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ADOPTED BUDGET

FY 2017-18

City of Woodburn, Oregon

And Woodburn Urban Renewal Agency

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# City of Woodburn

## Adopted Fiscal Year 2017-18 Budget

### Table of Contents

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Introduction.....	5
GFOA Distinguished Budget Presentation Award .....	6
Budget Committee Members.....	7
Budget Message .....	9
FTE Summary by Supervising Department .....	15
Property Tax Analysis .....	16
Major Taxpayers .....	18
Summary of Revenues and Expenditures – All Funds .....	19
Estimated Ending Fund Balances.....	20
Reader’s Guide .....	21
Reader’s Guide .....	23
Fund Structure.....	24
About Woodburn.....	26
City Statistics – Location and Demographics.....	26
City Statistics – Services.....	27
City of Woodburn Budget Calendar .....	29
Budgeting in Oregon.....	30
Budgeting in the City of Woodburn.....	32
Budget Document Columns.....	32
Budget Assumptions.....	33
Council Goals .....	34
Organizational Chart.....	36
General Services .....	39
Summary of Revenues and Expenditures – General Fund 001 .....	40
General Fund Revenue Sources and Other Discussion .....	41

General Fund – Revenue Detail .....	42
Summary of General Fund Expenditures by Department .....	45
General Fund – Expenditures by Department.....	46
Council & Mayor .....	46
Administration.....	48
Economic Development .....	50
City Recorder .....	52
City Attorney.....	54
Finance .....	56
Human Resources.....	58
Municipal Court.....	61
Police .....	62
Library.....	68
Recreation .....	70
Aquatics .....	72
Retired and Senior Volunteer Program (RSVP) .....	75
Community Services Administration .....	76
Planning.....	78
Engineering.....	80
Parks and Facilities Maintenance .....	83
Non-Departmental .....	86
Contingency/Ending Fund Balance.....	89
Transit Fund – 110.....	91
Street Fund – 140 .....	96
GO Debt Service Fund – 250.....	102
Utility Funds.....	103
Water Fund – 470 .....	104
Sewer Fund – 472 .....	110
Capital Construction Funds .....	117
General Cap Const Fund – 358 .....	118
Street & Storm Cap Const Fund – 363.....	120
Sewer Cap Const Fund – 465 .....	122

Water Cap Const Fund – 466.....	124
Special Revenue Funds.....	127
Building Inspection Fund – 123.....	128
Asset Forfeiture – 132.....	133
Housing Rehabilitation Fund – 137.....	134
Special Assessment Fund – 360.....	137
Parks SDC Fund – 364.....	138
Street SDC Fund – 376.....	140
Storm SDC Fund – 377.....	142
Water SDC Fund – 474.....	143
Sewer SDC Fund – 475.....	144
Internal Services Funds.....	145
Information Technology Fund – 568.....	146
Insurance Fund – 581.....	150
Equipment Replacement Fund – 591.....	152
Trust Funds.....	155
Library Endowment Fund – 690.....	156
Museum Endowment Fund – 691.....	157
Lavelle Black Trust Fund – 695.....	158
Supporting Schedules.....	159
Debt Overview.....	160
Personnel Allocation.....	162
FTE Detail by Supervising Department.....	165
Budgeted Transfers.....	169
Capital Construction Projects.....	170
Current Year Projects.....	171
Project Data Sheets.....	171
Capital Improvement Plan – FY 2018-19 to FY 2022-23.....	194
Appendices.....	195
Glossary.....	196
Budget Policies & Fiscal Strategy.....	201
Five-Year Forecast.....	211

Wage Scales.....	229
Part-Time Wage Scale.....	229
AFSCME Wage Scale .....	230
Woodburn Police Association (WPA) Wage Scale.....	231
Police Management Wage Scale .....	231
Unrepresented Wage Scale .....	232
Chart of Accounts .....	233
LB-1 Notice of Budget Hearing .....	241
Budget Resolution .....	243
Urban Renewal Agency (URA) – 720 .....	247
UR-1 Notice of Budget Hearing .....	252
Urban Renewal Agency Budget Resolution.....	253

# Introduction

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- ❖ GFOA Distinguished Budget Presentation Award
- ❖ Budget Committee Members
- ❖ Budget Message
- ❖ FTE Summary by Supervising Department
- ❖ Property Tax Analysis
- ❖ Major Taxpayers
- ❖ Summary of Revenues and Expenditures – All Funds
- ❖ Estimated Ending Fund Balances

## 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, 2016. This is the fifth 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 2017-18

### **Electors**

	<b><u>Term Expires</u></b>
Don Judson – Position I	Dec. 2019
John Zobrist – Position II	Dec. 2019
Matthew Geiger – Position III	Dec. 2018
Elida Sifuentez – Position IV	Dec. 2018
Patty Soza – Position V	Dec. 2019
John Reinhardt – Position VI	Dec. 2018

### **Councilors**

Juan Serratos – Ward I	Dec. 2020
Lisa Ellsworth – Ward II	Dec. 2020
Robert Carney – Ward III	Dec. 2018
Sharon Schaub – Ward IV	Dec. 2018
Frank Lonergan – Ward V	Dec. 2018
Eric Morris – Ward VI	Dec. 2020

City Administrator  
Scott Derickson

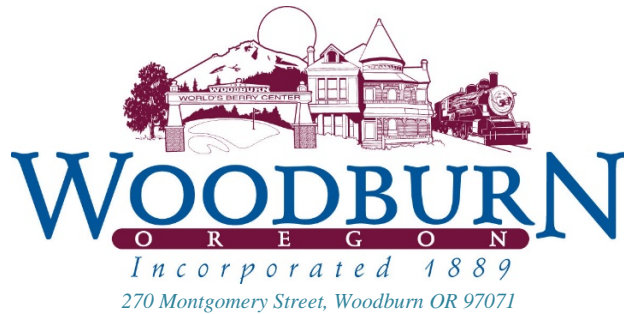
Finance Director  
Sandra Montoya

Julie Moore  
Senior Management Analyst

City of Woodburn  
270 Montgomery St.  
Woodburn, OR 97071  
503.982.5228  
[www.ci.woodburn.or.us](http://www.ci.woodburn.or.us)



## Budget Message



May 3, 2017

City Councilors, Budget Committee Members and Citizens of Woodburn:

For your consideration, I'm pleased to present the Proposed Fiscal Year (FY) 2017-18 Budget. The proposed budget continues to provide critical services and programs, as well as continuing to address City Council goals. The total proposed budget, including contingencies and reserves, is \$82.7 million, which includes a \$19.7 million General Fund budget.

Overall there is a growing sense of optimism as Woodburn's local economic indicators continue to improve from losses experienced during the last economic recession. Proposed industrial and residential annexations, lower unemployment rates and a strengthening General Fund cash position support a better outlook for FY 2017-18. Nevertheless, I'm still urging caution as significant operating costs continue to grow at an alarming rate, primarily consisting of employment-related expenses.

As the City sees signs of economic recovery, it has become clear that previous General Fund reductions in both staffing and programs, combined with cost-containment strategies and adherence to the City Council's Budget Polices, have resulted in a stronger financial and cash positions than otherwise would have occurred. The City Council and Woodburn Budget Committee members are commended for helping the City navigate difficult financial times with both sound financial management practices and a strong vision for Woodburn's future.

Some of the highlight's for the FY 2017-18 Proposed Budget include:

- Three new positions are proposed including one police officer, a senior planner and a human resources specialist. There are also increases in part-time staffing hours in Finance and Information Technology. Citywide personnel service costs will increase by 4.4 percent.
- Employee benefit increases include a 23 percent PERS increase, an 11 percent increase in long-term disability insurance and a 6 percent increase in general health benefit costs.
- A proposed General Fund transfer of \$750,000 to the General Capital Construction Fund to address long needed repairs to City facilities.

- **General Fund**

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 its annual budget. The General Fund's primary revenue sources include property taxes, franchise fees and shared state revenues (liquor, cigarette taxes, etc.).

A General Fund budget (excluding contingencies and reserves) of \$14.3 million is proposed for FY 2017-18. This figure is 8.9 percent, or \$1,171,098 higher than the City's FY 2016-17 Amended Budget, primarily due to a \$750,000 transfer to the General Capital Construction Fund to address critical building repair needs. Excluding this transfer, the year-over-year increase in the General Fund budget is 3.2 percent, or \$421,098 higher.

The General Fund is supported by budgeted revenues of \$13.8 million and a \$5.9 million beginning fund balance. Revenues are budgeted to increase by 8.7 percent or, \$1.1 million compared to the FY 2016-17 Budget. The increase is primarily driven by improved tax revenues of \$771,775, followed by increases to charges for goods and services of \$196,624.

The City Council's mandated 17 percent General Fund Contingency Reserve is met for FY 2017-18 and totals \$2.3 million. The City also increased the PERS reserve from \$250,000 to \$1.5 million in an effort to prepare for PERS rate increases anticipated to occur every biennium for the next 20 years. In FY 2017-18 the PERS rate increase was 25 percent in the General Fund, and 23 percent citywide. The 2017 Oregon Legislative Session includes bills which may result in statewide PERS reform that will either lessen the need for a PERS reserve, or provide information to allow municipalities to better manage the currently unsustainable cost increases. The General Fund's Shortfall Management Reserve (SMR) is retained at \$1,008,193, and the Reserve for Facilities has been increased by \$511,768 to \$611,768 in anticipation of additional facility repair needs.

As has been the practice in past years, the General Fund continues to budget more expense than revenues. For FY 2017-18, the General Fund expense over revenue shortfall is budgeted to be \$514,227. The shortfall is managed with the application of General Fund beginning fund balance. Typically, this difference is then recovered via savings or budget cuts that occur over the course of the year. 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. As expenses continue to outpace revenues a cautious approach to General Fund spending is recommended.

While overall the financial picture is an improvement over the prior recessionary-response years, the Transit Fund will experience an operational reduction. A FY 2017-18 funding shortfall due to flat federal/state funding for operations and escalating costs, required the elimination of a full-time transit clerk position in order to balance the budget. The position will be replaced with a part-time (19 hours per week) driver. This action will improve the customer service efficiency since the driver will also be able to schedule and dispatch.

The Transit Fund reduction serves as a reminder that Woodburn's programs are vulnerable and continued prudent resource management is required. As a result the Proposed FY 2017-18 Budget addresses some, but not all, of the needs in staffing, supplies, training, and maintenance that have been postponed in prior years. We will continue to manage the City's resources with caution for future cost increases and economic downturns, while seeking opportunities to improve efficiency or generate revenue.

I would like to thank the Budget Committee members, who despite being busy members of our community have studied the volumes of material provided and are donating your time to attend the annual Budget Committee

meeting. 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, and their participation in generating a comprehensive budget document. I am very proud to share that for the fifth year in a row the City has received a Distinguished Budget Presentation Award from the Government Finance Officers Association. From a work product standpoint, this recognition constitute a significant accomplishment.

The following pages provide some financial highlights of the detail found in the budget book.

● **FY 2017-18 Overall Budget**

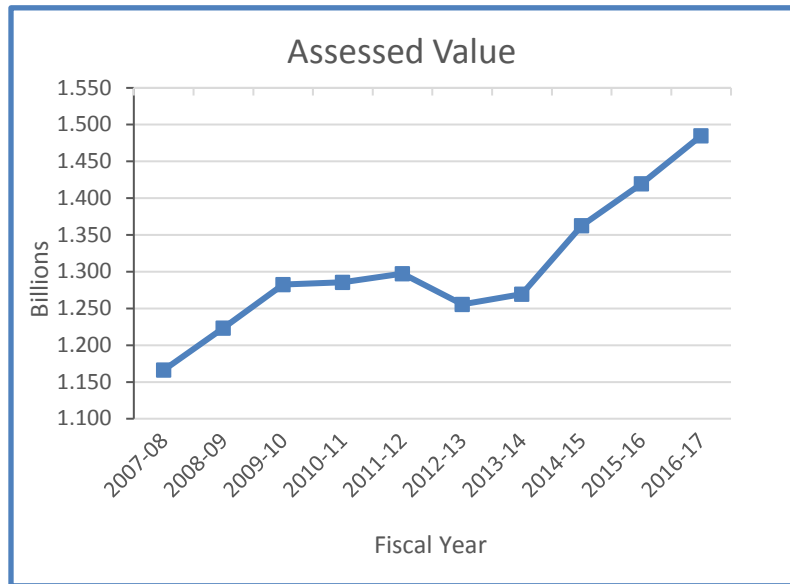
On March 13, 2017, the Woodburn City Council adopted its prioritized goals for FY 2017-18 (found in the “Council Goals” section on page 34), and these goals form the basis for priorities recommended in this budget. The proposed FY 2017-18 expenses budgeted for all funds (excluding transfers, contingencies and reserves) is \$44.1 million. As required by state law, the proposed budget is balanced.

**FY 2017-18 Budget Highlights**

- ✓ \$44.1M Operating Budget
- ✓ \$12.2M Capital Expenditures
- ✓ 7.7 percent Property Tax revenue increase

● **Revenues**

Woodburn relies on two major sources of revenue to fund operations: property taxes and charges for goods and services (e.g. utility charges and fees). These two revenue categories constitute more than 70 percent of the operating revenue and significantly affect the City’s ability to fulfill our mission. Property tax serves as the largest source of funding for critical General Fund programs such as police, library, parks aquatics, etc. However, in the years following the 2008 recession, property tax revenues proved to be vulnerable and required the City to reduce operations in order to keep expenditures at or below incoming resources. These secondary revenue sources are essential to the overall financial health of the City and are historically less volatile than our primary revenue sources.



In the last two years property tax revenue has begun to rebound, and FY 2017-18 is budgeted 8.2 percent higher than the current year budget. The increase beyond the 3 percent statutory limit is primarily due to reduction in property tax compression, one-time adjustments to the maximum assessed value following assessed value appeals and assess value reductions experienced during the recession and new construction.

Utility charges fund the City’s water and sewer operations. These programs provide clean and safe drinking water to customers and provide for the collection, treatment, and discharge of sewer and storm water.

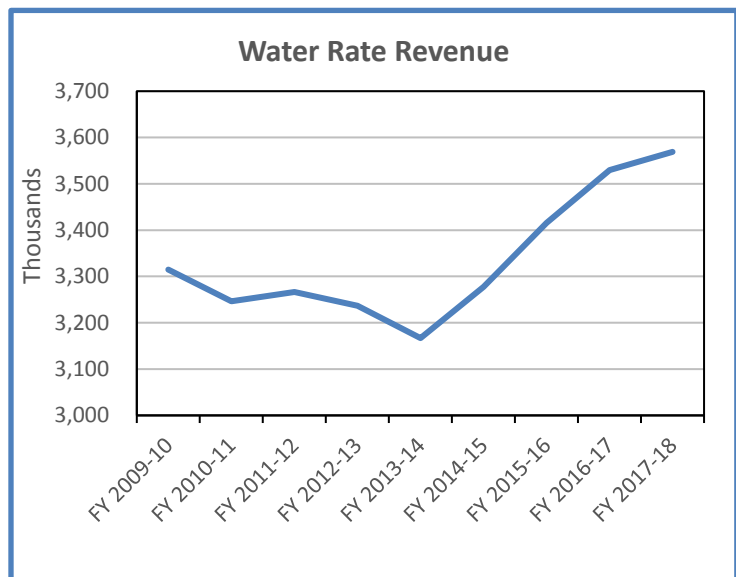
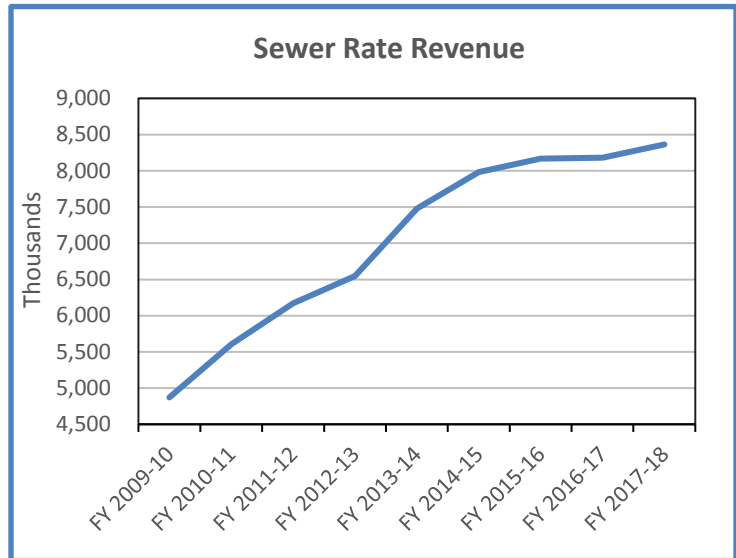
Utility charges are impacted by rates, consumption, and infrastructure needs which are driven by population growth, new construction, regulatory compliance, and repairs.

In anticipation of needed sewer system improvements, rate increases were last increased July 1, 2014. There have not been any additional increases approved by the City Council, so this budget assumes sewer rates will remain relatively flat in the coming year.

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.

As water rates have not increased since FY 2005-06, it is anticipated that the *Water Master Plan* update initiated in FY 2016-17 will result in a recommendation for a rate increase and an accelerated need for improvement projects.



Other revenues supplement the City’s operations include: franchise fees (levied on utilities for use of public right-of-way), intergovernmental revenue (state shared revenue, liquor and cigarette taxes, transportation revenues) and fines (municipal court).

● **Expenditures**

Personnel services represent the majority of the City’s operating costs. The Proposed FY 2017-18 Budget increases the personnel services category by 4.4 percent, which includes three additional full-time positions, an increase to part-time hours and increases for merit/cost-of-living-adjustments. In the Proposed FY 2017-18 Budget, personnel services account for 33.6 percent of total expenditures, and 46.4 percent of non-capital expenditures.

The Proposed FY 2017-18 Budget increases Materials & Services by 6.9 percent, or \$738,333 over the current fiscal year. Consistent with City policy, operating departments did not increase their bottom line appropriations unless increases could be offset by revenue. Exceptions have been made for costs to advance City Council goals, or costs

driven by external factors outside of the control of the departments, such as utilities, building maintenance, information technology, insurance, and maintenance projects.

Debt service obligations total \$5.6 million, which represents 12.7 percent of expenditures. For a detailed listing of the outstanding balance and annual debt service of the City, please refer to the Debt Overview section on page 160.

## • **Capital Construction Plan**

The Proposed FY 2017-18 Budget capital spending totals 27.7 percent, or \$12.2 million, of total expenditures. Part of the expenditure budget is for the final payment on the City's phone system and network upgrades. The majority of the capital budget, or \$10.9 million, is for capital construction projects, which can be found in detail beginning on page 170. Each project has a specific scope and budget, and the project data sheets are included in the Proposed FY 2017-18 Budget. With the exception of projects requiring external financing, projects are 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.

All capital projects are individually reviewed and authorized by the Public Works Director, Finance Director and City Administrator prior to inclusion in the annual budget.

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
- Fourth Street (Garfield to Harrison) storm replacement: \$1.2 million
- West Hayes sanitary sewer improvements: \$1.3 million
- Wastewater Treatment Plant – Natural Treatment Project: \$1.0 million
- Young Street sanitary pipeline project: \$1.6 million
- Facilities improvements at various city buildings: \$0.75 million

## • **Contingencies and Reserves**

Woodburn's ending fund balances are comprised of contingency and reserve line items. The Proposed FY 2017-18 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:

- Downtown public restroom: \$200,000
- Bungalow Theater & Museum Restoration: \$100,000
- Alley improvements (Phase I): \$50,000
- Alley improvements (Phase II): \$72,000
- North First Street Design: \$400,000

- **Conclusion**

The Proposed FY 2017-18 Budget allocates limited resources in a manner that supports the strategic goals and direction provided by the Mayor and City Council. It is my recommendation as Woodburn's Budget Officer that the Budget Committee approve the Proposed FY 2017-18 Budget as submitted. I am proud of the progress made over the past few years.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Derickson". The signature is fluid and cursive, with a large loop at the end.

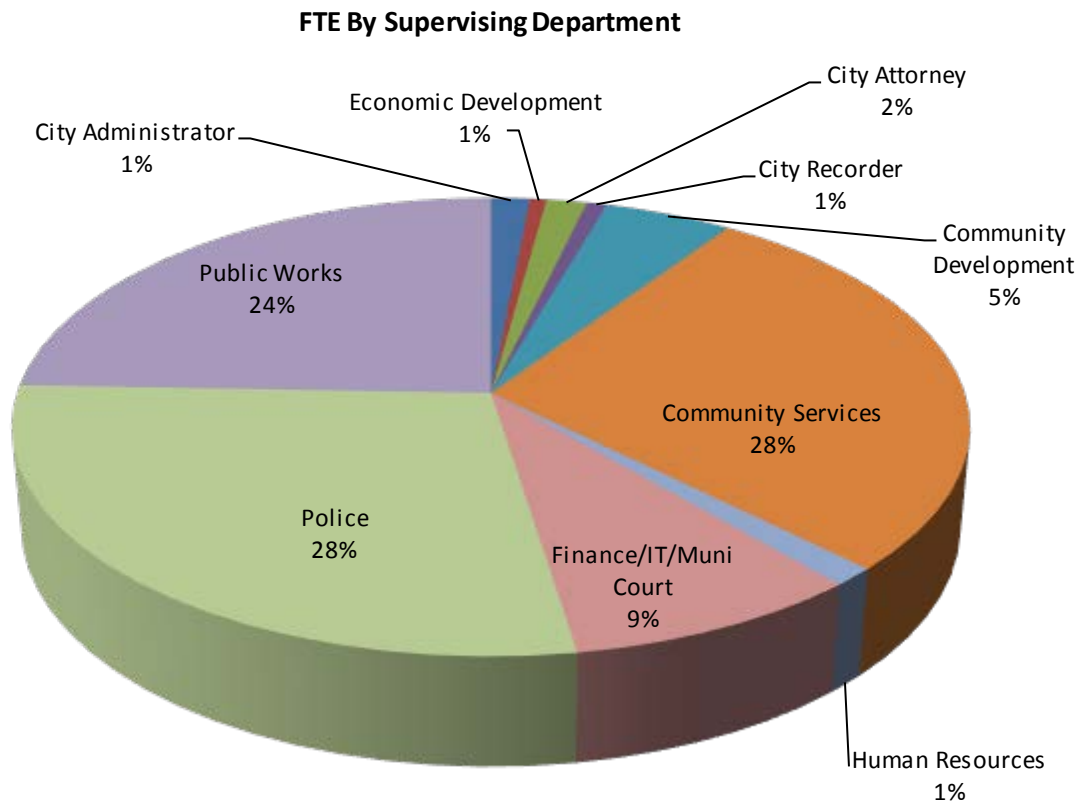
Scott Derickson  
City Administrator



## FTE Summary by Supervising Department

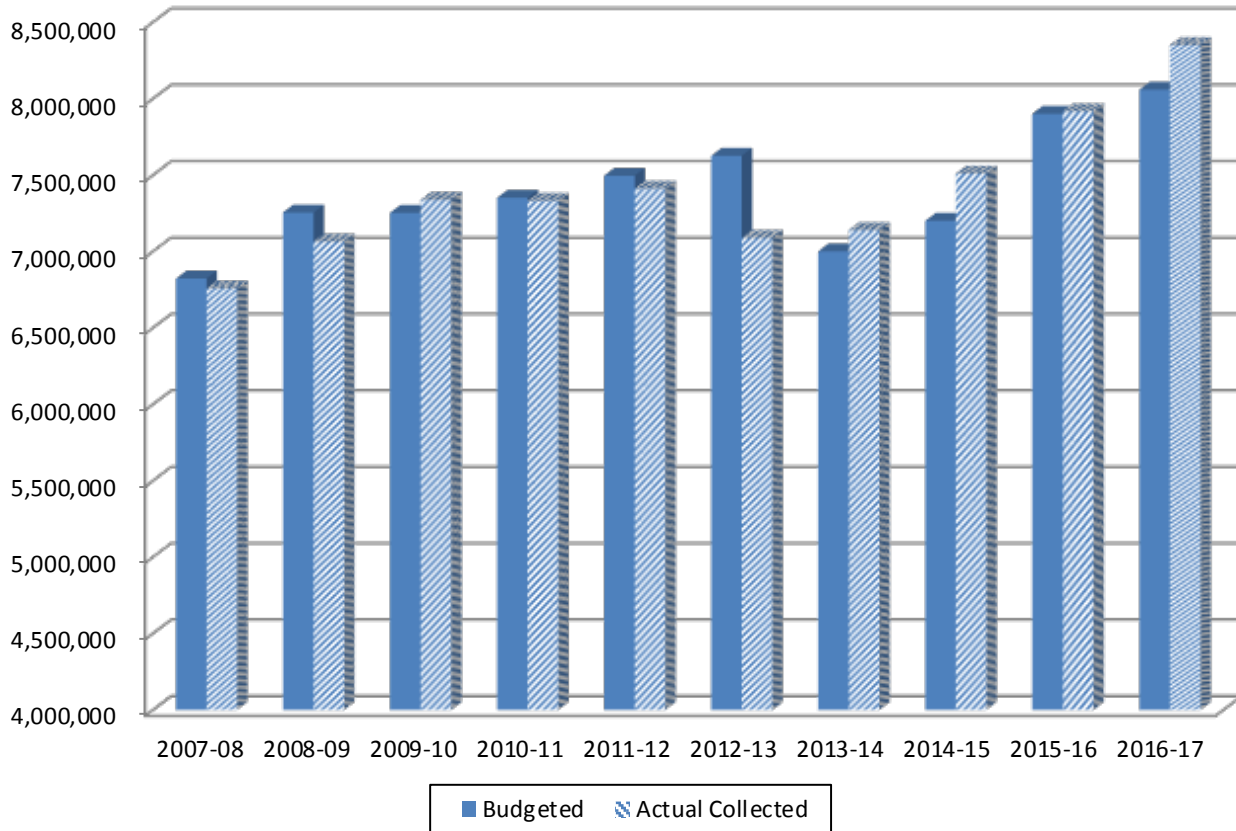
Department	Actual	Actual	Budget	Budget	FTE Change	% FTE Change
	FY 2014-15 FTE	FY 2015-16 FTE	FY 2016-17 FTE	FY 2017-18 FTE		
City Administrator	2.35	2.35	2.35	2.35	-	0.0%
Economic Development	-	1.00	1.00	1.00	-	0.0%
City Attorney	2.45	2.45	2.45	2.45	-	0.0%
City Recorder	1.20	1.20	1.20	1.20	-	0.0%
Community Development	6.00	6.50	6.75	7.75	1.00	14.8%
Community Services	43.89	43.64	44.21	43.42	(0.79)	-1.8%
Human Resources	2.00	2.00	1.00	2.00	1.00	100.0%
Finance/IT/Muni Court	13.46	12.86	12.86	13.70	0.84	6.5%
Police	41.11	42.61	42.69	43.62	0.93	2.2%
Public Works	40.00	37.83	38.00	38.00	-	0.0%
<b>Total FTE</b>	<b>152.46</b>	<b>152.44</b>	<b>152.51</b>	<b>155.49</b>	<b>2.98</b>	<b>2.0%</b>

Breakdown of this table is provided in FTE Detail by Supervising Department on page 165.



## Property Tax Analysis

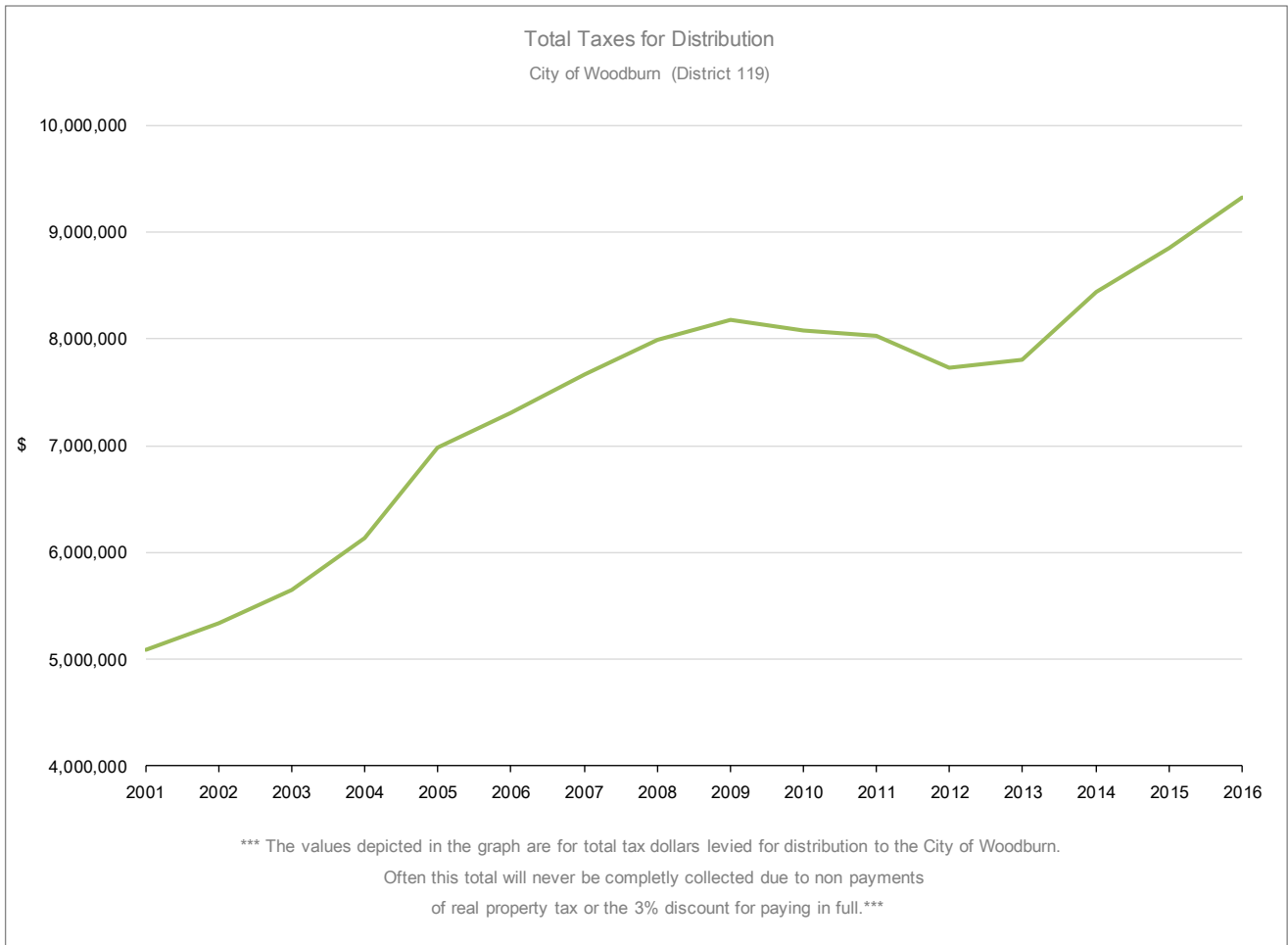
Property Tax Budgeted vs. Actual Collected - General Fund



Fiscal Year	General Fund		% Change in Actuals
	Budgeted	Actual Collected	
2007-08	6,821,735	6,756,640	4.5%
2008-09	7,254,000	7,063,853	4.5%
2009-10	7,252,000	7,336,823	3.9%
2010-11	7,351,000	7,330,490	-0.1%
2011-12	7,495,000	7,410,058	1.1%
2012-13	7,625,000	7,088,099	-4.3%
2013-14	7,000,000	7,138,762	0.7%
2014-15	7,200,000	7,508,936	5.2%
2015-16	7,900,000	7,915,800	5.4%
2016-17	8,058,000	8,350,000 *	5.5%
2017-18	8,720,576		

\* Year-end revenue projection

## 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 Premium Outlets - one of Oregon's most popular tourist attractions. Below is a listing of the major taxpayers for FY 2016-17:

Taxpayer	2016-17 Assessed Value	2016-17 Assessed Taxes	% of City Assessed Value*
WINCO FOODS LLC	83,306,033	1,535,013	4.34%
WOODBURN PREMIUM OUTLETS LLC	62,473,396	1,215,733	3.25%
FOOD SERVICES OF AMERICA INC	30,560,850	554,928	1.59%
WAL-MART REAL ESTATE BUSINESS TR	16,101,040	313,397	0.84%
HARDWARE WHOLESALERS INC	15,538,050	282,106	0.81%
CASCADE MEADOW LLC	13,062,910	254,262	0.68%
CROWN 2 DEVELOPMENT LLC	11,678,800	227,321	0.61%
NORTHWEST NATURAL GAS CO	10,453,000	189,783	0.54%
PORTLAND GENERAL ELECTRIC CO	10,123,276	183,889	0.53%
PACIFIC REALTY ASSOCIATES LP	9,451,290	183,491	0.49%
KWDS LLC	8,826,160	165,623	0.46%
ARGO WOODBURN LLC	8,937,160	163,370	0.47%
STONEHEDGE PROPERTIES INC 90% &	8,131,140	150,018	0.42%
WOODBURN PLAZA LLC	7,065,610	137,528	0.37%
K&R HOLDINGS	6,840,370	133,144	0.36%
FLEETWOOD HOMES INC	7,236,230	131,380	0.38%
CAPITAL DEVELOPMENT COMPANY	6,870,000	124,730	0.36%
3099 PACIFIC LLC	6,018,830	109,277	0.31%
EARL A DOMAN LLC	5,586,420	108,457	0.29%
ART MORTGAGE BORROWER PROPCO	5,494,990	106,682	0.29%
SPECIALTY POLYMERS INC	5,824,376	105,746	0.30%
WOODBURN INVESTMENT ASSOC LTD	5,796,290	105,236	0.30%
SABROSO COMPANY	5,779,570	104,933	0.30%
BAKER,PAMELA RAE	4,602,370	88,244	0.24%
VILLAGE BY THE GREEN LLC	4,455,900	85,611	0.23%

\*Total City assessed value for 2016-17 was \$1,920,324,583

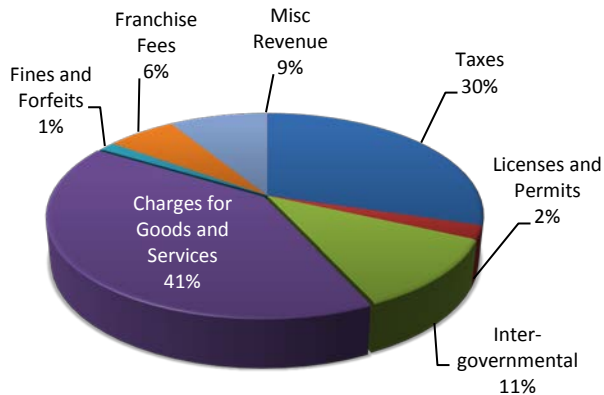
Source: Marion County Assessor's Office

The assessed valuation of \$1,920,324,583 for FY 2016-17 was \$125,164,052, or 8 percent, higher than FY 2015-16 of \$1,778,119,334. This significant increase in assessed values and associated revenues is not expected to occur again next year.

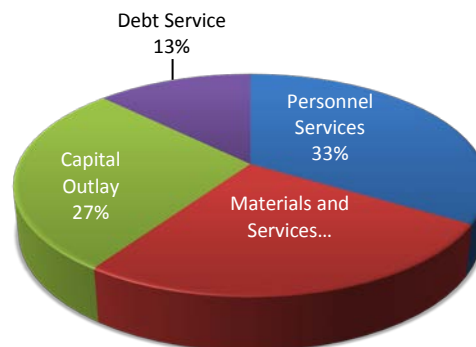
## Summary of Revenues and Expenditures – All Funds

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget	% Change
<b>Beginning Balance</b>	38,419,916	35,999,348	35,541,807	41,959,260	18.1%
<b>Revenues</b>					
Taxes	8,724,439	9,180,586	9,216,000	10,008,775	8.6%
Licenses and Permits	624,483	492,106	700,889	733,326	4.6%
Intergovernmental	3,460,179	2,879,624	3,681,313	3,814,789	3.6%
Charges for Goods and Services	12,915,421	12,997,210	13,149,807	13,692,780	4.1%
Fines and Forfeits	670,455	423,520	467,400	467,500	0.0%
Franchise Fees	2,084,295	2,065,564	2,016,323	2,080,674	3.2%
Miscellaneous Revenue	2,385,557	2,622,331	2,510,263	2,941,545	17.2%
Other Financing Sources	16,878	80,118	20,000	20,000	0.0%
<b>Total Revenues (excluding transfers)</b>	<b>30,881,706</b>	<b>30,741,059</b>	<b>31,761,995</b>	<b>33,759,389</b>	<b>6.3%</b>
<b>Total Beg. Bal. and Revenues</b>	<b>69,301,622</b>	<b>66,740,407</b>	<b>67,303,802</b>	<b>75,718,649</b>	<b>12.5%</b>
<b>Expenses</b>					
Personnel Services	12,872,588	12,932,991	14,178,685	14,799,951	4.4%
Materials and Services	8,684,321	9,233,648	10,744,485	11,542,818	7.4%
Capital Outlay	6,298,426	1,159,970	10,018,366	12,202,900	21.8%
Debt Service	5,446,939	5,101,047	5,260,245	5,619,633	6.8%
<b>Total Expenses Before Contingency</b>	<b>33,302,274</b>	<b>28,427,656</b>	<b>40,201,781</b>	<b>44,165,302</b>	<b>9.9%</b>
Contingency & Reserves	-	-	27,102,021	31,553,347	16.4%
<b>Total Expenses (excluding transfers)</b>	<b>33,302,274</b>	<b>28,427,656</b>	<b>67,303,802</b>	<b>75,718,649</b>	<b>12.5%</b>
<b>Net Fund Balance</b>	<b>35,999,348</b>	<b>38,312,751</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses and Fund Net</b>	<b>69,301,622</b>	<b>66,740,407</b>	<b>67,303,802</b>	<b>75,718,649</b>	<b>12.5%</b>
Transfers	1,122,949	1,458,297	4,477,755	7,025,367	56.9%
<b>Total Budget</b>	<b>70,424,571</b>	<b>68,198,704</b>	<b>71,781,557</b>	<b>82,744,016</b>	<b>15.3%</b>

**All Funds - Revenues by Class FY 2017-18**



**All Funds - Expenses by Class FY 2017-18**



## Estimated Ending Fund Balances

	Projected Balance July 1, 2017	Increases	Decreases	Projected Balance June 30, 2018	% Change
<b>General Services</b>					
General Fund - 001	5,900,000	13,816,533	(14,330,760)	5,385,773	-8.7%
Transit Fund - 110	140,000	644,445	(621,008)	163,437	16.7%
Street Fund - 140	3,365,799	2,101,751	(4,222,755)	1,244,795	-63.0%
GO Debt Service Fund - 250	3,100	536,070	(537,136)	2,034	-34.4%
<b>Total General Services</b>	<b>9,408,899</b>	<b>17,098,799</b>	<b>(19,711,659)</b>	<b>6,796,039</b>	
<b>Utility Funds</b>					
Water Fund - 470	2,359,924	3,642,566	(3,697,414)	2,305,076	-2.3%
Sewer Fund - 472	7,889,407	8,451,113	(9,237,776)	7,102,744	-10.0%
<b>Total Utility Funds</b>	<b>10,249,331</b>	<b>12,093,679</b>	<b>(12,935,190)</b>	<b>9,407,820</b>	
<b>Capital Construction Funds</b>					
General Cap Const Fund - 358	-	780,000	(780,000)	-	0.0%
Street & Storm Cap Const Fund - 363	-	4,620,000	(4,620,000)	-	0.0%
Sewer Cap Const Fund - 465	12,085,886	1,700,530	(5,060,000)	8,726,416	-27.8%
Water Cap Const Fund - 466	1,883,561	157,174	(280,000)	1,760,735	-6.5%
<b>Total Capital Construction Funds</b>	<b>13,969,447</b>	<b>7,257,704</b>	<b>(10,740,000)</b>	<b>10,487,151</b>	
<b>Special Revenue Funds</b>					
Building Inspection Fund - 123	538,587	1,318,970	(1,267,890)	589,667	9.5%
Asset Forfeiture - 132	9,571	90	(9,661)	-	-100.0%
Housing Rehab Fund - 137	251,001	23,410	(23,644)	250,767	-0.1%
Special Assessment Fund - 360	4,875	5,970	-	10,845	122.5%
Parks SDC Fund - 364	295,141	204,170	(162,987)	336,324	14.0%
Street SDC Fund - 376	2,703,796	274,704	(2,237,495)	741,005	-72.6%
Storm SDC Fund - 377	581,153	32,590	(140,000)	473,743	-18.5%
Water SDC Fund - 474	1,277,486	146,170	(190,000)	1,233,656	-3.4%
Sewer SDC Fund - 475	1,271,304	240,360	(580,000)	931,664	-26.7%
<b>Total Special Revenue Funds</b>	<b>6,932,913</b>	<b>2,246,434</b>	<b>(4,611,677)</b>	<b>4,567,670</b>	
<b>Internal Services Funds</b>					
Information Technology Fund - 568	180,000	1,083,119	(1,101,311)	161,808	-10.1%
Insurance Fund - 581	174,458	880,446	(972,461)	82,443	-52.7%
Equipment Replacement Fund - 591	974,811	123,560	(1,098,371)	-	-100.0%
<b>Total Internal Services Funds</b>	<b>1,329,269</b>	<b>2,087,125</b>	<b>(3,172,143)</b>	<b>244,251</b>	
<b>Trust Funds</b>					
Library Endowment Fund - 690	26,700	350	-	27,050	1.3%
Museum Endowment Fund - 691	700	5	-	705	0.0%
Lavelle Black Trust - 695	42,000	660	(20,000)	22,660	-46.0%
<b>Total Trust Funds</b>	<b>69,400</b>	<b>1,015</b>	<b>(20,000)</b>	<b>50,415</b>	

# Reader's Guide

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- ❖ Reader's Guide
- ❖ Fund Structure
- ❖ About Woodburn
- ❖ City Statistics – Location and Demographics
- ❖ City Statistics – Services
- ❖ City of Woodburn Budget Calendar
- ❖ Budgeting in Oregon
- ❖ Budgeting in the City of Woodburn
- ❖ Budget document Columns
- ❖ Budget Assumptions
- ❖ Council Goals
- ❖ Organizational Chart





## 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 policies that are available. The second is to provide City management with a financial and operating plan that conforms to its accounting system.

### Introduction

This 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, prepared for the Budget Committee, summarizes key features and issues shaping the budget for the coming year, followed by summary schedules for revenues and expenditures, property taxes and budgeted departmental staffing levels. Changes made subsequent to the Budget Committee meeting are not reflected in the budget message.

**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.

**Budgets.** The budgets are presented in service categories, which contain 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 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 readers. The supporting schedules include Debt Overview, Personnel Allocation, full-time equivalent (FTE) Detail by Supervising Department, Budgeted Transfers and Capital Construction Projects.

## Fund Structure

(Bold Indicates the fund was identified as a Major Fund for audit purposes as of June 30, 2016)

### General Services (Governmental Funds)

- **General Fund 001 (Major)** – 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. 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 140 (Major)** – 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 Portland General Electric (PGE) and Northwest (NW) Natural Gas privilege taxes, and .01 cent Local Gas Tax.
- Transit Fund 110 (Non-Major) – 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 bus shelters and buses as equipment needs to be replaced.
- General Obligation Fund 250 (GO) Debt Service Fund (Non-Major) – This fund accounts for the principal and interest payments on the general obligation debt for the police building.

### Utility Funds (Proprietary Funds)

- **Water Fund 470 (Major)** – 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 472 (Major)** – 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 358 (Non-Major) – This fund accounts for capital improvement projects for general services facilities.
- Water Cap Const Fund 466 (Non-Major) – This fund accounts for major repairs, extensions, alterations or other capital improvements to the water system.
- Street & Storm Cap Const Fund 363 (Non-Major) – This fund accounts for capital improvements to the street and storm water systems.
- **Sewer Cap Const Fund 465 (Major)** – This fund accounts for loan proceeds used for construction and improvements to the City’s waste water treatment plant and sewer collection system.

### Special Revenue Funds (Governmental Funds)

- Building Inspection Fund 123 (Non-Major) – This fund accounts for 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 137 (Non-Major) – This fund accounts for Community Development Block Grants for low income housing rehabilitation.
- Asset Forfeiture Fund 132 (Non-Major) – 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 360 (Non-Major) – This fund accounts for the City’s Local Improvement Districts. (LIDS)
- Parks SDC Fund 364 (Non-Major) – This fund accounts for payments received from new development to fund improvements that increase capacity of the City’s parks system.
- **Street SDC Fund 376 (Major)** – This fund accounts for street system development charges. The primary use of the proceeds is for street system improvements.
- Storm SDC Fund 377 (Non-Major) – 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 474 (Non-Major) – 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 475 (Non-Major) – 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 568 (formerly named Information Services) (Non-Major) – This fund accounts for revenue and costs associated with the service provision of: network and telephone services to City departments, and information technology services to local agencies and smaller governments.
- Insurance Fund 581 (Non-Major) – 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 591 (Non-Major) – This Fund accounts for transfers from various funds to be reserved for vehicle and equipment replacement.

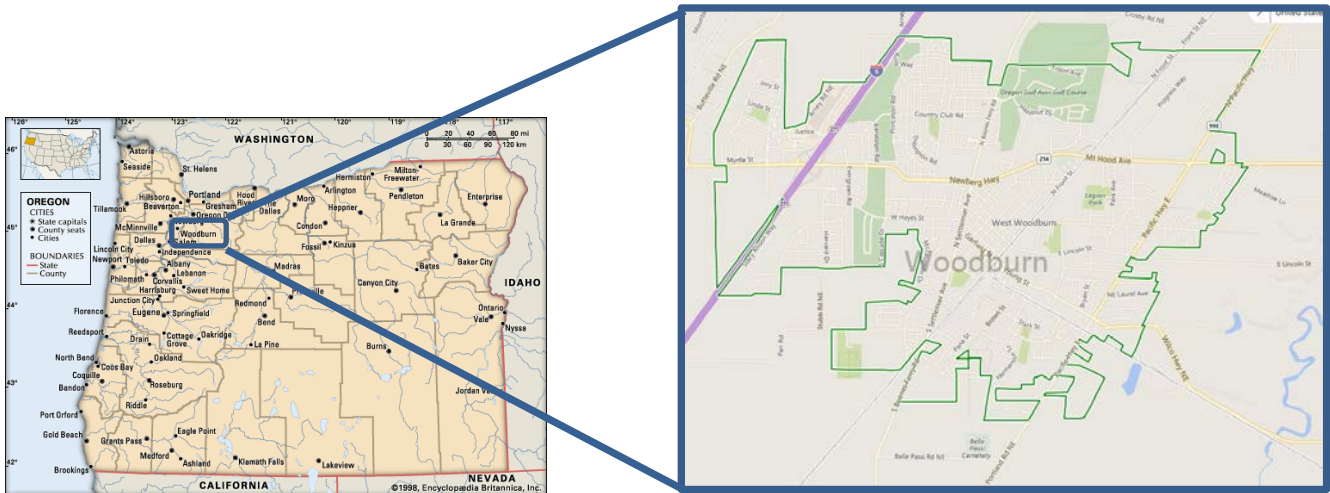
### Trust Funds (Governmental Funds)

- Library Endowment 690 (Non-Major) – This fund accounts for proceeds donated to the Woodburn Public Library for building maintenance.
- Museum Endowment 691 (Non-Major) – 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 695 (Non-Major) – 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.

## About Woodburn

### City Statistics – Location and Demographics

The City of Woodburn is located in Marion County, Oregon, 18 miles northeast of the City of Salem and 30 miles southwest of Portland 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 to an area of 5.4 square miles.

As of the 2010 census, there are 24,080 people residing in Woodburn, as compared to a population of 20,100 in 2000, a 20 percent increase. With 24,080 residents, Woodburn is the 21<sup>st</sup> most populated city in Oregon. Portland State University Population Research Center estimates the population in 2016 to be 24,795.

Other factors:

• Median income: \$43,093	• Number of companies: 1,339
• High School Graduate or Higher: 68.1%	• Total Housing units: 8,707
• Bachelor’s degree or higher: 13.1%	• Median Age: 33.6
• Hispanic or Latino population: 57.9%	

## City Statistics – Services

Description	Actual FY 2014-15	Actual FY 2015-16	% Change
<b>Community Services</b>			
<b>Parks</b>			
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%
<b>Library</b>			
Attendance	132,575	135,317	2%
Circulation	157,363	180,890	15%
Volumes in Collection	110,327	116,335	5%
Volumes Added	8,916	11,913	34%
Computer Usage, # of Internet sessions	26,845	29,104	8%
Wi-Fi Connections (new)		47,381	
Program Attendance	7,866	6,619	-16%
<b>Aquatics</b>			
Attendance	148,885	144,810	-3%
Lesson Enrollment	2,477	1,837	-26%
Active Memberships	1,208	1,288	7%
<b>Recreation</b>			
Youth Sports	4,550	1,359	-70%
Adult Sports	425	28	-93%
Youth Programs	375	79	-79%
Adult Programs	350	244	-30%
Special Events	6,500	2,100	-68%
<b>Public Transportation</b>			
Fixed Route Rides	34,869	32,684	-6%
Fixed Route Mileage	48,244	45,688	-5%
Dial-A-Ride Trips	11,842	6,221	-47%
Dial-A-Ride Mileage	18,951	20,989	11%
Out of Town Medical Rides	2,441	1,321	-46%

Description	Actual FY 2014-15	Actual FY 2015-16	% Change
<b>City Utilities</b>			
<b>Water</b>			
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	6,770	6,843	1%
Fire Hydrants	964	964	0%
<b>Wastewater</b>			
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%
<b>Stormwater</b>			
Miles of storm sewers	59	59	0%
Manholes	1,400	1,400	0%
<b>Public Safety</b>			
Police Calls	17,062	14,744	-14%
Authorized Staffing	32	34	6%
Arrests	1,441	1,003	-30%
Offenses	3,119	2,871	-8%
Crime Index (Violent Crime)	194	210	8%
Crime Index (Property Crime)	970	1,448	49%
Officers Per 1,000 Citizens	1.29	1.36	5%
<b>Building/Planning</b>			
Total Building Permits Issued	230	226	-2%
Residential, New	45	33	-27%
Multi Family	2	8	
Assisted Living Facilities	-	-	0%
Residential Additions & Alterations	28	65	132%
Industrial	19	16	-16%
Commercial	127	93	-27%
Signs and Fences	7	6	-14%
Manufactured Homes	2	5	150%

mg = million gallons

mgd = million gallons per day

# The Budget Process

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## City of Woodburn Budget Calendar

### December

- As per City Charter the City Administrator is the Budget Officer
- 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 and 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 public budget meeting
- 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, called expenditures, in the coming fiscal year. 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, 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/or made adjustments, 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, which 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 resources/appropriations the governing body must pass a resolution. The resolution must state the need, purpose and amount of the transfer. Resolution transfers are used within a fund. For example, within the General Fund you can use a resolution to transfer appropriation authority from one department to another. The total appropriations for the General Fund don't change.



## **Supplemental Budget**

A supplemental budget modifies the adopted budget, and is used to create new appropriations to spend increased resources. They can also be used to transfer resources/appropriations between funds. 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 U. S. Postal Service or hand delivered 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) approval. 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.

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Council & Mayor			
16,609	17,700	21,000	Materials & Services	26,634	26,634	26,634
16,609	17,700	21,000	Council & Mayor Total	26,634	26,634	26,634

Example of column layout

## 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 8.2 percent over current year budget, and compression is expected to decline further
- 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 the payroll system as much as possible
- Step increases budgeted based on employee anniversary dates
- A Cost of Living Adjustment (COLA) was calculated for unrepresented/management employees. These employees did not receive a COLA in FY 2016-17 due to anticipated budget shortfalls
- Health insurance premiums (medical, dental, and vision) increased by 6 percent
- Actual PERS employer rates (rounded) effective June 1, 2017 were used
  - General Service Tier 1 & 2 – 19 percent (increase of 25 percent)
  - General Service Oregon Public Service Retirement Plan (OPSRP) – 12 percent (increase of 30 percent)
  - Police Tier 1 & 2 – 24 percent (increase of 28 percent)
  - Police OPSRP – 17 percent (increase of 25 percent)
- Pickup of employee PERS 6 percent was budgeted
- Unemployment rate of 0.1 percent
- Long-term disability insurance increased by 11 percent
- Woodburn Police Association (WPA) and AFSCME contracts are in negotiations at the time of budget preparation

### Materials & Services

- Departments were instructed to keep the Materials and Services category relatively flat from prior year appropriation
- A few line items were allowed to increase based on external influences: 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
- Costs include all ancillary expenses 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
  - IT 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 drivers such as; labor costs, insurance rate for workers compensation, or vehicles in use for auto insurance
  - The Transit Fund is allocated the federally allowed de minimis of 10 percent of the fund's budget

## Council Goals

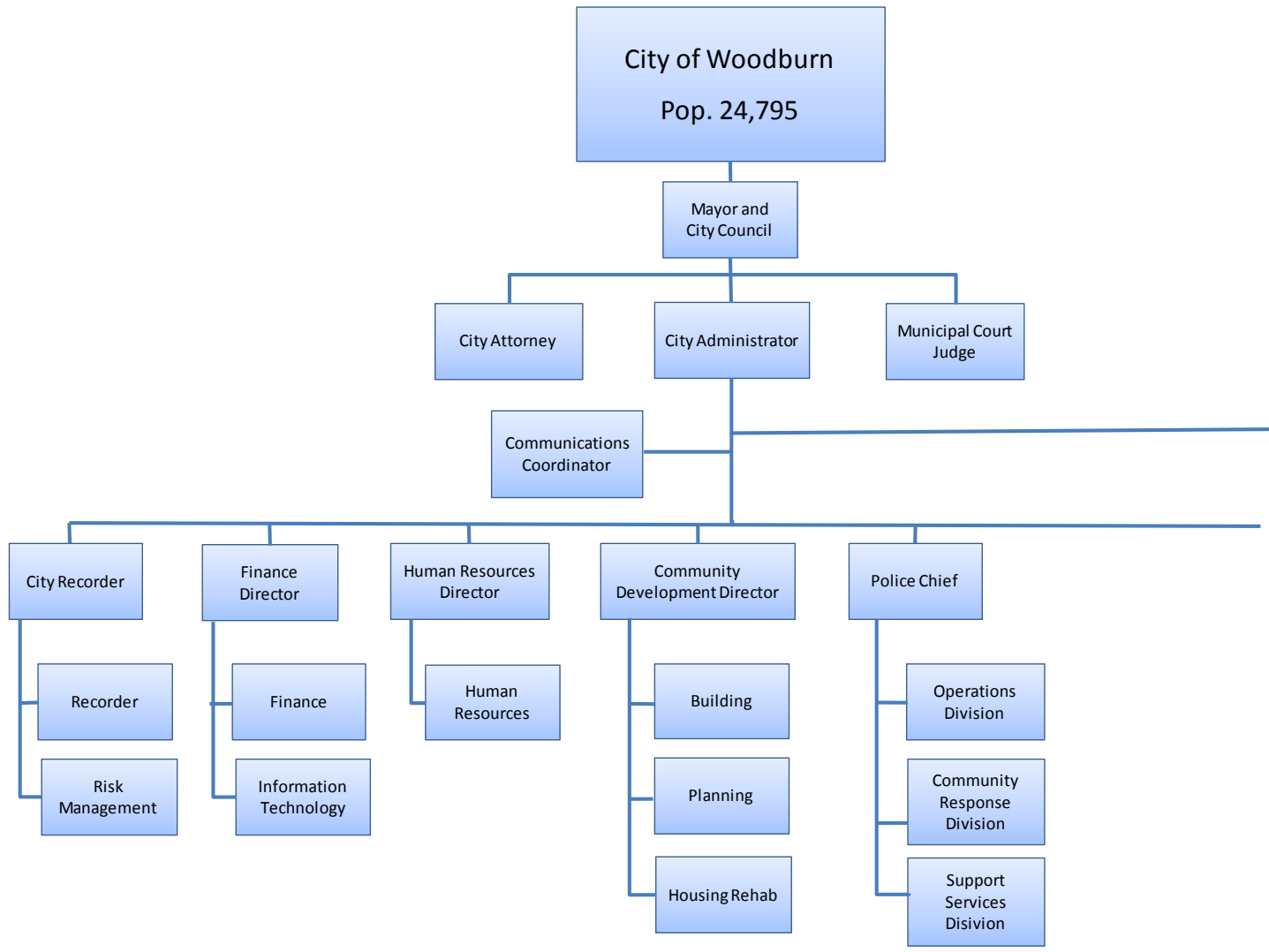
The Woodburn City Council held a goal setting retreat on March 4, 2017, which was followed by Council adopting the following goals on March 13, 2017:

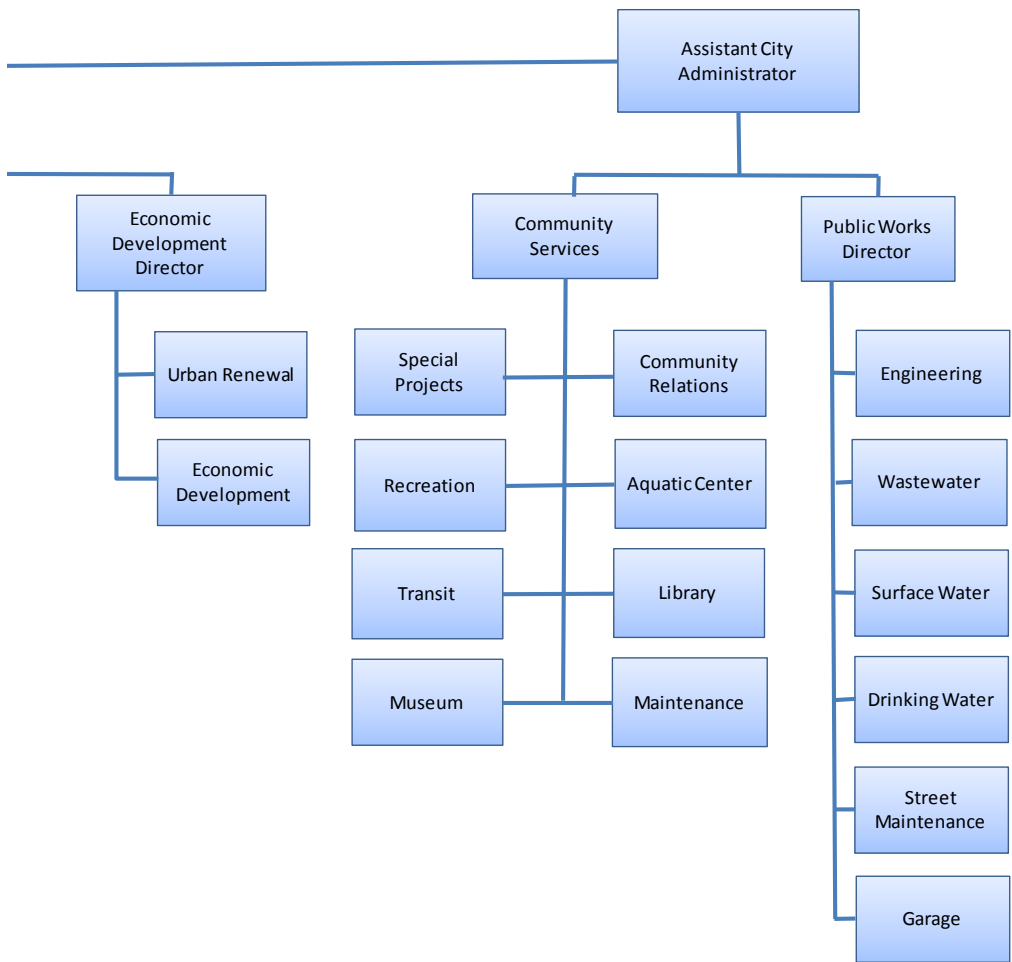
- Rebuild the City's planning and development capacity in order to successfully manage the significant and anticipated development in upcoming years
- Continue the City's economic development activities for the purpose of attracting capital investment, jobs and an improved quality of life for Woodburn residents
- Community outreach with the goal of strengthening the City's relationship with all aspects of its community
- Expand the City's efforts to build community-based public safety programming as a means of further building and maintaining good community/police relationships
- Develop an assessment plan for pursuing a Community Center
- Complete the design and recommendation for funding the completion of the First Street Project

The Council felt these goals could be accomplished within the next 24 months.



## Organizational Chart









# General Services

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- ❖ General Fund Revenue Sources and Expenditures – General Fund 001
- ❖ General Fund Revenue Sources and Other Discussion
- ❖ General Fund – Revenue Detail
- ❖ Summary of General Fund Expenditures by Departments
- ❖ General Fund - Expenditures by Department

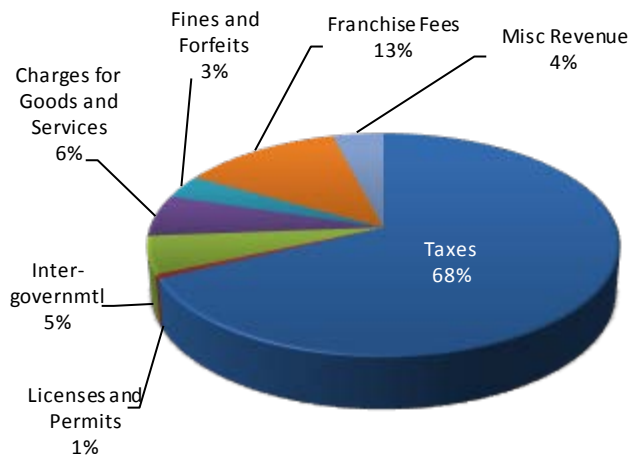
- Council & Mayor
- Administration
- Economic Development
- City Recorder
- City Attorney
- Finance
- Human Resources
- Municipal Court
- Police
- Library
- Recreation
- Aquatics
- RSVP
- Community Services Administration
- Planning
- Engineering
- Parks and Facilities Maintenance
- Non- Departmental
- Contingency/Ending Fund Balance

- ❖ Transit Fund 110
- ❖ Street Fund 140
- ❖ GO Debt Service Fund 250

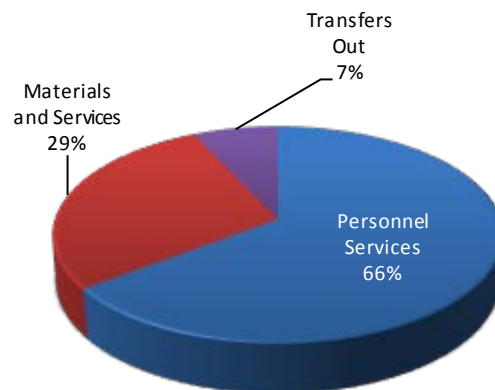
## Summary of Revenues and Expenditures – General Fund 001

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget	% Change
<b>Beginning Balance</b>	3,912,305	4,470,347	4,000,000	5,900,000	47.5%
<b>Revenues</b>					
Taxes	8,099,893	8,562,396	8,594,000	9,365,775	9.0%
Licenses and Permits	70,018	68,752	62,500	79,600	27.4%
Intergovernmental	786,910	764,566	764,000	751,560	-1.6%
Charges for Goods and Services	571,120	687,336	635,983	832,607	30.9%
Fines and Forfeits	670,455	423,520	467,400	467,500	0.0%
Franchise Fees	1,747,588	1,707,580	1,696,323	1,760,674	3.8%
Miscellaneous Revenue	629,604	696,521	490,452	558,817	13.9%
Transfers In	21,901	-	-	-	0.0%
<b>Total Revenues</b>	12,597,489	12,910,671	12,710,658	13,816,533	8.7%
<b>Total Beg. Bal. and Revenues</b>	16,509,794	17,381,018	16,710,658	19,716,533	18.0%
<b>Expenses</b>					
Personnel Services	8,330,573	8,474,950	9,082,534	9,274,288	2.1%
Materials and Services	3,127,635	3,406,465	3,831,579	4,054,019	5.8%
Capital Outlay	164,734	60,580	35,500	-	-100.0%
Transfers Out	416,505	208,835	210,049	1,002,453	377.2%
<b>Total Expenses Before Contingency</b>	12,039,447	12,150,830	13,159,662	14,330,760	8.9%
Contingency & Reserves	-	-	3,550,996	5,385,773	51.7%
<b>Total Expenses</b>	12,039,447	12,150,830	16,710,658	19,716,533	18.0%
<b>Fund Net</b>	4,470,347	5,230,188	-	-	
<b>Total Expenses and Fund Net</b>	16,509,794	17,381,018	16,710,658	19,716,533	18.0%

**General Fund - Revenues by Class  
FY 2017-18**



**General Fund - Expenses by Class  
FY 2017-18**



## General Fund Revenue Sources and Other Discussion

**Taxes** in the General Fund is inclusive of property and hotel/motel taxes. Property taxes are the largest source of revenue for the General Fund and have been volatile over the past few years. Woodburn, like other cities subject to Oregon's unique property tax laws, struggles with the fallout of the housing bubble and compression due to assessed values falling below a property's market value. Compression of property taxes has been a significant issue for Woodburn, but with rising market values, compression of property tax is diminishing. 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. Hotel/motel tax is budgeted higher than the current year budget based on the historical trends.

**Licenses & Permits** were increased based on current year revenue for business licenses. This category of revenue includes business license fees, taxicab permit, and other license fees that are dependent on the economy.

**Intergovernmental** revenues include grants, shared agreements for police services, regional library services and state revenue for liquor proration/cigarette tax/revenue sharing.

**Charges for Goods and Services** within the General Fund contain many of the parks and recreation fees, police reimbursements, planning 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. Planning fees are expected to rise due to increase in development.

**Franchise Fees** for FY 2017-18 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 right-of-way payments from PGE, NW Natural Gas, Century Link, Datavision, Wave Broadband, Allied Waste, and Woodburn Ambulance. Traditionally this revenue source has grown between 5 percent and 7 percent; however, economic factors within each business sector can cause fluctuations in the revenue.

**Fines & Forfeits** is a category comprised mainly of court and library fines. For FY 2017-18 the revenues are expected to be flat.

## General Fund – Revenue Detail

FY 2014-15	FY 2015-16	FY 2016-17		FY 2017-18	FY 2017-18	FY 2017-18
Actual	Actual	Budget	Account Description	Proposed	Approved	Adopted
<b>Fund: 001 - General Fund</b>						
<b>Department: 000 - Revenue</b>						
3,912,305	4,534,978	4,000,000	3081	5,900,000	5,900,000	5,900,000
7,508,936	7,915,800	8,058,000	3111	8,720,576	8,720,576	8,720,576
24,537	211,942	230,000	3112	205,000	205,000	205,000
14,598	-	-	3113	34,302	34,302	34,302
334,822	434,655	306,000	3133	405,897	405,897	405,897
48,785	50,687	45,000	3211	55,000	55,000	55,000
4,897	5,091	4,000	3219	5,100	5,100	5,100
4,278	4,160	4,500	3220	4,500	4,500	4,500
-	8,937	-	3230	7,200	7,200	7,200
650,652	633,229	620,000	3231	633,229	633,229	633,229
163,818	130,752	143,000	3232	143,000	143,000	143,000
43,360	41,858	44,000	3233	42,000	42,000	42,000
201,117	212,874	200,000	3234	217,132	217,132	217,132
111,706	106,355	90,000	3235	105,000	105,000	105,000
14,483	13,192	10,500	3236	14,000	14,000	14,000
2,009	13,985	15,000	3237	15,000	15,000	15,000
74	896	-	3240	1,000	1,000	1,000
157,130	164,655	171,723	3243.470	172,935	172,935	172,935
387,239	380,847	402,100	3243.472	410,178	410,178	410,178
351,682	353,285	350,000	3362	359,560	359,560	359,560
32,590	32,402	30,000	3363	33,000	33,000	33,000
271,333	263,664	250,000	3364	265,000	265,000	265,000
270	245	-	3415	100	100	100
268	-	-	3473.109	-	-	-
2,981	2,704	4,500	3641	3,000	3,000	3,000
-	80,250	-	3691	22,000	22,000	22,000
42	49	-	3692.101	25	25	25
221	(63)	-	3698	-	-	-
27,827	13,084	25,000	3699	73,000	73,000	73,000
-	-	20,000	3881	-	-	-
21,901	-	-	3971.591	-	-	-
<b>14,293,861</b>	<b>15,610,513</b>	<b>15,023,323</b>	<b>Department Total: 000 - Revenue</b>	<b>17,846,734</b>	<b>17,846,734</b>	<b>17,846,734</b>
<b>Department: 125 - Economic Development</b>						
-	-	-	3351	10,000	10,000	10,000
-	-	-	<b>Department Total: 125 - Economic Development</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Department: 151 - Finance</b>						
18,475	20,500	15,000	3416	26,000	26,000	26,000
-	-	-	3530	10,000	10,000	10,000
-	374,490	400,000	3531	390,000	390,000	390,000
22,821	32,592	19,000	3611	83,380	83,380	83,380
<b>41,296</b>	<b>427,582</b>	<b>434,000</b>	<b>Department Total: 151 - Finance</b>	<b>509,380</b>	<b>509,380</b>	<b>509,380</b>
<b>Department: 181 - Municipal Court (moved to Dept 151 - Finance)</b>						
595,098	-	-	3531	-	-	-
<b>595,098</b>	<b>-</b>	<b>-</b>	<b>Department Total: 181 - Municipal Court</b>	<b>-</b>	<b>-</b>	<b>-</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Number	Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 211 - Police</b>							
5,100	-	45,000	3332	Federal Grants	-	-	-
7,621	2,763	10,000	3341	State Grants	5,000	5,000	5,000
14,083	11,644	13,000	3421	Police Reimbursements	106,000	106,000	106,000
45,000	45,000	45,000	3421.001	Reimbursements School District	75,000	75,000	75,000
17,126	7,801	10,000	3531.101	Police Training Surcharge	10,000	10,000	10,000
42,150	25,800	40,000	3532	Towing Fee	40,000	40,000	40,000
510	698	400	3533	Alarm Fee	500	500	500
1,000	1,000	1,000	3673	Donations-Police	3,500	3,500	3,500
250	51,990	-	3699	Other Miscellaneous Income	4,500	4,500	4,500
2,500	2,500	2,500	3881	Reimbursements	-	-	-
-	-	-	3881.001	Reimbursement--Training	3,000	3,000	3,000
<b>135,340</b>	<b>149,196</b>	<b>166,900</b>	<b>Department Total: 211 - Police</b>		<b>247,500</b>	<b>247,500</b>	<b>247,500</b>
<b>Department: 311 - Library</b>							
70,759	74,483	75,000	3365	Regional Library Services	75,000	75,000	75,000
4,381	4,103	4,000	3366	Ready to Read Grant	4,000	4,000	4,000
2,923	3,347	3,000	3472	Rural Readers' Fees	3,000	3,000	3,000
15,571	14,732	17,000	3536	Library Fines	17,000	17,000	17,000
573	102	-	3672	Donations-Library	-	-	-
6,520	7,146	7,225	3672.001	Donations-Library - Music in the Park	9,000	9,000	9,000
2,346	2,947	2,000	3695	Lost Book Revenue	2,000	2,000	2,000
-	26	-	3696	Friends of Library Sales	-	-	-
-	4,906	-	3699	Other Miscellaneous Income	-	-	-
<b>103,073</b>	<b>111,792</b>	<b>108,225</b>	<b>Department Total: 311 - Library</b>		<b>110,000</b>	<b>110,000</b>	<b>110,000</b>
<b>Department: 421 - Recreation</b>							
-	8,000	-	3341	State Grants	-	-	-
47,881	52,067	43,500	3473.101	Youth Sports	52,000	52,000	52,000
21,296	14,408	14,000	3473.102	Adult Sports	14,000	14,000	14,000
3,976	4,659	6,000	3473.103	Youth Program	5,000	5,000	5,000
1	-	-	3473.104	Administration	-	-	-
5,324	12,000	10,000	3473.106	Sponsorship Revenue	10,000	10,000	10,000
4,355	6,644	6,500	3473.110	Arts & Culture	6,500	6,500	6,500
6,546	3,236	5,000	3473.111	Active Adult	3,500	3,500	3,500
-	135	1,000	3474	Event Admission	-	-	-
24,995	84,823	75,000	3474.099	Fiesta Events	85,000	85,000	85,000
-	-	-	3671	Donations-Parks	-	-	-
<b>114,374</b>	<b>185,972</b>	<b>161,000</b>	<b>Department Total: 421 - Recreation</b>		<b>176,000</b>	<b>176,000</b>	<b>176,000</b>
<b>Department: 431 - Aquatics</b>							
13,013	13,069	16,000	3417	Resale of Merchandise	16,000	16,000	16,000
18,380	15,212	19,000	3418	Concession Sales	19,000	19,000	19,000
121,199	118,221	120,000	3471.101	Pool Admissions	120,000	120,000	120,000
57,094	62,686	45,000	3471.102	Pool Memberships	46,324	46,324	46,324
14,152	13,574	16,500	3471.103	Pool Rentals	16,500	16,500	16,500
48,420	51,918	55,000	3471.104	Swimming Lessons	55,000	55,000	55,000
192	1	6,000	3471.105	Sponsorships	6,000	6,000	6,000
3,378	1,545	5,000	3471.107	Towels/Misc	5,000	5,000	5,000
-	-	30,000	3677	Donations-Pool	-	-	-
(13)	162	-	3698	Cash Long and Short	-	-	-
-	5,688	8,480	3699	Other Miscellaneous Income	8,480	8,480	8,480
<b>275,815</b>	<b>282,076</b>	<b>320,980</b>	<b>Department Total: 431 - Aquatics</b>		<b>292,304</b>	<b>292,304</b>	<b>292,304</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Number	Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 481 - RSVP</b>							
43,474	25,867	-	3332	Federal Grants	-	-	-
<b>43,474</b>	<b>25,867</b>	<b>-</b>	<b>Department Total: 481 - RSVP</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 499 - Community Services Admin</b>							
5,997	8,042	6,000	3625	Facilities Rent	8,000	8,000	8,000
2,000	-	-	3671	Donations-Parks	-	-	-
663	-	-	3679	Donations-Other	-	-	-
<b>8,660</b>	<b>8,042</b>	<b>6,000</b>	<b>Department Total: 499 - Community Services Admin</b>		<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>Department: 511 - Planning</b>							
27,349	26,166	24,000	3451	T&E Planning Develop Fee	30,000	30,000	30,000
39,668	95,450	60,000	3456	Planning Fees	100,000	100,000	100,000
<b>67,017</b>	<b>121,616</b>	<b>84,000</b>	<b>Department Total: 511 - Planning</b>		<b>130,000</b>	<b>130,000</b>	<b>130,000</b>
<b>Department: 651 - Engineering</b>							
12,058	8,814	9,000	3224	R/W Construction Permits	15,000	15,000	15,000
13,679	13,106	12,000	3451	T&E Planning Develop Fee	15,000	15,000	15,000
210,289	245,427	172,000	3656	Engineering Internal Project WO Revenue	164,000	164,000	164,000
208,653	114,283	80,000	3656.140	Engineering Svcs - Street	63,000	63,000	63,000
21,414	13,871	15,000	3656.470	Engineering Svcs - Water	13,000	13,000	13,000
52,437	48,240	33,000	3656.472	Engineering Svcs - Sewer	31,000	31,000	31,000
<b>518,530</b>	<b>443,741</b>	<b>321,000</b>	<b>Department Total: 651 - Engineering</b>		<b>301,000</b>	<b>301,000</b>	<b>301,000</b>
<b>Department: 711 - Maintenance</b>							
19,203	17,678	20,483	3491	Rental Income	17,683	17,683	17,683
61,083	61,574	64,747	3651	Internal Rent Revenue	67,932	67,932	67,932
<b>80,286</b>	<b>79,252</b>	<b>85,230</b>	<b>Department Total: 711 - Maintenance</b>		<b>85,615</b>	<b>85,615</b>	<b>85,615</b>
<b>16,276,824</b>	<b>17,445,649</b>	<b>16,710,658</b>	<b>Revenues Total</b>		<b>19,716,533</b>	<b>19,716,533</b>	<b>19,716,533</b>

## Summary of General Fund Expenditures by Department

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	FY 2017-18 Budget
<b>001 General Fund</b>				
011 - Council & Mayor	16,609	17,700	21,000	26,634
121 - Administration	197,704	239,162	245,581	247,431
125 - Economic Development <sup>A</sup>	-	45,628	87,092	102,396
131 - City Recorder	69,088	69,603	85,010	87,819
141 - City Attorney	169,032	176,955	195,546	199,585
151 - Finance <sup>B</sup>	336,582	499,938	593,827	579,743
161 - Human Resources	87,748	105,175	200,663	200,734
181 - Court <sup>B</sup>	148,772	-	-	-
211 - Police	6,645,638	6,598,236	7,222,364	7,523,466
311 - Library	789,583	806,208	869,871	908,117
421 - Recreation	392,101	431,427	464,435	479,616
431 - Aquatics	516,279	523,043	598,730	584,607
481 - RSVP <sup>C</sup>	59,575	58,123	-	-
499 - Community Services Admin	213,594	277,182	351,707	382,808
511 - Planning	275,212	332,414	387,331	497,063
651 - Engineering	686,645	660,222	504,625	359,390
711 - Parks & Facilities Maintenance	829,865	775,940	898,265	854,394
199 - Non-departmental	605,420	533,873	433,615	1,296,957
Contingency & Reserve	-	-	3,550,996	5,385,773
<b>General Fund Expenditures Total</b>	<b>12,039,447</b>	<b>12,150,829</b>	<b>16,710,658</b>	<b>19,716,533</b>
Expenditures (less contingency & reserves)		12,150,829	13,159,662	14,330,760
Year-over-Year Change			1,008,833	1,171,098
			8.3%	8.9%

<sup>A</sup> New department created FY 2015-16 as part of City Council goals

<sup>B</sup> Municipal Court was merged into Finance effective FY 2015-16

<sup>C</sup> Department eliminated in FY 2016-17

### Where The Money Goes - General Fund



\*Includes Council & Mayor, Administration, Economic Development, City Recorder, City Attorney, Human Resources & Non-Departmental

## 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**

The full elected City Council is composed of a Mayor and six Councilors who represent the six wards (shown on the map), and are responsible for determining the City’s direction and priorities, and representing the City by their membership on regional forums and civic organizations. Pursuant to Section 13, Woodburn Charter of 1982, the City Council is required to hold a regular meeting at least once a month in the City at a time and place which it designates. The regular meetings are generally held on the second and fourth Monday’s of each month, at 7 p.m. in City Hall.

This department budget accounts for costs incurred by the Mayor and City Council. The department costs include office space and equipment overhead, meeting expenses and community outreach.

**Performance Measures (new in FY 2017-18):**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Council meetings	20	20
Council meetings at off site locations	1	2

### Department Summary

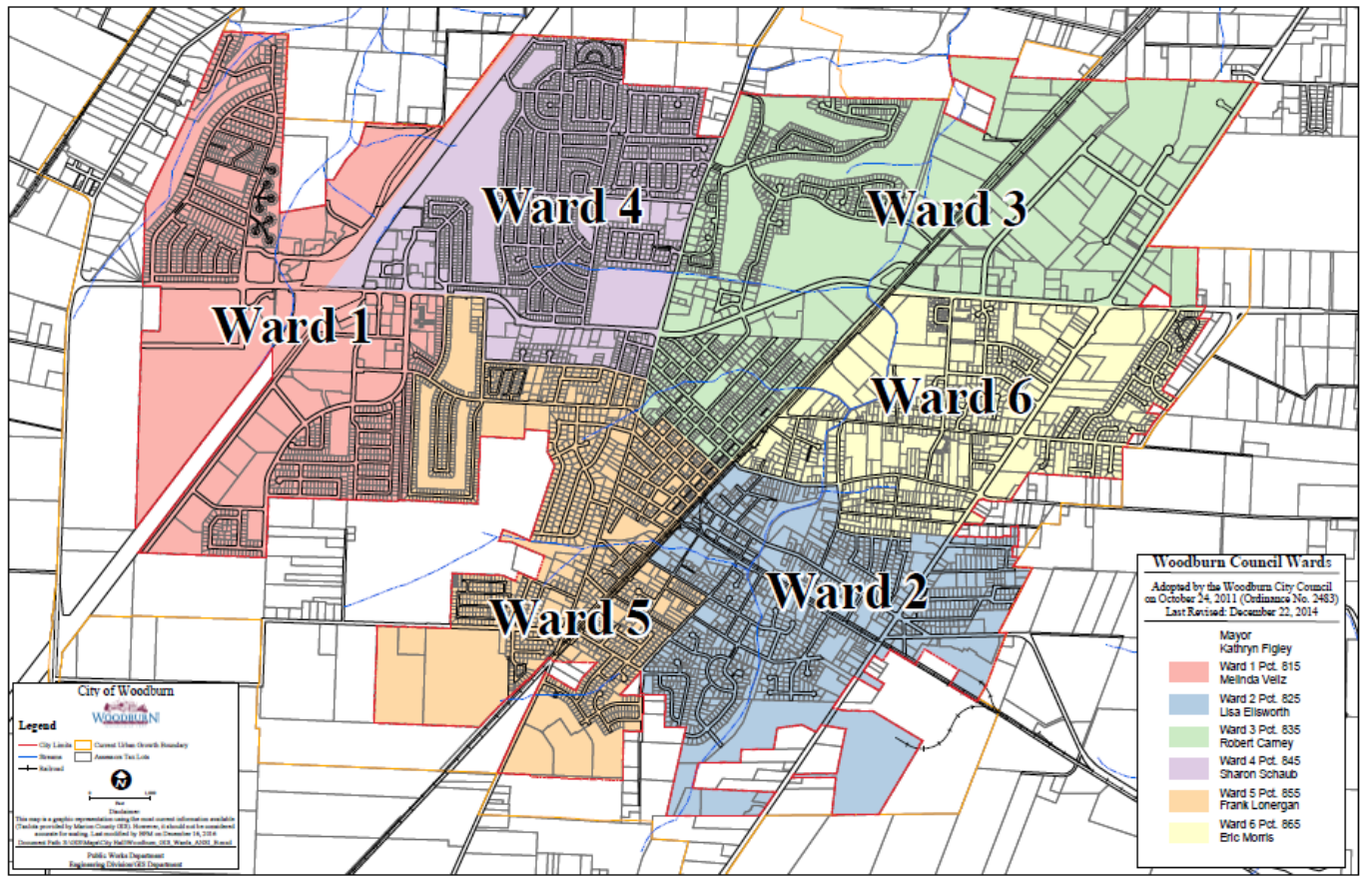
FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Council & Mayor			
16,609	17,700	21,000	Materials & Services	26,634	26,634	26,634
16,609	17,700	21,000	Council & Mayor Total	26,634	26,634	26,634



# Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 001 - General Fund</b>						
<u>Expenditures</u>						
<b>Department: 011 - Council &amp; Mayor (Program 1111)</b>						
Materials & Services						
-	65	500	5315 Computer Supplies	300	300	300
340	507	1,500	5319 Office Supplies	1,500	1,500	1,500
334	411	-	5329 Other Supplies	400	400	400
386	2,562	2,500	5419 Other Professional Serv	2,500	2,500	2,500
60	611	1,000	5421 Telephone/Data	700	700	700
12,540	10,618	10,475	5428 IT Support	11,409	11,409	11,409
-	41	-	5432 Meals	1,000	1,000	1,000
184	514	500	5433 Mileage	500	500	500
-	1,046	1,000	5439 Travel	1,000	1,000	1,000
224	157	225	5491 Dues & Subscriptions	225	225	225
2,542	1,168	3,000	5492 Registrations/Training	7,000	7,000	7,000
-	-	300	5493 Printing/Binding	100	100	100
16,609	17,700	21,000	<b>Total - Materials &amp; Services</b>	26,634	26,634	26,634
16,609	17,700	21,000	<b>Department Total: 011 - Council &amp; Mayor</b>	26,634	26,634	26,634

City Council Ward Map



Visit [www.ci.woodburn.or.us](http://www.ci.woodburn.or.us) for more information

## 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 government’s administrative head. 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 the provisions of contracts are observed
- Appointing and removing of all City officers, and general control over City employees
- Acting as purchasing agent for the City
- Supervising of all public utilities owned/operated by the City, and of all City property
- Other duties required by 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.

**Performance Measures (new in FY 2017-18)**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
# of accounts registered to receive weekly E-blasts	1,250	1,325
# of accounts registered to receive weekly Spanish E-blasts	238	285

### Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Administration			
165,280	205,745	202,035	Personnel Services	197,825	197,825	197,825
32,424	33,417	43,546	Materials & Services	49,606	49,606	49,606
197,704	239,162	245,581	Administration Total	247,431	247,431	247,431
2.4	2.4	2.4	Full-Time Equivalent (FTE)	2.4	2.4	2.4

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 162 for clarification.

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 121 - Administration (Program 1211)</b>							
Personnel Services							
109,942	136,673	133,742	5111	Regular Wages	126,944	126,944	126,944
38	43	43	5211	OR Workers' Benefit	39	39	39
7,799	8,875	8,668	5212	Social Security	8,869	8,869	8,869
19,838	21,893	21,537	5213	Med & Dent Ins	22,016	22,016	22,016
25,977	36,956	37,239	5214	Retirement	39,138	39,138	39,138
473	546	493	5215	Long Term Disability Ins	505	505	505
969	533	135	5216	Unemployment Insurance	129	129	129
244	226	178	5217	Life Insurance	185	185	185
<b>165,280</b>	<b>205,745</b>	<b>202,035</b>	<b>Total - Personnel Services</b>		<b>197,825</b>	<b>197,825</b>	<b>197,825</b>
Materials & Services							
-	420	500	5315	Computer Supplies	700	700	700
685	1,434	2,000	5319	Office Supplies	2,500	2,500	2,500
1,809	1,109	1,800	5419	Other Professional Serv	2,500	2,500	2,500
940	1,269	1,100	5421	Telephone/Data	1,200	1,200	1,200
233	599	300	5422	Postage	700	700	700
19,800	20,550	20,035	5428	IT Support	21,703	21,703	21,703
160	263	-	5432	Meals	400	400	400
92	861	800	5433	Mileage	700	700	700
453	579	1,500	5439	Travel	2,000	2,000	2,000
780	1,089	1,511	5464	Workers' Comp	1,703	1,703	1,703
-	-	5,000	5485	Inclusion Committee	5,000	5,000	5,000
2,761	3,230	4,000	5491	Dues & Subscriptions	4,000	4,000	4,000
4,711	2,014	5,000	5492	Registrations/Training	6,500	6,500	6,500
<b>32,424</b>	<b>33,417</b>	<b>43,546</b>	<b>Total - Materials &amp; Services</b>		<b>49,606</b>	<b>49,606</b>	<b>49,606</b>
<b>197,704</b>	<b>239,162</b>	<b>245,581</b>	<b>Department Total: 121 - Administration</b>		<b>247,431</b>	<b>247,431</b>	<b>247,431</b>

## Economic Development

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

**Description of purpose/functions of department**

This department provides increased focus on business development in our community, including business retention, recruitment and expansion activities, pursuit of partnerships and the creation of a business council. The Economic Development Director also fills the role of the Urban Renewal Agency Manager.

**Description of department, including number of personnel**

The Economic Development Department is staffed by a full-time Economic Development Director. The position is allocated between the General Fund and Urban Renewal Fund.

**Description of FY 2016-17 accomplishments**

- Responded to eight traded-sector business/project leads and nine retention/expansion assistance requests and inquiries
- Hosted quarterly traded-sector business roundtables
- Provided three urban renewal building improvement grants and eight design assistance grants
- Organized and partnered on three downtown events
- Convened rapid response team and provided training
- Implemented Tourism Development Plan in collaboration with Woodburn Area Chamber of Commerce
- Strengthened local, state and regional partnership with service on boards and committees: Oregon Economic Development Association (OEDA), Strategic Economic Development Corporation (SEDCOR), Woodburn Downtown Association (WDA) and the Marion County Mid-Valley Rural Conference
- Connected with property owners to assist with identification of businesses opportunities for development

**Performance Measures (new in FY 2017-18):**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Business Lead Responses	8	10
Retention/Expansion Assistance	9	10
Host quarterly Industrial Business Roundtable	4	4
Urban Renewal Building Improvement Grants	3	5
Urban Renewal Design Service Grant	3	5
Downtown Events	3	5

## Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
-	42,651	71,176	Economic Development			
-	2,977	15,916	Personnel Services	74,972	74,972	74,972
-	45,628	87,092	Materials & Services	27,424	27,424	27,424
-			Economic Development Total	102,396	102,396	102,396
-	1.0	0.5	Full-Time Equivalent (FTE)	0.5	0.5	0.5

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 162 for clarification.

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 125 - Economic Development</b>						
Personnel Services						
-	30,206	49,086	5111 Regular Wages	51,052	51,052	51,052
-	11	18	5211 OR Workers' Benefit	15	15	15
-	2,221	3,756	5212 Social Security	3,907	3,907	3,907
-	5,277	7,286	5213 Med & Dent Ins	7,449	7,449	7,449
-	4,604	10,711	5214 Retirement	12,229	12,229	12,229
-	160	196	5215 Long Term Disability Ins	196	196	196
-	113	50	5216 Unemployment Insurance	51	51	51
-	59	73	5217 Life Insurance	73	73	73
-	42,651	71,176	<b>Total - Personnel Services</b>	74,972	74,972	74,972
Materials & Services						
-	321	500	5315 Computer Supplies	500	500	500
-	345	1,500	5319 Office Supplies	1,500	1,500	1,500
-	-	5,500	5419 Other Professional Serv	14,250	14,250	14,250
-	92	600	5421 Telephone/Data	600	600	600
-	-	300	5422 Postage	300	300	300
-	-	3,316	5428 IT Support	3,617	3,617	3,617
-	137	100	5432 Meals	100	100	100
-	-	200	5433 Mileage	200	200	200
-	1,237	1,500	5439 Travel	1,500	1,500	1,500
-	-	400	5464 Workers' Comp	357	357	357
-	-	-	5491 Dues & Subscriptions	2,500	2,500	2,500
-	845	2,000	5492 Registrations/Training	2,000	2,000	2,000
-	2,977	15,916	<b>Total - Materials &amp; Services</b>	27,424	27,424	27,424
-	45,628	87,092	<b>Department Total: 125 - Economic Development</b>	102,396	102,396	102,396

## 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 legislative 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 2016-17 accomplishments**

- Administered 2016 election
- Worked with Finance to clear out records overdue for destruction in the downstairs vault
- Organized City Council meetings at various locations around the City
- Worked with Safety Committee to bring Active Shooter training for city employees
- Worked with Human Resources and executive legal assistant on the annual Health and Benefits Fair for City employees

**Performance Measures (new in FY 2017-18):**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Public records requests	65	70
City ordinance updates	14	12
City Council Meetings	20	20
Records Destruction Requests	50	65

### Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			City Recorder			
60,005	61,039	66,434	Personnel Services	68,708	68,708	68,708
9,083	8,564	18,576	Materials & Services	19,111	19,111	19,111
69,088	69,603	85,010	City Recorder Total	87,819	87,819	87,819
1.2	1.2	1.2	Full-Time Equivalent (FTE)	1.2	1.2	1.2

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 162 for clarification.

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 131 - City Recorder (Program 1531)</b>							
Personnel Services							
43,508	44,514	48,062	5111	Regular Wages	48,786	48,786	48,786
20	20	25	5211	OR Workers' Benefit	21	21	21
3,261	3,316	3,679	5212	Social Security	3,921	3,921	3,921
3,345	3,395	3,883	5213	Med & Dent Ins	3,976	3,976	3,976
9,199	9,349	10,476	5214	Retirement	11,690	11,690	11,690
189	191	188	5215	Long Term Disability Ins	191	191	191
383	173	49	5216	Unemployment Insurance	50	50	50
99	81	72	5217	Life Insurance	73	73	73
<b>60,005</b>	<b>61,039</b>	<b>66,434</b>	<b>Total - Personnel Services</b>		<b>68,708</b>	<b>68,708</b>	<b>68,708</b>
Materials & Services							
2,024	1,602	2,000	5319	Office Supplies	2,000	2,000	2,000
217	668	3,000	5419	Other Professional Serv	3,000	3,000	3,000
110	112	150	5421	Telephone/Data	150	150	150
32	120	150	5422	Postage	150	150	150
3,300	3,425	6,632	5428	IT Support	7,234	7,234	7,234
80	35	150	5432	Meals	150	150	150
286	117	300	5433	Mileage	300	300	300
792	824	750	5439	Travel	750	750	750
200	293	394	5464	Workers' Comp	327	327	327
-	-	1,750	5471	Equipment Repair & Maint	1,750	1,750	1,750
245	365	300	5491	Dues & Subscriptions	300	300	300
1,760	1,003	3,000	5492	Registrations/Training	3,000	3,000	3,000
36	-	-	5499	Other Services (Acct Closed)	-	-	-
<b>9,084</b>	<b>8,564</b>	<b>18,576</b>	<b>Total - Materials &amp; Services</b>		<b>19,111</b>	<b>19,111</b>	<b>19,111</b>
<b>69,088</b>	<b>69,603</b>	<b>85,010</b>	<b>Department Total: 131 - City Recorder</b>		<b>87,819</b>	<b>87,819</b>	<b>87,819</b>

## 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 a wide range of legal services, including 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 2016-17 accomplishments**

- Hired a new Assistant City Attorney in April 2016 whose work focused on land use and employment law, two of the main practice areas in the City Attorney’s Office
- Actively involved in advising the City on proposals to develop property within the expanded Urban Growth Boundary (UGB)
- Made progress on the Ordinance Review and Revision Project, which was endorsed by the City Council and is coordinated by the City Administrator, and impacts all City departments
- Revised the Traffic Ordinance and the Peddlers and Solicitors Ordinance
- Assisted the Human Resources Department with an overall revision of the Personnel Manual

**Description of FY 2017-18 proposed focus/goals**

- As lead negotiator for the City, obtain tentative agreement on new collective bargaining agreements with WPA and AFSCME, subject to approval by the City Council
- Continue the Ordinance Review and 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

**Performance Measures (new in FY 2017-18)**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Review and revision of major city ordinances	2	3
Legal input into agenda items submitted to Council within internal deadlines	100%	100%



## Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			City Attorney			
142,778	148,038	162,068	Personnel Services	163,676	163,676	163,676
26,254	28,917	33,478	Materials & Services	35,909	35,909	35,909
169,032	176,955	195,546	City Attorney Total	199,585	199,585	199,585
2.5	2.2	2.5	Full-Time Equivalent (FTE)	2.5	2.5	2.5

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 162 for clarification.

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 141 - City Attorney (Program 1411)</b>						
Personnel Services						
95,309	99,338	104,412	5111 Regular Wages	104,312	104,312	104,312
30	28	38	5211 OR Workers' Benefit	33	33	33
7,054	6,810	7,317	5212 Social Security	7,559	7,559	7,559
16,162	15,095	19,050	5213 Med & Dent Ins	18,366	18,366	18,366
22,775	25,816	30,580	5214 Retirement	32,726	32,726	32,726
399	397	411	5215 Long Term Disability Ins	418	418	418
839	386	106	5216 Unemployment Insurance	106	106	106
209	168	154	5217 Life Insurance	156	156	156
142,778	148,038	162,068	<b>Total - Personnel Services</b>	163,676	163,676	163,676
Materials & Services						
7,515	5,954	8,000	5314 Books	6,500	6,500	6,500
670	2,354	2,000	5319 Office Supplies	2,000	2,000	2,000
-	-	1,500	5412 Legal	-	-	-
136	658	-	5419 Other Professional Serv	1,500	1,500	1,500
1,350	1,019	1,700	5421 Telephone/Data	1,700	1,700	1,700
21	-	200	5422 Postage	200	200	200
9,900	10,275	9,947	5428 IT Support	10,852	10,852	10,852
897	798	-	5433 Mileage	500	500	500
824	3,682	1,650	5439 Travel	1,650	1,650	1,650
321	390	531	5464 Workers' Comp	557	557	557
2,209	2,067	2,500	5491 Dues & Subscriptions	2,500	2,500	2,500
2,339	1,720	5,350	5492 Registrations/Training	7,850	7,850	7,850
72	-	100	5495 Court Costs	100	100	100
26,254	28,917	33,478	<b>Total - Materials &amp; Services</b>	35,909	35,909	35,909
169,032	176,955	195,546	<b>Department Total: 141 - City Attorney</b>	199,585	199,585	199,585

## Finance

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Finance - 151  
**Department Director:** Sandra Montoya

### Description of purpose/functions of department

The Finance Department processes and maintains the City’s general ledger, utility billing, accounts receivable, accounts payable, fixed asset, payroll systems and Municipal Court. This includes, but is not limited to managing an effective financial accounting system, controlling the assets and financial operations of the City, providing a framework for financial planning and analysis to support the operation and management of all City departments.

The Municipal Court functions include the processing of all citations and violations, including red light camera tickets issued by the Woodburn Police Department, and code violations issued by the City’s Code Enforcement section.

### Description of department, including number of personnel

The department consists of 9.14 FTE including the Finance Director, Accounting Manager, Senior Management Analyst, Accountant I, four Clerk IIIs, Municipal Court Judge and two part-time staff.

### Description of FY 2016-17 accomplishments

- Received GFOA Distinguished Budget Award for FY 2016-17 document
- Increased amount of monthly and quarterly reconciliations to further protect City assets
- Continued to cross train staff in Municipal Court and finance functions
- Reviewed procedures for opportunities to increase efficiency and improve internal controls
- Reviewed the organization’s financial management software needs and initiated the implementation of highest ranked software

### Performance Measures (new in FY 2017-18)

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Receive the Government Finance Officers Association’s Distinguished Budget Award for the prior fiscal year	Yes	Receipt of Award
Submit the annual audit to the Government Finance Officers Association for consideration of a Certificate of Achievement for Excellence in Financial Reporting	N/A	Submission

## Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Finance			
208,536	332,043	380,952	Personnel Services	342,925	342,925	342,925
128,046	167,895	212,875	Materials & Services	236,818	236,818	236,818
336,582	499,938	593,827	Finance Total	579,743	579,743	579,743
8.4	8.9	8.9	Full-Time Equivalent (FTE)	9.1	9.1	9.1

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 162 for clarification.

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 151 - Finance (Program 1511)</b>							
Personnel Services							
142,903	217,217	235,456	5111	Regular Wages	201,049	201,049	201,049
-	8,267	18,248	5112	Part-Time Wages	25,096	25,096	25,096
12	153	-	5121	Overtime	-	-	-
67	112	139	5211	OR Workers' Benefit	112	112	112
10,930	17,245	19,417	5212	Social Security	17,363	17,363	17,363
22,768	42,043	51,640	5213	Med & Dent Ins	44,761	44,761	44,761
29,631	44,790	54,184	5214	Retirement	53,152	53,152	53,152
634	924	874	5215	Long Term Disability Ins	801	801	801
1,259	897	662	5216	Unemployment Insurance	290	290	290
332	395	332	5217	Life Insurance	301	301	301
<b>208,536</b>	<b>332,043</b>	<b>380,952</b>	<b>Total - Personnel Services</b>		<b>342,925</b>	<b>342,925</b>	<b>342,925</b>
Materials & Services							
127	-	1,000	5315	Computer Supplies	800	800	800
12,547	6,987	12,000	5319	Office Supplies	16,000	16,000	16,000
158	352	-	5329	Other Supplies	-	-	-
15,365	17,560	20,000	5414	Accounting/Auditing	20,000	20,000	20,000
-	150	-	5417	HR/Other Employee Expenses	-	-	-
1,484	12,131	7,000	5419	Other Professional Serv	15,000	15,000	15,000
305	311	500	5421	Telephone/Data	500	500	500
1,726	1,824	2,100	5422	Postage	2,300	2,300	2,300
42,900	44,525	43,106	5428	IT Support	50,781	50,781	50,781
12,501	5,371	12,000	5429	Other Communication Serv	8,000	8,000	8,000
-	41,990	65,000	5430	Red Light Camera Contract	65,000	65,000	65,000
-	418	-	5432	Meals	400	400	400
-	209	200	5433	Mileage	200	200	200
1,460	1,720	4,000	5439	Travel	4,000	4,000	4,000
4,367	4,367	6,000	5446	Software Licenses	7,000	7,000	7,000
938	938	1,000	5462	Employee Blanket Bond	1,100	1,100	1,100
1,890	2,427	2,669	5464	Workers' Comp	4,537	4,537	4,537
1,236	1,860	2,000	5491	Dues & Subscriptions	2,200	2,200	2,200
3,506	1,215	7,000	5492	Registrations/Training	7,000	7,000	7,000
2,282	1,580	2,300	5493	Printing/Binding	2,000	2,000	2,000
25,253	21,960	25,000	5500	Banking Fees & Charges	30,000	30,000	30,000
<b>128,046</b>	<b>167,895</b>	<b>212,875</b>	<b>Total - Materials &amp; Services</b>		<b>236,818</b>	<b>236,818</b>	<b>236,818</b>
<b>336,582</b>	<b>499,938</b>	<b>593,827</b>	<b>Department Total: 151 - Finance</b>		<b>579,743</b>	<b>579,743</b>	<b>579,743</b>

## Human Resources

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Human Resources - 161  
**Department Director:** Mel Gregg

**Description of purpose/functions of department**

To provide strategic, centralized and responsive human resource services 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 recognitions.

**Description of department, including number of personnel**

The department consists of 2 FTE: the Human Resources (HR) Director and an HR Analyst.

**Description of FY 2016-17 accomplishments:**

- Finalized time and attendance tracking system
- Initialized the review and update of the HR rules and other related policies
- Began a compensation and classification analysis to ensure organizational effectiveness and efficient workforce administration
- Prepared for negotiations with two employee bargaining groups

**Performance Measures (new in FY 2017-18):**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Number of recruitments and applications processed	55/600	Increase applicant pool to hire the most qualified applicants
Reduction in Workers' Compensation (WC) claims cost	\$68,000	\$62,000

### Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Human Resources			
67,229	80,258	127,591	Personnel Services	112,162	112,162	112,162
20,519	24,917	73,072	Materials & Services	88,572	88,572	88,572
87,748	105,175	200,663	Human Resources Total	200,734	200,734	200,734
2.0	2.0	1.0	Full-Time Equivalent (FTE)	2.0	2.0	2.0

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 162 for clarification.

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 161 - Human Resources (Program 1611)</b>							
Personnel Services							
47,322	58,737	88,370	5111	Regular Wages	70,206	70,206	70,206
16	15	40	5211	OR Workers' Benefit	26	26	26
3,727	4,627	6,761	5212	Social Security	5,373	5,373	5,373
5,427	6,090	12,580	5213	Med & Dent Ins	17,196	17,196	17,196
10,008	10,292	19,271	5214	Retirement	19,037	19,037	19,037
205	184	350	5215	Long Term Disability Ins	183	183	183
417	232	89	5216	Unemployment Insurance	71	71	71
108	81	130	5217	Life Insurance	70	70	70
<b>67,229</b>	<b>80,258</b>	<b>127,591</b>	<b>Total - Personnel Services</b>		<b>112,162</b>	<b>112,162</b>	<b>112,162</b>
Materials & Services							
-	379	600	5315	Computer Supplies	600	600	600
1,841	296	2,500	5319	Office Supplies	1,500	1,500	1,500
-	-	500	5326	Safety/Medical	-	-	-
-	-	40,000	5412	Legal	50,000	50,000	50,000
1,935	2,040	1,500	5417	HR/Other Employee Expenses	2,500	2,500	2,500
5,262	9,803	7,000	5419	Other Professional Serv	7,000	7,000	7,000
1,092	275	500	5421	Telephone/Data	500	500	500
-	-	-	5422	Postage	100	100	100
80	598	500	5424	Advertising	850	850	850
6,600	6,850	6,772	5428	IT Support	10,992	10,992	10,992
590	420	500	5433	Mileage	1,000	1,000	1,000
120	62	700	5439	Travel	1,500	1,500	1,500
532	743	1,000	5464	Workers' Comp	1,030	1,030	1,030
485	610	1,000	5491	Dues & Subscriptions	1,000	1,000	1,000
1,983	2,841	10,000	5492	Registrations/Training	10,000	10,000	10,000
<b>20,519</b>	<b>24,917</b>	<b>73,072</b>	<b>Total - Materials &amp; Services</b>		<b>88,572</b>	<b>88,572</b>	<b>88,572</b>
<b>87,748</b>	<b>105,175</b>	<b>200,663</b>	<b>Department Total: 161 - Human Resources</b>		<b>200,734</b>	<b>200,734</b>	<b>200,734</b>

**Personnel Services** budget decreased due to changes in allocations for HR Director and HR Specialist.



## Municipal Court

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Municipal Court - 181  
**Department Director:** Sandra Montoya

**Description of purpose/functions of department**

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

### Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 181 - Municipal Court (moved to 151 - Finance)</b>						
Personnel Services						
47,886	-	-	5111 Regular Wages	-	-	-
13,427	-	-	5112 Part-Time Wages	-	-	-
227	-	-	5121 Overtime	-	-	-
40	-	-	5211 OR Workers' Benefit	-	-	-
5,029	-	-	5212 Social Security	-	-	-
17,181	-	-	5213 Med & Dent Ins	-	-	-
8,723	-	-	5214 Retirement	-	-	-
209	-	-	5215 Long Term Disability Ins	-	-	-
601	-	-	5216 Unemployment Insurance	-	-	-
109	-	-	5217 Life Insurance	-	-	-
93,432	-	-	<b>Total - Personnel Services</b>	-	-	-
Materials & Services						
55,340	-	-	5419 Other Professional Serv	-	-	-
55,340	-	-	<b>Total - Materials &amp; Services</b>	-	-	-
148,772	-	-	<b>Department Total: 181 - Municipal Court</b>	-	-	-
1.1	-	-	Full-Time Equivalent (FTE)	-	-	-

## Police

**Fund/Fund Number:**

**General - 001**

**Department/Department Number:**

**Police - 211**

**Department Director:**

**James C. Ferraris**

### **Description of purpose/functions of department**

The Police Department provides 24-hour-a-day, 7-days-per-week law enforcement coverage which 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**

35 Sworn Police Officers and 8.5 Civilian Support Staff

### **Description of FY 2016-17 accomplishments**

- Chief of Police appointed to METCOM (regional 911 dispatch) Executive Board as Second Vice Chair
- Commenced collective bargaining agreement negotiations with Woodburn Police Association (WPA)
- City Administrator and Chief attended two-day workshop on “*Police Legitimacy and Procedural Justice*”
- Department Reorganization created four divisions: Chief’s Office, Operations Division, Community Response Division, and Support Services Division with the following changes:
  - Eliminated the captain rank
  - Created the ranks/positions of deputy chief, lieutenant and support services manager
  - Conducted recruitments and promotional processes for vacant officer positions and new positions
  - Restored staffing to levels within budget authority
  - Added responsibility of records unit, property/evidence unit, information technology (IT) liaison, and quartermaster, to the support services manager position
- Community Engagement
  - Increased engagement between the community and the police department
  - Conducted a “Community Connections Day” with Safeway, Woodburn Fire and Boys and Girls Club
  - Conducted a Citizen’s Police Academy
  - Enhanced social media programs within the department
    - Launched bi-lingual “smartphone app” within the community
    - Enhanced use of Twitter, Facebook and YouTube to engage public
- Emergency Management
  - Identified, trained and deployed new emergency management coordinator position
  - Continued development of training to exercise Emergency Operations Plan
  - Continued planning meetings with emergency management partners
- Partnership with Legal Department
  - Parking Ordinance update
  - Solicitor and Peddler Ordinance update
  - Taxi Licensing Program updates
- Employee Development
  - Developed new Awards and Recognition Policy/Program
  - Incorporated organizational values into all decision making
  - Provided peer support/critical incident training to five officers
  - Acquired and launched Guardian Tracking employee information database
  - Implemented *Training Office 2000* database to track employee training and certification records



#### Operations Division

- Entered in partnership with Marion County Sheriff and Marion County Mental Health, adding funding for a Mobile Crisis Team officer within the police department.
- Partnered with Marion County Sheriff on inter-agency SWAT/Crisis Negotiation team as replacement for Tactical Services Unit
- Acquired and deployed two radar speed reader trailers
- Engaged in traffic safety enforcement details
- Provided traffic safety at Fourth of July and Fiesta Mexicana parades

#### Community Response Division

- Engaged in “Good Neighbor” program focusing on City code compliance
- Assisted Marion County Sheriff’s Office with multiple victim homicide investigation
- Cleared with arrests several major vandalism and arson cases impacting Woodburn Estates and City water system
- Deployed School Resource Officers (SRO) to school in uniform and in marked patrol vehicles
- SROs conducted training for school staff and parents and provided presence at summer school
- Facilitated GREAT summer program
- Partnered with Boys and Girls Club
- Hosted regional Law Enforcement Executive Development Association (LEEDA) Identity Theft training

#### Support Services Division

- Hired a part time evidence technician
- Acquired bar code scanning hardware and software for property/evidence tracking
- Completed aged records purging
- Identified property/evidence for disposal
- Began preparation for property/evidence audit and inventory
- Established Quartermaster program for uniforms/equipment/supply requisitions and inventory

#### **Description of FY 2017-18 proposed focus/goals**

##### Crime Analysis and Reduction

- Develop Crime Analysis Program with specific focus on property crime and auto theft
- Develop Automated Case Management System to properly track reported crime and investigations to a logical conclusion

##### Community Safety

- Obtain community support to purchase and deploy Automatic External Defibrillators in all patrol vehicles
- Provide training and deploy “Naloxone” opioid overdose antidote to all sworn members
- Provide enhanced traffic safety, education and enforcement in community
- Identify, train and deploy an officer to Marion County Mobile Crisis Response Team
- Finalize, execute agreement and assign personnel to Marion County Sheriff’s SWAT team

##### Employee Development

- Work with Human Resources (HR) Department to develop and provide specialized training for supervisors on federal and state laws
- Work with HR on improvements to performance evaluation system
- Develop and provide training on internal affairs investigations for supervisors

##### Community Engagement

- Continue enhanced community engagement
- Conduct a Citizen’s Police Academy
- Provide problem-solving focus on calls for service at Oregon Liquor Control Commission (OLCC) licensed establishments

- Continue partnership with youth-based groups; GREAT summer program, Boys and Girls Club, etc.
- Conduct “Community Connection Day” with community partners

Emergency Management

- Continue update and review of Emergency Operations Plan
- Develop Emergency Management exercise

Administration

- Engage employees in discussions at in-service training surrounding “Report on President’s 21<sup>st</sup> Century Task Force on Policing” specifically related to police legitimacy, procedural justice and community policing
- Continue staffing to full authorized strength
- Develop and adopt enhancements to body worn camera program
- Launch bar coded property/evidence tracking system
- Attain re-accreditation through the Oregon Accreditation Alliance
- Complete full inventory and audit of property/evidence unit

**Performance Measures (new in FY 2017-18):**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Police department participation in community events	6	9
Community engagement through social media	50 subscribers	75 subscribers

Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Police			
5,273,773	5,167,796	5,567,458	Personnel Services	5,775,310	5,775,310	5,775,310
1,294,943	1,385,407	1,649,406	Materials & Services	1,748,156	1,748,156	1,748,156
76,922	45,033	5,500	Capital Outlay	-	-	-
6,645,638	6,598,236	7,222,364	Police Total	7,523,466	7,523,466	7,523,466
41.1	42.6	42.7	Full-Time Equivalent (FTE)	43.6	43.6	43.6



## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 211 - Police (Program 2111)</b>							
<b>Personnel Services</b>							
3,245,685	3,204,094	3,453,898	5111	Regular Wages	3,426,125	3,426,125	3,426,125
10,207	9,612	16,395	5112	Part-Time Wages	13,040	13,040	13,040
173,264	178,545	125,546	5121	Overtime	150,007	150,007	150,007
1,199	1,153	1,507	5211	OR Workers' Benefit	1,366	1,366	1,366
258,452	249,773	271,875	5212	Social Security	273,933	273,933	273,933
756,286	755,765	821,456	5213	Med & Dent Ins	927,298	927,298	927,298
777,484	737,288	855,383	5214	Retirement	959,337	959,337	959,337
13,314	12,752	12,546	5215	Long Term Disability Ins	14,485	14,485	14,485
30,621	13,113	3,625	5216	Unemployment Insurance	4,028	4,028	4,028
7,261	5,701	5,227	5217	Life Insurance	5,691	5,691	5,691
<b>5,273,773</b>	<b>5,167,796</b>	<b>5,567,458</b>	<b>Total - Personnel Services</b>		<b>5,775,310</b>	<b>5,775,310</b>	<b>5,775,310</b>
<b>Materials &amp; Services</b>							
4,332	768	5,000	5315	Computer Supplies	5,000	5,000	5,000
4,959	4,969	7,575	5319	Office Supplies	7,575	7,575	7,575
71,717	45,777	90,000	5323	Fuel	90,000	90,000	90,000
21,353	17,602	25,000	5324	Clothing	25,000	25,000	25,000
3,412	2,611	4,000	5326	Safety/Medical	4,000	4,000	4,000
19,651	19,531	19,950	5329	Other Supplies	23,450	23,450	23,450
587	339	5,000	5337	Tires/Parts	5,000	5,000	5,000
15,051	20,521	21,500	5351	Ammunition	21,500	21,500	21,500
2,857	890	2,400	5352	Protective Clothing	2,400	2,400	2,400
3,165	3,649	20,000	5400	Code Abatement	20,000	20,000	20,000
3,769	868	2,000	5409.140	Garage Services	2,000	2,000	2,000
14,057	37,034	35,000	5415	Computer	35,000	35,000	35,000
2,221	2,751	4,000	5417	HR/Other Employee Expenses	4,000	4,000	4,000
14,194	27,191	20,000	5419	Other Professional Serv	26,280	26,280	26,280
7,500	7,500	7,500	5420	Investigation Expenses	7,500	7,500	7,500
27,862	28,025	25,000	5421	Telephone/Data	25,000	25,000	25,000
4,731	4,744	8,000	5422	Postage	8,000	8,000	8,000
186	319	1,000	5424	Advertising	1,000	1,000	1,000
17,068	29,352	13,000	5426	Contract Networks	13,000	13,000	13,000
213,568	225,052	307,801	5428	IT Support	310,498	310,498	310,498
363,396	385,959	384,950	5429	Other Communication Serv	404,198	404,198	404,198
2,838	1,841	3,500	5432	Meals	3,500	3,500	3,500
292	534	500	5433	Mileage	500	500	500
12,702	6,418	13,000	5439	Travel	13,000	13,000	13,000
2,393	3,153	2,500	5443	Office Equipment	2,500	2,500	2,500
127,171	124,515	140,100	5444	Vehicle Leases	157,000	157,000	157,000
2,421	2,073	2,489	5451	Natural Gas	2,200	2,200	2,200
547	477	900	5452	Water/Sewer	900	900	900
47,660	47,349	48,006	5453	Electricity	48,000	48,000	48,000
1,855	1,546	1,820	5454	Solid Waste Disposal	-	-	-
-	-	-	5461	Auto Insurance	26,439	26,439	26,439
-	-	-	5463	Property/Earthquake Insurance	7,094	7,094	7,094
118,316	166,178	220,450	5464	Workers' Comp	226,689	226,689	226,689
74,359	83,981	104,816	5465	General Liability Insurance	79,833	79,833	79,833

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
7,704	7,439	10,500	5471	Equipment Repair & Maint	45,500	45,500	45,500
22,435	29,853	23,649	5472	Buildings Repairs & Maint	23,100	23,100	23,100
33,684	26,044	42,000	5475	Vehicle Repair & Maint	42,000	42,000	42,000
7,396	5,951	7,500	5491	Dues & Subscriptions	7,500	7,500	7,500
14,686	9,751	15,000	5492	Registrations/Training	18,000	18,000	18,000
2,849	2,852	4,000	5493	Printing/Binding	4,000	4,000	4,000
1,294,943	1,385,407	1,649,406	<b>Total - Materials &amp; Services</b>		1,748,156	1,748,156	1,748,156
Capital Outlay							
76,922	45,033	-	5642	Passenger Vehicles	-	-	-
-	-	5,500	5649	Other Equipment	-	-	-
76,922	45,033	5,500	<b>Total - Capital Outlay</b>		-	-	-
6,645,638	6,598,236	7,222,364	<b>Department Total: 211 - Police</b>		7,523,466	7,523,466	7,523,466

### Police new hires and promoted staff



Photo by Jason Horton

Photo caption: Back row, l-r: Sgt. Altabef, Sgt. Araiza, Deputy Chief Boyd, Chief Ferraris, Support Services Manager Eubank, Lt. Millican, Lt. Pilcher, Sgt. Hershberger; front row, l-r: Officer White, Officer Gill, Officer Ponce, Officer Vasquez, Officer Smith.



## 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 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 library associates, library assistants and library pages.

### Description of FY 2016-17 accomplishments

- Provided 2,557 service hours to the public, in which a projected 124,985 users borrowed an anticipated 183,889 items
- Developed and delivered a projected 436 programs, which were attended by an anticipated 6,470 patrons
- Selected and added an anticipated 5,098 new books and audiovisual items to the library’s collections

### Performance Measures (new in FY 2017-18):

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Increase library attendance	124,985	128,735
Increase library circulation	183,889	187,567
Increase meeting room reservations	435	448
Maintain library program levels	436	436
Increase library program attendance	6,470	6,664

## Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Library			
518,821	515,592	575,721	Personnel Services	602,613	602,613	602,613
270,762	284,039	294,150	Materials & Services	305,504	305,504	305,504
-	6,577	-	Capital Outlay	-	-	-
789,583	806,208	869,871	Library Total	908,117	908,117	908,117
10.4	10.5	10.5	Full-Time Equivalent (FTE)	10.5	10.5	10.5

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 311 - Library (Program 3199)</b>							
Personnel Services							
243,394	247,378	268,717	5111	Regular Wages	288,061	288,061	288,061
140,439	139,880	147,106	5112	Part-Time Wages	151,681	151,681	151,681
738	253	-	5121	Overtime	-	-	-
334	334	369	5211	OR Workers' Benefit	328	328	328
28,785	28,988	31,825	5212	Social Security	33,964	33,964	33,964
53,480	50,514	58,270	5213	Med & Dent Ins	55,020	55,020	55,020
46,649	45,238	67,349	5214	Retirement	71,498	71,498	71,498
1,058	1,055	1,062	5215	Long Term Disability Ins	1,112	1,112	1,112
3,390	1,506	622	5216	Unemployment Insurance	531	531	531
553	446	401	5217	Life Insurance	418	418	418
<b>518,821</b>	<b>515,592</b>	<b>575,721</b>	<b>Total - Personnel Services</b>		<b>602,613</b>	<b>602,613</b>	<b>602,613</b>
Materials & Services							
5,943	3,774	2,500	5319	Office Supplies	4,000	4,000	4,000
4,216	4,120	4,000	5340	Print Materials - Teen	4,000	4,000	4,000
24,845	28,205	32,485	5341	Print Materials - Adult	32,485	32,485	32,485
12,025	11,296	11,500	5342	Print Materials - Child	11,500	11,500	11,500
9,779	9,994	16,000	5345	Audiovisual Materials - Adult	16,000	16,000	16,000
1,598	1,154	1,625	5345.001	Audiovisual Materials - Child	1,625	1,625	1,625
519	258	625	5345.002	Audiovisual Materials - Teen	625	625	625
6,225	6,385	7,225	5347.001	Program Supplies - Summer Concerts	9,000	9,000	9,000
1,895	855	2,035	5347.002	Program Supplies - Adult	1,835	1,835	1,835
4,376	4,126	4,516	5347.003	Program Supplies - Child	4,516	4,516	4,516
4,743	4,241	6,000	5347.004	Program Supplies - Technical Services	5,000	5,000	5,000
4,207	4,675	3,380	5349	Periodicals - Adult	3,380	3,380	3,380
-	98	2,150	5350	Periodicals - Child	850	850	850
1,796	1,399	1,415	5419	Other Professional Serv	1,415	1,415	1,415
2,828	2,753	2,000	5421	Telephone/Data	3,000	3,000	3,000
154	275	230	5422	Postage	230	230	230
250	200	633	5424	Advertising	633	633	633
108,900	113,025	109,422	5428	IT Support	112,133	112,133	112,133
187	39	300	5432	Meals	300	300	300
145	-	200	5433	Mileage	200	200	200
1,612	1,353	1,500	5439	Travel	1,500	1,500	1,500
826	1,378	2,400	5443	Office Equipment	2,400	2,400	2,400
1,587	3,744	2,300	5451	Natural Gas	3,800	3,800	3,800
27,599	26,905	34,000	5453	Electricity	29,000	29,000	29,000
1,249	1,010	1,350	5454	Solid Waste Disposal	-	-	-
-	-	-	5463	Property/Earthquake Insurance	8,313	8,313	8,313
1,185	1,591	2,194	5464	Workers' Comp	2,111	2,111	2,111
12,451	14,783	16,400	5465	General Liability Insur	9,186	9,186	9,186
901	-	3,850	5471	Equipment Repair & Maint	3,850	3,850	3,850
17,992	29,381	13,305	5472	Buildings Repairs & Maint	24,007	24,007	24,007
8,004	5,220	6,090	5472.001	Fixture Repair	6,090	6,090	6,090
674	487	400	5491	Dues & Subscriptions	400	400	400
698	748	1,120	5492	Registrations/Training	1,120	1,120	1,120
1,354	89	1,000	5499.001	Reg Lib Sv	1,000	1,000	1,000
-	478	-	5500	Banking Fees & Charges	-	-	-
<b>270,762</b>	<b>284,039</b>	<b>294,150</b>	<b>Total - Materials &amp; Services</b>		<b>305,504</b>	<b>305,504</b>	<b>305,504</b>
Capital Outlay							
-	6,577	-	5649	Other Equipment	-	-	-
-	6,577	-	<b>Total - Capital Outlay</b>		-	-	-
<b>789,583</b>	<b>806,208</b>	<b>869,871</b>	<b>Department Total: 311 - Library</b>		<b>908,117</b>	<b>908,117</b>	<b>908,117</b>

## Recreation

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

### Description of purpose/functions of department

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

### Description of department, including number of personnel

The department 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 2016-17 accomplishments

- Successfully transitioned to a new Recreation Services Manager
- Completed heating, ventilation and air conditioning (HVAC) replacements at the museum and Bungalow Theater and began funding search for roof and seismic improvements to both facilities
- Entered into cooperative agreement with Friends of the Bungalow Theater
- Completed exhibit improvements at the museum
- Installed outdoor exercise stations at Legion Park
- Began the Community Center Feasibility Study

### Performance Measures (new in FY 2017-18):

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Increase the number of community events	15	18
Increase the number of adult basketball teams	30	35
Increase youth soccer enrollment	550	575
Increase youth basketball enrollment	240	250

## Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Recreation			
147,659	146,029	191,830	Personnel Services	201,793	201,793	201,793
244,442	285,398	272,605	Materials & Services	277,823	277,823	277,823
392,101	431,427	464,435	Recreation Total	479,616	479,616	479,616
2.0	3.9	3.9	Full-Time Equivalent (FTE)	3.9	3.9	3.9



## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 421 - Recreation (Program 7429)</b>							
Personnel Services							
85,087	85,427	92,537	5111	Regular Wages	97,317	97,317	97,317
2,086	1,065	46,819	5112	Part-Time Wages	-	-	-
2,679	4,268	-	5112.010	Youth Sports	19,453	19,453	19,453
6,395	944	-	5112.020	Adult Sports Wages	4,158	4,158	4,158
475	937	-	5112.040	Summer Day Camp Wages	6,099	6,099	6,099
642	10,104	-	5112.060	Arts & Culture Wages	18,450	18,450	18,450
460	608	-	5112.070	Active Adult Wages	-	-	-
269	35	-	5121	Overtime	-	-	-
74	82	143	5211	OR Workers' Benefit	118	118	118
7,332	7,774	10,675	5212	Social Security	11,135	11,135	11,135
24,516	17,659	19,341	5213	Med & Dent Ins	14,898	14,898	14,898
16,169	16,197	21,486	5214	Retirement	29,221	29,221	29,221
400	368	374	5215	Long Term Disability Ins	120	120	120
863	402	310	5216	Unemployment Insurance	776	776	776
212	159	145	5217	Life Insurance	48	48	48
147,659	146,029	191,830	<b>Total - Personnel Services</b>		201,793	201,793	201,793
Materials & Services							
-	-	-	5319	Office Supplies	200	200	200
2,527	967	-	5329	Other Supplies	-	-	-
20,775	23,815	20,000	5329.100	Events	20,000	20,000	20,000
37,023	46,783	38,383	5329.200	Youth Sports	42,283	42,283	42,283
19,973	12,559	10,000	5329.300	Adult Sports	13,000	13,000	13,000
1,247	-	-	5329.400	Summer Day Camp	-	-	-
8,043	69,499	75,000	5329.405	Fiesta Services	75,000	75,000	75,000
33,010	11,553	10,000	5329.600	Rec Admin	10,000	10,000	10,000
603	1,238	1,000	5329.700	Arts & Culture	1,000	1,000	1,000
4,446	4,088	4,000	5329.800	Active Adult	2,000	2,000	2,000
6,425	14,761	6,000	5329.900	Museum	6,000	6,000	6,000
15,180	7,233	10,100	5409.140	Garage Services	7,000	7,000	7,000
45,000	45,000	46,000	5419.101	Contract Svcs Teen Center	45,000	45,000	45,000
-	367	-	5421	Telephone/Data	-	-	-
17	45	-	5422	Postage	-	-	-
-	1,604	2,000	5424	Advertising	1,000	1,000	1,000
23,100	20,550	23,491	5428	IT Support	25,600	25,600	25,600
-	220	300	5432	Meals	300	300	300
-	303	300	5439	Travel	300	300	300
2,980	2,916	1,900	5451	Natural Gas	1,900	1,900	1,900
4,411	4,649	4,165	5453	Electricity	4,400	4,400	4,400
-	-	-	5461	Auto Insurance	4,855	4,855	4,855
6,570	8,755	8,232	5464	Workers' Comp	10,248	10,248	10,248
3,772	4,209	6,734	5465	General Liability Insur	2,487	2,487	2,487
4,169	505	1,500	5472	Buildings Repairs & Maint	1,750	1,750	1,750
4,373	1,954	1,500	5475	Vehicle Repair & Maint	1,500	1,500	1,500
800	-	-	5491	Dues & Subscriptions	-	-	-
-	1,825	2,000	5492	Registrations/Training	2,000	2,000	2,000
244,442	285,398	272,605	<b>Total - Materials &amp; Services</b>		277,823	277,823	277,823
392,101	431,427	464,435	<b>Department Total: 421 - Recreation</b>		479,616	479,616	479,616

## 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. 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 2016-17 accomplishments**

- Three-week shutdown with significant facility maintenance, including tile replacement/cleaning, heater servicing, plaster acid wash, caulking replacement, gutter cleanout, fitness mirror replacement
- Front and rear fitness spaces remodel/enclosure with grant award for \$30,000
- Black Friday Sales of \$6,411
- Met 50 percent cost recovery goal, at 53.9 percent
- Established new revenue stream and membership program Silver & Fit with launch on Jan. 1

**Performance Measures (new in FY 2017-18):**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Increase cost recovery and reduce General Fund budgetary impact	51%	55%
Improve attendance numbers by marketing and increasing events	45,000	47,000
Improve water safety through increased swim lesson enrollments	900	950

### Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Aquatics			
260,947	270,291	326,382	Personnel Services	337,574	337,574	337,574
255,332	252,752	242,348	Materials & Services	247,033	247,033	247,033
-	-	30,000	Capital Outlay	-	-	-
516,279	523,043	598,730	Aquatics Total	584,607	584,607	584,607
13.4	11.1	11.1	Full-Time Equivalent (FTE)	11.1	11.1	11.1

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 431 - Aquatics (Program 7419)</b>							
Personnel Services							
37,493	46,552	47,350	5111	Regular Wages	49,400	49,400	49,400
-	245	-	5112	Part-Time Wages	-	-	-
22,075	23,053	30,372	5112.011	Instruction Wages	30,701	30,701	30,701
82,775	83,440	105,456	5112.012	Lifeguarding Wages	106,600	106,600	106,600
29,947	20,328	27,101	5112.014	Administration Wages	28,223	28,223	28,223
6,086	363	10,000	5112.015	Pool Operator (& Custodial) Wages	10,400	10,400	10,400
15,784	22,590	23,393	5112.016	Water Fitness Instructor Wages	24,440	24,440	24,440
29,837	32,573	37,251	5112.017	Head Lifeguard Wages	37,635	37,635	37,635
121	15	-	5121	Overtime	-	-	-
342	335	386	5211	OR Workers' Benefit	328	328	328
17,107	17,566	21,498	5212	Social Security	22,182	22,182	22,182
6,679	7,711	7,619	5213	Med & Dent Ins	8,027	8,027	8,027
10,446	14,348	14,178	5214	Retirement	19,079	19,079	19,079
185	199	159	5215	Long Term Disability Ins	193	193	193
1,972	888	1,558	5216	Unemployment Insurance	291	291	291
98	86	61	5217	Life Insurance	75	75	75
<b>260,947</b>	<b>270,292</b>	<b>326,382</b>	<b>Total - Personnel Services</b>		<b>337,574</b>	<b>337,574</b>	<b>337,574</b>
Materials & Services							
700	-	-	5315	Computer Supplies	-	-	-
689	1,282	500	5319	Office Supplies	500	500	500
603	2,117	500	5326	Safety/Medical	750	750	750
10,876	14,477	12,000	5327	Chemicals	16,000	16,000	16,000
8,396	13	5,664	5329	Other Supplies	1,414	1,414	1,414
2,098	2,707	6,000	5390	Merchandise	5,000	5,000	5,000
21,710	18,254	14,500	5391	Inventory	14,500	14,500	14,500
27,672	17,973	18,000	5419	Other Professional Serv	18,000	18,000	18,000
521	523	700	5421	Telephone/Data	700	700	700
2	1	-	5422	Postage	-	-	-
11,011	5,992	5,000	5424	Advertising	5,000	5,000	5,000
6,600	6,850	6,632	5428	IT Support	7,234	7,234	7,234
392	344	500	5433	Mileage	500	500	500
-	-	500	5439	Travel	500	500	500
47,909	35,280	44,000	5451	Natural Gas	44,000	44,000	44,000
52,219	57,325	58,000	5453	Electricity	58,000	58,000	58,000
1,100	950	1,200	5454	Solid Waste Disposal	-	-	-
-	-	-	5463	Property/Earthquake Insurance	6,612	6,612	6,612
8,544	9,533	13,429	5464	Workers' Comp	14,169	14,169	14,169
6,615	7,865	8,523	5465	General Liability Insur	5,254	5,254	5,254
34,430	37,304	40,000	5471	Equipment Repair & Maint	7,200	7,200	7,200
6,603	26,465	-	5472	Building Repairs & Maint	35,000	35,000	35,000
1,028	45	700	5491	Dues & Subscriptions	700	700	700
5,614	7,452	6,000	5492	Registrations/Training	6,000	6,000	6,000
<b>255,332</b>	<b>252,751</b>	<b>242,348</b>	<b>Total - Materials &amp; Services</b>		<b>247,033</b>	<b>247,033</b>	<b>247,033</b>
Capital Outlay							
-	-	30,000	5629	Buildings	-	-	-
-	-	30,000	<b>Total - Capital Outlay</b>		-	-	-
<b>516,279</b>	<b>523,043</b>	<b>598,730</b>	<b>Department Total: 431 - Aquatics</b>		<b>584,607</b>	<b>584,607</b>	<b>584,607</b>



## 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 481 - RSVP</b>							
Personnel Services							
36,043	35,549	-	5111	Regular Wages	-	-	-
16	19	-	5211	OR Workers' Benefit	-	-	-
2,704	2,728	-	5212	Social Security	-	-	-
7,092	5,235	-	5213	Med & Dent Ins	-	-	-
6,984	7,765	-	5214	Retirement	-	-	-
134	170	-	5215	Long Term Disability Ins	-	-	-
322	138	-	5216	Unemployment Insurance	-	-	-
70	74	-	5217	Life Insurance	-	-	-
<b>53,366</b>	<b>51,678</b>	<b>-</b>	<b>Total - Personnel Services</b>		<b>-</b>	<b>-</b>	<b>-</b>
Materials & Services							
-	283	-	5319	Office Supplies	-	-	-
108	518	-	5329	Other Supplies	-	-	-
161	164	-	5421	Telephone/Data	-	-	-
618	212	-	5422	Postage	-	-	-
3,300	3,425	-	5428	IT Support	-	-	-
423	370	-	5433	Mileage	-	-	-
-	343	-	5439	Travel	-	-	-
73	122	-	5464	Workers' Comp	-	-	-
377	460	-	5465	General Liability Insur	-	-	-
642	514	-	5469	Other Insurance Costs	-	-	-
-	10	-	5492	Registrations/Training	-	-	-
507	24	-	5493	Printing/Binding	-	-	-
<b>6,209</b>	<b>6,445</b>	<b>-</b>	<b>Total - Materials &amp; Services</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>59,575</b>	<b>58,123</b>	<b>-</b>	<b>Department Total: 481 - RSVP</b>		<b>-</b>	<b>-</b>	<b>-</b>

## 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 2016-17 accomplishments

- The recently-hired Community Relations Manager significantly increased outreach activities
- Continued to improve the Fiesta Mexicana after resuming operational responsibilities in 2015
- Completed the update to the Parks SDC Methodology
- Significantly completed the Centennial Park Splash Pad

### Performance Measures (new in FY 2017-18):

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Increase park shelter/field rentals	55 park / 12 field	60 park / 15 field
Increase park vendor permits	5	6
Grow the urban forestry program by increasing the number of trees given away to Woodburn residents	50	75

## Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Community Services Administration			
151,665	207,496	272,876	Personnel Services	300,767	300,767	300,767
61,929	69,686	78,831	Materials & Services	82,041	82,041	82,041
-	-	-	Capital Outlay	-	-	-
213,594	277,182	351,707	Community Services Admin Total	382,808	382,808	382,808
3.0	3.0	3.0	Full-Time Equivalent (FTE)	3.0	3.0	3.0

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 162 for clarification.

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 499 - Community Services Admin (Program 7991)</b>							
Personnel Services							
102,598	138,785	176,043	5111	Regular Wages	191,755	191,755	191,755
-	-	-	5121	Overtime	-	-	-
34	55	79	5211	OR Workers' Benefit	79	79	79
7,916	10,532	13,253	5212	Social Security	14,541	14,541	14,541
17,265	25,733	38,738	5213	Med & Dent Ins	41,389	41,389	41,389
22,317	31,027	43,483	5214	Retirement	51,760	51,760	51,760
410	582	467	5215	Long Term Disability Ins	762	762	762
909	537	639	5216	Unemployment Insurance	194	194	194
214	245	174	5217	Life Insurance	287	287	287
151,664	207,496	272,876	<b>Total - Personnel Services</b>		300,767	300,767	300,767
Materials & Services							
1,092	722	1,500	5319	Office Supplies	700	700	700
310	139	850	5329	Other Supplies	200	200	200
-	869	8,000	5411	Engineering & Architect	8,000	8,000	8,000
62	-	300	5417	HR/Other Employee Expenses	100	100	100
7,295	8,236	10,166	5419	Other Professional Serv	10,166	10,166	10,166
1,932	1,181	2,000	5421	Telephone/Data	1,300	1,300	1,300
7,226	7,225	7,500	5422	Postage	7,500	7,500	7,500
13,200	13,700	13,263	5428	IT Support	14,469	14,469	14,469
7	-	200	5432	Meals	200	200	200
362	134	500	5433	Mileage	500	500	500
607	789	600	5439	Travel	600	600	600
4,332	7,069	6,000	5443	Office Equipment	7,500	7,500	7,500
409	592	958	5464	Workers' Comp	1,307	1,307	1,307
2,112	2,579	3,494	5465	General Liability Insur	4,499	4,499	4,499
616	1,486	500	5491	Dues & Subscriptions	500	500	500
482	1,044	500	5492	Registrations/Training	500	500	500
21,885	23,921	22,500	5493	Printing/Binding	24,000	24,000	24,000
61,929	69,686	78,831	<b>Total - Materials &amp; Services</b>		82,041	82,041	82,041
Capital Outlay							
9,940	-	-	5649	Other Equipment	-	-	-
9,940	-	-	<b>Total - Capital Outlay</b>		-	-	-
223,534	277,182	351,707	<b>Department Total: 499 - Community Services Admin</b>		382,808	382,808	382,808

## Planning

**Fund/Fund Number:**

**General - 001**

**Department/Department Number:**

**Planning - 511**

**Department Director:**

**Chris Kerr**

**Description of purpose/functions of department**

This department administers the Woodburn Comprehensive Plan which establishes the community’s land use policies. It also administers 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 currently consists of 2.70 FTE which include the Community Development Director, an Associate Planner and Administrative Assistant (.70 FTE). FY 2017-18 includes the recommendation to add a full-time Senior Planner in response to the anticipated increase in the number and complexity of development applications.

**Description of FY 2016-17 accomplishments**

- Processed WDO amendments implementing the recommendations of the targeted industries analysis and updated the sign code
- Resolved the previously stalled Boones Crossing development
- Provided detailed land use training sessions to both the City Council and Planning Commission

**Description of FY 2017-18 proposed focus/goals**

- Make changes to the development review processes to address the increase in land use proposals
- Work with the Planning Commission and staff to identify ongoing WDO code issues, and if necessary process code improvement packages
- Complete the Transportation System Plan update and adopt into the Comprehensive Plan

**Performance Measures (new in FY 2017-18)**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Render decision within 120 days (unless extension is requested)	100%	100%
Conduct training activities to educate stakeholders on best practices in land use planning	2	4
Make legally-sound land use decisions evidenced by the number of final decisions overturned on appeal	0	0
Improve the effectiveness of the WDO evidenced by the number of code amendments required	1	2



## Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Planning			
242,975	296,737	336,309	Personnel Services	445,731	445,731	445,731
32,237	35,677	51,022	Materials & Services	51,332	51,332	51,332
275,212	332,414	387,331	Planning Total	497,063	497,063	497,063
-	-	-	Planning Total	-	-	-
2.7	2.7	2.7	Full-Time Equivalent (FTE)	3.5	3.5	3.5

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 162 for clarification.

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 511 - Planning (Program 5811)</b>						
Personnel Services						
167,952	203,288	222,859	5111 Regular Wages	286,388	286,388	286,388
177	325	-	5121 Overtime	-	-	-
67	79	100	5211 OR Workers' Benefit	110	110	110
12,802	15,579	17,053	5212 Social Security	22,213	22,213	22,213
27,194	33,298	40,096	5213 Med & Dent Ins	66,477	66,477	66,477
32,226	42,172	54,783	5214 Retirement	68,681	68,681	68,681
702	843	868	5215 Long Term Disability Ins	1,138	1,138	1,138
1,487	791	225	5216 Unemployment Insurance	290	290	290
368	362	325	5217 Life Insurance	434	434	434
242,975	296,737	336,309	<b>Total - Personnel Services</b>	445,731	445,731	445,731
Materials & Services						
95	-	1,200	5315 Computer Supplies	1,200	1,200	1,200
3,514	2,382	4,400	5319 Office Supplies	4,400	4,400	4,400
149	64	500	5323 Fuel	250	250	250
101	558	500	5409.140 Garage Services	500	500	500
2,892	2,669	4,300	5419 Other Professional Serv	6,000	6,000	6,000
752	766	1,000	5421 Telephone/Data	1,000	1,000	1,000
523	727	3,000	5422 Postage	1,500	1,500	1,500
-	-	1,000	5424 Advertising	1,000	1,000	1,000
157	1,445	900	5425 Publication of Legal Note	900	900	900
16,500	17,125	20,035	5428 IT Support	21,843	21,843	21,843
-	-	250	5429 Other Communication Serv	250	250	250
18	-	100	5433 Mileage	100	100	100
5	-	150	5439 Travel	150	150	150
-	-	-	5461 Auto Insurance	417	417	417
1,737	2,364	3,117	5464 Workers' Comp	1,516	1,516	1,516
4,638	5,580	5,770	5465 General Liability Insur	5,506	5,506	5,506
-	556	300	5475 Vehicle Repair & Maint	300	300	300
1,156	1,440	4,500	5492 Registrations/Training	4,500	4,500	4,500
32,237	35,676	51,022	<b>Total - Materials &amp; Services</b>	51,332	51,332	51,332
275,212	332,413	387,331	<b>Department Total: 511 - Planning</b>	497,063	497,063	497,063

## Engineering

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Engineering - 651  
**Department Director:** Eric Liljequist (Interim Director)

### 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 maintains 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. The department provides internal support to Facilities and Parks, Drinking Water, Street, Storm Water Conveyance and Wastewater (both collections and treatment). The Engineering Department is responsible for administering public contracts related to capital improvement projects, the Urban Renewal Agency and operational maintenance activities. The department also provides support for development, plan and permit review for all land use applications and building permit applications and administration of the contract for monthly street sweeping services.

### Description of department, including number of personnel

The Engineering Division currently has 4.5 FTE

### Description of FY 2016-17 accomplishments

- Provided support to the Urban Renewal Agency for the Library Restroom Project, and improvements to First Street and the alleyway
- Provided support in securing existing and future water rights for the drinking water system
- Continued to develop and enhance the GIS and mapping program available to all City departments and City customers
- Initiated design and contract administration support to Wastewater Treatment with the Poplar Harvest and Replant Project

### Performance Measures (new in FY 2017-18)

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Percentage of capital project contracts completed within estimated timeline	Not previously measured	90%
Percentage of capital projects administered within the project budget	Not previously measured	90%

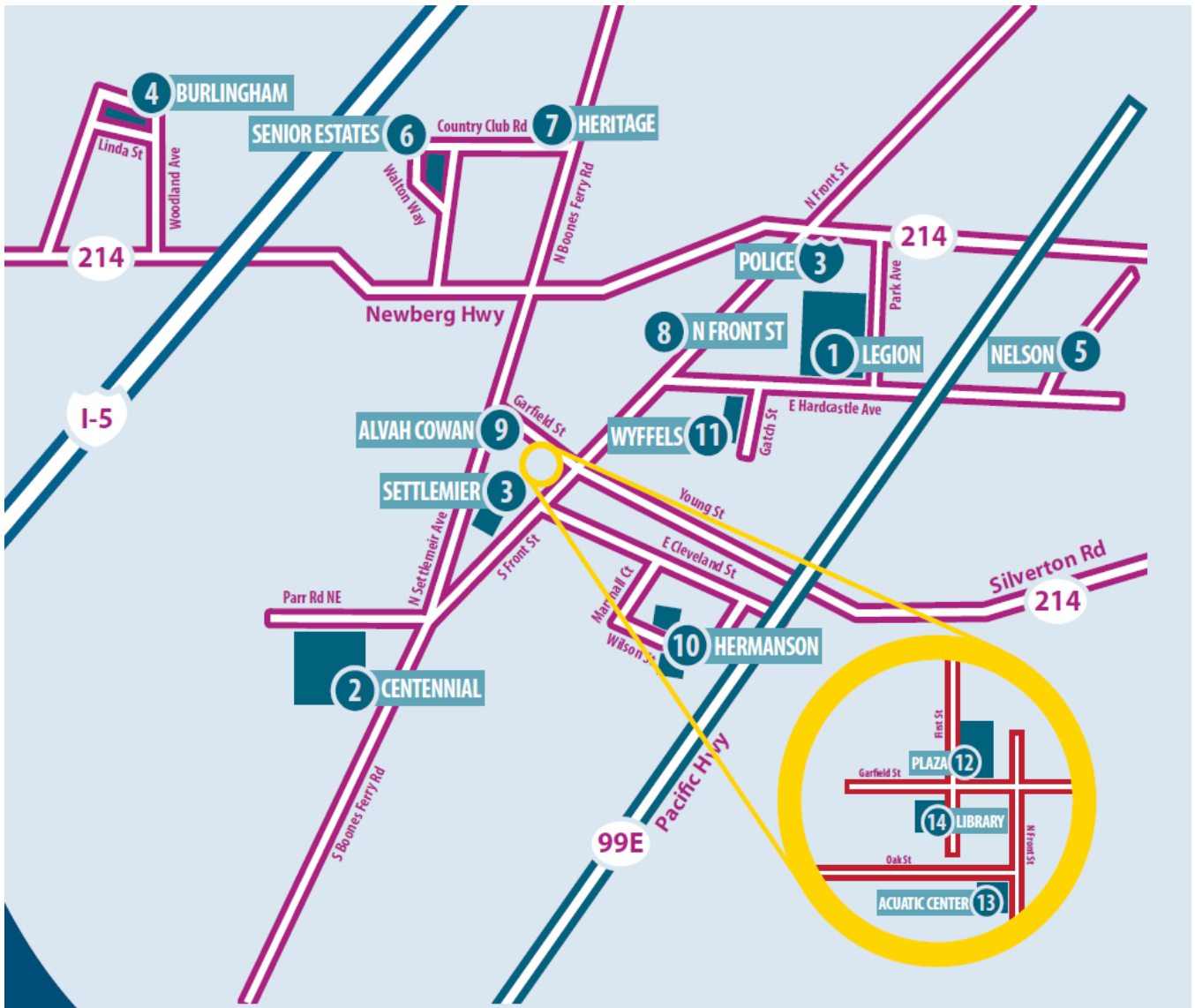
## Department Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Engineering			
565,304	550,814	353,543	Personnel Services	213,585	213,585	213,585
121,341	109,408	151,082	Materials & Services	145,805	145,805	145,805
686,645	660,222	504,625	Engineering Total	359,390	359,390	359,390
8.0	7.0	4.5	Full-Time Equivalent (FTE)	4.5	4.5	4.5

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 162 for clarification.

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 651 - Engineering</b>							
Personnel Services							
378,613	374,083	210,403	5111	Regular Wages	116,850	116,850	116,850
-	-	39,848	5112	Part-Time Wages	40,258	40,258	40,258
2,133	747	-	5121	Overtime	-	-	-
151	136	103	5211	OR Workers' Benefit	61	61	61
29,100	28,952	19,148	5212	Social Security	12,370	12,370	12,370
70,049	50,588	26,848	5213	Med & Dent Ins	9,859	9,859	9,859
79,388	92,752	55,791	5214	Retirement	33,388	33,388	33,388
1,652	1,489	838	5215	Long Term Disability Ins	436	436	436
3,354	1,430	252	5216	Unemployment Insurance	161	161	161
864	637	312	5217	Life Insurance	202	202	202
565,304	550,814	353,543	<b>Total - Personnel Services</b>		213,585	213,585	213,585
Materials & Services							
-	-	500	5315	Computer Supplies	500	500	500
2,881	1,396	3,500	5319	Office Supplies	3,500	3,500	3,500
1,755	940	2,000	5323	Fuel	2,000	2,000	2,000
-	-	500	5324	Clothing	500	500	500
420	120	500	5326	Safety/Medical	500	500	500
716	1,118	2,500	5329	Other Supplies	2,500	2,500	2,500
3,383	7,418	5,987	5409.140	Garage Services	5,987	5,987	5,987
2,389	264	5,000	5411	Engineering & Architect	10,000	10,000	10,000
15	-	500	5417	HR/Other Employee Expenses	500	500	500
5,723	620	15,000	5419	Other Professional Serv	15,000	15,000	15,000
5,879	5,449	5,800	5421	Telephone/Data	5,800	5,800	5,800
369	228	500	5422	Postage	500	500	500
117	-	500	5424	Advertising	500	500	500
53,800	44,525	43,526	5428	IT Support	36,452	36,452	36,452
-	-	500	5439	Travel	500	500	500
7,851	6,773	7,000	5446	Software Licenses	7,000	7,000	7,000
1,937	1,927	2,300	5451	Natural Gas	2,100	2,100	2,100
6,300	6,260	7,900	5453	Electricity	9,000	9,000	9,000
670	542	720	5454	Solid Waste Disposal	-	-	-
-	-	-	5461	Auto Insurance	2,152	2,152	2,152
-	-	-	5463	Property/Earthquake Insurance	1,674	1,674	1,674
10,395	12,516	17,331	5464	Workers' Comp	12,038	12,038	12,038
11,237	13,217	14,418	5465	General Liability Insur	12,502	12,502	12,502
-	111	-	5471	Equipment Repair & Maint	-	-	-
1,293	2,141	2,300	5472	Buildings Repairs & Maint	2,300	2,300	2,300
1,505	1,072	3,100	5475	Vehicle Repair & Maint	3,100	3,100	3,100
2,564	2,133	6,000	5492	Registrations/Training	6,000	6,000	6,000
-	49	1,500	5493	Printing/Binding	1,500	1,500	1,500
66	514	700	5496	Filing/Recording	700	700	700
75	75	1,000	5498	Permits/Fees	1,000	1,000	1,000
121,341	109,408	151,082	<b>Total - Materials &amp; Services</b>		145,805	145,805	145,805
686,645	660,222	504,625	<b>Department Total: 651 - Engineering</b>		359,390	359,390	359,390



City Parks & Facilities

## 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**

The 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 2016-17 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 2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Parks & Facilities Maintenance			
378,805	398,741	448,159	Personnel Services	436,647	436,647	436,647
363,248	377,199	450,106	Materials & Services	417,747	417,747	417,747
87,812	-	-	Capital Outlay	-	-	-
829,865	775,940	898,265	Parks & Facil Maintenance Total	854,394	854,394	854,394
8.3	8.3	8.3	Full-Time Equivalent (FTE)	8.3	8.3	8.3



Legion Park Shelter

## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 711 - Maintenance</b>							
Personnel Services							
221,413	239,371	253,098	5111	Regular Wages	252,327	252,327	252,327
30,969	23,182	30,325	5112	Part-Time Wages	30,814	30,814	30,814
1,827	898	-	5121	Overtime	-	-	-
258	229	305	5211	OR Workers' Benefit	261	261	261
18,549	19,099	21,691	5212	Social Security	21,935	21,935	21,935
63,108	70,128	87,956	5213	Med & Dent Ins	71,437	71,437	71,437
38,947	43,388	52,831	5214	Retirement	58,172	58,172	58,172
977	989	1,027	5215	Long Term Disability Ins	1,024	1,024	1,024
2,240	1,025	531	5216	Unemployment Insurance	286	286	286
516	432	395	5217	Life Insurance	391	391	391
<b>378,804</b>	<b>398,741</b>	<b>448,159</b>	<b>Total - Personnel Services</b>		<b>436,647</b>	<b>436,647</b>	<b>436,647</b>
Materials & Services							
2,296	124	2,000	5319	Office Supplies	2,000	2,000	2,000
17,010	14,527	20,000	5321	Cleaning Supplies	20,000	20,000	20,000
11,445	7,848	14,000	5323	Fuel	14,000	14,000	14,000
3,194	2,860	4,000	5325	Ag Supplies	4,000	4,000	4,000
660	865	3,600	5326	Safety/Medical	3,600	3,600	3,600
7,135	6,256	6,000	5329	Other Supplies	6,000	6,000	6,000
2,532	1,138	3,000	5331	Construction Materials	3,000	3,000	3,000
1,930	1,361	2,000	5338	Tools	2,000	2,000	2,000
3,943	1,156	2,000	5352	Protective Clothing	2,000	2,000	2,000
240	913	30,000	5363	Signs	30,000	30,000	30,000
2,370	-	4,000	5385	Fertilizer	4,000	4,000	4,000
47,078	48,837	57,012	5409.140	Garage Services	32,262	32,262	32,262
83,091	113,169	79,000	5419	Other Professional Serv	79,000	79,000	79,000
4,278	4,421	5,000	5421	Telephone/Data	5,000	5,000	5,000
3,300	10,275	9,947	5428	IT Support	10,852	10,852	10,852
6,063	748	4,000	5445	Work Equipment	4,000	4,000	4,000
2,443	2,565	3,000	5446	Software Licenses	3,000	3,000	3,000
8,043	7,912	9,000	5451	Natural Gas	9,000	9,000	9,000
45,462	47,583	45,804	5453	Electricity	45,804	45,804	45,804
13,373	14,064	13,604	5454	Solid Waste Disposal	-	-	-
-	-	-	5461	Auto Insurance	3,665	3,665	3,665
-	-	-	5463	Property/Earthquake Insurance	8,519	8,519	8,519
10,912	11,923	16,513	5464	Workers' Comp	20,693	20,693	20,693
13,878	14,379	16,626	5465	General Liability Insur	5,352	5,352	5,352
15,651	12,730	16,000	5471	Equipment Repair & Maint	16,000	16,000	16,000
44,482	39,581	50,000	5472	Buildings Repairs & Maint	50,000	50,000	50,000
10,407	6,550	5,000	5475	Vehicle Repair & Maint	5,000	5,000	5,000
701	500	3,000	5478	Playground Repair & Maint	3,000	3,000	3,000
-	3,727	22,500	5484	Urban Forestry Program	22,500	22,500	22,500
1,331	441	2,000	5492	Registrations/Training	2,000	2,000	2,000
-	746	1,500	5498	Permits/Fees	1,500	1,500	1,500
<b>363,248</b>	<b>377,199</b>	<b>450,106</b>	<b>Total - Materials &amp; Services</b>		<b>417,747</b>	<b>417,747</b>	<b>417,747</b>
Capital Outlay							
87,812	-	-	5649	Other Equipment	-	-	-
<b>87,812</b>	<b>-</b>	<b>-</b>	<b>Total - Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>829,865</b>	<b>775,940</b>	<b>898,265</b>	<b>Department Total: 711 - Maintenance</b>		<b>854,394</b>	<b>854,394</b>	<b>854,394</b>

## Non-Departmental

**Fund/Fund Number:**

**General - 001**

**Department/Department Number:**

**Non-Departmental - 199**

**Department Director:**

**Sandra Montoya**

**Description of purpose/functions of department**

This budget 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			Non-Departmental			
188,915	316,068	223,566	Materials & Services	294,504	294,504	294,504
-	8,970	-	Capital Outlay	-	-	-
416,505	208,835	210,049	Transfers Out	1,002,453	1,002,453	1,002,453
605,420	533,873	433,615	Non-Departmental Total	1,296,957	1,296,957	1,296,957

The **Transfers Out** of \$1,002,453 includes five separate transfers:

- \$116,000 is to the Transit Fund, which is an annual subsidy
- \$750,000 to General Fund Cap Const Fund for various building repairs that have been deferred for several years and have now reached a critical repair point
- \$83,769 is the last of four annual payments to the Information Technology Fund for the General Fund’s portion of the new phone system and software upgrades
- \$52,684 is the final payment to the Street SDC Fund and Water Cap Const Fund for repayment of an inter-fund loan for a financial management system upgrade

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 169.



## Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 199 - Non-departmental (Program 1219)</b>							
Materials & Services							
1,445	-	-	5315	Computer Supplies	-	-	-
6,783	5,599	9,000	5319	Office Supplies	9,000	9,000	9,000
504	372	600	5323	Fuel	600	600	600
234	3,298	50,000	5329	Other Supplies	50,000	50,000	50,000
354	-	1,700	5409.140	Garage Services	1,700	1,700	1,700
45,669	160,724	28,000	5419	Other Professional Serv	100,000	100,000	100,000
48,000	48,000	50,000	5419.201	ToT Grants	50,000	50,000	50,000
359	669	-	5422	Postage	-	-	-
-	-	2,500	5425	Publication of Legal Note	2,500	2,500	2,500
24,000	24,000	8,000	5429	Other Communication Serv	8,000	8,000	8,000
-	1,411	-	5432	Meals	-	-	-
-	3,879	-	5439	Travel	-	-	-
-	-	-	5463	Property/Earthquake Insurance	6,557	6,557	6,557
30,260	36,210	38,766	5465	General Liability Insur	31,147	31,147	31,147
31,307	31,906	33,000	5491	Dues & Subscriptions	33,000	33,000	33,000
-	-	2,000	5492	Registrations/Training	2,000	2,000	2,000
188,915	316,068	223,566	<b>Total - Materials &amp; Services</b>		294,504	294,504	294,504
Capital Outlay							
-	8,970	-	5649	Other Equipment	-	-	-
-	8,970	-	<b>Total - Capital Outlay</b>		-	-	-
Transfers Out (Program 9711)							
136,000	116,000	116,000	5811.110	Transfer to Transit	116,000	116,000	116,000
-	-	2,596	5811.132	Transfer to Asset Forfeiture	-	-	-
130,000	-	-	5811.140	Transfer to Street	-	-	-
74,961	12,594	-	5811.358	Transfer to General Cap Const Fund	750,000	750,000	750,000
-	-	15,000	5811.360	Transfer to Special Assessment	-	-	-
23,769	23,769	23,769	5811.568	Transfer to Info Services	83,769	83,769	83,769
25,887	28,236	26,342	5841.376	Interfund Loan Transfer	26,342	26,342	26,342
25,887	28,236	26,342	5841.466	Interfund Loan Transfer	26,342	26,342	26,342
416,504	208,835	210,049	<b>Total - Transfers Out</b>		1,002,453	1,002,453	1,002,453
605,420	533,873	433,615	<b>Department Total: 199 - Non-departmental</b>		1,296,957	1,296,957	1,296,957



## Contingency/Ending Fund Balance

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Contingency/Ending Fund Balance  
**Department Director:** Sandra Montoya

### Description of purpose/functions of department

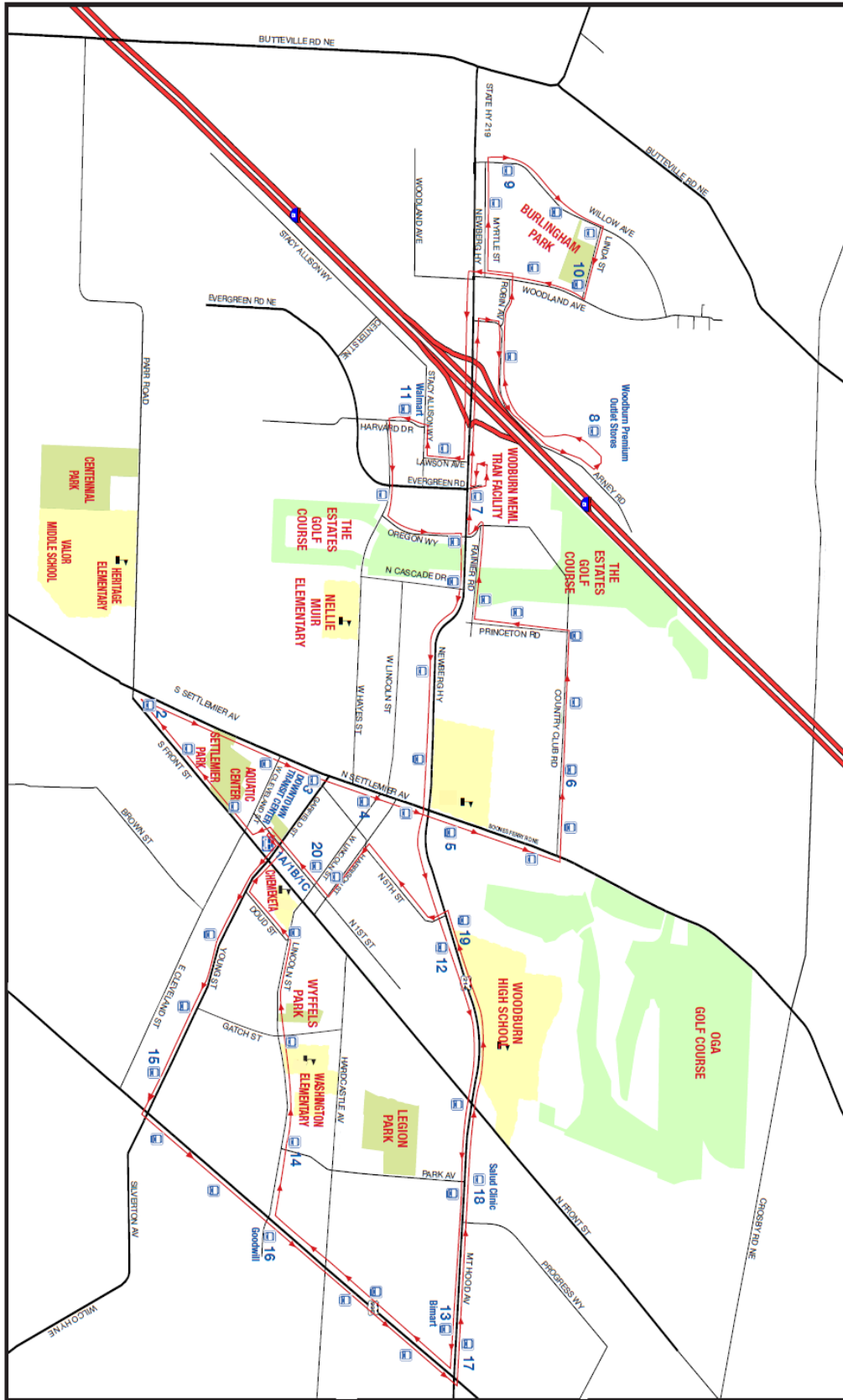
The City of Woodburn’s Budget Policies and Fiscal Strategy states at least 17 percent of the General Fund’s operating appropriation shall be placed into the operating contingency to be set aside for unforeseen circumstances that may arise during the fiscal year. This percentage was increased from 10 percent to be consistent with Government Finance Officers Association (GFOA) best practices, as updated in 2015. Contingency appropriations require City Council approval and/or public hearing.

In addition to the contingency policy the City has established three additional reserve categories have been created over the last two years as a result of one-time budgetary savings:

- Shortfall Management Reserve (SMR). The SMR is intended to subsidize future shortfalls estimated in the Five-Year Forecast
- Reserve for Facilities. Since the 2008 recession and subsequent slow recovery over the last eight years, substantive facility maintenance (e.g. roof replacement/repair, HVAC replacement/repair, flooring, etc.) was deferred due to funding shortages. The prolonged deferment of facility maintenance has resulted in a substantial list of costly repairs that will require significant funding. The addition of \$511,768 to this reserve sets aside funding for additional repairs in subsequent years.
- Reserve for PERS. An increase of \$1,250,000 to this reserve line item is recommended to preserve future funding. PERS rate increases due to unfunded liabilities for Tier 1-2 employees is projected to continue for the next 20 years. For the biennial period of FY 2017-18 and FY 2018-19 the rate will increase approximately 23 percent citywide. This double-digit increase is projected to continue for the next years, and at some point has the potential to require staff reductions to balance the budget. This reserve is recommended as the first line of defense to stave off future staffing reductions. Additionally, the 2017 Oregon Legislative session includes PERS reform which may offer new rate relief options. If legislative or administrative PERS reform develops, staff will return to Council with options.

### Department Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 901 - Ending Fund Balance (Program 9971)</b>						
Contingencies and Unappropriated Balances						
-	-	2,192,803	5921 Contingency	2,265,812	2,265,812	2,265,812
-	-	1,008,193	5981.012 Reserve - SMR	1,008,193	1,008,193	1,008,193
-	-	100,000	5981.013 Reserve for Facilities	611,768	611,768	611,768
-	-	250,000	5981.101 Reserve for PERS	1,500,000	1,500,000	1,500,000
-	-	3,550,996	<b>Total - Contingencies and Unappropriated Balances</b>	5,385,773	5,385,773	5,385,773
-	-	3,550,996	<b>Department Total: 901 - Ending Fund Balance</b>	5,385,773	5,385,773	5,385,773



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 seniors, people with disabilities and those who do not have reliable transportation options, and strives to provide customers traveling to and from Woodburn with efficient and convenient regional transportation connections. Due to funding constraints, Transit services are only provided five days a week.

### **Description of department, including number of personnel**

The Transit Fund has 6.6 FTE, consisting of a full-time operations supervisor, a full-time lead dispatcher, ten part-time driver/dispatchers and a part-time vehicle custodian.

### **Description of FY 2016-17 accomplishments**

- Transit manager carried increased responsibilities for managing grants and the overall transit program budget based on the 2015 Transit Study
- Awarded an ADA improvement grant through ODOT which will update many of the City's bus stops
- Trained staff in defensive driving, customer service, and passenger assistance
- Two out-of-town wheelchair drivers were hired to keep up with the increasing demand for the out of town medical service

### **Description of FY 2017-18 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
- 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

			Transit Fund			
			Revenues			
140,025	152,287	140,000	Fund Balance	140,000	140,000	140,000
856,973	427,284	440,000	Intergovernmental	468,765	468,765	468,765
44,807	42,747	48,500	Charges for Goods and Services	48,500	48,500	48,500
8,989	10,473	10,250	Miscellaneous Revenue	11,180	11,180	11,180
136,000	116,000	116,000	Transfers In	116,000	116,000	116,000
1,186,794	748,791	754,750	<b>Revenues Total</b>	<b>784,445</b>	<b>784,445</b>	<b>784,445</b>
			Expenditures			
396,272	390,920	426,614	Personnel Services	365,174	365,174	365,174
195,381	194,812	219,212	Materials & Services	224,833	224,833	224,833
439,853	-	-	Capital Outlay	28,000	28,000	28,000
3,001	3,001	3,001	Transfers Out	3,001	3,001	3,001
-	-	105,923	Contingencies and Reserve	163,437	163,437	163,437
1,034,507	588,733	754,750	<b>Expenditures Total</b>	<b>784,445</b>	<b>784,445</b>	<b>784,445</b>
152,287	160,058	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
7.9	7.9	7.4	Full-Time Equivalent (FTE)	6.6	6.6	6.6

## 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 169.

**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 fourth of four annual payments for the new phone system.



Newest Transit bus purchased in 2015

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 110 - Transit Fund</b>						
<u>Revenues</u>						
<b>Department: 000 - Revenue</b>						
140,025	152,287	140,000	3081	140,000	140,000	140,000
<b>140,025</b>	<b>152,287</b>	<b>140,000</b>	<b>Total - Fund Balance</b>	<b>140,000</b>	<b>140,000</b>	<b>140,000</b>
360,220	-	-	3332	-	-	-
115,509	39,172	35,000	3333.601	44,401	44,401	44,401
-	-	-	3333.602	28,000	28,000	28,000
151,312	142,095	142,000	3333.603	147,364	147,364	147,364
57,308	43,517	60,500	3333.605	49,000	49,000	49,000
29,261	-	-	3341	-	-	-
99,121	202,500	202,500	3341.601	200,000	200,000	200,000
44,242	-	-	3344	-	-	-
<b>856,973</b>	<b>427,284</b>	<b>440,000</b>	<b>Total - Intergovernmental</b>	<b>468,765</b>	<b>468,765</b>	<b>468,765</b>
8,416	9,712	8,500	3445	8,500	8,500	8,500
36,391	33,002	40,000	3447	40,000	40,000	40,000
	33	-	3447.101	-	-	-
<b>44,807</b>	<b>42,747</b>	<b>48,500</b>	<b>Total - Charges for Goods and Services</b>	<b>48,500</b>	<b>48,500</b>	<b>48,500</b>
89	755	250	3611	1,180	1,180	1,180
8,920	6,778	10,000	3676	10,000	10,000	10,000
(33)	98	-	3698	-	-	-
13	2,842	-	3699	-	-	-
<b>8,989</b>	<b>10,473</b>	<b>10,250</b>	<b>Total - Miscellaneous Revenue</b>	<b>11,180</b>	<b>11,180</b>	<b>11,180</b>
136,000	116,000	116,000	3971.001	116,000	116,000	116,000
<b>136,000</b>	<b>116,000</b>	<b>116,000</b>	<b>Total - Transfers In</b>	<b>116,000</b>	<b>116,000</b>	<b>116,000</b>
<b>1,186,794</b>	<b>748,791</b>	<b>754,750</b>	<b>Department Total: 000 - Revenue</b>	<b>784,445</b>	<b>784,445</b>	<b>784,445</b>
<b>1,186,794</b>	<b>748,791</b>	<b>754,750</b>	<b>Revenues Total</b>	<b>784,445</b>	<b>784,445</b>	<b>784,445</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget			FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<u>Expenditures</u>							
<b>Department: 671 - Transit (Program 4711)</b>							
176,922	159,632	181,556	5111	Regular Wages	137,997	137,997	137,997
104,884	117,380	117,149	5112	Part-Time Wages	129,633	129,633	129,633
245	336	-	5121	Overtime	-	-	-
229	245	268	5211	OR Workers' Benefit	211	211	211
21,070	20,613	22,765	5212	Social Security	20,629	20,629	20,629
48,808	48,482	53,857	5213	Med & Dent Ins	36,452	36,452	36,452
40,577	42,118	49,159	5214	Retirement	39,205	39,205	39,205
681	730	698	5215	Long Term Disability Ins	556	556	556
2,497	1,075	896	5216	Unemployment Insurance	278	278	278
359	309	266	5217	Life Insurance	213	213	213
<b>396,272</b>	<b>390,920</b>	<b>426,614</b>	<b>Total - Personnel Services</b>		<b>365,174</b>	<b>365,174</b>	<b>365,174</b>
457	1,338	1,300	5319	Office Supplies	1,300	1,300	1,300
36,370	22,553	30,000	5323	Fuel	26,000	26,000	26,000
1,606	1,001	2,000	5324	Clothing	2,000	2,000	2,000
907	810	1,000	5326	Safety/Medical	1,000	1,000	1,000
391	418	500	5329	Other Supplies	500	500	500
13,574	12,010	15,000	5332	Spare Parts	15,000	15,000	15,000
7,343	1,082	5,000	5337	Tires/Parts	5,000	5,000	5,000
4,372	3,388	3,000	5409.140	Garage Services	3,000	3,000	3,000
1,155	1,320	1,500	5414	Accounting/Auditing	1,500	1,500	1,500
10,659	15,685	12,000	5419	Other Professional Serv	12,000	12,000	12,000
3,601	4,719	4,000	5421	Telephone/Data	4,000	4,000	4,000
41	52	100	5422	Postage	100	100	100
-	-	2,000	5424	Advertising	2,000	2,000	2,000
19,140	19,865	19,400	5428	IT Support	21,148	21,148	21,148
21	-	100	5432	Meals	100	100	100
31,239	26,806	32,000	5433	Mileage	32,000	32,000	32,000
(37)	-	500	5439	Travel	1,000	1,000	1,000
5,000	5,000	6,000	5446	Software Licenses	6,000	6,000	6,000
6,272	6,132	6,478	5448	Internal Rent	6,667	6,667	6,667
1,102	974	1,038	5451	Natural Gas	1,000	1,000	1,000
3,372	3,346	3,634	5453	Electricity	4,000	4,000	4,000
261	211	280	5454	Solid Waste Disposal	-	-	-
-	-	-	5461	Auto Insurance	17,827	17,827	17,827
-	-	-	5463	Property/Earthquake Insurance	114	114	114
9,226	10,840	15,650	5464	Workers' Comp	22,703	22,703	22,703
19,518	20,552	27,132	5465	General Liability Insur	5,774	5,774	5,774
123	4,718	5,000	5471	Equipment Repair & Maint	5,000	5,000	5,000
83	12,727	1,000	5472	Buildings Repairs & Maint	1,000	1,000	1,000
16,417	15,848	20,000	5475	Vehicle Repair & Maint	20,500	20,500	20,500
1,250	-	500	5480	Accident Repair	500	500	500
-	356	600	5491	Dues & Subscriptions	600	600	600
25	1,975	500	5492	Registrations/Training	3,500	3,500	3,500
1,893	1,086	2,000	5493	Printing/Binding	2,000	2,000	2,000
<b>195,381</b>	<b>194,812</b>	<b>219,212</b>	<b>Total - Materials &amp; Services</b>		<b>224,833</b>	<b>224,833</b>	<b>224,833</b>
392,781	-	-	5642	Passenger Vehicles	-	-	-
47,072	-	-	5649	Other Equipment	28,000	28,000	28,000
<b>439,853</b>	<b>-</b>	<b>-</b>	<b>Total - Capital Outlay</b>		<b>28,000</b>	<b>28,000</b>	<b>28,000</b>
<b>1,031,506</b>	<b>585,732</b>	<b>645,826</b>	<b>Program Total: 4711 - Fixed Route Transit</b>		<b>618,007</b>	<b>618,007</b>	<b>618,007</b>



FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			<b>Program:</b> 9711 - Operating Transfer Out			
3,001	3,001	3,001	5811.568 Transfer to Info Services	3,001	3,001	3,001
<b>3,001</b>	<b>3,001</b>	<b>3,001</b>	<b>Total - Transfers Out</b>	<b>3,001</b>	<b>3,001</b>	<b>3,001</b>
<b>3,001</b>	<b>3,001</b>	<b>3,001</b>	<b>Program Total: 9711 - Operating Transfer Out</b>	<b>3,001</b>	<b>3,001</b>	<b>3,001</b>
<b>1,034,507</b>	<b>588,733</b>	<b>648,827</b>	<b>Department Total: 671 - Transit</b>	<b>621,008</b>	<b>621,008</b>	<b>621,008</b>
			<b>Department:</b> 901 - Ending Fund Balance			
			<b>Program:</b> 9971 - Equity			
-	-	105,923	5921 Contingency	163,437	163,437	163,437
-	-	105,923	<b>Total - Contingencies and Unappropriated Balances</b>	<b>163,437</b>	<b>163,437</b>	<b>163,437</b>
-	-	105,923	<b>Program Total: 9971 - Equity</b>	<b>163,437</b>	<b>163,437</b>	<b>163,437</b>
-	-	105,923	<b>Department Total: 901 - Ending Fund Balance</b>	<b>163,437</b>	<b>163,437</b>	<b>163,437</b>
<b>1,034,507</b>	<b>588,733</b>	<b>754,750</b>	<b>Expenditures Total</b>	<b>784,445</b>	<b>784,445</b>	<b>784,445</b>
<b>152,287</b>	<b>160,058</b>	-	<b>Fund Net Total: 110 - Transit Fund</b>	-	-	-

## Street Fund – 140

<b>Fund/Fund Number:</b>	<b>Street Fund - 140</b>
<b>Department/Department Number:</b>	<b>Maintenance - 631</b>
<b>Department Director:</b>	<b>Eric Liljequist (Interim Director)</b>

### Description of purpose/functions of department

This section within the Public Works Department provides administration and operations of street maintenance 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. Garage activities include service and maintenance to the Woodburn fleet (e.g. vehicles, heave/small equipment), with the exception of police and transit vehicles.

### Description of department, including number of personnel

The section is supervised by a Street Maintenance Supervisor and is organized to provide both operations and maintenance with clerical administrative support. The street maintenance and garage sections consist of six full-time employees and 1.5 seasonal employees.

### Description of FY 2016-17 accomplishments

- Provided routine maintenance of streets in the public rights-of-way, including grading of gravel streets
- Provided a leaf collection program to Woodburn residents November-December
- Provided a holiday tree disposal program to Woodburn residents in December-January
- Administered a street sweeping contract for monthly sweeping of all City streets
- Maintained all regulatory traffic, pavement markings and signage
- Provided assistance and support to special events
- Provided landscape maintenance and refuse pick up and disposal on Front Street
- Provide landscape maintenance responsibilities in conjunction with the I-5 Interchange project,
- Maintained I-5 bridge lighting, maintenance and repairs

### Performance Measures (new in FY 2017-18):

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Miles of street sweeping	2,216	2,250
Street signs replaced	60	65

## Fund Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Street Fund</b>						
Revenues						
2,760,622	2,966,044	2,689,000	Fund Balance	3,365,799	3,365,799	3,365,799
102,517	115,692	100,000	Taxes	110,000	110,000	110,000
168	369	-	Licenses and Permits	-	-	-
1,409,311	1,454,076	1,400,000	Intergovernmental	1,400,000	1,400,000	1,400,000
336,707	357,984	320,000	Franchise Fees	320,000	320,000	320,000
172,003	196,750	202,497	Miscellaneous Revenue	181,751	181,751	181,751
220,000	90,000	90,000	Transfers In	90,000	90,000	90,000
5,001,328	5,180,915	4,801,497	<b>Revenues Total</b>	5,467,550	5,467,550	5,467,550
Expenditures						
561,516	565,071	709,127	Personnel Services	797,044	797,044	797,044
1,439,267	1,206,394	1,609,029	Materials & Services	1,587,210	1,587,210	1,587,210
-	9,150	5,500	Capital Outlay	24,000	24,000	24,000
34,501	34,501	1,174,501	Transfers Out	1,814,501	1,814,501	1,814,501
-	-	1,303,340	Contingencies and Reserve	1,244,795	1,244,795	1,244,795
2,035,284	1,815,116	4,801,497	<b>Expenditures Total</b>	5,467,550	5,467,550	5,467,550
2,966,044	3,365,799	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
4.0	6.0	6.0	Full-Time Equivalent (FTE)	7.5	7.5	7.5

## 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 \$24,000 is for the purchase a Kawasaki Mule with a 60 gallon sprayer for \$8,500 and a Kawasaki Mule with a hydraulic dump bed for \$15,500.

**Transfers In** of \$90,000 is a transfer from the Sewer Fund for street sweeping costs. For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 169.

The total **Transfers Out** amount of \$1,814,501 includes seven separate transfers:

- \$1,780,000 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) \$795,000
  - Fourth Street Storm (CDST1471) \$200,000
  - Hardcastle/Railroad Intersection realignment (CIST1443) \$700,000
- \$30,000 to Equipment Replacement Fund
- \$4,501 to the Information Technology Fund for the last of four annual payments for phone system

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 169.

See the section titled Capital Construction Projects beginning on page 170 for information on all budgeted capital projects.

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund:</b> 140 - Street Fund						
<b>Revenues</b>						
<b>Department:</b> 000 - Revenue						
2,760,622	2,966,044	2,689,000	3081	Beginning Fund Balance	3,365,799	3,365,799
<b>2,760,622</b>	<b>2,966,044</b>	<b>2,689,000</b>	<b>Total - Fund Balance</b>		<b>3,365,799</b>	<b>3,365,799</b>
102,517	115,692	100,000	3171	City Gas Tax	110,000	110,000
<b>102,517</b>	<b>115,692</b>	<b>100,000</b>	<b>Total - Taxes</b>		<b>110,000</b>	<b>110,000</b>
168	369	-	3223	Curb Cuts and Bores	-	-
<b>168</b>	<b>369</b>	<b>-</b>	<b>Total - Licenses and Permits</b>		<b>-</b>	<b>-</b>
1,409,311	1,454,076	1,400,000	3361	State Gas Tax	1,400,000	1,400,000
<b>1,409,311</b>	<b>1,454,076</b>	<b>1,400,000</b>	<b>Total - Intergovernmental</b>		<b>1,400,000</b>	<b>1,400,000</b>
278,145	270,815	260,000	3141	Privilege Tax, PGE	260,000	260,000
58,562	87,168	60,000	3142	Privilege Tax, NW Natural	60,000	60,000
<b>336,707</b>	<b>357,984</b>	<b>320,000</b>	<b>Total - Franchise Fees</b>		<b>320,000</b>	<b>320,000</b>
14,870	21,515	14,000	3611	Interest from Investments	52,170	52,170
6,020	22,151	5,500	3699	Other Miscellaneous Income	5,500	5,500
<b>20,890</b>	<b>43,666</b>	<b>19,500</b>	<b>Total - Miscellaneous Revenue</b>		<b>57,670</b>	<b>57,670</b>
130,000	-	-	3971.001	Transfer From General Fund	-	-
90,000	90,000	90,000	3971.472	Transfer From Sewer	90,000	90,000
<b>220,000</b>	<b>90,000</b>	<b>90,000</b>	<b>Total - Transfers In</b>		<b>90,000</b>	<b>90,000</b>
<b>4,850,215</b>	<b>5,027,831</b>	<b>4,618,500</b>	<b>Department Total: 000 - Revenue</b>		<b>5,343,469</b>	<b>5,343,469</b>
<b>Department:</b> 661 - Garage						
151,113	153,084	182,997	3654	Garage WO Revenue	124,081	124,081
<b>151,113</b>	<b>153,084</b>	<b>182,997</b>	<b>Total - Miscellaneous Revenue</b>		<b>124,081</b>	<b>124,081</b>
<b>151,113</b>	<b>153,084</b>	<b>182,997</b>	<b>Department Total: 661 - Garage</b>		<b>124,081</b>	<b>124,081</b>
<b>5,001,328</b>	<b>5,180,915</b>	<b>4,801,497</b>	<b>Revenues Total</b>		<b>5,467,550</b>	<b>5,467,550</b>

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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget			FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<u>Expenditures</u>							
<b>Department:</b> 631 - Maintenance							
<b>Program:</b> 4211 - Street Maintenance							
255,076	254,370	358,316	5111	Regular Wages	396,487	396,487	396,487
-	13,450	41,496	5112	Part-Time Wages	58,407	58,407	58,407
5,322	4,937	4,842	5121	Overtime	5,135	5,135	5,135
141	142	286	5211	OR Workers' Benefit	264	264	264
19,313	19,998	30,769	5212	Social Security	35,184	35,184	35,184
56,811	70,266	111,199	5213	Med & Dent Ins	115,005	115,005	115,005
54,046	49,633	77,366	5214	Retirement	96,179	96,179	96,179
1,077	1,003	1,158	5215	Long Term Disability Ins	1,490	1,490	1,490
2,298	1,061	1,291	5216	Unemployment Insurance	939	939	939
562	429	426	5217	Life Insurance	681	681	681
<b>394,646</b>	<b>415,289</b>	<b>627,149</b>	<b>Total - Personnel Services</b>		<b>709,771</b>	<b>709,771</b>	<b>709,771</b>
9	927	250	5319	Office Supplies	250	250	250
25	18	300	5321	Cleaning Supplies	300	300	300
7,685	4,896	10,000	5323	Fuel	10,000	10,000	10,000
488	1,589	1,000	5324	Clothing	2,000	2,000	2,000
542	778	1,000	5326	Safety/Medical	2,000	2,000	2,000
1,325	2,769	2,500	5329	Other Supplies	2,500	2,500	2,500
1,969	1,319	1,000	5338	Tools	2,000	2,000	2,000
-	681	1,500	5339	Other Maintenance Supplies	1,500	1,500	1,500
965	1,865	1,500	5352	Protective Clothing	2,500	2,500	2,500
29,031	23,426	34,000	5361	Road Materials	40,000	40,000	40,000
173	-	500	5362	Concrete	1,000	1,000	1,000
13,914	2,016	14,000	5363	Signs	14,000	14,000	14,000
22	1,252	1,000	5369	Other Street Supplies	1,000	1,000	1,000
23,117	14,623	15,400	5419	Other Professional Serv	15,400	15,400	15,400
3,465	3,074	2,500	5421	Telephone/Data	5,000	5,000	5,000
-	432	925	5439	Travel	925	925	925
486	3,527	1,500	5445	Work Equipment	1,500	1,500	1,500
2,867	2,965	3,000	5446	Software Licenses	3,000	3,000	3,000
2,482	2,668	3,500	5451	Natural Gas	3,500	3,500	3,500
7,379	6,663	10,000	5453	Electricity	10,000	10,000	10,000
3,625	2,587	3,000	5454	Solid Waste Disposal	3,000	3,000	3,000
7,943	16,187	7,000	5471	Equipment Repair & Maint	7,000	7,000	7,000
-	-	1,000	5474	Structures Repair & Maint	1,000	1,000	1,000
6,214	7,536	6,000	5475	Vehicle Repair & Maint	10,000	10,000	10,000
1,691	1,644	2,000	5476	Laundry	4,000	4,000	4,000
682,312	547,528	859,326	5479	Other Repair & Maint	833,826	833,826	833,826
500	123	15,000	5482	Tree Maintenance	15,000	15,000	15,000
1,684	1,552	1,500	5492	Registrations/Training	8,000	8,000	8,000
-	-	250	5498	Permits/Fees	250	250	250
<b>799,913</b>	<b>652,645</b>	<b>1,000,451</b>	<b>Total - Materials &amp; Services</b>		<b>1,000,451</b>	<b>1,000,451</b>	<b>1,000,451</b>
<b>Department:</b> 631 - Maintenance							
<b>Program:</b> 4211 - Street Maintenance							
-	9,150	5,500	5649	Other Equipment	24,000	24,000	24,000
-	<b>9,150</b>	<b>5,500</b>	<b>Total - Capital Outlay</b>		<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>1,194,559</b>	<b>1,077,084</b>	<b>1,633,100</b>	<b>Program Total: 4211 - Street Maintenance</b>		<b>1,734,222</b>	<b>1,734,222</b>	<b>1,734,222</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<u>Expenditures</u>						
			<b>Program:</b> 4261 - Street Cleaning			
716	593	1,000	5323 Fuel	1,000	1,000	1,000
7	-	500	5329 Other Supplies	500	500	500
75,884	83,389	110,000	5419 Other Professional Serv	105,000	105,000	105,000
667	154	1,000	5471 Equipment Repair & Maint	1,000	1,000	1,000
1,036	-	2,000	5475 Vehicle Repair & Maint	7,000	7,000	7,000
<b>78,310</b>	<b>84,136</b>	<b>114,500</b>	<b>Total - Materials &amp; Services</b>	<b>114,500</b>	<b>114,500</b>	<b>114,500</b>
<b>78,310</b>	<b>84,136</b>	<b>114,500</b>	<b>Program Total: 4261 - Street Cleaning</b>	<b>114,500</b>	<b>114,500</b>	<b>114,500</b>
			<b>Program:</b> 4299 - Street Admin			
208,653	114,283	100,000	5411.001 Engineering Support to General Fund	63,000	63,000	63,000
4,620	5,280	6,000	5414 Accounting/Auditing	6,000	6,000	6,000
13,200	10,275	9,947	5428 IT Support	14,469	14,469	14,469
3,911	3,823	4,039	5448 Internal Rent	4,161	4,161	4,161
-	-	605	5451 Natural Gas	626	626	626
2,042	2,119	2,418	5453 Electricity	2,486	2,486	2,486
149	120	104	5454 Solid Waste Disposal	-	-	-
236,664	219,002	240,000	5456 Street Lighting	240,000	240,000	240,000
-	-	-	5461 Auto Insurance	6,152	6,152	6,152
-	-	-	5463 Property/Earthquake Insurance	7,237	7,237	7,237
12,028	17,706	24,622	5464 Workers' Comp	38,607	38,607	38,607
12,536	13,811	17,533	5465 General Liability Insur	6,253	6,253	6,253
6,023	963	5,000	5472 Buildings Repairs & Maint	2,880	2,880	2,880
1,130	625	4,000	5482 Tree Maintenance	4,000	4,000	4,000
1,233	1,161	15,000	5483 Sidewalks	15,000	15,000	15,000
-	20,865	-	5490 Refunds	-	-	-
<b>502,189</b>	<b>410,033</b>	<b>429,268</b>	<b>Total - Materials &amp; Services</b>	<b>410,871</b>	<b>410,871</b>	<b>410,871</b>
<b>502,189</b>	<b>410,033</b>	<b>429,268</b>	<b>Program Total: 4299 - Street Admin</b>	<b>410,871</b>	<b>410,871</b>	<b>410,871</b>
			<b>Program:</b> 9711 - Operating Transfer Out			
-	-	1,140,000	5811.363 Transfer to Street & Storm Cap Const Fun	1,780,000	1,780,000	1,780,000
4,501	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
<b>34,501</b>	<b>34,501</b>	<b>1,174,501</b>	<b>Total - Transfers Out</b>	<b>1,814,501</b>	<b>1,814,501</b>	<b>1,814,501</b>
<b>34,501</b>	<b>34,501</b>	<b>1,174,501</b>	<b>Program Total: 9711 - Operating Transfer Out</b>	<b>1,814,501</b>	<b>1,814,501</b>	<b>1,814,501</b>
<b>1,809,559</b>	<b>1,605,755</b>	<b>3,351,369</b>	<b>Department Total: 631 - Maintenance</b>	<b>4,074,094</b>	<b>4,074,094</b>	<b>4,074,094</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget			FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Department: 661 - Garage</b>							
105,361	95,312	51,456	5111	Regular Wages	54,551	54,551	54,551
834	3,592	-	5121	Overtime	-	-	-
58	49	32	5211	OR Workers' Benefit	28	28	28
7,491	7,037	3,938	5212	Social Security	4,175	4,175	4,175
34,879	27,304	17,987	5213	Med & Dent Ins	18,343	18,343	18,343
16,602	15,524	8,234	5214	Retirement	9,821	9,821	9,821
466	400	203	5215	Long Term Disability Ins	218	218	218
935	390	52	5216	Unemployment Insurance	55	55	55
244	174	76	5217	Life Insurance	82	82	82
<b>166,870</b>	<b>149,782</b>	<b>81,978</b>	<b>Total - Personnel Services</b>		<b>87,273</b>	<b>87,273</b>	<b>87,273</b>
-	-	200	5315	Computer Supplies	200	200	200
188	47	300	5319	Office Supplies	300	300	300
9,248	10,737	11,000	5322	Lubricants	10,000	10,000	10,000
1,495	1,168	2,000	5323	Fuel	2,000	2,000	2,000
689	1,024	1,000	5324	Clothing	1,000	1,000	1,000
430	403	400	5326	Safety/Medical	400	400	400
3,799	3,288	3,000	5329	Other Supplies	3,000	3,000	3,000
8,544	6,456	8,000	5337	Tires/Parts	9,000	9,000	9,000
4,935	3,294	2,900	5338	Tools	5,000	5,000	5,000
593	600	500	5352	Protective Clothing	500	500	500
-	395	1,500	5419	Other Professional Serv	1,500	1,500	1,500
669	1,506	900	5421	Telephone/Data	900	900	900
9,900	10,275	10,087	5428	IT Support	7,374	7,374	7,374
-	-	100	5432	Meals	100	100	100
-	-	100	5433	Mileage	100	100	100
-	-	100	5439	Travel	100	100	100
5,793	5,475	6,000	5446	Software Licenses	6,000	6,000	6,000
-	-	100	5454	Solid Waste Disposal	100	100	100
-	-	-	5461	Auto Insurance	838	838	838
-	-	-	5463	Property/Earthquake Insurance	230	230	230
3,627	4,560	5,877	5464	Workers' Comp	3,488	3,488	3,488
2,139	2,802	3,146	5465	General Liability Insur	1,258	1,258	1,258
2,362	1,503	2,000	5471	Equipment Repair & Maint	2,000	2,000	2,000
2,099	354	1,000	5472	Buildings Repairs & Maint	1,000	1,000	1,000
951	2,054	2,000	5475	Vehicle Repair & Maint	2,000	2,000	2,000
1,286	818	1,000	5476	Laundry	1,000	1,000	1,000
108	2,820	1,600	5492	Registrations/Training	2,000	2,000	2,000
<b>58,855</b>	<b>59,579</b>	<b>64,810</b>	<b>Total - Materials &amp; Services</b>		<b>61,388</b>	<b>61,388</b>	<b>61,388</b>
<b>225,725</b>	<b>209,361</b>	<b>146,788</b>	<b>Department Total: 661 - Garage</b>		<b>148,661</b>	<b>148,661</b>	<b>148,661</b>
<b>Department: 901 - Ending Fund Balance</b>							
<b>Program: 9971 - Equity</b>							
-	-	231,816	5921	Contingency	240,825	240,825	240,825
-	-	1,071,524	5981.005	Reserve for Future Years	1,003,970	1,003,970	1,003,970
-	-	<b>1,303,340</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>1,244,795</b>	<b>1,244,795</b>	<b>1,244,795</b>
-	-	<b>1,303,340</b>	<b>Program Total: 9971 - Equity</b>		<b>1,244,795</b>	<b>1,244,795</b>	<b>1,244,795</b>
-	-	<b>1,303,340</b>	<b>Department Total: 901 - Ending Fund Balance</b>		<b>1,244,795</b>	<b>1,244,795</b>	<b>1,244,795</b>
<b>2,035,284</b>	<b>1,815,116</b>	<b>4,801,497</b>	<b>Expenditures Total</b>		<b>5,467,550</b>	<b>5,467,550</b>	<b>5,467,550</b>
<b>2,966,044</b>	<b>3,365,799</b>	-	<b>Fund Net</b>	<b>Total: 140 - Street Fund</b>	-	-	-

## GO Debt Service Fund – 250

**Fund/Fund Number:**  
**Department Director:**

**GO Debt Service Fund - 250**  
**Sandra Montoya**

### 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 160.

### Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 250 - GO Debt Service Fund</b>							
<u>Revenues</u>							
55,034	50,772	32,000	3081	Beginning Fund Balance	3,100	3,100	3,100
<b>55,034</b>	<b>50,772</b>	<b>32,000</b>	<b>Total - Fund Balance</b>		<b>3,100</b>	<b>3,100</b>	<b>3,100</b>
521,029	486,278	521,000	3111	Property Tax - Current	523,000	523,000	523,000
1,000	16,220	1,000	3112	Property Tax - Delinquent	10,000	10,000	10,000
<b>522,029</b>	<b>502,498</b>	<b>522,000</b>	<b>Total - Taxes</b>		<b>533,000</b>	<b>533,000</b>	<b>533,000</b>
970	1,714	450	3611	Interest from Investments	3,070	3,070	3,070
<b>970</b>	<b>1,714</b>	<b>450</b>	<b>Total - Miscellaneous Revenue</b>		<b>3,070</b>	<b>3,070</b>	<b>3,070</b>
<b>578,033</b>	<b>554,984</b>	<b>554,450</b>	<b>Revenues Total</b>		<b>539,170</b>	<b>539,170</b>	<b>539,170</b>
<u>Expenditures</u>							
335,000	350,000	370,000	5711	Bond Principal, Police Series 2005, Due 6/1/17	385,000	385,000	385,000
96,131	89,933	83,283	5721	Bond Interest, Police Series 2005, Due 12/1/16	76,068	76,068	76,068
96,131	89,933	83,283	5721	Bond Interest, Police Series 2005, Due 6/1/17	76,068	76,068	76,068
<b>527,261</b>	<b>529,866</b>	<b>536,566</b>	<b>Total - Debt Service</b>		<b>537,136</b>	<b>537,136</b>	<b>537,136</b>
-	-	17,884	5981.007	Reserve for Debt Service	2,034	2,034	2,034
-	-	<b>17,884</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>2,034</b>	<b>2,034</b>	<b>2,034</b>
<b>527,261</b>	<b>529,866</b>	<b>554,450</b>	<b>Expenditures Total</b>		<b>539,170</b>	<b>539,170</b>	<b>539,170</b>
<b>50,772</b>	<b>25,118</b>	-	<b>Fund Net</b>	<b>Total: 250 - GO Debt Service Fund</b>	-	-	-

### Revenue Sources and Other Discussion

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



# Utility Funds

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- ❖ Water Fund

- ❖ Sewer Fund

## Water Fund – 470

**Fund/Fund Number:** Water Fund - 470  
**Department/Department Number:** Water - 611  
**Department Director:** Eric Liljequist (Interim Director)

**Description of purpose/functions of section**

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

**Description of section, including number of personnel**

The section is supervised by a Drinking Water Section Supervisor and is supported by clerical administrative staff. This section has 10 FTE staff.

**Description of FY 2016-17 accomplishments**

- Provided water treatment, secondary disinfection, 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 2015 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 Garden 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
- Began a water master plan and rate structure analysis with a FY 2017-18 targeted completion date

**Performance Measures (new in FY 2017-18):**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Meet federal drinking water requirements (shown in the annual drinking water report for prior year)	Yes	

## Fund Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Water Fund</b>						
Revenues						
1,781,501	1,942,866	2,179,000	Fund Balance	2,359,924	2,359,924	2,359,924
3,277,604	3,415,661	3,529,752	Charges for Goods and Services	3,568,996	3,568,996	3,568,996
76,411	81,993	46,600	Miscellaneous Revenue	73,570	73,570	73,570
5,135,516	5,440,520	5,755,352	<b>Revenues Total</b>	6,002,490	6,002,490	6,002,490
Expenditures						
1,168,912	1,172,688	1,276,897	Personnel Services	1,425,458	1,425,458	1,425,458
834,953	885,257	1,003,884	Materials & Services	1,083,562	1,083,562	1,083,562
1,155,698	1,156,098	1,156,097	Debt Service	1,155,439	1,155,439	1,155,439
33,087	32,391	32,955	Transfers Out	32,955	32,955	32,955
-	-	2,285,519	Contingencies and Reserve	2,305,076	2,305,076	2,305,076
3,192,650	3,246,434	5,755,352	<b>Expenditures Total</b>	6,002,490	6,002,490	6,002,490
1,942,866	2,194,086	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
10.0	10.0	10.0	Full-Time Equivalent (FTE)	10.0	10.0	10.0

## Revenue Sources and Other Discussion

The **Charges for Goods and Services** amount of \$3,568,996 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 160.

The **Transfers Out** amount of \$32,955 includes four different transfers shown below. For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 169.

- \$10,000 to the Equipment Replacement Fund for future needs
- \$9,753 to the Information Technology Fund for the last of four annual payments for the phone system
- \$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



Water Treatment Plant at Country Club Road

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund:</b> 470 - Water Fund						
<b>Revenues</b>						
<b>Department:</b> 000 - Revenue						
1,781,501	1,942,866	2,179,000	3081	2,359,924	2,359,924	2,359,924
<b>1,781,501</b>	<b>1,942,866</b>	<b>2,179,000</b>	<b>Total - Fund Balance</b>	<b>2,359,924</b>	<b>2,359,924</b>	<b>2,359,924</b>
108	1,384	-	3434	-	-	-
3,142,894	3,286,181	3,434,452	3434.101	3,458,696	3,458,696	3,458,696
35,371	28,658	15,000	3434.102	15,000	15,000	15,000
20,920	21,570	19,000	3434.103	19,000	19,000	19,000
4,585	4,375	4,000	3434.104	4,000	4,000	4,000
1,320	1,325	1,100	3434.106	1,100	1,100	1,100
1,391	1,138	1,200	3434.108	1,200	1,200	1,200
-	439	-	3434.109	-	-	-
65	40	-	3434.111	-	-	-
70,950	70,551	55,000	3434.112	70,000	70,000	70,000
<b>3,277,604</b>	<b>3,415,661</b>	<b>3,529,752</b>	<b>Total - Charges for Goods and Services</b>	<b>3,568,996</b>	<b>3,568,996</b>	<b>3,568,996</b>
9,078	12,424	9,600	3611	26,570	26,570	26,570
56,641	43,072	33,000	3625	43,000	43,000	43,000
7,277	2,279	-	3691	-	-	-
3,415	24,218	4,000	3699	4,000	4,000	4,000
<b>76,411</b>	<b>81,993</b>	<b>46,600</b>	<b>Total - Miscellaneous Revenue</b>	<b>73,570</b>	<b>73,570</b>	<b>73,570</b>
<b>5,135,516</b>	<b>5,440,520</b>	<b>5,755,352</b>	<b>Department Total: 000 - Revenue</b>	<b>6,002,490</b>	<b>6,002,490</b>	<b>6,002,490</b>
<b>5,135,516</b>	<b>5,440,520</b>	<b>5,755,352</b>	<b>Revenues Total</b>	<b>6,002,490</b>	<b>6,002,490</b>	<b>6,002,490</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget			FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<u>Expenditures</u>							
<b>Department: 611 - Water</b>							
<b>Program: 6411 - Water Supply</b>							
762,325	763,811	802,021	5111	Regular Wages	881,797	881,797	881,797
6,032	8,795	11,375	5112	Part-Time Wages	12,485	12,485	12,485
7,068	7,577	15,819	5121	Overtime	16,357	16,357	16,357
404	384	499	5211	OR Workers' Benefit	447	447	447
56,996	56,951	62,689	5212	Social Security	69,592	69,592	69,592
182,351	171,708	200,326	5213	Med & Dent Ins	219,587	219,587	219,587
141,928	155,865	178,518	5214	Retirement	219,459	219,459	219,459
3,273	3,208	2,970	5215	Long Term Disability Ins	3,416	3,416	3,416
6,823	3,028	1,525	5216	Unemployment Insurance	923	923	923
1,712	1,361	1,155	5217	Life Insurance	1,395	1,395	1,395
<b>1,168,912</b>	<b>1,172,688</b>	<b>1,276,897</b>	<b>Total - Personnel Services</b>		<b>1,425,458</b>	<b>1,425,458</b>	<b>1,425,458</b>
166	-	500	5315	Computer Supplies	500	500	500
996	1,012	1,500	5319	Office Supplies	1,500	1,500	1,500
11,687	7,208	15,000	5323	Fuel	15,000	15,000	15,000
6,003	5,552	4,500	5324	Clothing	4,500	4,500	4,500
1,276	2,023	2,000	5326	Safety/Medical	2,000	2,000	2,000
60,978	66,281	54,000	5327	Chemicals	54,000	54,000	54,000
1,663	1,619	2,500	5328	Lab Supplies	2,500	2,500	2,500
1,015	236	1,300	5329	Other Supplies	1,300	1,300	1,300
3,622	4,890	3,000	5338	Tools	3,000	3,000	3,000
-	12	1,900	5339	Other Maintenance Supplies	1,900	1,900	1,900
14,920	8,636	14,000	5379	Water/Sewer Supplies	14,000	14,000	14,000
8,737	9,487	8,000	5379.001	Line Repair Supplies	8,000	8,000	8,000
16,946	16,246	17,000	5379.002	Customer Service	17,000	17,000	17,000
187	29	4,500	5379.003	Pump Supplies	4,500	4,500	4,500
12,048	16,932	10,000	5379.004	Meter Parts	10,000	10,000	10,000
316	108	2,500	5379.005	Protective Equipment	2,500	2,500	2,500
-	1,000	-	5417	HR/Other Employee Expenses	-	-	-
14,069	18,557	10,000	5419	Other Professional Serv	10,000	10,000	10,000
13,242	12,699	15,000	5419.501	Testing/Lab	15,000	15,000	15,000
1,150	2,275	3,500	5419.707	Educ Outreach	3,500	3,500	3,500
7,028	7,442	10,000	5421	Telephone/Data	10,000	10,000	10,000
368	-	500	5422	Postage	500	500	500
-	20	-	5432	Meals	-	-	-
2,330	300	1,500	5445	Work Equipment	1,500	1,500	1,500
8,639	8,738	10,000	5446	Software Licenses	10,000	10,000	10,000
2,854	2,880	2,800	5451	Natural Gas	2,800	2,800	2,800
216,363	218,655	213,201	5453	Electricity	213,201	213,201	213,201
2,171	1,425	1,300	5454	Solid Waste Disposal	1,300	1,300	1,300
10,157	5,350	9,300	5471	Equipment Repair & Maint	9,300	9,300	9,300
1,688	8,104	2,000	5472	Buildings Repairs & Maint	2,000	2,000	2,000
7,869	8,673	5,000	5475	Vehicle Repair & Maint	5,000	5,000	5,000
28	30	-	5476	Laundry	-	-	-
4,919	41,717	110,000	5479	Other Repair & Maint	200,000	200,000	200,000
1,514	1,973	1,900	5491	Dues & Subscriptions	1,900	1,900	1,900
2,451	1,973	2,500	5492	Registrations/Training	2,500	2,500	2,500
225	-	-	5493	Printing/Binding	-	-	-
1,525	300	1,500	5498	Permits/Fees	1,500	1,500	1,500
<b>439,150</b>	<b>482,382</b>	<b>542,201</b>	<b>Total - Materials &amp; Services</b>		<b>632,201</b>	<b>632,201</b>	<b>632,201</b>
<b>1,608,062</b>	<b>1,655,070</b>	<b>1,819,098</b>	<b>Program Total: 6411 - Water Supply</b>		<b>2,057,659</b>	<b>2,057,659</b>	<b>2,057,659</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			<b>Program: 6421 - Water Meter Reading</b>			
4,083	3,012	5,000	5323 Fuel	5,000	5,000	5,000
3,038	2,625	2,100	5419 Other Professional Serv	2,100	2,100	2,100
17,827	18,104	20,000	5422 Postage	20,000	20,000	20,000
524	173	2,000	5471 Equipment Repair & Maint	2,000	2,000	2,000
9,245	9,639	11,000	5493 Printing/Binding	11,000	11,000	11,000
<b>34,717</b>	<b>33,553</b>	<b>40,100</b>	<b>Total - Materials &amp; Services</b>	<b>40,100</b>	<b>40,100</b>	<b>40,100</b>
<b>34,717</b>	<b>33,553</b>	<b>40,100</b>	<b>Program Total: 6421 - Water Meter Reading</b>	<b>40,100</b>	<b>40,100</b>	<b>40,100</b>
			<b>Program: 6499 - Water Administration</b>			
-	-	1,600	5329 Other Supplies	1,600	1,600	1,600
27,193	27,763	36,992	5409.140 Garage Services	21,846	21,846	21,846
21,414	13,871	18,000	5411.001 Engineering Support to General Fund	13,000	13,000	13,000
6,930	7,920	9,000	5414 Accounting/Auditing	9,000	9,000	9,000
10,949	7,765	15,000	5419 Other Professional Serv	15,000	15,000	15,000
36,300	37,675	40,070	5428 IT Support	43,686	43,686	43,686
10,287	10,056	10,624	5448 Internal Rent	10,934	10,934	10,934
157,130	164,655	171,723	5450 General Right of Way Charge	172,935	172,935	172,935
-	-	450	5454 Solid Waste Disposal	-	-	-
-	6,381	7,000	5460 Property Tax Expense	7,000	7,000	7,000
-	-	-	5461 Auto Insurance	6,418	6,418	6,418
-	-	-	5463 Property/Earthquake Insurance	20,840	20,840	20,840
25,030	29,658	40,065	5464 Workers' Comp	39,982	39,982	39,982
36,789	36,194	40,059	5465 General Liability Insur	12,489	12,489	12,489
5,355	3,640	5,000	5472 Buildings Repairs & Maint	5,531	5,531	5,531
-	2,000	2,000	5481 Utility Assistance Program	2,000	2,000	2,000
23,710	21,743	24,000	5500 Banking Fees & Charges	29,000	29,000	29,000
<b>361,087</b>	<b>369,321</b>	<b>421,583</b>	<b>Total - Materials &amp; Services</b>	<b>411,261</b>	<b>411,261</b>	<b>411,261</b>
289,548	313,591	313,591	5711 Principal, Series 2003 Water Due Dec 2016	325,789	325,789	325,789
190,487	206,864	206,864	5711 Principal, 2005 Oregon EDD, Due Dec 2016	215,573	215,573	215,573
190,487	206,864	206,864	5711 Principal, 2005 Safe Drinking Water, Due Dec 2016	215,573	215,573	215,573
266,498	242,854	242,854	5721 Interest, Series 2003 Water Due Dec 2016	229,998	229,998	229,998
109,339	92,962	92,962	5721 Interest, 2005 Oregon EDD, Due Dec 2016	84,253	84,253	84,253
109,339	92,962	92,962	5721 Interest, 2005 Safe Drinking Water, Due Dec 2016	84,253	84,253	84,253
<b>1,155,698</b>	<b>1,156,098</b>	<b>1,156,097</b>	<b>Total - Debt Service</b>	<b>1,155,439</b>	<b>1,155,439</b>	<b>1,155,439</b>
<b>1,516,785</b>	<b>1,525,419</b>	<b>1,577,680</b>	<b>Program Total: 6411 - Water Administration</b>	<b>1,566,700</b>	<b>1,566,700</b>	<b>1,566,700</b>
			<b>Program: 9711 - Operating Transfer Out</b>			
9,753	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	6,319	6,601	5841.376 Interfund Loan Transfer	6,601	6,601	6,601
6,667	6,319	6,601	5841.466 Interfund Loan Transfer	6,601	6,601	6,601
<b>33,087</b>	<b>32,391</b>	<b>32,955</b>	<b>Total - Transfers Out</b>	<b>32,955</b>	<b>32,955</b>	<b>32,955</b>
<b>33,087</b>	<b>32,391</b>	<b>32,955</b>	<b>Program Total: 9711 - Operation Transfer Out</b>	<b>32,955</b>	<b>32,955</b>	<b>32,955</b>
<b>3,192,650</b>	<b>3,246,433</b>	<b>3,469,833</b>	<b>Department Total: 611 - Water</b>	<b>3,697,414</b>	<b>3,697,414</b>	<b>3,697,414</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			<b>Department:</b> 901 - Ending Fund Balance			
			<b>Program:</b> 9971 - Equity			
-	-	114,039	5921 Contingency	125,451	125,451	125,451
-	-	1,417,480	5981.005 Reserve for Future Years	1,425,625	1,425,625	1,425,625
-	-	754,000	5981.007 Reserve for Debt Service	754,000	754,000	754,000
-	-	<b>2,285,519</b>	<b>Total - Contingencies and Unappropriated Balances</b>	<b>2,305,076</b>	<b>2,305,076</b>	<b>2,305,076</b>
-	-	<b>2,285,519</b>	<b>Program Total: 9971 - Equity</b>	<b>2,305,076</b>	<b>2,305,076</b>	<b>2,305,076</b>
-	-	<b>2,285,519</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>2,305,076</b>	<b>2,305,076</b>	<b>2,305,076</b>
<b>3,192,650</b>	<b>3,246,433</b>	<b>5,755,352</b>	<b>Expenditures Total</b>	<b>6,002,490</b>	<b>6,002,490</b>	<b>6,002,490</b>
<b>1,942,866</b>	<b>2,194,087</b>	-	<b>Fund Net Total: 470 - Water Fund</b>	-	-	-

## Sewer Fund – 472

**Fund/Fund Number:** Sewer Fund - 472  
**Department/Department Number:** Sewer - 621  
**Department Director:** Eric Liljequist (Interim Director)

**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 within this department, including; a Wastewater Supervisor who is responsible for the overall operation of the WWTP, operation and maintenance personnel, and clerical administrative support.

**Description of FY 2016-17 accomplishments**

- Continued efforts to renew the National Pollution Discharge Elimination System (NPDES) permit, which has been on hold pending legal challenges with a regard to water quality standards
- Completed and submitted the annual Biosolids, Water Reuse Report to DEQ
- Completed the 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
- Completed poplar harvest of four 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

**Performance Measures (new in FY 2017-18):**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Video inspect city sewer collection system, miles	12 miles	12 miles
High pressure clean city collection system, miles	15 miles	15 miles
Clean storm water system, lineal feet	25,000	25,000



## Fund Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Sewer Fund</b>						
Revenues						
5,152,235	5,869,126	5,788,000	Fund Balance	7,889,407	7,889,407	7,889,407
7,981,658	8,169,193	8,182,000	Charges for Goods and Services	8,363,563	8,363,563	8,363,563
27,428	39,985	32,000	Miscellaneous Revenue	87,550	87,550	87,550
<b>13,161,321</b>	<b>14,078,304</b>	<b>14,002,000</b>	<b>Revenues Total</b>	<b>16,340,520</b>	<b>16,340,520</b>	<b>16,340,520</b>
Expenditures						
1,658,902	1,597,277	1,797,720	Personnel Services	1,937,975	1,937,975	1,937,975
1,691,977	2,082,041	2,136,028	Materials & Services	2,135,782	2,135,782	2,135,782
-	-	-	Capital Outlay	95,000	95,000	95,000
3,727,713	3,380,063	3,533,812	Debt Service	3,889,563	3,889,563	3,889,563
213,603	177,925	526,706	Transfers Out	1,179,456	1,179,456	1,179,456
-	-	6,007,734	Contingencies and Reserve	7,102,744	7,102,744	7,102,744
<b>7,292,195</b>	<b>7,237,306</b>	<b>14,002,000</b>	<b>Expenditures Total</b>	<b>16,340,520</b>	<b>16,340,520</b>	<b>16,340,520</b>
5,869,126	6,840,998	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
15.0	15.0	16.0	Full-Time Equivalent (FTE)	15.0	15.0	15.0



Aerial View of Wastewater Treatment Plant and Poplar Tree Plantation

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund:</b> 472 - Sewer Fund						
<u>Revenues</u>						
<b>Department:</b> 000 - Revenue						
5,152,235	5,869,126	5,788,000	3081	7,889,407	7,889,407	7,889,407
<b>5,152,235</b>	<b>5,869,126</b>	<b>5,788,000</b>	<b>Total - Fund Balance</b>	<b>7,889,407</b>	<b>7,889,407</b>	<b>7,889,407</b>
70,950	70,551	70,000	3434.112	70,000	70,000	70,000
7,830,035	8,033,168	8,042,000	3435.101	8,203,563	8,203,563	8,203,563
80,639	65,434	70,000	3435.103	90,000	90,000	90,000
34	40	-	3435.111	-	-	-
<b>7,981,658</b>	<b>8,169,193</b>	<b>8,182,000</b>	<b>Total - Charges for Goods and Services</b>	<b>8,363,563</b>	<b>8,363,563</b>	<b>8,363,563</b>
27,300	38,865	30,000	3611	85,550	85,550	85,550
128	1,120	2,000	3699	2,000	2,000	2,000
<b>27,428</b>	<b>39,985</b>	<b>32,000</b>	<b>Total - Miscellaneous Revenue</b>	<b>87,550</b>	<b>87,550</b>	<b>87,550</b>
<b>13,161,321</b>	<b>14,078,304</b>	<b>14,002,000</b>	<b>Department Total: 000 - Revenue</b>	<b>16,340,520</b>	<b>16,340,520</b>	<b>16,340,520</b>
<b>13,161,321</b>	<b>14,078,304</b>	<b>14,002,000</b>	<b>Revenues Total</b>	<b>16,340,520</b>	<b>16,340,520</b>	<b>16,340,520</b>

## 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 160. A reserve for debt service \$2,892,724 must also be maintained in relation to the debt service.

The **Transfers Out** amount of \$1,179,456 includes:

- \$30,000 to the Equipment Replacement Fund for future needs
- \$90,000 to the Street Fund for street sweeping costs
- \$1,032,750 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) \$143,000
  - Mill Creek Pump Station - Phase 1 (CDSW1413) \$16,500
  - Young Street Sanitary Sewer pipeline (CDSW1469) \$176,000
  - Sanitary Sewer Collection System Piping replacement (CDSW1488) \$27,500
  - Pump Station Upgrades (CDSW1414) \$24,750
  - POTW Phase 2A/Natural Treatment System (CISW1052) \$110,000
- Plus projects not funded by bond proceeds:
  - Santiam Lift Station Abandonment (CDSW1512 ) \$235,000
  - Mill Creek Pump Station Pump Replacement (CESW1514) \$300,000
- \$13,504 to the Information Technology Fund for last of four annual payments for the 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 an inter-fund loan for the financial system upgrade

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 169.

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

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget			FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<u>Expenditures</u>							
<b>Department: 621 - Sewer</b>							
<b>Program: 6511 - WWTP Operation</b>							
842,571	850,045	930,634	5111	Regular Wages	999,836	999,836	999,836
6,032	8,794	11,375	5112	Part-Time Wages	12,485	12,485	12,485
13,053	10,711	28,240	5121	Overtime	29,948	29,948	29,948
437	421	538	5211	OR Workers' Benefit	483	483	483
62,831	63,253	73,453	5212	Social Security	79,660	79,660	79,660
199,787	185,519	213,333	5213	Med & Dent Ins	240,313	240,313	240,313
156,249	177,490	208,804	5214	Retirement	249,728	249,728	249,728
3,732	3,631	3,608	5215	Long Term Disability Ins	3,916	3,916	3,916
7,583	3,386	1,426	5216	Unemployment Insurance	1,294	1,294	1,294
1,944	1,541	1,377	5217	Life Insurance	1,580	1,580	1,580
<b>1,294,219</b>	<b>1,304,791</b>	<b>1,472,788</b>	<b>Total - Personnel Services</b>		<b>1,619,243</b>	<b>1,619,243</b>	<b>1,619,243</b>
1,584	-	1,000	5315	Computer Supplies	1,000	1,000	1,000
1,970	2,356	2,000	5319	Office Supplies	2,000	2,000	2,000
330	150	1,200	5322	Lubricants	1,200	1,200	1,200
9,001	9,161	14,000	5323	Fuel	14,000	14,000	14,000
1,270	973	4,000	5324	Clothing	4,000	4,000	4,000
4,630	5,979	7,000	5326	Safety/Medical	7,000	7,000	7,000
19,580	26,596	16,000	5327	Chemicals	16,000	16,000	16,000
23,196	12,252	18,000	5328	Lab Supplies	18,000	18,000	18,000
2,028	2,919	2,000	5329	Other Supplies	2,000	2,000	2,000
8,828	17,332	10,000	5335	Electrical Supplies	10,000	10,000	10,000
14,479	10,255	11,000	5336	HVAC	11,000	11,000	11,000
645	279	1,000	5338	Tools	1,000	1,000	1,000
1,342	350	2,000	5352	Protective Clothing	2,000	2,000	2,000
6,645	5,909	12,000	5384	Trees	12,000	12,000	12,000
-	-	5,000	5411	Engineering & Architect	5,000	5,000	5,000
1,743	6,914	10,000	5419	Other Professional Serv	10,000	10,000	10,000
14,618	16,180	21,000	5419.501	Testing/Lab	21,000	21,000	21,000
994	453	5,000	5419.707	Educ Outreach	5,000	5,000	5,000
13,699	13,924	16,000	5421	Telephone/Data	16,000	16,000	16,000
387	307	800	5422	Postage	800	800	800
2,392	2,325	5,000	5429	Other Communication Serv	5,000	5,000	5,000
-	52	-	5432	Meals	-	-	-
227	28	-	5433	Mileage	-	-	-
764	1,130	2,000	5443	Office Equipment	2,000	2,000	2,000
1,964	2,063	6,000	5446	Software Licenses	6,000	6,000	6,000
24,757	44,110	30,000	5451	Natural Gas	30,000	30,000	30,000
336,774	348,757	336,000	5453	Electricity	336,000	336,000	336,000
8,723	7,186	9,500	5454	Solid Waste Disposal	9,500	9,500	9,500
86,151	80,891	87,000	5471	Equipment Repair & Maint	87,000	87,000	87,000
664	1,167	7,000	5472	Buildings Repairs & Maint	7,000	7,000	7,000
1,862	4,657	10,000	5475	Vehicle Repair & Maint	10,000	10,000	10,000
25,776	25,798	21,500	5476	Laundry	21,500	21,500	21,500
7,258	783	5,000	5477	Instrumentation & Calibra	5,000	5,000	5,000
234,480	578,240	505,000	5479	Other Repair & Maint	505,000	505,000	505,000
4,391	4,647	5,000	5492	Registrations/Training	5,000	5,000	5,000
80	-	-	5493	Printing/Binding	-	-	-
19,262	21,009	26,000	5498	Permits/Fees	26,000	26,000	26,000
<b>882,494</b>	<b>1,255,132</b>	<b>1,214,000</b>	<b>Total - Materials &amp; Services</b>		<b>1,214,000</b>	<b>1,214,000</b>	<b>1,214,000</b>
-	-	-	5648	Systems/Control Equip	25,000	25,000	25,000
-	-	-	<b>Total - Capital Outlay</b>		<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>2,176,713</b>	<b>2,559,922</b>	<b>2,686,788</b>	<b>Program Total: 6511 - WWTP Operations</b>		<b>2,858,243</b>	<b>2,858,243</b>	<b>2,858,243</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted	
<b>Program: 6599 - Sewer Administration</b>							
20,877	25,290	27,226	5409.140	Garage Services	27,086	27,086	27,086
52,437	48,240	36,000	5411.001	Engineering Support to General Fund	31,000	31,000	31,000
6,930	7,920	9,000	5414	Accounting/Auditing	9,000	9,000	9,000
3,037	2,850	3,500	5419	Other Professional Serv	3,500	3,500	3,500
10,035	14,123	9,400	5419.003	US Gauging Station Fees	9,400	9,400	9,400
15,132	14,839	20,000	5422	Postage	20,000	20,000	20,000
49,500	54,800	53,473	5428	IT Support	54,678	54,678	54,678
19,068	18,641	19,693	5448	Internal Rent	20,268	20,268	20,268
8,574	8,574	9,000	5449	Other Leases	9,000	9,000	9,000
387,239	380,847	402,100	5450	General Right of Way Charge	410,178	410,178	410,178
-	-	-	5461	Auto Insurance	8,590	8,590	8,590
-	-	-	5463	Property/Earthquake Insurance	33,124	33,124	33,124
43,152	49,648	63,145	5464	Workers' Comp	65,902	65,902	65,902
39,855	51,751	58,416	5465	General Liability Insur	19,254	19,254	19,254
473	-	400	5472	Buildings Repairs & Maint	400	400	400
-	3,000	3,000	5481	Utility Assistance Program	3,000	3,000	3,000
9,052	9,429	10,000	5493	Printing/Binding	10,000	10,000	10,000
24,420	23,302	24,000	5500	Banking Fees & Charges	29,000	29,000	29,000
<b>689,781</b>	<b>713,254</b>	<b>748,353</b>	<b>Total - Materials &amp; Services</b>		<b>763,380</b>	<b>763,380</b>	<b>763,380</b>
2,755,000	2,363,686	1,885,000	5711 Bond Principal, Revenue Series 2011A, Due Feb 2017		3,165,000	3,165,000	3,165,000
-	115,000	830,000	5711 Bond Principal, Revenue Series 2011B, Due Feb 2017		-	-	-
486,356	445,031	409,406	5721 Bond Interest, Revenue Series 2011A, Due Aug 2016		362,282	362,282	362,282
486,356	456,346	409,406	5721 Bond Interest, Revenue Series 2011A, Due Feb 2017		362,281	362,281	362,281
<b>3,727,713</b>	<b>3,380,063</b>	<b>3,533,812</b>	<b>Total - Debt Service</b>		<b>3,889,563</b>	<b>3,889,563</b>	<b>3,889,563</b>
<b>4,417,494</b>	<b>4,093,317</b>	<b>4,282,165</b>	<b>Program Total: 6599 - Sewer Administration</b>		<b>4,652,943</b>	<b>4,652,943</b>	<b>4,652,943</b>
<b>Program: 9711 - Operating Transfer Out</b>							
90,000	90,000	90,000	5811.140	Transfer to Street	90,000	90,000	90,000
46,765	31,783	380,000	5811.465	Transfer to Sewer Cap Const	1,032,750	1,032,750	1,032,750
13,504	13,504	13,504	5811.568	Transfer to Info Services	13,504	13,504	13,504
50,000	30,000	30,000	5811.591	Transfer to Equipment Replace	30,000	30,000	30,000
6,667	6,319	6,601	5841.376	Interfund Loan Transfer	6,601	6,601	6,601
6,667	6,319	6,601	5841.466	Interfund Loan Transfer	6,601	6,601	6,601
<b>213,603</b>	<b>177,925</b>	<b>526,706</b>	<b>Total - Transfers Out</b>		<b>1,179,456</b>	<b>1,179,456</b>	<b>1,179,456</b>
<b>213,603</b>	<b>177,925</b>	<b>526,706</b>	<b>Total - Transfers Out</b>		<b>1,179,456</b>	<b>1,179,456</b>	<b>1,179,456</b>
<b>6,807,810</b>	<b>6,831,165</b>	<b>7,495,659</b>	<b>Department Total: 621 - Sewer</b>		<b>8,690,642</b>	<b>8,690,642</b>	<b>8,690,642</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted	
<b>Department: 631 - Maintenance</b>							
<b>Program: 6521 - Sewer Line Maint</b>							
120,298	103,921	111,106	5111	Regular Wages	114,712	114,712	114,712
5,413	-	-	5112	Part-Time Wages	-	-	-
2,803	1,648	-	5121	Overtime	-	-	-
73	55	80	5211	OR Workers' Benefit	67	67	67
9,508	7,713	8,504	5212	Social Security	8,778	8,778	8,778
33,285	24,796	40,698	5213	Med & Dent Ins	27,392	27,392	27,392
20,890	18,517	17,781	5214	Retirement	20,653	20,653	20,653
532	371	349	5215	Long Term Disability Ins	448	448	448
1,131	413	282	5216	Unemployment Insurance	284	284	284
278	159	152	5217	Life Insurance	188	188	188
<b>194,211</b>	<b>157,593</b>	<b>178,952</b>	<b>Total - Personnel Services</b>		<b>172,522</b>	<b>172,522</b>	<b>172,522</b>
164	115	400	5319	Office Supplies	400	400	400
-	-	300	5321	Cleaning Supplies	300	300	300
5,266	1,323	10,000	5323	Fuel	10,000	10,000	10,000
102	256	1,000	5324	Clothing	1,000	1,000	1,000
1,087	565	2,000	5326	Safety/Medical	2,000	2,000	2,000
5,093	2,975	5,250	5329	Other Supplies	5,250	5,250	5,250
1,157	724	800	5338	Tools	800	800	800
652	483	1,900	5352	Protective Clothing	1,900	1,900	1,900
28,317	31,198	36,780	5409.140	Garage Services	20,000	20,000	20,000
1,082	407	900	5419	Other Professional Serv	900	900	900
933	653	1,800	5421	Telephone/Data	1,800	1,800	1,800
-	238	500	5445	Work Equipment	500	500	500
5,729	5,925	9,200	5446	Software Licenses	9,200	9,200	9,200
5,011	6,877	8,700	5471	Equipment Repair & Maint	8,700	8,700	8,700
4,678	7,549	2,500	5475	Vehicle Repair & Maint	2,500	2,500	2,500
2,519	1,273	3,000	5476	Laundry	3,000	3,000	3,000
33,547	28,428	50,000	5479	Other Repair & Maint	50,000	50,000	50,000
3,362	957	1,500	5492	Registrations/Training	1,500	1,500	1,500
<b>98,698</b>	<b>89,946</b>	<b>136,530</b>	<b>Total - Materials &amp; Services</b>		<b>119,750</b>	<b>119,750</b>	<b>119,750</b>
-	-	-	5649	Other Equipment	50,000	50,000	50,000
-	-	-	<b>Total - Capital Outlay</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>292,909</b>	<b>247,539</b>	<b>315,482</b>	<b>Program Total: 6521 - Sewer Line Maint</b>		<b>342,272</b>	<b>342,272</b>	<b>342,272</b>
<b>292,909</b>	<b>247,539</b>	<b>315,482</b>	<b>Department Total: 631 - Maintenance</b>		<b>342,272</b>	<b>342,272</b>	<b>342,272</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget			FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
				<b>Department:</b> 641 - Surface Water/Collections			
				<b>Program:</b> 6611 - Surface Water Collection			
104,304	87,519	90,728	5111	Regular Wages	92,227	92,227	92,227
5,413	-	-	5112	Part-Time Wages	-	-	-
1,264	911	-	5121	Overtime	-	-	-
62	46	67	5211	OR Workers' Benefit	57	57	57
8,156	6,328	6,814	5212	Social Security	6,981	6,981	6,981
30,836	22,608	31,780	5213	Med & Dent Ins	28,140	28,140	28,140
18,758	16,678	15,933	5214	Retirement	18,025	18,025	18,025
461	318	272	5215	Long Term Disability Ins	362	362	362
976	347	262	5216	Unemployment Insurance	262	262	262
241	138	124	5217	Life Insurance	156	156	156
<b>170,472</b>	<b>134,893</b>	<b>145,980</b>	<b>Total - Personnel Services</b>		<b>146,210</b>	<b>146,210</b>	<b>146,210</b>
-	524	-	5319	Office Supplies	-	-	-
1,199	-	4,000	5323	Fuel	4,000	4,000	4,000
325	1,370	1,200	5326	Safety/Medical	1,200	1,200	1,200
1,690	3,396	2,500	5329	Other Supplies	2,500	2,500	2,500
191	212	500	5338	Tools	500	500	500
312	-	1,500	5352	Protective Clothing	1,500	1,500	1,500
570	420	1,200	5419	Other Professional Serv	1,200	1,200	1,200
873	560	1,500	5421	Telephone/Data	1,500	1,500	1,500
13,200	13,700	16,859	5428	IT Support	18,366	18,366	18,366
129	-	600	5454	Solid Waste Disposal	600	600	600
1,679	2,579	3,000	5471	Equipment Repair & Maint	3,000	3,000	3,000
-	14	1,786	5475	Vehicle Repair & Maint	1,786	1,786	1,786
471	705	1,000	5476	Laundry	1,000	1,000	1,000
365	229	1,500	5492	Registrations/Training	1,500	1,500	1,500
<b>21,004</b>	<b>23,709</b>	<b>37,145</b>	<b>Total - Materials &amp; Services</b>		<b>38,652</b>	<b>38,652</b>	<b>38,652</b>
-	-	-	5649	Other Equipment	20,000	20,000	20,000
-	-	-			20,000	20,000	20,000
<b>191,476</b>	<b>158,602</b>	<b>183,125</b>	<b>Program Total: 6611 - Surface Water Collection</b>		<b>204,862</b>	<b>204,862</b>	<b>204,862</b>
<b>191,476</b>	<b>158,602</b>	<b>183,125</b>	<b>Department Total: 641 - Surface Water/Collections</b>		<b>204,862</b>	<b>204,862</b>	<b>204,862</b>
				<b>Department:</b> 901 - Ending Fund Balance			
				<b>Program:</b> 9971 - Equity			
-	-	196,687	5921	Contingency	208,438	208,438	208,438
-	-	2,918,323	5981.005	Reserve for Future Years	4,001,582	4,001,582	4,001,582
-	-	2,892,724	5981.007	Reserve for Debt Service	2,892,724	2,892,724	2,892,724
-	-	<b>6,007,734</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>7,102,744</b>	<b>7,102,744</b>	<b>7,102,744</b>
-	-	<b>6,007,734</b>	<b>Program Total: 9971 - Equity</b>		<b>7,102,744</b>	<b>7,102,744</b>	<b>7,102,744</b>
-	-	<b>6,007,734</b>	<b>Department Total: 901 - Ending Fund Balance</b>		<b>7,102,744</b>	<b>7,102,744</b>	<b>7,102,744</b>
<b>7,292,195</b>	<b>7,237,306</b>	<b>14,002,000</b>	<b>Expenditures Total</b>		<b>16,340,520</b>	<b>16,340,520</b>	<b>16,340,520</b>
<b>5,869,126</b>	<b>6,840,998</b>	-	<b>Fund Net</b>	<b>Total: 472 Sewer Fund</b>	-	-	-

# Capital Construction Funds

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- ❖ General Cap Const Fund
- ❖ Street & Storm Cap Const Fund
- ❖ Sewer Cap Const Fund
- ❖ Water Cap Const Fund

## 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, past funding constraints only allowed minimal improvements. In FY 2017-18, due to the availability of one-time operational savings from the prior fiscal year, a transfer of \$750,000 is recommended from the General Fund for improvements to facilities. As general facility repairs were deferred during the protracted recession from 2008-2015, it is anticipated that additional funds will be needed over the next few years.

### **Description of FY 2016-17 projects**

- Began design work on Centennial Park Splash Pad project

### **Description of FY 2017-18 projects**

Project Name	Project Number	Amount	First Year Budgeted
Centennial Park Splash Pad	GPGF1505	\$30,000	FY 2016-17
Building maintenance repairs – various buildings	Varies	\$750,000	FY 2017-18

See Capital Construction Projects beginning on page 170 for information on all budgeted capital projects.



## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 358 - General Cap Const Fund</b>							
<u>Revenues</u>							
23,785	-	-	3081	Beginning Fund Balance	-	-	-
<b>23,785</b>	-	-	<b>Total - Fund Balance</b>		-	-	-
212,766	61,371	121,752	3341	State Grants	-	-	-
<b>212,766</b>	<b>61,371</b>	<b>121,752</b>	<b>Total - Intergovernmental</b>		-	-	-
-	-	-	3611	Interest from Investments	-	-	-
-	21,000	-	3679	Donations-Other	-	-	-
-	17,569	-	3699	Other Miscellaneous Income	-	-	-
-	<b>38,569</b>	-	<b>Total - Miscellaneous Revenue</b>		-	-	-
74,961	12,594	-	3971.001	Transfer From General Fund	750,000	750,000	750,000
307,694	-	103,248	3971.364	Transfer From Parks SDC	30,000	30,000	30,000
-	3,040	-	3971.691	Transfer from Museum Endowment	-	-	-
<b>382,655</b>	<b>15,634</b>	<b>103,248</b>	<b>Total - Transfers In</b>		<b>780,000</b>	<b>780,000</b>	<b>780,000</b>
<b>619,206</b>	<b>115,574</b>	<b>225,000</b>	<b>Revenues Total</b>		<b>780,000</b>	<b>780,000</b>	<b>780,000</b>
<u>Expenditures</u>							
63,795	43,460	-	5629	Buildings	750,000	750,000	750,000
555,411	72,114	225,000	5637	Parks	30,000	30,000	30,000
<b>619,206</b>	<b>115,574</b>	<b>225,000</b>	<b>Total - Capital Outlay</b>		<b>780,000</b>	<b>780,000</b>	<b>780,000</b>
<b>619,206</b>	<b>115,574</b>	<b>225,000</b>	<b>Expenditures Total</b>		<b>780,000</b>	<b>780,000</b>	<b>780,000</b>
-	-	-	<b>Fund Net Total: 358 - General Cap Const Fund</b>		-	-	-

## 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**  
**Eric Liljequist (Interim Director)**

### **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 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 2016-17 projects**

- ADA intersection improvements were done at various locations on Lincoln Street and Hardcastle Avenue

### **Description of FY 2017-18 projects**

Project Name	Project Number	Amount	First Year Budgeted
West Hayes Street Improvement – Settlemier to Cascade	CIST1486	3,075,000	FY 2016-17
Safety Sidewalk & ADA Construction	CIST1165	25,000	FY 2017-18
Settlemier/Lincoln Intersection Improvement	CIST1470	60,000	FY 2015-16
Hardcastle Avenue/Railroad Crossing Improvement	CIST1443	1,200,000	FY 2015-16
Fourth Street Storm – Garfield to Harrison	CDST1471	260,000	FY 2017-18

See Capital Construction Projects beginning on page 170 for information on all budgeted capital projects.

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 363 - Street &amp; Storm Cap Const Fund</b>							
<u>Revenues</u>							
178,152	65,438	11,000	3081	Beginning Fund Balance	-	-	-
<b>178,152</b>	<b>65,438</b>	<b>11,000</b>	<b>Total - Fund Balance</b>		<b>-</b>	<b>-</b>	<b>-</b>
-	-	500,000	3333.001	DoT Fund Exchange	500,000	500,000	500,000
-	-	<b>500,000</b>	<b>Total - Intergovernmental</b>		<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
947	343	-	3611	Interest from Investments	-	-	-
<b>947</b>	<b>343</b>	-	<b>Total - Miscellaneous Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>
-	-	1,140,000	3971.140	Transfer From Street	1,780,000	1,780,000	1,780,000
277	-	1,700,000	3971.376	Transfer From Street SDC	2,200,000	2,200,000	2,200,000
-	-	155,000	3971.377	Transfer From Storm SDC	140,000	140,000	140,000
<b>277</b>	-	<b>2,995,000</b>	<b>Total - Transfers In</b>		<b>4,120,000</b>	<b>4,120,000</b>	<b>4,120,000</b>
<b>179,376</b>	<b>65,781</b>	<b>3,506,000</b>	<b>Revenues Total</b>		<b>4,620,000</b>	<b>4,620,000</b>	<b>4,620,000</b>
<u>Expenditures</u>							
23,964	27,895	3,210,000	5631	Streets/Alleys/Sidewalks	4,360,000	4,360,000	4,360,000
89,974	25,682	285,000	5636	Storm Drains	260,000	260,000	260,000
<b>113,938</b>	<b>53,577</b>	<b>3,495,000</b>	<b>Total - Capital Outlay</b>		<b>4,620,000</b>	<b>4,620,000</b>	<b>4,620,000</b>
-	-	11,000			-	-	-
-	-	<b>11,000</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>113,938</b>	<b>53,577</b>	<b>3,506,000</b>	<b>Expenditures Total</b>		<b>4,620,000</b>	<b>4,620,000</b>	<b>4,620,000</b>
<b>65,438</b>	<b>12,204</b>	-	<b>Fund Net</b>	<b>Total: 363 - Street &amp; Storm Cap Const Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 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 which will only be made as work is completed.

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

**Transfers In** of \$4,120,000 represents funding for Capital Outlay projects:

- Transfer from Street SDC Fund 376 of \$2,200,000 is for West Hayes Street improvement (CIST1486) and Hardcastle/Railroad crossing realignment (CIST1443)
- Transfer from Storm SDC Fund 377 of \$140,000 for Fourth Street Storm project (CDST1471) and West Hayes Street improvement (CIST1486)
- Transfer from the Street Fund 140 of \$1,780,000 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 169.

## Sewer Cap Const Fund – 465

**Fund/Fund Number:**  
**Department Director:**

**Sewer Cap Const Fund - 465**  
**Eric Liljequist (Interim Director)**

**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 2016-17 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 2017-18 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	1,300,000	FY 2014-15
WWTP Phase 2A construction/natural treatment	CISW1052	1,000,000	FY 2011-12
Young Street sewer pipeline	CDSW1469	1,600,000	FY 2015-16
Mill Creek Pump Station pump replacement	CESW1514	235,000	FY 2017-18
Santiam Lift Station abandonment	CDSW1512	300,000	FY 2017-18

See Capital Construction Projects beginning on page 170 for information on all budgeted capital projects.

In 2007 the City entered a Mutual Order Agreement (MAO) with the Department of Environmental Quality (DEQ) which established an implementation framework, interim effluent limitations and schedule for completing improvements to the wastewater facility for compliance with wintertime 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 465 - Sewer Cap Const Fund</b>							
<u>Revenues</u>							
12,674,336	12,616,103	12,000,000	3081	Beginning Fund Balance	12,085,886	12,085,886	12,085,886
<b>12,674,336</b>	<b>12,616,103</b>	<b>12,000,000</b>	<b>Total - Fund Balance</b>		<b>12,085,886</b>	<b>12,085,886</b>	<b>12,085,886</b>
63,993	79,424	60,000	3611	Interest from Investments	167,780	167,780	167,780
<b>63,993</b>	<b>79,424</b>	<b>60,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>167,780</b>	<b>167,780</b>	<b>167,780</b>
10,474	-	-	3971.376	Transfer From Street SDC	-	-	-
46,765	31,783	380,000	3971.472	Transfer From Sewer	1,032,750	1,032,750	1,032,750
-	-	500,000	3971.475	Transfer From Sewer SDC	500,000	500,000	500,000
<b>57,239</b>	<b>31,783</b>	<b>880,000</b>	<b>Total - Transfers In</b>		<b>1,532,750</b>	<b>1,532,750</b>	<b>1,532,750</b>
<b>12,795,568</b>	<b>12,727,310</b>	<b>12,940,000</b>	<b>Revenues Total</b>		<b>13,786,416</b>	<b>13,786,416</b>	<b>13,786,416</b>
<u>Expenditures</u>							
-	785	-	5509	Misc. Expense	-	-	-
-	<b>785</b>	-	<b>Total - Materials &amp; Services</b>		-	-	-
126,465	288,940	4,825,000	5635	Sewer	5,060,000	5,060,000	5,060,000
<b>126,465</b>	<b>288,940</b>	<b>4,825,000</b>	<b>Total - Capital Outlay</b>		<b>5,060,000</b>	<b>5,060,000</b>	<b>5,060,000</b>
53,000	-	-	5811.466	Transfer to Water Cap Const	-	-	-
<b>53,000</b>	-	-	<b>Total - Transfers Out</b>		-	-	-
-	-	8,115,000	5981.005	Reserve for Future Years	8,726,416	8,726,416	8,726,416
-	-	8,115,000			8,726,416	8,726,416	8,726,416
<b>179,465</b>	<b>289,725</b>	<b>12,940,000</b>	<b>Expenditures Total</b>		<b>13,786,416</b>	<b>13,786,416</b>	<b>13,786,416</b>
<b>12,616,103</b>	<b>12,437,585</b>	-	<b>Fund Net</b>	<b>Total: 465 - Sewer Cap Const Fund</b>	-	-	-

## Revenue Sources and Other Discussion

The **Transfers In** of \$1,532,750 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 \$1,032,750 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**  
**Eric Liljequist (Interim Director)**

**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 2016-17 projects**

- Continue to replace old meters with Automatic Read Meters
- Completed the Parr Road Treatment Plant storm and pump upgrades
- Completed Hwy 99E – Aztec to Tomlin waterline

**Description of FY 2017-18 projects**

Project Name	Project Number	Amount	First Year Budgeted
Automatic Read Meter replacement	CDWA1060	100,000	FY 2010-11
Hwy 214: Astor Way to 1210 Newberg Hwy waterline	CDWA1468	180,000	FY 2017-18

See Capital Construction Projects beginning on page 170 for information on all budgeted capital projects.

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 466 Water Cap Const Fund</b>							
<u>Revenues</u>							
2,740,125	2,424,383	1,779,000	3081	Beginning Fund Balance	1,883,561	1,883,561	1,883,561
<b>2,740,125</b>	<b>2,424,383</b>	<b>1,779,000</b>	<b>Total - Fund Balance</b>		<b>1,883,561</b>	<b>1,883,561</b>	<b>1,883,561</b>
13,463	14,723	10,000	3611	Interest from Investments	27,630	27,630	27,630
<b>13,463</b>	<b>14,723</b>	<b>10,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>27,630</b>	<b>27,630</b>	<b>27,630</b>
25,907	-	-	3971.376	Transfer From Street SDC	-	-	-
53,000	-	-	3971.465	Transfer From Sewer Construction	-	-	-
-	-	-	3971.474	Transfer from Water SDC	90,000	90,000	90,000
39,221	40,874	39,544	3972	Interfund Loan Transfer	39,544	39,544	39,544
<b>118,128</b>	<b>40,874</b>	<b>39,544</b>	<b>Total - Transfers In</b>		<b>129,544</b>	<b>129,544</b>	<b>129,544</b>
<b>2,871,716</b>	<b>2,479,980</b>	<b>1,828,544</b>	<b>Revenue Totals</b>		<b>2,040,735</b>	<b>2,040,735</b>	<b>2,040,735</b>
<u>Expenditures</u>							
-	718	-	5509	Misc. Expense	-	-	-
-	<b>718</b>	-	<b>Total - Materials &amp; Services</b>		-	-	-
447,332	443,245	375,000	5634	Water - Capital	280,000	280,000	280,000
<b>447,332</b>	<b>443,245</b>	<b>375,000</b>	<b>Total - Capital Outlay</b>		<b>280,000</b>	<b>280,000</b>	<b>280,000</b>
-	-	1,453,544	5981.005	Reserve for Future Years	1,760,735	1,760,735	1,760,735
-	-	<b>1,453,544</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>1,760,735</b>	<b>1,760,735</b>	<b>1,760,735</b>
<b>447,332</b>	<b>443,963</b>	<b>1,828,544</b>	<b>Expenditures Total</b>		<b>2,040,735</b>	<b>2,040,735</b>	<b>2,040,735</b>
<b>2,424,383</b>	<b>2,036,017</b>	-	<b>Fund Net</b>	<b>Total: 466 - Water Cap Const Fund</b>	-	-	-

## 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 include:

- \$39,544 for repayments from the General Fund, Water Fund and Sewer Fund for an inter-fund loan for the City's financial management system
- \$90,000 from Water SDC Fund for Hwy 214: Astor to 1210 Newberg waterline.

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 169.





## Special Revenue Funds

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- ❖ Building Inspection Fund
- ❖ Asset Forfeiture
- ❖ Housing Rehabilitation Fund
- ❖ Special Assessment Fund
- ❖ Parks SDC Fund
- ❖ Street SDC Fund
- ❖ Storm SDC Fund
- ❖ Water SDC Fund
- ❖ Sewer SDC Fund

## Building Inspection Fund – 123

**Fund/Fund Number:**

**Building Inspection Fund - 123**

**Department/Department Number:**

**Building - 521**

**Department Director:**

**Chris Kerr**

**Description of purpose/functions of department**

The Building Division provides coordination and direction of the permitting, inspection and plan review services to the community. 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 and preparing monthly/quarterly reports for the state of Oregon and the City.

**Description of division, including number of personnel**

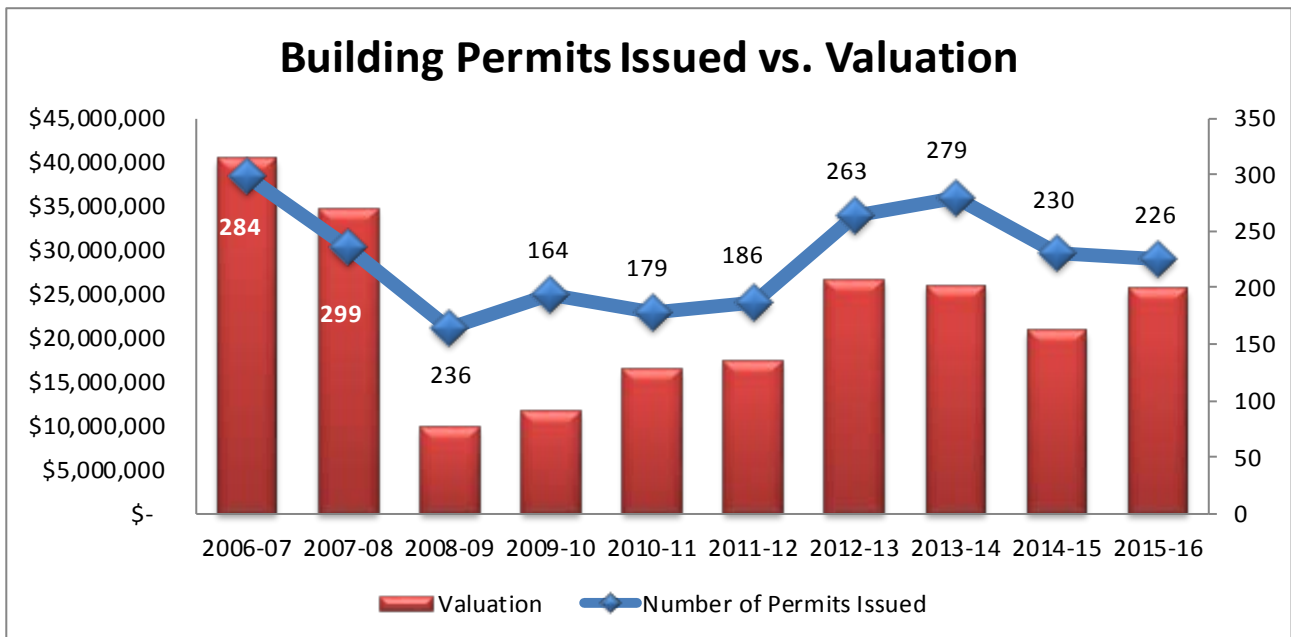
The division consists of a full-time building official, two full-time plans examiner/inspector, 0.25 FTE building inspector and 0.30 FTE of the administrative assistant position.

**Description of FY 2016-17 accomplishments**

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

**Performance Measures (new in FY 2017-18):**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Residential plan review projects	91	100
Commercial plan review projects	94	98
Mechanical plan review projects	60	60



## Fund Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Building Inspection Fund</b>						
Revenues						
384,150	464,903	400,000	Fund Balance	538,587	538,587	538,587
554,297	422,985	638,389	Licenses and Permits	653,726	653,726	653,726
88,293	138,253	455,561	Intergovernmental	654,364	654,364	654,364
47,540	24,944	6,360	Miscellaneous Revenue	10,880	10,880	10,880
1,074,280	1,051,085	1,500,310	<b>Revenues Total</b>	1,857,557	1,857,557	1,857,557
Expenditures						
366,799	329,171	460,068	Personnel Services	526,393	526,393	526,393
239,577	180,326	537,181	Materials & Services	738,496	738,496	738,496
3,001	3,001	3,001	Transfers Out	3,001	3,001	3,001
-	-	500,060	Contingencies and Reserve	589,667	589,667	589,667
609,377	512,498	1,500,310	<b>Expenditures Total</b>	1,857,557	1,857,557	1,857,557
464,903	538,587	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
3.3	3.8	4.1	Full-Time Equivalent (FTE)	4.3	4.3	4.3

## Revenue Sources and Other Discussion

The **Licenses and Permits** category of revenue, with 50 percent of the revenue, contains 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 fourth of four annual payments for the new phone system.

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 123 - Building Inspection Fund</b>							
<u>Revenues</u>							
384,150	464,903	400,000	3081	Beginning Fund Balance	538,587	538,587	538,587
<b>384,150</b>	<b>464,903</b>	<b>400,000</b>	<b>Total - Fund Balance</b>		<b>538,587</b>	<b>538,587</b>	<b>538,587</b>
164,526	155,146	238,104	3221.101	Building Permits	240,838	240,838	240,838
43,616	46,538	30,720	3221.102	Mechanical Permits	28,800	28,800	28,800
162,335	142,274	224,588	3221.105	Plan Check Fees	232,134	232,134	232,134
63,717	58,354	119,095	3221.106	Fire Check Fees	121,731	121,731	121,731
13,131	15,928	15,360	3221.109	Plan Check--Mechanical	14,400	14,400	14,400
6,806	4,745	10,522	3221.110	CET Administrative Fee	15,823	15,823	15,823
100,167	-	-	3891.359	CET Suspend	-	-	-
<b>554,297</b>	<b>422,985</b>	<b>638,389</b>	<b>Total - Licenses and Permits</b>		<b>653,726</b>	<b>653,726</b>	<b>653,726</b>
63,173	113,877	394,561	3891	Construction Excise Tax	593,364	593,364	593,364
25,060	24,226	60,000	3891.159	State Surcharge	60,000	60,000	60,000
60	150	1,000	3891.259	State Manufactured Home Fee	1,000	1,000	1,000
<b>88,293</b>	<b>138,253</b>	<b>455,561</b>	<b>Total - Intergovernmental</b>		<b>654,364</b>	<b>654,364</b>	<b>654,364</b>
2,483	3,460	1,560	3611	Interest from Investments	7,880	7,880	7,880
45,057	21,484	4,800	3699	Other Miscellaneous Income	3,000	3,000	3,000
<b>47,540</b>	<b>24,944</b>	<b>6,360</b>	<b>Total - Miscellaneous Revenue</b>		<b>10,880</b>	<b>10,880</b>	<b>10,880</b>
<b>1,074,280</b>	<b>1,051,085</b>	<b>1,500,310</b>	<b>Revenues Total</b>		<b>1,857,557</b>	<b>1,857,557</b>	<b>1,857,557</b>

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<u>Expenditures (Dept. 521, Program 2241)</u>							
248,420	227,909	288,522	5111	Regular Wages	303,632	303,632	303,632
2,588	-	30,882	5112	Part-Time Wages	61,167	61,167	61,167
15,273	2,957	-	5121	Overtime	-	-	-
88	70	142	5211	OR Workers' Benefit	139	139	139
20,024	17,393	24,398	5212	Social Security	28,218	28,218	28,218
27,786	27,135	49,559	5213	Med & Dent Ins	57,112	57,112	57,112
48,643	51,483	64,537	5214	Retirement	73,396	73,396	73,396
1,070	934	939	5215	Long Term Disability Ins	1,369	1,369	1,369
2,352	897	697	5216	Unemployment Insurance	859	859	859
556	393	392	5217	Life Insurance	501	501	501
<b>366,799</b>	<b>329,171</b>	<b>460,068</b>	<b>Total - Personnel Services</b>		<b>526,393</b>	<b>526,393</b>	<b>526,393</b>
95	-	-	5315	Computer Supplies	-	-	-
6,860	4,999	11,000	5319	Office Supplies	11,000	11,000	11,000
355	243	750	5323	Fuel	750	750	750
632	978	1,700	5409.140	Garage Services	1,700	1,700	1,700
7,027	185	16,000	5419	Other Professional Serv	16,000	16,000	16,000
588	578	700	5421	Telephone/Data	700	700	700
-	-	55	5422	Postage	55	55	55
13,200	13,700	13,263	5428	IS Support	14,469	14,469	14,469
430	1,003	1,690	5439	Travel	1,690	1,690	1,690
6,880	7,320	7,636	5448	Internal Rent	7,363	7,363	7,363
-	-	-	5461	Auto Insurance	1,033	1,033	1,033
3,819	5,204	7,804	5464	Workers' Comp	9,020	9,020	9,020
3,505	4,184	5,390	5465	General Liability Insur	4,720	4,720	4,720
-	497	1,050	5475	Vehicle Repair & Maint	1,050	1,050	1,050
4,671	-	10,000	5490	Refunds	10,000	10,000	10,000
640	845	950	5491	Dues & Subscriptions	950	950	950
2,206	2,220	3,382	5492	Registrations/Training	3,382	3,382	3,382
60	150	500	5498.259	St Mfg Fee	500	500	500
25,059	24,213	60,000	5498.359	State Surc	60,000	60,000	60,000
163,340	113,877	394,561	5498.459	Construction Excise Tax	593,364	593,364	593,364
211	130	750	5729	Interest for CET	750	750	750
<b>239,577</b>	<b>180,326</b>	<b>537,181</b>	<b>Total - Materials &amp; Services</b>		<b>738,496</b>	<b>738,496</b>	<b>738,496</b>
3,001	3,001	3,001	5811.568	Transfer to Info Services	3,001	3,001	3,001
<b>3,001</b>	<b>3,001</b>	<b>3,001</b>	<b>Total - Transfers Out</b>		<b>3,001</b>	<b>3,001</b>	<b>3,001</b>
-	-	500,060	5921	Contingency	589,667	589,667	589,667
-	-	<b>500,060</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>589,667</b>	<b>589,667</b>	<b>589,667</b>
<b>609,377</b>	<b>512,498</b>	<b>1,500,310</b>	<b>Expenditures Total</b>		<b>1,857,557</b>	<b>1,857,557</b>	<b>1,857,557</b>
<b>464,903</b>	<b>538,587</b>	-	<b>Fund Net</b>	<b>Total: 123 - Building Inspection Fund</b>	-	-	-



## Asset Forfeiture – 132

**Fund/Fund Number:**

**Asset Forfeiture - 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 132 - Asset Forfeiture</b>							
1,111	6,960	6,975	3081	Beginning Fund Balance	9,571	9,571	9,571
<b>1,111</b>	<b>6,960</b>	<b>6,975</b>	<b>Total - Fund Balance</b>		<b>9,571</b>	<b>9,571</b>	<b>9,571</b>
24	44	-	3611	Interest from Investments	90	90	90
5,825	-	-	3692	Confiscated Cash	-	-	-
<b>5,849</b>	<b>44</b>	<b>-</b>	<b>Total - Miscellaneous Revenue</b>		<b>90</b>	<b>90</b>	<b>90</b>
-	-	2,596	3971.001	Transfer From General Fund	-	-	-
-	-	2,596	<b>Total - Transfer In</b>		-	-	-
<b>6,960</b>	<b>7,004</b>	<b>9,571</b>	<b>Revenues Total</b>		<b>9,661</b>	<b>9,661</b>	<b>9,661</b>
<u>Expenditures (Dept. 211, Program 2131)</u>							
-	-	9,571	5329	Other Supplies	9,661	9,661	9,661
-	-	<b>9,571</b>	<b>Total - Materials &amp; Services</b>		<b>9,661</b>	<b>9,661</b>	<b>9,661</b>
-	-	<b>9,571</b>	<b>Expenditures Total</b>		<b>9,661</b>	<b>9,661</b>	<b>9,661</b>
<b>6,960</b>	<b>7,004</b>	<b>-</b>	<b>Fund Net</b>	<b>Total: 132 - Asset Forfeiture</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Revenue Sources and Other Discussion

The Asset Forfeiture 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:** **Chris Kerr**

### Description of Purpose/Functions of department

Woodburn was awarded Community Development Block Grants (CDBG's) for the Housing Rehabilitation Program for over 30 years, with the last award received in 2012. The program funds were loaned out and now the fund remains in existing to receive periodic payments and payoffs when a home is refinanced or sold. Funds will continue to accumulate until such time as they may be re-loaned or additional CDBG grant funds are received. However, as Block Grant guidelines continue to evolve in complexity, administering the program in the future will likely be more 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 162 for allocation details.

### Description of FY 2016-17 accomplishments

- Administer the program by closing out old loans

### Description of FY 2017-18 proposed focus/goals

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

## Fund Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Housing Rehab Fund</b>						
Revenues						
181,726	184,944	227,000	Fund Balance	251,001	251,001	251,001
105,926	34,074	-	Intergovernmental	-	-	-
1,140	1,638	1,000	Miscellaneous Revenue	3,410	3,410	3,410
16,878	80,118	20,000	Other Financing Sources	20,000	20,000	20,000
<b>305,670</b>	<b>300,774</b>	<b>248,000</b>	<b>Revenues Total</b>	<b>274,411</b>	<b>274,411</b>	<b>274,411</b>
Expenditures						
11,895	12,692	13,983	Personnel Services	7,644	7,644	7,644
108,831	37,070	16,000	Materials & Services	16,000	16,000	16,000
-	-	-	Transfers Out	-	-	-
-	-	218,017	Contingencies and Reserve	250,767	250,767	250,767
<b>120,726</b>	<b>49,762</b>	<b>248,000</b>	<b>Expenditures Total</b>	<b>274,411</b>	<b>274,411</b>	<b>274,411</b>
<b>184,944</b>	<b>251,012</b>	<b>-</b>	<b>Revenue Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 137 - Housing Rehab Fund</b>							
<u>Revenues</u>							
181,726	184,944	227,000	3081	Beginning Fund Balance	251,001	251,001	251,001
<b>181,726</b>	<b>184,944</b>	<b>227,000</b>	<b>Total - Fund Balance</b>		<b>251,001</b>	<b>251,001</b>	<b>251,001</b>
105,926	34,074	-	3332	Federal Grants	-	-	-
<b>105,926</b>	<b>34,074</b>	<b>-</b>			<b>-</b>	<b>-</b>	<b>-</b>
1,140	1,536	1,000	3611	Interest from Investments	3,410	3,410	3,410
-	102	-	3625	Facilities Rent	-	-	-
<b>1,140</b>	<b>1,638</b>	<b>1,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>3,410</b>	<b>3,410</b>	<b>3,410</b>
-	10,702	10,000	3824.000	Loan Payback 2000	10,000	10,000	10,000
-	19,962	-	3824.009	Loan Payback 2009	-	-	-
4,988	22,656	5,000	3824.010	Loan Payback 2010	5,000	5,000	5,000
-	10,978	5,000	3824.087	Loan Payback 1987	5,000	5,000	5,000
-	15,820	-	3824.089	Loan Payback 1989	-	-	-
11,890	-	-	3824.099	Loan Payback 1999	-	-	-
<b>16,878</b>	<b>80,118</b>	<b>20,000</b>	<b>Total - Other Financing Sources</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>305,670</b>	<b>300,774</b>	<b>248,000</b>	<b>Revenues Total</b>		<b>274,411</b>	<b>274,411</b>	<b>274,411</b>
<u>Expenditures</u>							
8,792	9,079	9,778	5111	Regular Wages	5,100	5,100	5,100
2	2	4	5211	OR Workers' Benefit	2	2	2
662	676	722	5212	Social Security	375	375	375
593	621	682	5213	Med & Dent Ins	744	744	744
1,712	2,225	2,733	5214	Retirement	1,388	1,388	1,388
38	38	38	5215	Long Term Disability Ins	20	20	20
77	35	11	5216	Unemployment Insurance	6	6	6
19	16	15	5217	Life Insurance	9	9	9
<b>11,895</b>	<b>12,692</b>	<b>13,983</b>	<b>Total - Personnel Services</b>		<b>7,644</b>	<b>7,644</b>	<b>7,644</b>
952	726	14,000	5419	Other Professional Services	14,000	14,000	14,000
1,953	2,114	2,000	5498	Permits/Fees	2,000	2,000	2,000
105,926	34,230	-	5499.101	Housing Rehab Loans	-	-	-
<b>108,831</b>	<b>37,070</b>	<b>16,000</b>	<b>Total - Materials &amp; Services</b>		<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
-	-	218,017	5921	Contingency	250,767	250,767	250,767
-	-	<b>218,017</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>250,767</b>	<b>250,767</b>	<b>250,767</b>
<b>120,726</b>	<b>49,762</b>	<b>248,000</b>	<b>Expenditures Total</b>		<b>274,411</b>	<b>274,411</b>	<b>274,411</b>
<b>184,944</b>	<b>251,012</b>	<b>-</b>	<b>Fund Net</b>	<b>Total: 137 - Housing Rehab Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Revenue Sources and Other Discussion

The **Other Financing Sources** is loan repayments from borrowers as they refinance or sell properties.



## Special Assessment Fund – 360

**Fund/Fund Number:**

**Special Assessment Fund - 360**

**Department/Department Number:**

**PW Administration**

**Department Director:**

**Eric Liljequist (Interim Director)**

### 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 \$30,000.

### Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			<b>Fund: 360 - Special Assessment Fund</b>				
			<u>Revenues</u>				
1,041,261	1,051,658	60,000	3081	Beginning Fund Balance	4,875	4,875	4,875
<b>1,041,261</b>	<b>1,051,658</b>	<b>60,000</b>	<b>Total - Fund Balance</b>		<b>4,875</b>	<b>4,875</b>	<b>4,875</b>
5,306	1,528	-	3611	Interest from Investments	470	470	470
598	2,153	1,000	3614	Special Assessment-Interest	1,000	1,000	1,000
4,493	6,740	4,500	3681	Special Assessment Principal	4,500	4,500	4,500
<b>10,397</b>	<b>10,421</b>	<b>5,500</b>	<b>Total - Miscellaneous Revenue</b>		<b>5,970</b>	<b>5,970</b>	<b>5,970</b>
-	-	15,000	3971.001	Transfer From General Fund	-	-	-
-	-	<b>15,000</b>	<b>Total - Transfer In</b>		-	-	-
<b>1,051,658</b>	<b>1,062,079</b>	<b>80,500</b>	<b>Revenues Total</b>		<b>10,845</b>	<b>10,845</b>	<b>10,845</b>
			<u>Expenditures</u>				
-	995,602	69,294	5811.376	Transfer to Street SDC Fund	-	-	-
-	<b>995,602</b>	<b>69,294</b>	<b>Total - Transfers Out</b>		-	-	-
-	-	11,206	5921	Contingency	10,845	10,845	10,845
-	-	<b>11,206</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>10,845</b>	<b>10,845</b>	<b>10,845</b>
-	<b>995,602</b>	<b>80,500</b>	<b>Expenditures Total</b>		<b>10,845</b>	<b>10,845</b>	<b>10,845</b>
<b>1,051,658</b>	<b>66,477</b>	-	<b>Fund Net</b>	<b>Total: 360 - Special Assessment Fund</b>	-	-	-

## Parks SDC Fund – 364

**Fund/Fund Number:**  
**Department Director:**

**Parks SDC Fund - 364**  
**Jim Row**

### Description of purpose/functions of department

Parks System Development Charges (SDC) are assessed against residential and commercial construction projects for the expansion of the park system; inclusive of planning, and construction. There are no personnel costs associated with this fund.

### Description of FY 2016-17 projects

- Began process to update of Park SDC Methodology

### Description of FY 2017-18 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. Economic downturns have a direct impact on the fund's ability to finance capital improvements.

The **Materials & Services** expense of \$102,987 is for reimbursement of Parks SDC fees to Boones Crossing developers.

**Transfers Out** of \$60,000 include \$30,000 to General Cap Const Fund for Centennial Park Splash pad and \$30,000 to Water SDC Fund for SDC charges for the Splash pad.



## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 364 - Parks SDC Fund</b>							
<u>Revenues</u>							
428,841	234,924	275,000	3081	Beginning Fund Balance	295,141	295,141	295,141
<b>428,841</b>	<b>234,924</b>	<b>275,000</b>	<b>Total - Fund Balance</b>		<b>295,141</b>	<b>295,141</b>	<b>295,141</b>
111,678	71,320	90,000	3458.501	Park's SDC's	200,000	200,000	200,000
<b>111,678</b>	<b>71,320</b>	<b>90,000</b>	<b>Total - Charges for Goods and Services</b>		<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
2,099	1,762	1,500	3611	Interest from Investments	4,170	4,170	4,170
<b>2,099</b>	<b>1,762</b>	<b>1,500</b>	<b>Total - Miscellaneous Revenue</b>		<b>4,170</b>	<b>4,170</b>	<b>4,170</b>
<b>542,618</b>	<b>308,006</b>	<b>366,500</b>	<b>Revenues Total</b>		<b>499,311</b>	<b>499,311</b>	<b>499,311</b>
<u>Expenditures</u>							
-	12,865	10,000	5419	Other Professional Services	-	-	-
-	-	-	5490	Refunds	42,987	42,987	102,987
-	<b>12,865</b>	<b>10,000</b>	<b>Total - Materials &amp; Services</b>		<b>42,987</b>	<b>42,987</b>	<b>102,987</b>
307,694	-	103,248	5811.358	Transfer to General Cap Const Fund	30,000	30,000	30,000
-	-	-	5811.474	Transfer to Water SDC Fund	30,000	30,000	30,000
<b>307,694</b>	-	<b>103,248</b>	<b>Total - Transfers Out</b>		<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
-	-	253,252	5981.005	Reserve for Future Years	396,324	396,324	336,324
-	-	<b>253,252</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>396,324</b>	<b>396,324</b>	<b>336,324</b>
<b>307,694</b>	<b>12,865</b>	<b>366,500</b>	<b>Expenditures Total</b>		<b>499,311</b>	<b>499,311</b>	<b>499,311</b>
<b>234,924</b>	<b>295,141</b>	-	<b>Fund Net</b>	<b>Total: 364 - Parks SDC Fund</b>	-	-	-

## Street SDC Fund – 376

**Fund/Fund Number:**  
**Department Director:**

**Street SDC Fund - 376**  
**Eric Liljequist (Interim Director)**

### **Description of purpose/functions of department**

Street System Development Charges (SDC) Fund reports 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 2016-17 projects**

- There were no projects completed

### **Description of FY 2017-18 proposed projects**

- Contribute to the cost of street capacity improvements for:
  - West Hayes Street Improvement (CIST1486) \$1,700,000
  - Hardcastle/Railroad Intersection Realignment (CIST1443) \$500,000

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 376 - Street SDC Fund</b>							
<u>Revenues</u>							
5,203,566	36,268	2,200,000	3081	Beginning Fund Balance	2,703,796	2,703,796	2,703,796
<b>5,203,566</b>	<b>36,268</b>	<b>2,200,000</b>	<b>Total - Fund Balance</b>		<b>2,703,796</b>	<b>2,703,796</b>	<b>2,703,796</b>
440,595	183,698	200,000	3458.101	Transportation Impact Fees	200,000	200,000	200,000
<b>440,595</b>	<b>183,698</b>	<b>200,000</b>	<b>Total - Charges for Goods and Services</b>		<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
27,695	15,509	1,000	3611	Interest from Investments	35,160	35,160	35,160
<b>27,695</b>	<b>15,509</b>	<b>1,000</b>	<b>Total - Miscellaneous Revenue</b>		<b>35,160</b>	<b>35,160</b>	<b>35,160</b>
-	995,602	69,294	3971.360	Transfer From Special Assessment Fund	-	-	-
39,221	40,874	39,544	3972	Interfund Loan Transfer	39,544	39,544	39,544
<b>39,221</b>	<b>1,036,476</b>	<b>108,838</b>	<b>Total - Transfers In</b>		<b>39,544</b>	<b>39,544</b>	<b>39,544</b>
<b>5,711,077</b>	<b>1,271,951</b>	<b>2,509,838</b>	<b>Revenues Total</b>		<b>2,978,500</b>	<b>2,978,500</b>	<b>2,978,500</b>
<u>Expenditures</u>							
4,293,715	1,828	-	5631	Streets/Alleys/Sidewalks	-	-	-
<b>4,293,715</b>	<b>1,828</b>	<b>-</b>	<b>Total - Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>
29,895	30,141	30,399	5711	Bond Principal, 1999 Oregon EDD, Due 12/1	35,675	35,675	35,675
6,373	4,879	3,371	5721	Bond Interest, 1999 Oregon EDD, Due 12/1	1,820	1,820	1,820
<b>36,268</b>	<b>35,020</b>	<b>33,770</b>	<b>Total - Debt Service</b>		<b>37,495</b>	<b>37,495</b>	<b>37,495</b>
277	-	1,700,000	5811.363	Transfer to Street & Storm Cap Const Fund	2,200,000	2,200,000	2,200,000
10,474	-	-	5811.465	Transfer to Sewer Cap Const	-	-	-
25,906	-	-	5811.466	Transfer to Water Cap Const	-	-	-
<b>36,657</b>	<b>-</b>	<b>1,700,000</b>	<b>Total - Transfers Out</b>		<b>2,200,000</b>	<b>2,200,000</b>	<b>2,200,000</b>
-	-	738,573	5981.005	Reserve for Future Years	741,005	741,005	741,005
-	-	37,495	5981.007	Reserve for Debt Service	-	-	-
<b>-</b>	<b>-</b>	<b>776,068</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>741,005</b>	<b>741,005</b>	<b>741,005</b>
<b>4,366,640</b>	<b>36,848</b>	<b>2,509,838</b>	<b>Expenditures Total</b>		<b>2,978,500</b>	<b>2,978,500</b>	<b>2,978,500</b>
<b>1,344,437</b>	<b>1,235,103</b>	<b>-</b>	<b>Fund Net</b>	<b>Total: 376 - Street SDC Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 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 \$39,544 represents repayment 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 169.

The debt serviced by this fund matures in FY 2017-18 and the outstanding principal as of June 30, 2017 is \$35,675. This was a Special Public Works Fund loan was for the roadway, waterline and sewerline extensions for South Woodland Avenue for WinCo. For a detailed listing of the debt outstanding, and annual debt service of the City, please refer to Debt Overview on page 160.

## Storm SDC Fund – 377

**Fund/Fund Number:**  
**Department Director:**

**Storm SDC Fund - 377**  
**Eric Liljequist (Interim Director)**

### Description of purpose/functions of department

Storm Water System Development Charges (SDC) 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 2016-17 projects

- Due to lack of development and reduced revenues, no projects were funded in FY 2016-17

### Description of FY 2017-18 proposed projects

- Contribute to the cost of storm water system capacity improvements for the West Hayes road improvement project (CIST1486) and Fourth Street Storm project (CDST1443) with transfers to Street & Storm Cap Construction Fund estimated to be \$80,000 and \$60,000, respectively.

## 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, which are dependent on development.

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 169.

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 377 - Storm SDC Fund</b>							
<u>Revenues</u>							
499,892	533,991	496,000	3081	Beginning Fund Balance	581,153	581,153	581,153
<b>499,892</b>	<b>533,991</b>	<b>496,000</b>	<b>Total - Fund Balance</b>		<b>581,153</b>	<b>581,153</b>	<b>581,153</b>
31,471	21,193	25,000	3458.201	Storm SDC's	25,000	25,000	25,000
<b>31,471</b>	<b>21,193</b>	<b>25,000</b>	<b>Total - Charges for Goods and Services</b>		<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
2,628	3,670	2,500	3611	Interest from Investments	7,590	7,590	7,590
<b>2,628</b>	<b>3,670</b>	<b>2,500</b>	<b>Total - Miscellaneous Revenue</b>		<b>7,590</b>	<b>7,590</b>	<b>7,590</b>
<b>533,991</b>	<b>558,854</b>	<b>523,500</b>	<b>Revenues Total</b>		<b>613,743</b>	<b>613,743</b>	<b>613,743</b>
<u>Expenditures</u>							
-	-	155,000	5811.363	Transfer to Street & Storm Cap Const Fund	140,000	140,000	140,000
-	-	<b>155,000</b>	<b>Total - Transfers Out</b>		<b>140,000</b>	<b>140,000</b>	<b>140,000</b>
-	-	368,500	5981.005	Reserve for Future Years	473,743	473,743	473,743
-	-	368,500	<b>Total - Contingencies and Unappropriated Balances</b>		473,743	473,743	473,743
-	-	<b>523,500</b>	<b>Expenditures Total</b>		<b>613,743</b>	<b>613,743</b>	<b>613,743</b>
<b>533,991</b>	<b>558,854</b>	-	<b>Fund Net</b>	<b>Total: 377 - Storm SDC Fund</b>	-	-	-



## Water SDC Fund – 474

**Fund/Fund Number:**  
**Department Director:**

**Water SDC Fund - 474**  
**Eric Liljequist (Interim Director)**

**Description of purpose/functions of department**

Water System Development Charges (SDC) 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 2016-17 projects**

- Water Master Plan Update will move to FY 2017-18

**Description of FY 2016-17 proposed projects**

- Water Master Plan Update estimated at \$100,000 for professional services
- Contribute to Hwy 214 Water line project with a transfer to Water Construction Fund 466 in the amount of \$90,000

### 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.

### Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 474 Water SDC Fund</b>						
<u>Revenues</u>						
906,364	1,057,880	1,062,000	3081 Beginning Fund Balance	1,277,486	1,277,486	1,277,486
<b>906,364</b>	<b>1,057,880</b>	<b>1,062,000</b>	<b>Total - Fund Balance</b>	<b>1,277,486</b>	<b>1,277,486</b>	<b>1,277,486</b>
146,485	108,440	100,000	3458.301 Water SDC's	100,000	100,000	100,000
<b>146,485</b>	<b>108,440</b>	<b>100,000</b>	<b>Total - Charges for Goods and Services</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
5,031	7,116	5,000	3611 Interest from Investments	16,170	16,170	16,170
<b>5,031</b>	<b>7,116</b>	<b>5,000</b>	<b>Total - Miscellaneous Revenue</b>	<b>16,170</b>	<b>16,170</b>	<b>16,170</b>
-	-	-	3971.364 Transfer from Parks SDC	30,000	30,000	30,000
-	-	-	<b>Total - Transfers In</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>1,057,880</b>	<b>1,173,436</b>	<b>1,167,000</b>	<b>Revenue Totals</b>	<b>1,423,656</b>	<b>1,423,656</b>	<b>1,423,656</b>
<u>Expenditures</u>						
-	-	100,000	5419 Other Professional Serv	100,000	100,000	100,000
-	-	<b>100,000</b>	<b>Total - Materials &amp; Services</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
-	-	-	5811.466 Transfer to Water Cap Const	90,000	90,000	90,000
-	-	-	<b>Total - Transfers Out</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
-	-	1,067,000	5981.005 Reserve for Future Years	1,233,656	1,233,656	1,233,656
-	-	<b>1,067,000</b>	<b>Total - Contingencies and Unappropriated Balances</b>	<b>1,233,656</b>	<b>1,233,656</b>	<b>1,233,656</b>
-	-	<b>1,167,000</b>	<b>Expenditure Totals</b>	<b>1,423,656</b>	<b>1,423,656</b>	<b>1,423,656</b>
<b>1,057,880</b>	<b>1,173,436</b>	-	<b>Fund Net Total: 474 - Water SDC Fund</b>	-	-	-

## Sewer SDC Fund – 475

**Fund/Fund Number:**  
**Department Director:**

**Sewer SDC Fund - 475**  
**Eric Liljequist (Interim Director)**

**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 2016-17 projects**

- Design for Young Street pipeline project was started

**Description of FY 2017-18 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.

For a summary of all Transfers In and Transfers Out see Budgeted Transfers on page 169.

### Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 475 - Sewer SDC Fund</b>						
<u>Revenues</u>						
687,934	906,465	1,060,000	3081 Beginning Fund Balance	1,271,304	1,271,304	1,271,304
<b>687,934</b>	<b>906,465</b>	<b>1,060,000</b>	<b>Total - Fund Balance</b>	<b>1,271,304</b>	<b>1,271,304</b>	<b>1,271,304</b>
214,407	173,376	225,000	3458.401 Sewer SDC's	225,000	225,000	225,000
<b>214,407</b>	<b>173,376</b>	<b>225,000</b>	<b>Total - Charges for Goods and Services</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
4,124	6,464	5,000	3611 Interest from Investments	15,360	15,360	15,360
<b>4,124</b>	<b>6,464</b>	<b>5,000</b>	<b>Total - Miscellaneous Revenue</b>	<b>15,360</b>	<b>15,360</b>	<b>15,360</b>
<b>906,465</b>	<b>1,086,305</b>	<b>1,290,000</b>	<b>Revenue Totals</b>	<b>1,511,664</b>	<b>1,511,664</b>	<b>1,511,664</b>
<u>Expenditures</u>						
-	-	-	5635 Sewer	80,000	80,000	80,000
<b>-</b>	<b>-</b>	<b>-</b>	<b>Total - Capital Outlay</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
-	-	500,000	5811.465 Transfer to Sewer Cap Const	500,000	500,000	500,000
<b>-</b>	<b>-</b>	<b>500,000</b>	<b>Total - Transfers Out</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
-	-	790,000	5981.005 Reserve for Future Years	931,664	931,664	931,664
<b>-</b>	<b>-</b>	<b>790,000</b>	<b>Total - Contingencies and Unappropriated Balances</b>	<b>931,664</b>	<b>931,664</b>	<b>931,664</b>
<b>-</b>	<b>-</b>	<b>1,290,000</b>	<b>Expenditure Totals</b>	<b>1,511,664</b>	<b>1,511,664</b>	<b>1,511,664</b>
<b>906,465</b>	<b>1,086,305</b>	<b>-</b>	<b>Fund Net Total: 475 - Sewer SDC Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Internal Services Funds

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- ❖ Information Technology Fund
- ❖ Insurance Fund
- ❖ Equipment Replacement Fund

## Information Technology Fund – 568

**Fund/Fund Number:** Information Technology Fund - 568  
**Department/Department Number:** Finance - 151  
**Department Director:** Sandra Montoya

**Description of purpose/functions of department**

This program provides the City’s Information Technology (IT) operations, maintenance and is responsible for funding the systematic replacement of network and desktop assets. Additional IT staff provides 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 with support provided by IT.

The methodology for charging out costs to the users/receivers of IT services was revised to in FY 2013-14 to include all program costs within the Information Technology program budget.

**Description of department, including number of personnel**

The department consists of four full-time employees, and a new part-time position is recommended in this budget.

**Description of FY 2016-17 accomplishments**

- Continued to migrated old physical server to new virtual servers
- Improved our wireless network functionality and coverage, making sure we have a good reliable wireless that meets everyone’s needs
- Upgraded our police, fire, EMS, and dispatch software from Aegis version 10 to version 11 which included the replacement of four central servers and upgrading a number of clients
- Ongoing work on to secure the network, including firewall upgrades

**Description of FY 2017-18 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
- 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
- Continue to work with HR on procedures and checklists to improve new user onboarding, making sure to include security training

**Performance Measures (new in FY 2017-18)**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Complete IT Web Help Desk tickets	600	650
Replace and/or upgrade computers	45	56

## Fund Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Information Technology Fund</b>						
Revenues						
119,713	160,392	115,000	Fund Balance	180,000	180,000	180,000
95,594	124,248	113,572	Charges for Goods and Services	129,114	129,114	129,114
709,797	715,030	798,999	Miscellaneous Revenue	836,476	836,476	836,476
57,529	57,529	57,529	Transfers In	117,529	117,529	117,529
982,633	1,057,199	1,085,100	<b>Revenues Total</b>	1,263,119	1,263,119	1,263,119
Expenditures						
332,180	345,817	375,156	Personnel Services	418,314	418,314	418,314
396,878	436,778	474,357	Materials & Services	545,468	545,468	545,468
93,183	108,155	102,529	Capital Outlay	137,529	137,529	137,529
-	-	133,058	Contingencies and Reserve	161,808	161,808	161,808
822,241	890,750	1,085,100	<b>Expenditures Total</b>	1,263,119	1,263,119	1,263,119
160,392	166,449	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-
4.0	4.0	4.0	Full-Time Equivalent (FTE)	4.5	4.5	4.5

## Revenue Sources and Other Discussion

The **Miscellaneous Revenue** 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 \$836,476. This is budgeted based on an average cost per computer in service within the department.

The **Transfers In** of \$117,529 represents payments of \$57,529 from the other funds for the fourth of four annual payments due to the vendor for the phone system purchased in FY 2013-14 and \$60,000 additional from the General Fund for software.

**Charges for Goods and Services** include intergovernmental support revenue for network maintenance and support provided to area agencies. At \$129,114, 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 fourth of four annual payments. Network is budgeted at \$50,000 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. The purchase of a new van at \$30,000 will be used to transport computers, printers and other equipment and supplies to various locations including the different cities where they service software and hardware.

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 568 - Information Technology Fund</b>							
<u>Revenues</u>							
119,713	160,392	115,000	3081	Beginning Fund Balance	180,000	180,000	180,000
<b>119,713</b>	<b>160,392</b>	<b>115,000</b>	<b>Total - Fund Balance</b>		<b>180,000</b>	<b>180,000</b>	<b>180,000</b>
11,882	11,531	-	3421.002	Reimbursements Hubbard	-	-	-
14,367	18,392	4,000	3421.003	Reimbursements Mt Angel	4,000	4,000	4,000
31,686	33,917	5,000	3421.004	Reimbursements Silverton	6,000	6,000	6,000
-	-	1,000	3421.005	Reimburse Aurora FD	1,000	1,000	1,000
1,500	131	1,000	3421.007	Reimburse Mt Angel FD	1,000	1,000	1,000
21,604	35,211	34,000	3421.008	Reimbursement METCOM (Norcom)	40,000	40,000	40,000
1,032	2,138	1,500	3421.009	Reimbursement Gervais	1,500	1,500	1,500
2,692	12,745	3,000	3421.010	Reimbursement Woodburn Fire Dist	3,000	3,000	3,000
10,831	10,183	-	3421.011	Reimbursement Stayton PD	-	-	-
-	-	11,974	3422.002	Rec Mgmt (RMS) Hubbard	12,157	12,157	12,157
-	-	12,401	3422.003	Rec Mgmt (RMS) Mt. Angel	12,590	12,590	12,590
-	-	28,305	3422.003	Rec Mgmt (RMS) Silverton	35,333	35,333	35,333
-	-	1,899	3422.010	Rec Mgmt (RMS) Woodburn Fire District	2,169	2,169	2,169
-	-	7,594	3422.011	Rec Mgmt (RMS) Stayton PD	8,196	8,196	8,196
-	-	1,899	3422.012	Rec Mgmt (RMS) Turner PD	2,169	2,169	2,169
<b>95,594</b>	<b>124,248</b>	<b>113,572</b>	<b>Total - Charges for Goods and Services</b>		<b>129,114</b>	<b>129,114</b>	<b>129,114</b>
1,675	2,467	1,500	3611	Interest from Investments	2,000	2,000	2,000
537,308	550,770	634,399	3652.001	IS Revenue - General Fund	655,669	655,669	655,669
19,140	19,865	19,400	3652.110	IS Revenue - Transit	21,148	21,148	21,148
13,200	13,700	13,263	3652.123	IS Revenue - Building Inspection	14,469	14,469	14,469
23,100	20,550	20,035	3652.140	IS Revenue - Street	21,843	21,843	21,843
36,300	37,675	40,070	3652.470	IS Revenue - Water	43,686	43,686	43,686
62,700	68,500	70,332	3652.472	IS Revenue - Sewer	73,044	73,044	73,044
-	-	-	3652.720	IS Revenue - Urban Renewal	3,617	3,617	3,617
16,374	1,503	-	3699	Other Miscellaneous Income	1,000	1,000	1,000
<b>709,797</b>	<b>715,030</b>	<b>798,999</b>	<b>Total - Miscellaneous Revenue</b>		<b>836,476</b>	<b>836,476</b>	<b>836,476</b>
23,769	23,769	23,769	3971.001	Transfer From General Fund	83,769	83,769	83,769
3,001	3,001	3,001	3971.110	Transfer From Transit	3,001	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	4,501	3971.140	Transfer From Street	4,501	4,501	4,501
9,753	9,753	9,753	3971.470	Transfer From Water	9,753	9,753	9,753
13,504	13,504	13,504	3971.472	Transfer From Sewer	13,504	13,504	13,504
<b>57,529</b>	<b>57,529</b>	<b>57,529</b>	<b>Total - Transfers In</b>		<b>117,529</b>	<b>117,529</b>	<b>117,529</b>
<b>982,633</b>	<b>1,057,199</b>	<b>1,085,100</b>	<b>Revenue Totals</b>		<b>1,263,119</b>	<b>1,263,119</b>	<b>1,263,119</b>

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

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
230,583	239,697	256,074	5111	Regular Wages	261,181	261,181	261,181
-	-	-	5112	Part-Time Wages	21,838	21,838	21,838
610	400	-	5121	Overtime	-	-	-
107	105	127	5211	OR Workers' Benefit	125	125	125
17,334	18,336	19,596	5212	Social Security	22,423	22,423	22,423
36,406	33,397	38,372	5213	Med & Dent Ins	40,532	40,532	40,532
43,567	51,494	59,353	5214	Retirement	70,476	70,476	70,476
1,009	1,021	1,001	5215	Long Term Disability Ins	1,056	1,056	1,056
2,036	932	259	5216	Unemployment Insurance	285	285	285
529	435	374	5217	Life Insurance	398	398	398
<b>332,180</b>	<b>345,817</b>	<b>375,156</b>	<b>Total - Personnel Services</b>		<b>418,314</b>	<b>418,314</b>	<b>418,314</b>
30,815	32,008	35,000	5315	Computer Supplies	40,000	40,000	40,000
3,242	1,759	1,000	5319	Office Supplies	1,000	1,000	1,000
-	-	-	5323	Fuel	500	500	500
-	-	-	5409.140	Garage Services	1,000	1,000	1,000
45,094	46,000	61,740	5415	Computer	61,800	61,800	61,800
36,340	34,154	20,000	5419	Other Professional Serv	20,000	20,000	20,000
4,789	8,949	9,000	5421	Telephone/Data	9,000	9,000	9,000
331	153	500	5422	Postage	500	500	500
9,420	9,215	11,000	5423	Internet	11,500	11,500	11,500
-	85	-	5433	Meals	-	-	-
768	602	2,000	5433	Mileage	500	500	500
-	550	-	5439	Travel	-	-	-
242,244	263,763	279,200	5446	Software Licenses	334,695	334,695	334,695
14,665	15,602	16,277	5448	Internal Rent	15,695	15,695	15,695
-	12,293	24,900	5449	Other Leases	27,500	27,500	27,500
-	-	-	5461	Auto Insurance	400	400	400
2,669	2,766	4,508	5464	Workers' Comp	3,016	3,016	3,016
3,901	4,283	5,232	5465	General Liability Insur	6,362	6,362	6,362
-	-	-	5471	Equipment Repair & Maint	7,000	7,000	7,000
2,600	4,596	4,000	5492	Registrations/Training	5,000	5,000	5,000
<b>396,878</b>	<b>436,778</b>	<b>474,357</b>	<b>Total - Materials &amp; Services</b>		<b>545,468</b>	<b>545,468</b>	<b>545,468</b>
-	-	-	5642	Passenger Vehicles	30,000	30,000	30,000
-	10,672	-	5645	Computing	-	-	-
35,667	39,954	45,000	5645.101	Network	50,000	50,000	50,000
57,516	57,529	57,529	5645.102	Telephone	57,529	57,529	57,529
<b>93,183</b>	<b>108,155</b>	<b>102,529</b>	<b>Total - Capital Outlay</b>		<b>137,529</b>	<b>137,529</b>	<b>137,529</b>
-	-	133,058	5921	Contingency	161,808	161,808	161,808
-	-	<b>133,058</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>161,808</b>	<b>161,808</b>	<b>161,808</b>
<b>822,241</b>	<b>890,750</b>	<b>1,085,100</b>	<b>Expenditure Totals</b>		<b>1,263,119</b>	<b>1,263,119</b>	<b>1,263,119</b>
<b>160,392</b>	<b>166,449</b>	-	<b>Fund Net</b>	<b>Total: 568 - Information Technology Fund</b>	-	-	-

## 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 recorder’s position is allocated to risk management and safety committee activities. All insurance coverage, premium and claims activity is handled through this department.

**Description of FY 2016-17 accomplishments**

- Workers compensation self-audit
- Worked with safety committee to provide employees with active shooter training
- Assisted with the coordination of the annual health and benefits fair for employees
- Completed best practices survey with CIS

**Description of FY 2017-18 proposed focus/goals**

- Prepare a risk management handbook
- Work with HR and safety committee on citywide safety-related training
- Create new incident reporting forms and procedures

**Performance Measures (new in FY 2017-18):**

Measures	FY 2016-17 Projected	FY 2017-18 Goal
Increase number of safety meetings	8	10

### Fund Summary

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Insurance Fund</b>						
Revenues						
397,011	273,014	75,000	Fund Balance	174,458	174,458	174,458
570,462	666,119	826,355	Miscellaneous Revenue	880,446	880,446	880,446
967,473	939,133	901,355	<b>Revenues Total</b>	1,054,904	1,054,904	1,054,904
Expenditures						
45,538	44,407	36,586	Personnel Services	47,661	47,661	47,661
648,921	788,302	787,644	Materials & Services	924,800	924,800	924,800
-	-	77,125	Contingencies and Reserve	82,443	82,443	82,443
694,459	832,709	901,355	<b>Expenditures Total</b>	1,054,904	1,054,904	1,054,904
273,014	106,424	-	<b>Revenue Over (Under) Expenditures</b>	-	-	-



## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
Fund: 581 - Insurance Fund							
<u>Revenues</u>							
397,011	273,014	75,000	3081	Beginning Fund Balance	174,458	174,458	174,458
<b>397,011</b>	<b>273,014</b>	<b>75,000</b>	<b>Total - Fund Balance</b>		<b>174,458</b>	<b>174,458</b>	<b>174,458</b>
2,463	2,460	2,500	3611	Interest from Investments	4,470	4,470	4,470
277,942	316,840	372,455	3658.101	General Liability	390,976	390,976	390,976
261,415	338,898	450,400	3658.104	Workers Comp	480,000	480,000	480,000
28,642	7,921	1,000	3699	Other Miscellaneous Income	5,000	5,000	5,000
<b>570,462</b>	<b>666,119</b>	<b>826,355</b>	<b>Total - Miscellaneous Revenue</b>		<b>880,446</b>	<b>880,446</b>	<b>880,446</b>
<b>967,473</b>	<b>939,133</b>	<b>901,355</b>	<b>Revenue Totals</b>		<b>1,054,904</b>	<b>1,054,904</b>	<b>1,054,904</b>
<u>Expenditures</u>							
33,935	33,982	27,665	5111	Regular Wages	34,389	34,389	34,389
14	13	14	5211	OR Workers' Benefit	14	14	14
2,573	2,596	2,118	5212	Social Security	2,710	2,710	2,710
1,316	653	368	5213	Med & Dent Ins	1,364	1,364	1,364
7,176	6,846	6,242	5214	Retirement	8,962	8,962	8,962
148	129	109	5215	Long Term Disability Ins	134	134	134
299	133	28	5216	Unemployment Insurance	36	36	36
77	56	42	5217	Life Insurance	52	52	52
<b>45,538</b>	<b>44,408</b>	<b>36,586</b>	<b>Total - Personnel Services</b>		<b>47,661</b>	<b>47,661</b>	<b>47,661</b>
-	25	25	5432	Meals	25	25	25
349	135	200	5433	Mileage	200	200	200
592	228	500	5439	Travel	500	500	500
60,552	68,463	82,156	5461	Auto Insurance	78,785	78,785	78,785
-	-	2,000	5462	Employee Blanket Bond	2,000	2,000	2,000
82,291	87,288	104,746	5463	Bldg/Personal Prop	100,315	100,315	100,315
321,189	441,637	373,363	5464	Workers' Comp	480,000	480,000	480,000
132,749	158,662	185,554	5465	General Liability Insur	211,875	211,875	211,875
-	1,000	20,000	5468	Deductible	20,000	20,000	20,000
50,769	30,558	18,000	5469	Other Insurance Costs	30,000	30,000	30,000
-	100	100	5491	Dues & Subscriptions	100	100	100
430	205	1,000	5492	Registrations/Training	1,000	1,000	1,000
<b>648,921</b>	<b>788,301</b>	<b>787,644</b>	<b>Total - Materials &amp; Services</b>		<b>924,800</b>	<b>924,800</b>	<b>924,800</b>
-	-	77,125	5921	Contingency	82,443	82,443	82,443
-	-	<b>77,125</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>82,443</b>	<b>82,443</b>	<b>82,443</b>
<b>694,459</b>	<b>832,709</b>	<b>901,355</b>	<b>Expenditures Total</b>		<b>1,054,904</b>	<b>1,054,904</b>	<b>1,054,904</b>
<b>273,014</b>	<b>106,424</b>	-	<b>Fund Net</b>	<b>Total: 581 - Insurance Fund</b>	-	-	-

## Revenue Sources and Other Discussion

Revenue in this fund comes from charges to other funds and is shown in **Miscellaneous Revenue**. 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. A contingency target balance of \$500,000 is desired, and will likely require multiple years to achieve. Claims have continued at high levels for several quarters so rates charged to the funds were increased to cover the insurance cost and minimize the risk of a fund balance shortfall.

## Equipment Replacement Fund – 591

**Fund/Fund Number:** Equip Replacement Fund - 591  
**Department/Department Number:** Various  
**Department Director:** Eric Liljequist (Interim Director)

### **Description of purpose/functions of department**

This fund is used for replacing vehicles and other equipment. Historically each department transfers one-tenth the value of its fixed asset inventory every year to ensure future replacement funding will be available. During the recessionary period, funding transfers were limited due to budgetary constraints, and a desire to maintain service levels and staffing. The Proposed FY 2017-18 Budget includes normal funding transfers.

### **Description of department, including number of personnel**

No personnel costs are charged to this fund.

### **Description of FY 2016-17 expenditures**

- There were no planned purchases this fiscal year

### **Description of FY 2017-18 expenditures**

- Water Department plans to replace a step van used for daily operations and emergency response
- Sewer Department will replace a root saw for \$6,000, a camera reel and locator for \$12,000, and a 4x4 gator for \$15,500.

## 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 are contingent on available funding.

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
			<b>Fund:</b> 591 - Equipment Replacement Fd			
			<u>Revenues</u>			
			<b>Department:</b> 000 - Revenue			
812,267	884,807	880,337	3081 Beginning Fund Balance	974,811	974,811	974,811
<b>812,267</b>	<b>884,807</b>	<b>880,337</b>	<b>Total - Fund Balance</b>	<b>974,811</b>	<b>974,811</b>	<b>974,811</b>
-	-	-	3332 Federal Grant	40,100	40,100	40,100
-	-	-	<b>Total - Intergovernmental</b>	<b>40,100</b>	<b>40,100</b>	<b>40,100</b>
4,441	6,026	4,500	3611 Interest from Investments	13,460	13,460	13,460
<b>4,441</b>	<b>6,026</b>	<b>4,500</b>	<b>Total - Miscellaneous Revenue</b>	<b>13,460</b>	<b>13,460</b>	<b>13,460</b>
30,000	30,000	30,000	3971.14 Transfer from Street	30,000	30,000	30,000
10,000	10,000	10,000	3971.470 Transfer From Water	10,000	10,000	10,000
50,000	30,000	30,000	3971.472 Transfer From Sewer	30,000	30,000	30,000
<b>90,000</b>	<b>70,000</b>	<b>70,000</b>	<b>Total - Transfers In</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>
<b>906,708</b>	<b>960,833</b>	<b>954,837</b>	<b>Department Total: 000 - Revenue</b>	<b>1,098,371</b>	<b>1,098,371</b>	<b>1,098,371</b>
			<u>Expenditures</u>			
			<b>Department:</b> 611 - Water			
			<b>Program:</b> 9211 - Equipment Purchases			
-	-	-	5642 Passenger Vehicles	65,000	65,000	65,000
-	-	331,342	5649 Other Equipment	282,761	282,761	282,761
-	-	<b>331,342</b>	<b>Total - Capital Outlay</b>	<b>347,761</b>	<b>347,761</b>	<b>347,761</b>
-	-	<b>331,342</b>	<b>Department Total: 611 Water</b>	<b>347,761</b>	<b>347,761</b>	<b>347,761</b>
			<b>Department:</b> 621 - Sewer			
-	8,857	489,393	5649 Other Equipment	528,775	528,775	528,775
-	<b>8,857</b>	<b>489,393</b>	<b>Total - Capital Outlay</b>	<b>528,775</b>	<b>528,775</b>	<b>528,775</b>
-	<b>8,857</b>	<b>489,393</b>	<b>Department Total: 621 - Sewer</b>	<b>528,775</b>	<b>528,775</b>	<b>528,775</b>
			<b>Department:</b> 631 - Maintenance			
-	70,064	103,239	5649 Other Equipment	135,162	135,162	135,162
-	<b>70,064</b>	<b>103,239</b>	<b>Total - Capital Outlay</b>	<b>135,162</b>	<b>135,162</b>	<b>135,162</b>
-	<b>70,064</b>	<b>103,239</b>	<b>Department Total: 631 - Maintenance</b>	<b>135,162</b>	<b>135,162</b>	<b>135,162</b>
			<b>Department:</b> 671 - Transit			
21,901	-	-	5811.001 Transfer to General Fund	-	-	-
-	-	-	5811.110 Transfer to Transit	-	-	-
<b>21,901</b>	-	-	<b>Total - Transfers Out</b>	-	-	-
-	-	-	5649 Other Equipment	55,205	55,205	55,205
-	-	-	<b>Program Total: 9711 - Operating Transfer Out</b>	<b>55,205</b>	<b>55,205</b>	<b>55,205</b>
<b>21,901</b>	-	-	<b>Department Total: 671 - Transit</b>	<b>55,205</b>	<b>55,205</b>	<b>55,205</b>
			<b>Department:</b> 691 - Engineering			
-	-	30,863	5649 Other Equipment	31,468	31,468	31,468
-	-	<b>30,863</b>	<b>Total - Capital Outlay</b>	<b>31,468</b>	<b>31,468</b>	<b>31,468</b>
-	-	<b>30,863</b>	<b>Department Total: 691 - Engineering</b>	<b>31,468</b>	<b>31,468</b>	<b>31,468</b>
<b>21,901</b>	<b>78,921</b>	<b>954,837</b>	<b>Expendures Total</b>	<b>1,098,371</b>	<b>1,098,371</b>	<b>1,098,371</b>
<b>884,807</b>	<b>881,912</b>	-	<b>Fund Net Total: 591 - Equipment Replacement Fd</b>	-	-	-



## Trust Funds

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- ❖ Library Endowment Fund
- ❖ Museum Endowment Fund
- ❖ Lavelle Black Trust Fund

## 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 and major capital expenses. Interest from this fund is spent for small capital expenditures. 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. The fund provides a mechanism for major bequest(s) or donation(s) in support of the library.

### Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 690 - Library Endowment Fund</b>						
<u>Revenues</u>						
26,261	26,394	26,495	3081 Beginning Fund Balance	26,700	26,700	26,700
<b>26,261</b>	<b>26,394</b>	<b>26,495</b>	<b>Total - Fund Balance</b>	<b>26,700</b>	<b>26,700</b>	<b>26,700</b>
133	168	100	3611 Interest from Investments	350	350	350
<b>133</b>	<b>168</b>	<b>100</b>	<b>Total - Miscellaneous Revenue</b>	<b>350</b>	<b>350</b>	<b>350</b>
<b>26,394</b>	<b>26,562</b>	<b>26,595</b>	<b>Revenue Totals</b>	<b>27,050</b>	<b>27,050</b>	<b>27,050</b>
<u>Expenditures</u>						
-	-	26,595	5921 Contingency	27,050	27,050	27,050
-	-	26,595	Total - Contingencies and Unappropriated Balances	27,050	27,050	27,050
-	-	<b>26,595</b>	<b>Expenditure Total</b>	<b>27,050</b>	<b>27,050</b>	<b>27,050</b>
<b>26,394</b>	<b>26,562</b>	-	<b>Fund Net Total: 690 - Library Endowment Fund</b>	-	-	-

## 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, established in FY 2001-02, 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 fund facilitates private donation of monies to the museum for general purposes.

### Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 691 - Muesum Endowment Fund</b>						
<u>Revenues</u>						
3,011	3,197	-	3081	Beginning Fund Balance		700
<b>3,011</b>	<b>3,197</b>	<b>-</b>	<b>Total - Fund Balance</b>		<b>700</b>	<b>700</b>
16	21	-	3611	Interest from Investments		5
170	450	-	3699	Other Miscellaneous Income		-
<b>186</b>	<b>471</b>	<b>-</b>	<b>Total - Miscellaneous Revenue</b>		<b>5</b>	<b>5</b>
<b>3,197</b>	<b>3,668</b>	<b>-</b>	<b>Revenue Totals</b>		<b>705</b>	<b>705</b>
<u>Expenditures</u>						
-	3,040	-	5811.358	Transfer to General Cap Const Fund		-
-	<b>3,040</b>	<b>-</b>	<b>Total -Transfers Out</b>		<b>-</b>	<b>-</b>
-	-	-	5921	Contingency		705
-	-	-	<b>Total - Contingencies and Unappropriated</b>		<b>705</b>	<b>705</b>
-	<b>3,040</b>	<b>-</b>	<b>Expenditures Totals</b>		<b>705</b>	<b>705</b>
<b>3,197</b>	<b>628</b>	<b>-</b>	<b>Fund Net Total: 691 - Museum Endowment Fund</b>		<b>-</b>	<b>-</b>

## 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 fund was established through a donation from Leonard Black to the Police Department for use in sustaining the K-9 Program in the name of Lavelle Black. The fund also facilitates private donation of monies. 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 695 - Lavelle Black Trust Fund</b>							
<u>Revenues</u>							
45,763	45,092	40,000	3081	Beginning Fund Balance	42,000	42,000	42,000
<b>45,763</b>	<b>45,092</b>	<b>40,000</b>	<b>Total - Fund Balance</b>		<b>42,000</b>	<b>42,000</b>	<b>42,000</b>
229	279	200	3611	Interest from Investments	660	660	660
-	-	-	3673	Donations-Police	-	-	-
<b>229</b>	<b>279</b>	<b>200</b>	<b>Total - Miscellaneous Revenue</b>		<b>660</b>	<b>660</b>	<b>660</b>
<b>45,992</b>	<b>45,371</b>	<b>40,200</b>	<b>Revenue Totals</b>		<b>42,660</b>	<b>42,660</b>	<b>42,660</b>
<u>Expenditures</u>							
475		2,000	5329	Other Supplies	10,000	10,000	10,000
-	1,500	8,000	5419	Other Professional Serv	5,000	5,000	5,000
425	335	-	5492	Registrations/Training	5,000	5,000	5,000
<b>900</b>	<b>1,835</b>	<b>10,000</b>	<b>Total - Materials &amp; Services</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
-	-	30,200	5921	Contingencies	22,660	22,660	22,660
-	-	<b>30,200</b>	<b>Total Contingencies and Unappropriated Balances</b>		<b>22,660</b>	<b>22,660</b>	<b>22,660</b>
<b>900</b>	<b>1,835</b>	<b>40,200</b>	<b>Expenditures Total</b>		<b>42,660</b>	<b>42,660</b>	<b>42,660</b>
<b>45,092</b>	<b>43,536</b>	-	<b>Fund Net</b>	<b>Total: 695 - Lavelle Black Trust Fund</b>	-	-	-



## Supporting Schedules

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- ❖ Debt Overview
- ❖ Personnel Allocation
- ❖ FTE Detail by Supervision Department
- ❖ Budgeted Transfers
- ❖ Capital Construction Projects
  - Current Year Projects
  - Project Data Sheets
  - Capital Improvement Plan – FY 2018-19 to FY 2022-23

## Debt Overview

### Summary of Outstanding Debt

The City of Woodburn will have approximately \$41.8 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, 2017						
	Interest Rates	Outstanding Principal	Principal Due FY 2017-18	Interest Due FY 2017-18	Total Debt Svc FY 2017-18	Servicing Fund
<b>Voter Approved General Obligation Bonds</b>						
Police, Series 2005	Variable	3,690,000	385,000	152,136	537,136	GO Debt Service
<b>Other Governmental Activity Debt</b>						
1999 Oregon EDD	5.01%	35,675	35,675	1,820	37,495	Street SDC
Subtotal, governmental activities		3,725,675	420,675	153,956	574,631	
<b>Business Type Activity</b>						
Series 2003 Water bond	Variable	5,060,695	325,789	229,997	555,786	Water
2005 Oregon EDD	4.21%	2,001,262	215,573	84,253	299,826	Water
2005 Safe Drinking Water Revolving Ln	4.21%	2,001,262	215,573	84,253	299,826	Water
2011 Revenue Bonds Series A	3.0-5.0%	21,324,071	3,165,000	724,563	3,889,563	Sewer
2011 Revenue Bonds Series B (Def Int)	1.79-4.07%	7,660,000	-	-	-	Sewer
Subtotal, business type activities		38,047,290	3,921,935	1,123,066	5,045,001	
Total Long Term Debt		41,772,965	4,342,610	1,277,022	5,619,632	

### Legal Debt Limits

Cities in Oregon have a legal debt limit on general obligation (GO) 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 \$3.7 million in GO debt. The available amount of additional debt the City can incur would be \$58.0 million.

### Plans for Future Debt

The City does not have any active plans to incur additional debt at this time.

## Remaining Long Term Debt

### Government Activities

General Obligation Bond - 2005	Fiscal Year			
	ending June 30,	Principal	Interest	Total
Beginning Principal = \$7,066,000	2018	385,000	152,136	537,136
	2019	405,000	136,736	541,736
	2020-2025	2,900,000	443,211	3,343,211
		3,690,000	732,083	4,422,083

1999 Oregon EDD	Fiscal Year			
	ending June 30,	Principal	Interest	Total
Beginning Principal = \$450,000	FINAL PMT 2018	35,675	1,820	37,495

Total Government Activities		3,725,675	733,903	4,459,578
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### Business Activities

Series 2003 Water Bond - #G02003	Fiscal Year			
	ending June 30,	Principal	Interest	Total
Beginning Principal = \$8,400,000	2018	325,789	229,997	555,786
	2019	343,132	216,317	559,449
	2020 -2029	4,391,774	1,189,162	5,580,936
		5,060,695	1,635,476	6,696,171

2005 Safe Drinking Water Loan - #S02010	Fiscal Year			
	ending June 30,	Principal	Interest	Total
Beginning Principal = \$4,000,000	2018	215,573	84,253	299,826
	2019	224,649	75,178	299,827
	2020-2025	1,561,040	237,916	1,798,956
		2,001,262	397,347	2,398,609

2005 Oregon Econ Dev Water Loan - #Y02007	Fiscal Year			
	ending June 30,	Principal	Interest	Total
Beginning Principal = \$4,000,000	2018	215,573	84,253	299,826
	2019	224,649	75,178	299,827
	2020-2025	1,561,040	237,916	1,798,956
		2,001,262	397,347	2,398,609

2011 Sewer Revenue Bonds, Series A	Fiscal Year			
	ending June 30,	Principal	Interest	Total
Beginning Principal = \$34,416,557	2018	3,165,000	724,563	3,889,563
	2019	3,615,000	629,613	4,244,613
	2020-2031	14,544,071	3,506,298	18,050,369
		21,324,071	4,860,473	26,184,544

2011 Sewer Revenue Bonds, Series B	Fiscal Year			
	ending June 30,	Principal	Interest	Total
Deferred Interest Bond	2020	2,220,000	-	2,220,000
Beginning Principal = \$8,985,000	2021	2,360,000	-	2,360,000
	2023	3,080,000	-	3,080,000
		7,660,000	-	7,660,000

Total Business Activities		38,047,290	7,290,643	45,337,933
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Grand Total		41,772,965	8,024,546	49,797,511
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## 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	HR ANALYST	CITY ATTORNEY	ASS'T CITY ATTORNEY
001 General Fund									
121 Administration	125,891	36,495	-	35,439	-	-	-	-	-
125 Economic Development	-	-	74,972	-	-	-	-	-	-
131 City Recorder	-	-	-	20,253	48,455	-	-	-	-
141 City Attorney	-	-	-	45,565	-	-	-	92,815	25,296
151 Finance	-	-	-	-	-	-	-	-	-
161 Human Resources	-	-	-	-	-	68,727	43,435	-	-
211 Police	-	26,070	-	-	-	32,730	14,481	17,685	-
421 Recreation	-	-	-	-	-	-	-	-	-
431 Aquatics	-	-	-	-	-	-	-	-	-
499 Commun Svcs Admin	-	-	-	-	-	-	-	-	-
511 Planning	-	-	-	-	-	-	-	-	56,905
651 Engineering	-	-	-	-	-	-	-	-	-
711 Parks & Facilities Maint	-	-	-	-	-	-	-	-	-
<b>General Fund Wages &amp; Ben</b>	<b>125,891</b>	<b>62,565</b>	<b>74,972</b>	<b>101,257</b>	<b>48,455</b>	<b>101,457</b>	<b>57,916</b>	<b>110,500</b>	<b>82,201</b>
110 Transit Fund	4,584	-	-	-	975	3,280	3,865	-	-
123 Building Inspection Fund	2,295	-	-	-	-	-	-	2,217	2,533
137 Housing Rehab Fund	2,295	-	-	-	-	-	-	-	-
140 Street Fund - Maint	6,872	10,428	-	-	3,883	6,552	3,865	15,470	-
661 Garage	-	-	-	-	-	-	-	-	-
470 Water Fund	34,338	15,644	-	-	3,883	26,186	15,446	44,195	20,238
472 Sewer Fund									
621 Sewer	34,338	15,648	-	-	3,883	26,184	15,456	48,640	20,238
631 Maintenance	-	-	-	-	-	-	-	-	-
641 Surface Water/Collect	11,450	-	-	-	3,882	-	-	-	-
568 Information Services	-	-	-	-	-	-	-	-	-
581 Insurance Fund	-	-	-	-	31,983	-	-	-	-
720 Urban Renewal Fund	6,872	-	74,973	-	-	-	-	-	1,273
<b>Other Funds Wages &amp; Ben</b>	<b>103,044</b>	<b>41,720</b>	<b>74,973</b>	<b>-</b>	<b>48,489</b>	<b>62,202</b>	<b>38,632</b>	<b>110,522</b>	<b>44,282</b>
<b>All Funds Wages &amp; Ben</b>	<b>228,935</b>	<b>104,285</b>	<b>149,945</b>	<b>101,257</b>	<b>96,944</b>	<b>163,659</b>	<b>96,548</b>	<b>221,022</b>	<b>126,483</b>

FINANCE						CUST SVC	SENIOR		IT			ECONOMIC &	
DIRECT	ACCT I	CLERK III	CLERK III	CLERK III	CLERK III	CLERK	MGMT	ACCTG	NETWORK	ADMIN		DEVL P SVS	ASSOCIATE
						PT	ANALYST	MGR	ADMIN	ASS'T	CLERK III	DIRECT	PLANNER
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
50,051	41,154	33,623	16,573	24,093	47,110	6,925	39,626	60,518	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
20,017	-	-	-	-	-	-	-	-	45,295	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	63,441	-	145,912	66,435
-	-	-	-	-	-	-	-	-	-	-	10,945	-	-
-	-	-	-	-	-	-	-	-	-	-	29,177	-	-
70,068	41,154	33,623	16,573	24,093	47,110	6,925	39,626	60,518	45,295	63,441	40,122	145,912	66,435
-	3,436	3,368	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	27,191	-	26,697	22,147
-	-	-	-	-	-	-	-	-	-	-	-	5,349	-
10,014	3,436	3,368	-	-	-	-	5,665	6,729	-	-	32,823	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
40,035	10,294	13,453	33,137	28,106	15,706	13,845	28,305	33,623	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
40,035	10,295	13,451	33,141	28,108	15,706	13,845	28,305	33,623	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-
20,017	-	-	-	-	-	-	5,665	-	45,293	-	-	-	-
10,014	-	-	-	-	-	-	5,664	-	-	-	-	-	-
10,034	-	-	-	-	-	-	-	-	-	-	-	-	-
130,149	27,461	33,640	66,278	56,214	31,412	27,690	73,604	73,975	45,293	27,191	32,823	32,046	22,147
200,217	68,615	67,263	82,851	80,307	78,522	34,615	113,230	134,493	90,588	90,632	72,945	177,958	88,582

Table continued on the following page.

Personnel Allocation – Continued

	ASS'T CITY ADMINSTR	PUBLIC WORKS DIRECT	CITY ENGINEER	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	130,057	-	-	-	-	-	-	-	-
511 Planning	-	-	-	-	-	-	-	-	-
651 Engineering	-	17,001	17,171	14,406	-	-	-	-	-
711 Parks & Facilities Maint	-	-	-	-	-	-	-	-	-
General Fund Wages & Ben	130,057	17,001	17,171	14,406	-	-	-	-	-
110 Transit Fund	30,017	-	-	-	-	-	-	-	-
123 Building Inspection Fund	-	-	-	-	-	-	-	-	-
137 Housing Rehab Fund	-	-	-	-	-	-	-	-	-
140 Street Fund - Maint	10,011	50,994	51,499	23,999	6,574	-	-	-	-
661 Garage	-	-	-	-	87,273	-	-	-	-
470 Water Fund	10,011	50,994	51,499	28,797	-	-	-	-	-
472 Sewer Fund	-	-	-	-	-	-	-	-	-
621 Sewer	20,011	50,994	51,499	28,797	-	-	-	-	-
631 Maintenance	-	-	-	-	-	62,466	34,010	38,765	37,281
641 Surface Water/Collect	-	-	-	-	-	20,824	34,009	38,765	37,280
568 Information Services	-	-	-	-	-	-	-	-	-
581 Insurance Fund	-	-	-	-	-	-	-	-	-
720 Urban Renewal Fund	-	-	-	-	-	-	-	-	-
Other Funds Wages & Ben	70,050	152,982	154,497	81,593	93,847	83,290	68,019	77,530	74,561
All Funds Wages & Ben	200,107	169,983	171,668	95,999	93,847	83,290	68,019	77,530	74,561

## FTE Detail by Supervising Department

This table shows detail of FTE Summary by Supervising Department on page 15. FTE counts in these tables are assigned to the department that supervises the position. For cost allocations of positions see Personnel Allocation on page 162. Since supervision and cost allocation are different methods of assigning FTE to departments, the numbers will not be equivalent.

The budget for FY 2017-18 removed a Clerk II in Transit and added a Senior Planner and HR Specialist. There were some other adjustments in hours in part-time positions.

Department and Position	Actual FY 2013-14	Actual FY 2014-15	Actual FY 2015-16	Budget FY 2016-17	Budget FY 2017-18
<b>City Administrator</b>					
City Administrator	1.0	1.0	1.0	1.0	1.0
Executive Legal Assistant	0.4	0.4	0.4	0.4	0.4
Communications Coordinator	1.0	1.0	1.0	1.0	1.0
<b>Total City Administrator</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>
<b>Economic Development</b>					
Economic Development Director	-	-	1.0	1.0	1.0
<b>Total Economic Development</b>	<b>-</b>	<b>-</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>City Attorney</b>					
City Attorney	1.0	1.0	1.0	1.0	1.0
Assistant City Attorney	1.0	1.0	1.0	1.0	1.0
Executive Legal Assistant	0.5	0.5	0.5	0.5	0.5
<b>Total City Attorney</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>City Recorder</b>					
City Recorder	1.0	1.0	1.0	1.0	1.0
Executive Legal Assistant	0.2	0.2	0.2	0.2	0.2
<b>Total City Recorder</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>
<b>Community Development</b>					
<b>Planning</b>					
Administrative Assistant	0.7	0.7	0.7	0.7	0.7
Associate Planner	1.0	1.0	1.0	1.0	0.8
Senior Planner ( <i>New</i> )	-	-	-	-	1.0
Community Development Director	1.0	1.0	1.0	1.0	1.0
<b>Building</b>					
Administrative Assistant	0.3	0.3	0.3	0.3	0.3
Associate Planner	-	-	-	-	0.3
Building Official	1.0	1.0	1.0	1.0	1.0
Plans Examiner-Bldg Inspect III	1.0	1.0	1.0	1.0	1.0
Plans Examiner-Bldg Inspect II	-	1.0	1.0	1.0	1.0
Plans Examiner - Part-Time	-	-	0.5	0.5	0.5
Building Inspector - Part-Time	-	-	-	0.3	0.3
<b>Total Community Development</b>	<b>5.0</b>	<b>6.0</b>	<b>6.5</b>	<b>6.8</b>	<b>7.8</b>

FTE Detail by Supervising Department – Continued

Department and Position	Actual	Actual	Actual	Budget	Budget
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
<b>Community Services</b>					
<b>Community Services Admin</b>					
Assistant City Administrator	-	-	1.0	1.0	1.0
Community Services Director	1.0	1.0	-	-	-
Special Projects Manager	-	-	1.0	1.0	1.0
Community Outreach Coordinator (Comm Relations)	1.0	1.0	-	-	-
Community Relations Manager (title change)	-	-	1.0	1.0	1.0
Management Analyst	-	1.0	-	-	-
<b>Library</b>					
Librarian	2.0	2.0	2.0	2.0	2.0
Library Assistant	1.0	1.0	1.0	1.0	1.0
Library Manager	1.0	1.0	1.0	1.0	1.0
Library Associate	1.0	1.0	1.0	1.0	1.0
Library Program Coordinator	-	-	-	-	-
Part-Time Employees - Library	4.5	5.4	5.5	5.5	5.5
<b>Recreation</b>					
Recreation Manager	1.0	1.0	1.0	1.0	1.0
Recreation Supervisor	-	-	-	1.0	1.0
Recreation Coordinator	-	1.0	1.0	-	-
Part-Time Employees - Recreation	-	-	1.9	1.9	1.9
<b>Aquatics</b>					
Aquatics Manager	1.0	1.0	-	-	-
Aquatics Program Supervisor	-	-	1.0	1.0	1.0
Part-Time Employees - Aquatics	13.9	12.4	10.1	10.1	10.1
<b>Transit</b>					
Transit Operation Supervisor	1.0	1.0	-	-	-
Transit Manager	-	-	1.0	1.0	1.0
Bus Driver Lead	1.0	1.0	1.0	1.0	1.0
Clerk II	1.0	1.0	1.0	1.0	-
Bus Driver - Part-Time	2.9	3.4	3.5	3.3	3.7
Medical Transport Driver - Part-Time	-	-	-	0.7	0.7
Vehicle Custodian - Part-Time	0.5	0.5	0.3	0.4	0.2
<b>Parks &amp; Facilities Maintenance</b>					
Parks & Maintenance Worker	6.0	6.0	6.0	6.0	6.0
Custodian	-	-	-	-	-
Facilities & Grounds Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
Utility Worker I	-	-	-	-	-
Utility Worker II	-	-	-	-	-
Part-Time - Seasonal	N/A	1.3	1.3	1.3	1.3
<b>Total Community Services</b>	<b>40.8</b>	<b>43.9</b>	<b>43.6</b>	<b>44.2</b>	<b>43.4</b>
<b>Human Resources</b>					
Human Resources Director	1.0	1.0	1.0	1.0	1.0
HR Analyst (New)	-	-	-	-	1.0
Assistant Human Resources Director	1.0	1.0	1.0	-	-
<b>Total Human Resources</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>1.0</b>	<b>2.0</b>



FTE Detail by Supervising Department – Continued

Department and Position	Actual	Actual	Actual	Budget	Budget
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
<b>Finance/Information Technology/Muni Court</b>					
Accountant I	1.0	1.0	1.0	1.0	1.0
Clerk III	3.0	3.0	4.0	4.0	4.0
Finance Director	1.0	1.0	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0	1.0	1.0
Senior Management Analyst	1.0	1.0	1.0	1.0	1.0
Budget & Finance Analyst	1.0	1.0	-	-	-
Part-Time Employee(s)	0.4	0.4	0.8	0.8	1.1
Information Technology Manager	1.0	1.0	1.0	1.0	1.0
Information Technology Technician	1.0	1.0	-	-	-
information Systems Administrator	-	-	-	1.0	1.0
IT Specialist/Network Administrator	2.0	2.0	3.0	2.0	2.0
IT Technician (PT) (New)	-	-	-	-	0.5
Municipal Court Clerk	1.0	1.0	-	-	-
Municipal Court Judge	0.1	0.1	0.1	0.1	0.1
<b>Total Finance/Info Svcs/Muni Court</b>	<b>13.5</b>	<b>13.5</b>	<b>12.9</b>	<b>12.9</b>	<b>13.7</b>
<b>Police</b>					
Code Enforcement Officer	2.0	2.0	2.0	2.0	2.0
Evidence Technician	1.0	1.0	1.0	1.0	1.0
Evidence Technician - PT	-	-	0.5	0.5	0.5
Executive Assistant	0.5	1.0	1.0	1.0	1.0
Police Captain	2.0	2.0	2.0	-	-
Police Chief	1.0	1.0	1.0	1.0	1.0
Deputy Chief	-	-	-	1.0	1.0
Police Lieutenant (title change)	-	-	-	2.0	2.0
Police Officer	23.0	25.0	26.0	25.0	26.0
Police Sergeant	6.0	5.0	5.0	5.0	5.0
Police Records Clerk	3.0	3.0	3.0	3.0	3.0
Police Records Supervisor	1.0	1.0	1.0	-	-
Support Services Manager (title change)	-	-	-	1.0	1.0
Background Investigator	0.0	0.0	0.0	0.1	-
Part-Time Employees (Bailiffs)	0.1	0.1	0.1	0.1	0.1
<b>Total Police</b>	<b>39.6</b>	<b>41.1</b>	<b>42.6</b>	<b>42.7</b>	<b>43.6</b>
<b>Public Works</b>					
<b>Surface/Water Collections</b>					
Sewer Line Maintenance Tech	1.0	1.0	1.0	1.0	1.0
Utility Worker I	-	-	1.0	1.0	1.0
Utility Worker II	3.0	3.0	1.0	1.0	1.0
Utility Worker III	-	-	1.0	1.0	1.0
Street/Sewer Line Maint Supervisor	1.0	1.0	1.0	-	-
<b>Total Surface/Water Collections</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>
<b>Water</b>					
Clerk II	1.0	1.0	-	-	-
Clerk III	-	-	1.0	1.0	1.0
Utility Worker I	-	-	1.0	2.0	2.0
Utility Worker II	3.0	3.0	1.0	1.0	1.0
Utility Worker III	2.0	2.0	3.0	1.0	1.0
Utility Worker IV	-	-	-	1.0	1.0
Water Operator I	1.0	1.0	1.0	1.0	1.0
Water Maintenance Tech	1.0	1.0	1.0	1.0	1.0
Drinking Water Section Supervisor	1.0	1.0	1.0	1.0	1.0
Water Treatment Supervisor/Water Operator III	1.0	1.0	1.0	1.0	1.0
<b>Total Water</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

FTE Detail by Supervising Department – Continued

Department and Position	Actual	Actual	Actual	Budget	Budget
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
<b>Sewer</b>					
Clerk II	1.0	1.0	-	-	-
Clerk III	-	-	1.0	1.0	1.0
Industrial Waste Coordinator	1.0	1.0	1.0	1.0	1.0
Laboratory Technician	1.0	1.0	1.0	1.0	1.0
Utility Worker II	2.0	2.0	2.0	1.0	1.0
Utility Worker I	-	-	-	1.0	1.0
Wastewater Maintenance Technician	2.0	2.0	2.0	2.0	2.0
Wastewater Operator I	1.0	1.0	1.0	1.0	1.0
Wastewater Operator II	1.0	1.0	1.0	1.0	1.0
Wastewater Operator III	1.0	1.0	1.0	1.0	1.0
Wastewater Treatment Section Supervisor	1.0	1.0	1.0	1.0	1.0
<b>Total Sewer</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>
<b>Street</b>					
Clerk III	1.0	1.0	1.0	1.0	1.0
Street Maintenance Supervisor	-	-	-	1.0	1.0
Utility Worker I	2.0	1.0	1.0	2.0	3.0
Utility Worker II	1.0	1.0	1.0	1.0	-
Utility Worker III	-	1.0	1.0	1.0	1.0
Utility Worker I (Seasonal)	-	-	-	1.3	1.5
<b>Total Street</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>7.3</b>	<b>7.5</b>
<b>Garage</b>					
Mechanic	1.0	1.0	-	-	-
Fleet Maintenance Tech Lead	-	-	1.0	-	-
Fleet Maintenance Tech	-	-	1.0	1.0	1.0
Garage Assistant (Utility Worker II)	1.0	1.0	-	-	-
<b>Total Garage</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>1.0</b>	<b>1.0</b>
<b>Engineering</b>					
Assistant City Engineer	1.0	-	-	-	-
City Engineer	-	1.0	1.0	1.0	1.0
C.E. Engineering Tech III	1.0	1.0	1.0	-	-
C.E. Technician II	1.0	1.0	1.0	-	-
CAD/GIS Technician	1.0	1.0	1.0	1.0	1.0
Project Engineer	1.0	1.0	1.0	0.5	1.5
Public Works Director	1.0	1.0	1.0	1.0	1.0
Senior Engineering Technician	1.0	1.0	1.0	1.0	-
Water Resource Manager	1.0	1.0	-	-	-
<b>Total Engineering</b>	<b>8.0</b>	<b>8.0</b>	<b>7.0</b>	<b>4.5</b>	<b>4.5</b>
<b>Total Public Works</b>	<b>40.0</b>	<b>40.0</b>	<b>37.8</b>	<b>38.0</b>	<b>38.0</b>
<b>Total FTE</b>	<b>146.8</b>	<b>152.5</b>	<b>152.4</b>	<b>152.5</b>	<b>155.5</b>

## 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	General	Street &	Sewer Cap	Water Cap	Water SDC	Info Tech	Equip	Total
	Fund 110	Fund 140	Cap Const Fund 358	Storm Cap Const Fund 363	Const Fund 465	Const Fund 466	Fund 474	Fund 586	Replace Fund 591	
General Fund 001	116,000		750,000		26,342		26,342	83,769		1,002,453
Transit Fund 110								3,001		3,001
Building Fund 123								3,001		3,001
Street Fund 140				1,780,000				4,501	30,000	1,814,501
Parks SDC 364			30,000				30,000			60,000
Street SDC Fund 376				2,200,000						2,200,000
Storm SDC 377				140,000						140,000
Water Fund 470					6,601		6,601	9,753	10,000	32,955
Sewer Fund 472		90,000			6,601	1,032,750	6,601	13,504	30,000	1,179,456
Water SDC Fund 474							90,000			90,000
Sewer SDC Fund 475						500,000				500,000
<b>Total</b>	<b>116,000</b>	<b>90,000</b>	<b>780,000</b>	<b>4,120,000</b>	<b>39,544</b>	<b>1,532,750</b>	<b>129,544</b>	<b>30,000</b>	<b>117,529</b>	<b>7,025,367</b>

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

- 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.
- 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 2017-18. 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.

Projects funded on a pay-as-you-go basis 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. Projects which require financing are budgeted incrementally to ensure that available funding is used prior to incurring borrowing costs.

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.

Each project gets assigned a project code which uniquely identifies the project’s class, purpose, fund, plus a four digit project number. The project codes are used on all transactions to track revenues and expenditures for the life of the project.

Project Class		Project Purpose		Fund		Project Number
A	Activity	A	Activity	GF	General	####
C	Capital	B	Building	ST	Street	
E	Engineering Only	D	Distribution	SW	Sewer	
G	Grant	E	Equipment	TR	Transit	
M	Maintenance	I	Infrastructure	UR	Urban Renewal	
		P	Parks	WA	Water	
		V	Vehicles			

## Current Year Projects

Project Name	Project Number	General Cap	Street & Storm	Sewer	Water	Parks	Sewer	Total
		Const Fund 358	Cap Const Fund 363	Cap Const Fund 465	Cap Const Fund 466	SDC Fund 364	SDC Fund 475	
Centennial Park Splash Pad	GPGF1505	30,000	-	-	-	30,000	-	60,000
City-wide Facility Improvements	MBGF1520	750,000	-	-	-	-	-	750,000
West Hayes street improvement <sup>(A)</sup>	CIST1486	-	3,075,000	-	-	-	-	3,075,000
Safety Sidewalk & ADA Construction	CIST1165	-	25,000	-	-	-	-	25,000
Settlemer Avenue/W. Lincoln intersection improvement	CIST1470	-	60,000	-	-	-	-	60,000
Hardcastle Avenue/Railroad Crossing Realignment <sup>(B)</sup>	CIST1443	-	1,200,000	-	-	-	-	1,200,000
Fourth Street Storm rehabilitation <sup>(C)</sup>	CDST1471	-	260,000	-	-	-	-	260,000
West Hayes Street Sanitary Sewer Pipeline Project	CDSW1417	-	-	1,300,000	-	-	-	1,300,000
Young Street Sanitary Sewer Pipeline Project <sup>(D)</sup>	CDSW1469	-	-	1,600,000	-	-	-	1,600,000
WWTP Phase 2A Upgrades	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
Mill Creek Pump Station pump replacement	CESW1514	-	-	235,000	-	-	-	235,000
Santiam Lift Station Abandonment	CDSW1512	-	-	300,000	-	-	-	300,000
Automatic Read Meter Replacement Program	CDWA1060	-	-	-	100,000	-	-	100,000
Hwy 214: Astor Way to 1210 Newberg Hwy waterline <sup>(E)</sup>	CDWA1518	-	-	-	180,000	-	-	180,000
Sanitary Sewer - Boones Crossing PUD	CDSW1513	-	-	-	-	-	80,000	80,000
<b>Total</b>		<b>780,000</b>	<b>4,620,000</b>	<b>5,060,000</b>	<b>280,000</b>	<b>30,000</b>	<b>80,000</b>	<b>10,850,000</b>

<sup>(A)</sup> CIST1486 - \$2,200,000 funded from Street SDC Fund and \$80,000 being funded from Storm SDC Fund

<sup>(B)</sup> CIST1443 - \$500,000 funded from Street SDC Fund

<sup>(C)</sup> CDSW1471 - \$60,000 funded from Storm SDC Fund

<sup>(D)</sup> CDST1471 - \$500,000 funded from Sewer SDC Fund

<sup>(E)</sup> CDWA1518 - \$90,000 funded from Water SDC Fund

### Urban Renewal Projects

Project Name	Project Number	Urban	Total
		Renewal Fund 720	
Bungalow Theater and Museum Restoration Project	CBUR1517	200,000	200,000
Alleyway Beautification, Phase II - Grant to Lincoln	CIUR1516	72,000	72,000
First Street Reconstruction	CIUR1423	400,000	400,000
Downtown Public Restroom	CBUR1489	200,000	200,000
Alleyway Beautification, Phase I	CIUR1510	50,000	50,000
<b>Total Urban Renewal Projects</b>		<b>922,000</b>	<b>922,000</b>

## 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. These sheets summarize a project, including the budget amount, funding source and location of the project. Multi-year information is also displayed to provide a project status. Before a project data sheet is created, the project is reviewed by the City Administrator for inclusion in the proposed budget.

**Project Data for Centennial Park Splash Pad**

Project Number:	GPGF1505	New Project <input type="checkbox"/>
Project Name:	Centennial Park Splash Pad	
Project Description:	Construction of an interactive Splash Pad water park in Centennial Park. A state grant funds a portion of the project with the remaining costs from Parks SDC Fund 364.	

Map:



Project Justification:	Adding water feature to park area
Operating Fund Impact:	Will impact operating budget with addition of water feature - est. \$5,000
Project Status:	Construction
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$225,000
Capital Expense Account:	358-121-9531 5637 Parks

**Budget History:**

Fiscal Year	2016-17	2017-18		
Budget	\$225,000	\$60,000		
Year to Date expenses	\$165,000			
Balance	\$60,000			

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
GPGF1505	358	General Fund Cap Construction – State Grant	\$121,752	FY 2016-17
GPGF1505	364	Parks SDC Fund	103,248	FY 2016-18

### Project Data for West Hayes Street Improvement

Project Number:	CIST1486	New Project <input 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:	Some impact to maintenance budget but will reduce long term maintenance costs - estimate \$10,000 additional due to widening
Project Status:	Final design 2018 and construction 2019
Estimated Completion Date:	June 2019
Estimated Project Cost:	\$3,125,000
Capital Expense Account:	363-631-9531 5631 Street/Sidewalk/Alley

**Budget History:**

Fiscal Year	2016-17	2017-18	2018-19
Budget	\$3,125,000	\$3,072,156	
Year to Date expenses	\$52,844		
Balance	\$3,072,156		

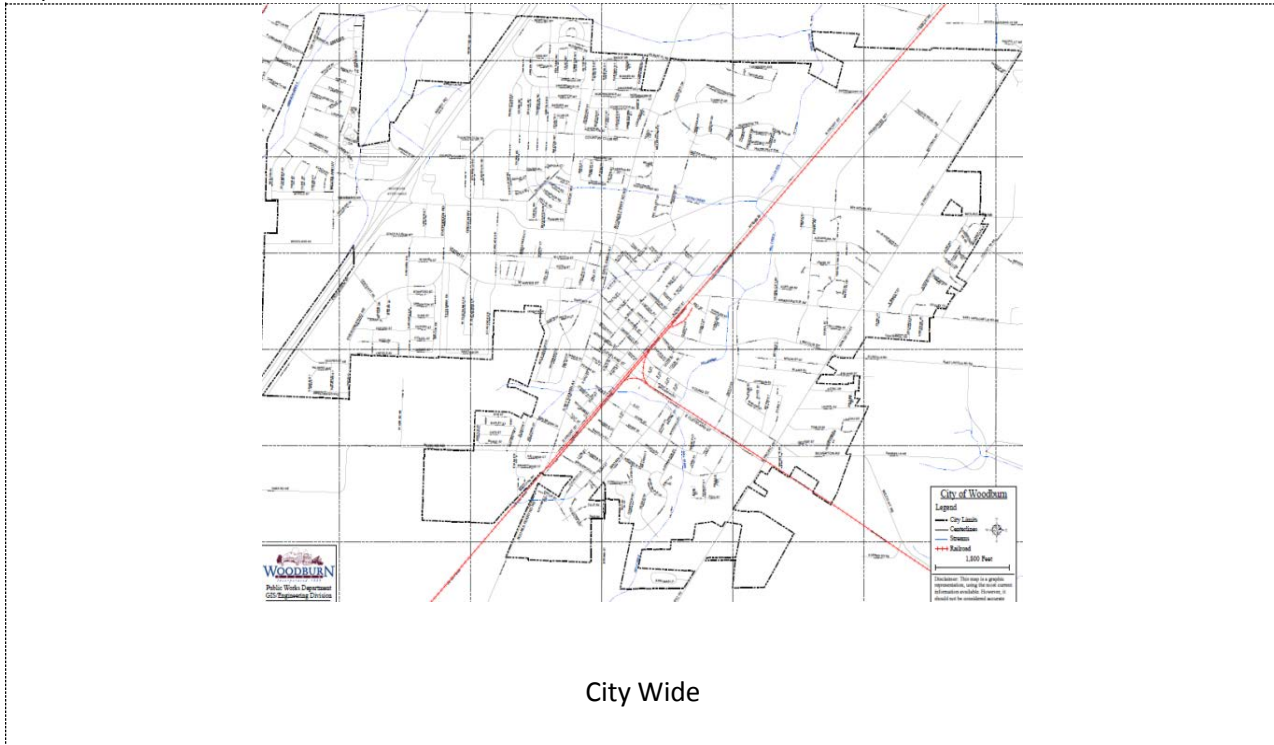
**Funding Data:**

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 for Safety Sidewalk/ADA ramps**

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 mostly throughout the downtown area.	

Map:



Project Justification:	Improvements for safe pedestrian movements and ADA Compliance.
Operating Fund Impact:	Slight decrease to operating budget - estimated decrease is negligible
Project Status:	Annual
Estimated Completion Date:	Ongoing
Estimated Project Cost:	\$25,000
Capital Expense Account:	363-631-9531 5631 Streets/Alleys/Sidewalks

**Budget History**

Fiscal Year	2017-18				
Budget	\$25,000				
Year to Date expenses					
Balance					

**Funding Data:**

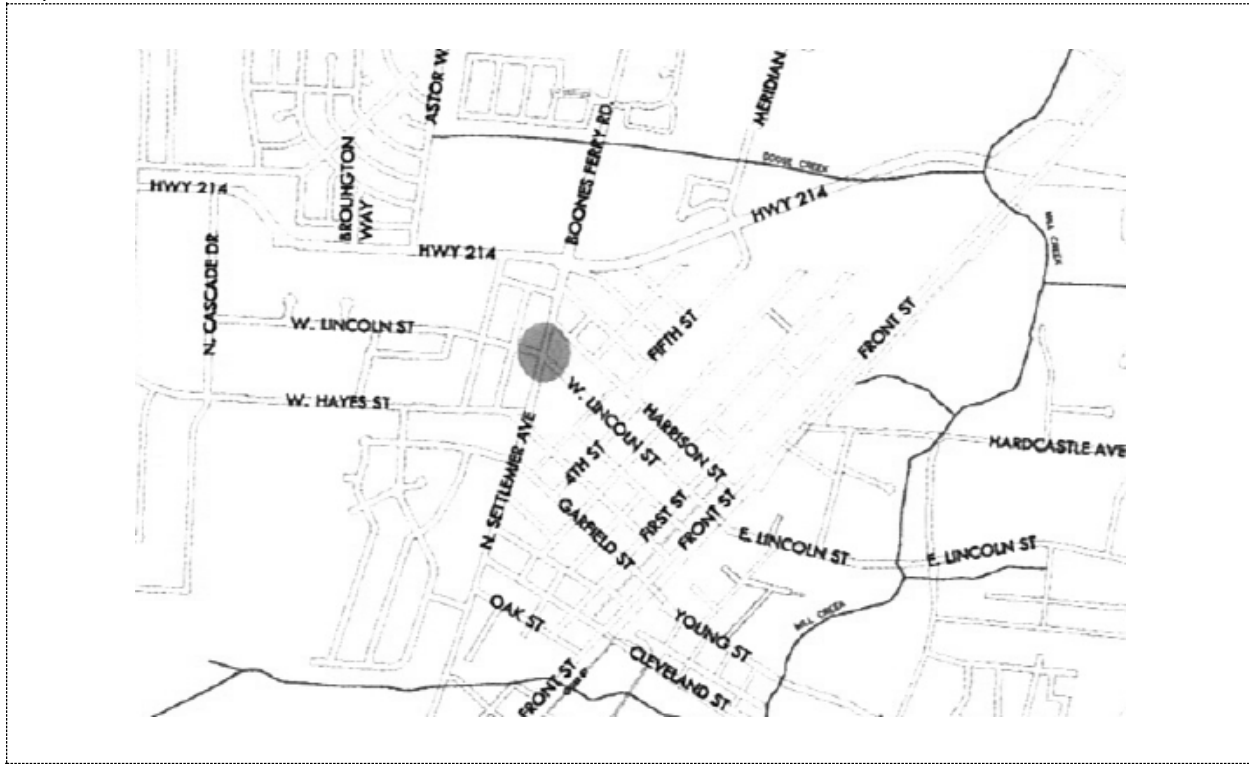
Project No.	Fund No.	Fund Name	Amount	FY
CIST1165	140	Street Fund	\$25,000	2017-18



### Project Data for Settlemier/W. Lincoln Intersection

Project Number:	CIST1470	New Project <input type="checkbox"/>
Project Name:	Settlemier Avenue/W. Lincoln Street 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:	Slight increase to operating budget - increase is negligible
Project Status:	Construction
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$60,000
Capital Expense Account:	363-631-9531 5631 Streets/Alleys/Sidewalks

**Budget History:**

Fiscal Year	2016-17	2017-18	
Budget	\$60,000	\$59,866	
Year to Date expenses	\$134		
Balance	\$59,866		

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIST1470	140	Street Fund	\$60,000	2016-18

**Project Data for Hardcastle Avenue/Railroad crossing realignment**

Project Number:	CIST1443	New Project <input checked="" type="checkbox"/>
Project Name:	Hardcastle Avenue/Railroad Crossing Realignment	
Project Description:	The project will include shifting the intersection to the north allow wider turning areas for trucks and match the existing grade with N Front Street. There will be a new 32 ft. wide street with curb and sidewalk on both sides up to and around Commerce Way, new railroad crossing signal system, and concrete grade crossing panels.	

Map:



Project Justification:	This project will allow safer turning movements for vehicular traffic
Operating Fund Impact:	Railroad crossing is owned by Union Pacific Railroad - no impact on City operations or maintenance budget
Project Status:	Design and Right of Way acquisition 2018 and construction 2019
Estimated Completion Date:	June 2019
Estimated Project Cost:	\$1,200,000
Capital Expense Account:	363-631-9531 5631 Streets/Alleys/Sidewalks

**Budget History:**

Fiscal Year	2017-18	2018-19		
Budget	\$1,200,000			
Year to Date expenses				
Balance				

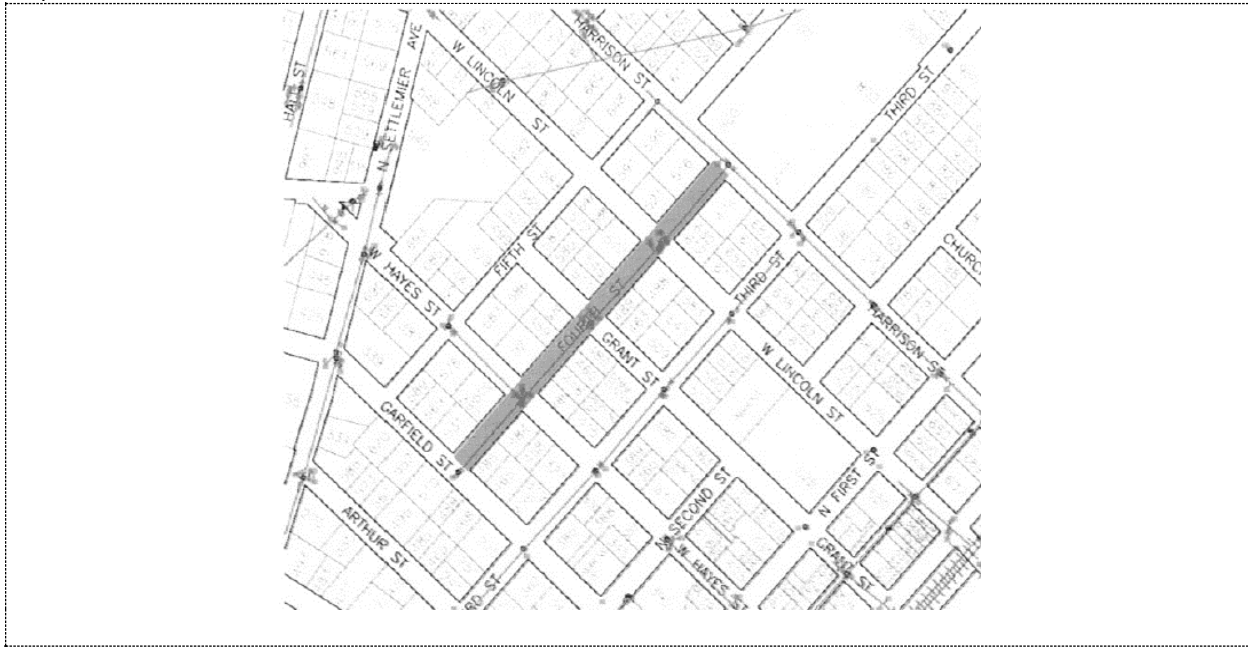
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIST1443	140	Street Fund	\$700,000	FY 2017-19
CIST1443	376	Street SDC Fund	\$500,000	FY 2017-19

### Project Data for Fourth Street Storm

Project Number:	CDST1471	New Project <input type="checkbox"/>
Project Name:	Fourth Street Storm Rehabilitation	
Project Description:	Replace existing pipes with four each 48" Storm Drain Manholes, 1,270 LF PVC Storm Drain pipe and nine 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-decrease negligible
Project Status:	Construction
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$260,000
Capital Expense Account:	363-631-9531 5636 Storm Drains

**Budget History:**

Fiscal Year	2015-16	2016-17	2017-18
Budget	\$260,000	\$237,338	\$237,338
Year to Date expenses	\$22,662	\$251	
Balance	\$237,338	\$237,087	

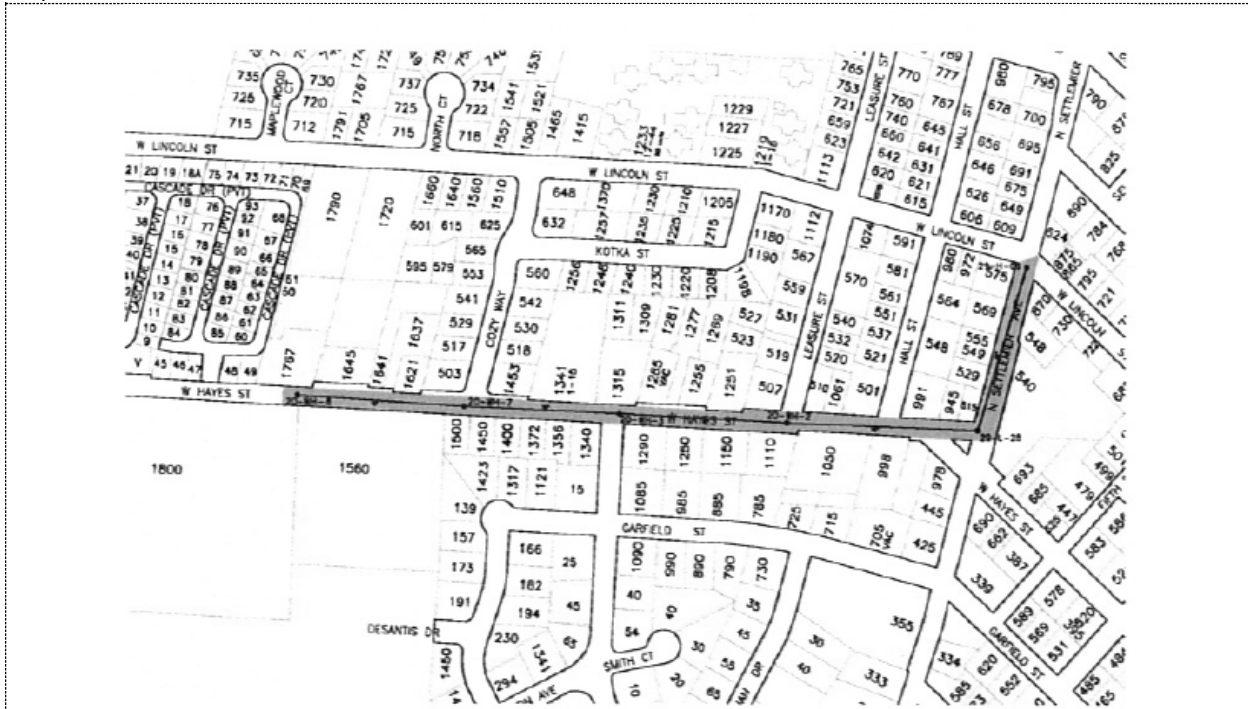
**Funding Data:**

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 for West Hayes Sanitary Sewer

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:	Increase in maintenance cost with replacement - increase negligible
Project Status:	Design/Construction
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$2,030,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2014-15	2015-16	2016-17	2017-18
Budget	\$2,030,000	\$2,025,044	\$1,500,000	\$1,300,000
Year to Date expenses (estimate)	\$4,956	\$525,044	\$200,000	
Balance	\$2,025,044	\$1,500,000	\$1,300,000	

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1417	472	Sewer Fund	\$2,030,000	FY2014-17

### Project Data for Young Street Sanitary Sewer

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:	Slight increase in maintenance costs - increase negligible
Project Status:	Design/Construction
Estimated Completion Date:	June 2017
Estimated Project Cost:	\$1,773,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2015-16	2016-17	2017-18
Budget	1,773,000	1,700,000	\$1,600,000
Year to Date expenses	73,000	\$100,000	
Balance	1,700,000	\$1,600,000	

**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

**Project Data for WWTP Phase 2A Upgrades**

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
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History**

Fiscal Year	2014-15	2015-16	2016-17	2017-18	2017-18+
Budget	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$8,400,000
Year to Date expenses	\$850	\$0	\$0		
Balance	\$999,150	\$1,000,000	\$1,000,000		

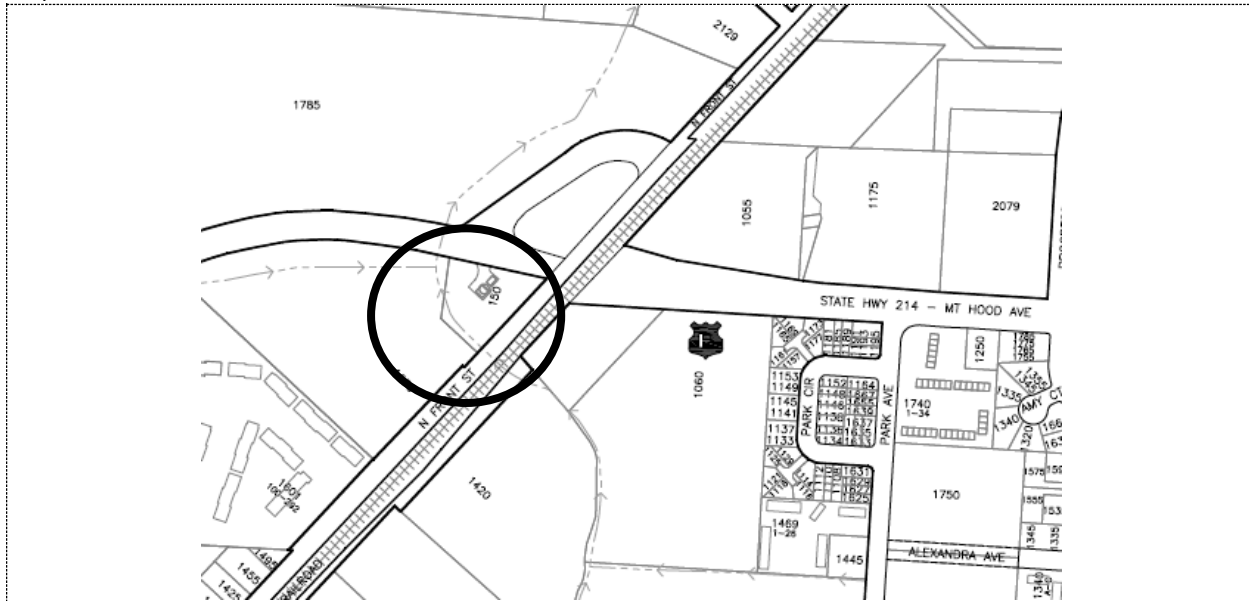
**Funding Data:**

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

**Project Data for Mill Creek Pump Station, Phase 1**

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 2018
Estimated Project Cost:	\$150,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2014-15	2015-16	2016-17	2017-18
Budget	\$150,000	\$150,000	\$150,000	\$150,000
Year to Date expenses	\$0	\$0	0	
Balance	\$150,000	\$150,000	\$150,000	

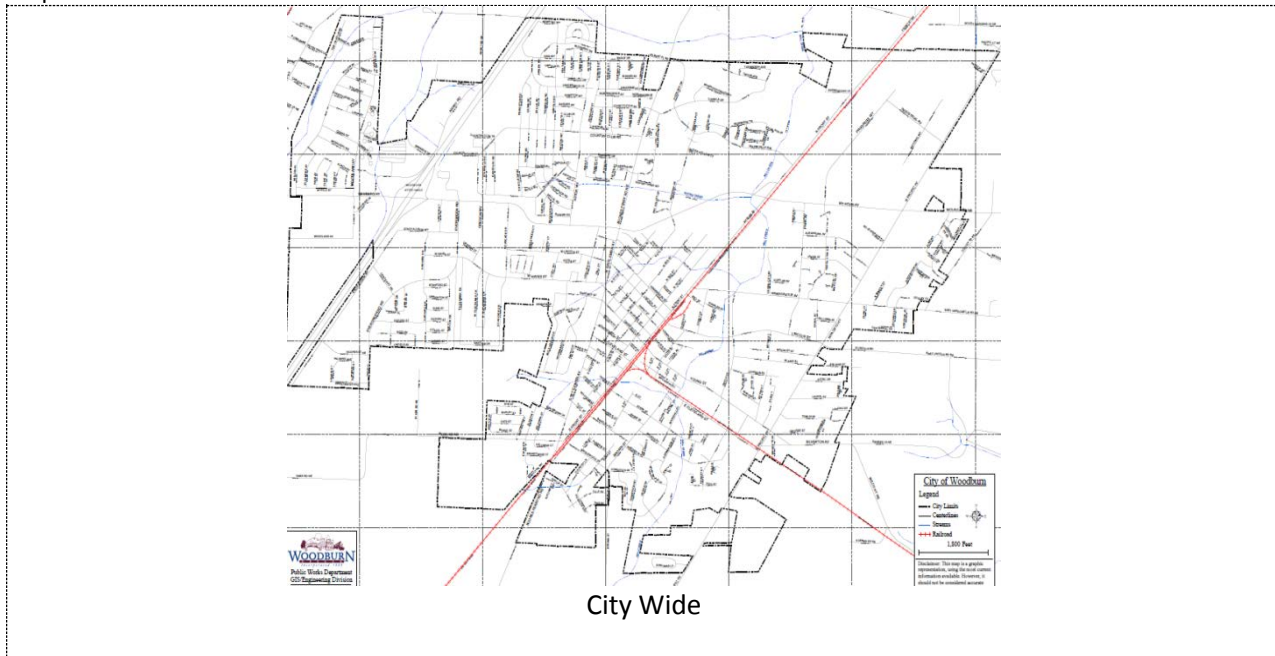
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1413	472	Sewer Fund	\$150,000	2017-18

### Project Data for Pump Station Upgrades

Project Number:	CDSW1414	New Project <input 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 - \$1,000
Project Status:	Design
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$225,000

#### **Budget History**

Fiscal Year	2014-2015	2015-2016	2016-17	2017-18
Budget	\$225,000	\$225,000	\$225,000	\$225,000
Year to Date expenses	\$0	\$0	\$0	
Balance	\$225,000	\$225,000	\$225,000	

#### **Funding Data:**

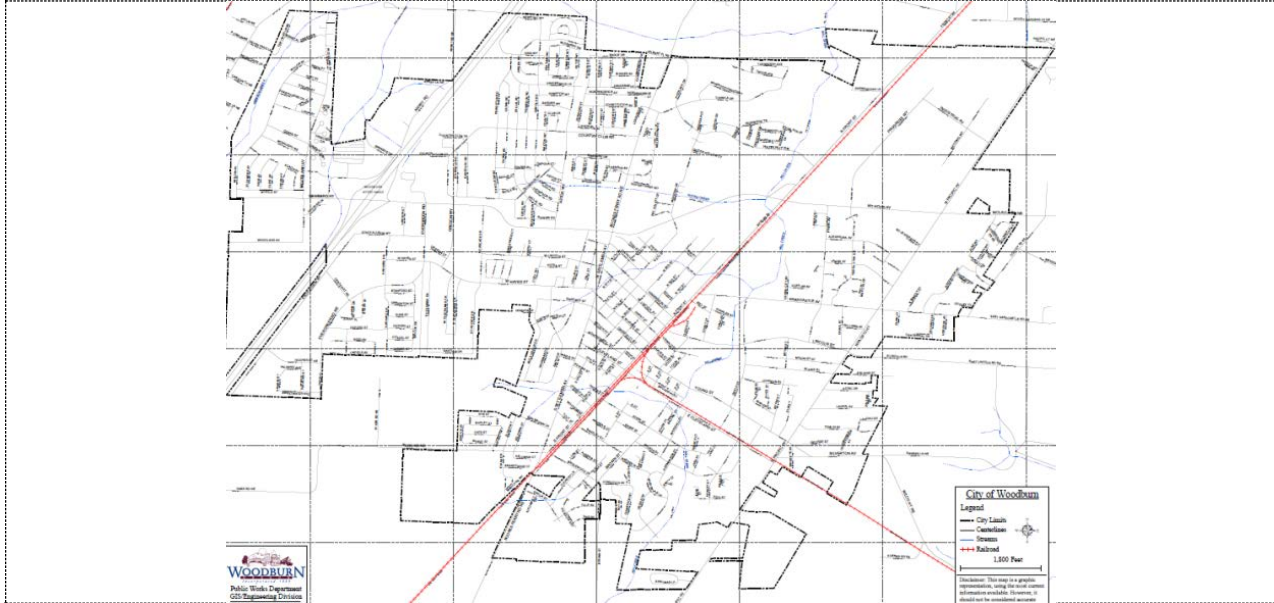
Project No.	Fund No.	Fund Name	Amount	FY
CISW1002	465	Sewer Capital Construction Fund	\$225,000	2014-18



**Project Data for Sanitary Sewer Collection System replacement piping**

Project Number:	CDSW1515	New Project <input checked="" type="checkbox"/>
Project Name:	Sanitary Sewer Collection System Replacement piping	
Project Description:	Replacement of deteriorated sanitary sewer piping throughout the City. This project also includes force main air release upgrades.	

Map:



Project Justification:	Project will restore sanitary sewer infrastructure and eliminate infiltration and inflow of ground water into the sanitary sewer system.  Air relief valves are failing and require regular maintenance. The improvement would increase 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 - decrease negligible
Project Status:	Construction
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$250,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2017-18			
Budget	\$250,000			
Year to Date expenses				
Balance				

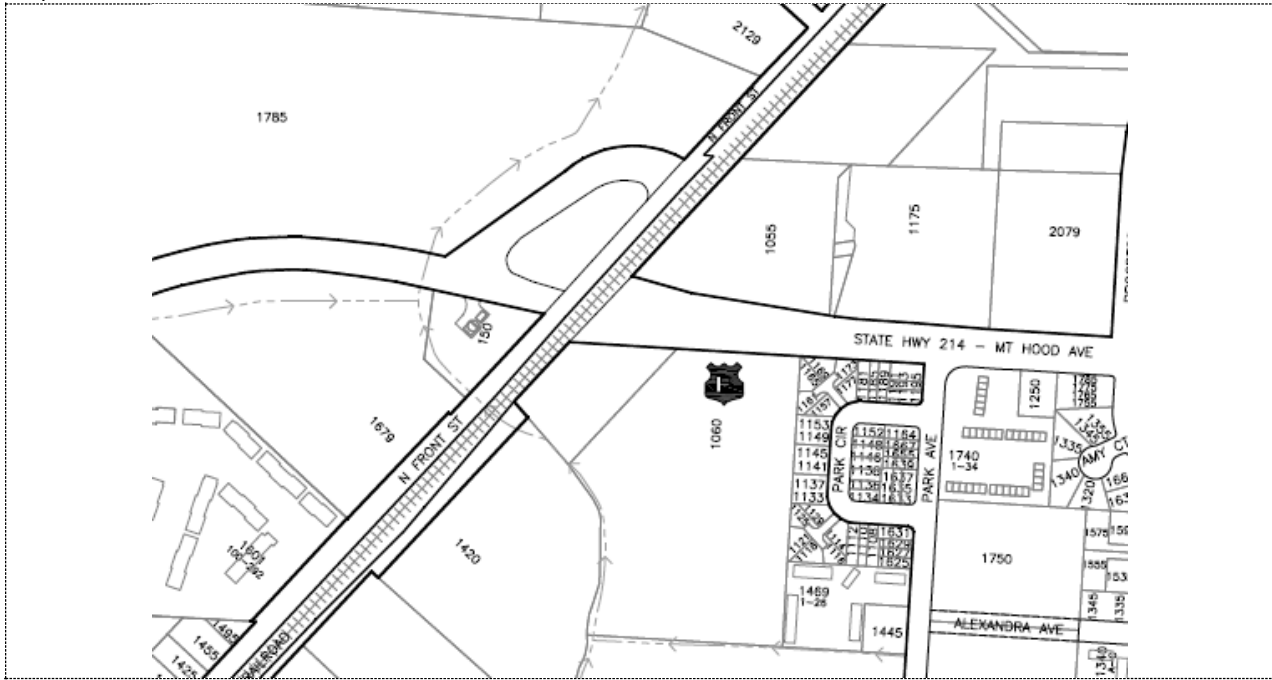
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1515	472	Sewer Fund	\$250,000	2017-18

**Project Data for Mill Creek Pump Station pump replacement**

Project Number:	CESW1514	New Project <input checked="" type="checkbox"/>
Project Name:	Mill Creek Pump Station Pump replacement	
Project Description:	Pump to be replaced is discontinued and there are no parts available for it anymore	

Map:



Project Justification:	There are no parts available to repair the pump at Mill Creek Pump Station anymore. This improve force main operation and plant performance.
Operating Fund Impact:	Slight impact on operations & maintenance - impact negligible
Project Status:	Construction
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$300,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2017-18			
Budget	\$300,000			
Year to Date expenses				
Balance				

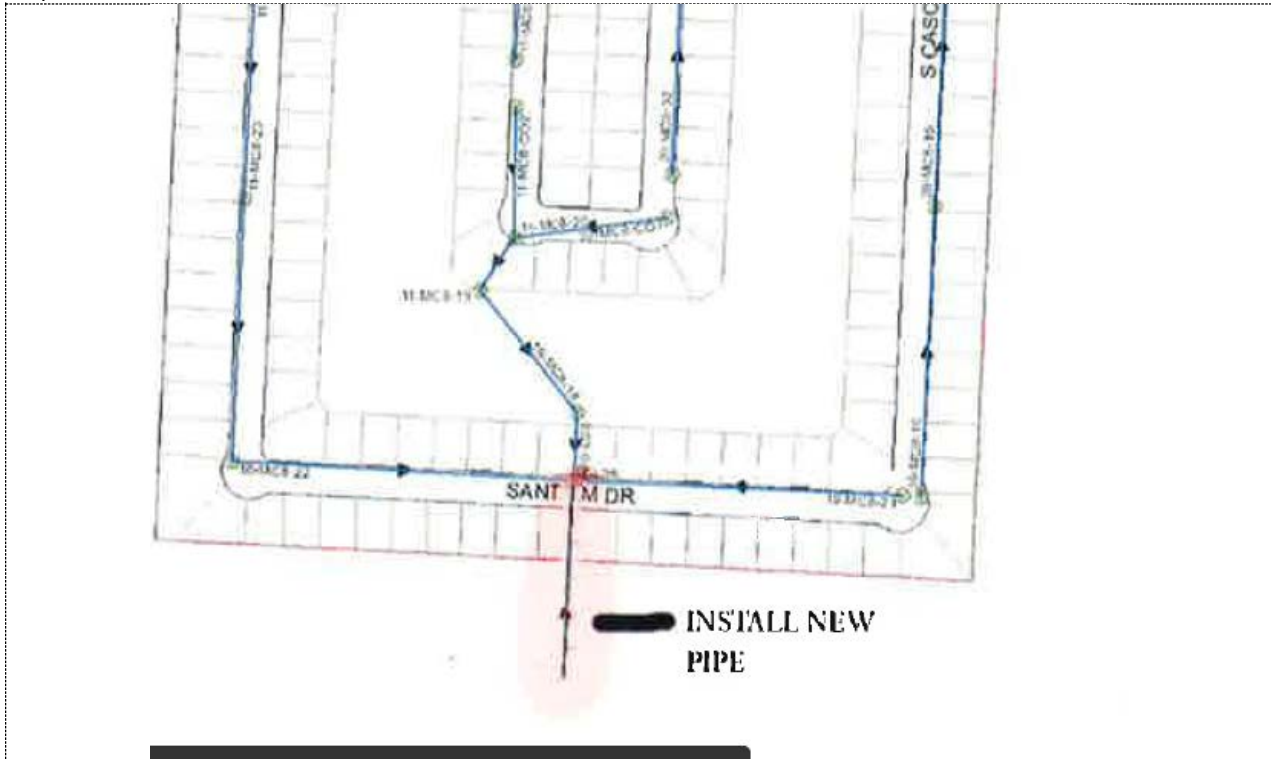
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CESW1514	472	Sewer Fund	\$300,000	2017-18

### Project Data for Santiam Lift Station Abandonment

Project Number:	CDSW1512	New Project <input checked="" type="checkbox"/>
Project Name:	Santiam Lift Station Abandonment	
Project Description:	Abandonment of the lift station and realign sewer main to provide gravity sewer. New development will be occurring south of this area.	

Map:



Project Justification:	Eliminate significant costs in maintaining the existing lift station
Operating Fund Impact:	Will reduce maintenance costs - estimated reduction \$3,000
Project Status:	Demolition
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$235,000
Capital Expense Account:	465-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2017-18		
Budget	\$235,000		
Year to Date expenses			
Balance			

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDSW1512	472	Sewer Fund	\$235,000	2017-18

**Project Data for Automatic Read Meter Replacements**

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 in six to seven years 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:	Slight impact on operations & maintenance - impact negligible
Project Status:	95% complete with replacement of automatic read meters
Estimated Completion Date:	FY 2017-18
Estimated Project Cost:	\$1,500,000
Capital Expense Account:	466-611-9531 5634 Water - Capital

**Budget History**

Fiscal Year	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17*	2017-18
Budget	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$100,000
Actual exp	\$190,290	\$144,150	\$197,707	\$198,111	\$140,108	\$140,000	\$119,798	
Balance	\$9,710	\$55,850	\$2,293	1,889	59,892	\$60,000		

\*Year to Date

**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 for Hwy 214 Water line improvement**

Project Number:	CDWA1518	New Project <input checked="" type="checkbox"/>
Project Name:	Hwy 214 – Astor Way to 1210 Newberg Hwy waterline improvements	
Project Description:	Project will extend waterline from Astor way east to 1210 Newberg Highway to complete a waterline loop on the south side of Hwy. 214.	

Map:



Project Justification:	Will complete the loop on the south side of Hwy 214. The connectivity of the existing water system will provide better flows and provide better water quality.
Operating Fund Impact:	Slight increase in maintenance - increase negligible
Project Status:	Design and construction
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$180,000
Capital Expense Account:	466-611-9531 5634 Water

**Budget History:**

Fiscal Year	2017-18		
Budget	\$180,000		
Year to Date expenses			
Balance			

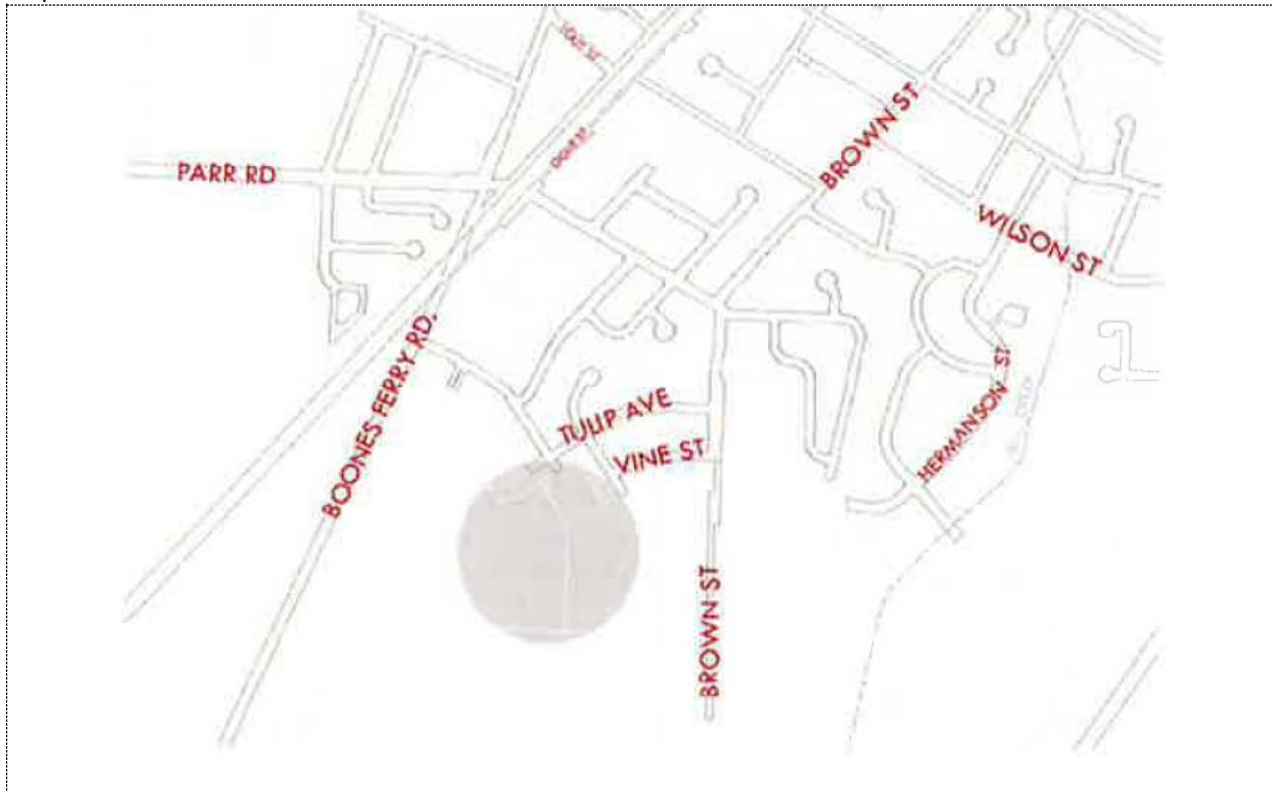
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CDWA1518	470	Water Fund	\$180,000	2017-18

**Project Data for Sanitary Sewer – Boones Crossing PUD**

Project Number:	CDSW1513	New Project <input checked="" type="checkbox"/>
Project Name:	Sanitary Sewer – Boones Crossing PUD	
Project Description:	Intergovernmental Agreement with Boones Crossing PUD to help fund a sanitary sewer pump station in this development. The agreement includes SDC credits of \$330,447 for Phases 4 & 5 and City obligation of \$80,000.	

Map:



Project Justification:	Intergovernmental Agreement with Boones Crossing PUD to help fund a sanitary sewer pump station with this development.
Operating Fund Impact:	There is no impact on operating fund
Project Status:	Design
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$80,000
Capital Expense Account	475-621-9531 5635 Sewer

**Budget History:**

Fiscal Year	2017-18			
Budget	\$80,000			
Year to Date expenses				
Balance				

**Funding Data:**

<u>Project No.</u>	<u>Fund No.</u>	<u>Fund Name</u>	<u>Amount</u>	<u>FY</u>
CDSW1513	475	Sewer SDC Fund	\$80,000	2017-18

## Urban Renewal Project Data for Bungalow Theater and Museum

Project Number:	CBUR1517	New Project <input checked="" type="checkbox"/>
Project Name:	Bungalow Theater and Museum Restoration Project – Phases I & II	
Project Description:	<p>Preserve and restore historically significant properties in downtown while providing for additional arts and cultural activities and event space. Museum and Bungalow Theater are located in the 500 block of N. Front Street.</p> <p>Key project elements include reroofing the buildings; restoration and repairs to the exterior of the buildings; seismic upgrades; install ADA restrooms; electrical upgrades; ingress and egress improvements; installation of fire alarm system.</p>	

Map:



Circa. 1944

Project Justification:	The project will improve the overall appearance of downtown and support the revitalization and economic development efforts of the City, businesses and property owners.
Operating Fund Impact:	Slight impact in maintenance - impact negligible
Project Status:	Construction
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$100,000
Capital Expenses Account:	720-151-1511 5639 Other Improvements

**Budget History:**

Fiscal Year	2017-18			
Budget	\$100,000			
Year to Date expenses				
Balance				

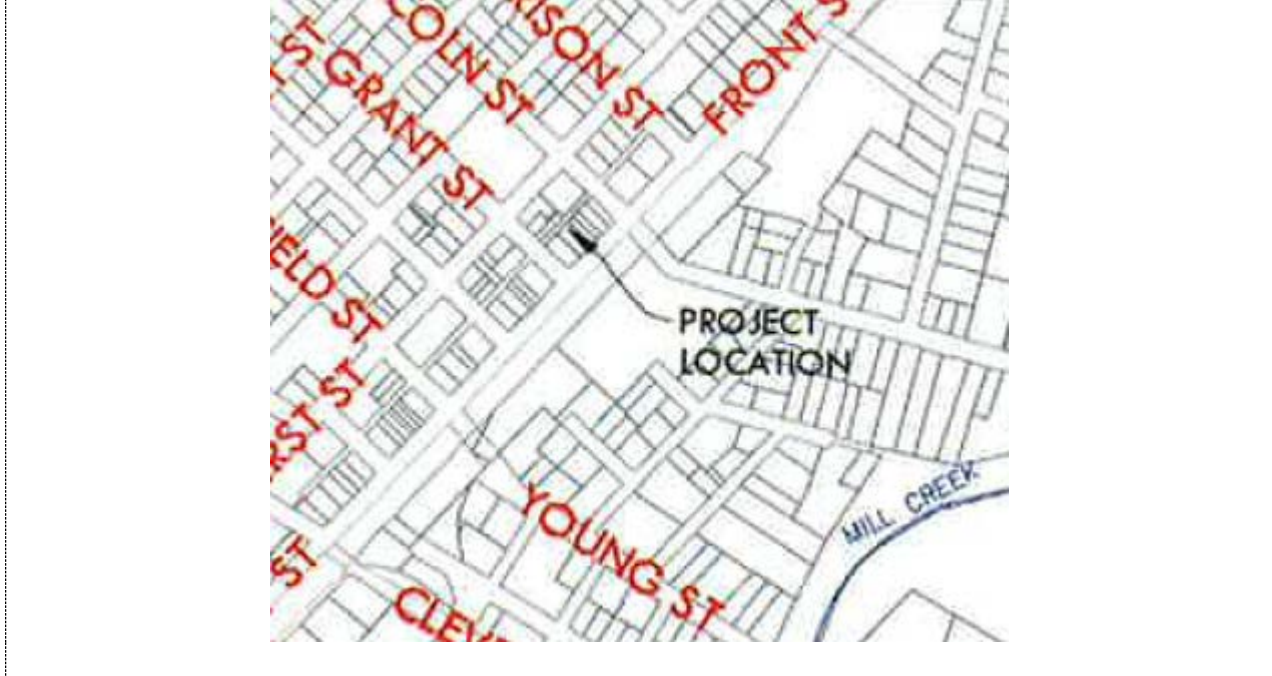
**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CBUR1517	720	Urban Renewal Fund	\$100,000	2017-18

**Urban Renewal Project Data for Alley Beautification, Phase II**

Project Number:	CIUR1516	New Project <input checked="" type="checkbox"/>
Project Name:	Alleyway Beautification Phase II – Grant Street to Lincoln Street	
Project Description:	Design and construction of a safe, clean pedestrian friendly alleyway system in Downtown Woodburn. Key elements would include installation of security lighting, enclosing trash receptacles, painting over graffiti and vandalism, and providing a visually appealing pedestrian area.	

Map:



Project Justification:	This project will improve the overall appearance of the downtown area and support the revitalization and economic development efforts of the City, businesses and property owners.
Operating Fund Impact:	Slight increase in maintenance costs - increase negligible
Project Status:	Design and construction
Estimated Completion Date:	June 2019
Estimated Project Cost:	\$72,000
Capital Expense Account:	720-151-1511-5631 Streets/Alleys/Sidewalks

**Budget History:**

Fiscal Year	2017-18		
Budget	72,000		
Year to Date expenses			
Balance			

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIUR1516	720	Urban Renewal Fund	\$72,000	FY 2017-18



## Urban Renewal Project Data for First Street reconstruction

Project Number:	CIUR1423	New Project <input type="checkbox"/>
Project Name:	First Street Reconstruction from Oak Street to Harrison Street	
Project Description:	Urban Renewal project on First Street between Oak Street and Harrison Street that will consist of a reconstructed roadway, illumination, landscaping, irrigation, storm drainage, sanitary and water improvements, sidewalks, signing and striping. Work would also include side streets and alley.	

**Map:**



Project Justification:	Urban Renewal project to improve this part of the downtown area. Roadway has deteriorated and utility improvements are needed.
Operating Fund Impact:	Design project - no impact on operations or maintenance at this time
Project Status:	Design
Estimated Completion Date:	June 2019
Estimated Project Cost:	\$4,500,000

**Budget History:**

Fiscal Year	2017-18	2018-19		
Budget	\$400,000	\$4,100,000		
Year to Date expenses				
Balance				

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIUR1423	720	Urban Renewal Fund	\$4,500,000	2017-19

**Urban Renewal Project Data for Downtown Restroom**

Project Number:	CBUR1489	New Project <input type="checkbox"/>
Project Name:	Downtown Restrooms – Urban Renewal	
Project Description:	Construction of restroom facilities in the downtown area. The restroom will be located at the Woodburn Public Library near Library Park. It will have an outside entrance so it will not be affected by Library operating hours and will be available during events like Music in the Park and for events at the Plaza.	

Map:



Project Justification:	This project will provide a needed public restroom facility in the Downtown area.
Operating Fund Impact:	Will impact operations & maintenance - estimated increase \$2,000
Project Status:	Construction
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$200,000
Capital Expense Account:	720-151-1511 5639 Other Improvements

**Budget History:**

Fiscal Year	2017-18			
Budget	\$200,000			
Year to Date expenses				
Balance				

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CBUR1489	720	Urban Renewal Fund	\$200,000	FY 2017-18

## Urban Renewal Project Data for Alley Beautification, Phase I

Project Number:	CIUR1510	New Project <input type="checkbox"/>
Project Name:	Alley way Beautification, Phase I – Hayes Street to Grant Street	
Project Description:	Design and construction of a safe, clean pedestrian friendly alleyway system in Downtown Woodburn. Key elements would include installation of security lighting, enclosing trash receptacles, painting over graffiti and vandalism, and providing a visually appealing pedestrian area.	

**Map:**



Project Justification:	This project will improve the overall appearance of the downtown area and support the revitalization and economic development efforts of the City, businesses and property owners.
Operating Fund Impact:	Slight increase to maintenance - increase negligible
Project Status:	Construction
Estimated Completion Date:	June 2018
Estimated Project Cost:	\$73,000
Capital Expense Account:	720-151-1511 5631 Streets/Alleys/Sidewalks

**Budget History:**

Fiscal Year	2016-17	2017-18
Budget	\$73,000	\$50,000
Year to Date expenses	\$23,000	
Balance	\$50,000	

**Funding Data:**

Project No.	Fund No.	Fund Name	Amount	FY
CIUR1510	720	Urban Renewal Fund	\$73,000	2016-18

## Capital Improvement Plan – FY 2018-19 to FY 2022-23

Project	Revenue Source	2018-19	2019-20	2020-21	2021-22	2022-23	Total
<b>Street &amp; Storm Construction</b>							
Evergreen Road: Connect to Parr Road	Developer/Street SDC	600,000	800,000				1,400,000
Alley: Garfield to Cleveland	Street Fund		342,000				342,000
Willow Avenue extension	Street Fund	40,000	1,000,000				1,040,000
Harrison Street: Street Improvement	Street Fund/Street SDC			60,000	935,000		995,000
Front Street Improvements - Front St Ramp to NCL	Street Fund/Street SDC		1,500,000	2,300,000			3,800,000
Safety Sidewalk Construction	Street Fund	25,000	25,000	25,000	25,000	25,000	125,000
<b>Storm Drain Construction</b>							
N. Front Street - Culvert to Commerce	Street Fund/Storm SDC	18,000	282,000				300,000
Settlemier Detention and Outlet Works	Storm SDC/Developer			209,000			209,000
Cleveland Street at Mill Creek Culvert Rehab	Street Fund	78,800					78,800
5th Street - Lincoln to Harrison St	Street Fund/Storm SDC	285,000					285,000
N 2nd and 3rd - South of Yew Street	Street Fund/Storm SDC		230,000				230,000
Landau/Laurel/George Storm to Pudding River	Street Fund/Storm SDC		250,000	600,000			850,000
422 Tooze Street	Street Fund/Storm SDC			150,000			150,000
Rehab Existing Collection System	Street Fund				500,000	500,000	1,000,000
Drainage work & street modification @ High Street	Street Fund/Storm SDC					30,000	30,000
<b>Total Street and Storm Drain Construction</b>		<b>1,046,800</b>	<b>4,429,000</b>	<b>3,344,000</b>	<b>1,460,000</b>	<b>555,000</b>	<b>10,834,800</b>
<b>Street Resurfacing: Gravel Streets</b>							
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
<b>Total Gravel Streets</b>		<b>160,000</b>	<b>300,000</b>	<b>185,000</b>	<b>260,000</b>	<b>150,000</b>	<b>1,055,000</b>
<b>Water Systems Construction</b>							
Harrison Street - Settlemier to First Street	Water Fund	450,000					450,000
Lincoln St 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
Abandon Transmission line Country Club Rd to Tower	Water Fund					500,000	500,000
I-5 waterline crossing to serve SWIR Area	Water Fund/Water SDC/Dev	500,000					500,000
Rehab/Capacity Improvements Existing Distribution	Water Fund/Water SDC	250,000	250,000	250,000	300,000		1,050,000
Upsize main on Brown Street at Vine Street	Water Fund	40,000					40,000
<b>Total Water Systems Construction</b>		<b>1,240,000</b>	<b>250,000</b>	<b>475,000</b>	<b>500,000</b>	<b>500,000</b>	<b>2,965,000</b>
<b>Sewer Construction: Wastewater Treatment Plant</b>							
POTW Phase 2A/Natural Treatment System	Sewer Fund	4,800,000	6,000,000	400,000			11,200,000
Storm Water Treatment Final Engineering	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
Poplar Tree Expansion on Additional Property	Sewer Fund	350,000	350,000	364,000	364,000		1,428,000
Septage RV dump station improvements	Sewer Fund	60,000	240,000				300,000
Poplar Treet Land Purchase	Sewer Fund		885,000				885,000
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
<b>Sewer Construction: Sanitary Collection System Construction</b>							
Collection System Piping replacements	Sewer Fund	460,000	460,000	460,000	460,000		1,840,000
Rainier Lift Station - Force & Gravity sections	Sewer Fund	300,000					300,000
South Brown Street Pump Station	Sewer Fund/Developer	800,000					800,000
Front Street pipeline project	Sewer Fund	208,000	832,000				1,040,000
Lincoln Street Sewer rehab - Bryan to Mill Creek	Sewer Fund	500,000					500,000
I-5 Force Main project	Sewer Fund		619,000	2,474,000			3,093,000
I-5 Pump Station	Sewer Fund			261,000	1,046,000		1,307,000
Progress Way Pipeline project	Sewer Fund				255,000	1,092,000	1,347,000
<b>Total Sewer Construction</b>		<b>7,478,000</b>	<b>9,401,000</b>	<b>4,929,000</b>	<b>5,985,000</b>	<b>5,012,000</b>	<b>32,805,000</b>
<b>Parks</b>							
Legion Park Improvements, Phase 2	Parks SDC	-	1,500,000	-	-	-	1,500,000
<b>Parks Construction Total</b>		<b>-</b>	<b>1,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,500,000</b>

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 122 for more information on this project.

# Appendices

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- ❖ Glossary
- ❖ Budget Policies & Fiscal Strategy
- ❖ Five-Year Forecast
- ❖ Wage Scales
  - Part-Time Wage Scale
  - AFSCME Wage Scale
  - Woodburn Police Association
  - Sergeant Wage Scale
  - Unrepresented Wage Scale
- ❖ Chart of Accounts
- ❖ LB-1 Notice of Budget Hearing
- ❖ Budget Resolution

## Glossary

**Accrual Basis:** The recording of the financial transactions of a government, and other events and circumstances that have cash consequences for the government, in the periods in which those transactions, events and circumstances occur, rather than only in the period in which cash is received or paid by the government.

**Adopted Budget:** Financial plan, approved by the governing body, which forms the basis for appropriations.

**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 (AV):** The value set on real and personal property as a basis for imposing taxes. Maximum Assessed Value (MAV) is the base on which a property's property tax is calculated, and by state law MAV can't increase by more than 3 percent each year.

**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.

**Basis of Accounting:** A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities- are recognized in the accounts and reported in the financial statements.

**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.

**Cash Basis:** A basis of accounting recognizing transactions only when cash is received or disbursed.

**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.

**Depreciation:** An accounting convention used to charge the expiration in the service life of a fixed asset to the period it benefits.

**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.

**Fixed Assets:** Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances. Fixed assets, also referred to as capital assets, include land, right-of-way, buildings, improvements, infrastructure and equipment costing over \$5,000 with an estimated life of one year or more.

**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.

**GFOA:** Government Finance Officers Association

**Governmental Fund Types:** Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds.

**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.

**Internal Service Fund:** A fund used to account for the financing of goods and services provided by one department or agency to other departments or agencies.

**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.

**Major Fund:** A fund whose revenues, expenditures/expenses, assets or liabilities are at least 10 percent of the total for their fund category (governmental or enterprise) and 5 percent of the aggregate of all governmental and enterprise funds in total.

**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.



**Modified Accrual:** Basis of accounting in which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received. All governmental funds are accounted for using the modified accrual basis of accounting.

**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 citywide 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). Trends in current year resources are evaluated by focusing on Operating Revenue.

**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.

**Performance Measure:** Data collected to determine how the effectiveness or efficiency of a department, program or activity is doing in achieving its objectives.

**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.

**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.

**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 and submitted to the public and the budget committee for review.

**Proprietary Fund Type:** Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e. enterprise and internal service funds).

**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 (SDC) 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.

**WWTP:** Wastewater Treatment Plant

**City of Woodburn**  
**FY 2017-18 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 funded 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 the 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 seek 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. 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. The City re-establishes the Shortfall Management Reserve.
- C. **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.
- D. **Water & Sewer Fund Contingencies.** The Water and Sewer Funds will maintain annual contingencies of not less than 5%.

- **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.
- C. **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.
- D. **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.

No debt will be issued without the approval of the City Administrator and authorization of the City Council.

- 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.

- **SECTION 15. DEBT REFINANCING/REFUNDING**

- A. **Debt Refinancing/Refunding.** From time to time, the City Council and/or the City Administrator may direct the Finance Director to determine the feasibility of refinancing/ refunding existing debt. Refinancing may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, release reserve funds, or remove unduly restrictive bond covenants.
- B. **Responsibility.** The Finance Director, with the assistance of consultants as needed, shall have the sole responsibility for conducting the analysis of outstanding bond debt for refinancing/refunding opportunities that may be presented by underwriting and/or financial advisory firms and making a recommendation to the City Administrator.
- C. **Term of Refinancing/Refunding Issues.** The City may refund bonds within the term of the originally issued debt. However, the City may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The City may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
- D. **Analysis and Report.** The City will evaluate each refinancing/refunding candidate on a case-by-case basis. When analyzing possible refinancing/refunding opportunities: the City establishes a guideline net present value savings threshold goal of three percent (3 percent) of the refinanced/refunded bond principal amount. The net present value savings will be net of all related issuance costs. In addition, the Finance Director will make a full report on the potential saving generated and any financial risk associated with refinancing/refunding the debt.

- **SECTION 16. 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 17. 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 18. 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 13, 2017. It is included here to add a long-term perspective to budget information.

# Five-Year Forecast

Fiscal Years 2017/18 – 2021/2022



Photo Source: Google Images

Finance Department  
February 13, 2017

# Introduction

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## 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 July 1 2016, its population had risen to 24,795 — a net rise of 23.4 percent over 2000 — ranking it the 21st most-populated city in Oregon.<sup>1</sup> The US Census' 2015 data shows Woodburn per capita income was \$17,273 (compared to \$27,684 for the state), and the median income for a household was \$45,110, or 12 percent less than the state median household income of \$51,243.<sup>2</sup>

The population of Woodburn, as of July 2016, was 24,795. 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.

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<sup>1</sup> Population Source: Portland State University's Certified Annual Population Estimates 2016

<sup>2</sup> Income Source: United States Census Bureau – Quick Facts for Oregon and Woodburn

## 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

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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) expansion approval creates 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 two years ago projected rate increases of 20 percent beginning July 1, 2017. The updated rates received in November 2016 show an average increase of 23 percent for the next two years. Additionally, another significant average rate increase of 25 percent is projected for the biennium beginning in July 1, 2019. Unfortunately this projection is not the worst case scenario as significant drops in the financial market will affect interest earnings, causing higher PERS rates than currently projected.

### **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. In FY 2016-17 the Police Department budget represents approximately 83 percent of the anticipated 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 for further detail. Also, the extent of needed UGB expansion capacity improvements 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

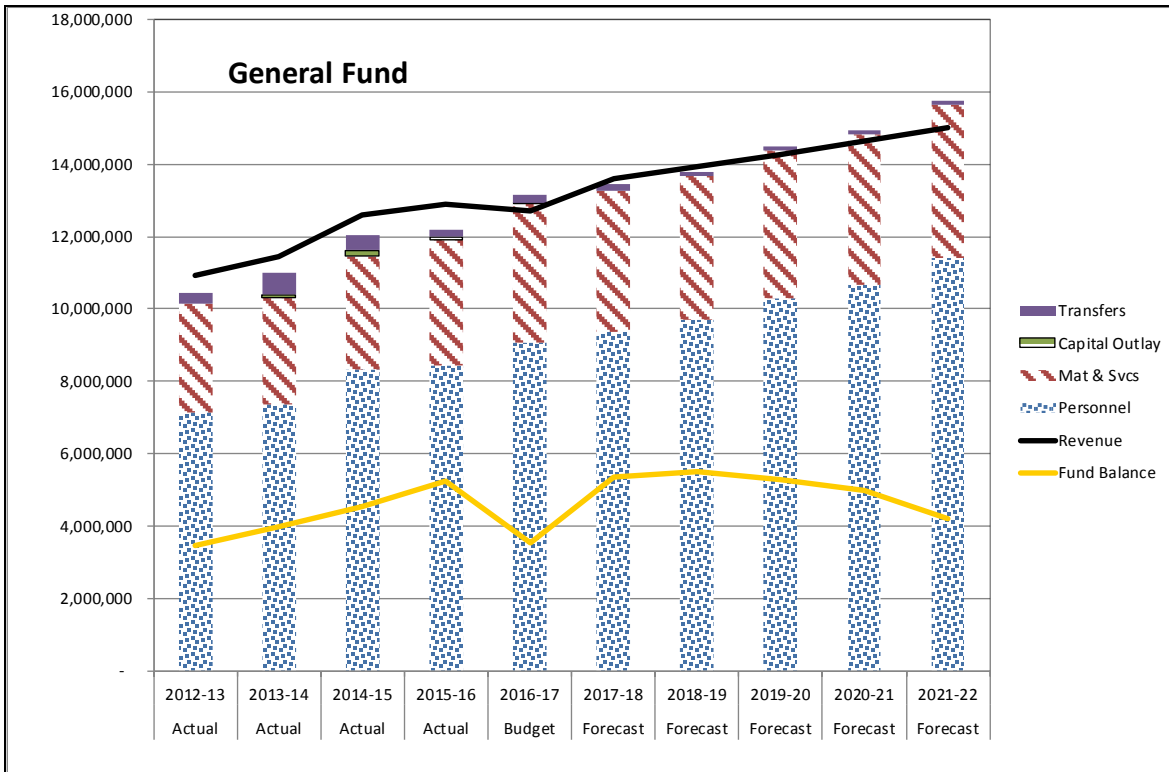
## Variances from Status Quo Assumptions

- Addition of a full-time planner position to manage anticipated development due to the Urban Growth Boundary expansion.

## Key Assumptions

- PERS rate increase (25 percent impact to the General Fund, 23 percent impact citywide) as of July 1, 2017
- General Fund Right-of-Way charge on Water and Sewer continues

## Operating Position



Property taxes account for two-thirds (66 percent) of the annual revenues in the General Fund. Property tax revenues are no longer declining, but uncertainty surrounding the appeal award of the City’s largest taxpayer remains. 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 PGE, NW Natural Gas, Century Link, 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. Revenues are projected to increase at a modest 2.5 percent rate beyond year one of the forecast period.

## Capital Projects — From Operating Revenues

The City has a number of deferred maintenance projects, which continue to be postponed. In fiscal year 2014-15, budget authority was approved for funding for the most critical needs, such as city hall roof and HVAC replacement, a significant mower replacement and other facilities-related needs. However, due to necessary expenditure reductions, 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

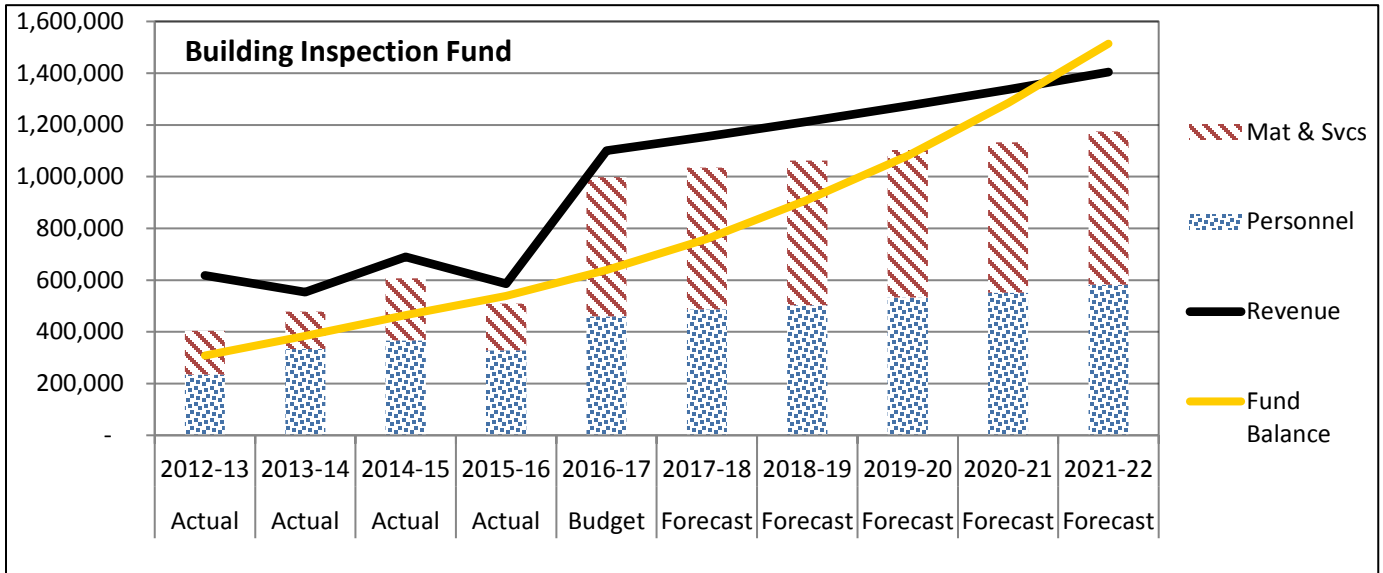
While population continues to increase, there has not been a proportional increase in development resulting in increased tax revenues. This phenomenon places an increased burden on the demand for police services without commensurate revenue increases.

## Building Inspection Fund

### Variances from Status Quo Assumptions

- Permit revenues 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

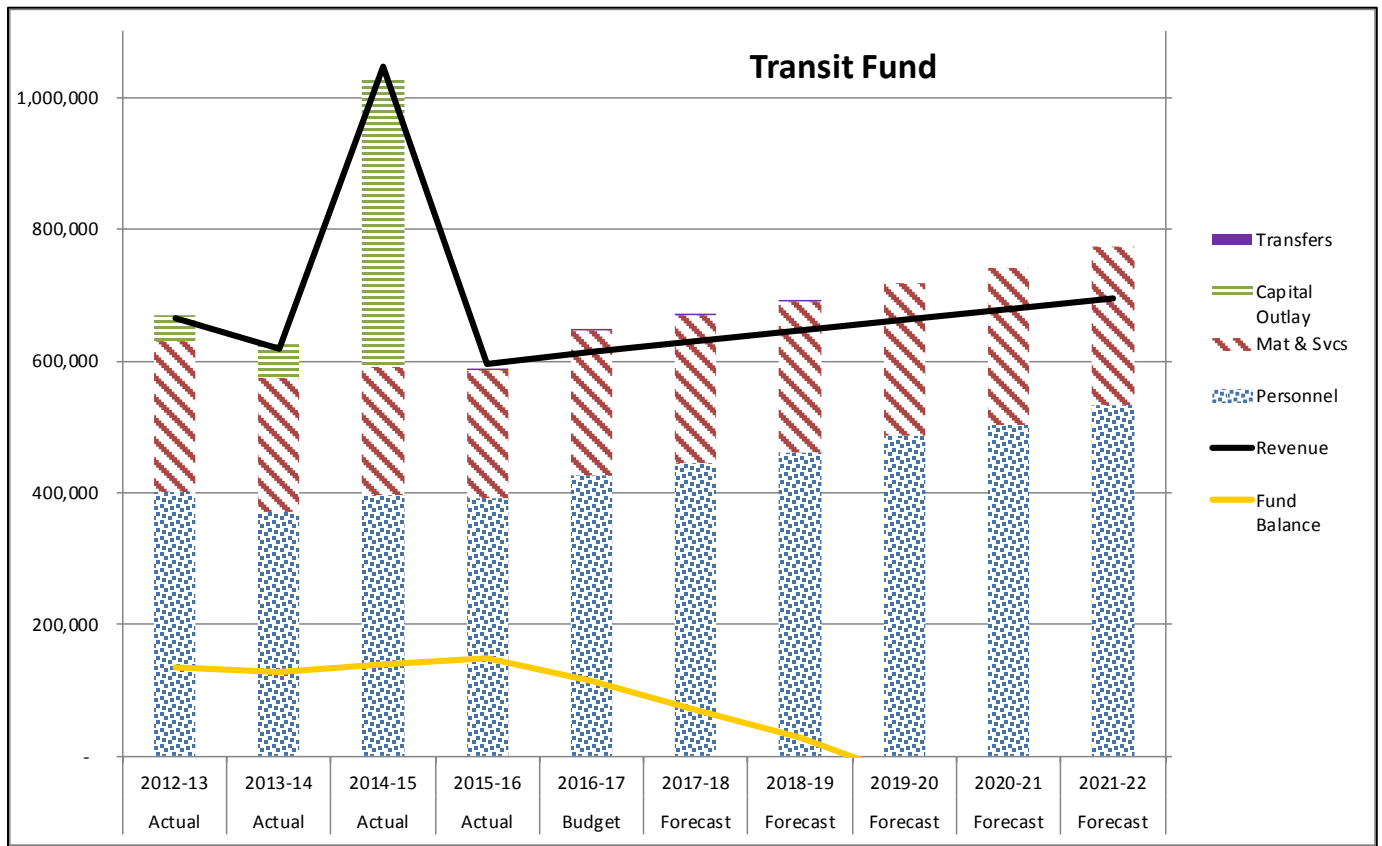
## Variances from Status Quo Assumptions

- 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.

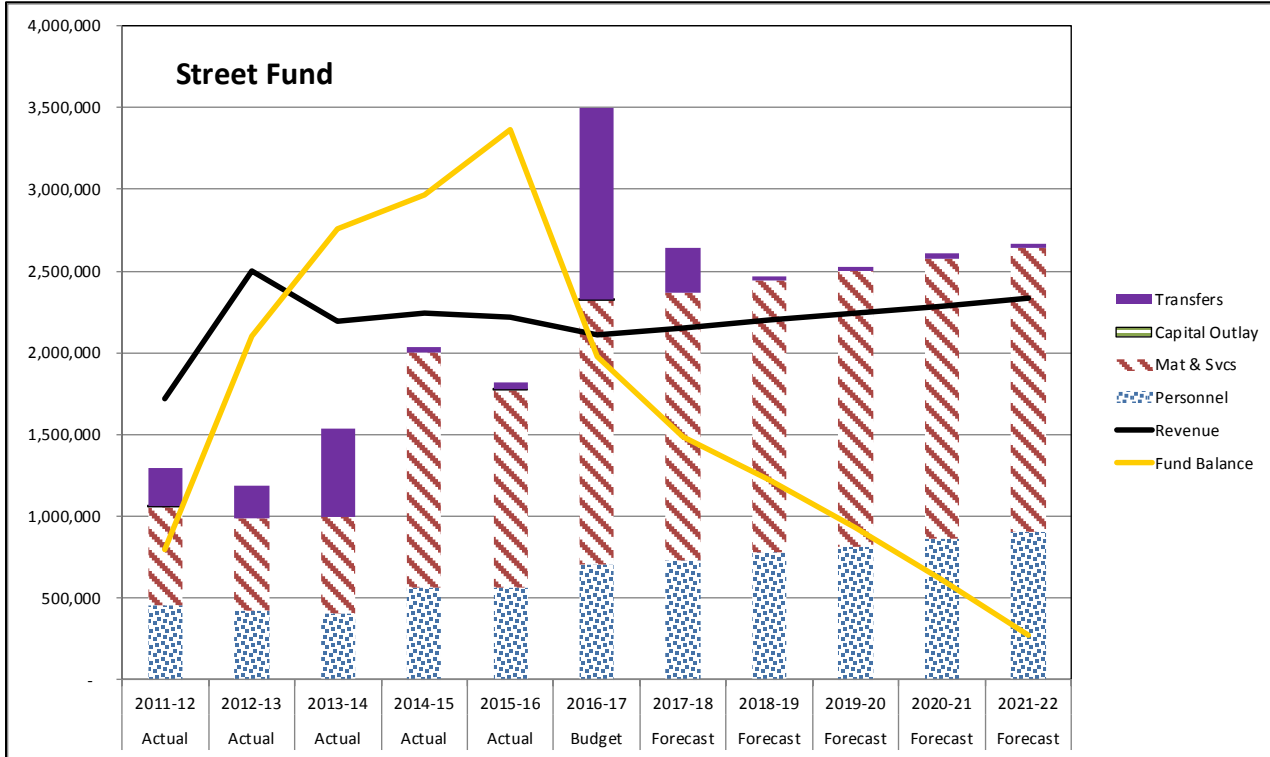
The landscape recently installed at the new Woodburn Memorial Transit Facility will likely generate additional maintenance costs during this five-year period.

# Street Fund

## Variances from Status Quo Assumptions

- None

## Operating Position



State gas taxes are the largest source of revenue, followed by privilege taxes paid by PGE and NW Natural.

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 causing an increase in Transfers. In FY 2014-15 a change was made to correctly classify maintenance activities into the Materials and Services budget instead of Capital Outlay.

## Potential Impacts and Issues

Due to the increase in the gas tax/registration/other fees, and the shifting of shared revenues (to cover street lighting expenses) to this fund, financing remains relatively stable for the forecast period. Privilege taxes are dependent not only on population growth, but can also be impacted by weather patterns.

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.

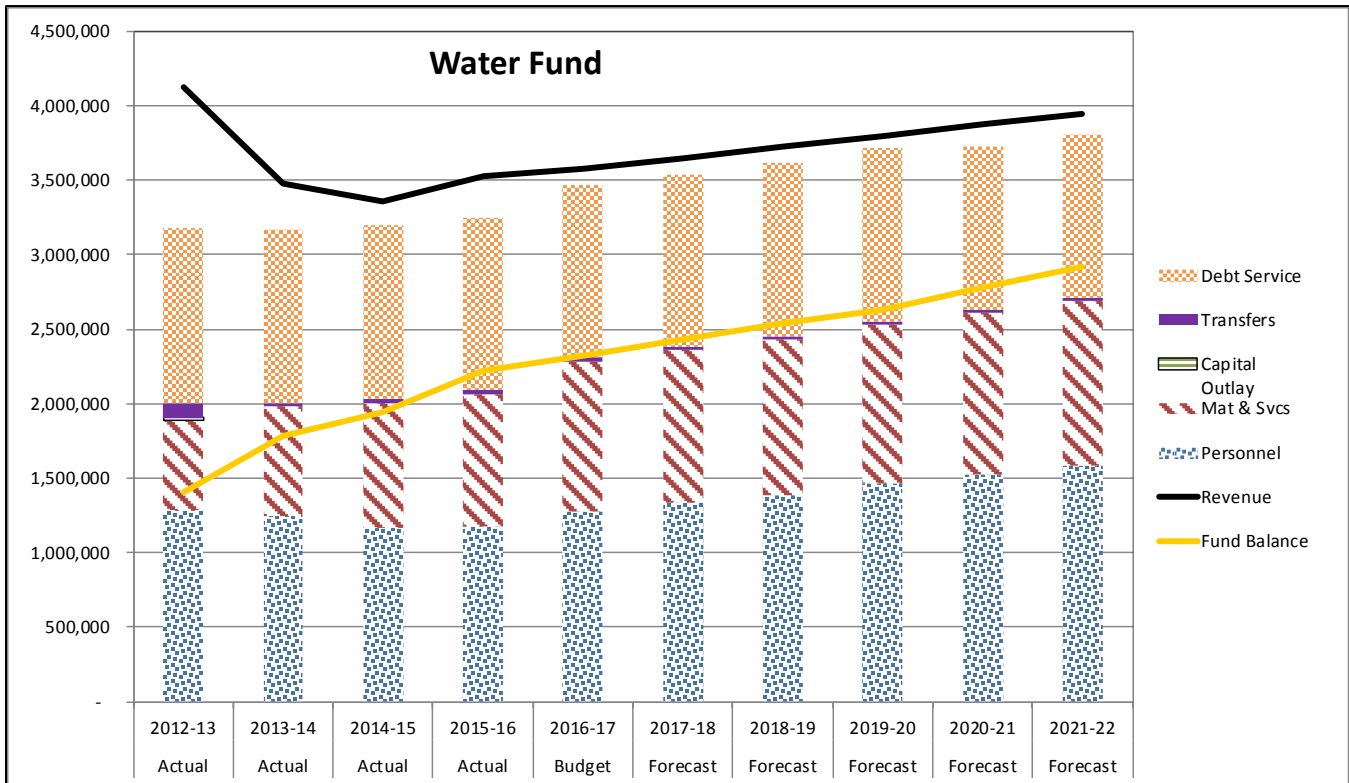
# Water Fund

## 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. The update of the 2001 Water Master Plan currently underway will inform future operating needs and may impact rates.

Additionally, unknown capacity improvements predicated by the UGB expansion may impact future capital needs.



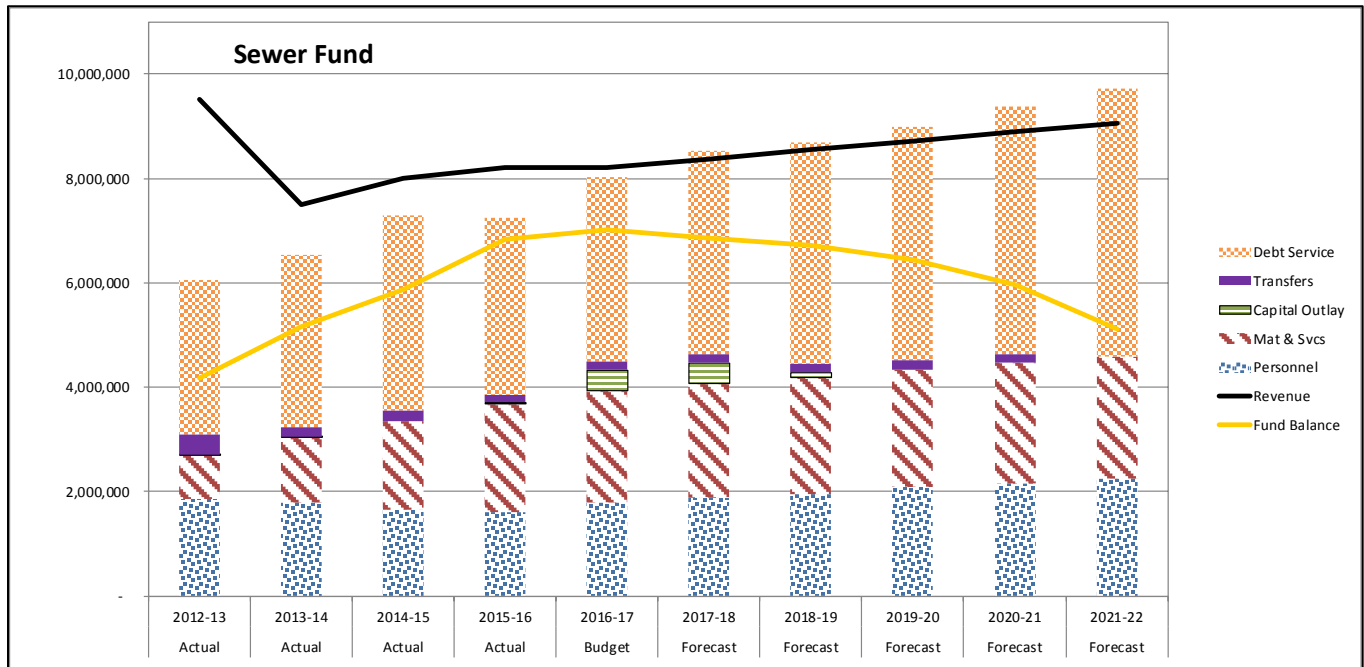
# Sewer Fund

## Variances from Status Quo Assumptions

- None

## Operating Position

To fund the ongoing capital projects, in FY 2014/15 the City Council approved a 9.5 percent rate increase.



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 now accounts 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 Mollala-Pudding River Sub-basin.

The Mollala-Pudding River Sub-basin TMDL was issued by DEQ December 2008 and was subsequently approved the U.S. Environmental Protection Agency (EPA). 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. In 2011 the City sold Wastewater Revenue and Refunding Bonds to fund the needed future wastewater treatment plan compliance upgrades.

In January 2012 the final design plans were submitted to DEQ based on their previously approved evaluation report. 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. The Pudding River TMDL for temperature, established in 2008 using natural criteria, 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. 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.

In addition to the uncertainty surrounding the permit and capital projects, unknown capacity improvements predicated by the UGB expansion may also impact future capital needs.

## Remaining Funds

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### 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

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The assumptions for this forecast are based on historical trends and expected growth without the UGB expansion. Most revenues will be improved as 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, but has been impacted by compression. Reduced property tax revenue due to compression reached a peak during the recession, but has shown improvement in the last two years. There is no correlation between real market value and assessed value. 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 two years of the forecast.

#### **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

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### 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 23 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. 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

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### **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 7/1/2017

Grade	Range			Position		
	Entry	Mid	Max			
1	\$ 10.25	\$ 11.36	\$ 12.47	Library Page	Rec Leader General	Swim Instructor
				Rec Leader- After School Club	Lifeguard	Med. Transp Driver
				Vehicle Custodian	Aquatics Cust	
2	\$ 10.51	\$ 11.56	\$ 12.17	Rec Programmer I - Summ. Day Camp		
3	\$ 10.77	\$ 11.85	\$ 13.03	Rec Programmer II-Summ. Day Camp	Shift Supervisor	
4						
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						
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						
13						
14						
15						
16	\$ 19.23	\$ 21.31	\$ 23.38	Librarian	Pool Operator	
17	\$ 20.19	\$ 22.37	\$ 24.55	Adm. Clerk-Police		
18						
19						
20						
21						
22						
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		
				<b>Parks</b>		
				<b>Seasonal - Temp</b>		
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

## Police Management Wage Scale

Effective 07/02/2017

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	\$ 29.78	\$ 30.97	\$ 32.17	\$ 33.76	\$ 35.34	\$ 36.92	\$ 38.91	\$ 39.70	\$ 40.91	\$ 41.70
4.2	Int. + Basic Language	\$ 30.53	\$ 31.75	\$ 32.98	\$ 34.60	\$ 36.23	\$ 37.86	\$ 39.89	\$ 40.70	\$ 41.93	\$ 42.75
4.3	Int. + Advanced Language	\$ 31.87	\$ 33.15	\$ 34.43	\$ 36.12	\$ 37.82	\$ 39.52	\$ 41.65	\$ 42.49	\$ 43.78	\$ 44.62
5.1	Advanced Certification	\$ 31.27	\$ 32.52	\$ 33.79	\$ 35.45	\$ 37.11	\$ 38.79	\$ 40.86	\$ 41.70	\$ 42.95	\$ 43.79
5.2	Adv. + Basic Language	\$ 32.05	\$ 33.33	\$ 34.63	\$ 36.34	\$ 38.05	\$ 39.75	\$ 41.89	\$ 42.75	\$ 44.03	\$ 44.89
5.3	Adv. + Advanced Language	\$ 33.47	\$ 34.80	\$ 36.15	\$ 37.93	\$ 39.71	\$ 41.50	\$ 43.72	\$ 44.62	\$ 45.96	\$ 46.86
6.1	Supervisory Certification	\$ 32.76	\$ 34.06	\$ 35.39	\$ 37.13	\$ 38.88	\$ 40.63	\$ 42.81	\$ 43.68	\$ 45.00	\$ 45.87
6.2	Super. + Basic Language	\$ 33.58	\$ 34.93	\$ 36.29	\$ 38.07	\$ 39.86	\$ 41.65	\$ 43.88	\$ 44.77	\$ 46.12	\$ 47.04
6.3	Super. + Advanced Language	\$ 35.05	\$ 36.46	\$ 37.88	\$ 39.73	\$ 41.60	\$ 43.48	\$ 45.81	\$ 46.75	\$ 48.15	\$ 49.09

	Open Range	Starting	Mid	High
LT	Police Lieutenant	\$ 51.49	\$ 52.71	\$ 53.94

## Unrepresented Wage Scale

Effective 07/02/2017

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>A</b>	Aquatics Coordinator	\$ 13.39	\$ 13.90	\$ 14.41	\$ 14.92	\$ 15.43	\$ 15.94	\$ 16.45	\$ 16.95
	Recreation Supervisor								
<b>B</b>		\$ 17.18	\$ 17.84	\$ 18.49	\$ 19.15	\$ 19.79	\$ 20.45	\$ 21.10	\$ 21.75
<b>C</b>	Accountant I	\$ 19.90	\$ 20.66	\$ 21.41	\$ 22.17	\$ 22.92	\$ 23.68	\$ 24.43	\$ 25.17
	Administrative Assistant								
	Community Outreach Coordinator								
	Information Systems Tech								
<b>D</b>		\$ 20.89	\$ 21.70	\$ 22.48	\$ 23.28	\$ 24.06	\$ 24.87	\$ 25.65	\$ 26.45
<b>E</b>	Network Administrator	\$ 21.93	\$ 22.78	\$ 23.59	\$ 24.44	\$ 25.28	\$ 26.10	\$ 26.94	\$ 27.75
<b>F</b>		\$ 23.03	\$ 23.91	\$ 24.79	\$ 25.65	\$ 26.53	\$ 27.42	\$ 28.27	\$ 29.12
<b>G</b>	Records Supervisor	\$ 24.19	\$ 25.09	\$ 26.02	\$ 26.94	\$ 27.86	\$ 28.76	\$ 29.69	\$ 30.61
	Transit Operations Supervisor								
<b>H</b>	Management Analyst II	\$ 25.40	\$ 26.37	\$ 27.34	\$ 28.28	\$ 29.25	\$ 30.22	\$ 31.19	\$ 32.15
	Executive/Legal Assistant								
<b>I</b>	Budget & Finance Analyst	\$ 26.66	\$ 27.68	\$ 28.69	\$ 29.71	\$ 30.72	\$ 31.74	\$ 32.75	\$ 33.76
	Facilities and Grounds Maintenance Supervisor								
	Street Maintenance Supervisor								
	Support Services Manager (Police)								
	Water Treatment Supervisor/Operator III								
<b>J</b>	Collection System and Street Maint Supervisor	\$ 28.00	\$ 29.06	\$ 30.13	\$ 31.19	\$ 32.25	\$ 33.31	\$ 34.37	\$ 35.43
	Drinking Water Section Supervisor								
	Senior Engineering Technician								
	Urban Renewal Manager/Planner								
<b>K</b>	Project Engineer	\$ 29.41	\$ 30.53	\$ 31.64	\$ 32.76	\$ 33.87	\$ 34.99	\$ 36.10	\$ 37.22
	Senior Management Analyst								
<b>L</b>	Waste Water Treatment Section Supervisor	\$ 30.87	\$ 32.05	\$ 33.22	\$ 34.39	\$ 35.56	\$ 36.74	\$ 37.90	\$ 39.08
<b>M</b>		\$ 32.42	\$ 33.65	\$ 34.88	\$ 36.11	\$ 37.34	\$ 38.58	\$ 39.81	\$ 41.02
<b>N</b>		\$ 34.04	\$ 35.34	\$ 36.62	\$ 37.91	\$ 39.21	\$ 40.50	\$ 41.80	\$ 43.08
<b>O</b>	Water Resource Manager	\$ 35.74	\$ 37.10	\$ 38.45	\$ 39.82	\$ 41.18	\$ 42.53	\$ 43.89	\$ 45.24

## 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 accounts that say closed or refer the user to other accounts for usage.

Account #	Description	Notes
<b>Revenue</b>		
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	
<b>Expense</b>		
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 12, 2017 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, 2017 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](http://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 2017-18.

Contact: Sandra Montoya

 Telephone: 503-982-5211 Email: [Sandra.Montoya@ci.woodburn.or.us](mailto:Sandra.Montoya@ci.woodburn.or.us)
**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount	Amended Budget	Approved Budget
	2015-16	This Year 2016-17	Next Year 2017-18
Beginning Fund Balance/Net Working Capital	35,999,348	35,541,807	41,959,260
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	15,978,400	16,334,419	16,974,280
Federal, State and All Other Grants, Gifts, Allocations and Donations	2,879,624	3,681,313	3,814,789
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	1,458,297	4,477,755	7,025,367
All Other Resources Except Current Year Property Taxes	2,702,449	2,530,263	2,961,545
Current Year Property Taxes Estimated to be Received	9,180,586	9,216,000	10,008,775
<b>Total Resources</b>	<b>68,198,704</b>	<b>71,781,557</b>	<b>82,744,016</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	12,932,991	14,178,685	14,799,951
Materials and Services	9,233,648	10,744,485	11,482,818
Capital Outlay	1,159,970	10,018,366	12,202,900
Debt Service	5,101,047	5,260,245	5,619,633
Interfund Transfers	1,458,297	4,477,755	7,025,367
Contingencies	0	3,848,529	4,149,908
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	38,312,751	23,253,492	27,463,439
<b>Total Requirements</b>	<b>68,198,704</b>	<b>71,781,557</b>	<b>82,744,016</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM \***

Name of Organizational Unit or Program FTE for that unit or program			
Council & Mayor	17,700	21,000	26,634
FTE	0.0	0.0	0.0
Administration	239,162	245,581	247,431
FTE	2.4	2.4	2.4
Economic Development	45,628	87,092	102,396
FTE	0.0	1.0	1.0
City Recorder	69,603	85,010	87,819
FTE	1.2	1.2	1.2
City Attorney	176,955	195,546	199,585
FTE	2.5	2.5	2.5
Finance	499,938	593,827	579,743
FTE	8.8	8.9	9.2
Human Resources	105,175	200,663	200,734
FTE	2.0	1.0	2.0
Police	7,205,595	7,826,585	8,114,957
FTE	42.6	42.7	43.6
Library	806,208	869,871	908,117
FTE	10.5	10.5	10.5
Recreation	431,427	464,435	479,616
FTE	3.9	3.9	3.9
Aquatics Center	523,043	598,730	584,607
FTE	11.1	11.1	11.1
RSVP	58,123	0	0
FTE	0.5	0.0	0.0

LB-1 Notice of Budget Hearing – Continued

Community Services Administration	307,412	378,302	410,563
FTE	2.5	3.0	3.0
Planning	332,414	387,331	497,063
FTE	2.7	2.7	3.5
Engineering	660,222	504,625	359,390
FTE	8.0	4.5	4.5
Maintenance - Parks & Facilities	775,940	898,265	854,394
FTE	8.3	8.3	8.3
Building Inspection	1,051,085	1,500,310	1,857,557
FTE	3.3	3.8	4.1
Housing Rehabilitation	300,774	248,000	274,411
FTE	0.0	0.0	0.0
Water	6,401,353	6,710,189	7,100,861
FTE	10.0	10.0	10.0
Capital Improvement	20,849,277	24,436,882	28,264,870
FTE	0.0	0.0	0.0
Sewer/Surface Water/Collections	14,078,304	14,002,000	16,340,520
FTE	16.0	15.0	15.0
Streets	5,180,915	4,801,497	5,467,550
FTE	6.0	8.3	8.5
Transit	748,791	754,750	784,445
FTE	6.8	6.9	6.6
Not Allocated to Organizational Unit or Program	7,343,160	5,971,066	9,000,753
FTE	4.0	4.0	4.5
<b>Total Requirements</b>	<b>68,208,204</b>	<b>71,781,557</b>	<b>82,744,016</b>
<b>Total FTE</b>	<b>153</b>	<b>152</b>	<b>155</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**

Prior year reductions have resulted in incremental growth in expenditures and an improved fund balance. Prior year one-time savings are primarily budgeted to meet deferred maintenance needs and continue building a PERS set-aside.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2015-2016	Rate or Amount Imposed This Year 2016-17	Rate or Amount Approved Next Year 2017-2018
Permanent Rate Levy (rate limit 6.0534 per \$1,000)	6.0534	6.0534	6.0534
Local Option Levy			
Levy For General Obligation Bonds	511,000	522,000	563,723

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$3,690,000	\$0
Other Bonds	\$38,047,290	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$41,737,290</b>	<b>\$0</b>

## Budget Resolution

COUNCIL BILL NO. 3035

RESOLUTION NO. 2097

### A RESOLUTION ADOPTING THE FISCAL YEAR (FY) 2017-2018 BUDGET; MAKING BUDGET APPROPRIATIONS; AND CATEGORIZING TAXES

**WHEREAS**, the City Administrator, as Budget Officer for the City of Woodburn, Oregon, prepared and submitted the FY 2017-2018 Budget to the Budget Committee at its May 13, 2017 meeting; and

**WHEREAS**, the May 13, 2017 Budget Committee meeting was noticed by publication in the *Woodburn Independent* newspaper on April 26, 2017; and

**WHEREAS**, a public hearing was held at the May 13, 2017 Budget Committee meeting after which time the budget was approved; and

**WHEREAS**, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* newspaper on May 31, 2017 as required by ORS 294.438; and

**WHEREAS**, a second public hearing was held before the City Council at its meeting on June 12, 2017; and **NOW, THEREFORE**

**WHEREAS**, subsequent to the Notice of Budget Hearing and Financial Summary publishing a \$60,000 unforeseen refund of Park System Development fees was identified; and

**WHEREAS**, the \$60,000 unforeseen refund of Park System Development fees is outside of Oregon Budget Law per ORS 294.338(4)&(5) and ORS 294.338(9), and the expenditure will be appropriated in the FY 2017-18 budget with a corresponding reduction to the Park System Development Fund's unappropriated balance; and

#### THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

**Section 1.** The City Council adopts the budget for FY 2017-2018 in the sum of \$82,744,016. A copy of the budget document is now on file at City Hall, 270 Montgomery Street, Woodburn, Oregon.

Budget Resolution – Continued

**Section 2.** The FY 2017-2018 amounts are hereby appropriated as follows:

<b>General Fund</b>		<b>Street Fund</b>	
011 - Council & Mayor	26,634	Personnel Services	797,044
121 - Administration	247,431	Materials & Services	1,587,210
125 - Economic Development	102,396	Capital Outlay	24,000
131 - City Recorder	87,819	Transfers Out	1,814,501
141 - City Attorney	199,585	Contingency	<u>240,825</u>
151 - Finance	579,743	Total	4,463,580
161 - Human Resources	200,734		
211 - Police	7,523,466	<b>GO Debt Service Fund</b>	
311 - Library	908,117	Debt Service	537,136
421 - Recreation	479,616		
431 - Aquatics	584,607	<b>Special Assessment Fund</b>	
499 - Community Services Admin	382,808	Contingency	10,845
511 - Planning	497,063		
651 - Engineering	359,390	<b>General Cap Const Fund</b>	
711 - Parks & Facilities Maintenance	854,394	Capital Outlay	780,000
199 - Non-departmental	294,504		
Transfers Out	1,002,453	<b>Street &amp; Storm Cap Const Fund</b>	
Contingency	<u>2,265,812</u>	Capital Outlay	4,620,000
Total	16,596,572		
		<b>Parks SDC Fund</b>	
<b>Transit Fund</b>		Materials & Services	102,987
Transit	590,007	Transfers Out	<u>60,000</u>
Capital Outlay	28,000	Total	162,987
Transfers Out	3,001		
Contingency	<u>163,437</u>	<b>Street SDC Fund</b>	
Total	784,445	Debt Service	37,495
		Transfers Out	<u>2,200,000</u>
		Total	2,237,495
<b>Building Inspection Fund</b>			
Building Inspection	1,264,889	<b>Storm SDC Fund</b>	
Transfers Out	3,001	Transfers Out	140,000
Contingency	<u>589,667</u>		
Total	1,857,557	<b>Sewer Cap Const Fund</b>	
		Capital Outlay	5,060,000
<b>Asset Forfeiture Fund</b>			
Asset Forfeiture	9,661	<b>Water Cap Const Fund</b>	
		Capital Outlay	280,000
<b>Housing Rehab Fund</b>			
Housing Rehab	23,644		
Contingency	<u>250,767</u>		
Total	274,411		


Budget Resolution – Continued

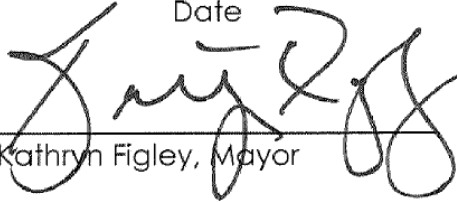
<b>Water Fund</b>		<b>Insurance Fund</b>	
Water	2,509,020	Insurance	972,461
Debt Service	1,155,439	Contingency	<u>82,443</u>
Transfers Out	32,955	Total	1,054,904
Contingency	<u>125,451</u>		
Total	3,822,865	<b>Equipment Replacement Fd</b>	
		Capital Outlay	1,098,371
<b>Sewer Fund</b>		<b>Library Endowment Fund</b>	
Sewer	4,073,757	Contingency	27,050
Capital Outlay	95,000		
Debt Service	3,889,563	<b>Museum Endowment Fund</b>	
Transfers Out	1,179,456	Contingency	705
Contingency	<u>208,438</u>		
Total	9,446,214	<b>Lavelle Black Trust Fund</b>	
		Materials & Services	20,000
<b>Water SDC</b>		Contingency	<u>22,660</u>
Materials & Services	100,000	Total	42,660
Transfers	<u>90,000</u>		
Total	190,000		
		Total Appropriations, All Funds	55,340,577
<b>Sewer SDC</b>		Reserves, All Funds	27,403,439
Capital Outlay	80,000		
Transfers Out	<u>500,000</u>	<b>Total Budget</b>	<b><u>82,744,016</u></b>
Total	580,000		
<b>Information Technology</b>			
Information Technology	963,782		
Capital Outlay	137,529		
Contingency	<u>161,808</u>		
Total	1,263,119		

**Section 3.** The City Council imposes the taxes provided for in the adopted budget at a permanent rate of \$6.0534 per \$1,000 of assessed value for operations, and in the aggregate amount of \$563,723 for public safety general obligation (GO) bonds. These taxes are hereby imposed and categorized for tax year 2017-18 based upon assessed value of all taxable property within the City.

	<u>General Government</u>	<u>Excluded from Limitation</u>
Permanent Rate Limit	\$6.0534/\$1,000	-
GO Bond Levy	-	\$563,723

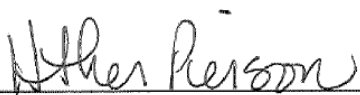
Budget Resolution – Continued

Approved as to Form:  6-7-2017  
City Attorney Date

APPROVED:   
Kathryn Figley, Mayor

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

June 12, 2017  
June 13, 2017  
June 14, 2017  
June 14, 2017

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





# Adopted Budget

# FY 2017-18



**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, Highway 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 2016-17 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 2017-18 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 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description	FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Urban Renewal Fund</b>						
Revenues						
1,891,593	1,345,026	1,716,311	Fund Balance	2,137,000	2,137,000	2,137,000
600,190	558,545	615,989	Taxes	640,060	640,060	640,060
-	-	-	Intergovernmental	-	-	100,000
9,593	28,353	12,768	Miscellaneous Revenue	27,000	27,000	27,000
-	-	-	Note Proceeds	-	-	-
<u>2,501,376</u>	<u>1,931,924</u>	<u>2,345,068</u>	<b>Revenues Total</b>	<u>2,804,060</u>	<u>2,804,060</u>	<u>2,904,060</u>
Expenditures						
123,573	35,153	84,387	Personnel Services	93,152	93,152	93,152
805,045	105,019	84,000	Materials & Services	96,111	96,111	96,111
-	18,521	273,068	Capital Outlay	822,000	822,000	922,000
227,732	56,920	-	Debt Service	-	-	-
-	-	1,903,613	Contingencies and Reserve	1,792,797	1,792,797	1,792,797
<u>1,156,350</u>	<u>215,613</u>	<u>2,345,068</u>	<b>Expenditures Total</b>	<u>2,804,060</u>	<u>2,804,060</u>	<u>2,904,060</u>
<u>1,345,026</u>	<u>1,716,311</u>	<u>-</u>	<b>Revenue Over (Under) Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>

Please see Personnel Allocation table on page 162 for information on positions that are allocated to Urban Renewal.

The **Capital Outlay** of \$922,000 is for the following projects:

- Downtown public restroom project (CBUR1489) \$200,000
- Bungalow Theater (CBUR1517) \$200,000
- Alley Phase II – Grant to Lincoln (CIUR1516) \$72,000
- Alley Phase I (CIUR1510)- \$50,000
- First Street URA Project – Oak to Harrison (CIUR1423) \$400,000

## Fund Detail

FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Budget	Account Description		FY 2017-18 Proposed	FY 2017-18 Approved	FY 2017-18 Adopted
<b>Fund: 720 - Urban Renewal Fund</b>							
<u>Revenues</u>							
1,891,593	1,345,026	1,716,311	3081	Beginning Fund Balance	2,137,000	2,137,000	2,137,000
<b>1,891,593</b>	<b>1,345,026</b>	<b>1,716,311</b>	<b>Total - Fund Balance</b>		<b>2,137,000</b>	<b>2,137,000</b>	<b>2,137,000</b>
581,561	541,308	600,989	3111	Property Tax - Current	620,060	620,060	620,060
18,629	17,237	15,000	3112	Property Tax - Delinquent	20,000	20,000	20,000
<b>600,190</b>	<b>558,545</b>	<b>615,989</b>	<b>Total - Taxes</b>		<b>640,060</b>	<b>640,060</b>	<b>640,060</b>
-	-	-	3341	State Grants	-	-	100,000
-	-	-	<b>Total - Intergovernmental</b>		-	-	<b>100,000</b>
9,593	10,253	7,000	3611	Interest from Investments	27,000	27,000	27,000
-	18,100	5,768	3699	Other Miscellaneous Income	-	-	-
<b>9,593</b>	<b>28,353</b>	<b>12,768</b>	<b>Total - Miscellaneous Revenue</b>		<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
-	-	-	3916	Note Proceeds	-	-	-
-	-	-	<b>Total - Other Financing Sources</b>		-	-	-
<b>2,501,376</b>	<b>1,931,924</b>	<b>2,345,068</b>	<b>Revenue Totals</b>		<b>2,804,060</b>	<b>2,804,060</b>	<b>2,904,060</b>
<u>Expenditures</u>							
90,027	25,156	58,084	5111	Regular Wages	62,921	62,921	62,921
38	8	22	5211	OR Workers' Benefit	19	19	19
6,874	1,814	4,362	5212	Social Security	4,739	4,739	4,739
8,649	3,223	8,375	5213	Med & Dent Ins	9,047	9,047	9,047
16,590	4,708	13,167	5214	Retirement	16,024	16,024	16,024
394	106	231	5215	Long Term Disability Ins	244	244	244
793	97	59	5216	Unemployment Insurance	66	66	66
208	41	87	5217	Life Insurance	92	92	92
<b>123,573</b>	<b>35,153</b>	<b>84,387</b>	<b>Total - Personnel Services</b>		<b>93,152</b>	<b>93,152</b>	<b>93,152</b>
1,336	59,952	25,000	5419	Other Professional Serv	30,050	30,050	30,050
-	-	-	5428	IT Support	3,617	3,617	3,617
-	-	-	5448	Internal Rent	444	444	444
803,709	36,067	50,000	5520	Grant Program	50,000	50,000	50,000
-	9,000	9,000	5530	Design Services	12,000	12,000	12,000
<b>805,045</b>	<b>105,019</b>	<b>84,000</b>	<b>Total - Materials &amp; Services</b>		<b>96,111</b>	<b>96,111</b>	<b>96,111</b>
-	18,521	73,068	5631	Streets/Alleys/Sidewalks	522,000	522,000	522,000
-	-	200,000	5639	Other Improvements	300,000	300,000	400,000
-	<b>18,521</b>	<b>273,068</b>	<b>Total - Capital Outlay</b>		<b>822,000</b>	<b>822,000</b>	<b>922,000</b>
219,535	56,326	-	5711	Bond Principal	-	-	-
8,198	594	-	5721	Bond Interest	-	-	-
<b>227,732</b>	<b>56,920</b>	-	<b>Total - Debt Service</b>		-	-	-
-	-	16,838	5921	Contingency	100,000	100,000	100,000
-	-	1,886,775	5981.005	Reserve for Future Years	1,692,797	1,692,797	1,692,797
-	-	-	5981.008	Reserve for URA Debt	-	-	-
-	-	<b>1,903,613</b>	<b>Total - Contingencies and Unappropriated Balances</b>		<b>1,792,797</b>	<b>1,792,797</b>	<b>1,792,797</b>
<b>1,156,350</b>	<b>215,613</b>	<b>2,345,068</b>	<b>Expenditures Total</b>		<b>2,804,060</b>	<b>2,804,060</b>	<b>2,904,060</b>
<b>1,345,026</b>	<b>1,716,311</b>	-	<b>Fund Net</b>	<b>Total: 720 Urban Renewal Fund</b>	-	-	-

## 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 12, 2017 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, 2017 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](http://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: Sandra Montoya

Telephone: 503-982-5211 Email: [Sandra.Montoya@ci.woodburn.or.us](mailto:Sandra.Montoya@ci.woodburn.or.us)

#### FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount	Amended Budget	Approved Budget
	2015-16	This Year 2016-17	Next Year 2017-18
Beginning Fund Balance/Net Working Capital	1,345,026	1,716,311	2,137,000
Federal, State and All Other Grants	0	0	0
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers	0	0	0
All Other Resources Except Division of Tax & Special Levy	18,100	12,768	27,000
Revenue from Division of Tax	558,545	615,989	640,060
Revenue from Special Levy	0	0	0
<b>Total Resources</b>	<b>1,921,671</b>	<b>2,345,068</b>	<b>2,804,060</b>

#### FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	35,153	84,387	93,152
Materials and Services	105,019	84,000	96,111
Capital Outlay	18,521	273,068	822,000
Debt Service	56,920	0	0
Interfund Transfers	0	0	0
Contingencies	0	16,838	100,000
Special Payments	0	0	0
Unappropriated Ending Fund Balance and Reserved for Future Expenditure	1,706,058	1,886,775	1,692,797
<b>Total Requirements</b>	<b>1,921,671</b>	<b>2,345,068</b>	<b>2,804,060</b>

#### FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program			
FTE for that unit or program			
Urban Renewal	1,921,671	2,345,068	2,804,060
FTE	1.2	0.7	0.7
<b>Total Requirements</b>	<b>1,921,671</b>	<b>2,345,068</b>	<b>2,804,060</b>
<b>Total FTE</b>	<b>0.7</b>	<b>0.7</b>	<b>0.7</b>

#### STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

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#### STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding July 1, 2017	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

## Urban Renewal Agency Budget Resolution

### WOODBURN URBAN RENEWAL AGENCY RESOLUTION NO. 2017-01

#### A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2017-2018; MAKING BUDGET APPROPRIATIONS; AND IMPOSING THE TAXES

**WHEREAS**, the Woodburn Urban Renewal Agency Budget Committee met and approved the Proposed Budget on May 13, 2017; and

**WHEREAS**, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* on May 31, 2017 as required by ORS 294.438; and

**WHEREAS**, a public hearing was held on June 12, 2017;

**WHEREAS**, subsequent to the Notice of Budget Hearing and Financial Summary publishing a \$100,000 specific purpose grant was awarded for the museum restoration project and the grant award is outside of Oregon Budget Law per ORS 294.338(2), and the funding and expenditure will be added to the FY 2017-18 budget; **NOW, THEREFORE**,

#### THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

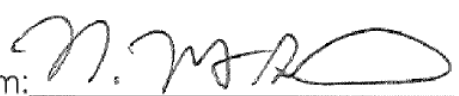
**Section 1.** The Woodburn Urban Renewal Agency Board adopts the budget for the fiscal year 2017-18 in the sum of \$2,904,060 (\$2,804,060 approved and published budget + \$100,000 special purpose grant). A copy of the budget document is now on file at City Hall, 270 Montgomery Street, Woodburn, Oregon.

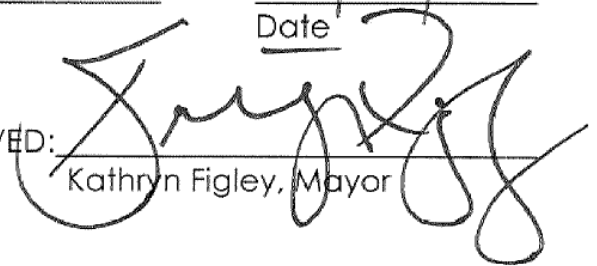
**Section 2.** The amounts for the fiscal year beginning July 1, 2017 and for the purposes shown below are hereby appropriated as follows:

**Urban Renewal Fund**

Personnel Services	\$ 93,152
Materials & Services	96,111
Capital Outlay	922,000
Contingency	<u>100,000</u>
Total Appropriations	\$ 1,211,263
Unappropriated & Reserves	\$ 1,692,797
<b>Total Budget</b>	<b><u>\$ 2,904,060</u></b>

**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 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:  6/7/2017  
City Attorney Date

APPROVED:   
Kathryn Figley, Mayor

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

June 12, 2017  
June 13, 2017  
June 14, 2017  
June 14, 2017

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