000 |
| 10,915 | 6,645 | 12,000 | 5384 | Trees | 12,000 | 12,000 | 12,000 |
| - | - | 5,000 | 5411 | Engineering & Architect | 5,000 | 5,000 | 5,000 |
| 1,528 | 1,743 | 25,000 | 5419 | Other Professional Serv | 10,000 | 10,000 | 10,000 |
| 13,715 | 14,618 | 21,000 | 5419.501 | Testing/Lab | 21,000 | 21,000 | 21,000 |
| 1,056 | 994 | 5,000 | 5419.707 | Educ Outreach | 5,000 | 5,000 | 5,000 |
| 16,163 | 13,699 | 16,000 | 5421 | Telephone/Data | 16,000 | 16,000 | 16,000 |
| 16,870 | 387 | 800 | 5422 | Postage | 800 | 800 | 800 |
| 1,484 | - | - | 5427 | Training (Use 5492) | - | - | - |
| 2,254 | 2,392 | 5,000 | 5429 | Other Communication Serv | 5,000 | 5,000 | 5,000 |
| - | 227 | - | 5433 | Mileage | - | - | - |
| 602 | 764 | 2,000 | 5443 | Office Equipment | 2,000 | 2,000 | 2,000 |
| 1,889 | 1,964 | 6,000 | 5446 | Software Licenses | 6,000 | 6,000 | 6,000 |
| 35,707 | 24,757 | 30,000 | 5451 | Natural Gas | 30,000 | 30,000 | 30,000 |
| 315,060 | 336,774 | 336,000 | 5453 | Electricity | 336,000 | 336,000 | 336,000 |
| 7,777 | 8,723 | 9,500 | 5454 | Solid Waste Disposal | 9,500 | 9,500 | 9,500 |
| 83,391 | 86,151 | 87,000 | 5471 | Equipment Repair & Maint | 87,000 | 87,000 | 87,000 |
| 1,898 | 664 | 7,000 | 5472 | Buildings Repairs & Maint | 7,000 | 7,000 | 7,000 |
| 4,847 | 1,862 | 10,000 | 5475 | Vehicle Repair & Maint | 10,000 | 10,000 | 10,000 |
| 22,915 | 25,776 | 21,500 | 5476 | Laundry | 21,500 | 21,500 | 21,500 |
| 1,862 | 7,258 | 5,000 | 5477 | Instrumentation & Calibra | 5,000 | 5,000 | 5,000 |
| 4,458 | 234,480 | 728,000 | 5479 | Other Repair & Maint | 505,000 | 505,000 | 505,000 |
| 2,337 | 4,391 | 5,000 | 5492 | Registrations/Training | 5,000 | 5,000 | 5,000 |
| 9,402 | 80 | 10,000 | 5493 | Printing/Binding | - | - | - |
| 23,107 | 19,262 | 26,000 | 5498 | Permits/Fees | 26,000 | 26,000 | 26,000 |
| 603 | - | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 649,692 | 882,494 | 1,462,500 | Total - Materials & Services | | 1,214,000 | 1,214,000 | 1,214,000 |
| 1,964,195 | 2,176,713 | 2,874,049 | Program Total: 6511 - WWTP Operations | | 2,686,788 | 2,686,788 | 2,686,788 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|---|------------------------|------------------------|-----------------------|
| | | | Program: 6599 - Sewer Administration | | | |
| - | 20,877 | 23,088 | 5409.140 Garage Services | 27,226 | 27,226 | 27,226 |
| 13,796 | - | - | 5409.582 Garage Services | - | - | - |
| - | 52,437 | 62,000 | 5411.001 Engineering Support to General Fund | 36,000 | 36,000 | 36,000 |
| 5,835 | - | - | 5411.582 Engineering Support to PW Services Fur | - | - | - |
| 6,832 | 6,930 | 9,000 | 5414 Accounting/Auditing | 9,000 | 9,000 | 9,000 |
| - | 3,037 | 3,500 | 5419 Other Professional Serv | 3,500 | 3,500 | 3,500 |
| 7,215 | 10,035 | 9,400 | 5419.003 US Gauging Station Fees | 9,400 | 9,400 | 9,400 |
| 512 | 15,132 | 20,000 | 5422 Postage | 20,000 | 20,000 | 20,000 |
| 44,100 | 49,500 | 54,800 | 5428 IT Support | 53,473 | 53,473 | 53,473 |
| 21,959 | 19,068 | 18,641 | 5448 Internal Rent | 19,693 | 19,693 | 19,693 |
| 8,574 | 8,574 | 9,000 | 5449 Other Leases | 9,000 | 9,000 | 9,000 |
| 342,500 | 387,239 | 380,847 | 5450 General Right of Way Charge | 402,100 | 402,100 | 402,100 |
| 23,797 | 43,152 | 49,648 | 5464 Workers' Comp | 63,145 | 63,145 | 63,145 |
| 26,256 | 39,855 | 51,751 | 5465 General Liability Insur | 58,416 | 58,416 | 58,416 |
| - | 473 | 400 | 5472 Buildings Repairs & Maint | 400 | 400 | 400 |
| - | - | 3,000 | 5481 Utility Assistance Program | 3,000 | 3,000 | 3,000 |
| - | 9,052 | - | 5493 Printing/Binding | 10,000 | 10,000 | 10,000 |
| 15,915 | 24,420 | 23,500 | 5500 Banking Fees & Charges | 24,000 | 24,000 | 24,000 |
| 517,292 | 689,781 | 718,575 | Total - Materials & Services | 748,353 | 748,353 | 748,353 |
| 1,900,000 | 2,755,000 | 2,375,000 | 5711 Bond Principal, Revenue Series 2011A, Due Feb 2017 | 1,885,000 | 1,885,000 | 1,885,000 |
| 365,153 | - | 115,000 | 5711 Bond Principal, Revenue Series 2011B, Due Feb 2017 | 830,000 | 830,000 | 830,000 |
| 522,280 | 486,356 | 445,032 | 5721 Bond Interest, Revenue Series 2011A, Due Aug 2016 | 409,406 | 409,406 | 409,406 |
| 522,280 | 486,356 | 445,032 | 5721 Bond Interest, Revenue Series 2011A, Due Feb 2017 | 409,406 | 409,406 | 409,406 |
| 3,309,713 | 3,727,713 | 3,380,064 | Total - Debt Service | 3,533,812 | 3,533,812 | 3,533,812 |
| 3,827,005 | 4,417,494 | 4,098,639 | Program Total: 6599 - Sewer Administration | 4,282,165 | 4,282,165 | 4,282,165 |
| | | | Program: 9711 - Operating Transfer Out | | | |
| 90,000 | 90,000 | 90,000 | 5811.140 Transfer to Street | 90,000 | 90,000 | 90,000 |
| - | 46,765 | 680,000 | 5811.465 Transfer to Sewer Cap Const | 380,000 | 380,000 | 380,000 |
| - | 13,504 | 13,504 | 5811.568 Transfer to Info Services | 13,504 | 13,504 | 13,504 |
| 70,259 | 50,000 | 30,000 | 5811.591 Transfer to Equipment Replace | 30,000 | 30,000 | 30,000 |
| 6,667 | 6,667 | 6,319 | 5841.376 Interfund Loan Transfer | 6,601 | 6,601 | 6,601 |
| 6,667 | 6,667 | 6,319 | 5841.466 Interfund Loan Transfer | 6,601 | 6,601 | 6,601 |
| 173,593 | 213,603 | 826,142 | Total - Transfers Out | 526,706 | 526,706 | 526,706 |
| 173,593 | 213,603 | 826,142 | Total - Transfers Out | 526,706 | 526,706 | 526,706 |
| 5,964,792 | 6,807,810 | 7,798,830 | Department Total: 621 - Sewer | 7,495,659 | 7,495,659 | 7,495,659 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|---|------------------------------|------------------------|------------------------|-----------------------|
| Department: 631 - Maintenance | | | | | | | |
| Program: 6521 - Sewer Line Maint | | | | | | | |
| 153,907 | 120,298 | 132,533 | 5111 | Regular Wages | 111,106 | 111,106 | 111,106 |
| - | 5,413 | - | 5112 | Part-Time Wages | - | - | - |
| 3,383 | 2,803 | - | 5121 | Overtime | - | - | - |
| 85 | 73 | 92 | 5211 | OR Workers' Benefit | 80 | 80 | 80 |
| 11,719 | 9,508 | 10,145 | 5212 | Social Security | 8,504 | 8,504 | 8,504 |
| 33,933 | 33,285 | 38,469 | 5213 | Med & Dent Ins | 40,698 | 40,698 | 40,698 |
| 28,478 | 20,890 | 26,551 | 5214 | Retirement | 17,781 | 17,781 | 17,781 |
| 711 | 532 | 548 | 5215 | Long Term Disability Ins | 349 | 349 | 349 |
| 1,872 | 1,131 | 1,195 | 5216 | Unemployment Insurance | 282 | 282 | 282 |
| 372 | 278 | 287 | 5217 | Life Insurance | 152 | 152 | 152 |
| 234,462 | 194,211 | 209,820 | Total - Personnel Services | | 178,952 | 178,952 | 178,952 |
| 403 | 164 | 400 | 5319 | Office Supplies | 400 | 400 | 400 |
| 16 | - | 300 | 5321 | Cleaning Supplies | 300 | 300 | 300 |
| 7,650 | 5,266 | 10,000 | 5323 | Fuel | 10,000 | 10,000 | 10,000 |
| 321 | 102 | 1,000 | 5324 | Clothing | 1,000 | 1,000 | 1,000 |
| 2,145 | 1,087 | 2,000 | 5326 | Safety/Medical | 2,000 | 2,000 | 2,000 |
| 4,059 | 5,093 | 5,250 | 5329 | Other Supplies | 5,250 | 5,250 | 5,250 |
| 118 | - | - | 5333 | Paint (Closed) | - | - | - |
| 294 | 1,157 | 800 | 5338 | Tools | 800 | 800 | 800 |
| 856 | 652 | 1,900 | 5352 | Protective Clothing | 1,900 | 1,900 | 1,900 |
| - | 28,317 | 41,455 | 5409.140 | Garage Services | 36,780 | 36,780 | 36,780 |
| 12,471 | - | - | 5409.582 | Garage Services | - | - | - |
| 419 | 1,082 | 900 | 5419 | Other Professional Serv | 900 | 900 | 900 |
| 1,353 | 933 | 1,800 | 5421 | Telephone/Data | 1,800 | 1,800 | 1,800 |
| 120 | - | - | 5427 | Training (Use 5492) | - | - | - |
| - | - | 500 | 5445 | Work Equipment | 500 | 500 | 500 |
| 5,578 | 5,729 | 9,200 | 5446 | Software Licenses | 9,200 | 9,200 | 9,200 |
| 16,709 | 5,011 | 8,700 | 5471 | Equipment Repair & Maint | 8,700 | 8,700 | 8,700 |
| 1,282 | 4,678 | 2,500 | 5475 | Vehicle Repair & Maint | 2,500 | 2,500 | 2,500 |
| 2,529 | 2,519 | 3,000 | 5476 | Laundry | 3,000 | 3,000 | 3,000 |
| - | 33,547 | 50,000 | 5479 | Other Repair & Maint | 50,000 | 50,000 | 50,000 |
| 630 | 3,362 | 1,500 | 5492 | Registrations/Training | 1,500 | 1,500 | 1,500 |
| 661 | - | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 57,613 | 98,698 | 141,205 | Total - Materials & Services | | 136,530 | 136,530 | 136,530 |
| 9,500 | - | - | 5649 | Other Equipment | - | - | - |
| 9,500 | - | - | Total - Capital Outlay | | - | - | - |
| 301,575 | 292,909 | 351,025 | Program Total: 6521 - Sewer Line Maint | | 315,482 | 315,482 | 315,482 |
| 301,575 | 292,909 | 351,025 | Department Total: 631 - Maintenance | | 315,482 | 315,482 | 315,482 |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted | |
|--|----------------------|----------------------|--|------------------------------|------------------------|-----------------------|-------------------|
| Department: 641 - Surface Water/Collections | | | | | | | |
| Program: 6611 - Surface Water Collection | | | | | | | |
| 158,946 | 104,304 | 116,526 | 5111 | Regular Wages | 90,728 | 90,728 | 90,728 |
| - | 5,413 | - | 5112 | Part-Time Wages | - | - | - |
| 2,012 | 1,264 | - | 5121 | Overtime | - | - | - |
| 81 | 62 | 81 | 5211 | OR Workers' Benefit | 67 | 67 | 67 |
| 12,038 | 8,156 | 8,804 | 5212 | Social Security | 6,814 | 6,814 | 6,814 |
| 33,391 | 30,836 | 35,861 | 5213 | Med & Dent Ins | 31,780 | 31,780 | 31,780 |
| 31,237 | 18,758 | 23,871 | 5214 | Retirement | 15,933 | 15,933 | 15,933 |
| 737 | 461 | 479 | 5215 | Long Term Disability Ins | 272 | 272 | 272 |
| 1,918 | 976 | 1,053 | 5216 | Unemployment Insurance | 262 | 262 | 262 |
| 385 | 241 | 251 | 5217 | Life Insurance | 124 | 124 | 124 |
| 240,746 | 170,472 | 186,926 | Total - Personnel Services | | 145,980 | 145,980 | 145,980 |
| - | - | 500 | 5319 | Office Supplies | - | - | - |
| - | 1,199 | 4,000 | 5323 | Fuel | 4,000 | 4,000 | 4,000 |
| 1,056 | 325 | 1,200 | 5326 | Safety/Medical | 1,200 | 1,200 | 1,200 |
| 1,741 | 1,690 | 2,500 | 5329 | Other Supplies | 2,500 | 2,500 | 2,500 |
| 353 | 191 | 500 | 5338 | Tools | 500 | 500 | 500 |
| - | 312 | 1,500 | 5352 | Protective Clothing | 1,500 | 1,500 | 1,500 |
| 78 | 570 | 1,200 | 5419 | Other Professional Serv | 1,200 | 1,200 | 1,200 |
| 1,353 | 873 | 1,500 | 5421 | Telephone/Data | 1,500 | 1,500 | 1,500 |
| 120 | - | - | 5427 | Training (Use 5492) | - | - | - |
| 12,600 | 13,200 | 13,700 | 5428 | IT Support | 16,859 | 16,859 | 16,859 |
| 165 | 129 | 600 | 5454 | Solid Waste Disposal | 600 | 600 | 600 |
| 4,655 | - | - | 5464 | Workers' Comp | - | - | - |
| 3,075 | - | - | 5465 | General Liability Insur | - | - | - |
| 3,321 | 1,679 | 3,000 | 5471 | Equipment Repair & Maint | 3,000 | 3,000 | 3,000 |
| 18 | - | 1,786 | 5475 | Vehicle Repair & Maint | 1,786 | 1,786 | 1,786 |
| 793 | 471 | 1,000 | 5476 | Laundry | 1,000 | 1,000 | 1,000 |
| 600 | 365 | 1,500 | 5492 | Registrations/Training | 1,500 | 1,500 | 1,500 |
| 680 | - | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 30,608 | 21,004 | 34,486 | Total - Materials & Services | | 37,145 | 37,145 | 37,145 |
| 271,353 | 191,476 | 221,412 | Program Total: 6611 - Surface Water Collection | | 183,125 | 183,125 | 183,125 |
| 271,353 | 191,476 | 221,412 | Department Total: 641 - Surface Water/Collections | | 183,125 | 183,125 | 183,125 |
| Department: 901 - Ending Fund Balance | | | | | | | |
| Program: 9971 - Equity | | | | | | | |
| - | - | 208,253 | 5921 | Contingency | 196,687 | 196,687 | 196,687 |
| - | - | 1,054,689 | 5981.005 | Reserve for Future Years | 2,918,323 | 2,918,323 | 2,918,323 |
| - | - | 2,892,724 | 5981.007 | Reserve for Debt Service | 2,892,724 | 2,892,724 | 2,892,724 |
| - | - | 4,155,666 | Total - Contingencies and Unappropriated Balances | | 6,007,734 | 6,007,734 | 6,007,734 |
| - | - | 4,155,666 | Program Total: 9971 - Equity | | 6,007,734 | 6,007,734 | 6,007,734 |
| - | - | 4,155,666 | Department Total: 901 - Ending Fund Balance | | 6,007,734 | 6,007,734 | 6,007,734 |
| 6,537,720 | 7,292,195 | 12,526,933 | Expenditures Total | | 14,002,000 | 14,002,000 | 14,002,000 |
| 5,152,235 | 5,869,126 | - | Fund Net | Total: 472 Sewer Fund | - | - | - |



Capital Construction Funds

General Cap Const Fund – 358

Fund/Fund Number:
Department Director:

General Cap Const Fund - 358
Jim Row

Purpose of fund:

The General Cap Const Fund is a construction fund for general capital projects, for which no dedicated funding source exists. It primarily supports capital improvement projects for the General Fund supported facilities. There are no personnel costs associated with this fund.

While the City recognizes the risk of deferred maintenance, funding does not allow for improvements at this time.

Description of FY 2015-16 projects:

- Completed the Aquatic Center DX Heat Recovery Repair project
- Complete by June 30th Centennial Park Playground Project
- Complete by June 30th Museum HVAC Project

Description of FY 2016-17 projects:

There are no projects budgeted for this fund in FY 2016-17

See Capital Construction Projects beginning on page 188 for information on all budgeted capital projects.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--------------------------------------|--|------------------------|------------------------|-----------------------|
| Fund: 358 - General Cap Const Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 59,583 | 23,785 | - | 3081 | Beginning Fund Balance | - | - | - |
| 59,583 | 23,785 | - | Total - Fund Balance | | - | - | - |
| 65,034 | 212,766 | 65,280 | 3341 | State Grants | - | - | - |
| 65,034 | 212,766 | 65,280 | Total - Intergovernmental | | - | - | - |
| 133 | - | - | 3611 | Interest from Investments | - | - | - |
| - | - | 17,456 | 3679 | Donations-Other | - | - | - |
| 50 | - | - | 3699 | Other Miscellaneous Income | - | - | - |
| 183 | - | 17,456 | Total - Miscellaneous Revenue | | - | - | - |
| 106,000 | 74,961 | 76,000 | 3971.001 | Transfer From General Fund | - | - | - |
| 43,356 | 307,694 | - | 3971.364 | Transfer From Parks SDC | - | - | - |
| - | - | 3,040 | 3971.691 | Transfer from Museum Endowment | - | - | - |
| 149,356 | 382,655 | 79,040 | Total - Transfers In | | - | - | - |
| 274,156 | 619,206 | 161,776 | Revenues Total | | - | - | - |
| <u>Expenditures</u> | | | | | | | |
| 14,000 | - | - | 5622 | Library - Capital | - | - | - |
| 23,982 | - | - | 5623.046 | Pool Projects | - | - | - |
| - | 63,795 | 91,776 | 5629 | Buildings | - | - | - |
| 102,131 | 555,411 | 70,000 | 5637 | Parks | - | - | - |
| 21,259 | - | - | 5639 | Other Improvements | - | - | - |
| 161,371 | 619,206 | 161,776 | Total - Capital Outlay | | - | - | - |
| 89,000 | - | - | 5811.364 | Transfer to Parks SDC | - | - | - |
| 89,000 | - | - | Total - Transfers Out | | - | - | - |
| 250,371 | 619,206 | 161,776 | Expenditures Total | | - | - | - |
| 23,785 | - | - | Fund Net | Total: 358 - General Cap Const Fund | - | - | - |

Revenue Sources and Other Discussion

As this is a capital construction fund, dedicated to project tracking, this fund does not have an independent revenue source. Revenues for this fund are project specific, as funding allows.

Street & Storm Cap Const Fund – 363

Fund/Fund Number:
Department Director:

Street & Storm Cap Const Fund - 363
Randy Scott

Description of purpose/functions of department:

The purpose of this fund is for tracking street projects, including sidewalks or Storm Capital Improvement Projects. Statewide Transportation Improvement Program (STIP) are funds are not held by the City, but can be requested from the state of Oregon needed for street improvement projects. There are no personnel services costs associated with this fund.

Description of FY 2015-16 projects:

- ADA intersection improvements were done at various locations on Lincoln Street, Young Street, Cascade Drive and Boones Ferry Road
- Completed Garfield Street storm rehabilitation at Second Street
- Construction started on Fourth Street Storm project

Description of FY 2016-17 projects:

| Project Name | Project Number | Amount | First Year Budgeted |
|---|----------------|-----------|---------------------|
| West Hayes Street Improvement – Settlemier to Cascade | CIST1486 | 3,125,000 | FY 2016-17 |
| Fifth Street Storm – Lincoln to Harrison | CDST1487 | 275,000 | FY 2016-17 |
| Safety Sidewalk & ADA Construction | CIST1165 | 25,000 | FY 2010-11 |
| Settlemier/Lincoln Intersection Improvement | CIST1470 | 60,000 | FY 2015-16 |
| Fourth Street Storm – Garfield to Harrison | CDST1471 | 10,000 | FY 2015-16 |

See Capital Construction Projects beginning on page 188 for information on all budgeted capital projects.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|--|---|------------------------|------------------------|-----------------------|
| Fund: 363 - Street & Storm Cap Const Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 235,500 | 178,152 | 54,000 | 3081 | Beginning Fund Balance | 11,000 | 11,000 | 11,000 |
| 235,500 | 178,152 | 54,000 | Total - Fund Balance | | 11,000 | 11,000 | 11,000 |
| - | - | - | 3333.001 | DoT Fund Exchange | 500,000 | 500,000 | 500,000 |
| - | - | - | Total - Intergovernmental | | 500,000 | 500,000 | 500,000 |
| 1,152 | 947 | 1,000 | 3611 | Interest from Investments | - | - | - |
| 23,860 | - | - | 3699 | Other Miscellaneous Income | - | - | - |
| 25,012 | 947 | 1,000 | Total - Miscellaneous Revenue | | - | - | - |
| 513,421 | - | 230,000 | 3971.140 | Transfer From Street | 1,140,000 | 1,140,000 | 1,140,000 |
| - | 276 | - | 3971.376 | Transfer From Street SDC | 1,700,000 | 1,700,000 | 1,700,000 |
| - | - | 60,000 | 3971.377 | Transfer From Storm SDC | 155,000 | 155,000 | 155,000 |
| 513,421 | 276 | 290,000 | Total - Transfers In | | 2,995,000 | 2,995,000 | 2,995,000 |
| 773,933 | 179,375 | 345,000 | Revenues Total | | 3,506,000 | 3,506,000 | 3,506,000 |
| <u>Expenditures</u> | | | | | | | |
| 507,377 | 23,964 | 85,000 | 5631 | Streets/Alleys/Sidewalks | 3,210,000 | 3,210,000 | 3,210,000 |
| 88,404 | 89,974 | 260,000 | 5636 | Storm Drains | 285,000 | 285,000 | 285,000 |
| 595,781 | 113,938 | 345,000 | Total - Capital Outlay | | 3,495,000 | 3,495,000 | 3,495,000 |
| - | - | - | 5921 | Contingency | 11,000 | 11,000 | 11,000 |
| - | - | - | Total - Contingencies and Unappropriated Balances | | 11,000 | 11,000 | 11,000 |
| 595,781 | 113,938 | 345,000 | Expenditures Total | | 3,506,000 | 3,506,000 | 3,506,000 |
| 178,152 | 65,437 | - | Fund Net | Total: 363 - Street & Storm Cap Const Fd | - | - | - |

Revenue Sources and Other Discussion

As this is a capital construction fund, dedicated to project tracking, this fund does not have an independent revenue source. Revenues for this fund would be project specific transfers.

Intergovernmental revenue from the DoT Fund Exchange program in the amount \$500,000 is for West Hayes Street improvement.

Transfers In of \$2,995,000 represents funding for Capital Outlay projects:

- Transfer from Street SDC Fund 376 of \$1,700,000 is for West Hayes Street improvement (CIST1486)
- Transfer from Storm SDC Fund 377 of \$155,000 for Fifth Street Storm project (CDST1487) and West Hayes Street improvement (CIST1486)
- Transfer from the Street Fund 140 of \$1,140,000 is to cover the balance of the total Capital Outlay because the fund is expected to have a beginning fund balance
-

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.

Sewer Cap Const Fund – 465

Fund/Fund Number:
Department Director:

Sewer Cap Const Fund - 465
Randy Scott

Description of purpose/functions of department:

The purpose of this fund is for major capital improvements to the City's Waste Water Treatment Plant and sewer collection systems. There are no personnel costs associated with this fund. This fund holds the remaining proceeds of the 2011 Sewer bonds.

Description of FY 2015-16 projects:

- Replaced a portion of the force main air relief valves
- Prepared West Hayes Sanitary sewer project for bid and construction
- Young Street Sanitary Sewer project

Description of FY 2016-17 projects:

| Project Name | Project Number | Amount | First Year Budgeted |
|---|----------------|-----------|---------------------|
| Sanitary sewer collection system piping replacement | CDSW1488 | 250,000 | FY 2014-15 |
| Pump station upgrades | CDSW1414 | 225,000 | FY 2013-14 |
| Mill Creek pump station phase 1 | CDSW1413 | 150,000 | FY 2013-14 |
| West Hayes Street sanitary sewer pipeline project | CDSW1417 | 1,500,000 | FY 2014-15 |
| WWTP Phase 2A construction/natural treatment | CISW1052 | 1,000,000 | FY 2011-12 |
| Young Street sewer pipeline | CDSW1469 | 1,700,000 | FY 2015-16 |

See Capital Construction Projects beginning on page 188 for information on all budgeted capital projects.

In 2007 the City entered a Mutual Order Agreement (MAO) with the Department of Environmental Quality which established an implementation framework, interim effluent limitations and schedule for completing improvements to the wastewater facility for compliance with winter-time ammonia limits and temperature total maximum daily load (TMDL). The temperature TMDL per the MAO was to be based on the findings of a separate water quality analysis that was currently being conducted by DEQ for the Molalla-Pudding Rive Sub basin.

The Molalla-Pudding River Sub basin TMDL was issued by DEQ December 2008 and was subsequently approved the U.S. Environmental Protection Agency. An evaluation report was submitted to DEQ in April 2009, which provided the framework, implementation schedule and identified the required improvements needed to meet compliance with the established limits.

To fund the needed future wastewater treatment plan compliance upgrades the City sold Wastewater Revenue and Refunding Bonds November 2011. Based on the evaluation report approved by DEQ, final design plans were prepared and submitted to DEQ January 2012 to meet the compliance deadline of the MAO. In August 2013 EPA provided notice to DEQ, disapproving of Oregon Water Quality Standards; Natural Conditions Criteria for Temperature and Statewide Narrative Natural Conditions Criteria in general. Pudding River TMDL for temperature established in 2008 was established using natural criteria and could no longer be used for permitting.

Staff has been working with DEQ to update the current MAO to reflect the changes, limits and timeline that have been influenced by the court's decision, but until a water quality standard is established for the Pudding River, the City's National Pollutant Discharge Elimination System permit will not be renewed, nor can the City move forward with upgrades at the Water Treatment Plant as related to temperature compliance. Currently an outcome

and timeline for DEQ in resolving temperature limits for water bodies that cannot meet numeric criteria is not known.

Though the City has issued approximately \$43 million in bonds for the project, many portions of the project are stalled until a decision is made. This brings uncertainty for the Sewer Cap Const Fund and the Sewer Fund because project costs will be more than estimated due to the multi-year delay.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|-----------------------------|------------------------|------------------------|-----------------------|
| Fund: 465 - Sewer Cap Const Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 13,530,151 | 12,674,336 | 12,000,000 | 3081 | Beginning Fund Balance | 12,000,000 | 12,000,000 | 12,000,000 |
| 13,530,151 | 12,674,336 | 12,000,000 | Total - Fund Balance | | 12,000,000 | 12,000,000 | 12,000,000 |
| (372) | - | - | 3435.102 | Service Chg-95-6 Increase | - | - | - |
| (372) | - | - | Total - Charges for Goods and Services | | - | - | - |
| 70,900 | 63,993 | 65,000 | 3611 | Interest from Investments | 60,000 | 60,000 | 60,000 |
| 70,900 | 63,993 | 65,000 | Total - Miscellaneous Revenue | | 60,000 | 60,000 | 60,000 |
| - | 10,474 | 25,000 | 3971.376 | Transfer From Street SDC | - | - | - |
| - | 46,765 | 680,000 | 3971.472 | Transfer From Sewer | 380,000 | 380,000 | 380,000 |
| - | - | 500,000 | 3971.475 | Transfer From Sewer SDC | 500,000 | 500,000 | 500,000 |
| - | 57,239 | 1,205,000 | Total - Transfers In | | 880,000 | 880,000 | 880,000 |
| 13,600,679 | 12,795,568 | 13,270,000 | Revenues Total | | 12,940,000 | 12,940,000 | 12,940,000 |
| <u>Expenditures</u> | | | | | | | |
| - | - | 1,000 | 5509 | Misc. Expense | - | - | - |
| - | - | 1,000 | Total - Materials & Services | | - | - | - |
| 222,583 | - | - | 5631 | Streets/Alleys/Sidewalks | - | - | - |
| 703,761 | 126,465 | 6,172,000 | 5635 | Sewer | 4,825,000 | 4,825,000 | 4,825,000 |
| 926,343 | 126,465 | 6,172,000 | Total - Capital Outlay | | 4,825,000 | 4,825,000 | 4,825,000 |
| - | 53,000 | - | 5811.466 | Transfer to Water Cap Const | - | - | - |
| - | 53,000 | - | Total - Transfers Out | | - | - | - |
| - | - | 7,097,000 | 5981.005 | Reserve for Future Years | 8,115,000 | 8,115,000 | 8,115,000 |
| - | - | 7,097,000 | Total - Contingencies and Unappropriated Balances | | 8,115,000 | 8,115,000 | 8,115,000 |
| 926,343 | 179,465 | 13,270,000 | Expenditures Total | | 12,940,000 | 12,940,000 | 12,940,000 |

Revenue Sources and Other Discussion

The **Transfers In** of \$880,000 is for projects not fully funded by sewer bond proceeds held in this fund:

- Transfer \$500,000 from the Sewer SDC Fund for capacity improvement on Young Street (CDSW1469)
- Transfer of \$380,000 from the Sewer Fund for sewer improvements not fully funded by the bond proceeds

Water Cap Const Fund – 466

Fund/Fund Number:
Department Director:

Water Cap Const Fund - 466
Randy Scott

Description of purpose/functions of department:

This fund is used for major water construction projects. There are no personnel costs associated with this fund.

Description of FY 2015-16 projects:

- Completed Hwy 99E water line projects including the bore at Laurel Avenue and installation of new water line from Tomlin Avenue to Aztec Drive
- Continue to replace old meters with Automatic Read Meters
- Completed the Parr Road Treatment Plant storm and pump upgrades

Description of FY 2016-17 projects:

| Project Name | Project Number | Amount | First Year Budgeted |
|-----------------------------------|----------------|---------|---------------------|
| Automatic Read Meter replacement | CDWA1060 | 300,000 | FY 2010-11 |
| Hwy 99E Aztec to Tomlin waterline | CDWA1468 | 75,000 | FY 2015-16 |

See Capital Construction Projects beginning on page 188 for information on all budgeted capital projects.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|----------------------------------|------------------------|------------------------|-----------------------|
| Fund: 466 - Water Cap Const Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 3,159,720 | 2,740,125 | 2,000,000 | 3081 | Beginning Fund Balance | 1,779,000 | 1,779,000 | 1,779,000 |
| 3,159,720 | 2,740,125 | 2,000,000 | Total - Fund Balance | | 1,779,000 | 1,779,000 | 1,779,000 |
| (228) | - | - | 3434.101 | Water Sales Revenue | - | - | - |
| (228) | - | - | Total - Charges for Goods and Services | | - | - | - |
| 16,336 | 13,463 | 14,000 | 3611 | Interest from Investments | 10,000 | 10,000 | 10,000 |
| 16,336 | 13,463 | 14,000 | Total - Miscellaneous Revenue | | 10,000 | 10,000 | 10,000 |
| - | 25,907 | - | 3971.376 | Transfer From Street SDC | - | - | - |
| - | 53,000 | - | 3971.465 | Transfer From Sewer Construction | - | - | - |
| 39,221 | 39,221 | 40,874 | 3972 | Interfund Loan Transfer | 39,544 | 39,544 | 39,544 |
| 39,221 | 118,128 | 40,874 | Total - Transfers In | | 39,544 | 39,544 | 39,544 |
| 3,215,050 | 2,871,716 | 2,054,874 | Revenue Totals | | 1,828,544 | 1,828,544 | 1,828,544 |
| <u>Expenditures</u> | | | | | | | |
| - | - | 1,000 | 5509 | Misc. Expense | - | - | - |
| - | - | 1,000 | Total - Materials & Services | | - | - | - |
| 474,925 | 447,332 | 1,088,000 | 5634 | Water - Capital | 375,000 | 375,000 | 375,000 |
| 474,925 | 447,332 | 1,088,000 | Total - Capital Outlay | | 375,000 | 375,000 | 375,000 |
| - | - | 965,874 | 5981.005 | Reserve for Future Years | 1,453,544 | 1,453,544 | 1,453,544 |
| - | - | 965,874 | Total - Contingencies and Unappropriated Balances | | 1,453,544 | 1,453,544 | 1,453,544 |
| 474,925 | 447,332 | 2,054,874 | Expenditures Total | | 1,828,544 | 1,828,544 | 1,828,544 |

Revenue Sources and Other Discussion

As this is a capital construction fund, dedicated to project tracking, this fund does not have an independent revenue source. Revenues for this fund would be project specific transfers, interest from the fund cash balance, and proceeds of inter-fund loan repayment.

Transfers In of \$39,544 is for repayments from the General Fund, Water Fund and Sewer Fund for an inter-fund loan for the City's accounting and utility billing system.

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.



Special Revenue Funds



Building Inspection Fund – 123

Fund/Fund Number: Building Inspection Fund - 123
Department/Department Number: Building - 521
Department Director: Jim Hendryx

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 a full-time building official, two full-time plans examiner/inspectors, one part-time plans examiner and 0.30 FTE of the administrative assistant position.

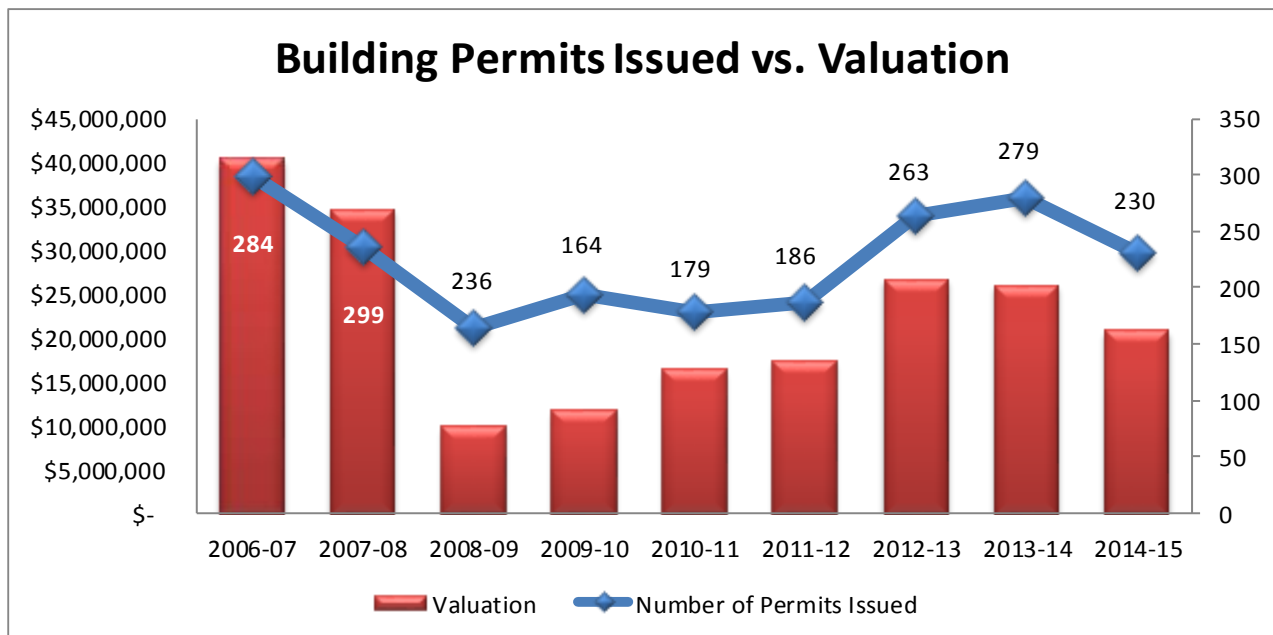
Description of FY 2015-16 accomplishments:

- Maintain an inspection and plan review division while meeting customer expectations
- Provide training for staff in the commercial and residential construction codes for the state of Oregon

Description of FY 2016-17 proposed focus/goals:

The Building Inspection Fund goals are maintenance goals, so they are unchanged

- Maintain an inspection and plan review division while meeting customer expectations
- Provide training for staff in the new residential and commercial construction codes for the State of Oregon



Fund Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---------------------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Building Inspection Fund | | | | | | |
| Revenues | | | | | | |
| 308,351 | 384,150 | 350,000 | Fund Balance | 400,000 | 400,000 | 400,000 |
| 498,574 | 554,297 | 422,554 | Licenses and Permits | 638,389 | 638,389 | 638,389 |
| 26,218 | 88,293 | 375,530 | Intergovernmental | 455,561 | 455,561 | 455,561 |
| 28,694 | 47,540 | 21,700 | Miscellaneous Revenue | 6,360 | 6,360 | 6,360 |
| 861,837 | 1,074,280 | 1,169,784 | Revenues Total | 1,500,310 | 1,500,310 | 1,500,310 |
| Expenditures | | | | | | |
| 333,733 | 366,799 | 467,104 | Personnel Services | 460,068 | 460,068 | 460,068 |
| 143,954 | 239,577 | 453,715 | Materials & Services | 537,181 | 537,181 | 537,181 |
| - | 3,001 | 3,001 | Transfers Out | 3,001 | 3,001 | 3,001 |
| - | - | 245,964 | Contingencies and Reserve | 500,060 | 500,060 | 500,060 |
| 477,687 | 609,377 | 1,169,784 | Expenditures Total | 1,500,310 | 1,500,310 | 1,500,310 |
| 384,150 | 464,903 | - | Revenue Over (Under) Expenditures | - | - | - |
| 2.3 | 3.3 | 3.8 | Full-Time Equivalent (FTE) | 3.8 | 3.8 | 3.8 |

Revenue Sources and Other Discussion

The **Licenses and Permits** category of revenue is the largest source within the fund with 58 percent of the revenue. It contains revenue amounts for the various building permits issued within the City of Woodburn, including building and mechanical permits, plan check fees, fire check fees, county excise taxes and other miscellaneous fees.

This fund carries a relatively large fund balance to protect against year to year volatility in building activity.

Transfers Out of \$3,001 is the Building Fund's portion of the third of four annual payments for the new phone system.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--------------------------------------|-----------------------------|------------------------|------------------------|-----------------------|
| Fund: 123 - Building Inspection Fund | | | | | | | |
| Revenues | | | | | | | |
| 308,351 | 384,150 | 350,000 | 3081 | Beginning Fund Balance | 400,000 | 400,000 | 400,000 |
| 308,351 | 384,150 | 350,000 | Total - Fund Balance | | 400,000 | 400,000 | 400,000 |
| 158,071 | 164,526 | 154,796 | 3221.101 | Building Permits | 238,104 | 238,104 | 238,104 |
| 58,595 | 43,616 | 30,720 | 3221.102 | Mechanical Permits | 30,720 | 30,720 | 30,720 |
| 142,345 | 162,335 | 145,651 | 3221.105 | Plan Check Fees | 224,588 | 224,588 | 224,588 |
| 36,012 | 63,717 | 63,424 | 3221.106 | Fire Check Fees | 119,095 | 119,095 | 119,095 |
| 18,702 | 13,131 | 15,360 | 3221.109 | Plan Check--Mechanical | 15,360 | 15,360 | 15,360 |
| 3,359 | 6,806 | 12,603 | 3221.110 | CET Administrative Fee | 10,522 | 10,522 | 10,522 |
| 81,489 | 100,167 | - | 3891.359 | CET Suspend | - | - | - |
| 498,574 | 554,297 | 422,554 | Total - Licenses and Permits | | 638,389 | 638,389 | 638,389 |
| - | 63,173 | 315,030 | 3891 | Construction Excise Tax | 394,561 | 394,561 | 394,561 |
| 26,098 | 25,060 | 60,000 | 3891.159 | State Surcharge | 60,000 | 60,000 | 60,000 |
| 120 | 60 | 500 | 3891.259 | State Manufactured Home Fee | 1,000 | 1,000 | 1,000 |
| 26,218 | 88,293 | 375,530 | Total - Intergovernmental | | 455,561 | 455,561 | 455,561 |
| 1,902 | 2,483 | 2,500 | 3611 | Interest from Investments | 1,560 | 1,560 | 1,560 |
| 26,792 | 45,057 | 19,200 | 3699 | Other Miscellaneous Income | 4,800 | 4,800 | 4,800 |
| 28,694 | 47,540 | 21,700 | Total - Miscellaneous Revenue | | 6,360 | 6,360 | 6,360 |
| 861,836 | 1,074,280 | 1,169,784 | Revenues Total | | 1,500,310 | 1,500,310 | 1,500,310 |

| FY 2013-14 | FY 2014-15 | FY 2015-16 | Account Description | | FY 2016-17 | FY 2016-17 | FY 2016-17 |
|---|----------------|------------------|--|--|------------------|------------------|------------------|
| Actual | Actual | Budget | | | Proposed | Approved | Adopted |
| <u>Expenditures (Dept. 521, Program 2241)</u> | | | | | | | |
| 226,758 | 248,420 | 295,012 | 5111 | Regular Wages | 288,522 | 288,522 | 288,522 |
| - | 2,588 | 37,118 | 5112 | Part-Time Wages | 30,882 | 30,882 | 30,882 |
| 11,856 | 15,273 | - | 5121 | Overtime | - | - | - |
| 78 | 88 | 146 | 5211 | OR Workers' Benefit | 142 | 142 | 142 |
| 18,097 | 20,024 | 25,378 | 5212 | Social Security | 24,398 | 24,398 | 24,398 |
| 25,865 | 27,786 | 41,073 | 5213 | Med & Dent Ins | 49,559 | 49,559 | 49,559 |
| 46,627 | 48,643 | 63,524 | 5214 | Retirement | 64,537 | 64,537 | 64,537 |
| 1,064 | 1,070 | 1,222 | 5215 | Long Term Disability Ins | 939 | 939 | 939 |
| 2,834 | 2,352 | 2,994 | 5216 | Unemployment Insurance | 697 | 697 | 697 |
| 554 | 556 | 637 | 5217 | Life Insurance | 392 | 392 | 392 |
| 333,733 | 366,799 | 467,104 | Total - Personnel Services | | 460,068 | 460,068 | 460,068 |
| - | 95 | - | 5315 | Computer Supplies | - | - | - |
| 2,739 | 6,860 | 11,000 | 5319 | Office Supplies | 11,000 | 11,000 | 11,000 |
| 403 | 355 | 750 | 5323 | Fuel | 750 | 750 | 750 |
| - | 632 | 1,700 | 5409.140 | Garage Services | 1,700 | 1,700 | 1,700 |
| 468 | 7,027 | 16,000 | 5419 | Other Professional Serv | 16,000 | 16,000 | 16,000 |
| 600 | 588 | 700 | 5421 | Telephone/Data | 700 | 700 | 700 |
| - | - | 55 | 5422 | Postage | 55 | 55 | 55 |
| 12,600 | 13,200 | 13,700 | 5428 | IS Support | 13,263 | 13,263 | 13,263 |
| 763 | 430 | 1,690 | 5439 | Travel | 1,690 | 1,690 | 1,690 |
| 10,776 | 6,880 | 7,320 | 5448 | Internal Rent | 7,636 | 7,636 | 7,636 |
| 1,878 | 3,819 | 5,204 | 5464 | Workers' Comp | 7,804 | 7,804 | 7,804 |
| 2,272 | 3,505 | 4,184 | 5465 | General Liability Insur | 5,390 | 5,390 | 5,390 |
| 575 | - | 1,050 | 5475 | Vehicle Repair & Maint | 1,050 | 1,050 | 1,050 |
| - | 4,671 | 10,000 | 5490 | Refunds | 10,000 | 10,000 | 10,000 |
| 570 | 640 | 950 | 5491 | Dues & Subscriptions | 950 | 950 | 950 |
| 1,825 | 2,206 | 3,382 | 5492 | Registrations/Training | 3,382 | 3,382 | 3,382 |
| 60 | 60 | 500 | 5498.259 | St Mfg Fee | 500 | 500 | 500 |
| 26,120 | 25,059 | 60,000 | 5498.359 | State Surc | 60,000 | 60,000 | 60,000 |
| 81,489 | 163,340 | 315,030 | 5498.459 | Construction Excise Tax | 394,561 | 394,561 | 394,561 |
| 625 | - | - | 5499 | Other Services (Acct Closed) | - | - | - |
| 190 | 211 | 500 | 5729 | Interest for CET | 750 | 750 | 750 |
| 143,954 | 239,577 | 453,715 | Total - Materials & Services | | 537,181 | 537,181 | 537,181 |
| - | 3,001 | 3,001 | 5811.568 | Transfer to Info Services | 3,001 | 3,001 | 3,001 |
| - | 3,001 | 3,001 | Total - Transfers Out | | 3,001 | 3,001 | 3,001 |
| - | - | 245,964 | 5921 | Contingency | 500,060 | 500,060 | 500,060 |
| - | - | 245,964 | Total - Contingencies and Unappropriated Balances | | 500,060 | 500,060 | 500,060 |
| 477,687 | 609,377 | 1,169,784 | Expenditures Total | | 1,500,310 | 1,500,310 | 1,500,310 |
| 384,150 | 464,903 | - | Fund Net | Total: 123 - Building Inspection Fund | - | - | - |

Search & Seizure Fund – 132

Fund/Fund Number: Search & Seizure Fund - 132
Department/Department Number: Police - 211
Department Director: James C. Ferraris

Description of purpose/functions of department:

The Search and Seizure Fund 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.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|---|---|------------------------|------------------------|-----------------------|
| Fund: 132 - Search & Seizure Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| - | 1,111 | 6,944 | 3081 | Beginning Fund Balance | 6,975 | 6,975 | 6,975 |
| - | 1,111 | 6,944 | Total - Fund Balance | | 6,975 | 6,975 | 6,975 |
| 4 | 24 | 15 | 3611 | Interest from Investments | - | - | - |
| - | 5,825 | - | 3692 | Confiscated Cash | - | - | - |
| 1,106 | - | - | 3693 | Sale of Confiscated Prop | - | - | - |
| 1,111 | 5,849 | 15 | Total - Miscellaneous Revenue | | - | - | - |
| 1,111 | 6,960 | 6,959 | Revenues Total | | 6,975 | 6,975 | 6,975 |
| <u>Expenditures</u> | | | | | | | |
| - | - | 6,959 | 5329 | Other Supplies | 6,975 | 6,975 | 6,975 |
| - | - | 6,959 | Total - Materials & Services | | 6,975 | 6,975 | 6,975 |
| - | - | 6,959 | Expenditures Total | | 6,975 | 6,975 | 6,975 |
| 1,111 | 6,960 | - | Fund Net | Total: 132 - Search & Seizure Fund | - | - | - |

Revenue Sources and Other Discussion

The Search and Seizure Fund is funded by federal grants and criminal forfeitures and varies from year to year depending on activity.



Housing Rehabilitation Fund – 137

Fund/Fund Number: Housing Rehabilitation Fund - 137
Department/Department Number: Housing - 531
Department Director: Jim Hendryx

Description of Purpose/Functions of department:

Over the past 30+ years Woodburn was awarded Community Development Block Grants (CDBG’s) for the Housing Rehabilitation Program with the most recent award occurring in 2012. While all of these funds have been loaned out repayments periodically occur. This year’s budget reflect periodic repayment of outstanding loans; at the time for property sale or through refinancing of the primary property loan. Funds will continue to accumulate until such time as they may be reload out or additional CDBG grant funds are received. Block Grant guidelines continue to evolve making administration of the program difficult.

Description of department, including number of personnel:

The Community Development Director oversees these programs and there are labor allocations to this fund. See Personnel Allocation on page 180 for allocation details.

Description of FY 2015-16 accomplishments:

- Administer the program by closing out old loans

Description of FY 2016-17 proposed focus/goals:

- Continue to administer program by closing out old loans over time and re-evaluating program status periodically

Fund Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---------------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Housing Rehab Fund | | | | | | |
| Revenues | | | | | | |
| 338,019 | 181,726 | 149,739 | Fund Balance | 227,000 | 227,000 | 227,000 |
| - | 105,926 | - | Intergovernmental | - | - | - |
| 8,178 | 1,140 | 1,000 | Miscellaneous Revenue | 1,000 | 1,000 | 1,000 |
| 50,232 | 16,878 | 20,000 | Other Financing Sources | 20,000 | 20,000 | 20,000 |
| 396,429 | 305,670 | 170,739 | Revenues Total | 248,000 | 248,000 | 248,000 |
| Expenditures | | | | | | |
| 12,273 | 11,895 | 13,071 | Personnel Services | 13,983 | 13,983 | 13,983 |
| 2,430 | 108,831 | 40,000 | Materials & Services | 16,000 | 16,000 | 16,000 |
| 200,000 | - | - | Transfers Out | - | - | - |
| - | - | 117,668 | Contingencies and Reserve | 218,017 | 218,017 | 218,017 |
| 214,703 | 120,726 | 170,739 | Expenditures Total | 248,000 | 248,000 | 248,000 |
| 181,726 | 184,944 | - | Revenue Over (Under) Expenditures | - | - | - |

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---------------------------------------|----------------------|----------------------|--|--|------------------------|------------------------|-----------------------|
| Fund: 137 - Housing Rehab Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 338,019 | 181,726 | 149,739 | 3081 | Beginning Fund Balance | 227,000 | 227,000 | 227,000 |
| 338,019 | 181,726 | 149,739 | Total - Fund Balance | | 227,000 | 227,000 | 227,000 |
| - | 105,926 | - | 3332 | Federal Grants | - | - | - |
| - | 105,926 | - | | | - | - | - |
| 1,043 | 1,140 | 1,000 | 3611 | Interest from Investments | 1,000 | 1,000 | 1,000 |
| 7,135 | - | - | 3625 | Facilities Rent | - | - | - |
| 8,178 | 1,140 | 1,000 | Total - Miscellaneous Revenue | | 1,000 | 1,000 | 1,000 |
| 33,649 | - | - | 3824.000 | Loan Payback 2000 | 10,000 | 10,000 | 10,000 |
| - | 4,988 | - | 3824.010 | Loan Payback 2010 | 5,000 | 5,000 | 5,000 |
| 16,583 | - | 5,000 | 3824.087 | Loan Payback 1987 | 5,000 | 5,000 | 5,000 |
| - | - | 5,000 | 3824.089 | Loan Payback 1989 | - | - | - |
| - | - | 5,000 | 3824.096 | Loan Payback 1996 | - | - | - |
| - | - | 5,000 | 3824.097 | Loan Payback 1997 | - | - | - |
| - | 11,890 | - | 3824.099 | Loan Payback 1999 | - | - | - |
| 50,232 | 16,878 | 20,000 | Total - Other Financing Sources | | 20,000 | 20,000 | 20,000 |
| 396,429 | 305,670 | 170,739 | Revenues Total | | 248,000 | 248,000 | 248,000 |
| <u>Expenditures</u> | | | | | | | |
| 9,051 | 8,792 | 9,196 | 5111 | Regular Wages | 9,778 | 9,778 | 9,778 |
| 2 | 2 | 4 | 5211 | OR Workers' Benefit | 4 | 4 | 4 |
| 674 | 662 | 679 | 5212 | Social Security | 722 | 722 | 722 |
| 711 | 593 | 639 | 5213 | Med & Dent Ins | 682 | 682 | 682 |
| 1,664 | 1,711 | 2,411 | 5214 | Retirement | 2,733 | 2,733 | 2,733 |
| 42 | 38 | 38 | 5215 | Long Term Disability Ins | 38 | 38 | 38 |
| 107 | 77 | 84 | 5216 | Unemployment Insurance | 11 | 11 | 11 |
| 22 | 20 | 20 | 5217 | Life Insurance | 15 | 15 | 15 |
| 12,273 | 11,895 | 13,071 | Total - Personnel Services | | 13,983 | 13,983 | 13,983 |
| 805 | 952 | 14,000 | 5419 | Other Professional Serv | 14,000 | 14,000 | 14,000 |
| 1,625 | 1,953 | 2,000 | 5498 | Permits/Fees | 2,000 | 2,000 | 2,000 |
| - | 105,926 | 24,000 | 5499.101 | Housing Rehab Loans | - | - | - |
| 2,430 | 108,831 | 40,000 | Total - Materials & Services | | 16,000 | 16,000 | 16,000 |
| 200,000 | - | - | 5811.001 | Transfer to General Fund | - | - | - |
| 200,000 | - | - | Total - Transfers Out | | - | - | - |
| - | - | 117,668 | 5921 | Contingency | 218,017 | 218,017 | 218,017 |
| - | - | 117,668 | Total - Contingencies and Unappropriated Balances | | 218,017 | 218,017 | 218,017 |
| 214,703 | 120,726 | 170,739 | Expenditures Total | | 248,000 | 248,000 | 248,000 |
| 181,726 | 184,944 | - | Fund Net | Total: 137 - Housing Rehab Fund | - | - | - |

Revenue Sources and Other Discussion

The **Other Financing Sources** is loan repayments from borrowers as they refinance or sell properties, which comprises the only operating revenues for this fund.

Special Assessment Fund – 360

Fund/Fund Number: Special Assessment Fund - 360
Department/Department Number: PW Administration
Department Director: Randy Scott

Description of purpose/functions of department:

This fund is used when assessments are issued against property owners for street, water, wastewater or storm improvements which benefit the adjacent property. The monies collected on individual assessments are used to pay off outstanding liens. There are no personnel costs associated with this fund.

Revenue Sources and Other Discussion

The fund collects repayment from various Local Improvement Districts (LID) for special projects. The budgeted amount is expected repayments, including interest, to be collected during the fiscal year. Revenue for this fund is declining, as the outstanding balance on special assessments has declined to approximately \$40,000.

Transfers Out of \$69,294 represents the final interest payment for an inter-fund loan. For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|--|---|------------------------|------------------------|-----------------------|
| Fund: 360 - Special Assessment Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 1,024,912 | 1,041,261 | 1,050,000 | 3081 | Beginning Fund Balance | 60,000 | 60,000 | 60,000 |
| 1,024,912 | 1,041,261 | 1,050,000 | Total - Fund Balance | | 60,000 | 60,000 | 60,000 |
| 5,539 | 5,306 | 5,400 | 3611 | Interest from Investments | - | - | - |
| 1,098 | 598 | 3,000 | 3614 | Special Assessment-Interest | 1,000 | 1,000 | 1,000 |
| 92 | - | - | 3681.001 | LID Alley | - | - | - |
| 6,777 | 3,408 | 9,500 | 3681.004 | LID Boones Ferry | 3,500 | 3,500 | 3,500 |
| 956 | 268 | 1,449 | 3681.008 | LID Hardcastle | - | - | - |
| 772 | 231 | 1,000 | 3681.010 | LID West Lincoln | - | - | - |
| 1,117 | 586 | 1,500 | 3681.011 | LID Ironwood | 1,000 | 1,000 | 1,000 |
| 16,349 | 10,397 | 21,849 | Total - Miscellaneous Revenue | | 5,500 | 5,500 | 5,500 |
| - | - | - | 3971.001 | Transfer From General Fund | 15,000 | 15,000 | 15,000 |
| - | - | - | Total - Transfer In | | 15,000 | 15,000 | 15,000 |
| 1,041,261 | 1,051,658 | 1,071,849 | Revenues Total | | 80,500 | 80,500 | 80,500 |
| <u>Expenditures</u> | | | | | | | |
| - | - | 1,071,849 | 5811.376 | Transfer to Street SDC Fund | 69,294 | 69,294 | 69,294 |
| - | - | 1,071,849 | Total - Transfers Out | | 69,294 | 69,294 | 69,294 |
| - | - | - | 5921 | Contingency | 11,206 | 11,206 | 11,206 |
| - | - | - | Total - Contingencies and Unappropriated Balances | | 11,206 | 11,206 | 11,206 |
| - | - | 1,071,849 | Expenditures Total | | 80,500 | 80,500 | 80,500 |
| 1,041,261 | 1,051,658 | - | Fund Net | Total: 360 - Special Assessment Fund | - | - | - |



Parks SDC Fund – 364

Fund/Fund Number:
Department Director:

Parks SDC Fund - 364
Jim Row

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. There are no personnel costs associated with this fund.

Description of FY 2015-16 projects:

- Began process to update of Park SDC Methodology

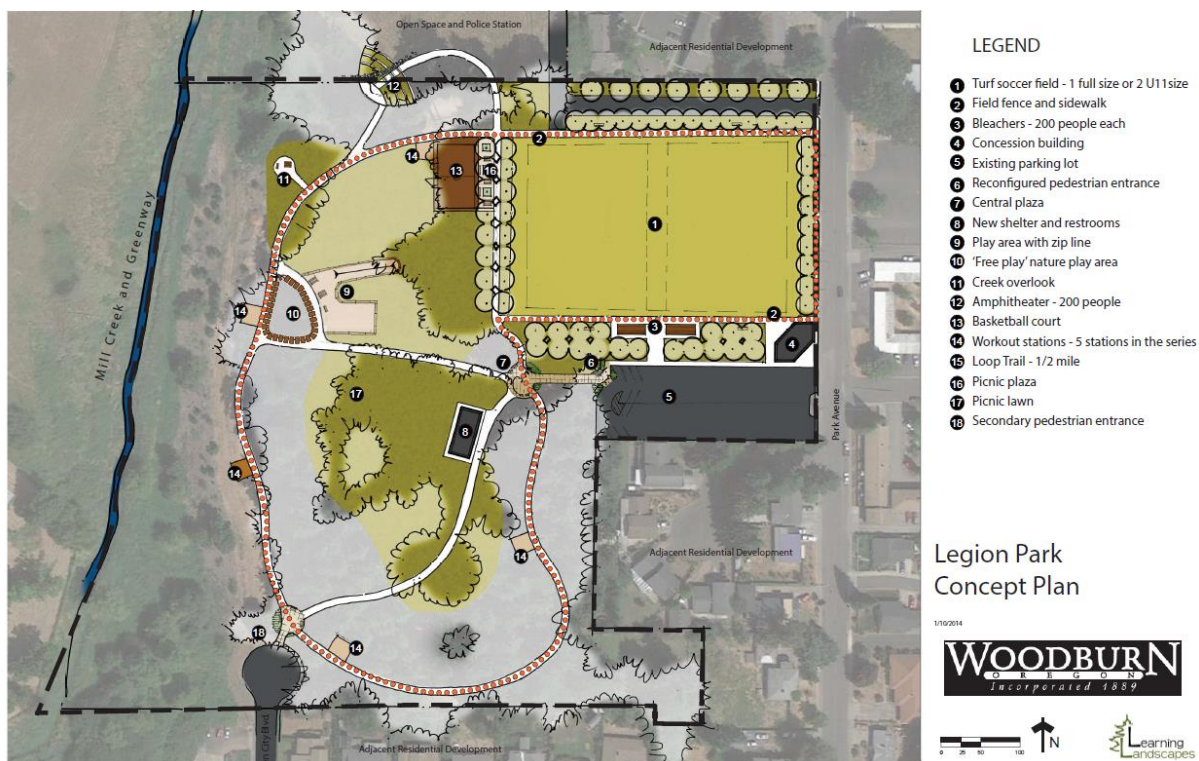
Description of FY 2016-17 proposed projects:

- Complete Park SDC Methodology
- Seek funding to initiate phase 2 of the Legion Park Rehabilitation Project

Revenue Sources and Other Discussion

This fund's revenue is dependent on the collection of System Development Charges (SDC). SDC fees are dependent on development occurring. The slowdown in the economy and the slow recovery have a direct impact on the fund's ability to finance capital improvements.

The **Materials & Services** expense of \$10,000 is for possible remaining costs associated with the Parks Master Plan update performed in FY 2015-16.



Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|-----------------------------------|----------------------|----------------------|--|------------------------------------|------------------------|------------------------|-----------------------|
| Fund: 364 - Parks SDC Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 262,417 | 428,841 | 180,000 | 3081 | Beginning Fund Balance | 275,000 | 275,000 | 275,000 |
| 262,417 | 428,841 | 180,000 | Total - Fund Balance | | 275,000 | 275,000 | 275,000 |
| 125,055 | 111,678 | 90,000 | 3458.501 | Park's SDC's | 90,000 | 90,000 | 90,000 |
| 125,055 | 111,678 | 90,000 | Total - Charges for Goods and Services | | 90,000 | 90,000 | 90,000 |
| 1,845 | 2,098 | 2,300 | 3611 | Interest from Investments | 1,500 | 1,500 | 1,500 |
| 1,845 | 2,098 | 2,300 | Total - Miscellaneous Revenue | | 1,500 | 1,500 | 1,500 |
| 89,000 | - | - | 3971.358 | Transfer From General Cap Const | - | - | - |
| 89,000 | - | - | Total - Transfers In | | - | - | - |
| 478,317 | 542,617 | 272,300 | Revenues Total | | 366,500 | 366,500 | 366,500 |
| <u>Expenditures</u> | | | | | | | |
| 6,120 | - | 30,000 | 5419 | Other Professional Serv | 10,000 | 10,000 | 10,000 |
| 6,120 | - | 30,000 | Total - Materials & Services | | 10,000 | 10,000 | 10,000 |
| 43,356 | 307,694 | - | 5811.358 | Transfer to General Cap Const Fund | - | - | - |
| 43,356 | 307,694 | - | Total - Transfers Out | | - | - | - |
| - | - | 242,300 | 5981.005 | Reserve for Future Years | 356,500 | 356,500 | 356,500 |
| - | - | 242,300 | Total - Contingencies and Unappropriated Balances | | 356,500 | 356,500 | 356,500 |
| 49,476 | 307,694 | 272,300 | Expenditures Total | | 366,500 | 366,500 | 366,500 |
| 428,841 | 234,923 | - | Fund Net | Total: 364 - Parks SDC Fund | - | - | - |

Street SDC Fund – 376

Fund/Fund Number:
Department Director:

Street SDC Fund - 376
Randy Scott

Description of purpose/functions of department:

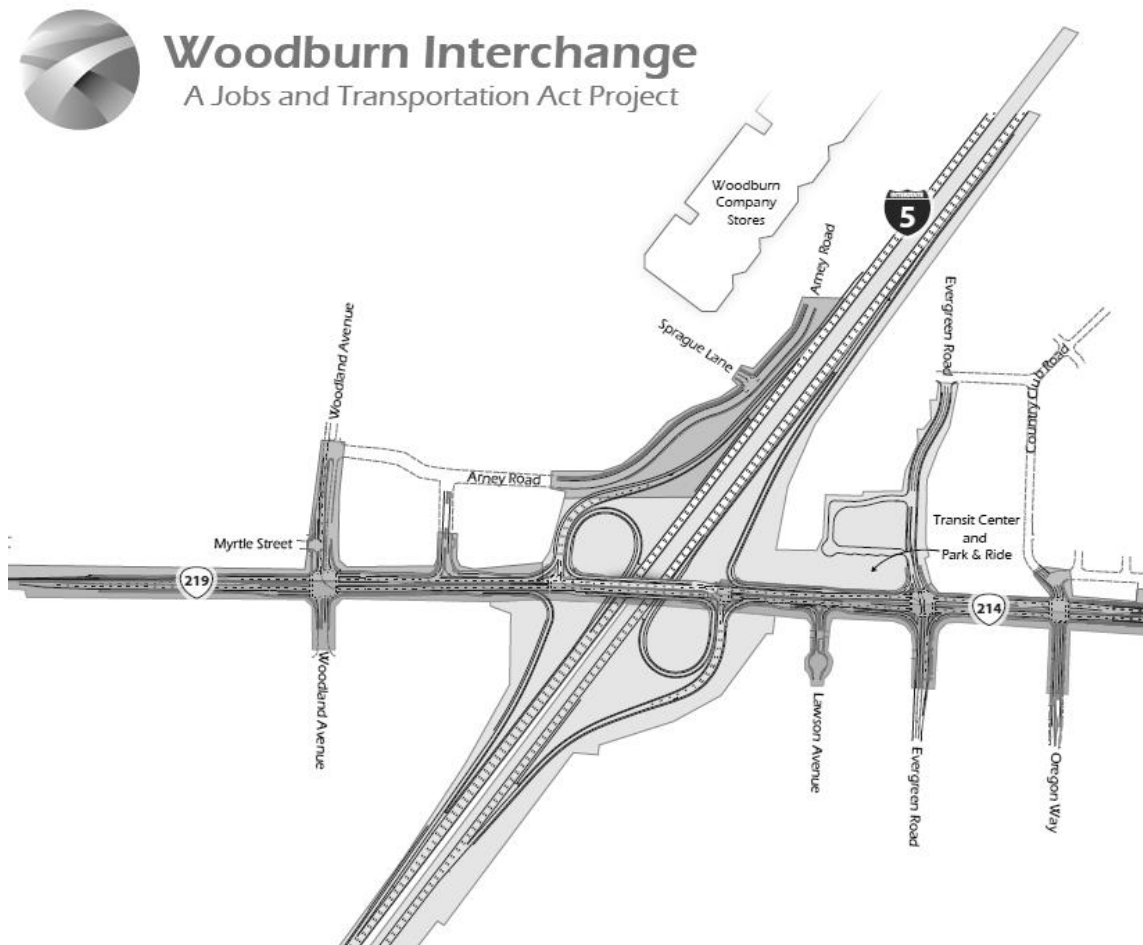
This fund is for the collection of Transportation Impact Fees (TIF) assessed against new development at the time the building permit is issued and used to fund improvements necessitated by increased demand for capacity. Revenue in this fund is used only for capacity improvements. The TIF charge is based 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. There are no personnel costs associated with this fund.

Description of FY 2015-16 projects:

- I-5 Interchange project has been completed with the exception of some landscaping
- Repayment from Special Assessment Fund

Description of FY 2016-17 proposed projects:

- Contribute to the cost of street capacity improvements for West Hayes Street Improvement (CIST1486) with transfers to Street & Storm Cap Const Fund estimated to be \$1,700,000



Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|------------------------------------|----------------------|----------------------|--|---|------------------------|------------------------|-----------------------|
| Fund: 376 - Street SDC Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 5,130,650 | 5,203,566 | 5,500,000 | 3081 | Beginning Fund Balance | 2,200,000 | 2,200,000 | 2,200,000 |
| 5,130,650 | 5,203,566 | 5,500,000 | Total - Fund Balance | | 2,200,000 | 2,200,000 | 2,200,000 |
| 521,933 | 440,595 | 325,000 | 3458.101 | Transportation Impact Fees | 200,000 | 200,000 | 200,000 |
| 521,933 | 440,595 | 325,000 | Total - Charges for Goods and Services | | 200,000 | 200,000 | 200,000 |
| 27,606 | 27,695 | 27,500 | 3611 | Interest from Investments | 1,000 | 1,000 | 1,000 |
| 139,104 | - | - | 3699 | Other Miscellaneous Income | - | - | - |
| 2,558 | - | - | 3881 | Reimbursements | - | - | - |
| 169,268 | 27,695 | 27,500 | Total - Miscellaneous Revenue | | 1,000 | 1,000 | 1,000 |
| - | - | 1,071,849 | 3971.360 | Transfer From Special Assessment Fund | 69,294 | 69,294 | 69,294 |
| 39,221 | 39,221 | 40,874 | 3972 | Interfund Loan Transfer | 39,544 | 39,544 | 39,544 |
| 39,221 | 39,221 | 1,112,723 | Total - Transfers In | | 108,838 | 108,838 | 108,838 |
| 5,861,072 | 5,711,077 | 6,965,223 | Revenues Total | | 2,509,838 | 2,509,838 | 2,509,838 |
| <u>Expenditures</u> | | | | | | | |
| 619,986 | 4,293,715 | 4,600,000 | 5631 | Streets/Alleys/Sidewalks | - | - | - |
| 619,986 | 4,293,715 | 4,600,000 | Total - Capital Outlay | | - | - | - |
| 29,663 | 29,895 | 30,141 | 5711 | Bond Principal, 1999 Oregon EDD, Due 12/1 | 30,399 | 30,399 | 30,399 |
| 7,857 | 6,373 | 4,879 | 5721 | Bond Interest, 1999 Oregon EDD, Due 12/1 | 3,371 | 3,371 | 3,371 |
| 37,520 | 36,268 | 35,020 | Total - Debt Service | | 33,770 | 33,770 | 33,770 |
| - | 277 | - | 5811.363 | Transfer to Street & Storm Cap Const Fund | 1,700,000 | 1,700,000 | 1,700,000 |
| - | 10,474 | 25,000 | 5811.465 | Transfer to Sewer Cap Const | - | - | - |
| - | 25,906 | - | 5811.466 | Transfer to Water Cap Const | - | - | - |
| - | 36,657 | 25,000 | Total - Transfers Out | | 1,700,000 | 1,700,000 | 1,700,000 |
| - | - | 2,233,938 | 5981.005 | Reserve for Future Years | 738,573 | 738,573 | 738,573 |
| - | - | 71,265 | 5981.007 | Reserve for Debt Service | 37,495 | 37,495 | 37,495 |
| - | - | 2,305,203 | Total - Contingencies and Unappropriated Balances | | 776,068 | 776,068 | 776,068 |
| 657,506 | 4,366,640 | 6,965,223 | Expenditures Total | | 2,509,838 | 2,509,838 | 2,509,838 |
| 5,203,566 | 1,344,437 | - | Fund Net | Total: 376 - Street SDC Fund | - | - | - |

Revenue Sources and Other Discussion

The **Charges for Goods and Services** category generate revenues in the fund. This fund's revenue is dependent on the collection of SDCs. SDC fees are dependent on development occurring – the slowdown in the economy and the slow recovery have a direct impact on the fund's ability to finance capital improvements.

Transfers In of \$108,838 represents repayment of \$39,544 from the General Fund, Water Fund and Sewer Fund for an inter-fund loan for the City's accounting and utility billing system and \$69,294 from the Special Assessment Fund for represents the final interest payment for an inter-fund loan. For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.

The debt serviced by this fund matures in FY 2017-18 and the outstanding principal as of June 30, 2016 is \$71,265. For a detailed listing of the debt outstanding, and annual debt service of the City, please refer to Debt Overview on page 179.

Storm SDC Fund – 377

Fund/Fund Number:

Storm SDC Fund - 377

Department Director:

Randy Scott

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 1,500 SF house, a 400 SF garage and a 400 SF driveway would be \$253. There are no personnel or personnel costs associated with this fund.

Description of FY 2015-16 projects:

- Due to lack of development and reduced revenues, no projects were funded in FY 2015-16

Description of FY 2016-17 proposed projects:

- Contribute to the cost of storm water system capacity improvements for the Fifth Street Storm project (CDST1487) and West Hayes road improvement project (CIST1486) with transfers to Street & Storm Cap Construction Fund estimated to be \$155,000

Revenue Sources and Other Discussion

The **Charges for Goods and Services** category generate revenues in the fund. This fund’s revenue is dependent on the collection of SDCs. SDC fees are dependent on development occurring – the slowdown in the economy and the slow recovery have a direct impact on the fund’s ability to finance capital improvements.

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|-----------------------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Fund: 377 - Storm SDC Fund | | | | | | |
| <u>Revenues</u> | | | | | | |
| 470,119 | 499,892 | 520,000 | 3081 Beginning Fund Balance | 496,000 | 496,000 | 496,000 |
| 470,119 | 499,892 | 520,000 | Total - Fund Balance | 496,000 | 496,000 | 496,000 |
| 27,191 | 31,471 | 20,000 | 3458.201 Storm SDC's | 25,000 | 25,000 | 25,000 |
| 27,191 | 31,471 | 20,000 | Total - Charges for Goods and Services | 25,000 | 25,000 | 25,000 |
| 2,582 | 2,628 | 2,500 | 3611 Interest from Investments | 2,500 | 2,500 | 2,500 |
| 2,582 | 2,628 | 2,500 | Total - Miscellaneous Revenue | 2,500 | 2,500 | 2,500 |
| 499,892 | 533,991 | 542,500 | Revenues Total | 523,500 | 523,500 | 523,500 |
| <u>Expenditures</u> | | | | | | |
| - | - | 60,000 | 5811.363 Transfer to Street & Storm Cap Const Fund | 155,000 | 155,000 | 155,000 |
| - | - | 60,000 | Total - Transfers Out | 155,000 | 155,000 | 155,000 |
| - | - | 482,500 | 5981.005 Reserve for Future Years | 368,500 | 368,500 | 368,500 |
| - | - | 482,500 | Total - Contingencies and Unappropriated Balances | 368,500 | 368,500 | 368,500 |
| - | - | 542,500 | Expenditures Total | 523,500 | 523,500 | 523,500 |
| 499,892 | 533,991 | - | Fund Net Total: 377 - Storm SDC Fund | - | - | - |



Water SDC Fund – 474

Fund/Fund Number:
Department Director:

Water SDC Fund - 474
Randy Scott

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 2015-16 projects:

- Waster Master Plan Update will move to FY 2016-17

Description of FY 2016-17 proposed projects:

- Water Master Plan Update estimated at \$100,000 for professional services

Revenue Sources and Other Discussion

The **Charges for Goods and Services** category generate revenues in the fund. This fund’s revenue is dependent on the collection of SDCs. SDC fees are dependent on development occurring. The slowdown in the economy and the slow recovery have a direct impact on the fund’s ability to finance capital improvements.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|------------------------------|----------------------|----------------------|--|------------------------------------|------------------------|------------------------|-----------------------|
| Fund: 474 - Water SDC | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 741,370 | 906,364 | 1,000,000 | 3081 | Beginning Fund Balance | 1,062,000 | 1,062,000 | 1,062,000 |
| 741,370 | 906,364 | 1,000,000 | Total - Fund Balance | | 1,062,000 | 1,062,000 | 1,062,000 |
| 160,636 | 146,485 | 100,000 | 3458.301 | Water SDC's | 100,000 | 100,000 | 100,000 |
| 160,636 | 146,485 | 100,000 | Total - Charges for Goods and Services | | 100,000 | 100,000 | 100,000 |
| 4,357 | 5,031 | 5,000 | 3611 | Interest from Investments | 5,000 | 5,000 | 5,000 |
| 4,357 | 5,031 | 5,000 | Total - Miscellaneous Revenue | | 5,000 | 5,000 | 5,000 |
| 906,364 | 1,057,880 | 1,105,000 | Revenue Totals | | 1,167,000 | 1,167,000 | 1,167,000 |
| <u>Expenditures</u> | | | | | | | |
| - | - | 100,000 | 5419 | Other Professional Serv | 100,000 | 100,000 | 100,000 |
| - | - | 100,000 | Total - Materials & Services | | 100,000 | 100,000 | 100,000 |
| - | - | 1,005,000 | 5981.005 | Reserve for Future Years | 1,067,000 | 1,067,000 | 1,067,000 |
| - | - | 1,005,000 | Total - Contingencies and Unappropriated Balances | | 1,067,000 | 1,067,000 | 1,067,000 |
| - | - | 1,105,000 | Expenditure Totals | | 1,167,000 | 1,167,000 | 1,167,000 |
| 906,364 | 1,057,880 | - | Fund Net | Total: 474 - Water SDC Fund | - | - | - |



Sewer SDC Fund – 475

Fund/Fund Number:
Department Director:

Sewer SDC Fund - 475
Randy Scott

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. Funds are used for capacity improvements for sanitary sewer projects.

Description of FY 2014-15 projects:

- Due to lack of development and reduced revenues no projects were funded in FY 2014-15

Description of FY 2015-16 proposed projects:

- Contribute to cost of sanitary sewer capacity improvements for the Young Street pipeline project (CDSW1469) with transfers to Sewer Cap Const Fund estimated to be \$500,000

Revenue Sources and Other Discussion

The **Charges for Goods and Services** category generate revenues in the fund. This fund’s revenue is dependent on the collection of SDCs. SDC fees are dependent on development occurring. The slowdown in the economy and the slow recovery have a direct impact on the fund’s ability to finance capital improvements.

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 187.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|------------------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Fund: 475 - Sewer SDC | | | | | | |
| <u>Revenues</u> | | | | | | |
| 449,265 | 687,934 | 850,000 | 3081 Beginning Fund Balance | 1,060,000 | 1,060,000 | 1,060,000 |
| 449,265 | 687,934 | 850,000 | Total - Fund Balance | 1,060,000 | 1,060,000 | 1,060,000 |
| 235,714 | 214,407 | 150,000 | 3458.401 Sewer SDC's | 225,000 | 225,000 | 225,000 |
| 235,714 | 214,407 | 150,000 | Total - Charges for Goods and Services | 225,000 | 225,000 | 225,000 |
| 2,955 | 4,124 | 4,000 | 3611 Interest from Investments | 5,000 | 5,000 | 5,000 |
| 2,955 | 4,124 | 4,000 | Total - Miscellaneous Revenue | 5,000 | 5,000 | 5,000 |
| 687,934 | 906,465 | 1,004,000 | Revenue Totals | 1,290,000 | 1,290,000 | 1,290,000 |
| <u>Expenditures</u> | | | | | | |
| - | - | 500,000 | 5811.465 Transfer to Sewer Cap Const | 500,000 | 500,000 | 500,000 |
| - | - | 500,000 | Total - Transfers Out | 500,000 | 500,000 | 500,000 |
| - | - | 504,000 | 5981.005 Reserve for Future Years | 790,000 | 790,000 | 790,000 |
| - | - | 504,000 | Total - Contingencies and Unappropriated Balances | 790,000 | 790,000 | 790,000 |
| - | - | 1,004,000 | Expenditure Totals | 1,290,000 | 1,290,000 | 1,290,000 |
| 687,934 | 906,465 | - | Fund Net Total: 475 - Sewer SDC Fund | - | - | - |



Internal Services Funds



Information Technology Fund – 568

Fund/Fund Number: Information Technology Fund - 568
Department/Department Number: Finance - 151
Department Director: Sarah Head

Description of purpose/functions of department:

This program provides the City's Information Technology 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 and other devices used by each program. The methodology for charging out costs was revised to include labor costs in FY 2013-14 and to account for all program costs within the Information Technology program budget.

This fund 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 Technology.

Description of department, including number of personnel:

The department consists of four full-time employees.

Description of FY 2015-16 accomplishments:

- Set up a Microsoft Enterprise Agreement Upgrade that will allow us to keep all PCs on the latest version of MS Office, SharePoint, and other miscellaneous MS products; once in place upgrading all PCs to MS Office 2013
- Migrated old physical server to new virtual servers

Description of FY 2016-17 proposed focus/goals:

- Work on record retention policies, with focus being on social media, and then implement a solution to keep in compliance with said policies
- Improve our wireless network functionality and coverage, making sure we have a good reliable wireless that meets everyone's needs
- Upgrade our Police, Fire, EMS, and Dispatch software from Aegis version 10 to version 11. This includes replacing 4 central servers and upgrading a number of clients
- Work on our Web Content Management System to provide a consistent website look and feel, while making it easy for staff to maintain
- Work to improve network security and performance. See about upgrading firewalls, better security monitoring, network traffic analyzer, and general network hardware and software
- Work with HR on procedures and checklists to improve new user onboarding, making sure to include security training. Also working on a more reliable and consistent off boarding process

Fund Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|------------------------------------|----------------------|----------------------|--|------------------------|------------------------|-----------------------|
| Information Technology Fund | | | | | | |
| Revenues | | | | | | |
| 68,364 | 119,713 | 70,000 | Fund Balance | 115,000 | 115,000 | 115,000 |
| 99,051 | 95,594 | 110,531 | Charges for Goods and Services | 113,572 | 113,572 | 113,572 |
| 662,655 | 709,797 | 713,060 | Miscellaneous Revenue | 798,999 | 798,999 | 798,999 |
| 187,000 | 57,529 | 57,529 | Transfers In | 57,529 | 57,529 | 57,529 |
| 1,017,070 | 982,633 | 951,120 | Revenues Total | 1,085,100 | 1,085,100 | 1,085,100 |
| Expenditures | | | | | | |
| 346,784 | 332,180 | 362,559 | Personnel Services | 375,156 | 375,156 | 375,156 |
| 274,096 | 396,878 | 442,551 | Materials & Services | 474,357 | 474,357 | 474,357 |
| 276,477 | 93,183 | 117,529 | Capital Outlay | 102,529 | 102,529 | 102,529 |
| - | - | 28,481 | Contingencies and Reserve | 133,058 | 133,058 | 133,058 |
| 897,357 | 822,241 | 951,120 | Expenditures Total | 1,085,100 | 1,085,100 | 1,085,100 |
| 119,713 | 160,392 | - | Revenue Over (Under) Expenditures | - | - | - |

Revenue Sources and Other Discussion

The **Miscellaneous** category in an internal service fund such as Information Technology represents the charge assessed to city departments for network support, technology maintenance and replacement support. In the case of the Information Technology Fund, this equates to \$798,999. This is budgeted based on an average cost per computer in service within the department.

The **Transfers In** of \$57,529 represents payments from the other funds for the third of four annual payments due to the vendor for the phone system purchased in FY 2013-14.

Charges for Goods and Services include intergovernmental support revenue for network maintenance and support provided to area agencies. At \$113,572, this revenue source provides 9 percent of the total operating revenue in the fund.

Materials & Services increased because of new enterprise software agreement from Microsoft. There was also an increase for the New World maintenance agreement.

Capital Outlay expenditures for this fund are equipment related, not capital projects. The line item detail report for this fund shows the types of equipment purchases planned, including \$57,529 for the phone system purchased in FY 2013-14 and reflects the third of four annual payments. Network is budgeted at \$45,000 which will capture the cost for any replacement components to maintain and expand the City's network. These assets are typically servers, which qualify as Capital Outlay.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|---|---------------------------------------|------------------------|------------------------|-----------------------|
| Fund: 568 - Information Technology | | | | | | | |
| Revenues | | | | | | | |
| 68,364 | 119,713 | 70,000 | 3081 | Beginning Fund Balance | 115,000 | 115,000 | 115,000 |
| 68,364 | 119,713 | 70,000 | Total - Fund Balance | | 115,000 | 115,000 | 115,000 |
| 11,195 | 11,882 | 11,531 | 3421.002 | Reimbursements Hubbard | - | - | - |
| 20,123 | 14,367 | 16,000 | 3421.003 | Reimbursements Mt Angel | 4,000 | 4,000 | 4,000 |
| 37,587 | 31,686 | 32,000 | 3421.004 | Reimbursements Silverton | 5,000 | 5,000 | 5,000 |
| 1,700 | - | 1,000 | 3421.005 | Reimburse Aurora FD | 1,000 | 1,000 | 1,000 |
| - | - | 1,000 | 3421.006 | Reimburse St Paul FD | - | - | - |
| 1,081 | 1,500 | 1,000 | 3421.007 | Reimburse Mt Angel FD | 1,000 | 1,000 | 1,000 |
| 18,659 | 21,604 | 34,000 | 3421.008 | Reimbursement METCOM (Norcom) | 34,000 | 34,000 | 34,000 |
| 3,131 | 1,032 | 1,000 | 3421.009 | Reimbursement Gervais | 1,500 | 1,500 | 1,500 |
| 3,139 | 2,692 | 5,000 | 3421.010 | Reimbursement Woodburn Fire Dist | 3,000 | 3,000 | 3,000 |
| 2,436 | 10,831 | 8,000 | 3421.011 | Reimbursement Stayton PD | - | - | - |
| - | - | - | 3422.002 | Rec Mgmt (RMS) Hubbard | 11,974 | 11,974 | 11,974 |
| - | - | - | 3422.003 | Rec Mgmt (RMS) Mt. Angel | 12,401 | 12,401 | 12,401 |
| - | - | - | 3422.003 | Rec Mgmt (RMS) Silverton | 28,305 | 28,305 | 28,305 |
| - | - | - | 3422.010 | Rec Mgmt (RMS) Woodburn Fire District | 1,899 | 1,899 | 1,899 |
| - | - | - | 3422.011 | Rec Mgmt (RMS) Stayton PD | 7,594 | 7,594 | 7,594 |
| - | - | - | 3422.012 | Rec Mgmt (RMS) Turner PD | 1,899 | 1,899 | 1,899 |
| 99,051 | 95,594 | 110,531 | Total - Charges for Goods and Services | | 113,572 | 113,572 | 113,572 |
| 1,905 | 1,675 | 2,000 | 3611 | Interest from Investments | 1,500 | 1,500 | 1,500 |
| 475,050 | 537,308 | 550,770 | 3652.001 | IS Revenue - General Fund | 634,399 | 634,399 | 634,399 |
| 12,600 | 19,140 | 19,865 | 3652.110 | IS Revenue - Transit | 19,400 | 19,400 | 19,400 |
| 12,600 | 13,200 | 13,700 | 3652.123 | IS Revenue - Building Inspection | 13,263 | 13,263 | 13,263 |
| 15,750 | 23,100 | 20,550 | 3652.140 | IS Revenue - Street | 20,035 | 20,035 | 20,035 |
| 34,650 | 36,300 | 37,675 | 3652.470 | IS Revenue - Water | 40,070 | 40,070 | 40,070 |
| 56,700 | 62,700 | 68,500 | 3652.472 | IS Revenue - Sewer | 70,332 | 70,332 | 70,332 |
| 53,400 | - | - | 3652.582 | IS Revenue - Public Works Services | - | - | - |
| - | 16,374 | - | 3699 | Other Miscellaneous Income | - | - | - |
| 662,655 | 709,797 | 713,060 | Total - Miscellaneous Revenue | | 798,999 | 798,999 | 798,999 |
| 187,000 | 23,769 | 23,769 | 3971.001 | Transfer From General Fund | 23,769 | 23,769 | 23,769 |
| - | 3,001 | 3,001 | 3971.110 | Transfer From Transit | 3,001 | 3,001 | 3,001 |
| - | 3,001 | 3,001 | 3971.123 | Transfer From Building | 3,001 | 3,001 | 3,001 |
| - | 4,501 | 4,501 | 3971.140 | Transfer From Street | 4,501 | 4,501 | 4,501 |
| - | 9,753 | 9,753 | 3971.470 | Transfer From Water | 9,753 | 9,753 | 9,753 |
| - | 13,504 | 13,504 | 3971.472 | Transfer From Sewer | 13,504 | 13,504 | 13,504 |
| 187,000 | 57,529 | 57,529 | Total - Transfers In | | 57,529 | 57,529 | 57,529 |
| 1,017,070 | 982,633 | 951,120 | Revenue Totals | | 1,085,100 | 1,085,100 | 1,085,100 |

New revenue accounts were created for better transparency. Reimbursement 3421 represents service, while the new account Rec Mgmt 3422 represents a pass through of software costs.

| FY 2013-14 | FY 2014-15 | FY 2015-16 | Account Description | | FY 2016-17 | FY 2016-17 | FY 2016-17 |
|---------------------|----------------|----------------|--|---|------------------|------------------|------------------|
| Actual | Actual | Budget | | | Proposed | Approved | Adopted |
| <u>Expenditures</u> | | | | | | | |
| 234,598 | 230,583 | 243,574 | 5111 | Regular Wages | 256,074 | 256,074 | 256,074 |
| 1,195 | 610 | - | 5121 | Overtime | - | - | - |
| 102 | 107 | 127 | 5211 | OR Workers' Benefit | 127 | 127 | 127 |
| 17,632 | 17,334 | 18,638 | 5212 | Social Security | 19,596 | 19,596 | 19,596 |
| 44,116 | 36,406 | 40,046 | 5213 | Med & Dent Ins | 38,372 | 38,372 | 38,372 |
| 44,699 | 43,567 | 56,453 | 5214 | Retirement | 59,353 | 59,353 | 59,353 |
| 1,071 | 1,009 | 1,000 | 5215 | Long Term Disability Ins | 1,001 | 1,001 | 1,001 |
| 2,804 | 2,036 | 2,195 | 5216 | Unemployment Insurance | 259 | 259 | 259 |
| 566 | 529 | 526 | 5217 | Life Insurance | 374 | 374 | 374 |
| 346,784 | 332,180 | 362,559 | Total - Personnel Services | | 375,156 | 375,156 | 375,156 |
| 40,893 | 30,815 | 35,000 | 5315 | Computer Supplies | 35,000 | 35,000 | 35,000 |
| 1,406 | 3,242 | 2,000 | 5319 | Office Supplies | 1,000 | 1,000 | 1,000 |
| 34,176 | 45,094 | 47,000 | 5415 | Computer | 61,740 | 61,740 | 61,740 |
| 9,468 | 36,340 | 42,400 | 5419 | Other Professional Serv | 20,000 | 20,000 | 20,000 |
| 8,080 | 4,789 | 9,000 | 5421 | Telephone/Data | 9,000 | 9,000 | 9,000 |
| 1,465 | 331 | 500 | 5422 | Postage | 500 | 500 | 500 |
| 9,138 | 9,420 | 11,000 | 5423 | Internet | 11,000 | 11,000 | 11,000 |
| 908 | 768 | 1,500 | 5433 | Mileage | 2,000 | 2,000 | 2,000 |
| 158,643 | 242,244 | 267,500 | 5446 | Software Licenses | 279,200 | 279,200 | 279,200 |
| - | 14,665 | 15,602 | 5448 | Internal Rent | 16,277 | 16,277 | 16,277 |
| - | - | - | 5449 | Other Leases | 24,900 | 24,900 | 24,900 |
| 3,895 | 2,669 | 2,766 | 5464 | Workers' Comp | 4,508 | 4,508 | 4,508 |
| 3,116 | 3,901 | 4,283 | 5465 | General Liability Insur | 5,232 | 5,232 | 5,232 |
| 2,908 | 2,600 | 4,000 | 5492 | Registrations/Training | 4,000 | 4,000 | 4,000 |
| 274,096 | 396,878 | 442,551 | Total - Materials & Services | | 474,357 | 474,357 | 474,357 |
| 49,822 | - | 20,000 | 5645 | Computing | - | - | - |
| 39,655 | 35,667 | 40,000 | 5645.101 | Network | 45,000 | 45,000 | 45,000 |
| 187,000 | 57,516 | 57,529 | 5645.102 | Telephone | 57,529 | 57,529 | 57,529 |
| 276,477 | 93,183 | 117,529 | Total - Capital Outlay | | 102,529 | 102,529 | 102,529 |
| - | - | 28,481 | 5921 | Contingency | 133,058 | 133,058 | 133,058 |
| - | - | 28,481 | Total - Contingencies and Unappropriated Balances | | 133,058 | 133,058 | 133,058 |
| 897,356 | 822,241 | 951,120 | Expenditure Totals | | 1,085,100 | 1,085,100 | 1,085,100 |
| 119,713 | 160,392 | - | Fund Net | Total: 568 - Information Technology Fund | - | - | - |

Insurance Fund – 581

Fund/Fund Number: Insurance Fund - 581
Department/Department Number: Risk Management - 131
Department Director: Heather Pierson

Description of purpose/functions of department:

Management of insurance activities including Workers Compensation, automobile, property and liability coverage and claims.

Description of department, including number of personnel:

Risk Management is one of the functions of the City Recorder. One-third 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 2015-16 accomplishments:

- Development of insurance certificate tracking system
- Completed best practices survey with City County Insurance Services (CIS)

Description of FY 2016-17 proposed focus/goals:

- Form an Executive Risk Management committee
- Risk management incentive program
- Work with Human Resources and Safety Committee on safety-related training city-wide
- Work on five risk management bonus programs offered by CIS to members

Fund Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|-----------------------|----------------------|----------------------|---------------------------|------------------------|------------------------|-----------------------|
| Insurance Fund | | | | | | |
| Revenues | | | | | | |
| 396,815 | 397,011 | 250,000 | Fund Balance | 75,000 | 75,000 | 75,000 |
| 504,162 | 570,462 | 659,238 | Miscellaneous Revenue | 826,355 | 826,355 | 826,355 |
| 900,977 | 967,473 | 909,238 | Revenues Total | 901,355 | 901,355 | 901,355 |
| Expenditures | | | | | | |
| 53,287 | 45,538 | 45,231 | Personnel Services | 36,586 | 36,586 | 36,586 |
| 450,679 | 648,921 | 692,815 | Materials & Services | 787,644 | 787,644 | 787,644 |
| - | - | 171,192 | Contingencies and Reserve | 77,125 | 77,125 | 77,125 |
| 503,966 | 694,459 | 909,238 | Expenditures Total | 901,355 | 901,355 | 901,355 |

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|-----------------------------------|----------------------|----------------------|--|------------------------------------|------------------------|------------------------|-----------------------|
| Fund: 581 - Insurance Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 396,815 | 397,011 | 250,000 | 3081 | Beginning Fund Balance | 75,000 | 75,000 | 75,000 |
| 396,815 | 397,011 | 250,000 | Total - Fund Balance | | 75,000 | 75,000 | 75,000 |
| 2,599 | 2,463 | 2,500 | 3611 | Interest from Investments | 2,500 | 2,500 | 2,500 |
| 277,942 | 277,942 | 316,840 | 3658.101 | General Liability | 372,455 | 372,455 | 372,455 |
| 222,063 | 261,415 | 338,898 | 3658.104 | Workers Comp | 450,400 | 450,400 | 450,400 |
| 1,558 | 28,642 | 1,000 | 3699 | Other Miscellaneous Income | 1,000 | 1,000 | 1,000 |
| 504,162 | 570,462 | 659,238 | Total - Miscellaneous Revenue | | 826,355 | 826,355 | 826,355 |
| 900,977 | 967,473 | 909,238 | Revenue Totals | | 901,355 | 901,355 | 901,355 |
| <u>Expenditures</u> | | | | | | | |
| 38,592 | 33,935 | 33,585 | 5111 | Regular Wages | 27,665 | 27,665 | 27,665 |
| 17 | 14 | 18 | 5211 | OR Workers' Benefit | 14 | 14 | 14 |
| 2,937 | 2,573 | 2,571 | 5212 | Social Security | 2,118 | 2,118 | 2,118 |
| 2,845 | 1,316 | 1,011 | 5213 | Med & Dent Ins | 368 | 368 | 368 |
| 8,161 | 7,176 | 7,525 | 5214 | Retirement | 6,242 | 6,242 | 6,242 |
| 181 | 148 | 143 | 5215 | Long Term Disability Ins | 109 | 109 | 109 |
| 459 | 299 | 303 | 5216 | Unemployment Insurance | 28 | 28 | 28 |
| 95 | 77 | 75 | 5217 | Life Insurance | 42 | 42 | 42 |
| 53,287 | 45,538 | 45,231 | Total - Personnel Services | | 36,586 | 36,586 | 36,586 |
| - | - | - | 5432 | Meals | 25 | 25 | 25 |
| - | 349 | 250 | 5433 | Mileage | 200 | 200 | 200 |
| - | 592 | 500 | 5439 | Travel | 500 | 500 | 500 |
| 49,980 | 60,552 | 55,000 | 5461 | Auto Insurance | 82,156 | 82,156 | 82,156 |
| - | - | 2,000 | 5462 | Employee Blanket Bond | 2,000 | 2,000 | 2,000 |
| 67,426 | 82,291 | 91,000 | 5463 | Bldg/Personal Prop | 104,746 | 104,746 | 104,746 |
| 189,003 | 321,189 | 350,000 | 5464 | Workers' Comp | 373,363 | 373,363 | 373,363 |
| 123,027 | 132,749 | 155,000 | 5465 | General Liability Insur | 185,554 | 185,554 | 185,554 |
| 500 | - | 20,000 | 5468 | Deductible | 20,000 | 20,000 | 20,000 |
| 20,499 | 50,769 | 18,000 | 5469 | Other Insurance Costs | 18,000 | 18,000 | 18,000 |
| 65 | - | 65 | 5491 | Dues & Subscriptions | 100 | 100 | 100 |
| 179 | 430 | 1,000 | 5492 | Registrations/Training | 1,000 | 1,000 | 1,000 |
| 450,679 | 648,921 | 692,815 | Total - Materials & Services | | 787,644 | 787,644 | 787,644 |
| - | - | 171,192 | 5921 | Contingency | 77,125 | 77,125 | 77,125 |
| - | - | 171,192 | Total - Contingencies and Unappropriated Balances | | 77,125 | 77,125 | 77,125 |
| 503,966 | 694,459 | 909,238 | Expenditures Total | | 901,355 | 901,355 | 901,355 |
| 397,011 | 273,014 | - | Fund Net | Total: 581 - Insurance Fund | - | - | - |

Revenue Sources and Other Discussion

Revenues in the Insurance Fund come from charges to other funds. The **Miscellaneous Revenue** category represents the charges assessed to City departments for the City's insurance coverage. These charges and interest are the only revenue for the insurance fund.

The City's workers compensation policy is a retro/self-insured policy with an annual maximum of 130 percent of base premium paid. The maximum for each year varies. The target balance for **Contingency** is \$500,000 which would protect against claims from multiple open claim years. Claims have continued at high levels for several quarters so rates charged to the funds were increased significantly to address the risk of shortfall.

Equipment Replacement Fund – 591

Fund/Fund Number: Equip Replacement Fund - 591
Department/Department Number: Various
Department Director: Randy Scott

Description of purpose/functions of department:

This fund is used for replacing vehicles and other equipment when useful life is done. Historically, each Public Works division transferred an amount about equal to 1/10 of the value of the department's fixed asset inventory every year. Some equipment is very expensive to replace. In more recent years, transfers have been limited because of funding and the City has opted to incur risk of funding equipment purchases without reserves in an effort to maintain service levels and staffing.

Description of department, including number of personnel:

No personnel costs are charged to this fund.

Description of FY 2015-16 expenditures:

- The Sewer Department replaced a flail mower for the poplar tree area
- The Street Department replaced a tractor and mower for right-of-way maintenance

Description of FY 2016-17 expenditures:

- There are no purchases planned this year

Revenue Sources and Other Discussion

The **Transfers In** category contains transfers from other Public Works divisions to cover the cost associated with replacing vehicles and equipment. This is the fund's sole source of revenue besides a small amount from interest earned. These transfers will continue only if funds are available.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|--|------------------------|-----------------------|
| Fund: 591 - Equipment Replacement Fd | | | | | | |
| <u>Revenues</u> | | | | | | |
| Department: 000 - Revenue | | | | | | |
| 711,005 | 812,267 | 884,837 | 3081 | Beginning Fund Balance | 880,337 | 880,337 |
| 711,005 | 812,267 | 884,837 | Total - Fund Balance | | 880,337 | 880,337 |
| 4,297 | 4,441 | 4,500 | 3611 | Interest from Investments | 4,500 | 4,500 |
| 4,297 | 4,441 | 4,500 | Total - Miscellaneous Revenue | | 4,500 | 4,500 |
| 30,000 | 30,000 | 30,000 | 3971.14 | Transfer from Street | 30,000 | 30,000 |
| 10,000 | 10,000 | 10,000 | 3971.470 | Transfer From Water | 10,000 | 10,000 |
| 70,259 | 50,000 | 30,000 | 3971.472 | Transfer From Sewer | 30,000 | 30,000 |
| 5,000 | - | - | 3971.582 | Transfer From Public Works Svcs | - | - |
| 115,259 | 90,000 | 70,000 | Total - Transfers In | | 70,000 | 70,000 |
| 830,561 | 906,707 | 959,337 | Department Total: 000 - Revenue | | 954,837 | 954,837 |
| <u>Expenditures</u> | | | | | | |
| Department: 611 - Water | | | | | | |
| Program: 9211 - Equipment Purchases | | | | | | |
| - | - | 319,707 | 5649 | Other Equipment | 331,342 | 331,342 |
| - | - | 319,707 | Total - Capital Outlay | | 331,342 | 331,342 |
| - | - | 319,707 | Department Total: 611 Water | | 331,342 | 331,342 |
| Department: 621 - Sewer | | | | | | |
| - | - | 466,057 | 5649 | Other Equipment | 489,393 | 489,393 |
| - | - | 466,057 | Total - Capital Outlay | | 489,393 | 489,393 |
| - | - | 466,057 | Department Total: 621 - Sewer | | 489,393 | 489,393 |
| Department: 631 - Maintenance | | | | | | |
| - | - | 142,867 | 5649 | Other Equipment | 103,239 | 103,239 |
| - | - | 142,867 | Total - Capital Outlay | | 103,239 | 103,239 |
| - | - | 142,867 | Department Total: 631 - Maintenance | | 103,239 | 103,239 |
| Department: 671 - Transit | | | | | | |
| - | 21,901 | - | 5811.001 | Transfer to General Fund | - | - |
| 18,294 | - | - | 5811.110 | Transfer to Transit | - | - |
| 18,294 | 21,901 | - | Total - Transfers Out | | - | - |
| 18,294 | 21,901 | - | Department Total: 671 - Transit | | - | - |
| Department: 691 - Engineering | | | | | | |
| - | - | 30,706 | 5649 | Other Equipment | 30,863 | 30,863 |
| - | - | 30,706 | Total - Capital Outlay | | 30,863 | 30,863 |
| - | - | 30,706 | Department Total: 691 - Engineering | | 30,863 | 30,863 |
| 18,294 | 21,901 | 959,337 | Expendures Total | | 954,837 | 954,837 |
| 812,267 | 884,806 | - | Fund Net | Total: 591 - Equipment Replacement Fd | - | - |

Trust Funds

Library Endowment Fund – 690

Fund/Fund Number: Library Endowment Fund - 690
Department/Department Number: Library - 311
Department Director: Jim Row

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 from interest earnings and small donation, although the fund provides a mechanism for major bequest(s) or donation(s) in support of the Library.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|--|------------------------|------------------------|-----------------------|
| Fund: 690 - Library Endowment Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 26,121 | 26,261 | 26,391 | 3081 | Beginning Fund Balance | 26,495 | 26,495 | 26,495 |
| 26,121 | 26,261 | 26,391 | Total - Fund Balance | | 26,495 | 26,495 | 26,495 |
| 140 | 134 | 100 | 3611 | Interest from Investments | 100 | 100 | 100 |
| 140 | 134 | 100 | Total - Miscellaneous Revenue | | 100 | 100 | 100 |
| 26,261 | 26,395 | 26,491 | Revenue Totals | | 26,595 | 26,595 | 26,595 |
| - | - | 26,491 | 5921 | Contingency | 26,595 | 26,595 | 26,595 |
| - | - | 26,491 | Total - Contingencies and Unappropriated Balances | | 26,595 | 26,595 | 26,595 |
| - | - | 26,491 | Expenditures Total | | 26,595 | 26,595 | 26,595 |
| 26,261 | 26,395 | - | Fund Net | Total: 690 - Library Endowment Fund | - | - | - |

Museum Endowment Fund – 691

Fund/Fund Number: Museum Endowment Fund - 691
Department/Department Number: Community Services - 421
Department Director: Jim Row

Description of purpose/functions of department:

The Museum Endowment maintains and segregates 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 FY 2001-02.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|--------------------------------------|---|------------------------|------------------------|-----------------------|
| Fund: 691 - Museum Endowment Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 2,930 | 3,011 | 3,025 | 3081 | Beginning Fund Balance | - | - | - |
| 2,930 | 3,011 | 3,025 | Total - Fund Balance | | - | - | - |
| 16 | 16 | 15 | 3611 | Interest from Investments | - | - | - |
| 65 | 170 | - | 3699 | Other Miscellaneous Income | - | - | - |
| 81 | 186 | 15 | Total - Miscellaneous Revenue | | - | - | - |
| 3,011 | 3,196 | 3,040 | Revenue Totals | | - | - | - |
| - | - | 3,040 | 5811.358 | Transfer to General Cap Const Fund | - | - | - |
| - | - | 3,040 | Total -Transfers Out | | - | - | - |
| - | - | 3,040 | Expenditures Total | | - | - | - |
| 3,011 | 3,196 | - | Fund Net | Total: 691 - Museum Endowment Fund | - | - | - |

Lavelle Black Trust Fund – 695

Fund/Fund Number: Lavelle Black Trust Fund - 695
Department/Department Number: Police - 211
Department Director: James C. Ferraris

Description of purpose/functions of department:

This program facilitates the private donation of monies from Leonard Black to the Police Department for use in sustaining the K-9 Program in the name of Lavelle Black. A portion of the monies will be appropriated to Materials & Services, while the majority and remainder will be held in contingency. The use of proceeds will be limited to ongoing costs associated with the replacement, care, training and equipping of K-9 units.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|--|--|------------------------|------------------------|-----------------------|
| Fund: 695 - Lavelle Black Trust Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 51,877 | 45,763 | 45,087 | 3081 | Beginning Fund Balance | 40,000 | 40,000 | 40,000 |
| 51,877 | 45,763 | 45,087 | Total - Fund Balance | | 40,000 | 40,000 | 40,000 |
| 250 | 229 | 200 | 3611 | Interest from Investments | 200 | 200 | 200 |
| 265 | - | - | 3673 | Donations-Police | - | - | - |
| 514 | 229 | 200 | Total - Miscellaneous Revenue | | 200 | 200 | 200 |
| 52,391 | 45,992 | 45,287 | Revenue Totals | | 40,200 | 40,200 | 40,200 |
| <u>Expenditures</u> | | | | | | | |
| - | 475 | 2,000 | 5329 | Other Supplies | 2,000 | 2,000 | 2,000 |
| 6,628 | - | 8,000 | 5419 | Other Professional Serv | 8,000 | 8,000 | 8,000 |
| - | 425 | - | 5492 | Registrations/Training | - | - | - |
| 6,628 | 900 | 10,000 | Total - Materials & Services | | 10,000 | 10,000 | 10,000 |
| | | 35,287 | 5921 | Contingency | 30,200 | 30,200 | 30,200 |
| - | - | 35,287 | Total - Contingencies and Unappropriated Balances | | 30,200 | 30,200 | 30,200 |
| 6,628 | 900 | 45,287 | Expenditures Total | | 40,200 | 40,200 | 40,200 |
| 45,763 | 45,092 | - | Fund Net | Total: 695 - Lavelle Black Trust Fund | - | - | - |

Closed Funds



RSVP Fund – 138 – Closed

Fund/Fund Number:

RSVP - 138

Department/Department Number:

RSVP - 481

This fund was merged into the General Fund during FY 2013-14.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|-------------------------------------|------------------------|------------------------|-----------------------|
| Fund: 138 - RSVP Fund | | | | | | |
| <u>Revenues</u> | | | | | | |
| 5,920 | - | - | 3081 Beginning Fund Balance | - | - | - |
| 5,920 | - | - | Total - Fund Balance | - | - | - |
| <hr/> | | | | | | |
| 5,920 | - | - | Revenues Total | - | - | - |
| Program: 9711 - Operating Transfer Out | | | | | | |
| 5,920 | - | - | 5811 Transfer to General Fund | - | - | - |
| 5,920 | - | - | Total - Transfers Out | - | - | - |
| <hr/> | | | | | | |
| 5,920 | - | - | Department Total: 481 - RSVP | - | - | - |
| <hr/> | | | | | | |
| - | - | - | Fund Net: 138 - RSVP Fund | - | - | - |

Cable Franchise Fund – 139 – Closed

Fund/Fund Number:

Cable Franchise - 139

Department/Department Number:

Finance - 151

Description of purpose/functions of department:

The Cable Franchise Fund was closed in FY 2013-14 and any remaining balance was moved to the General Fund.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---|----------------------|----------------------|---|------------------------|------------------------|-----------------------|
| Fund: 139 - Cable Franchise Fund | | | | | | |
| <u>Revenues</u> | | | | | | |
| 8,057 | - | - | 3081 Beginning Fund Balance | - | - | - |
| 8,057 | - | - | Total - Fund Balance | - | - | - |
| | | | | | | |
| Franchise Fees | | | | | | |
| 10,603 | - | - | 3235 Franchise Fee, Wave BB | - | - | - |
| 10,603 | - | - | Total - Franchise Fees | - | - | - |
| | | | | | | |
| Miscellaneous Revenue | | | | | | |
| 4 | - | - | 3611 Interest from Investments | - | - | - |
| 3,156 | - | - | 3641 Annual Access Fee | - | - | - |
| 3,160 | - | - | Total - Miscellaneous Revenue | - | - | - |
| | | | | | | |
| 21,820 | - | - | Revenues Total | - | - | - |
| | | | | | | |
| <u>Expenditures</u> | | | | | | |
| Department: 121 - Administration | | | | | | |
| Program: 7811 - Cable TV | | | | | | |
| Materials & Services | | | | | | |
| 5,537 | - | - | 5419 Other Professional Serv | - | - | - |
| 4,500 | - | - | 5429 Other Communication Serv | - | - | - |
| 11,783 | - | - | 5499 Other Services (Acct Closed) | - | - | - |
| 21,820 | - | - | Total - Materials & Services | - | - | - |
| | | | | | | |
| 21,820 | - | - | Program Total: 7811 - Cable TV | - | - | - |
| | | | | | | |
| 21,820 | - | - | Expenditures Total | - | - | - |
| | | | | | | |
| - | - | - | Fund Net: 139 - Cable Franchise Fund | - | - | - |

Public Works Services Fund – 582 – Closed

Fund/Fund Number:

Public Works Services - 582

This fund was closed in FY 2013-14 and departments were moved to other funds beginning with the 2014-15 budget year.

- Facilities Maintenance – merged with Parks Maintenance into General Fund department called Maintenance
- Engineering – maintained same department name and number, moved to the General Fund
- Garage - maintained same department name and number, moved to the Street Fund
- Public Works Administration – individual employees were reassigned, as applicable

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|--|----------------------|----------------------|---|------------------------|------------------------|-----------------------|
| Fund: 582 - Public Works Services | | | | | | |
| Revenues | | | | | | |
| Department: 000 - Revenue | | | | | | |
| 183,079 | - | - | 3081 Beginning Fund Balance | - | - | - |
| 183,079 | - | - | Total - Fund Balance | - | - | - |
| | | | | | | |
| 9,444 | - | - | 3224 R/W Construction Permits | - | - | - |
| 9,444 | - | - | Total - Licenses and Permits | - | - | - |
| | | | | | | |
| 200 | - | - | 3415.0 Sale of Bid Documents | - | - | - |
| 12,688 | - | - | 3451 T&E Planning Develop Fee | - | - | - |
| 12,888 | - | - | Total - Charges for Goods and Services | - | - | - |
| | | | | | | |
| 847 | - | - | 3611 Interest from Investments | - | - | - |
| 19,203 | - | - | 3625 Rent-METCOM (Norcom) | - | - | - |
| 1,742 | - | - | 3656 Engineering Internal Project WO Revenue | - | - | - |
| 5,541 | - | - | 3699 Other Miscellaneous Income | - | - | - |
| 27,333 | - | - | Total - Miscellaneous Revenue | - | - | - |
| | | | | | | |
| 232,744 | - | - | Department Total: 000 - Revenue | - | - | - |
| | | | | | | |
| Miscellaneous Revenue | | | | | | |
| 514,773 | - | - | 3651 Internal Rent Revenue | - | - | - |
| 514,773 | - | - | Total - Miscellaneous Revenue | - | - | - |
| | | | | | | |
| 514,773 | - | - | Department Total: 631 - Maintenance | - | - | - |
| | | | | | | |
| Department: 651 - Engineering | | | | | | |
| Miscellaneous Revenue | | | | | | |
| 439,101 | - | - | 3656 Engineering Internal Project WO Revenue | - | - | - |
| 44,681 | - | - | 3656.1 Engineering Support from Street | - | - | - |
| 3,564 | - | - | 3656.4 Engineering Support from Water | - | - | - |
| 5,835 | - | - | 3656.4 Engineering Support from Sewer | - | - | - |
| 493,181 | - | - | Total - Miscellaneous Revenue | - | - | - |
| | | | | | | |
| 493,181 | - | - | Department Total: 651 - Engineering | - | - | - |
| | | | | | | |
| Miscellaneous Revenue | | | | | | |
| 139,328 | - | - | 3654 Garage WO Revenue | - | - | - |
| 139,328 | - | - | Total - Miscellaneous Revenue | - | - | - |
| | | | | | | |
| 139,328 | - | - | Department Total: 661 - Garage | - | - | - |
| | | | | | | |
| 1,380,026 | - | - | Revenues Total | - | - | - |

| FY 2013-14 | FY 2014-15 | FY 2015-16 | | FY 2016-17 | FY 2016-17 | FY 2016-17 |
|----------------|------------|------------|---|------------|------------|------------|
| Actual | Actual | Budget | Account Description | Proposed | Approved | Adopted |
| | | | <u>Expenditures</u> | | | |
| | | | Department: 631 - Maintenance | | | |
| | | | Program: 1911 - Facilities Maintenance | | | |
| | | | Personnel Services | | | |
| 111,712 | - | - | 5111 Regular Wages | - | - | - |
| 509 | - | - | 5121 Overtime | - | - | - |
| 93 | - | - | 5211 OR Workers' Benefit | - | - | - |
| 7,957 | - | - | 5212 Social Security | - | - | - |
| 42,809 | - | - | 5213 Med, Den, Life Ins. | - | - | - |
| 18,788 | - | - | 5214 Retirement | - | - | - |
| 570 | - | - | 5215 Long Term Disability Ins | - | - | - |
| 1,334 | - | - | 5216 Unemployment Insurance | - | - | - |
| 298 | - | - | 5217 Life Insurance | - | - | - |
| 184,070 | - | - | Total - Personnel Services | - | - | - |
| 59 | - | - | 5319 Office Supplies | - | - | - |
| 15,658 | - | - | 5321 Cleaning Supplies | - | - | - |
| 1,137 | - | - | 5323 Fuel | - | - | - |
| 59 | - | - | 5324 Clothing | - | - | - |
| 41 | - | - | 5326 Safety/Medical | - | - | - |
| 326 | - | - | 5329 Other Supplies | - | - | - |
| 503 | - | - | 5339 Other Maintenance Supplies | - | - | - |
| 651 | - | - | 5352 Protective Clothing | - | - | - |
| 1,173 | - | - | 5391 Inventory | - | - | - |
| 96,850 | - | - | 5419 Other Professional Serv | - | - | - |
| 2,118 | - | - | 5421 Telephone/Data | - | - | - |
| 164 | - | - | 5427 Training (Use 5492) | - | - | - |
| 1,285 | - | - | 5445 Work Equipment | - | - | - |
| 22,013 | - | - | 5451 Natural Gas | - | - | - |
| 121,728 | - | - | 5453 Electricity | - | - | - |
| 7,422 | - | - | 5454 Solid Waste Disposal | - | - | - |
| 7,732 | - | - | 5464 Workers' Comp | - | - | - |
| 5,963 | - | - | 5465 General Liability Insur | - | - | - |
| 2,774 | - | - | 5471 Equipment Repair & Maint | - | - | - |
| 10,302 | - | - | 5472 Buildings Repairs & Maint | - | - | - |
| 297,958 | - | - | Total - Materials & Services | - | - | - |
| 482,028 | - | - | Department Total: 631 - Maintenance | - | - | - |

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------------|----------------------|----------------------|---|------------------------|------------------------|-----------------------|
| | | | Department: 651 - Engineering | | | |
| | | | Program: 9511 - Design Engineering | | | |
| | | | Personnel Services | | | |
| 361,328 | - | - | 5111 Regular Wages | - | - | - |
| 3,290 | - | - | 5121 Overtime | - | - | - |
| 150 | - | - | 5211 OR Workers' Benefit | - | - | - |
| 27,760 | - | - | 5212 Social Security | - | - | - |
| 76,503 | - | - | 5213 Med, Den, Life Ins. | - | - | - |
| 76,081 | - | - | 5214 Retirement | - | - | - |
| 1,683 | - | - | 5215 Long Term Disability Ins | - | - | - |
| 4,332 | - | - | 5216 Unemployment Insurance | - | - | - |
| 879 | - | - | 5217 Life Insurance | - | - | - |
| 552,006 | - | - | Total - Personnel Services | - | - | - |
| 2,521 | - | - | 5319 Office Supplies | - | - | - |
| 1,996 | - | - | 5323 Fuel | - | - | - |
| 6 | - | - | 5324 Clothing | - | - | - |
| 413 | - | - | 5329 Other Supplies | - | - | - |
| 108 | - | - | 5399 Other Supplies (Use 5329 Other Supplies) | - | - | - |
| 2,811 | - | - | 5411 Engineering & Architect | - | - | - |
| 26,075 | - | - | 5419 Other Professional Serv | - | - | - |
| 2,470 | - | - | 5421 Telephone/Data | - | - | - |
| 410 | - | - | 5422 Postage | - | - | - |
| 2,711 | - | - | 5427 Training (Use 5492) | - | - | - |
| 31,350 | - | - | 5428 IS Support | - | - | - |
| 5,275 | - | - | 5446 Software Licenses | - | - | - |
| 818 | - | - | 5475 Vehicle Repair & Maint | - | - | - |
| 815 | - | - | 5492 Registrations/Training | - | - | - |
| 212 | - | - | 5493 Printing/Binding | - | - | - |
| 77,991 | - | - | Total - Materials & Services | - | - | - |
| 5,000 | - | - | 5811.5 Transfer to Equipment Replace | - | - | - |
| 5,000 | - | - | Total - Transfers Out | - | - | - |
| 634,997 | - | - | Department Total: 651 - Engineering | - | - | - |

| FY 2013-14 | FY 2014-15 | FY 2015-16 | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|----------------|------------|------------|---|------------------------|------------------------|-----------------------|
| Actual | Actual | Budget | | | | |
| | | | Department: 661 - Garage | | | |
| | | | Program: 1941 - Garage | | | |
| | | | Personnel Services | | | |
| 64,384 | - | - | 5111 Regular Wages | - | - | - |
| 2,283 | - | - | 5121 Overtime | - | - | - |
| 32 | - | - | 5211 OR Workers' Benefit | - | - | - |
| 4,775 | - | - | 5212 Social Security | - | - | - |
| 18,265 | - | - | 5213 Med, Den, Life Ins. | - | - | - |
| 10,924 | - | - | 5214 Retirement | - | - | - |
| 291 | - | - | 5215 Long Term Disability Ins | - | - | - |
| 793 | - | - | 5216 Unemployment Insurance | - | - | - |
| 152 | - | - | 5217 Life Insurance | - | - | - |
| 101,899 | - | - | Total - Personnel Services | - | - | - |
| | | | Materials & Services | | | |
| 147 | - | - | 5319 Office Supplies | - | - | - |
| 91 | - | - | 5321 Cleaning Supplies | - | - | - |
| 12,505 | - | - | 5322 Lubricants | - | - | - |
| 1,730 | - | - | 5323 Fuel | - | - | - |
| 945 | - | - | 5324 Clothing | - | - | - |
| 662 | - | - | 5326 Safety/Medical | - | - | - |
| 3,626 | - | - | 5329 Other Supplies | - | - | - |
| 4,348 | - | - | 5338 Tools | - | - | - |
| 260 | - | - | 5339 Other Maintenance Supplies | - | - | - |
| 440 | - | - | 5352 Protective Clothing | - | - | - |
| 8,867 | - | - | 5391 Inventory | - | - | - |
| 167 | - | - | 5399 Other Supplies (Use 5329 Other Supplies) | - | - | - |
| 150 | - | - | 5419 Other Professional Serv | - | - | - |
| 1,064 | - | - | 5421 Telephone/Data | - | - | - |
| 90 | - | - | 5427 Training (Use 5492) | - | - | - |
| 4,231 | - | - | 5446 Software Licenses | - | - | - |
| 1,149 | - | - | 5464 Workers' Comp | - | - | - |
| 1,413 | - | - | 5465 General Liability Insur | - | - | - |
| 2,148 | - | - | 5471 Equipment Repair & Maint | - | - | - |
| 832 | - | - | 5472 Buildings Repairs & Maint | - | - | - |
| 1,886 | - | - | 5475 Vehicle Repair & Maint | - | - | - |
| 1,061 | - | - | 5476 Laundry | - | - | - |
| 47,812 | - | - | Total - Materials & Services | - | - | - |
| 149,711 | - | - | Department Total: 661 - Garage | - | - | - |

| FY 2013-14 | FY 2014-15 | FY 2015-16 | | FY 2016-17 | FY 2016-17 | FY 2016-17 |
|------------------|------------|------------|--|------------|------------|------------|
| Actual | Actual | Budget | Account Description | Proposed | Approved | Adopted |
| | | | Department: 691 - Public Works Administration | | | |
| | | | Program: 6999 - Public Works Admin | | | |
| 15 | - | - | 5314 Books | - | - | - |
| 200 | - | - | 5319 Office Supplies | - | - | - |
| 127 | - | - | 5329 Other Supplies | - | - | - |
| 5,103 | - | - | 5419 Other Professional Serv | - | - | - |
| 1,709 | - | - | 5421 Telephone/Data | - | - | - |
| 299 | - | - | 5422 Postage | - | - | - |
| 135 | - | - | 5427 Training (Use 5492) | - | - | - |
| 22,050 | - | - | 5428 IS Support | - | - | - |
| 37 | - | - | 5433 Mileage | - | - | - |
| 1,200 | - | - | 5446 Software Licenses | - | - | - |
| 48,309 | - | - | 5448 Internal Rent | - | - | - |
| 17,678 | - | - | 5464 Workers' Comp | - | - | - |
| 15,563 | - | - | 5465 General Liability Insur | - | - | - |
| 493 | - | - | 5491 Dues & Subscriptions | - | - | - |
| 24 | - | - | 5493 Printing/Binding | - | - | - |
| 273 | - | - | 5498 Permits/Fees | - | - | - |
| 75 | - | - | 5499 Other Services (Acct Closed) | - | - | - |
| 113,290 | - | - | Total - Materials & Services | - | - | - |
| 113,290 | - | - | Department Total: 691 - Public Works Administration | - | - | - |
| 1,380,026 | - | - | Expenditures Total | - | - | - |
| - | - | - | Fund Net: 582 - Public Works Services | - | - | - |



Supporting Schedules



Debt Overview

Summary of Outstanding Debt

The City of Woodburn will have approximately \$40.3 million in long-term debt outstanding at the beginning of this budget reporting period.

The table below shows the outstanding balances by type, interest rate, outstanding principal amounts and annual debt service amount:

| Long-Term Debt Estimated as of June 30, 2016 | | | | | | |
|---|-------------------|--------------------------|-----------------------------|----------------------------|------------------------------|-------------------|
| | Interest Rates | Outstanding Principal | Principal Due FY 2016-17 | Interest Due FY 2016-17 | Total Debt Svc FY 2016-17 | Servicing Fund |
| Voter Approved General Obligation Bonds | | | | | | |
| Police, Series 2005 | Variable | 4,060,000 | 370,000 | 166,566 | 536,566 | GO Debt Service |
| Other Governmental Activity Debt | | | | | | |
| 1999 Oregon EDD | 5.01% | 66,074 | 30,399 | 3,371 | 33,770 | Street SDC |
| Subtotal, governmental activities | | 4,126,074 | 400,399 | 169,937 | 570,336 | |
| Business Type Activity | | | | | | |
| Series 2003 Water bond | Variable | 5,374,286 | 313,591 | 242,854 | 556,445 | Water |
| 2005 Oregon EDD | 4.21% | 2,208,126 | 206,864 | 92,962 | 299,826 | Water |
| 2005 Safe Drinking Water Revolving Ln | 4.21% | 2,208,136 | 206,864 | 92,962 | 299,826 | Water |
| 2011 Revenue Bonds Series A | 3.0-5.0% | 17,905,000 | 1,885,000 | 818,812 | 2,703,812 | Sewer |
| 2011 Revenue Bonds Series B (Def Int) | 1.79-4.07% | 8,490,000 | 830,000 | - | 830,000 | Sewer |
| Subtotal, business type activities | | 36,185,548 | 3,442,319 | 1,247,590 | 4,689,909 | |
| Total Long Term Debt | | 40,311,622 | 3,842,718 | 1,417,527 | 5,260,245 | |

Legal Debt Limits

Cities in Oregon have a legal debt limit on General Obligation debt equal to 3 percent of their Real Market Value. For the City of Woodburn, this limit calculates to \$61.7 million. At the beginning of this budget cycle, the City had \$4.0 million in General Obligation debt. The available amount of additional debt the City can incur would be \$57.7 million, although it has no plans to borrow.

Plans for Future Debt

As stated above, the City does not have any plans to incur any additional debt at this time.

Personnel Allocation

The table below identifies budgeted wage and benefit allocations across departments or funds. This table shows only positions that are allocated across funds or departments.

| | CITY ADMIN'TR | COMMUN- ICATIONS COORD | ECON DEVEL DIRECTOR | EXEC LEGAL ASS'T | CITY REC'DR | HR DIRECT | CITY ATTORNEY | ASS'T CITY ATTORNEY | FINANCE DIRECT |
|-------------------------------------|------------------|------------------------------|------------------------|---------------------|----------------|----------------|------------------|------------------------|-------------------|
| 001 General Fund | | | | | | | | | |
| 121 Administration | 132,142 | 36,053 | - | 33,840 | - | - | - | - | - |
| 125 Economic Development | - | - | 71,176 | - | - | - | - | - | - |
| 131 City Recorder | - | - | - | 19,339 | 47,095 | - | - | - | - |
| 141 City Attorney | - | - | - | 43,512 | - | - | 91,196 | 27,360 | - |
| 151 Finance | - | - | - | - | - | - | - | - | 87,764 |
| 161 Human Resources | - | - | - | - | - | 90,375 | - | - | - |
| 211 Police | - | 25,753 | - | - | - | - | 17,377 | - | - |
| 421 Recreation | - | - | - | - | - | - | - | - | - |
| 431 Aquatics | - | - | - | - | - | - | - | - | - |
| 499 Commun Svcs Admin | - | - | - | - | - | - | - | - | - |
| 511 Planning | - | - | - | - | - | - | - | 61,549 | - |
| 651 Engineering | - | - | - | - | - | - | - | - | - |
| 711 Parks & Facilities Maint | - | - | - | - | - | - | - | - | - |
| General Fund Wages & Ben | 132,142 | 61,806 | 71,176 | 96,691 | 47,095 | 90,375 | 108,573 | 88,909 | 87,764 |
| 110 Transit Fund | 4,807 | - | - | - | 946 | 5,833 | - | - | - |
| 123 Building Inspection Fund | 2,408 | - | - | - | - | - | 2,179 | 2,741 | - |
| 137 Housing Rehab Fund | 2,408 | - | - | - | - | - | - | - | - |
| 140 Street Fund - Maint | 7,209 | 10,305 | - | - | 3,770 | 7,295 | 15,202 | - | 7,704 |
| 661 Garage | - | - | - | - | - | - | - | - | - |
| 470 Water Fund | 36,040 | 15,454 | - | - | 3,770 | 17,496 | 43,426 | 21,887 | 23,098 |
| 472 Sewer Fund | | | | | | | | | |
| 621 Sewer | 36,040 | 15,454 | - | - | 3,770 | 24,792 | 47,790 | 21,887 | 23,098 |
| 631 Maintenance | - | - | - | - | - | - | - | - | - |
| 641 Surface Water/Collect | 12,048 | - | - | - | 3,781 | - | - | - | - |
| 568 Information Services | - | - | - | - | - | - | - | - | 7,704 |
| 581 Insurance Fund | - | - | - | - | 31,083 | - | - | - | - |
| 720 Urban Renewal Fund | 7,209 | - | 71,176 | - | - | - | - | 1,374 | 4,628 |
| Other Funds Wages & Ben | 108,169 | 41,213 | 71,176 | - | 47,120 | 55,416 | 108,597 | 47,889 | 66,232 |
| All Funds Wages & Ben | 240,311 | 103,019 | 142,352 | 96,691 | 94,215 | 145,791 | 217,170 | 136,798 | 153,996 |

| IT NETWORK | | CUST SVC | | | | | SENIOR | ACCTG | ADMIN | COMMUNITY | | | |
|------------|--------|-----------|-----------|-----------|-----------|--------|---------|---------|--------|-----------|-----------|-----------|---------|
| ADMIN | ACCT I | CLERK III | CLERK III | CLERK III | CLERK III | CLERK | MGMT | MGR | ASS'T | CLERK III | DEVELOPMT | ASSOCIATE | SPECIAL |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| - | 39,604 | 33,007 | 15,952 | 22,415 | 52,806 | - | 38,495 | 69,470 | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | 37,216 |
| 45,044 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | 37,216 |
| - | - | - | - | - | - | - | - | - | 61,415 | - | 132,166 | 81,179 | - |
| - | - | - | - | - | - | - | - | - | - | 10,774 | - | - | - |
| - | - | - | - | - | - | - | - | - | - | 28,722 | - | - | - |
| 45,044 | 39,604 | 33,007 | 15,952 | 22,415 | 52,806 | - | 38,495 | 69,470 | 61,415 | 39,496 | 132,166 | 81,179 | 74,432 |
| - | 3,306 | 3,304 | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | 26,327 | - | 21,478 | 6,116 | - |
| - | - | - | - | - | - | - | - | - | - | - | 11,575 | - | - |
| - | 3,306 | 3,304 | - | - | - | - | 5,506 | 6,322 | - | 32,312 | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| - | 9,908 | 13,204 | 31,898 | 26,150 | 11,318 | 13,505 | 27,499 | 25,265 | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| - | 9,907 | 13,208 | 31,899 | 26,152 | 11,327 | 13,504 | 27,499 | 25,265 | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 45,044 | - | - | - | - | - | - | 5,506 | - | - | - | - | - | - |
| - | - | - | - | - | - | - | 5,503 | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 45,044 | 26,427 | 33,020 | 63,797 | 52,302 | 22,645 | 27,009 | 71,513 | 56,852 | 26,327 | 32,312 | 33,053 | 6,116 | - |
| 90,088 | 66,031 | 66,027 | 79,749 | 74,717 | 75,451 | 27,009 | 110,008 | 126,322 | 87,742 | 71,808 | 165,219 | 87,295 | 74,432 |

Table continued on the following page.

Personnel Allocation – Continued

| | ASS'T CITY ADMINSTR | PUBLIC WORKS DIRECT | CAD / GIS TECH | FLEET MAINT TECH | SEWER LINE MAINT TECH | UTIL WRKER III | UTIL WRKER II | UTIL WRKER I |
|------------------------------|------------------------|---------------------------|-------------------|------------------------|-----------------------------|----------------------|---------------------|--------------------|
| 001 General Fund | | | | | | | | |
| 121 Administration | - | - | - | - | - | - | - | - |
| 125 Economic Development | - | - | - | - | - | - | - | - |
| 131 City Recorder | - | - | - | - | - | - | - | - |
| 141 City Attorney | - | - | - | - | - | - | - | - |
| 151 Finance | - | - | - | - | - | - | - | - |
| 161 Human Resources | - | - | - | - | - | - | - | - |
| 211 Police | - | - | - | - | - | - | - | - |
| 421 Recreation | - | - | - | - | - | - | - | - |
| 431 Aquatics | - | - | - | - | - | - | - | - |
| 499 Commun Svcs Admin | 141,018 | - | - | - | - | - | - | - |
| 511 Planning | - | - | - | - | - | - | - | - |
| 651 Engineering | - | 18,062 | 13,423 | - | - | - | - | - |
| 711 Parks & Facilities Maint | - | - | - | - | - | - | - | - |
| General Fund Wages & Ben | 141,018 | 18,062 | 13,423 | - | - | - | - | - |
| 110 Transit Fund | 28,208 | - | - | - | - | - | - | - |
| 123 Building Inspection Fund | - | - | - | - | - | - | - | - |
| 137 Housing Rehab Fund | - | - | - | - | - | - | - | - |
| 140 Street Fund - Maint | - | 54,163 | 22,372 | 6,173 | - | - | - | - |
| 661 Garage | - | - | - | 81,978 | - | - | - | - |
| 470 Water Fund | 9,406 | 54,163 | 26,843 | - | - | - | - | - |
| 472 Sewer Fund | | | | | | | | |
| 621 Sewer | 9,406 | 54,163 | 26,843 | - | - | - | - | - |
| 631 Maintenance | - | - | - | - | 73,205 | 33,552 | 37,040 | 35,155 |
| 641 Surface Water/Collect | - | - | - | - | 24,405 | 33,552 | 37,039 | 35,155 |
| 568 Information Services | - | - | - | - | - | - | - | - |
| 581 Insurance Fund | - | - | - | - | - | - | - | - |
| 720 Urban Renewal Fund | - | - | - | - | - | - | - | - |
| Other Funds Wages & Ben | 47,020 | 162,489 | 76,058 | 88,151 | 97,610 | 67,104 | 74,079 | 70,310 |
| All Funds Wages & Ben | 188,038 | 180,551 | 89,481 | 88,151 | 97,610 | 67,104 | 74,079 | 70,310 |

FTE Detail by Supervising Department

This table shows detail of FTE Summary by Supervising Department on page 29. FTE counts in these tables are assigned to the department that supervises the position. For cost allocations of positions see Personnel Allocation on page 180. Since supervision and cost allocation are different methods of assigning FTE to departments, the numbers will not be equivalent.

The budget for FY 2016-17 removed an Asst. HR Director, a C.E. Tech II, C.E. Engineering Tech III and a Police Officer. There were some other adjustments in hours in part-time positions. The Street/Sewer Line Maint Supervisor position was restructured and renamed Street Maintenance Supervisor, but was not an additional position.

| Department and Position | FTE Counts | | | | |
|--|-------------|-------------|-------------|-------------|-------------|
| | Actual | Actual | Actual | Budget | Budget |
| | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| City Administrator | | | | | |
| City Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Legal Assistant | 0.40 | 0.35 | 0.35 | 0.35 | 0.35 |
| Communications Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total City Administrator | 2.40 | 2.35 | 2.35 | 2.35 | 2.35 |
| Economic Development | | | | | |
| Economic Development Director <i>(New in FY 2015-16)</i> | - | - | - | 1.00 | 1.00 |
| Total Economic Development | - | - | - | 1.00 | 1.00 |
| City Attorney | | | | | |
| City Attorney | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Attorney | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Legal Assistant | 0.60 | 0.45 | 0.45 | 0.45 | 0.45 |
| Total City Attorney | 2.60 | 2.45 | 2.45 | 2.45 | 2.45 |
| City Recorder | | | | | |
| City Recorder | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Legal Assistant | 0.10 | 0.20 | 0.20 | 0.20 | 0.20 |
| Total City Recorder | 1.10 | 1.20 | 1.20 | 1.20 | 1.20 |
| Community Development | | | | | |
| Planning | | | | | |
| Administrative Assistant | 0.70 | 0.70 | 0.70 | 0.70 | 0.70 |
| Associate Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Development Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Building | | | | | |
| Administrative Assistant | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 |
| Building Official | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Plans Examiner-Bldg Inspect III | 0.50 | 1.00 | 1.00 | 1.00 | 1.00 |
| Plans Examiner-Bldg Inspect II | - | - | 1.00 | 1.00 | 1.00 |
| Plans Examiner - PT | - | - | - | 0.50 | 0.50 |
| Total Community Development | 4.50 | 5.00 | 6.00 | 6.50 | 6.50 |

FTE Detail by Supervising Department – Continued

| Department and Position | FTE Counts | | | | |
|---|--------------|--------------|--------------|--------------|--------------|
| | Actual | Actual | Actual | Budget | Budget |
| | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| Community Services | | | | | |
| Community Services Admin | | | | | |
| RSVP Coordinator | 0.50 | - | - | - | - |
| Assistant City Administrator | - | - | - | 1.00 | 1.00 |
| Community Services Director | 1.00 | 1.00 | 1.00 | - | - |
| Special Projects Manager | - | - | - | 1.00 | 1.00 |
| Community Outreach Coordinator (Comm Relations) | 1.00 | 1.00 | 1.00 | - | - |
| Community Relations Manager (title change) | - | - | - | 1.00 | 1.00 |
| Management Analyst | - | - | 1.00 | - | - |
| Library | | | | | |
| Librarian | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Library Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Library Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Library Associate | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Library Program Coordinator | 1.00 | - | - | - | - |
| Part-Time Employees - Library | N/A | 4.50 | 5.35 | 5.45 | 5.52 |
| Recreation | | | | | |
| Recreation Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Supervisor | - | - | - | - | 1.00 |
| Recreation Coordinator | - | - | 1.00 | 1.00 | - |
| Part-Time Employees - Recreation | - | - | - | 1.88 | 1.88 |
| Aquatics | | | | | |
| Aquatics Manager | 1.00 | 1.00 | 1.00 | - | - |
| Aquatics Program Supervisor | - | - | - | 1.00 | 1.00 |
| Part-Time Employees - Aquatics | 15.52 | 13.85 | 12.37 | 10.11 | 10.11 |
| Transit | | | | | |
| Transit Operation Supervisor | 1.00 | 1.00 | 1.00 | - | - |
| Transit Manager | - | - | - | 1.00 | 1.00 |
| Bus Driver Lead | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Clerk II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Bus Driver - Part-Time | 2.49 | 2.92 | 3.36 | 3.54 | 3.89 |
| Vehicle Custodian - Part-Time | - | 0.48 | 0.48 | 0.33 | 0.38 |
| Parks & Facilities Maintenance | | | | | |
| Parks & Maintenance Worker | - | 6.00 | 6.00 | 6.00 | 6.00 |
| Custodian | 4.00 | - | - | - | - |
| Facilities & Grounds Maintenance Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Utility Worker I | 1.00 | - | - | - | - |
| Utility Worker II | 1.00 | - | - | - | - |
| Part-Time - Seasonal (<i>Previously temporary agency</i>) | N/A | N/A | 1.33 | 1.33 | 1.33 |
| Total Community Services | 37.51 | 40.75 | 43.89 | 43.64 | 44.11 |
| Human Resources | | | | | |
| Human Resources Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Human Resources Director | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Total Human Resources | 2.00 | 2.00 | 2.00 | 2.00 | 1.00 |

FTE Detail by Supervising Department – Continued

| Department and Position | FTE Counts | | | | |
|--|--------------|--------------|--------------|--------------|--------------|
| | Actual | Actual | Actual | Budget | Budget |
| | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| Finance/Information Technology/Muni Court | | | | | |
| Accountant I | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Clerk III | 3.00 | 3.00 | 3.00 | 4.00 | 4.00 |
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Manager | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Accountant | 1.00 | - | - | - | - |
| Senior Management Analyst (from Public Works) | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Budget & Finance Analyst | - | 1.00 | 1.00 | - | - |
| Part-Time Employee(s) | - | 0.40 | 0.40 | 0.80 | 0.80 |
| Information Technology Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Information Technology Technician | 1.00 | 1.00 | 1.00 | - | - |
| IT Specialist/Network Administrator | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 |
| Municipal Court Clerk | 2.00 | 1.00 | 1.00 | - | - |
| Municipal Court Judge | 0.10 | 0.06 | 0.06 | 0.06 | 0.06 |
| Total Finance/Info Svcs/Muni Court | 12.10 | 13.46 | 13.46 | 12.86 | 12.86 |
| Police | | | | | |
| Code Enforcement Officer | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Evidence Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Evidence Technician - PT | - | - | - | 0.50 | 0.50 |
| Executive Assistant | 0.50 | 0.50 | 1.00 | 1.00 | 1.00 |
| Police Captain | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Officer | 24.00 | 23.00 | 25.00 | 26.00 | 25.00 |
| Police Sergeant | 5.00 | 6.00 | 5.00 | 5.00 | 5.00 |
| Police Records Clerk | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Police Records Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Background Investigator | 0.02 | 0.02 | 0.02 | 0.02 | 0.07 |
| Part-Time Employees (Bailiffs) | 0.50 | 0.09 | 0.09 | 0.09 | 0.12 |
| Total Police | 40.02 | 39.61 | 41.11 | 42.61 | 41.69 |
| Public Works | | | | | |
| Surface/Water Collections | | | | | |
| Sewer Line Maintenance Tech | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Utility Worker I | - | - | - | 1.00 | 1.00 |
| Utility Worker II | 3.00 | 3.00 | 3.00 | 1.00 | 1.00 |
| Utility Worker III | - | - | - | 1.00 | 1.00 |
| Street/Sewer Line Maint Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | - |
| Total Surface/Water Collections | 5.00 | 5.00 | 5.00 | 5.00 | 4.00 |
| Water | | | | | |
| Clerk II | 1.00 | 1.00 | 1.00 | - | - |
| Clerk III | - | - | - | 1.00 | 1.00 |
| Utility Worker I | - | - | - | 1.00 | 2.00 |
| Utility Worker II | 3.00 | 3.00 | 3.00 | 1.00 | 1.00 |
| Utility Worker III | 2.00 | 2.00 | 2.00 | 3.00 | 2.00 |
| Water Operator I | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Water Maintenance Tech | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Drinking Water Section Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Water Treatment Supervisor/Water Operator III | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Water | 10.00 | 10.00 | 10.00 | 10.00 | 10.00 |

FTE Detail by Supervising Department – Continued

| Department and Position | FTE Counts | | | | |
|---|---------------|---------------|---------------|---------------|---------------|
| | Actual | Actual | Actual | Budget | Budget |
| | FY 2012-13 | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| Sewer | | | | | |
| Clerk II | 1.00 | 1.00 | 1.00 | - | - |
| Clerk III | - | - | - | 1.00 | 1.00 |
| Industrial Waste Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Laboratory Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Utility Worker II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Wastewater Maintenance Technician | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Wastewater Operator I | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Wastewater Operator II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Wastewater Operator III | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Wastewater Treatment Section Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Sewer | 11.00 | 11.00 | 11.00 | 11.00 | 11.00 |
| Street | | | | | |
| Clerk III | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Street Maintenance Supervisor | - | - | - | - | 1.00 |
| Utility Worker I | 2.00 | 2.00 | 1.00 | 1.00 | 2.00 |
| Utility Worker II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Utility Worker III | - | - | 1.00 | 1.00 | 1.00 |
| Utility Worker I (Seasonal) | - | - | - | - | 1.33 |
| Total Street | 4.00 | 4.00 | 4.00 | 4.00 | 7.33 |
| Garage | | | | | |
| Mechanic | 1.00 | 1.00 | 1.00 | - | - |
| Fleet Maintenance Tech Lead | - | - | - | 1.00 | - |
| Fleet Maintenance Tech | - | - | - | 1.00 | 1.00 |
| Garage Assistant (Utility Worker II) | 1.00 | 1.00 | 1.00 | - | - |
| Total Garage | 2.00 | 2.00 | 2.00 | 2.00 | 1.00 |
| Engineering | | | | | |
| Administrative Assistant | 1.00 | - | - | - | - |
| Assistant City Engineer | 1.00 | 1.00 | - | - | - |
| City Engineer | - | - | 1.00 | 1.00 | 1.00 |
| C.E. Engineering Tech III | 1.00 | 1.00 | 1.00 | 1.00 | - |
| C.E. Technician II | 1.00 | 1.00 | 1.00 | 1.00 | - |
| C.E. Technician I | 1.00 | - | - | - | - |
| CAD/GIS Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Project Engineer | - | 1.00 | 1.00 | 1.00 | 0.50 |
| Construction Inspector/CUE. Technician | 1.00 | - | - | - | - |
| Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Engineering Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Water Resource Manager | 1.00 | 1.00 | 1.00 | - | - |
| Senior Management Analyst | 1.00 | - | - | - | - |
| Total Engineering | 11.00 | 8.00 | 8.00 | 7.00 | 4.50 |
| Total Public Works | 43.00 | 40.00 | 40.00 | 39.00 | 37.83 |
| Total FTE | 145.23 | 146.82 | 152.46 | 153.61 | 150.99 |

Budgeted Transfers

The table below shows a summary of all budgeted fund transfers. The purpose of each transfer is included in the individual fund discussions throughout this document

Transfers In

| Fund | Transit | Street | Special | Street & | Street SDC | Sewer Cap | Water Cap | Info Tech | Equip | Total |
|------------------------|----------------|---------------|----------------------|--------------------------------|----------------|-------------------|-------------------|---------------|---------------------|------------------|
| | Fund 110 | Fund 140 | Assessmt Fund 360 | Storm Cap Const Fund 363 | Fund 376 | Const Fund 465 | Const Fund 466 | Fund 586 | Replace Fund 591 | |
| General Fund 001 | 116,000 | | 15,000 | | 26,342 | | 26,342 | 23,769 | | 207,453 |
| Transit Fund 110 | | | | | | | | 3,001 | | 3,001 |
| Building Fund 123 | | | | | | | | 3,001 | | 3,001 |
| Street Fund 140 | | | | 1,140,000 | | | | 4,501 | 30,000 | 1,174,501 |
| Special Assessment 360 | | | | | 69,294 | | | | | 69,294 |
| Street SDC Fund 376 | | | | 1,700,000 | | | | | | 1,700,000 |
| Storm SDC 377 | | | | 155,000 | | | | | | 155,000 |
| Water Fund 470 | | | | | 6,601 | | 6,601 | 9,753 | 10,000 | 32,955 |
| Sewer Fund 472 | | 90,000 | | | 6,601 | 380,000 | 6,601 | 13,504 | 30,000 | 526,706 |
| Sewer SDC Fund 475 | | | | | | 500,000 | | | | 500,000 |
| Total | 116,000 | 90,000 | 15,000 | 2,995,000 | 108,838 | 880,000 | 39,544 | 57,529 | 70,000 | 4,371,911 |

In addition to construction project and subsidy transfers there are some specific, ongoing transfers included in the table above.

First, there is an inter-fund loan included in the budgeted transfers. The inter-fund loan involves five different funds. The loan is a seven-year loan with an original amount of \$512,000, half of which was loaned from the Street SDC Fund and the other half from the Water Cap Const Fund to finance the City's accounting and utility billing system. The borrowing funds were the General Fund, Water Fund and the Sewer Fund. The final loan payments are due in FY 2017-18. In prior years these loans were not clearly identified in transfers. The shaded areas in the table highlight this transaction.

The transfers in to the Information Technology Fund, which total \$57,529, represent the annual payment due to the vendor for the phone system purchased in FY 2013-14. The final payment is due in FY 2017-18.

As mentioned in the discussion regarding capital projects, funds for capital projects will only be transferred on a reimbursement basis.

Capital Construction Projects

Consistent with the City's commitment to financial transparency and accountability, an improved methodology for planning, authorizing, budgeting and reporting Capital Construction projects was implemented in FY 2014-15 and continues to FY 2015-16. All capital projects are individually reviewed and authorized by the Public Works Director, Finance Director and ultimately, the City Administrator prior to inclusion in the annual budget. Each project has a specific scope and budget and each included project has a project data sheet providing this information. Only those projects included in this budget may incur expenditures during the fiscal period. Projects added after budget authorization must be authorized by Council through a supplemental budget request or wait for the next budget cycle for authorization.

All projects are budgeted for the full amount of the project cost, even if the project is expected to span multiple budget periods. This ensures that budget authority is available for the project should the schedule accelerate. In addition, this ensures that funds authorized are earmarked for the project, which prevents inadvertent over expenditure of limited dedicated resources. Previously authorized projects not completed in the prior fiscal year are included with the balance of unexpended funds budgeted.

As the year progresses, transfers to Cap Const Funds will be performed only on a reimbursement basis for each project. This will assure that funds are not transferred for projects that are delayed or cancelled. The target ending balance for Cap Const Funds will be zero, except for funds that hold debt proceeds or debt service.

Current Year Projects

| Project Name | Project Number | Street & Storm | Sewer | Water | Total |
|--|----------------|--------------------|--------------------|--------------------|------------------|
| | | Cap Const Fund 363 | Cap Const Fund 465 | Cap Const Fund 466 | |
| West Hayes - Settlemier to Cascade - road improvement ^(A) | CIST1486 | 3,125,000 | - | - | 3,125,000 |
| Safety Sidewalk & ADA Construction | CIST1165 | 25,000 | - | - | 25,000 |
| Settlemier/W. Lincoln intersection improvement | CIST1470 | 60,000 | - | - | 60,000 |
| 4th Street - Garfield to Harrison Storm Replacement | CDST1471 | 10,000 | - | - | 10,000 |
| 5th Street - Lincoln to Harrison Storm Replacement ^(B) | CDST1487 | 275,000 | - | - | 275,000 |
| Automatic Read Meter Replacement Program | CDWA1060 | - | - | 300,000 | 300,000 |
| Hwy 99E Aztec to Tomlin | CDWA1468 | - | - | 75,000 | 75,000 |
| POTW Phase 2A/Natural Treatment System | CISW1052 | - | 1,000,000 | - | 1,000,000 |
| Mill Creek Pump Station - Phase 1 | CDSW1413 | - | 150,000 | - | 150,000 |
| Pump Station Upgrades (Existing Upgrades - Reliability) | CDSW1414 | - | 225,000 | - | 225,000 |
| Sanitary Sewer Collection System Piping replacement | CDSW1488 | - | 250,000 | - | 250,000 |
| W Hayes Street Sanitary Sewer Pipeline Project | CDSW1417 | - | 1,500,000 | - | 1,500,000 |
| Young Street Pipeline Project ^(C) | CDSW1469 | - | 1,700,000 | - | 1,700,000 |
| Total | | 3,495,000 | 4,825,000 | 375,000 | 8,695,000 |

^(A) CIST1486 - \$1,700,000 funded from Street SDC Fund and \$80,000 being funded from Storm SDC Fund

^(B) CDST1487 - \$75,000 funded from Storm SDC Fund

^(C) CDSW1469 - \$500,000 funded from Sewer SDC Fund

Project Data Sheets

As part of the City's improved capital project methodology, Project Data Sheets have been included on the following pages for all proposed capital projects. Project Data Sheets summarize a project, including the budget amount, funding source and location of the project. Multi-year information is also displayed to provide status of projects. Before a Project Data Sheet is created, the project is reviewed by the City Administrator for inclusion in the proposed budget.

Project Data

| | | |
|----------------------|---|---|
| Project Number: | CIST1486 | New Project <input checked="" type="checkbox"/> |
| Project Name: | West Hayes – Settlemier to Cascade – Street Improvement | |
| Project Description: | Improve intersection of Settlemier and W. Hayes Street; improve pedestrian crossing near school at Cozy Way with a pedestrian warning signal; widen and improve street between Settlemier and Cascade with sidewalks on both sides. | |

Map:



| | |
|----------------------------|---|
| Project Justification: | To improve pedestrian and vehicular safety. Nellie Muir Elementary School is located within the boundaries of this project and currently there are continuous sidewalks on the south side of the street. West Hayes is classified as a Service Collector, which should have bike lanes and sidewalks on both sides of the street. A pedestrian crossing is located at Cozy Way. The intersection of West Hayes with Settlemier Avenue splits eastbound and westbound traffic. |
| Operating Fund Impact: | No impact to operating budget but will reduce long term maintenance costs |
| Project Status: | Design |
| Estimated Completion Date: | June 2017 |
| Estimated Project Cost: | \$3,125,000 |

Budget History:

| Fiscal Year | 2016-17 | 2017-18 |
|-----------------------|-----------|-------------|
| Budget | \$450,000 | \$2,675,000 |
| Year to Date expenses | \$0 | \$0 |
| Balance | \$450,000 | \$2,675,000 |

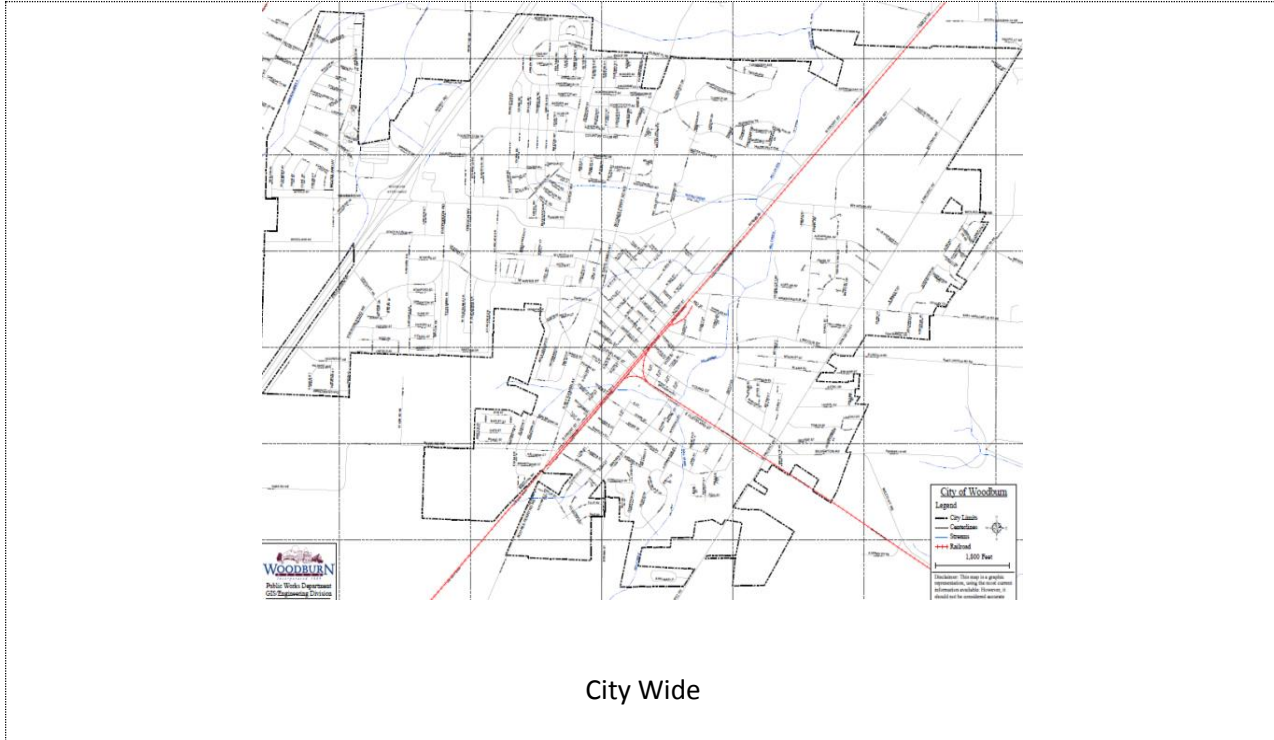
Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|-----------------|-------------|------------|
| CIST1486 | 140 | Street Fund | \$1,345,000 | FY 2016-17 |
| CIST1486 | 376 | Street SDC Fund | \$1,700,000 | FY 2016-17 |
| CIST1486 | 377 | Storm SDC Fund | \$80,000 | FY 2016-17 |

Project Data

| | | |
|----------------------|--|--------------------------------------|
| Project Number: | CIST1165 | New Project <input type="checkbox"/> |
| Project Name: | Safety Sidewalk Construction & ADA ramps | |
| Project Description: | Construction of miscellaneous sidewalks and ADA improvements. Improvements include new ADA ramps at intersection corners. | |

Map:



| | |
|----------------------------|--|
| Project Justification: | Improvements for safe pedestrian movements and ADA Compliance. |
| Operating Fund Impact: | No impact to operating budget |
| Project Status: | Annual budget set aside for design and construction |
| Estimated Completion Date: | June 2017 |
| Estimated Project Cost: | \$25,000 per year |

Budget History

| | | | | | |
|-----------------------|----------|--|--|--|--|
| Fiscal Year | 2016-17 | | | | |
| Budget | \$25,000 | | | | |
| Year to Date expenses | \$0 | | | | |
| Balance | 25,000 | | | | |

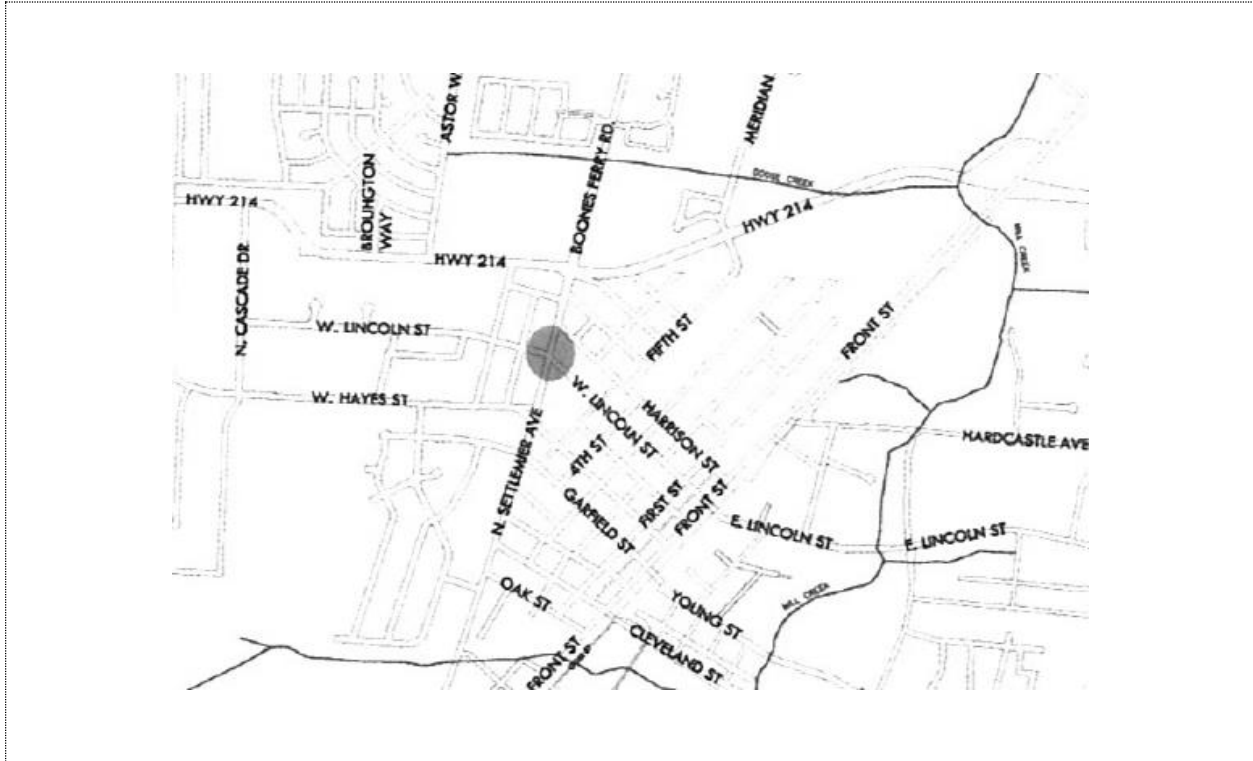
Funding Data:

| <u>Project No.</u> | <u>Fund No.</u> | <u>Fund Name</u> | <u>Amount</u> | <u>FY</u> |
|--------------------|-----------------|------------------|---------------|-----------|
| CIST1165 | 140 | Street Fund | \$25,000 | 2016-17 |

Project Data

| | | |
|----------------------|--|--------------------------------------|
| Project Number: | CIST1470 | New Project <input type="checkbox"/> |
| Project Name: | Settlemier /W. Lincoln Intersection Improvements | |
| Project Description: | Project concentrates on the Southwest corner Settlemier & W. Lincoln streets to improve the south bound transition taper on Settlemier south of W. Lincoln | |

Map:



| | |
|----------------------------|---|
| Project Justification: | This project will allow safer transitions for southbound vehicular traffic on Settlemier Avenue south of W Lincoln intersection |
| Operating Fund Impact: | No impact on operating budget |
| Project Status: | Design and construction |
| Estimated Completion Date: | June 2017 |
| Estimated Project Cost: | \$60,000 |

Budget History:

| | | | |
|-----------------------|----------|--|--|
| Fiscal Year | 2016-17 | | |
| Budget | \$60,000 | | |
| Year to Date expenses | \$0 | | |
| Balance | \$60,000 | | |

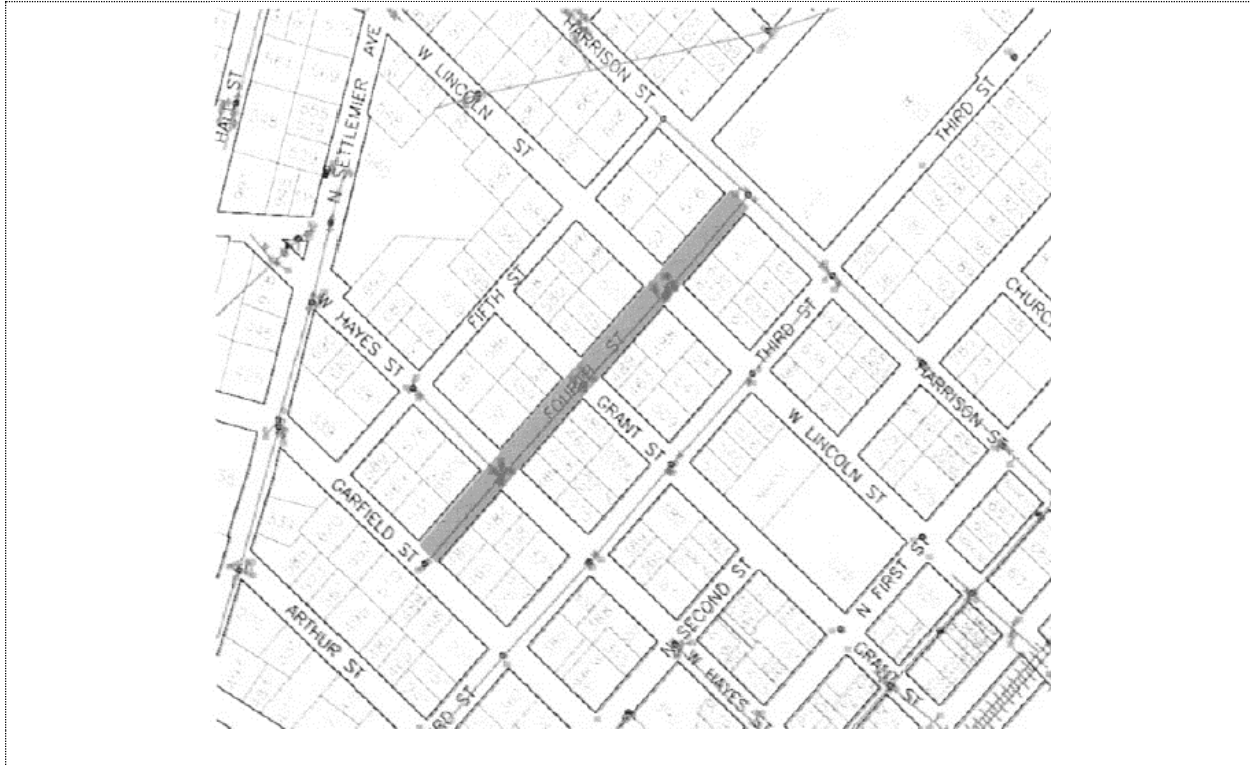
Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|-------------|----------|---------|
| CIST1470 | 140 | Street Fund | \$60,000 | 2016-17 |

Project Data

| | | |
|----------------------|--|---|
| Project Number: | CDST1471 | New Project <input checked="" type="checkbox"/> |
| Project Name: | Fourth Street Storm Rehabilitation | |
| Project Description: | Replace existing pipes with 4 each 48" Storm Drain Manholes, 1,270 LF PVC Storm Drain pipe and 9 each Type II Catch Basins/inlets on Fourth Street between Garfield Street and Harrison Street | |

Map:



| | |
|----------------------------|--|
| Project Justification: | The project will correct a significant ongoing storm maintenance problem and will replace deteriorated and substandard storm pipe and catch basin inlets |
| Operating Fund Impact: | Decrease maintenance costs by correcting problems |
| Project Status: | Construction |
| Estimated Completion Date: | June 2017 |
| Estimated Project Cost: | \$260,000 |

Budget History:

| Fiscal Year | 2015-16 | 2016-17 |
|-----------------------|-----------|----------|
| Budget | \$260,000 | \$10,000 |
| Year to Date expenses | \$250,000 | \$0 |
| Balance | \$10,000 | \$10,000 |

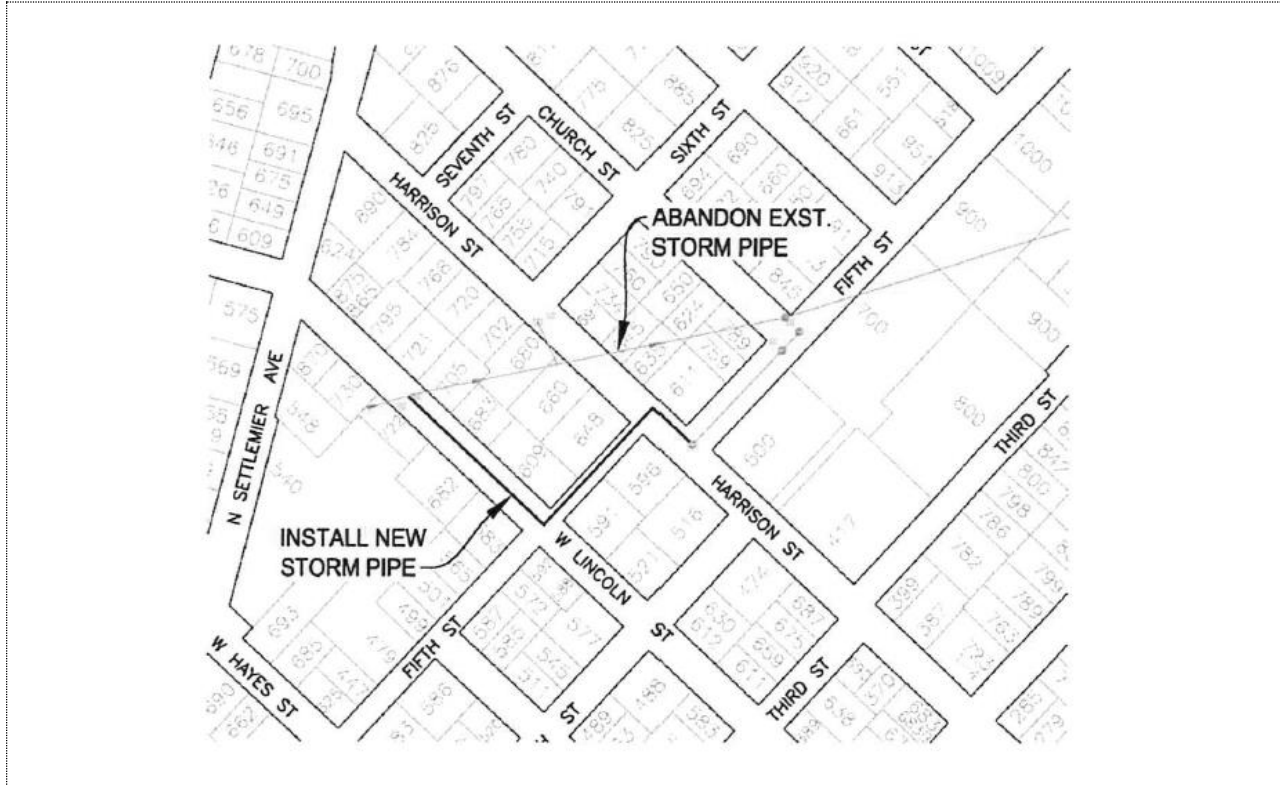
Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|-------------|-----------|---------|
| CDST1471 | 140 | Street Fund | \$190,000 | 2015-16 |
| CDST1471 | 377 | Storm SDC | \$60,000 | 2015-16 |
| CDST1471 | 140 | Street Fund | \$10,000 | 2016-17 |

Project Data

| | | |
|----------------------|--|---|
| Project Number: | CDST1487 | New Project <input checked="" type="checkbox"/> |
| Project Name: | Fifth Street – Lincoln to Harrison – Storm replacement | |
| Project Description: | Relocate an existing 18" storm sewer line that is currently on private property. Install a new 24" storm sewer on Lincoln and Fifth Streets. | |

Map:



| | |
|----------------------------|--|
| Project Justification: | Currently a portion of the storm sewer is located on private property. This project would abandon the storm pipe from private property and install a new system within the right-of-way. |
| Operating Fund Impact: | No impact to Operating budget |
| Project Status: | Design and construction |
| Estimated Completion Date: | June 2017 |
| Estimated Project Cost: | \$275,000 |

Budget History:

| | | | |
|-----------------------|-----------|--|--|
| Fiscal Year | 2016-17 | | |
| Budget | \$275,000 | | |
| Year to Date expenses | \$0 | | |
| Balance | \$275,000 | | |

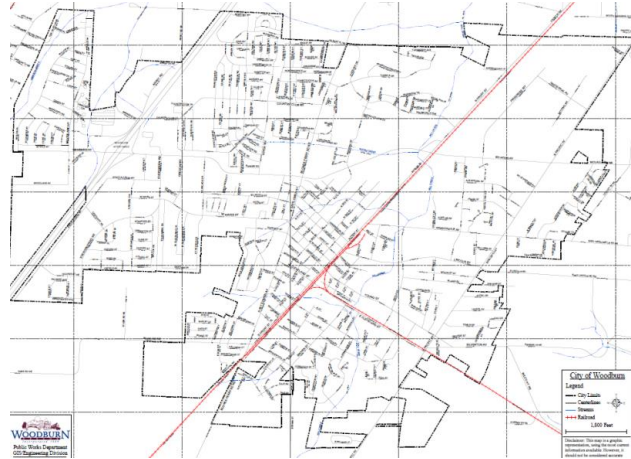
Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|----------------|-----------|------------|
| CDST1487 | 140 | Street Fund | \$200,000 | FY 2016-17 |
| CDST1487 | 377 | Storm SDC Fund | \$75,000 | FY 2016-17 |

Project Data

| | | |
|----------------------|--|--------------------------------------|
| Project Number: | CDWA1060 | New Project <input type="checkbox"/> |
| Project Name: | Automatic Read Meter Replacement program | |
| Project Description: | Several year plan to replace all existing water meters with automatic read meters. | |

Map:



City wide

| | |
|----------------------------|---|
| Project Justification: | As part of the recent ARRA funded water consolidation project, the City with ARRA funding, purchased the required software, reading devices and automatic read meters to be installed with the consolidation project. The cost depends on size of the meter. The replacement of all other meters within the city is planned to be done by FY 2017-18 with about 700 to 1,000 meters purchased annually, depending on the size. There are over 7,000 meters within the city including fire services and irrigation meters. |
| Operating Fund Impact: | Reduces future personnel costs for meter reading activities |
| Project Status: | 85 percent complete with replacement of automatic read meters |
| Estimated Completion Date: | FY 2017-18 |
| Estimated Project Cost: | \$1,500,000 |

Budget History

| Fiscal Year | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16* | 2016-17 | 2017-18 |
|-------------|-------------|-------------|-------------|-----------|-----------|-----------|-----------|-----------|
| Budget | \$1,500,000 | \$1,309,710 | \$1,165,560 | \$967,853 | \$769,742 | \$629,634 | \$439,634 | \$100,000 |
| Actual exp | \$190,290 | \$144,150 | \$197,707 | \$198,111 | \$140,108 | \$190,000 | | |
| Balance | \$1,309,710 | \$1,165,560 | \$967,853 | \$769,742 | \$629,634 | \$439,634 | | |

*Estimate

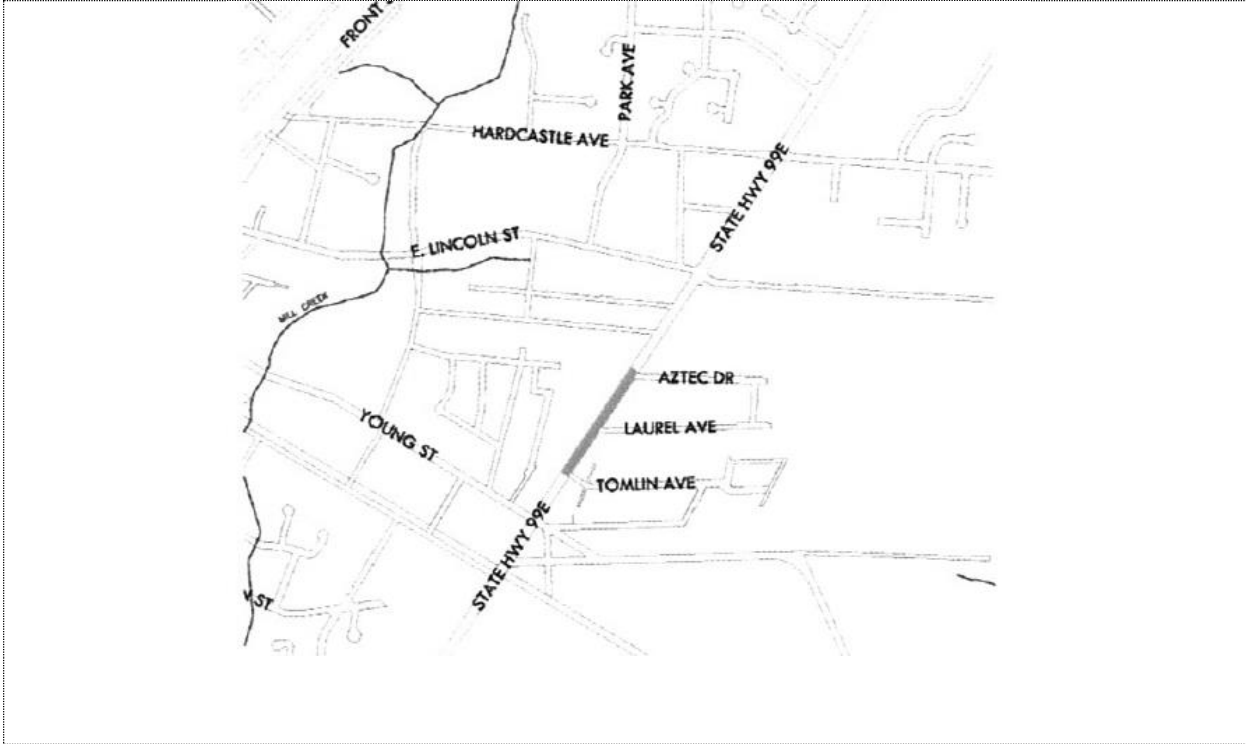
Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|------------|-----------|---------|
| CDWA1060 | 470 | Water Fund | \$200,000 | 2010-11 |
| CDWA1060 | 470 | Water Fund | \$200,000 | 2011-12 |
| CDWA1060 | 470 | Water Fund | \$200,000 | 2012-13 |
| CDWA1060 | 470 | Water Fund | \$200,000 | 2013-14 |
| CDWA1060 | 470 | Water Fund | \$200,000 | 2014-15 |
| CDWA1060 | 470 | Water Fund | \$200,000 | 2015-16 |
| CDWA1060 | 470 | Water Fund | \$200,000 | 2016-17 |
| CDWA1060 | 470 | Water Fund | \$100,000 | 2017-18 |

Project Data

| | | |
|----------------------|--|--------------------------------------|
| Project Number: | CDWA1468 | New Project <input type="checkbox"/> |
| Project Name: | Hwy 99E: Aztec to Tomlin Waterline Improvements | |
| Project Description: | Install new water line to close loop from Aztec Drive to Tomlin Avenue | |

Map:



| | |
|----------------------------|--|
| Project Justification: | Completing a loop on a water line provides better water flow, water quality, water pressure and is better for fire protection in the area. |
| Operating Fund Impact: | Increase slightly with addition maintenance and water lines to flush |
| Project Status: | Construction |
| Estimated Completion Date: | October 2016 |
| Estimated Project Cost: | \$275,000 |

Budget History:

| Fiscal Year | 2015-16 | 2016-17 | |
|-------------------|-----------|----------|--|
| Budget | \$275,000 | \$75,000 | |
| Year End Estimate | \$200,000 | \$0 | |
| Balance | \$75,000 | \$75,000 | |

Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|------------|-----------|---------|
| CDWA1468 | 470 | Water Fund | \$275,000 | 2015-17 |

Project Data

| | | |
|----------------------|--|--------------------------------------|
| Project Number: | CISW1052 | New Project <input type="checkbox"/> |
| Project Name: | WWTP Phase 2A and Natural Treatment System Upgrades | |
| Project Description: | Compliance Wastewater System improvements upgrades include Blower upgrades, contact stabilization, generator upgrades for reliability and redundancy, constructed wetlands for effluent cooling, expansion of the poplar tree plantation and installation of a new Pudding River outfall. The final design plans for the compliance upgrades were prepared and submitted to Oregon DEQ in January 2012. The Environmental Protection Agency, based on a court decision, disapproved Oregon DEQ using National Conditions Criterion for establishing TMDL's for Thermal Loading, which is what the City's TMDL for is based on. The City cannot move forward until DEQ establishes the TMDL for Thermal Loading for the City's NPDES discharge permit for Pudding River. Depending on the timing of future decisions some components not related to thermal loading may be pulled out and constructed separately. | |

Map:



| | |
|----------------------------|--|
| Project Justification: | Compliance upgrades needed to deal with new thermal loading limits on the Pudding River. |
| Operating Fund Impact: | Increases long term costs because of additional maintenance |
| Project Status: | Waiting DEQ determination on Thermal Loading for Pudding River |
| Estimated Completion Date: | Depends on Oregon DEQ |
| Estimated Project Cost: | \$12,400,000 |

Budget History

| Fiscal Year | 2014-15 | 2015-16 | 2016-17 |
|-----------------------|--------------|--------------|--------------|
| Budget | \$12,400,000 | \$12,399,150 | \$12,399,150 |
| Year to Date expenses | \$850 | \$0 | |
| Balance | \$12,399,150 | \$12,399,150 | |

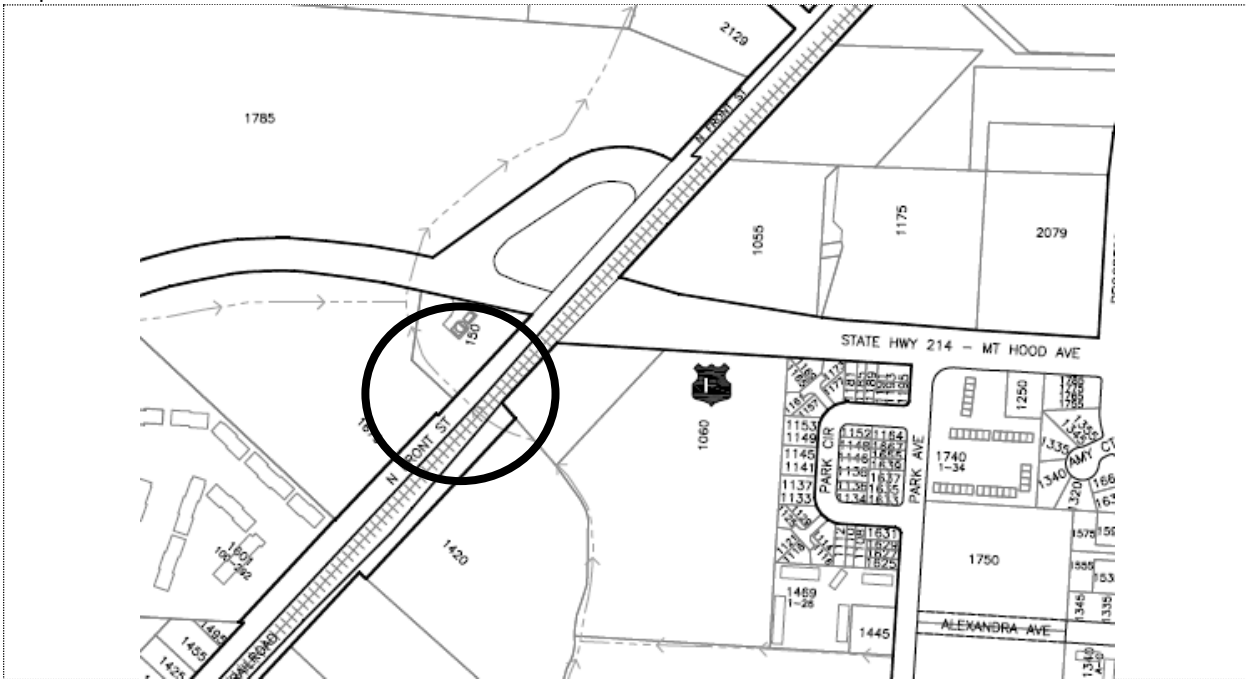
Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|------------|--------------|-------------|
| CISW1052 | 472 | Sewer Fund | \$12,400,000 | FY 2014-18+ |

Project Data

| | | |
|----------------------|---|--------------------------------------|
| Project Number: | CDSW1413 | New Project <input type="checkbox"/> |
| Project Name: | Mill Creek Pump Station Phase 1 | |
| Project Description: | Project identified in Wastewater Facilities Plan. Minimum capacity of existing pumps at Mill Creek Pump Station exceeds the low flow conditions. The project installs new flow submersible pumps with variable speeds at Mill Creek Pump Station. This project is included in the POTW/Natural Treatment System upgrades project that currently is on hold pending future DEQ decisions. Depending on the timing of future decisions it may be pulled out and bid separately. | |

Map:



| | |
|----------------------------|--|
| Project Justification: | Project will improve pump and motor life, improve force main operations by providing constant flow and improve plan performance by providing a steady flow during low flow conditions. |
| Operating Fund Impact: | Increases long term costs because of additional maintenance |
| Project Status: | Currently on hold pending DEQ decisions |
| Estimated Completion Date: | June 2017 |
| Estimated Project Cost: | \$150,000 |

Budget History:

| Fiscal Year | 2014-15 | 2015-16 | 2016-17 |
|-----------------------|-----------|-----------|-----------|
| Budget | \$150,000 | \$150,000 | \$150,000 |
| Year to Date expenses | \$0 | \$0 | \$0 |
| Balance | \$150,000 | \$150,000 | \$150,000 |

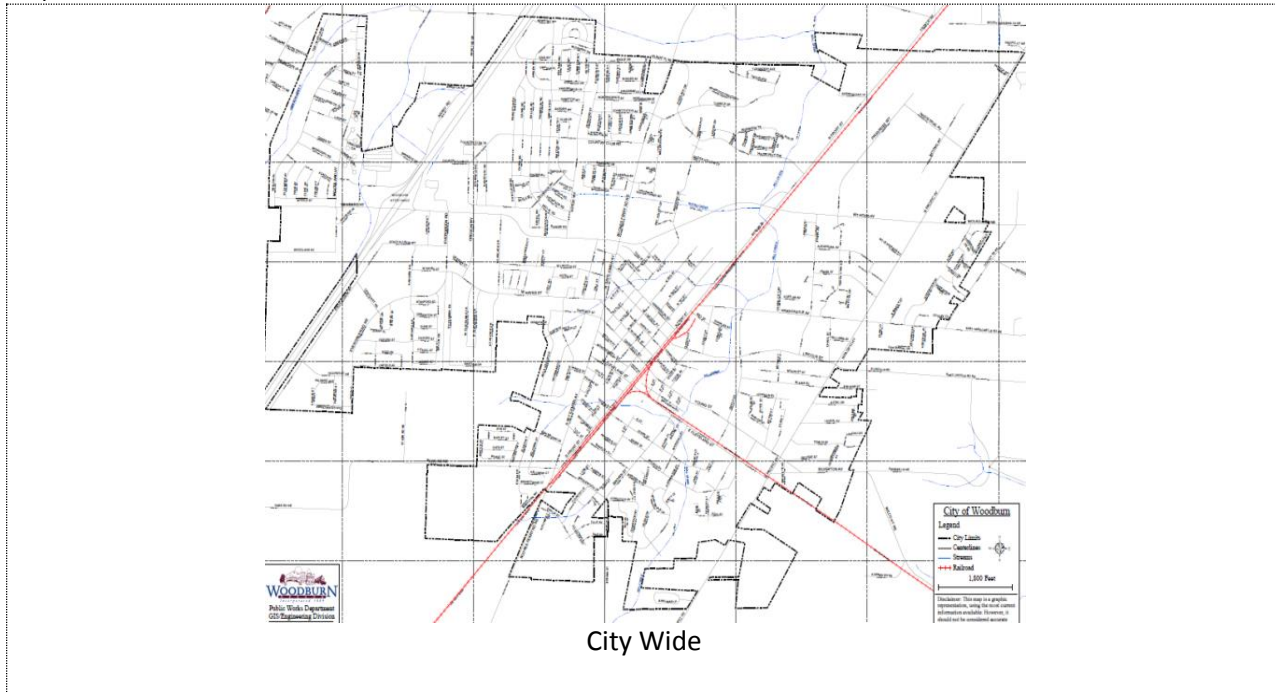
Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|------------|-----------|---------|
| CDSW1413 | 472 | Sewer Fund | \$150,000 | 2016-17 |

Project Data

| | | |
|----------------------|--|---|
| Project Number: | CDSW1414 | New Project <input checked="" type="checkbox"/> |
| Project Name: | Pump Station Upgrades – electrical & alarms | |
| Project Description: | Compliance with DEQ reliability requirements including electrical and alarm systems. | |

Map:



| | |
|----------------------------|---|
| Project Justification: | Initial condition assessment of the existing pump stations was included in the Wastewater Facilities Plan but it was recommended to do a separate Pump Station Reliability Study and modifications done that are identified to ensure continued compliance. |
| Operating Fund Impact: | Increases long term costs because of additional maintenance |
| Project Status: | Design |
| Estimated Completion Date: | June 2017 |
| Estimated Project Cost: | \$225,000 |

Budget History

| Fiscal Year | 2014-2015 | 2015-2016 | 2016-17 |
|-----------------------|-----------|-----------|-----------|
| Budget | \$225,000 | \$225,000 | \$225,000 |
| Year to Date expenses | \$0 | \$0 | \$0 |
| Balance | \$225,000 | \$225,000 | \$225,000 |

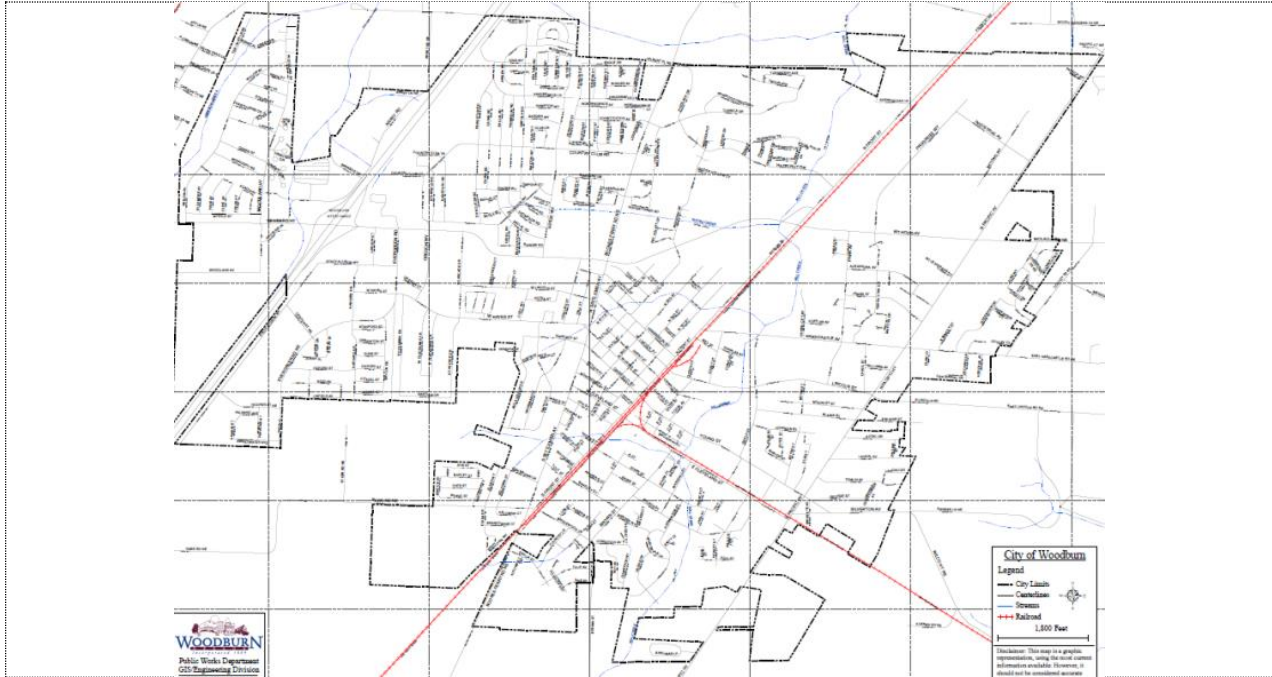
Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|--------------------------|-----------|---------|
| CISW1002 | 465 | Sewer Capital Const Fund | \$225,000 | 2014-17 |

Project Data

| | | |
|----------------------|--|---|
| Project Number: | CDSW1488 | New Project <input checked="" type="checkbox"/> |
| Project Name: | Sanitary Sewer Collection System Piping Replacements | |
| Project Description: | Project will include replacement of deteriorated sanitary sewer pipes throughout the city. Project will also include Force Main Air Release upgrades | |

Map:



| | |
|----------------------------|--|
| Project Justification: | Sections of deteriorated sanitary sewer pipes throughout the city need to be replaced. Air relief valves are failing and require regular maintenance. The improvement would improve the efficiency of the sewer force main system and lower operating costs for power to the pumps. |
| Operating Fund Impact: | Will reduce power costs for the pumps |
| Project Status: | Construction |
| Estimated Completion Date: | June 2017 |
| Estimated Project Cost: | \$250,000 |

Budget History:

| | | | |
|-----------------------|-----------|--|--|
| Fiscal Year | 2016-17 | | |
| Budget | \$250,000 | | |
| Year to Date expenses | \$0 | | |
| Balance | \$250,000 | | |

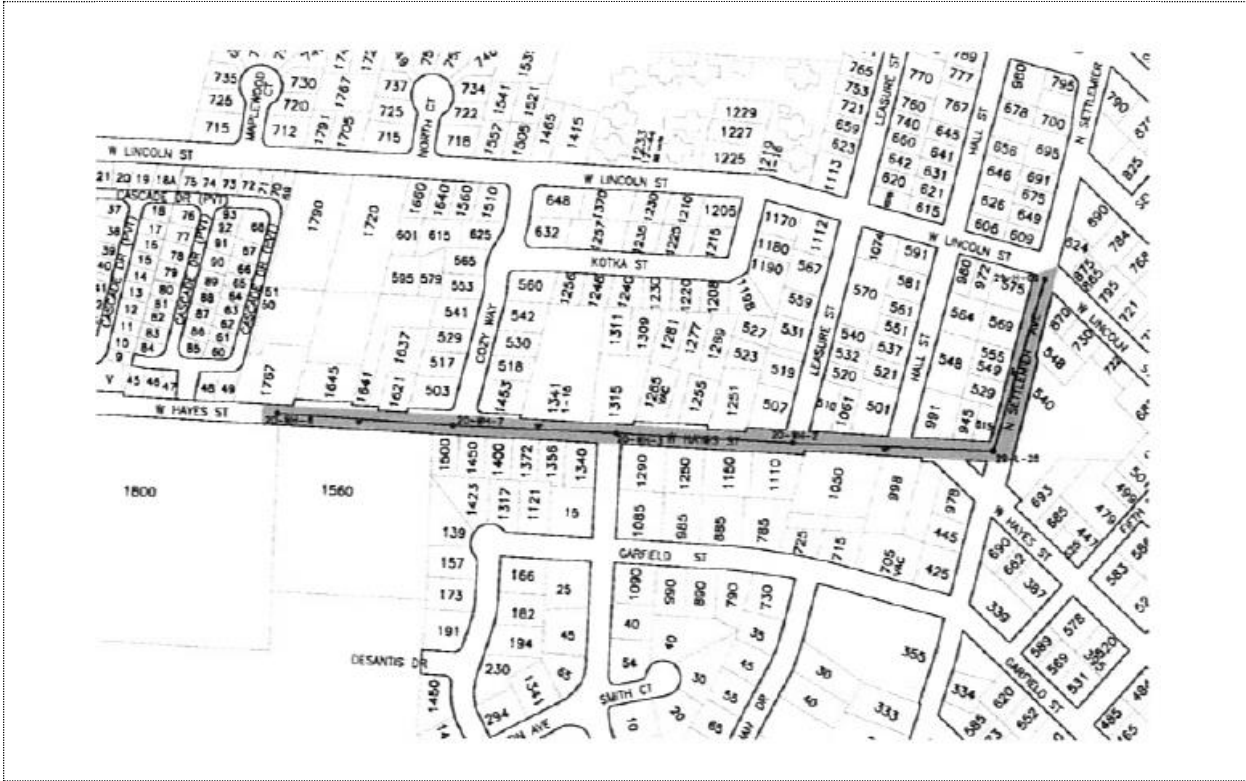
Funding Data:

| <u>Project No.</u> | <u>Fund No.</u> | <u>Fund Name</u> | <u>Amount</u> | <u>FY</u> |
|--------------------|-----------------|------------------|---------------|-----------|
| CDSW1488 | 472 | Sewer Fund | \$250,000 | 2016-17 |

Project Data

| | | |
|----------------------|--|--------------------------------------|
| Project Number: | CDSW1417 | New Project <input type="checkbox"/> |
| Project Name: | West Hayes Sanitary Sewer Improvement – Settlemier to Cascade | |
| Project Description: | Replace 454 ft. of 10" sanitary sewer main with new 12" pipe; replace 1,436 ft. of 10" sanitary sewer main with new 15" pipe; and replace 457 ft. 10" sanitary sewer main with new 15" pipe. | |

Map:



| | |
|----------------------------|--|
| Project Justification: | The larger diameter sanitary sewer pipelines will convey peak flows with adequate freeboard between the hydraulic grade and ground surface |
| Operating Fund Impact: | No impact since replacing pipe |
| Project Status: | Design/Construction |
| Estimated Completion Date: | June 2017 |
| Estimated Project Cost: | \$2,030,000 |

Budget History:

| Fiscal Year | 2014-15 | 2015-16 | 2016-17 |
|-----------------------|-------------|-------------|-------------|
| Budget | \$2,030,000 | \$2,025,044 | \$1,500,000 |
| Year to Date expenses | \$4,956 | \$525,044 | \$0 |
| Balance | \$2,025,044 | \$1,500,000 | \$1,500,000 |

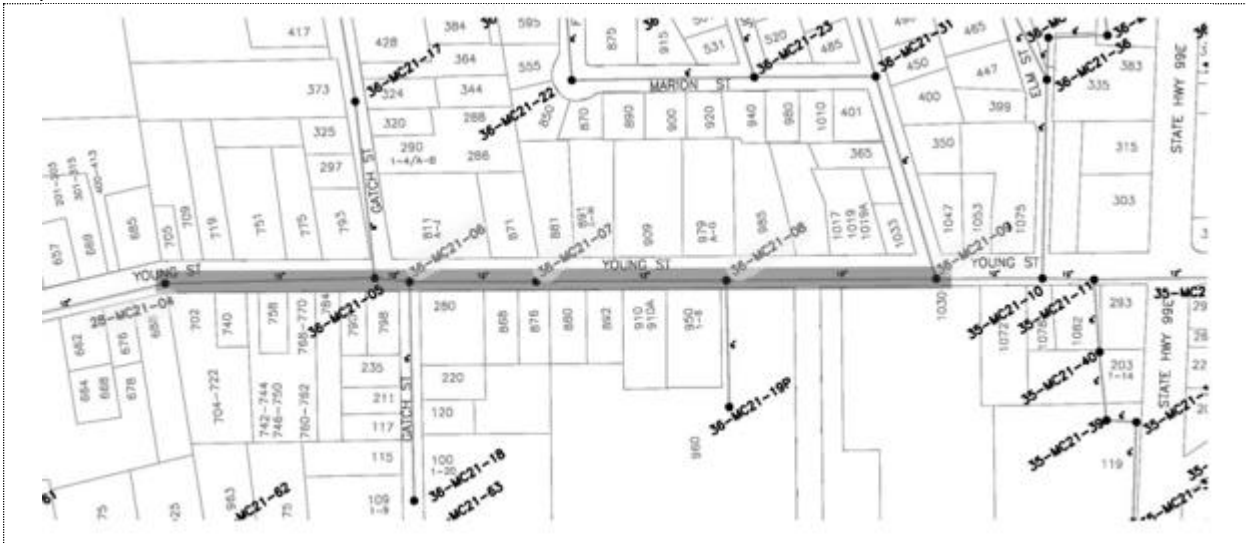
Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|------------|-------------|------------|
| CDSW1417 | 472 | Sewer Fund | \$2,030,000 | FY 2014-17 |

Project Data

| | | |
|----------------------|---|--------------------------------------|
| Project Number: | CDSW1469 | New Project <input type="checkbox"/> |
| Project Name: | Young Street Sanitary Sewer Pipeline Project | |
| Project Description: | This project has been identified for improvements as capacity deficient in the Wastewater Facilities Plan. Project includes replacing 1,840 ft. of 12" sanitary sewer main new 18" pipe on Young Street west of Gatch Street to Bryan Street. | |

Map:



| | |
|----------------------------|---|
| Project Justification: | The larger diameter sanitary sewer pipelines will convey peak flows with adequate freeboard between the hydraulic grade and ground surface. |
| Operating Fund Impact: | No impact |
| Project Status: | Design/Construction |
| Estimated Completion Date: | June 2017 |
| Estimated Project Cost: | \$1,773,000 |

Budget History:

| Fiscal Year | 2015-16 | 2016-17 | |
|-----------------------|-------------|-------------|--|
| Budget | \$1,773,000 | 1,700,000 | |
| Year to Date expenses | \$73,000 | \$0 | |
| Balance | \$1,700,000 | \$1,700,000 | |

Funding Data:

| Project No. | Fund No. | Fund Name | Amount | FY |
|-------------|----------|----------------|-------------|------------|
| CDSW1469 | 472 | Sewer Fund | \$1,273,000 | FY 2015-17 |
| CDSW1469 | 475 | Sewer SDC Fund | \$500,000 | FY 2015-17 |

Capital Improvement Plan – FY 2017-18 to FY 2021-22

| Project | Revenue Source | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | Total |
|---|----------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Street & Storm Construction | | | | | | | |
| Construction of Pedestrian Enhancements along Hwy 99E | State/Street SDC | - | - | - | 390,000 | - | 390,000 |
| Hwy 99E Widening - Lincoln Street to south of Cleveland | State/Street SDC | - | - | - | - | 7,150,000 | 7,150,000 |
| Improve Roadway Lighting along Hwy 99E Corridor | State/Street Fund | - | - | - | 2,110,000 | - | 2,110,000 |
| Hardcastle/Railroad Realignment | Street Fund/Street SDC | 1,100,000 | - | - | - | - | 1,100,000 |
| Evergreen Rd: connect to Parr Rd - Street Improvements | Developer/Street SDC | - | 600,000 | 800,000 | - | - | 1,400,000 |
| Alley: Garfield - Cleveland - Street Improvement | Street Fund | - | - | 342,000 | - | - | 342,000 |
| Willow Avenue Extension | Street Fund | - | 40,000 | 1,000,000 | - | - | 1,040,000 |
| Harrison/Settlemer to Front - Street Improvement | Street Fund/Storm SDC/Street SDC | - | - | - | 60,000 | 935,000 | 995,000 |
| Front Street Improvements - Front Street Ramp -- NCL | Street SDC | - | - | 1,500,000 | 2,300,000 | - | 3,800,000 |
| Safety Sidewalk Construction/ADA | Street Fund | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 125,000 |
| Storm Drain Construction | | | | | | | |
| North 2nd & 3rd - South of Yew St. | Street Fund/Storm SDC | - | - | 230,000 | - | - | 230,000 |
| North Front Detention - Culvert to Commerce | Street Fund/Storm SDC | 18,000 | 282,000 | - | - | - | 300,000 |
| Harrison Street, Replace Storm that is under existing homes | Street Fund | 275,000 | - | - | - | - | 275,000 |
| Landa/Laurel/George Storm (to Pudding) | Street Fund/Storm SDC | - | - | 250,000 | 600,000 | - | 850,000 |
| 422 Tooze Street | Street Fund/Storm SDC | - | - | - | 150,000 | - | 150,000 |
| Settlemer Detention and Outlet Works | Storm SDC | 300,000 | 352,000 | - | - | - | 652,000 |
| Drainage work & street modifications @ High St | Street Fund/Storm SDC | - | - | - | - | 30,000 | 30,000 |
| Cleveland Street at Mill Creek Culvert Rehabilitation | Street Fund | 209,000 | - | - | - | - | 209,000 |
| Aquatic Center Area Storm Improvement | Street Fund | 78,800 | - | - | - | - | 78,800 |
| Rehab Existing Collection System | Street Fund | - | - | - | 500,000 | 500,000 | 1,000,000 |
| Total Street and Storm Drain Construction | | 2,005,800 | 1,299,000 | 4,147,000 | 6,135,000 | 8,640,000 | 22,226,800 |
| Street Resurfacing: Gravel Streets | | | | | | | |
| Yew Street, 2nd to 3rd | Street Fund | 160,000 | - | - | - | - | 160,000 |
| Elm Street | Street Fund | - | 300,000 | - | - | - | 300,000 |
| Christiansen Street | Street Fund | - | - | 185,000 | - | - | 185,000 |
| Wilson Street | Street Fund | - | - | - | 260,000 | - | 260,000 |
| Church Street, 1st to 2nd | Street Fund | - | - | - | - | 150,000 | 150,000 |
| Total Gravel Streets | | 160,000 | 300,000 | 185,000 | 260,000 | 150,000 | 1,055,000 |
| Water: Water System Construction | | | | | | | |
| Harrison Street - Settlemer to Front Street | Water Fund | - | 450,000 | - | - | - | 450,000 |
| Lincoln to Hardcastle Loop at Washington School | Water Fund/Water SDC | - | - | - | 225,000 | - | 225,000 |
| Legion Park Waterline Loop | Water Fund/Water SDC | - | - | - | - | 200,000 | 200,000 |
| Rehab/Capacity Improvements to existing distribution system | Water Fund/Water SDC | 250,000 | 250,000 | 250,000 | 250,000 | 300,000 | 1,300,000 |
| Water System Reconstruction Total | | 250,000 | 700,000 | 250,000 | 475,000 | 500,000 | 2,175,000 |
| Sewer: Wastewater Treatment Plant | | | | | | | |
| POTW Phase 2A/Natural Treatment System | Sewer Fund | 5,000,000 | 6,000,000 | 400,000 | - | - | 11,400,000 |
| Storm Water Treatment Final Engr. | Sewer Fund | 15,000 | 250,000 | - | - | - | 265,000 |
| Headworks- Screening | Sewer Fund | - | - | 380,000 | 1,520,000 | - | 1,900,000 |
| Primary Sedimentation- PEPS | Sewer Fund | - | - | 600,000 | 2,400,000 | - | 3,000,000 |
| Primary Sedimentation- Convert WW Clarifiers | Sewer Fund | - | - | - | 340,000 | 1,360,000 | 1,700,000 |
| Filtration | Sewer Fund | - | - | - | 380,000 | 1,520,000 | 1,900,000 |
| Septage RV Dump Station Improvements | Sewer Fund | - | 60,000 | 240,000 | - | - | 300,000 |
| Poplar Tree Land Purchase | Sewer Fund | - | - | 885,000 | - | - | 885,000 |
| Poplar Tree Expansion on Additional Property | Sewer Fund | 350,000 | 350,000 | 364,000 | 364,000 | - | 1,428,000 |
| Sewer: Sewer Collections System Construction | | | | | | | |
| Replacement Costs-Collection System Piping | Sewer Fund | 250,000 | 460,000 | 460,000 | 460,000 | 460,000 | 2,090,000 |
| Rainier, Force & Gravity section | Sewer Fund | 300,000 | - | - | - | - | 300,000 |
| South Brown St. Pump Station | Sewer Fund/Developer | 800,000 | - | - | - | - | 800,000 |
| I-5 Pump Station Project | Sewer Fund | - | - | - | 261,000 | 1,046,000 | 1,307,000 |
| I-5 Force Main Project | Sewer Fund | - | - | 619,000 | 2,474,000 | - | 3,093,000 |
| Santiam Pump Station Replacement | Sewer Fund | 205,000 | 200,000 | - | - | - | 405,000 |
| Front Street Pipeline Project | Sewer Fund | - | 208,000 | 832,000 | - | - | 1,040,000 |
| Progress Way Pipeline Project | Sewer Fund | - | - | - | 255,000 | 1,092,000 | 1,347,000 |
| Lincoln Street Bryan to Mill Creek, Sewer Rehab | Sewer Fund | - | - | 500,000 | - | - | 500,000 |
| Total Sewer Construction | | 6,920,000 | 7,528,000 | 5,280,000 | 8,454,000 | 5,478,000 | 33,660,000 |
| Parks | | | | | | | |
| Legion Park Improvements, Phase 2 | Parks SDC | - | - | 1,500,000 | - | - | 1,500,000 |
| Parks Construction Total | | - | - | 1,500,000 | - | - | 1,500,000 |

The City is waiting for approval from the Department of Environmental Quality to complete POTW (WWTP) Phase 2A Construction/Natural Treatment, project (CISW1052). See the Sewer Cap Const Fund on page 126 for more information on this project.



Appendices

Glossary

Adopted Budget: Financial plan that forms the basis for appropriations. Adopted by the governing body.

Appropriation: Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body.

Assessed Value: The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property's minimum assessed value or real market value.

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.

Audit Report: A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government's financial statements, and compliance with requirements, orders and regulations.

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 written report showing the local government's comprehensive financial plan. It must include a balanced statement of actual revenues and expenditures during each of the last two years, or budget periods and estimated revenues and expenditures for the current and upcoming year or budget period [ORS 294.311(4)].

Budget Committee: Fiscal advisory board of a local government, consisting of the governing body plus an equal number of registered voters appointed from within the boundaries of the local government.

Budget Message: Written explanation of the budget and the local government's financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body.

Budget Officer: Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget.

Budget Transfers: Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

Capital Improvement (Capital Expenditure): 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 improvements have a cost of \$5,000 or more and are budgeted in the Capital Outlay budget category.

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.

Capital Projects Fund: A fund used to account for resources, such as bond sale proceeds, to be used for major capital item purchase or construction.

Community Development Block Grant (CDBG): Grants administered through the state providing funds for projects that benefit the public at large.

Compression: The Oregon Constitution limits the amount of property taxes that can be collected from each property in two categories: education and general. If taxes in either category exceed the limit for that property, the taxes are reduced or “compressed” until the limit is reached. This calculation is based on real market value of the property, not the taxable assessed value. Compression creates uncertainty in property tax revenues.

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.

Debt Service Fund: A fund established to account for payment of general long-term debt principal and interest.

Department: The largest organizational unit of the City.

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: An obligation chargeable to an appropriation and for which part of the appropriation is reserved.

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 12-month period of time to which the annual budget applies. Woodburn’s fiscal year is July 1 through June 30.

FTE: Full-time Equivalent, FTE, is a staffing measure that identifies how many full-time staff are represented by a mix of part- and full-time employees.

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 and 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: A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose.

Inter-fund Loans: Loans made by one fund to another and authorized by resolution or ordinance.

Personnel Services: 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.

Levy: Amount of ad valorem tax certified by a local government for the support of governmental activities.

Local Government: Any city, county, port, school district, community college, public or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission; a municipal corporation or municipality.

Local Option Tax: Taxing authority voter-approved by a double majority that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less.

Maximum Assessed Value (MAV). The maximum taxable value limitation placed on real or personal property by the constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

Net Working Capital: The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances.

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.

Operating Revenue: Revenue of a fund, excluding Beginning Fund Balance (Fund Balance). By focusing on Operating Revenue the trends in current year resources are evaluated.

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.

Permanent Rate Limit: The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit.

Prior Years' Tax Levies: Taxes levied for fiscal years preceding the current one.

Program: An activity or group of activities performed for the purpose of providing a service or a support function.

Property Taxes: Ad valorem tax certified to the county assessor by a local government.

Proposed budget: Financial and operating plan prepared by the Budget Officer. It is submitted to the public and the budget committee for review.

Publication: Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the U.S. Postal Service by first class mail to each street address within the boundaries of the local government; and hand delivery to each street address within the boundaries of the local government.

Real Market Value (RMV): The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date. In most cases, the value used to test the constitutional limits.

Reserve Fund: Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment.

Resolution: A formal order of a governing body; lower legal status 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.

SDC: A system development charge imposed on new development to mitigate the impact of growth on City infrastructure. These fees are used to fund improvements that increase capacity of the City's utility, park or street systems.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specific purposes.

State Revenue Sharing: Fourteen percent of state liquor receipts allocated to cities on a formula basis as outlined by state statute and distributed on a quarterly basis.

Supplemental Budget: A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax.

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

Tax on Property: Any tax, fee, charge or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property.

Tax Rate: The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

Tax Roll: The official list showing the amount of taxes imposed against each taxable property.

Tax Year: The fiscal year from July 1 through June 30.

Trust Fund: A fund used to account for fiscal activities of assets held in trust by a local government.

Unappropriated Fund Balance: Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.

City of Woodburn
FY 2016-17 Financial Plan
Budget Policies, Fiscal Strategy & Five Year Forecast

• **SECTION 1. ANNUAL REVIEW & POLICY**

- A. **Fiscal Responsibility**. It will be the policy of the City of Woodburn to return the highest level (or sustain the current levels) of service with the least amount of taxpayer investment; and to plan accordingly.
- B. **Balanced Budget**. The City's Budget shall be balanced. For each fund, ongoing costs are not to exceed ongoing revenues plus available fund balances used in accordance with reserve policies.
- C. **Budget Process**. The annual budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Levels of service will increase or decrease based on the availability of resources. Requests for new programs made outside the annual budget process are discouraged. New initiatives will be financed by reallocating existing City resources to the services with the highest priorities.
- D. **Fiscal Recommendations**. Consistent with the administrative responsibilities outlined in the Charter, the City Administrator will make fiscal recommendations to the City Council on all measures necessary to sustain current levels of service and avoid reductions in City programs, including the consideration by the City Council of new revenue sources if this is determined to be in the best interest of the community.
- E. **Budget Policies Updated Annually**. The City Council will review and adopt Fiscal Year Budget Policies on an annual basis.
- F. **Yearly Five-Year Forecast**. The City Council will review and approve the Five-Year Forecast on an annual basis. The forecast is an estimate of future revenues and expenses and is intended to serve as an estimate and a guideline for making sound financial decisions in the current fiscal year and budget preparation. The Five-Year Forecast and the annual Budget Policies together will constitute the City's Annual Financial Plan.
- G. **Policy Direction**. Consistent with their policy making role outlined in the Woodburn City Charter, the City Council is responsible for providing policy direction to determine the City's overall fiscal policy. In response to the fiscal recommendations made by the City Administrator, the City Council shall consider all measures necessary to sustain current levels of service. In addition, the City will avoid reductions in City programs and consideration of new revenue sources if this is determined to be in the best interest of the community.
- H. **Budget**. Under the Woodburn City Charter, the City Administrator serves as Woodburn's Budget Officer. The Finance Director assists the City Administrator with preparation and presentation of the

annual budget, budget administration and the day-to-day finance operations. The Budget Officer is responsible for the administration of the annual budget and may approve or disapprove the expenditures contained in the adopted budget if deemed in the best financial interest of the City.

- I. **Budget Administration**. As authorized by the City Charter, the City Administrator is responsible for taking actions necessary to keep expenditures within anticipated revenues, including initiating layoffs, reorganizations, downsizing, program reductions and adjustments to service levels. The City Administrator will keep the City Council informed as to any steps taken to reduce expenditures and, whenever possible, the Council will review the decisions and consider options during a mid-year budget review.

- **SECTION 2. DISCRETIONARY & DEDICATED RESOURCES**

- A. **Recognizing Financial Limits**. Woodburn will make a distinction between two different types of services; 1) those that are funded primarily from City discretionary resources, and; 2) those that are funded primarily from dedicated resources.
- B. **Discretionary Resources**. The General Fund is the fund that collects discretionary resources to provide discretionary programs and services as recommended by the Budget Officer and approved as part of the City's cycle. The City will continue to fund these programs primarily from General Fund discretionary resources. These include police, park and recreation, economic development, land use financial services and other programs.
- C. **Dedicated Resources**. Dedicated services (e.g., fees, grants, utility revenues, etc.) are traditional City services that are provided primarily with dedicated funds. Dedicated resources are subject to restrictions via state and federal law, grant agreements and contracts, City policy and ordinances. Frequently, these resources will be state or federal programs that the City administers locally, such as public safety programs or transportation grants. The City will fund these programs (i.e. speed and safety belt enforcement, etc.) primarily from dedicated resources.

- **SECTION 3. GENERAL FUND BUDGET (DISCRETIONARY)**

- A. **Annual Budget Goal**. The goal shall be to prepare a budget that maintains existing high priority programs supported by the General Fund while at the same time seeking savings wherever possible. Funding for lower priority programs will be reduced or eliminated to ensure that expenditures remain in balance with resources.
- B. **General Fund Emphasis**. The highest priority shall be to conserve General Fund discretionary resources to fund high priority programs as defined by the City Council and City Administrator.
- C. **Maximize City Council's Discretion**. Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the City Council as much flexibility as possible in allocating resources to local priorities.
- D. **New Revenues**. In order to sustain current levels of service, avoid reductions in public safety programs or increase services needed to meet community demands, the City Council may consider new discretionary revenues if it is determined to be in the best interest of the community.
- E. **Use of Dedicated Funding Sources**. Whenever legally possible, funding responsibility for existing programs or activities should be transferred to appropriate dedicated funding sources, freeing up scarce discretionary resources to fund City Council priorities.

- F. **Cost Efficiency.** Staff will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- G. **Materials & Services.** Departments are to prepare “base budgets” with a goal of holding General Fund or other discretionary resources for materials and services expenditures to no more than prior year budget levels.
- H. **No General Fund Street Maintenance Support.** No discretionary General Fund revenues will be used to support street maintenance activities. General Fund street lighting transfers are exempted from this policy. The current transfer from the General Fund for street lighting will be maintained as long as it is fiscally viable. The transfer will be reviewed as approved each fiscal year as part of the budget process.
- I. **Revenue Estimates.** Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to the Finance Director’s Office. Accuracy in revenue/expenditure estimates is critical. New revenue estimates should be based on the best information available. Subsequent annual estimates should also take into consideration the actual receipts from the previous year.
- J. **Pursuit of New Departmental Revenues.** Departments shall pursue revenue sources to the fullest extent possible for all services as well as total cost identification (including indirect costs) for fee setting purposes, grants or other funding opportunities. Any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new staff or programs. Fee schedules will be reviewed annually to ensure costs are recovered. Fee schedules will be updated as part of the annual budget process.
- K. **Expenditure Reductions.** Reductions in revenues may require expenditure reductions from the “base budget” level. If reductions are required, the City Administrator will be guided by the City Council’s adopted Resource Reduction Strategy (See Section 17).
- L. **Discretionary Programs.** New discretionary programs may be included in the Proposed Budget with the prior approval by the City Administrator and if the new program is deemed a high priority activity. The impact of new or expanded programs on overhead services (information system services, financial services, building / grounds maintenance, human resource services, budget services, etc.) shall be evaluated to determine if overhead services need to be increased due to the addition of new programs.

The costs of increases in overhead services attributed to additional programs shall be included in the analysis of the total cost of new programs. Should outside funding for a program expire, the program may be terminated by the City Administrator or the City Council.

- M. **Full Cost Recovery.** City staff shall make every effort to assign costs where they occur through the use of interdepartmental/interfund charges and indirect cost percentage assignments. The intent is to clearly define the actual cost of each direct service the City provides internally or externally. The first priority is the recovery of overhead costs from all funds and grant programs.
- N. **Annual Budget Savings.** To the extent General Fund supported departments experience savings during the year (due to position vacancies, etc.) that money should not be spent. Instead it should be saved to augment the beginning fund balance for the next fiscal year except as approved by the City Administrator.

- **SECTION 4. NON-GENERAL FUND / UTILITY BUDGETS (DEDICATED)**

- A. **Bottom-Line Emphasis.** For activities or programs funded primarily from non-General Fund sources, Departments are to prepare “base budgets” with a goal of holding any General Fund contribution to no more than the amount provided in the current fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be achieved.

- B. **No Backfilling.** General Fund discretionary dollars will not be used to backfill any loss in water and/or sewer City utility revenue, state-shared or federal revenues, grants or dedicated funding programs (for further information, see the Resource Reduction Strategy).
- C. **Revenue Estimates.** Departments should budget for revenues based on the best information available at the time the budgets are prepared. If additional information becomes available during the budget process, it shall be provided to the Finance Department. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.
- D. **Overhead Cost Allocation Charges.** All non-General Fund departments should budget the amount allocated to that department.
- E. **Cost Efficiency.** As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- F. **Utility Revenue Allocations.** It is the policy of the City of Woodburn that revenue generated by City owned utilities will be split between capital funds and operating expenses in a manner consistent with Woodburn's Capital improvement plans and operating requirements. The allocation, or split, of these revenues will be approved annually as part of the budget processes.
- G. **Utility Rates.** The City will maintain utility rates at a level that ensures that all debt service, operating and capital costs are adequately recovered. Capital costs identified in approved capital improvement plan will be used as the basis for forming the capital costs recovery portion of utility rates.
- H. **System Development Charges.** As permissible under state law, the City will pursue the recovery of infrastructure-related development cost relating to water, sewer, street, storm and parks. These costs will be delineated via a defensible methodology, which will be revised from time to time to ensure accuracy.
- I. **Street SDC Reserve.** The Street SDC Fund will not be depleted below the estimated balance outstanding on the City's contribution to the Woodburn I-5 Interchange Project. The Street SDC Fund resources will be focused on the Woodburn I-5 Interchange Project until the liability is settled with the Oregon Department of Transportation.

- **SECTION 5. FUND RESERVES & CONTINGENCIES**

- A. **PERS Reserve Established**. Due to expected PERS rates increases over the next three legislative biennia the City Council is hereby establishing a PERS General Fund Reserve (PERS Reserve). The PERS Reserve is intended to help manage General Fund service impacts associated with any future PERS rate increases. It is the goal of the City to hold at least \$250,000 in the General Fund PERS Reserve pending future rate increases.
- B. **General Fund Contingencies**. Not including the PERS General Fund Reserve, and consistent with Government Finance Officers Association (GFOA) best practices, at least 17 percent of the General Fund's operating appropriation shall be placed into the operating contingency to meet cash flow needs with the expectation. In addition, it is the goal of the City to preserve contingencies to the greatest extent possible for the purposes of rolling contingency balance into the following year's General Fund's Beginning Fund Balance.
- C. The City re-establishes the Shortfall Management Reserve (SMR).
- D. **General Fund Contingency Proportionality**. If possible, when contingency is expended overall reductions will be made to the General Fund in a manner to preserve a 17 percent General Fund contingency.
- E. **Water & Sewer Fund Contingencies**. The Water and Sewer Funds will maintain annual contingencies of not less than 5 percent.

- **SECTION 6. GRANT APPLICATIONS (ALL FUNDS)**

- A. **Approval to Pursue**. The City Administrator's approval is necessary before any employee pursues lobbying efforts on matters having budget implications, and before grant applications are submitted to the granting agency. Department Heads should advise the City Administrator before official positions are taken on matters that might have budget implications.
- B. **General Fund Matching Funds**. Upon approval by the City Administrator, matching fund requirements will be presented to the City Council for final approval.

- **SECTION 7. NEW POSITIONS, PROGRAMS AND OVERTIME (ALL FUNDS)**

- A. **Base Budget & New Positions**. Departments are to prepare "base budgets" with no new regular positions unless specifically authorized by the City Administrator in advance of Budget preparations. Reorganizations of departments or programs resulting in changes in staffing or positions may be considered if the change is cost neutral or a cost savings from the current costs. No position compensation or increase will be provided beyond amounts budgeted for the position.
- B. **Considerations of New Positions/Programs**. Unless otherwise authorized by the City Administrator, consideration of new programs and positions will occur only if the cost of the position or program is offset by non-General Fund sources legally tied to the new position or if the cost of the position is offset by new external revenues, reductions within existing funds and/or the position is required to generate those revenues. Cost estimates for new positions will include office facility space, equipment, rent, utilities, supplies, related increases in overhead services, etc.

Additional personnel or programs shall be requested only after service needs have been thoroughly documented or after it is substantiated that the new employees will result in increased revenue or enhanced operating efficiencies.

- C. **Annual Overtime Budgets.** Departments will anticipate their annual overtime costs to be included the Proposed Budget. Once the Budget is adopted, overtime costs are to be managed within adopted levels. No overtime costs can exceed budgeted levels without first obtaining the authorization of the City Administrator.
- **SECTION 8. MID-YEAR BUDGET REDUCTIONS**
 - A. **Revised Revenue or Expense Estimates.** If additional information concerning revenue reductions or significant expense increases becomes available after the start of the fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the City Council’s adopted Resource Reduction Strategy.
 - **SECTION 9. MID-YEAR REQUESTS, GENERAL FUND CONTINGENCY (ALL FUNDS)**
 - A. **Non-Emergency Requests.** In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency will be made to cover unanticipated costs that could not be absorbed throughout the year.
 - B. **Emergency Requests.** Emergency requests during the fiscal year will be submitted to the City Administrator for recommendation and forwarded to the City Council for consideration.
 - **SECTION 10. COMPENSATION & BENEFITS (ALL FUNDS)**
 - A. **Wage Policy.** Historically, the biggest factors forcing budget growth are increases in employee compensation and increased benefit costs. The City will have a compensation and benefit program that: 1) reflects the value of work performed by our employees, 2) compares favorably with the compensation and benefits paid for similar work in both the private and public sectors, and 3); considers the community’s ability to pay. Both our employees and the public must understand the mutual respect that such a policy warrants.
 - B. **Health Care & PERS Costs.** Continue the City’s policy on wages and salary increases which evaluates the increased cost of health insurance and PERS contributions as part of the total compensation package. It is the goal of the City to reduce annual escalations of health insurance, and other benefit costs by getting the employees to bear an equitable portion of the annual premium increases and/or selecting lower cost benefit programs.
 - A. **Cost of Living Adjustments (COLA).** The City Administrator will make a recommendation either to include, or not include, a COLA for non-represented employees in the Proposed Budget. COLAs included in the Proposed Budget are considered and approved by the Budget Committee and City Council as part of the budget process. COLAs or other compensation provided for in collective bargaining agreements will be provided for in the annual Proposed Budget.
 - B. **Step Adjustments.** Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee step adjustments will not exceed 5 percent without the expressed permission of the City Administrator.
 - **SECTION 11. BUDGET CONTROLS**
 - A. **Legal Compliance.** The City Administrator and Finance Director will continue to review and control departmental budgets at the appropriation level.

B. **Personnel Services & Benefits.** With the exception of overtime pay and temporary help accounts, which shall be developed by Department Heads with the advice of the Finance Director and the approval of the City Administrator, personnel services and benefits cost calculations will be provided by the City Administrator and the Finance Director and will be used as provided. The City Administrator and the Finance Director will also provide estimates for insurance and internal services costs. These amounts will not be altered by Department Heads.

C. **Wages & Benefit Control.** Positions not entitled to receive benefits will be managed in a manner that keeps them below mandatory benefit thresholds (such as PERS, health insurance, etc.). Positions will only be eligible for benefits if approved by the City Administrator and/or designated in Job Descriptions. All benefit costs must be anticipated and included in the annual Budget.

D. **One-Time Revenues.** One-time revenues will be used only for one-time expenses.

- **SECTION 12. UNAPPROPRIATED ENDING FUND BALANCES (ALL FUNDS)**

A. **Limit Unappropriated Ending Fund Balances.** To provide the most budget flexibility during the year, limit the use of unappropriated ending fund balances to circumstances where they are required by law. Rather than use unappropriated fund balances, the goal should be to place any monies not needed for current expenditures in the relevant funds' operating contingencies.

- **SECTION 13. CAPITAL IMPROVEMENT GUIDELINES**

A. **Capital Improvement Program.** A 6-year Capital improvement Program will be adopted as part of the annual budget process. It will include all projects anticipated to be initiated and/or delivered in the 6-year planning period. The Capital Improvement Program will be consistent with the City's adopted Capital Improvement Master Plans. Funding availability will determine the rate at which Capital Improvement program projects are initiated or completed.

B. **Exceptions.** The City will fund dedicated programs and services with dedicated funding sources. Exceptions may be made, on a case-by-case basis, by the Budget Committee, City Council or by the City Administrator if appropriate. One criterion will be whether the City would incur more costs elsewhere as a result of the reduction.

C. **Capital Planning Consideration.** Recognizing that it does not necessarily make sense to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the City's long-term needs.

- **SECTION 14. DEBT ISSUANCE (ALL FUNDS)**

A. **Debt Issuance.** The City will only issue debt in accordance with adopted Master Debt Resolutions for Sewer and Water. General Obligation debt will only be issued in compliance with state statutes. Debt will only be issued (for all fund types) when a dedicated resource is available to meet the required debt service and reserve.

B. **Interfund Transfers.** Interfund transfers are allowed if the City Council determines the transfer to be in the best interest of the City. All interfund transfers will be managed consistent with state budget law. No debt will be issued without the approval of the City Administrator and authorization of the City Council.

- **SECTION 15. ANNUAL FINANCIAL AUDITS**

- A. **Annual Audit Required.** The Oregon Municipal Audit Law (ORS 297.405 – 297.555) requires a financial audit and examination be made of the accounts and financial affairs of the City at least once a year. Consistent with State law, the City of Woodburn will conduct an annual independent audit of the preceding fiscal year.
- B. **Audit Standards.** Woodburn’s annual financial audits will be conducted in accordance with auditing standards generally accepted in the United States. Those standards require that an independent auditor plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.
The audit will examine, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. The audit will also assess accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. The audit will contain an assessment of the City’s internal financial controls and procedures make any necessary recommendation for improvement.
- C. **Finance Director and City Administrator Oversight.** It will be the responsibility of the Finance Director and the City Administrator to oversee the annual audit process.
- D. **Preparation of Financial Statements.** When feasible, City staff will prepare and provide annual financial statements to the auditor’s satisfaction. If staffing levels or other barriers exist to internal preparations of financial statements, the City Administrator may authorize the auditor’s preparation of financial statements for the purposes of completing the annual audit on time.
- E. **Audit Deadlines & Extensions.** Per Section 15 (F), the Annual Audit will be presented to the City Council no later than December 31. Consistent with State law, the annual Audit will also be filed with the Oregon Secretary of State’s Audit Division no later than December 31.

The presentation of the Audit to the City Council and filing with the Secretary of State’s Office may occur later than December 31 if an audit filing extension is granted by the Secretary of State’s Office. Any and all requests for audit filing extensions must be approved by both the City Administrator and the Auditor. In the event that an audit filing extension is requested and/or granted, the City Administrator will inform the City Council of the reason for the extension request and estimated time line for completing, presenting and filing the audit.

- F. **Audit Presentation to Council.** The annual audit findings will be presented to the Woodburn City Council during a regularly scheduled City Council meeting by a representative of the audit firm. All audits presented to the City Council must be complete and signed by a representative of the audit firm.
- G. **Budget Committee Review.** A copy of the Annual Financial Report will be provided to the Woodburn Budget Committee for their review.

- **SECTION 16. PROGRAMS**

- A. **Discretionary Programs.** To the extent additional discretionary resources are available, high priority services areas will be slated for growth in discretionary support. Lower priority service areas will receive constant or decreasing discretionary support. Based on the direction of the City Council, discretionary programs are identified, and prioritized, as follows:

Discretionary Programs

- ✓ Police Patrol & Public Safety

- ✓ Police Support Services
- ✓ Financial Services
- ✓ Legal Services
- ✓ Land Use Planning
- ✓ Economic Development
- ✓ Code Enforcement
- ✓ General Administration
- ✓ Library
- ✓ Aquatic Center
- ✓ Recreation Programming
- ✓ Parks and Park/Tree Maintenance
- ✓ Other General Fund Supported Non-Essential Program & Services
- ✓ Computer/Network transfers (capital replacements of desktop pc's and associated servers)
- ✓ Discretionary Transfers (i.e. Transit, Streets, RSVP, etc.)
- ✓ Community Services (i.e. flower baskets, TOT Grants – where permissible, etc.)
- ✓ Intergovernmental Agreements that provide no direct offsetting revenues

• **SECTION 17. RESOURCE REDUCTION STRATEGY (ALL FUNDS)**

- A. **Goal & Reduction Approach.** When faced with a potential reduction in resources, the City's goal is to continue to provide services in a professional, effective and efficient manner. Consequently, to the extent possible, across-the-board reductions in expenditures will be avoided.
- B. **Case-by-Case Consideration.** Reductions will be made on a case-by-case basis, focusing on each individual program or service. If possible, reduction will be made proportional to the programs and services identified by the City Council.
- C. **Moderation When Possible.** If, as a result of loss of a significant amount of discretionary resources, expenditure reductions become necessary, those reductions will be made in moderate case-by-case reductions in discretionary supported programs and services. These reductions will focus first on programs funded by dedicated resources and then services funded by discretionary resources.
- D. **Discretionary Contributions.** If further reductions are required, any discretionary funding that supplements or supports services mostly supported with dedicated resources will be reduced or eliminated. This may apply to programs or activities expanded or started with discretionary resources within the last few years. Exceptions may be made on a case-by-case basis by the City Council.
- E. **Furlough Days.** If personnel budget/salary saving are required, the City will consider a reduced work week or furlough days prior to laying off staff.
- F. **Consideration List.** Discretionary funding for programs funded by discretionary resources will be reduced or eliminated as needed. Legal restrictions or the City's ability to maintain minimal service levels will be considered. The City Administrator can determine the appropriate level of consideration at his/her sole discretion when making mid-year reductions or comprising the annual Budget proposal. Based on the direction of the City Council, the order of City service areas to be considered for reductions are:

Consideration List

- ✓ Intergovernmental Agreements that provide no direct offsetting revenues
- ✓ Community Services (i.e. flower baskets, TOT Grants – where permissible, etc.)
- ✓ Discretionary Transfers (i.e. Transit, Streets, RSVP, etc.)
- ✓ Computer/Network transfers (capital replacements of desktop pc's and associated servers)
- ✓ Other General Fund Supported Non-Essential Program & Services

- ✓ Parks and Park/Tree Maintenance
- ✓ Recreation Programming
- ✓ Aquatic Center
- ✓ Library
- ✓ General Administration
- ✓ Code Enforcement
- ✓ Economic Development
- ✓ Land Use Planning
- ✓ Legal Services
- ✓ Financial Services
- ✓ Police Support Services
- ✓ Police Patrol & Public Safety

G. **Indirect Costs**. The City's overhead programs will not be prioritized, but will be sized to the need and size of the overall organization. Generally, wherever possible, the City's goal is to make fee-supported programs self-sufficient. This includes recovering those programs' appropriate share of the City's overhead costs. If reductions occur, then indirect costs will be sized to the needs and size of the rest of the organization.

H. **Dedicated Funding for Programs**. Where legally possible, the City will consider using dedicated resources to fund high priority programs related to the purpose for which the dedicated funds are received.

Five-Year Forecast

The Five-Year Forecast was adopted by the City Council February 22, 2016. It is included here to add a long-term perspective to budget information.

Five-Year Forecast

Fiscal Years 2017- 2021



Finance Department
February 16, 2016

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Introduction

City of Woodburn Background

The City of Woodburn is located within Marion County in the populous northern Willamette Valley, approximately halfway between the larger urban areas of Portland and Salem. The population of the region within a 30-mile drive of Woodburn is 2.1 million, according to the American Community Survey.

The economy of the immediate area around Woodburn has historically been centered on agricultural and forest products, with the City serving as the manufacturing and services hub for these two sectors. Food processing and agricultural services continue to be very important parts of the local economy. Another important factor in the local economy, as nearby urban populations have grown, Woodburn has adapted by attracting a variety of new businesses ranging from metal fabricating, warehousing, regional retail and a wide range of service-providing businesses.

Woodburn has changed significantly in population since it was first incorporated in 1889. The City originally began as a small farming and manufacturing community. Beginning in the 1960s Woodburn became a suburb of Salem and Portland with its proximity to I-5. As of the census of 2000, 20,100 people resided in Woodburn. As of 2010, its population had risen to 24,080 — a net rise of 19.8 percent over 2000 — ranking it the 21st most-populated city in Oregon. The per capita income was \$16,249 (compared to \$26,702 for the state), and the median income for a family was \$41,818, or 16 percent less than the state median household income.

The population of Woodburn, as of July 2015, was 24,670. Woodburn's adopted population projection for 2020 is 34,919. Marion County's adopted population projections indicate Woodburn will grow to 37,216 by 2030.

Purpose of the Forecast

The Five-Year Financial Forecast takes a forward look at the City's most significant fund revenues and expenditures with the purpose of identifying financial trends, shortfalls and issues so the City can proactively address them. For the purposes of the financial outlook, we strive to look at operating revenues (those revenue sources not subsidized by beginning fund balance) versus operating expenses. Future results are projected based on the City's current service levels, policies and unavoidable future impacts. Existing fund balances will be considered available for one-time expenditures only, whenever possible.

The financial forecast serves as a basis of the City's financial plan for its primary operational funds, which influence changes to the City's budget policy. The intent of this financial forecast is to project each operating fund's financial position under certain assumptions. The forecast then sets the stage for the budget process, aiding both the City Administrator and City Council in establishing priorities and allocating resources appropriately. Responsible financial stewardship is imperative to provide for the current and future needs of the community. Forecasting is one of the most powerful tools the City has available to help make informed financial decisions that will ensure the City's future vitality and economic stability.

Forecast Methodology

The City of Woodburn's approach to forecasting is to apply a conservative philosophy that neither overstates revenues nor understates expenditures. Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the City identifies factors that contribute to the changes in revenues and expenditures, such as development, inflation, interest rates and known future events that will affect operations. Forecasting of operating costs embraces the concept of status quo. This concept assumes that the current level of service will continue for the next Five-Years with cost changes based on inflationary increases. This provides a baseline economic estimate from which reductions or increases in service levels can be determined. To the extent certain reductions or additions are anticipated, they are noted within the fund section of this report. Exceptions to the status quo assumption are noted at the beginning of each fund.

Because capital improvements are based on available resources, a long-term forecast is not useful for budgeting purposes. Master plans governing our long-term investments in Water, Sewer, Transportation, Storm Water, and Parks have been established. Projects are prioritized based on the master plans, but are scheduled based on available resources which, due to variations in growth rates, are not readily predicted. To the extent possible, operations are funded first and remaining resources are allocated to fund capital improvements. This frequently means that improvements are delayed to achieve the matching funding source. Improvements which are too expensive to be paid from net resources are assumed to be funded via bonded debt, although in practice, this is a rare occurrence. For these reasons, capital construction funds and the related special revenue funds, are not included in this forecast.

Utilizing general ledger records and reports, audited financial statements, water and sewer master plans/rate studies and published City budgets, each of the funds listed below were examined to identify patterns in revenues, expenditures and cash balances that may indicate financial instability or threats to sustainability of current operations.

Executive Summary

This report is a combined effort of all City staff. Each department provided insight into future year operating revenues and costs. The goal in assembling this report is to reveal trends, highlight financial issues and provide suggestions and options. We look forward to feedback and input from the City Council and other interested parties on these issues.

Because the fund section provides detailed information, the executive summary will focus on the most significant issues facing the City.

Overview

The forecast model predicts that most operating funds will have sufficient resources to meet expenses over the five-year period. A few of the fund graphs depict a declining undesignated balance of resources. While this may seem alarming, it is just an indicator. In reality, the City would not submit a proposed budget where costs exceed all available resources. The value of the forecast is that it allows us to predict where problems might occur and provides the City adequate time to take corrective action before the situation becomes a crisis.

Economic and Demographic Assumptions

Oregon as a whole is expected to grow with a modest annual population growth rate of 1.1 percent to 1.25 percent between 2016 and 2020. Oregon and the City of Woodburn's economic condition heavily influence the population growth. Woodburn's economy determines the ability to retain local workforce as well as attract job seekers. These factors will weigh heavily upon the City's ability to continue to provide a high level service to the public.

Issues in the Coming Year

- Continued focus on stabilizing General Fund finances
- The Urban Growth Boundary (UGB) issue leaves a lot of uncertainty about future development and future demands on water, sewers, streets and building activities
- Expansion of the Economic Development program

Issues Beyond One Year

Public Employees Retirement System (PERS)

The City participates in the Oregon PERS State and Local Government Rate Pool, which is projecting that rates will increase 20 percent at the beginning of the next biennium, which is June 30, 2017. While a 20 percent increase is significant, the rates are also expected to increase another 20 percent in June 30, 2019.

Unfortunately, the 20 percent projection is not worst case scenario. A significant drop in the market could change the 20 percent increase to 40 percent per biennium. Also, services that require more skilled labor will be impacted more by the growth rate because employees are more likely to be Tier 1 or 2, which already have higher rates.

Health Insurance

Though the City has implemented a high-deductible health plan and attempted to control health insurance costs the growth rates on some policies continue to exceed 15 percent. An assumption of 10 percent growth in insurance rates has been used here. There is a great deal of uncertainty in health care premiums and the implications of the Affordable Care Act.

General Fund

New demands for services will need either new resources or program cuts in other areas. The Police Department budget represents approximately 90 percent of the Property Tax revenue and will continue to be a priority in budgeting. The challenge for the City will be to continue to provide a high level of service with only modest increases in revenues. Demand for park and recreation services are expected to continue to increase due to increases in population and put additional strain on the limited resources of the General Fund.

In addition, the facilities funded by the General Fund, including City Hall, the library and the aquatics center still have a significant amount of deferred maintenance.

The City levies a franchise fee on private utilities for the use of the City right-of-way. For the first time in FY 2013-14, the City levied this franchise fee on its own utilities and the 5 percent general right-of-way charge was approved for a five-year period and City Council voted in 2016 to continue the charge without an end date.

Water

The operational fund is in relatively good shape, but that is largely at the expense of setting aside rate revenue for future capital expansion. Demand for new services has been low, but may see significant increase in the next five years. UGB expansion is uncertain and what capacity improvements are needed is unknown.

Transit

Historically, the General Fund provided \$151,000 annually to the Transit Fund; that support has declined to \$116,000, resulting in reductions in service hours and routes in recent years. The transit operation is aggressively seeking grants to fund operations and maintain and/or increase current levels of service, but a restoration of some of the General Fund subsidy may be necessary to sustain the program in the long term. Recent capital investments in vehicles and shelters were largely grant funded.

Sewer

Major expansion at the Wastewater Treatment Plant (WWTP) has been on hold waiting for a decision from DEQ regarding the water quality limits for temperature. This brings uncertainty for the Sewer Fund because project costs will be more than estimated due to the multi-year delay. See the Sewer Fund on page 233 for further detail. Also, the UGB expansion is uncertain and what capacity improvements are needed is unknown.

Streets

Due to economic conditions, Street SDC revenues have remained flat and are expected to remain flat. The City paid the \$4.2 million remaining balance to ODOT for the I-5 interchange project. Several street projects were delayed to maintain an adequate Street SDC balance. Now that this project is resolved existing projects will be prioritized.

General Fund

Variances from Status Quo Assumptions

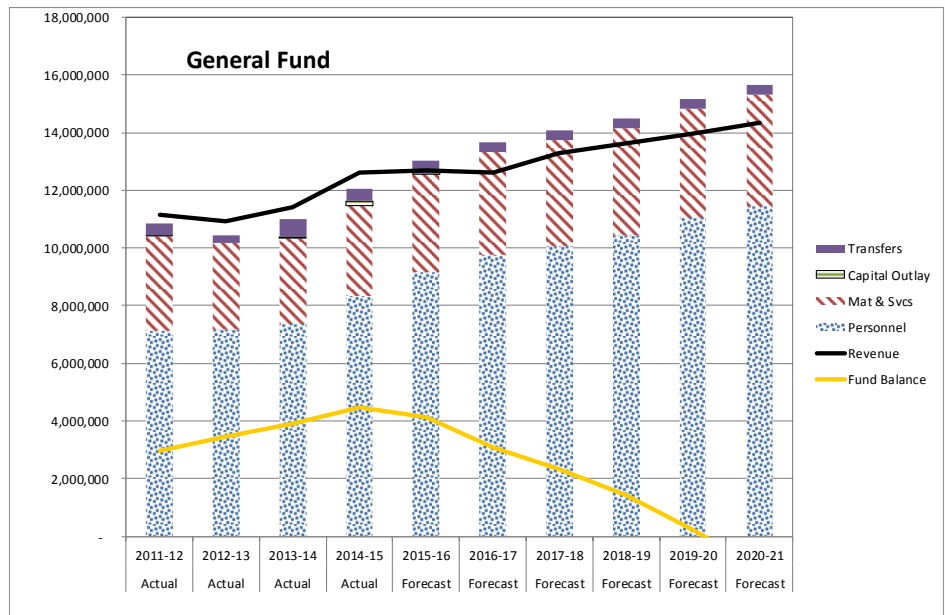
- None

Key Assumptions

- PERS Rate Increase 20 percent as of July 1, 2017
- General Fund Right-of-Way Charge on Water & Sewer continues

Operating Position

Property taxes account for almost 70 percent of the annual revenues in the General Fund. Property tax revenues are no longer declining, but there is uncertainty surrounding the recent appeal award of the City’s largest taxpayer. Though residential values are increasing, the City has industrial and other property types that continue to lag behind. Property taxes will increase if there are significant new developments within City limits, but it takes several years



to see the income increase. In the first few years of this forecast the City does not expect to receive the 3 percent increase allowed by statute. Franchise fees, the second largest revenue in this fund, are based on the gross revenues collected in Woodburn of utilities that use the City’s right-of-way. Private utilities doing business in the City of Woodburn include Portland General Electric, Northwest Natural Gas, Qwest, Republic Services, Wave Broadband, Woodburn Ambulance and others. The only way this source of revenue will increase is if the private utilities revenues derived from Woodburn residents also increase. Intergovernmental is the third largest type of revenue at 5 percent. This type includes state and federal grants, and state cigarette, liquor and revenue sharing. Overall, revenues are projected to increase at a modest 2 percent rate for the forecast period.

Capital Projects — From Operating Revenues

The City has a number of deferred maintenance projects, which continue to be postponed. The 2014-15 budget included funding for the most critical needs, such as city hall roof and HVAC replacement, a significant mower replacement and other facilities-related needs. However, the City Hall Roof and HVAC replacement project were reduced to critical repairs only.

Potential Impacts and Issues

There are potential future demands that could increase costs in this fund; however, there are no available resources for these expansions. Potential future demands are explained below.

Parks & Facilities Maintenance

As demand continues to grow for the public's use of City parks, additional burdens are being placed on the City's General Fund to provide enhanced services. Additional staff hours are required for cleanup and maintenance of these parks. These potential cost increases are not included in the forecasts. Facilities maintenance continues to be a challenge with aging buildings requiring increasingly expensive repairs and maintenance.

Police Staffing

While population continues to increase, there has not been a proportional increase in development resulting in increased tax revenues. This phenomenon places an increased burden on the demand for police services without commensurate revenue increases.

Building Inspection Fund

Variations from Status Quo Assumptions

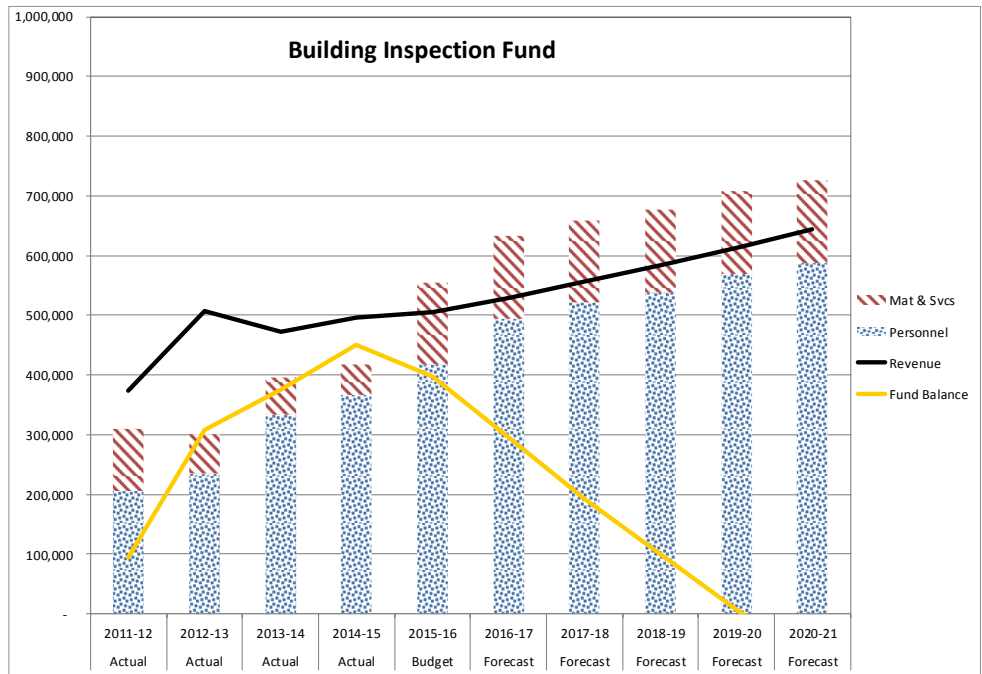
- Permit revenues are have shown significant increase in FY 2015-16
- Additional position approved in FY 2014-15 Supplemental Budget, currently unfilled

Operating Position

Revenues are based on permits issued for new development and redevelopment that historically ebbs and flows. Permits are collected prior to the work being done, therefore cash balances exist to pay for services to be performed in the future. Future revenues are based on estimates of when specific projects might begin. Costs reflect cuts and reductions already in place and estimated inflationary influences.

Potential Impacts and Issues

Delays in developers submitting plans or starting construction will impact the bottom line. The City will closely monitor the actual revenues against the forecast and will take corrective action if necessary. A return to a normal level of development necessitated a return to historic staffing levels. Revenues for the current year continue to be ahead of budget year to date, but it is uncertain whether the pattern will continue throughout the year. The revenue projection was maintained at a conservative level.



The Building Fund, of course, will be significantly impacted if the UGB is not expanded, as the City is running out of residential and industrial lots. There are quite a few commercial building opportunities that could sustain revenues for several years though.

Approximately 50 percent of the Woodburn School District bond allows for significant construction work to all the school buildings for repairs, additions and two new schools. The school bond passing will have a big impact on the Building Department workload and revenue over the next five years, but it may also require additional staff and vehicles.

Transit Fund

Variations from Status Quo Assumptions

- None

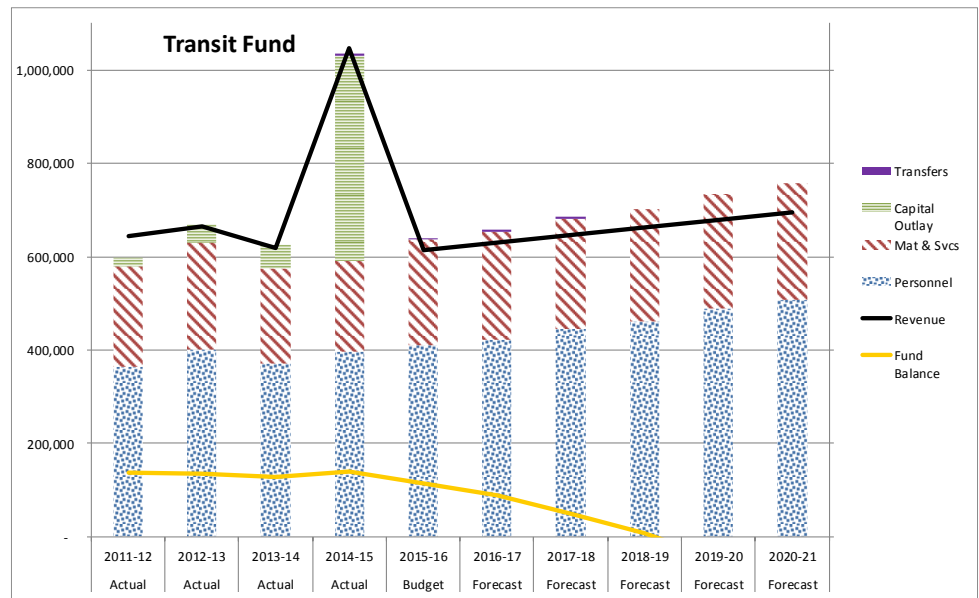
Key Assumptions

- Ability to continue to obtain grant funding
- General Fund contribution remains stable for forecast period
- Fares remain consistent for forecast period

Operating Position

The City’s transit system provides fixed route bus operations as well as Dial-a-Ride services for disabled citizens. The transit operation is funded by a contribution of \$116,000 from the General Fund, approximately \$30,000 in fare revenue with the balance made up from state and federal grants.

The City continues to monitor the availability of state and federal funds for this program and manages staffing and service levels to available resources.



Capital Projects — From Operating Revenues

Replacement of buses and vans is done as-needed and historically has occurred when grant funding is available. The spike in Capital Outlay in FY 2014-15 was for grant funded purchases.

Potential Impacts and Issues

Should a large, unanticipated curtailment of state and/or federal grant revenue occur, this program could potentially be drastically curtailed or discontinued as replacement funding is not anticipated to be available from the General Fund. In addition, the declining fund balance displayed at the end of the forecast horizon may necessitate General Fund support of the transit fund.

The landscape recently installed at the new Woodburn Memorial Transit Facility will likely generate additional maintenance costs during this five year period.

Street Fund

Variances from Status Quo Assumptions

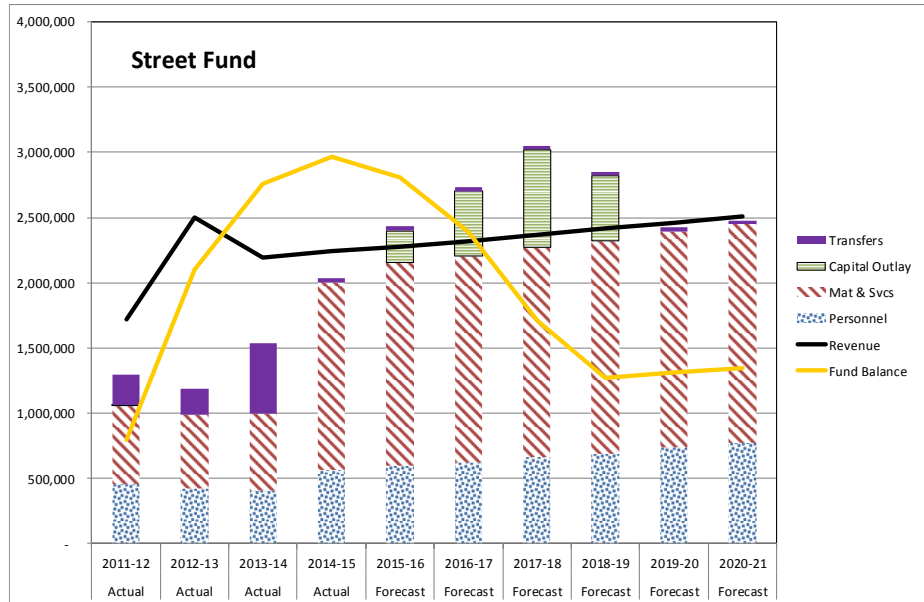
- None

Operating Position

State gas taxes are the largest source of revenue for this fund. Privilege taxes paid by PGE and NW Natural are another large revenue stream. Privilege taxes are dependent not only on population growth, but can also be impacted by weather patterns.

Street projects that had previously been budgeted as capital projects have been reevaluated and are now funded as operational expenses in the

Street Fund. These include resurfacing projects that do not significantly reconstruct the roadbed, increase lane size or capacity.



Capital Projects — From Operating Revenues

Projects related to, but not a part of, the I-5 Interchange Project, were funded in FY 2013-14. This is the cause of the sharp increase in transfers for FY 2013-14. In FY 2014-15 a change was made to correctly classify maintenance activities such as resurfacing streets as maintenance and not capital and budget these maintenance activities within the Materials and Services budget instead of Capital Outlay.

Potential Impacts and Issues

Due to the increase in the gas tax, registration and other fees and the shifting of shared revenues (to cover street lighting expenses) to this fund, financing remains relatively stable for the forecast period. However, unusually mild weather can flatten the privilege tax revenues.

The new I-5 Interchange landscaping will likely generate additional maintenance costs during this five year period, which would be a cost of this fund.

Water Fund

Variances from Status Quo Assumptions

- None

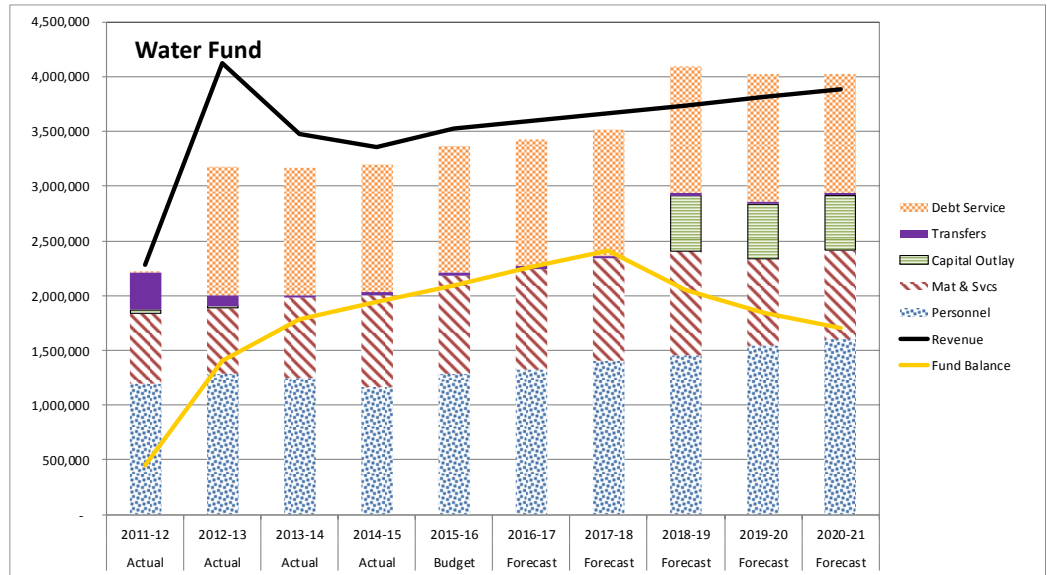
Operating Position

Revenues and treatment costs are driven by consumption, which due to increased conservations efforts by the City should continue to decline over the forecast period.

An update to the rate study and Master Plan may reveal the need for a rate adjustment.

Management is

monitoring these cost progressions and is working on recommendations for any revenue short falls in ensuing fiscal years.



Potential Impacts and Issues

As personnel, material and services costs continue to increase, levels of service will become difficult to maintain. Management is recommending the 2001 Water Master Plan and water rates be reviewed and updated as needed.

UGB expansion is uncertain and what capacity improvements are needed is unknown. This will greatly impact decisions in regard to future capital and rate structures.

Sewer Fund

Variations from Status Quo Assumptions

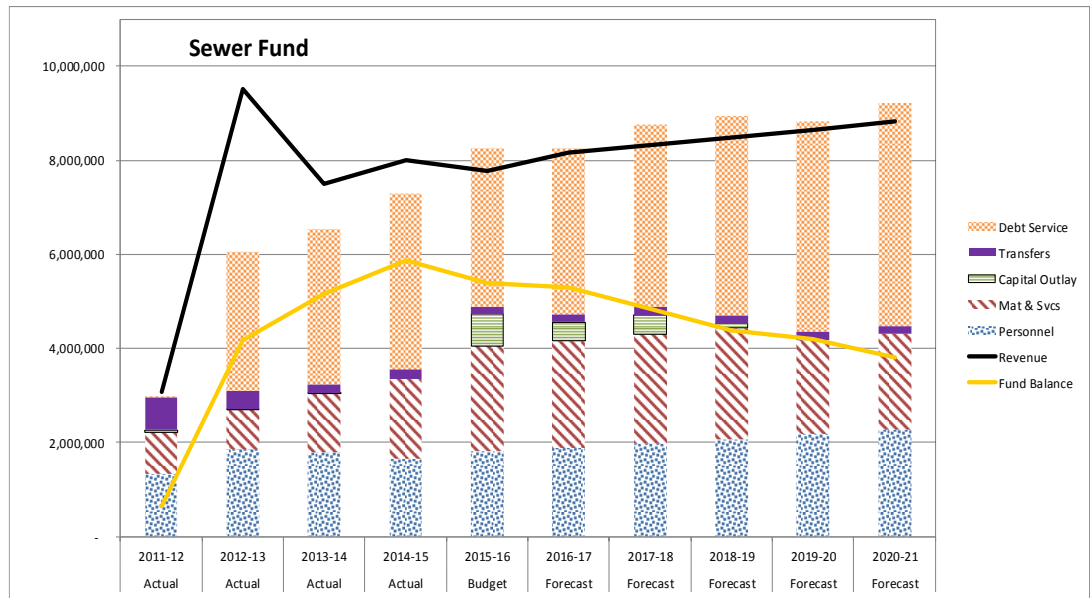
- None

Operating Position

To fund the ongoing capital projects the City Council approved rate increases. The last increase was effective in FY 2014-15 at 9.5 percent.

In FY 2014-15, a change was made to correctly classify maintenance activities such as

repairs of sewer lines as maintenance and not capital. The City accounted for these maintenance activities within the Materials and Services budget instead of Capital Outlay.



Potential Impacts and Issues

In 2007 the City entered a Mutual Order Agreement (MAO) with the Department of Environmental Quality which established an implementation framework, interim effluent limitations and schedule for completing improvements to the wastewater facility for compliance with winter-time ammonia limits and temperature total maximum daily load (TMDL). The temperature TMDL per the MAO was to be based on the findings of a separate water quality analysis that was currently being conducted by DEQ for the Molalla-Pudding Rive Sub basin.

The Molalla-Pudding River Sub basin TMDL was issued by DEQ December 2008 and was subsequently approved the U.S. Environmental Protection Agency. An evaluation report was submitted to DEQ in April 2009, which provided the framework, implementation schedule and identified the required improvements needed to meet compliance with the established limits.

To fund the needed future wastewater treatment plan compliance upgrades the City sold Wastewater Revenue and Refunding Bonds November 2011. Based on the evaluation report approved by DEQ, final design plans were prepared and submitted to DEQ January 2012 to meet the compliance deadline of the MAO. In August 2013 EPA provided notice to DEQ, disapproving of Oregon Water Quality Standards; Natural Conditions Criteria for Temperature and Statewide Narrative Natural Conditions Criteria in general. Pudding River TMDL for temperature established in 2008 was established using natural criteria and could no longer be used for permitting.

Staff has been working with DEQ to update the current MAO to reflect the changes, limits and timeline that have been influenced by the court's decision, but until a water quality standard is established for the Pudding River, the City's National Pollutant Discharge Elimination System permit will not be renewed, nor can the City move forward with upgrades at the Water Treatment Plant as related to temperature compliance. Currently an outcome and timeline for DEQ in resolving temperature limits for water bodies that cannot meet numeric criteria is not known.

Though the City has issued approximately \$43 million in bonds for the project, many portions of the project are stalled until a decision is made. This brings uncertainty for the Sewer Fund because project costs will be more than estimated due to the multi-year delay.

UGB expansion is uncertain and what capacity improvements are needed is unknown. This will greatly impact decisions in regard to future capital and rate structures.

Remaining Funds

Capital Construction Funds

Capital Construction Funds are not included in this forecast because their activity is limited by funds available. A more robust capital construction plan and reporting mechanisms were implemented for development during the 2014-15 budget cycle.

Remaining Funds

The remaining 22 funds have dedicated revenue sources, are for a specific purpose, or have nominal activity. These funds have not been included as part of the Five-Year Forecast.

Major Assumptions – Revenues

The assumptions for this forecast are based on historical trends and expected growth without the UGB expansion. Most revenues will be improved if the City's boundary grows, but there will be pressure on staffing levels or other expenses that may generate offsetting expenses in the short run.

Revenue Assumptions

Property Taxes — General Fund

Taxes are based on assessed value which is determined by the Marion County Assessor. Generally, assessed values grow by 3 percent per year as allowed by the state constitution. There is no correlation between real market value and assessed value. The City must also allow for the effects of compression, which in the recent years has resulted in the loss of significant revenue. The City's tax rate is permanently set at \$6.0534 per \$1,000 of assessed value, but is subject to limitation under Ballot Measures 5 and 50 limitations. The City has large taxpayers with values that are not increasing at the high rates of residential properties, some values even continue to decline. As a result of these factors, the City estimates property tax growth to be below 3 percent for the first several years of the forecast. Even with uncertainty surrounding the assessed value of City's largest taxpayer, this is a more optimistic growth rate than prior forecasts because property tax compression seems to be reversing in the City.

Franchise Fees — General Fund

These fees are assessments on the utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility ranging from 3 percent to 8 percent. Franchise fees are assessed on telecommunication, cable television, natural gas, electric utilities, ambulance and garbage. These revenues are expected to grow at a slow rate (less than 2 percent) for the forecast period.

Charges for Goods & Services — Utility User Charges

Water: The forecast assumes a 2 percent annual increase due to typical new development.

Sewer: The forecast assumes a 2 percent annual increase for growth. The last rate increase adopted by City Council was effective July 1, 2014 at 9.5 percent.

Gas Taxes

The State Gas Tax is estimated with a growth rate of 2 percent per year.

Building, Planning and Engineering Permits

Permit revenues are based on identification of specific developments with assumptions based on which fiscal year the development is likely to begin.

Major Assumptions – Expenditures

Personnel Services

Wages are assumed to increase by 2.5 percent per year across all funds and all labor groups. This is a conservative estimate considering that several labor contracts include a 2 percent cost of living adjustment and step increases that are often 3 percent.

As mentioned previously, a growth rate of 10 percent has been used for insurance costs.

PERS rate assumptions vary somewhat by fund. The current average rate for each fund was determined, then a 20 percent growth rate was applied for each of the next two biennium.

Material and Services

Impacts of inflation are assumed to remain minor over the five years, remaining stable over the forecast period at 2 percent to 2.5 percent. Management has been aggressive in managing costs in this category to help offset growth in personnel services costs and has been successful in holding spending well under budgeted amounts. However, workers' compensation and other insurance rates may cause this category to exceed the management targets as years pass.

Capital Equipment

The Public Works Fund maintains a replacement reserve for capital equipment replacement and is funded via transfers from the Water, Streets and Sewer funds. The General Fund replaces equipment on an as-needed basis or emergency basis, with emphasis on whether funding is available.

Debt Service

Estimates are based on amortization schedules for outstanding debt issues.

Glossary

Capital Projects

New construction and major repairs to the City's fixed assets

Operating Position

Recurring revenues and recurring expenditures

Potential Impacts

Refers to issues and challenges that are in addition to the status quo. The intent is to inform the reader of economic matters that might occur during the forecast period.

Recurring Expenditures

The expense portion of status quo, predictable and on-going costs

Recurring Revenues

The resource portion of status quo, predictable and ongoing revenues

Revenues

Includes both recurring revenues and transfers in

Status Quo

The current level of services

Transfers In

Internal charges by General Fund for services provided to other funds

Urban Growth Boundary (UGB)

A regional boundary around the City's perimeter used by local governments as a guide to zoning and land use decisions to control urban expansion onto farm and forest lands.

Wage Scales

The City's wage scales include the American Federation of State, County and Municipal Employees (AFSCME), the Woodburn Police Association (WPA), Sergeants, Part-Time and Unrepresented Full-Time.

Part-Time Wage Scale

Effective 7/1/2016

| Grade | Range | | | Position | | |
|-------|----------------------------|----------|----------|-----------------------------------|--------------------|--------------------|
| | Entry | Mid | Max | | | |
| 1 | \$ 9.75 | \$ 10.80 | \$ 11.86 | Library Page | Rec Leader General | Swim Instructor |
| | | | | Rec Leader- After School Club | Lifeguard | Med. Transp Driver |
| | | | | Vehicle Custodian | Aquatics Cust | |
| 2 | \$ 10.00 | \$ 11.08 | \$ 12.17 | Rec Programmer I - Summ. Day Camp | | |
| 3 | \$ 10.25 | \$ 11.36 | \$ 12.47 | Rec Programmer II-Summ. Day Camp | Shift Supervisor | |
| 4 | \$ 10.71 | \$ 11.86 | \$ 13.02 | | | |
| 5 | \$ 11.25 | \$ 12.46 | \$ 13.67 | Customer Service Clerk | Rec Specialist | |
| 6 | \$ 11.81 | \$ 13.08 | \$ 14.35 | Library Assist. | Rec Coord. | Lead Swim Inst |
| 7 | \$ 12.40 | \$ 13.74 | \$ 15.07 | Evidence Tech | | |
| 8 | \$ 13.01 | \$ 14.42 | \$ 15.82 | | | |
| 9 | \$ 13.67 | \$ 15.14 | \$ 16.61 | Bus Driver | | |
| 10 | \$ 14.35 | \$ 15.90 | \$ 17.44 | | | |
| 11 | \$ 15.07 | \$ 16.69 | \$ 18.32 | Library Associate | | |
| 12 | \$ 15.82 | \$ 17.53 | \$ 19.23 | | | |
| 13 | \$ 16.61 | \$ 18.40 | \$ 20.19 | | | |
| 14 | \$ 17.44 | \$ 19.32 | \$ 21.20 | | | |
| 15 | \$ 18.32 | \$ 20.29 | \$ 22.26 | | | |
| 16 | \$ 19.23 | \$ 21.31 | \$ 23.38 | Librarian | Pool Operator | |
| 17 | \$ 20.19 | \$ 22.37 | \$ 24.55 | Adm. Clerk-Police | | |
| 18 | \$ 21.20 | \$ 23.49 | \$ 25.77 | | | |
| 19 | \$ 21.53 | \$ 24.66 | \$ 27.06 | | | |
| 20 | \$ 23.38 | \$ 24.98 | \$ 28.41 | | | |
| 21 | \$ 24.55 | \$ 27.19 | \$ 29.83 | | | |
| 22 | \$ 25.77 | \$ 28.55 | \$ 31.32 | | | |
| 23 | \$ 27.06 | \$ 29.97 | \$ 32.89 | Senior Planner | | |
| 24 | \$ 28.41 | \$ 31.48 | \$ 34.53 | | | |
| 25 | \$ 29.83 | \$ 33.05 | \$ 36.26 | Plans Examiner/Inspector | | |
| 26 | Set rate per day/game- DOE | | | Court Judge | BackGr Invest. | Fitness Instructor |
| | | | | Bailiff | Umpire/Referee | Rec Instructor |
| | | | | Utility I | | |
| | | | | Parks | | |
| | | | | Seasonal - Temp | | |
| PMPT | \$ 10.54 | \$ 11.68 | \$ 12.81 | Parks & Maintenance Worker | | |

AFSCME Wage Scale

Effective 7/3/2016

| Grade | Position | Entry | After 5 Yrs | After 9 Yrs |
|-------|----------------------------|----------|-------------|-------------|
| A-PM | Parks & Maintenance Worker | \$ 12.01 | \$ 12.48 | \$ 12.96 |

| Grade | Position | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|-------|---------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| A | | \$ 12.01 | \$ 12.81 | \$ 13.61 | \$ 14.41 | \$ 15.21 | \$ 16.00 | \$ 16.32 | \$ 16.65 |
| B | Clerk I | \$ 12.19 | \$ 13.01 | \$ 13.82 | \$ 14.63 | \$ 15.44 | \$ 16.25 | \$ 16.58 | \$ 16.91 |
| C | | \$ 12.38 | \$ 13.20 | \$ 14.03 | \$ 14.86 | \$ 15.68 | \$ 16.50 | \$ 16.83 | \$ 17.17 |
| D | | \$ 12.61 | \$ 13.45 | \$ 14.30 | \$ 15.14 | \$ 15.98 | \$ 16.81 | \$ 17.16 | \$ 17.49 |
| E | | \$ 12.85 | \$ 13.70 | \$ 14.57 | \$ 15.42 | \$ 16.27 | \$ 17.12 | \$ 17.47 | \$ 17.81 |
| F | | \$ 13.12 | \$ 13.99 | \$ 14.87 | \$ 15.74 | \$ 16.62 | \$ 17.49 | \$ 17.84 | \$ 18.20 |
| G | Meter Reader | \$ 13.42 | \$ 14.32 | \$ 15.21 | \$ 16.11 | \$ 17.00 | \$ 17.89 | \$ 18.26 | \$ 18.61 |
| H | Bus Driver | \$ 13.74 | \$ 14.66 | \$ 15.57 | \$ 16.49 | \$ 17.41 | \$ 18.32 | \$ 18.70 | \$ 19.06 |
| I | Clerk II | \$ 14.13 | \$ 15.06 | \$ 16.01 | \$ 16.95 | \$ 17.89 | \$ 18.83 | \$ 19.22 | \$ 19.59 |
| J | Municipal Court Clerk | \$ 14.54 | \$ 15.52 | \$ 16.49 | \$ 17.46 | \$ 18.43 | \$ 19.39 | \$ 19.79 | \$ 20.17 |
| | Records Clerk | | | | | | | | |
| K | Clerk III | \$ 15.01 | \$ 16.01 | \$ 17.01 | \$ 18.01 | \$ 19.01 | \$ 20.01 | \$ 20.41 | \$ 20.81 |
| | Library Assistant | | | | | | | | |
| | Utility Worker I | | | | | | | | |
| L | Permit Technician | \$ 15.51 | \$ 16.55 | \$ 17.58 | \$ 18.62 | \$ 19.65 | \$ 20.68 | \$ 21.10 | \$ 21.52 |
| | Water Technician I | | | | | | | | |
| M | Engineering Technician I | \$ 16.17 | \$ 17.15 | \$ 18.22 | \$ 19.29 | \$ 20.36 | \$ 21.43 | \$ 21.87 | \$ 22.30 |
| | Utility Worker II | | | | | | | | |
| N | Waste Water Operator I | \$ 16.70 | \$ 17.81 | \$ 18.92 | \$ 20.04 | \$ 21.15 | \$ 22.25 | \$ 22.70 | \$ 23.15 |
| | Water Operator I | | | | | | | | |
| O | Evidence Technician | \$ 17.03 | \$ 18.17 | \$ 19.30 | \$ 20.43 | \$ 21.57 | \$ 22.70 | \$ 23.16 | \$ 23.62 |
| | Utility Worker III | | | | | | | | |
| P | Engineering Technician II | \$ 17.39 | \$ 18.55 | \$ 19.71 | \$ 20.87 | \$ 22.03 | \$ 23.18 | \$ 23.65 | \$ 24.12 |
| | Library Associate | | | | | | | | |
| Q | Building Inspector/Plans Examiner I | \$ 18.26 | \$ 19.48 | \$ 20.69 | \$ 21.91 | \$ 23.13 | \$ 24.33 | \$ 24.82 | \$ 25.31 |
| | Fleet Maintenance Technician | | | | | | | | |
| | CAD/GIS Technician | | | | | | | | |
| | Waste Water Operator II | | | | | | | | |
| | Water Technician II | | | | | | | | |
| | Utility Worker IV | | | | | | | | |
| R | Facility Maintenance Technician | \$ 19.02 | \$ 20.29 | \$ 21.56 | \$ 22.83 | \$ 24.10 | \$ 25.35 | \$ 25.86 | \$ 26.37 |
| | Water Operator II | | | | | | | | |
| S | Librarian | \$ 19.98 | \$ 21.31 | \$ 22.64 | \$ 23.97 | \$ 25.30 | \$ 26.62 | \$ 27.16 | \$ 27.70 |
| T | Associate Planner | \$ 21.04 | \$ 22.43 | \$ 23.84 | \$ 25.24 | \$ 26.64 | \$ 28.04 | \$ 28.60 | \$ 29.16 |
| | Fleet Maintenance Technician - Lead | | | | | | | | |
| | Water Maintenance Technician | | | | | | | | |
| U | Building Inspector/Plans Examiner II | \$ 22.21 | \$ 23.69 | \$ 25.18 | \$ 26.66 | \$ 28.13 | \$ 29.61 | \$ 30.20 | \$ 30.80 |
| | Sewer Line Maintenance Technician | | | | | | | | |
| | Waste Water Laboratory Technician | | | | | | | | |
| | Waste Water Operator III | | | | | | | | |
| V | Engineering Technician III | \$ 24.31 | \$ 25.94 | \$ 27.56 | \$ 29.18 | \$ 30.81 | \$ 32.42 | \$ 33.07 | \$ 33.72 |
| | Industrial Waste Coordinator | | | | | | | | |
| | Waste Water Maintenance Technician | | | | | | | | |
| Y | Building Inspector/Plans Examiner III | \$ 31.59 | \$ 33.70 | \$ 35.80 | \$ 37.91 | \$ 40.01 | \$ 42.13 | \$ 42.97 | \$ 43.81 |

Woodburn Police Association (WPA) Wage Scale

Effective 7/3/2016

Compensation Schedule Sworn Officer

| GRADE | Position | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
|-------|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 1.0 | Trainee | \$ 24.03 | | | | | | | | | |
| 1.1 | Officer | \$ 25.29 | \$ 26.31 | \$ 27.32 | \$ 28.67 | \$ 30.02 | \$ 31.37 | \$ 33.05 | \$ 33.72 | \$ 34.73 | \$ 35.41 |
| 1.2 | Officer-Basic Language | \$ 25.93 | \$ 26.97 | \$ 28.00 | \$ 29.38 | \$ 30.77 | \$ 32.15 | \$ 33.88 | \$ 34.57 | \$ 35.61 | \$ 36.30 |
| 1.3 | Officer-Advanced Lang | \$ 27.07 | \$ 28.15 | \$ 29.23 | \$ 30.68 | \$ 32.12 | \$ 33.56 | \$ 35.36 | \$ 36.09 | \$ 37.17 | \$ 37.89 |
| 2.1 | Officer-Intermediate | \$ 26.57 | \$ 27.63 | \$ 28.69 | \$ 30.10 | \$ 31.52 | \$ 32.94 | \$ 34.71 | \$ 35.42 | \$ 36.48 | \$ 37.18 |
| 2.2 | Officer-Inter Basic Lang | \$ 27.23 | \$ 28.32 | \$ 29.41 | \$ 30.86 | \$ 32.31 | \$ 33.77 | \$ 35.58 | \$ 36.31 | \$ 37.40 | \$ 38.12 |
| 2.3 | Officer-Inter Adv Lang | \$ 28.43 | \$ 29.57 | \$ 30.70 | \$ 32.21 | \$ 33.72 | \$ 35.26 | \$ 37.14 | \$ 37.90 | \$ 39.04 | \$ 39.79 |
| 3.1 | Officer-Advanced | \$ 27.83 | \$ 28.94 | \$ 30.05 | \$ 31.54 | \$ 33.02 | \$ 34.51 | \$ 36.36 | \$ 37.10 | \$ 38.21 | \$ 38.95 |
| 3.2 | Officer-Adv Basic Lang | \$ 28.53 | \$ 29.67 | \$ 30.81 | \$ 32.33 | \$ 33.85 | \$ 35.37 | \$ 37.27 | \$ 38.03 | \$ 39.18 | \$ 39.93 |
| 3.3 | Officer-Adv Adv Lang | \$ 29.78 | \$ 30.98 | \$ 32.16 | \$ 33.76 | \$ 35.33 | \$ 36.93 | \$ 38.91 | \$ 39.70 | \$ 40.89 | \$ 41.69 |

Compensation Schedule NON Sworn Officer

| CE | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| | 75% | 78% | 81% | 85% | 89% | 93% | 98% | 100% |
| Code Enforcement | \$ 18.57 | \$ 19.31 | \$ 20.06 | \$ 21.05 | \$ 22.03 | \$ 23.03 | \$ 24.26 | \$ 24.75 |

Sergeant Wage Scale

Effective 07/05/2015

| Grade | Position | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
|-------|----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | Differentials | 75% | 78% | 81% | 85% | 89% | 93% | 98% | 100% | 103% | 105% |
| 4.1 | Intermediate Certification | \$ 29.19 | \$ 30.37 | \$ 31.54 | \$ 33.10 | \$ 34.65 | \$ 36.20 | \$ 38.15 | \$ 38.92 | \$ 40.11 | \$ 40.88 |
| 4.2 | Int. + Basic Language | \$ 29.93 | \$ 31.13 | \$ 32.33 | \$ 33.93 | \$ 35.52 | \$ 37.12 | \$ 39.11 | \$ 39.90 | \$ 41.11 | \$ 41.91 |
| 4.3 | Int. + Advanced Language | \$ 31.24 | \$ 32.50 | \$ 33.75 | \$ 35.41 | \$ 37.08 | \$ 38.75 | \$ 40.83 | \$ 41.66 | \$ 42.92 | \$ 43.75 |
| 5.1 | Advanced Certification | \$ 30.66 | \$ 31.89 | \$ 33.13 | \$ 34.75 | \$ 36.38 | \$ 38.03 | \$ 40.06 | \$ 40.88 | \$ 42.11 | \$ 42.93 |
| 5.2 | Adv. + Basic Language | \$ 31.43 | \$ 32.68 | \$ 33.96 | \$ 35.63 | \$ 37.30 | \$ 38.97 | \$ 41.07 | \$ 41.91 | \$ 43.17 | \$ 44.01 |
| 5.3 | Adv. + Advanced Language | \$ 32.81 | \$ 34.12 | \$ 35.45 | \$ 37.19 | \$ 38.93 | \$ 40.69 | \$ 42.86 | \$ 43.75 | \$ 45.06 | \$ 45.94 |
| 6.1 | Supervisory Certification | \$ 32.12 | \$ 33.39 | \$ 34.70 | \$ 36.40 | \$ 38.12 | \$ 39.83 | \$ 41.97 | \$ 42.82 | \$ 44.12 | \$ 44.97 |
| 6.2 | Super. + Basic Language | \$ 32.93 | \$ 34.24 | \$ 35.58 | \$ 37.32 | \$ 39.08 | \$ 40.83 | \$ 43.02 | \$ 43.89 | \$ 45.22 | \$ 46.11 |
| 6.3 | Super. + Advanced Language | \$ 34.36 | \$ 35.74 | \$ 37.14 | \$ 38.95 | \$ 40.78 | \$ 42.63 | \$ 44.91 | \$ 45.83 | \$ 47.21 | \$ 48.12 |

Unrepresented Wage Scale

Effective 6/14/2016

| Grade | Position | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|-------|---|----------|----------|----------|----------|----------|----------|----------|----------|
| A | Aquatics Coordinator | \$ 13.13 | \$ 13.63 | \$ 14.13 | \$ 14.63 | \$ 15.13 | \$ 15.63 | \$ 16.13 | \$ 16.62 |
| | Recreation Supervisor | | | | | | | | |
| B | | \$ 16.84 | \$ 17.49 | \$ 18.13 | \$ 18.77 | \$ 19.40 | \$ 20.05 | \$ 20.69 | \$ 21.32 |
| C | Accountant I | \$ 19.51 | \$ 20.25 | \$ 20.99 | \$ 21.74 | \$ 22.47 | \$ 23.22 | \$ 23.95 | \$ 24.68 |
| | Administrative Assistant - Confidential | | | | | | | | |
| | Community Outreach Coordinator | | | | | | | | |
| | Information Systems Tech | | | | | | | | |
| D | Executive Assistant - Confidential - Police | \$ 20.48 | \$ 21.27 | \$ 22.04 | \$ 22.82 | \$ 23.59 | \$ 24.38 | \$ 25.15 | \$ 25.93 |
| E | Network Administrator | \$ 21.50 | \$ 22.33 | \$ 23.13 | \$ 23.96 | \$ 24.78 | \$ 25.59 | \$ 26.41 | \$ 27.21 |
| F | | \$ 22.58 | \$ 23.44 | \$ 24.30 | \$ 25.15 | \$ 26.01 | \$ 26.88 | \$ 27.72 | \$ 28.58 |
| G | Records Supervisor | \$ 23.72 | \$ 24.60 | \$ 25.51 | \$ 26.41 | \$ 27.31 | \$ 28.20 | \$ 29.11 | \$ 30.01 |
| | Transit Operations Supervisor | | | | | | | | |
| H | Executive Legal Assistant | \$ 24.90 | \$ 25.85 | \$ 26.80 | \$ 27.73 | \$ 28.68 | \$ 29.63 | \$ 30.58 | \$ 31.52 |
| | Management Analyst II | | | | | | | | |
| I | Budget & Finance Analyst | \$ 26.14 | \$ 27.14 | \$ 28.13 | \$ 29.13 | \$ 30.12 | \$ 31.12 | \$ 32.11 | \$ 33.10 |
| | Facilities and Grounds Maintenance Supervisor | | | | | | | | |
| | Street Maintenance Supervisor | | | | | | | | |
| | Water Treatment Supervisor/Operator III | | | | | | | | |
| J | Collection System and Street Maint Supervisor | \$ 27.45 | \$ 28.49 | \$ 29.54 | \$ 30.58 | \$ 31.62 | \$ 32.66 | \$ 33.70 | \$ 34.74 |
| | Drinking Water Section Supervisor | | | | | | | | |
| | Senior Engineering Technician | | | | | | | | |
| | Senior Management Analyst | | | | | | | | |
| | Urban Renewal Manager/Planner | | | | | | | | |
| K | Project Engineer | \$ 28.83 | \$ 29.93 | \$ 31.02 | \$ 32.12 | \$ 33.21 | \$ 34.30 | \$ 35.39 | \$ 36.49 |
| L | Waste Water Treatment Section Supervisor | \$ 30.26 | \$ 31.42 | \$ 32.57 | \$ 33.72 | \$ 34.86 | \$ 36.02 | \$ 37.16 | \$ 38.31 |

Chart of Accounts

As part of the Finance department's efforts to improve efficiency the chart of accounts is under review for consolidation and improved account names. There are numerous accts that say closed or refer the user to other accounts for usage.

| Account # | Description | Notes |
|----------------|------------------------------|---|
| Revenue | | |
| 3081 | Beginning Fund Balance | |
| 3111 | Property Tax | |
| 3112 | Property Taxes Delinquent | |
| 3113 | Pmt in Lieu of Taxes | |
| 3133 | Hotel/Motel Tax | |
| 3141 | Privilege Tax, PGE | |
| 3142 | Privilege Tax, NW Natural | |
| 3171 | City Gas Tax | |
| 3181 | 911 Tax | |
| 3211 | Business License | |
| 3212 | Liquor License | |
| 3219 | Other License | |
| 3220 | Taxicab Permits | |
| 3221.101 | Building Permits | |
| 3221.102 | Mechanical Permits | |
| 3221.103 | MC Electrical/Plumbing Per | |
| 3221.104 | Bldg Permit State Surchar | |
| 3221.105 | Plan Check Fees | |
| 3221.106 | Fire Check Fees | |
| 3221.107 | State Mfg Home Fee | |
| 3221.108 | M.C. Admin Fee | |
| 3221.109 | Plan Check--Mechanical | |
| 3221.110 | CET Administrative Fee | |
| 3223 | Curb Cuts and Bores | |
| 3224 | R/W Construction Permits | |
| 3231 | Franchise Fee, PGE | |
| 3232 | Franchise Fee, NW Natural | |
| 3233 | Franchise Fee, Qwest | |
| 3234 | Franchise Fee, Allied Waste | |
| 3235 | Franchise Fee, Wave BB | |
| 3236 | Franchise Fee, W Ambulanc | |
| 3237 | Franchise Fee, Gervais Te | |
| 3239 | Franchise Fee Sprint | |
| 3240 | Preferred LD Franchise | |
| 3241 | Matrix | |
| 3242 | Franchise | |
| 3243.470 | General Right of Way - Water | Right of Way charges paid to Gen Fund by Water & Sewer, established FY 2013-14. |
| 3243.472 | General Right of Way - Sewer | Right of Way charges paid to Gen Fund by Water & Sewer, established FY 2013-14. |
| 3331 | Federal Grants Direct | |
| 3332 | Federal Grants | |
| 3333 | Federal Grants Indirect | |
| 3333.001 | DoT Fund Exchange | |
| 3333.601 | 5310 Discretionary Ops | |
| 3333.602 | 5310 Discretionary Cap | |
| 3333.603 | 5311 Formula Operation | |
| 3333.605 | Veh Prev Maint | |
| 3341 | State Grants | |
| 3341.601 | STF Formula | |
| 3344 | New Freedom | |
| 3361 | State Gas Tax | |
| 3362 | State Liquor Proration | |
| 3363 | State Cigarette Tax | |
| 3364 | State Revenue Sharing | |

Chart of Accounts – Continued

| Account # | Description | Notes |
|-----------|--|---|
| 3365 | Regional Library Services | |
| 3366 | Ready to Read Grant | |
| 3414 | Accounting Services | |
| 3415 | Sale of Documents | |
| 3415.001 | Sale of Bid Documents | |
| 3416 | Lien Search Revenue | |
| 3417 | Resale of Merchandise | |
| 3418 | Concession Sales | |
| 3421 | Police Reimbursements | |
| 3421.### | Reimbursements | IT service for other cities/districts |
| 3422.### | Rec Mgmt (RMS) | Cost sharing portion of Aegis software per shared city/district |
| 3431 | Weed/brush Abatement | |
| 3434 | Water Revenue | |
| 3434.101 | Water Sales Revenue | |
| 3434.102 | New Services | |
| 3434.103 | Re-connection Fees | |
| 3434.104 | Vacations | |
| 3434.105 | After Hours Fee | |
| 3434.106 | NSF Check Fee | |
| 3434.107 | System Improvements | |
| 3434.108 | Bulk Water Sales | |
| 3434.109 | System Repairs | |
| 3434.111 | Collections | |
| 3434.112 | Late Fees | |
| 3435 | Sewer Revenue | |
| 3435.101 | Sewer System Revenue | |
| 3435.102 | Service Chg-95-6 Increase | |
| 3435.103 | Septage Dumping | |
| 3435.111 | Collections | |
| 3445 | Dial a Ride Daily | |
| 3447 | Transit System Fares | |
| 3447.101 | Transit System Fares Fixed Route - SALEM | |
| 3451 | T&E Planning Develop Fee | |
| 3456 | Planning Fees | |
| 3458.101 | Transportation Impact Fees | |
| 3458.201 | Storm SDC's | |
| 3458.301 | Water SDC's | |
| 3458.401 | Sewer SDC's | |
| 3458.501 | Park's SDC's | |
| 3471.101 | Pool Admissions | |
| 3471.102 | Pool Memberships | |
| 3471.103 | Pool Rentals | |
| 3471.104 | Swimming Lessons | |
| 3471.105 | Sponsorships | |
| 3471.106 | Fitness Classes | |
| 3471.107 | Towels/Misc | |
| 3472 | Rural Readers' Fees | |
| 3473.101 | Youth Sports | |
| 3473.102 | Adult Sports | |
| 3473.103 | Youth Program | |
| 3473.104 | Administration | |
| 3473.105 | Adult Program | |
| 3473.106 | Sponsorship Revenue | |
| 3473.107 | Teen Program Revenue | |
| 3473.108 | After School Club | |
| 3473.109 | Recreation Trust | |
| 3473.110 | Arts & Culture | |
| 3473.111 | Active Adult | |
| 3474 | Event Admission | |
| 3474.099 | Fiesta Events | |
| 3475 | Museum Admission | |
| 3491 | Rental Income | |
| 3531 | Court Fines | |
| 3531.101 | Police Training Surcharge | |

Chart of Accounts – Continued

| Account # | Description | Notes |
|-----------|---|--|
| 3532 | Towing Fee | |
| 3533 | Alarm Fee | |
| 3534 | Rural Reader's Fines | |
| 3535 | Sewer Discharge Fines | |
| 3536 | Library Fines | |
| 3611 | Interest from Investments | |
| 3612 | Interest Fr Interfund Lns | |
| 3614 | Special Assessment-Intere | |
| 3615 | Interest fr Deferred Pmts | |
| 3625 | Facilities Rent | |
| 3625.001 | Rent-METCOM (Norcom) | |
| 3631 | Insurance Recoveries | |
| 3632 | Judgements & Settlements | |
| 3641 | Annual Access Fee | |
| 3642.110 | Small Business Loan | |
| 3644 | Liquidated Damages | |
| 3651 | Internal Rent Revenue | See General Fund dept. Parks & Facilities Maintenance for Internal Rent discussion |
| 3652 | Interfund Stores Issues | |
| 3652.001 | IS Revenue - General Fund | |
| 3652.110 | IS Revenue - Transit | |
| 3652.123 | IS Revenue - Building Inspection | |
| 3652.138 | IS Revenue - RSVP | |
| 3652.140 | IS Revenue - Street | |
| 3652.470 | IS Revenue - Water | |
| 3652.472 | IS Revenue - Sewer | |
| 3652.478 | IS Revenue - Surface Water | |
| 3652.582 | IS Revenue - Public Works Services | |
| 3652.583 | IS Revenue - Facilities Maintenance | |
| 3652.901 | IS Revenue - Norcom | |
| 3653 | Interfund Copier Usage | |
| 3654 | Garage WO Revenue | |
| 3655 | IS Support | |
| 3656 | Engineering Internal Project WO Revenue | |
| 3656.140 | Engineering Support from Street | |
| 3656.470 | Engineering Support from Water | |
| 3656.472 | Engineering Support from Sewer | |
| 3657.140 | PW Overhead from Street | |
| 3657.470 | PW Overhead from Water | |
| 3657.472 | PW Overhead from Sewer | |
| 3658.101 | General Liability | |
| 3658.102 | Auto/Vehicle | |
| 3658.103 | Property | |
| 3658.104 | Workers Comp | |
| 3658.105 | Employee Blanket Bond | |
| 3658.106 | Boiler & Machinery | |
| 3658.107 | Admin/Legal | |
| 3661 | Interfund Loan Interest | |
| 3662 | Interfund Rent | |
| 3671 | Donations-Parks | |
| 3671.101 | Woodburn Together Grant | |
| 3671.102 | Police Athletic Assoc | |
| 3671.103 | Nike Go Grant | |
| 3671.104 | OSU Credit Union Grant | |
| 3671.105 | Land o Frost Grant | |
| 3671.109 | Adopt a Park Donations | |
| 3671.999 | Intergovernmental Grant | |
| 3672 | Donations-Library | |
| 3672.001 | Donations-Library - Music in the Park | |
| 3673 | Donations-Police | |
| 3674 | SRO SD Portion | |
| 3675 | Donations-Museum | |
| 3676 | Donations-Transit | |
| 3677 | Donations-Pool | |
| 3678 | Developer Contributions | |
| 3679 | Donations-Other | |
| 3681 | Special Assessment Princi | |
| 3681.001 | LID Alley | (Local Improvement District) |
| 3681.004 | LID Boones Ferry | |

Chart of Accounts – Continued

| Account # | Description | Notes |
|--------------------|--|-------|
| 3681.009 | LID Parr Road | |
| 3681.010 | LID West Lincoln | |
| 3681.011 | LID Ironwood | |
| 3691 | Sale of Surplus Property | |
| 3692 | Confiscated Cash | |
| 3692.101 | Copies--Other | |
| 3692.311 | Copies--Library | |
| 3693 | Sale of Confiscated Prop | |
| 3694 | Gain/Loss on Sale | |
| 3695 | Lost Book Revenue | |
| 3696 | Friends of Library Sales | |
| 3698 | Cash Long and Short | |
| 3698.001 | Deposit Difference | |
| 3699 | Other Miscellaneous Income | |
| 3699.720 | Urban Renewal | |
| 381 | Fund Bal | |
| 3811 | Interfund Loan Proceeds | |
| 3811.123 | Interfund Loan From Building | |
| 3811.376 | Interfund Loan from 376 | |
| 3811.465 | Interfund Loan | |
| 3811.466 | Interfund Loan From 466 | |
| 3812.001 | Interfund Loan Repayment | |
| 3824.### | Loan Payback - various years | |
| 3841 | Interfund Loan | |
| 3841.376 | Interfund Loan Receipt | |
| 3881 | Reimbursements | |
| 3881.001 | Reimbursement--Training | |
| 3891 | Construction Excise Tax | |
| 3891.059 | Marion County Permits | |
| 3891.060 | Marion County Admin Fee | |
| 3891.099 | Marion County State Surcharge | |
| 3891.159 | State Surcharge | |
| 3891.259 | State Manufactured Home Fee | |
| 3891.359 | CET Suspend | |
| 3916 | Note Proceeds | |
| 3918.101 | State Loan-PW Program | |
| 3918.102 | State Loan-Revolving Fd | |
| 3918.103 | SDWA Loan | |
| 3918.104 | Water/Sewer Loan | |
| 3918.105 | OHCS Loan | |
| 3971.### | Transfer In (Last 3 digits are offsetting fund number) | |
| 3972 | Interfund Loan Transfer | |
| Expense | | |
| Personnel Services | | |
| 5111 | Regular Wages | |
| 5112 | Part-Time Wages | |
| 5112.010 | Youth Sports | |
| 5112.011 | Instruction Wages | |
| 5112.012 | Lifeguarding Wages | |
| 5112.013 | Cashiering Wages | |
| 5112.014 | Administration Wages | |
| 5112.015 | Pool Operator (& Custodial) Wages | |
| 5112.016 | Water Fitness Instructor Wages | |
| 5112.017 | Head Lifeguard Wages | |
| 5112.020 | Adult Sports Wages | |
| 5112.040 | Summer Day Camp Wages | |
| 5112.050 | After School Club Wages | |
| 5112.060 | Arts & Culture Wages | |
| 5112.070 | Active Adult Wages | |
| 5113 | Temporary | |
| 5121 | Overtime | |
| 5199 | Intra-governmental Service | |
| 5211 | OR Workers' Benefit | |
| 5212 | Social Security | |
| 5213 | Med, Den, Life Ins. | |
| 5214 | Retirement | |
| 5215 | Long Term Disability Ins | |
| 5216 | Unemployment Insurance | |
| 5217 | Life Insurance | |

Chart of Accounts – Continued

| Account # | Description | Notes |
|----------------------|---------------------------------------|---|
| Materials & Services | | |
| 5313 | Paper (Use 5319 Office Supplies) | |
| 5314 | Books | (Phasing out use of this account- use training or office supplies) |
| 5315 | Computer Supplies | Technology items not supplies by Fund 568, may include specialized accessories or add |
| 5319 | Office Supplies | |
| 5321 | Cleaning Supplies | |
| 5322 | Lubricants | Oil, grease, various lubricants for machinery recorded in this account |
| 5323 | Fuel | Fuel costs for all City vehicles |
| 5324 | Clothing | Uniforms and clothing (not specialty gear) |
| 5325 | Ag Supplies | Parks & Facilities Maint (Dept 711) uses this acct, phased out for other depts |
| 5326 | Safety/Medical | Safety equipment to include cones, fire extinguishers, and various equipment under \$5, |
| 5327 | Chemicals | Chemicals for water/sewer operations and the operation of Aquatics. |
| 5328 | Lab Supplies | Costs for lab supplies for water testing |
| 5329 | Other Supplies | |
| 5329.100 | Events | |
| 5329.200 | Youth Sports | |
| 5329.300 | Adult Sports | |
| 5329.400 | Summer Day Camp | |
| 5329.401 | Program Supplies-Youth | |
| 5329.402 | Program Supplies-Adult | |
| 5329.403 | Program Supplies--Teen | |
| 5329.405 | Fiesta Services | |
| 5329.410 | Wbn Reads Grant | |
| 5329.600 | Rec Admin | |
| 5329.700 | Arts & Culture | |
| 5329.800 | Active Adult | |
| 5329.900 | Museum | |
| 5331 | Construction Materials | |
| 5332 | Spare Parts | |
| 5334 | Plumbing Supplies | |
| 5335 | Electrical Supplies | |
| 5336 | HVAC | Only used by Sewer fund, consider using Building Maintenance |
| 5337 | Tires/Parts | |
| 5338 | Tools | Tools that cost less than \$5,000 per item |
| 5339 | Other Maintenance Supplies | |
| 5340 | Print Materials - Teen | |
| 5341 | Print Materials - Adult | |
| 5341.001 | Fiction | |
| 5341.002 | Non Fiction | |
| 5342 | Print Materials - Child | |
| 5342.001 | Juvenile Fiction | |
| 5342.002 | Juvenile Easy | |
| 5342.003 | Juvenile Non Fiction | |
| 5342.004 | Parents | |
| 5342.005 | Library Materials - Young Adult | |
| 5342.006 | Reference | |
| 5343 | Foreign Language Material | |
| 5343.001 | Russian | |
| 5343.002 | Spanish | |
| 5344 | Large Print Materials | |
| 5344.001 | Fiction | |
| 5344.002 | Non Fiction | |
| 5344.003 | Audiobooks | |
| 5345 | Audiovisual Materials - Adult | |
| 5345.001 | Audiovisual Materials - Child | |
| 5345.002 | Audiovisual Materials - Teen | |
| 5346 | Electronic Materials | |
| 5347 | Program Supplies | |
| 5347.001 | Program Supplies - Summer Concerts | |
| 5347.002 | Program Supplies - Adult | |
| 5347.003 | Program Supplies - Child | |
| 5347.004 | Program Supplies - Technical Services | |
| 5348 | Periodicals | |
| 5349 | Periodicals - Adult | |
| 5350 | Periodicals - Child | |
| 5351 | Ammunition | Used by the police to account for costs associated with firearm ammunition |
| 5352 | Protective Clothing | Rain gear and other protective clothing |
| 5353 | Photographic Supplies | Evidence costs for Police Department |
| 5359 | Other Police Supplies | |

Chart of Accounts – Continued

| Account # | Description | Notes |
|-----------|-------------------------------------|--|
| 5361 | Road Materials | |
| 5362 | Concrete | |
| 5363 | Signs | |
| 5364 | Culvert | |
| 5365 | Guardrail | |
| 5369 | Other Street Supplies | |
| 5379 | Water/Sewer Supplies | |
| 5379.001 | Line Repair Supplies | |
| 5379.002 | Customer Service | |
| 5379.003 | Pump Supplies | |
| 5379.004 | Meter Parts | |
| 5379.005 | Protective Equipment | |
| 5379.006 | Treatment/Storage Maint | |
| 5381 | Turf | |
| 5384 | Trees | |
| 5385 | Fertilizer | |
| 5389 | Other Parks Supplies | |
| 5390 | Merchandise | |
| 5391 | Inventory | |
| 5400 | Code Abatement | |
| 5409.140 | Garage Services | |
| 5411 | Engineering & Architect | |
| 5411.001 | Engineering Support to General Fund | |
| 5412 | Legal | |
| 5414 | Accounting/Auditing | |
| 5415 | Computer | |
| 5417 | HR/Other Employee Expenses | |
| 5418 | Risk Management | |
| 5419 | Other Professional Serv | |
| 5419.001 | SDC Methodology | |
| 5419.002 | Parks Master Plan | |
| 5419.003 | US Gauging Station Fees | |
| 5419.101 | Contract Svcs Teen Center | |
| 5419.201 | ToT Grants | |
| 5419.401 | Sponsored Programs | |
| 5419.402 | Contract Services-Youth | |
| 5419.403 | Contract Services--Other | |
| 5419.501 | Testing/Lab | |
| 5419.707 | Educ Outreach | |
| 5419.721 | Downtown Grants | |
| 5419.722 | Small Bus Loans | |
| 5420 | Investigation Expenses | |
| 5421 | Telephone/Data | |
| 5422 | Postage | |
| 5423 | Internet | |
| 5424 | Advertising | |
| 5425 | Publication of Legal Note | |
| 5426 | Contract Networks | |
| 5428 | IS Support | An internal service charge to all the funds that use the services of IS Fund |
| 5429 | Other Communication Serv | |
| 5432 | Meals | |
| 5433 | Mileage | |
| 5439 | Travel | Airfare, car rental, hotels, any travel (typically incurred related to training) |
| 5441 | Land | |
| 5442 | Buildings | |
| 5443 | Office Equipment | |
| 5444 | Vehicles | |
| 5445 | Work Equipment | |
| 5446 | Software Licenses | |
| 5446.915 | NWS Upgrade | |
| 5448 | Internal Rent | |
| 5449 | Other Leases | |
| 5450 | General Right of Way Charge | Right of Way charges paid to Gen Fund by Water & Sewer, established FY 2013-14. |
| 5451 | Natural Gas | |
| 5452 | Water/Sewer | |
| 5453 | Electricity | |
| 5454 | Solid Waste Disposal | |
| 5455 | Cable TV | |
| 5456 | Street Lighting | |
| 5459 | Other Utilities | |
| 5462 | Employee Blanket Bond | |
| 5464 | Workers' Comp | |
| 5465 | General Liability Insur | |

Chart of Accounts – Continued

| Account # | Description | Notes |
|-----------|------------------------------|--|
| 5468 | Deductible | |
| 5469 | Other Insurance Costs | |
| 5471 | Equipment Repair & Maint | |
| 5472 | Buildings Repairs & Maint | |
| 5472.001 | Fixture Repair | |
| 5473 | Improvements Repair & Maint | |
| 5474 | Structures Repair & Maint | |
| 5475 | Vehicle Repair & Maint | |
| 5476 | Laundry | |
| 5477 | Instrumentation & Calibra | |
| 5478 | Playground Repair & Maint | |
| 5479 | Other Repair & Maint | |
| 5480 | Accident Repair | |
| 5481 | Utility Assistance Program | |
| 5482 | Tree Maintenance | |
| 5483 | Sidewalks | |
| 5484 | Urban Forestry Program | |
| 5485 | Inclusion Committee | |
| 5491 | Dues & Subscriptions | |
| 5492 | Registrations/Training | Cost of registration/tuition for training (not travel costs assoc with training) |
| 5493 | Printing/Binding | |
| 5494 | Janitorial | |
| 5495 | Court Costs | |
| 5496 | Filing/Recording | |
| 5497 | Entertainment/Admissions | |
| 5498 | Permits/Fees | |
| 5498.059 | MC Permits | |
| 5498.159 | MC State Surc | |
| 5498.259 | St Mfg Fee | |
| 5498.359 | State Surc | |
| 5498.459 | Construction Excise Tax | |
| 5499.001 | Reg Lib Sv | |
| 5499.005 | Grounds Maintenance Services | |
| 5499.100 | Literacy Grant | |
| 5499.101 | Housing Rehab Loans | |
| 5499.102 | Business Assistance Loans | |
| 5499.911 | 911 Services | |
| 5500 | Banking Fees & Charges | |
| 5509 | Misc. Expense | |
| 5510 | Bad Debt Expense | |
| 5520 | Grant Program | |
| 5530 | Design Services | |
| 5540 | Loan Program | |

Capital Outlay

Items over \$5,000 that are long term assets. The City has improved project reporting and is no longer using a separate account for each new project or item. Account numbers for capital outlay begin with 56.

| | |
|------|--------------------------|
| 5622 | Library - Capital |
| 5623 | Park |
| 5624 | Garage/Shop |
| 5629 | Buildings |
| 5631 | Streets/Alleys/Sidewalks |
| 5633 | Parking |
| 5634 | Water - Capital |
| 5635 | Sewer |
| 5636 | Storm Drains |
| 5637 | Parks |
| 5639 | Other Improvements |
| 5641 | Office Furniture & Equip |
| 5642 | Passenger Vehicles |
| 5643 | Heavy Equipment |
| 5644 | Communications |
| 5645 | Computing |
| 5646 | Shop Tooling |
| 5648 | Systems/Control Equip |

Chart of Accounts – Continued

| Account # | Description | Notes |
|--------------------------|--|--|
| Debt Service | | |
| 5711 | Bond Principal | |
| 5712 | Note Principal | |
| 5714 | Interfund Loan | |
| 5719 | Other Principal | |
| 5721 | Bond Interest | |
| 5722 | Note Interest | |
| 5724 | Interfund Interest | |
| 5724.101 | Interfund Loan | |
| 5729 | Interest for CET | |
| 5811.### | Transfer to Other Funds (Last 3 digits are offsetting fund number) | |
| 5841.357 | Interfund Loan Payment | |
| 5841.358 | Interfund Loan Payment | |
| 5841.376 | Interfund Loan Transfer | |
| 5841.466 | Interfund Loan Transfer | |
| Contingency and Reserves | | |
| 5921 | Contingency | |
| 5981.005 | Reserve for Future Construction | Excess funds reserved for projects in the future, not part of typical Contingency. |
| 5981.007 | Reserve for Debt Service | Funds reserved for Debt Service, typically as part of debt agreements. |
| 5981.012 | Reserve - SMR (Shortfall Management Reserve) | |
| 5981.013 | Reserve for Facilities | |
| 5981.101 | Reserve for PERS | |

LB-1 Notice of Budget Hearing

FORM LB-1
NOTICE OF BUDGET HEARING

A public meeting of the City of Woodburn City Council will be held on June 13, 2016 at 7:00 p.m. at Woodburn City Hall, 270 Montgomery St Woodburn, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the City of Woodburn Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Woodburn City Hall, 270 Montgomery St. between the hours of 9:00 a.m. and 4:00 p.m., or online at www.ci.woodburn.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year. Also during this public meeting will be a public hearing to declare the City's election and qualification to receive State Revenue Sharing during fiscal year 2016-17.

Contact: Sarah Head

 Telephone: 503-982-5211 Email: Sarah.Head@ci.woodburn.or.us
FINANCIAL SUMMARY - RESOURCES

| TOTAL OF ALL FUNDS | Actual Amount | Amended Budget | Approved Budget |
|---|-------------------|-------------------|-------------------|
| | 2014-15 | This Year 2015-16 | Next Year 2016-17 |
| Beginning Fund Balance/Net Working Capital | 40,013,880 | 38,260,023 | 35,541,807 |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges | 16,294,653 | 15,755,713 | 16,334,419 |
| Federal, State and All Other Grants, Gifts, Allocations and Donations | 3,460,179 | 2,900,999 | 3,559,561 |
| Revenue from Bonds and Other Debt | 0 | 0 | 0 |
| Interfund Transfers / Internal Service Reimbursements | 1,122,950 | 3,191,166 | 4,371,911 |
| All Other Resources Except Current Year Property Taxes | 2,402,435 | 2,630,016 | 2,530,263 |
| Current Year Property Taxes Estimated to be Received | 8,724,439 | 8,822,000 | 9,216,000 |
| Total Resources | 72,018,536 | 71,559,917 | 71,553,961 |

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

| | | | |
|---|-------------------|-------------------|-------------------|
| Personnel Services | 12,872,588 | 14,278,886 | 14,178,685 |
| Materials and Services | 8,684,321 | 10,820,495 | 10,741,889 |
| Capital Outlay | 6,298,426 | 13,517,117 | 9,793,366 |
| Debt Service | 5,446,939 | 5,101,048 | 5,260,245 |
| Interfund Transfers | 1,122,950 | 3,191,166 | 4,371,911 |
| Contingencies | 0 | 2,228,731 | 3,851,126 |
| Special Payments | 0 | 0 | 0 |
| Unappropriated Ending Balance and Reserved for Future Expenditure | 37,593,312 | 22,422,474 | 23,356,739 |
| Total Requirements | 72,018,536 | 71,559,917 | 71,553,961 |

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *

| Name of Organizational Unit or Program FTE for that unit or program | | | |
|--|-----------|-----------|-----------|
| Council & Mayor | 16,609 | 17,803 | 21,000 |
| FTE | 0.0 | 0.0 | 0.0 |
| Administration | 197,704 | 245,756 | 245,581 |
| FTE | 2.4 | 2.4 | 2.4 |
| Economic Development | 0.0 | 56,883 | 87,092 |
| FTE | 0.0 | 1.0 | 1.0 |
| City Recorder | 69,088 | 78,634 | 85,010 |
| FTE | 1.2 | 1.2 | 1.2 |
| City Attorney | 169,032 | 235,157 | 195,546 |
| FTE | 2.5 | 2.5 | 2.5 |
| Finance | 336,582 | 572,139 | 593,827 |
| FTE | 8.4 | 8.9 | 8.9 |
| Human Resources | 87,748 | 113,353 | 200,663 |
| FTE | 2.0 | 2.0 | 1.0 |
| Court | 148,772 | 0 | 0 |
| FTE | 1.1 | 0.0 | 0.0 |
| Police | 7,276,622 | 7,768,853 | 7,823,989 |
| FTE | 41.1 | 42.6 | 41.7 |
| Library | 789,583 | 862,096 | 869,871 |
| FTE | 10.4 | 10.5 | 10.5 |
| Recreation | 392,101 | 452,920 | 464,435 |
| FTE | 2.0 | 3.9 | 3.9 |
| Aquatics Center | 516,279 | 534,264 | 568,730 |
| FTE | 12.2 | 10.7 | 11.1 |
| RSVP | 59,575 | 74,010 | 0 |
| FTE | 0.5 | 0.5 | 0.0 |

LB-1 Notice of Budget Hearing – Continued

| | | | |
|---|-------------------|-------------------|-------------------|
| Community Services Administration | 243,185 | 341,363 | 378,302 |
| FTE | 3.0 | 3.0 | 3.0 |
| Planning | 275,212 | 375,053 | 387,331 |
| FTE | 2.7 | 2.7 | 2.7 |
| Engineering | 686,645 | 773,220 | 504,625 |
| FTE | 8.0 | 7.0 | 4.5 |
| Maintenance - Parks & Facilities | 829,865 | 893,272 | 898,265 |
| FTE | 8.3 | 8.3 | 8.3 |
| Building Inspection | 1,074,280 | 1,169,784 | 1,500,310 |
| FTE | 3.3 | 3.8 | 3.8 |
| Housing Rehabilitation | 305,670 | 170,739 | 248,000 |
| FTE | 0.0 | 0.0 | 0.0 |
| Water | 6,042,223 | 6,339,243 | 6,710,189 |
| FTE | 10.0 | 10.0 | 10.0 |
| Capital Improvement | 26,269,552 | 26,792,522 | 24,211,882 |
| FTE | 0.0 | 0.0 | 0.0 |
| Sewer/Surface Water/Collections | 13,161,321 | 12,526,933 | 14,002,000 |
| FTE | 16.0 | 16.0 | 15.0 |
| Streets | 5,001,328 | 5,065,034 | 4,801,497 |
| FTE | 6.0 | 6.0 | 8.3 |
| Transit | 1,174,532 | 684,750 | 754,750 |
| FTE | 6.8 | 6.9 | 7.3 |
| Not Allocated to Organizational Unit or Program | 6,895,028 | 5,416,136 | 5,971,066 |
| FTE | 4.0 | 4.0 | 4.0 |
| Total Requirements | 72,018,536 | 71,559,917 | 71,523,961 |
| Total FTE | 152 | 154 | 151 |

| STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING | | | |
|---|--|--|--|
| Materials & Services were held flat in all departments, except in cases of contracts or items beyond manager control. | | | |
| In FY 2015-16 Court budget was merged with Finance budget. | | | |

| PROPERTY TAX LEVIES | | | |
|---|------------------------|------------------------|-------------------------|
| | Rate or Amount Imposed | Rate or Amount Imposed | Rate or Amount Approved |
| Permanent Rate Levy (rate limit 6.0534 per \$1,000) | 6.0534 | 6.0534 | 6.0534 |
| Local Option Levy | | | |
| Levy For General Obligation Bonds | 521,000 | 511,000 | 522,000 |

| STATEMENT OF INDEBTEDNESS | | |
|---------------------------|--|--|
| LONG TERM DEBT | Estimated Debt Outstanding on July 1. | Estimated Debt Authorized, But Not Incurred on July 1 |
| General Obligation Bonds | \$4,060,000 | \$0 |
| Other Bonds | \$36,251,622 | \$0 |
| Other Borrowings | \$0 | \$0 |
| Total | \$40,311,622 | \$0 |

Budget Resolution

COUNCIL BILL NO. 3006

RESOLUTION NO. 2080

A RESOLUTION ADOPTING THE FISCAL YEAR 2016-2017 BUDGET; MAKING BUDGET APPROPRIATIONS; AND CATEGORIZING TAXES

WHEREAS, the City Administrator, as Budget Officer, prepared and submitted the Fiscal Year 2016-2017 Budget to the Budget Committee at its May 7, 2016 meeting; and

WHEREAS, the May 7, 2016 Budget Committee meeting was noticed by publication in the *Woodburn Independent* newspaper on April 20, 2016; and

WHEREAS, a public hearing was held at the May 7, 2016 Budget Committee meeting; and

WHEREAS, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* newspaper on June 1, 2016 as required by ORS 294.438; and

WHEREAS, a second public hearing was held before the City Council at its meeting on June 13, 2016; and

WHEREAS, the City Council increased the General Fund Aquatics revenues and expenditures by \$30,000 at its meeting on June 13, 2016 as allowed by ORS 294.456;
NOW, THEREFORE

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. The City Council adopts the budget for Fiscal Year 2016-2017 in the sum of \$71,553,961. A copy of the budget document is now on file at City Hall, 270 Montgomery Street, Woodburn, Oregon.

Budget Resolution – Continued

Section 2. The amounts for the Fiscal Year 2016-2017 are hereby appropriated as follows:

| | | | |
|--------------------------------------|------------------|--|------------------|
| General Fund | | Street Fund | |
| 011 - Council & Mayor | 21,000 | Personnel Services | 709,127 |
| 121 - Administration | 245,581 | Materials & Services | 1,609,029 |
| 125 - Economic Development | 87,092 | Capital Outlay | 5,500 |
| 131 - City Recorder | 85,010 | Transfers Out | 1,174,501 |
| 141 - City Attorney | 195,546 | Contingency | <u>231,816</u> |
| 151 - Finance | 593,827 | Total | 3,729,973 |
| 161 - Human Resources | 200,663 | | |
| 211 - Police | 7,222,364 | GO Debt Service Fund | |
| 311 - Library | 869,871 | Debt Service | 536,566 |
| 421 - Recreation | 464,435 | | |
| 431 - Aquatics | 598,730 | Special Assessment Fund | |
| 499 - Community Services Admin | 351,707 | Transfers Out | 69,294 |
| 511 - Planning | 387,331 | Contingency | <u>11,206</u> |
| 651 - Engineering | 504,625 | Total | 80,500 |
| 711 - Parks & Facilities Maintenance | 898,265 | | |
| 199 - Non-departmental | 223,566 | Street & Storm Cap Const Fund | |
| Transfers Out | 207,453 | Capital Outlay | 3,495,000 |
| Contingency | <u>2,195,399</u> | Contingency | <u>11,000</u> |
| Total | 15,352,465 | Total | 3,506,000 |
| | | | |
| Transit Fund | | Parks SDC Fund | |
| Transit | 645,826 | Materials & Services | 10,000 |
| Transfers Out | 3,001 | | |
| Contingency | <u>105,923</u> | Street SDC Fund | |
| Total | 754,750 | Debt Service | 33,770 |
| | | Transfers Out | <u>1,700,000</u> |
| | | Total | 1,733,770 |
| Building Inspection Fund | | | |
| Building Inspection | 997,249 | Storm SDC Fund | |
| Transfers Out | 3,001 | Transfers Out | 155,000 |
| Contingency | <u>500,060</u> | | |
| Total | 1,500,310 | Sewer Cap Const Fund | |
| | | Capital Outlay | 4,825,000 |
| Search & Seizure Fund | | | |
| Search & Seizure | 6,975 | Water Cap Const Fund | |
| | | Capital Outlay | 375,000 |
| Housing Rehab Fund | | | |
| Housing Rehab | 29,983 | | |
| Contingency | <u>218,017</u> | | |
| Total | 248,000 | | |

Budget Resolution – Continued

| | | | |
|-------------------------------|----------------|---------------------------------|--------------------------|
| Water Fund | | Insurance Fund | |
| Water | 2,280,781 | Insurance | 824,230 |
| Debt Service | 1,156,098 | Contingency | 77,125 |
| Transfers Out | 32,955 | Total | <u>901,355</u> |
| Contingency | <u>114,039</u> | | |
| Total | 3,583,873 | Equipment Replacement Fd | |
| | | Capital Outlay | 954,837 |
| Sewer Fund | | Library Endowment Fund | |
| Sewer | 3,933,748 | Contingency | 26,595 |
| Debt Service | 3,533,812 | | |
| Transfers Out | 526,706 | Lavelle Black Trust Fund | |
| Contingency | <u>196,687</u> | Materials & Services | 10,000 |
| Total | 8,190,953 | Contingency | <u>30,200</u> |
| | | Total | 40,200 |
| Water SDC | | | |
| Materials & Services | 100,000 | Total Appropriations, All Funds | 48,197,222 |
| | | Reserves, All Funds | 23,356,739 |
| Sewer SDC | | Total Budget | <u><u>71,553,961</u></u> |
| Transfers Out | 500,000 | | |
| Information Technology | | | |
| Information Technology | 849,513 | | |
| Capital Outlay | 102,529 | | |
| Contingency | <u>133,058</u> | | |
| Total | 1,085,100 | | |

Section 3. The City Council imposes the taxes provided for in the adopted budget at the rate of \$6.0534 per \$1,000 of assessed value for operations and in the aggregate amount of \$522,000 for bonds. These taxes are hereby imposed and categorized for tax year 2016-17 based upon assessed value of all taxable property within the City.

| | <u>General Government</u> | <u>Excluded from Limitation</u> |
|----------------------------|---------------------------|---------------------------------|
| General Government | \$6.0534/\$1,000 | - |
| Public Safety Debt Service | - | \$522,000 |

Approved as to Form:

N. M. A. O.

City Attorney

6/13/2016

Date

APPROVED:

Kathryn Figley

Kathryn Figley, Mayor

Passed by the Council
Submitted to the Mayor
Approved by the Mayor
Filed in the Office of the Recorder

June 13, 2016
June 14, 2016
June 15, 2016
June 20, 2016

ATTEST:

Heather Pierson

Heather Pierson, City Recorder
City of Woodburn, Oregon



Adopted Budget

FY 2016-17

Fund/Fund Number:
Department Director:

Urban Renewal Agency - 720
Jamie Johnk

Description of purpose/functions of department:

The Urban Renewal Plan was established in 2001 for the purpose of improving blighted areas of Woodburn that are poorly developed or underdeveloped. These areas may have deteriorated buildings, unimproved streets, sidewalks and utilities. The District is comprised of nearly 260 acres which includes downtown Woodburn, portions of Highway 99E, Hwy. 214, and properties adjacent to I-5. The Woodburn City Council serves as the Urban Renewal Agency (URA) Board. At inception, the URA was forecasted to terminate in FY 2024-25, however the URA may remain in service longer for debt servicing purposes.

Description of Department, Including Number of Personnel:

The program consists of a full-time Economic Development Director. This position was filled in January 2016 and is allocated between General Fund and Urban Renewal Fund

Description of FY 2015-16 accomplishments:

- Conducted an evaluation of the URA financial forecast and capacity and prioritization of future district investment
- Identified the next steps for marketing the Association Building for sale
- Review and evaluated policies and procedures of the grant and loan programs and made recommendation on revisions to the DARS and URA
- Prepared for the removal of the vacant structures from URA owned properties located at 137 and 175 S. First Street

Description of FY 2016-17 proposed focus/goals:

- Promote building improvements loan/grant program and accept applications
- Construct restroom facilities at Library
- Installation of gateway and directional signage
- Initiate and public outreach and discussion on the design of the First Street improvements
- Remove vacant structures from URA owned properties located at 137 and 175 S. First Street and prepare property for future use

Fund Summary

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---------------------------|----------------------|----------------------|---------------------------|------------------------|------------------------|-----------------------|
| Urban Renewal Fund | | | | | | |
| Revenues | | | | | | |
| 1,802,069 | 1,891,593 | 1,300,000 | Fund Balance | 1,700,000 | 1,700,000 | 1,700,000 |
| 602,347 | 600,190 | 580,000 | Taxes | 565,000 | 565,000 | 565,000 |
| 10,266 | 9,593 | 10,000 | Miscellaneous Revenue | 7,000 | 7,000 | 7,000 |
| - | - | 4,000,000 | Note Proceeds | - | - | - |
| <u>2,414,682</u> | <u>2,501,376</u> | <u>5,890,000</u> | Revenues Total | <u>2,272,000</u> | <u>2,272,000</u> | <u>2,272,000</u> |
| Expenditures | | | | | | |
| 119,992 | 123,572 | 75,550 | Personnel Services | 84,387 | 84,387 | 84,387 |
| 175,365 | 805,045 | 184,500 | Materials & Services | 84,000 | 84,000 | 84,000 |
| - | - | 4,500,000 | Capital Outlay | 200,000 | 200,000 | 200,000 |
| 227,732 | 227,732 | 56,933 | Debt Service | - | - | - |
| - | - | 1,073,017 | Contingencies and Reserve | 1,903,613 | 1,903,613 | 1,903,613 |
| <u>523,089</u> | <u>1,156,349</u> | <u>5,890,000</u> | Expenditures Total | <u>2,272,000</u> | <u>2,272,000</u> | <u>2,272,000</u> |

Please see Personnel Allocation table on page 180 for information on positions that are allocated to Urban Renewal.

The **Capital Outlay** of \$200,000 is for the downtown public restroom project.

Fund Detail

| FY 2013-14 Actual | FY 2014-15 Actual | FY 2015-16 Budget | Account Description | | FY 2016-17 Proposed | FY 2016-17 Approved | FY 2016-17 Adopted |
|---------------------------------------|----------------------|----------------------|--|--------------------------------------|------------------------|------------------------|-----------------------|
| Fund: 720 - Urban Renewal Fund | | | | | | | |
| <u>Revenues</u> | | | | | | | |
| 1,802,069 | 1,891,593 | 1,300,000 | 3081 | Beginning Fund Balance | 1,700,000 | 1,700,000 | 1,700,000 |
| 1,802,069 | 1,891,593 | 1,300,000 | Total - Fund Balance | | 1,700,000 | 1,700,000 | 1,700,000 |
| 594,842 | 581,561 | 570,000 | 3111 | Property Tax - Current | 550,000 | 550,000 | 550,000 |
| 7,505 | 18,629 | 10,000 | 3112 | Property Tax - Delinquent | 15,000 | 15,000 | 15,000 |
| 602,347 | 600,190 | 580,000 | Total - Taxes | | 565,000 | 565,000 | 565,000 |
| 10,266 | 9,593 | 10,000 | 3611 | Interest from Investments | 7,000 | 7,000 | 7,000 |
| 10,266 | 9,593 | 10,000 | Total - Miscellaneous Revenue | | 7,000 | 7,000 | 7,000 |
| - | - | 4,000,000 | 3916 | Note Proceeds | - | - | - |
| - | - | 4,000,000 | Total - Other Financing Sources | | - | - | - |
| 2,414,682 | 2,501,376 | 5,890,000 | Revenue Totals | | 2,272,000 | 2,272,000 | 2,272,000 |
| <u>Expenditures</u> | | | | | | | |
| 86,998 | 90,027 | 50,698 | 5111 | Regular Wages | 58,084 | 58,084 | 58,084 |
| 37 | 38 | 22 | 5211 | OR Workers' Benefit | 22 | 22 | 22 |
| 6,621 | 6,874 | 3,808 | 5212 | Social Security | 4,362 | 4,362 | 4,362 |
| 8,811 | 8,649 | 7,372 | 5213 | Med & Dent Ins | 8,375 | 8,375 | 8,375 |
| 15,871 | 16,590 | 12,837 | 5214 | Retirement | 13,167 | 13,167 | 13,167 |
| 406 | 394 | 232 | 5215 | Long Term Disability Ins | 231 | 231 | 231 |
| 1,034 | 793 | 460 | 5216 | Unemployment Insurance | 59 | 59 | 59 |
| 213 | 208 | 121 | 5217 | Life Insurance | 87 | 87 | 87 |
| 119,992 | 123,573 | 75,550 | Total - Personnel Services | | 84,387 | 84,387 | 84,387 |
| 109,016 | 1,336 | 125,500 | 5419 | Other Professional Serv | 25,000 | 25,000 | 25,000 |
| 51,059 | 803,709 | 50,000 | 5520 | Grant Program | 50,000 | 50,000 | 50,000 |
| 15,290 | - | 9,000 | 5530 | Design Services | 9,000 | 9,000 | 9,000 |
| 175,365 | 805,045 | 184,500 | Total - Materials & Services | | 84,000 | 84,000 | 84,000 |
| - | - | 4,500,000 | 5631 | Streets/Alleys/Sidewalks | - | - | - |
| - | - | - | 5639 | Other Improvements | 200,000 | 200,000 | 200,000 |
| - | - | 4,500,000 | Total - Capital Outlay | | 200,000 | 200,000 | 200,000 |
| 210,510 | 219,535 | 56,338 | 5711 | Bond Principal | - | - | - |
| 17,223 | 8,198 | 595 | 5721 | Bond Interest | - | - | - |
| 227,732 | 227,732 | 56,933 | Total - Debt Service | | - | - | - |
| - | - | 26,005 | 5921 | Contingency | 16,838 | 16,838 | 16,838 |
| - | - | 697,012 | 5981.005 | Reserve for Future Years | 1,886,775 | 1,886,775 | 1,886,775 |
| - | - | 350,000 | 5981.008 | Reserve for URA Debt | - | - | - |
| - | - | 1,073,017 | Total - Contingencies and Unappropriated Balances | | 1,903,613 | 1,903,613 | 1,903,613 |
| 523,090 | 1,156,350 | 5,890,000 | Expenditures Total | | 2,272,000 | 2,272,000 | 2,272,000 |
| 1,891,593 | 1,345,026 | - | Fund Net | Total: 720 Urban Renewal Fund | - | - | - |

UR-1 Notice of Budget Hearing

FORM UR-1
NOTICE OF BUDGET HEARING

A public meeting of the City of Woodburn Urban Renewal Agency Board will be held on June 13, 2016 at 6:30 p.m. at Woodburn City Hall, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the Woodburn Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 270 Montgomery St Woodburn between the hours of 9:00 a.m. and 4:00 p.m. or online at www.ci.woodburn.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Sarah Head

Telephone: 503-982-5211 Email: Sarah.Head@ci.woodburn.or.us

FINANCIAL SUMMARY - RESOURCES

| TOTAL OF ALL FUNDS | Actual Amount | Adopted Budget | Approved Budget |
|---|------------------|-------------------|-------------------|
| | 2014-15 | This Year 2015-16 | Next Year 2016-17 |
| Beginning Fund Balance/Net Working Capital | 1,891,593 | 1,300,000 | 1,700,000 |
| Federal, State and All Other Grants | 0 | 0 | 0 |
| Revenue from Bonds and Other Debt | 0 | 4,000,000 | 0 |
| Interfund Transfers | 0 | 0 | 0 |
| All Other Resources Except Division of Tax & Special Levy | 9,593 | 10,000 | 7,000 |
| Revenue from Division of Tax | 600,190 | 580,000 | 565,000 |
| Revenue from Special Levy | 0 | 0 | 0 |
| Total Resources | 2,501,376 | 5,890,000 | 2,272,000 |

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

| | | | |
|--|------------------|------------------|------------------|
| Personnel Services | 123,573 | 75,550 | 84,387 |
| Materials and Services | 805,045 | 184,500 | 84,000 |
| Capital Outlay | 0 | 4,500,000 | 200,000 |
| Debt Service | 227,732 | 56,933 | 0 |
| Interfund Transfers | 0 | 0 | 0 |
| Contingencies | 0 | 26,005 | 16,838 |
| Special Payments | 0 | 0 | 0 |
| Unappropriated Ending Fund Balance and Reserved for Future Expenditure | 1,345,026 | 1,047,012 | 1,886,775 |
| Total Requirements | 2,501,376 | 5,890,000 | 2,272,000 |

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM

| Name of Organizational Unit or Program | | | |
|--|------------------|------------------|------------------|
| FTE for that unit or program | | | |
| Urban Renewal | 2,501,376 | 5,890,000 | 2,272,000 |
| FTE | 1.2 | 0.7 | 0.7 |
| Total Requirements | 2,501,376 | 5,890,000 | 2,272,000 |
| Total FTE | 1.2 | 0.7 | 0.7 |

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

| |
|--|
| |
|--|

STATEMENT OF INDEBTEDNESS

| LONG TERM DEBT | Estimated Debt Outstanding July 1, 2016 | Estimated Debt Authorized, But Not Incurred on July 1 |
|--------------------------|--|--|
| General Obligation Bonds | \$0 | \$0 |
| Other Bonds | \$0 | \$0 |
| Other Borrowings | \$0 | \$0 |
| Total | \$0 | \$0 |

Urban Renewal Agency Budget Resolution

WOODBURN URBAN RENEWAL AGENCY RESOLUTION NO. 2016-02

A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR 2016-2017

WHEREAS, the Woodburn Urban Renewal Agency Budget Committee met and approved the Proposed Budget on May 7, 2016; and

WHEREAS, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* on June 1, 2016 as required by ORS 294.438; and

WHEREAS, a public hearing was held on June 13, 2016; **NOW, THEREFORE,**

THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

Section 1. The Woodburn Urban Renewal Agency Board adopts the budget for the fiscal year 2016-17 in the sum of \$2,272,000. A copy of the budget document is now on file at City Hall, 270 Montgomery Street, Woodburn, Oregon.

Section 2. The amounts for the fiscal year beginning July 1, 2016 and for the purposes shown below are hereby appropriated as follows:


Urban Renewal Fund

| | |
|---------------------------|----------------------------|
| Personnel Services | \$ 84,387 |
| Materials & Services | 84,000 |
| Capital Outlay | 200,000 |
| Contingency | 16,838 |
| Total Appropriations | <u>\$ 385,225</u> |
| Unappropriated & Reserves | \$ 1,886,775 |
| Total Budget | <u>\$ 2,272,000</u> |

Section 3. Pursuant to Article IX (Finance) Section 1c (Financing Redevelopment and Urban Renewal Projects) of the Oregon Constitution and ORS Chapter 457, the Woodburn Urban Renewal District, as an "Option 1" urban renewal agency, authorizes certification to the Marion County Assessor for the Woodburn Urban Renewal Agency Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes

Budget Resolution – Continued

under Article IX, Section 1c of the Oregon Constitution with none of this amount to be raised by a special levy.

Approved as to Form:  6/13/2016
City Attorney Date

APPROVED: 
Kathryn Figley, Chair

Passed by the Agency
Submitted to the Chair
Approved by the Chair

June 13, 2016
June 14, 2016
June 15, 2016

ATTEST: 
Heather Pierson, City Recorder
City of Woodburn, Oregon