



ADOPTED BUDGET

FY 2016-17

City of Woodburn, Oregon

And Woodburn Urban Renewal Agency

Cover photo by Scott Derickson

City of Woodburn

Adopted Fiscal Year 2016-17 Budget

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Introduction

GFOA Distinguished Budget Presentation Award



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

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

City of Woodburn, Oregon

Budget Committee Members

FY 2016-17

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

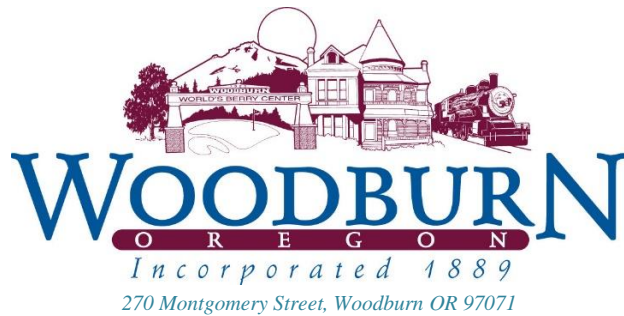
City Administrator
Scott Derickson

Finance Director
Sarah Head

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



Budget Message



April 25, 2016

City Councilors, Budget Committee Members and Citizens of Woodburn:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **FY 2016-17 Overall Budget**

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

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

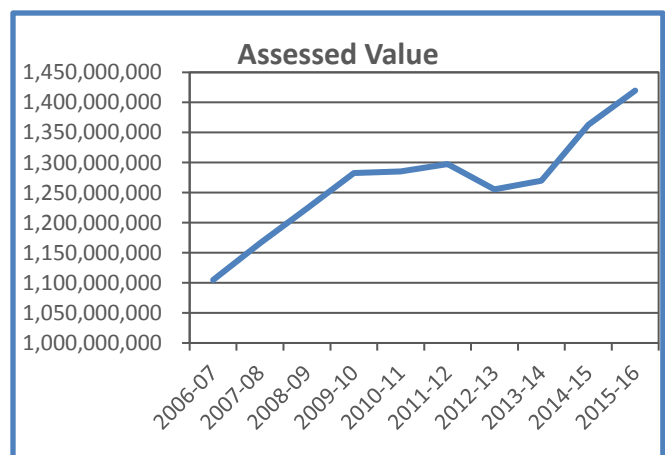
FY 2016-17 Budget Highlights

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

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

- **Revenues**

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



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

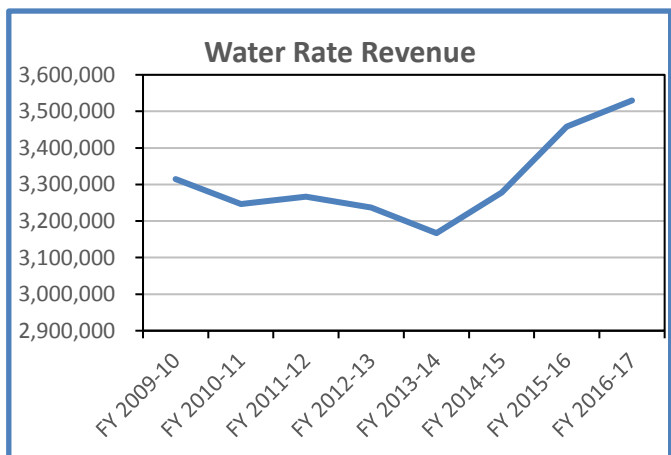
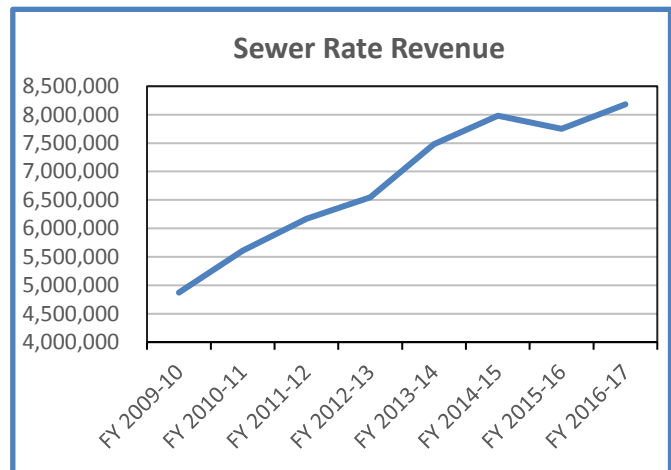
Property tax revenue for FY 2015-16 is budgeted 2 percent higher than projected collections for the current year. The growth rate on property taxes is a key driver in the overall health of the General Fund, but it is difficult to predict. We expect compression to continue to decline, which will prevent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

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

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

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

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



- Expenses

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

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

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

• General Fund

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

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

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

• Capital Construction Plan

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

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

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

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

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

- **Contingencies and Reserves**

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

- **Urban Renewal Agency**

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

This URA's budget includes the following capital project:

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

- **Conclusion**

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Derickson', with a stylized flourish at the end.

Scott Derickson
City Administrator

Reader's Guide

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

Introduction

The Introduction section provides an overview of the key issues and the major areas of emphasis for the City. It also includes budget summaries that present the overview of the budget as an operating and financial plan.

Budget Message. The Budget Message summarizes key features and issues shaping the budget for the coming year.

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

In addition to the organization chart, there is a brief profile of the City of Woodburn, which describes the context in which our municipal government operates. Following the profile are summary schedules for revenues and expenditures, property taxes and budgeted departmental staffing levels.

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

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

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

Supporting Schedules

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

General Services (Governmental Funds)

- **General Fund** – This fund accounts for all general operating revenues and expenditures of the City. The fund is comprised of 16 departments responsible for providing planning, recreation, community, legislative and public safety services to the public. In addition, four of the departments (City Attorney, Finance, Human Resources and Administration) serve as internal service functions providing accounting, employee and legal services to the various departments/divisions of the city.
- **Street Fund** – This fund accounts for the State of Oregon highway apportionment (gas tax). As required by statute the proceeds are used “exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and roadside rest areas in this state.” Additional revenues are from PGE and NW Natural Gas privilege taxes, and .01 cent Local Gas Tax.
- **Transit Fund** – This fund accounts for the City’s transit program. The primary revenue sources are a transfer from the General Fund as well as federal and state transit grants. Expenditures include personnel, bus maintenance and operating costs and capital outlay for busses as equipment needs to be replaced.
- **General Obligation (GO) Debt Service Fund** – This fund accounts for the principal and interest payments on the general obligation debt for the police building.

Utility Funds (Proprietary Funds)

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

Capital Construction Funds (Governmental Funds)

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

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

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

Special Revenue Funds (Governmental Funds)

- Building Inspection Fund – This fund accounts for building permit revenues and the activities of the City’s building permit program. The fund was established as a legislative requirement mandating that building permit revenues not be used for any purpose other than building permit programs.
- Housing Rehabilitation Fund – This fund accounts for Community Development Block Grants for low income housing rehabilitation.
- Search & Seizure Fund – This fund accounts for the City’s share of federal proceeds from drug seizures to be used for drug enforcement and investigation.
- Special Assessment Fund – This fund accounts for the City’s Local Improvement Districts. (LIDS)
- Parks SDC Fund – This fund accounts for payments received from new development to fund improvements that increase capacity of the City’s parks system.
- **Street SDC Fund** – This fund accounts for street system development charges. The primary use of the proceeds is for street system improvements.
- Storm SDC Fund – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City’s storm water collection system. Uses of the funds are restricted by ordinance and state statute.
- Water SDC Fund – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City’s water treatment and distributions systems. Uses of the funds are restricted by City ordinance and state statute.
- Sewer SDC Fund – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City’s waste water treatment and collections systems. Uses of the funds are restricted by City ordinance and state statute.

Internal Services Funds (Proprietary Funds)

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

Trust Funds (Governmental Funds)

- Library Endowment – This fund accounts for proceeds donated to the Woodburn Public Library for building maintenance.
- Museum Endowment – This fund accounts for proceeds held in trust by the City and ongoing donations received for future improvements for the World’s Berry Center Museum.
- Lavelle Black Trust Fund – This fund facilitates the private donation of monies from Leonard Black to the Police Department for use in sustaining the K-9 Program in the name of Lavelle Black. The use of funds will be limited to ongoing costs associated with the replacement, care, training and equipping of K-9 units.

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

About Woodburn

City Statistics – Demographics

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

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

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

*Population Research Center, Portland State University

City Statistics – Services

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

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

mg = million gallons

mgd = million gallons per day

The Budget Process

City of Woodburn Budget Calendar

December

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

January

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

February

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

March

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

April

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

May

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

June

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

July

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

Budgeting in Oregon

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

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

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

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

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

Resolution Transfers

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

Supplemental Budget

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

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

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

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

Less than 10 percent

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

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

More than 10 percent

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

Budgeting in the City of Woodburn

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

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

Budget Document Columns

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

Budget Assumptions

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

Primary Revenue Sources:

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

Personnel Services:

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

Materials & Services:

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

Capital Outlay:

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

Indirect Cost Allocations:

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

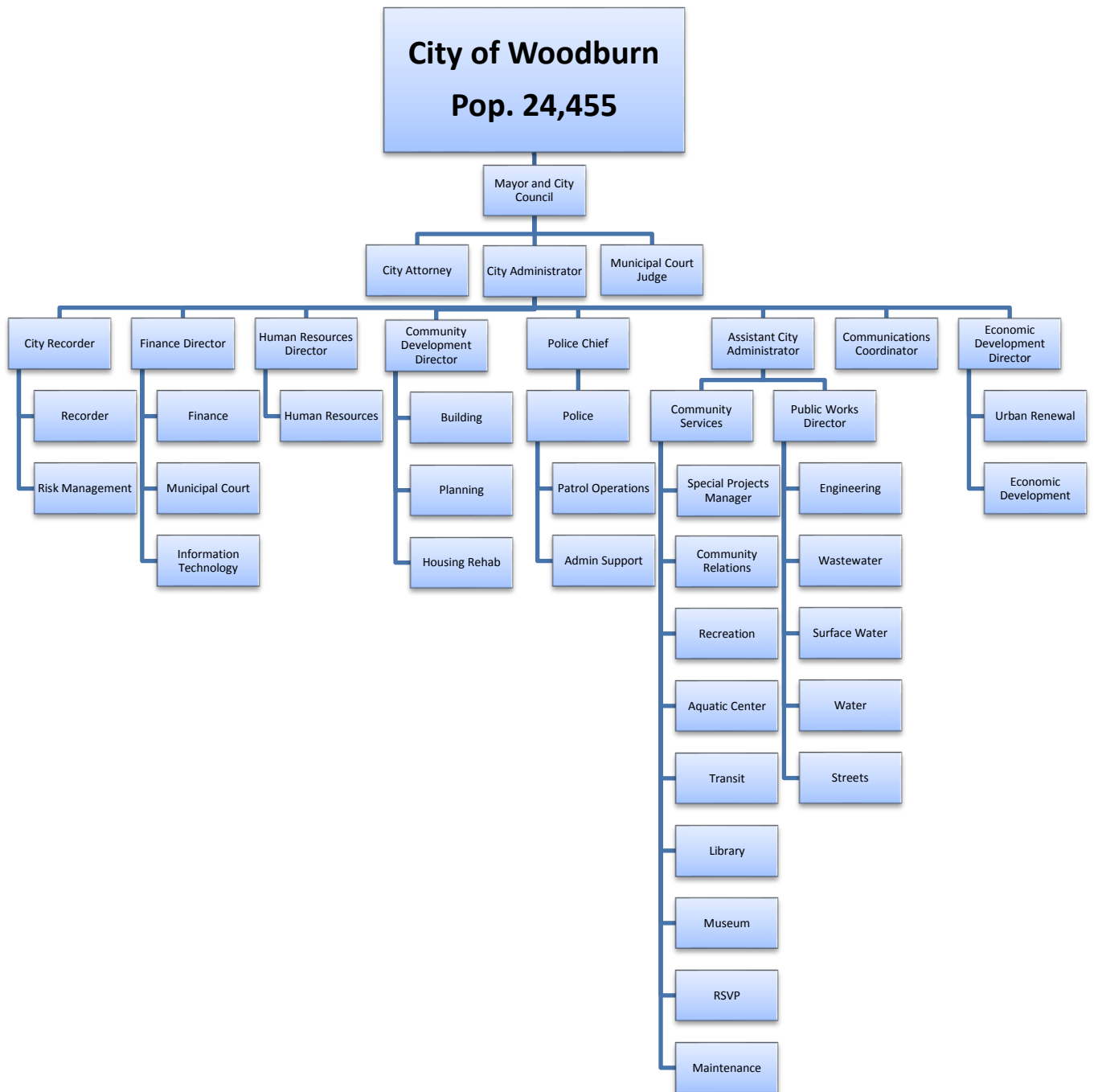
Council Goals

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

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

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

Organizational Chart

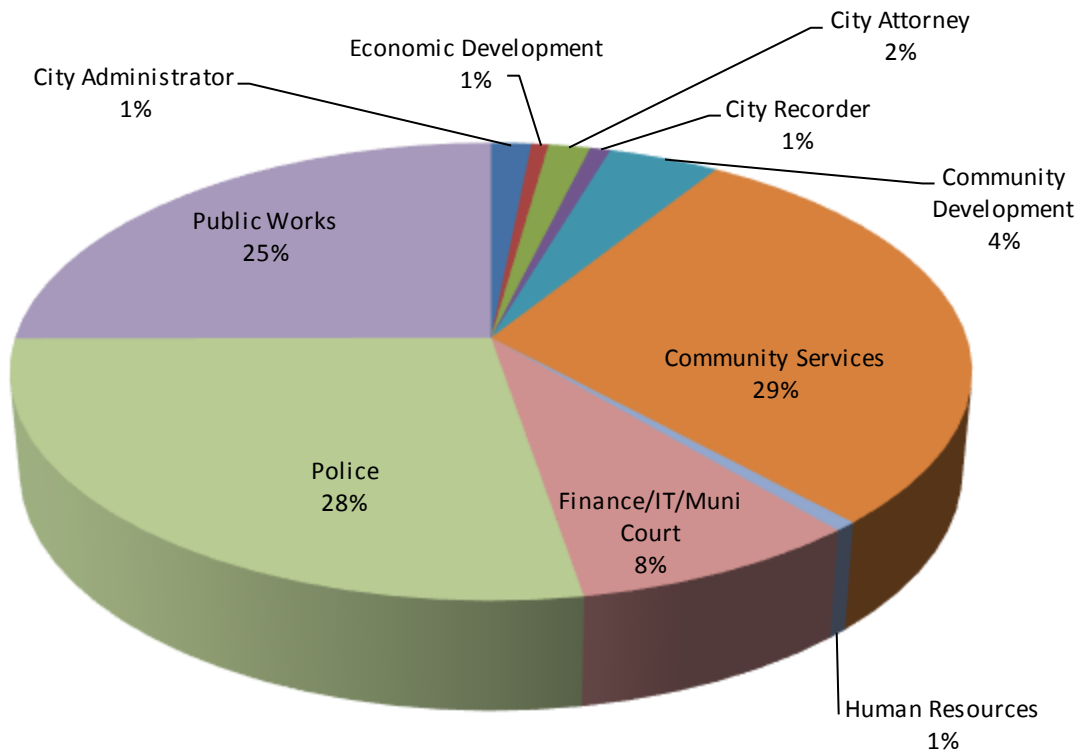


FTE Summary by Supervising Department

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

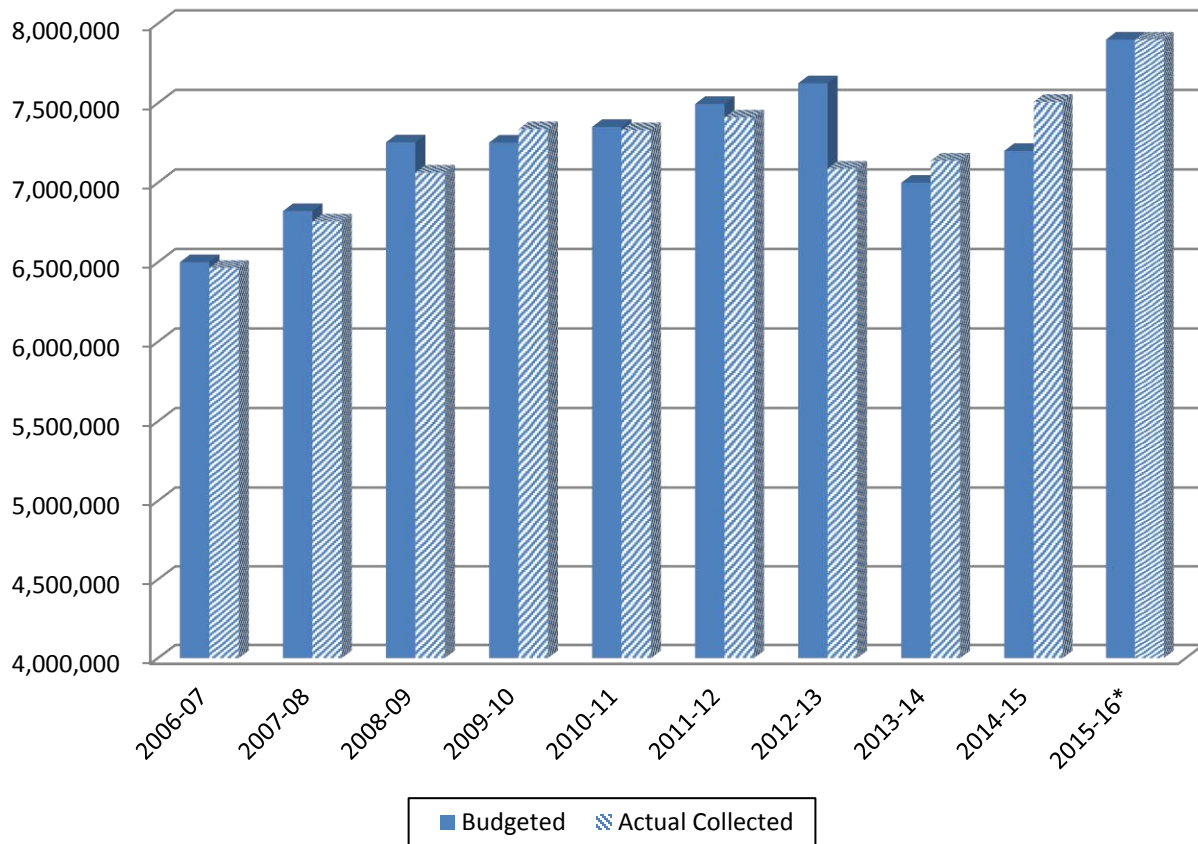
Detailed breakdown of this table is provided in FTE Detail by Supervising Department on page 183.

FTE By Supervising Department



Property Tax Analysis

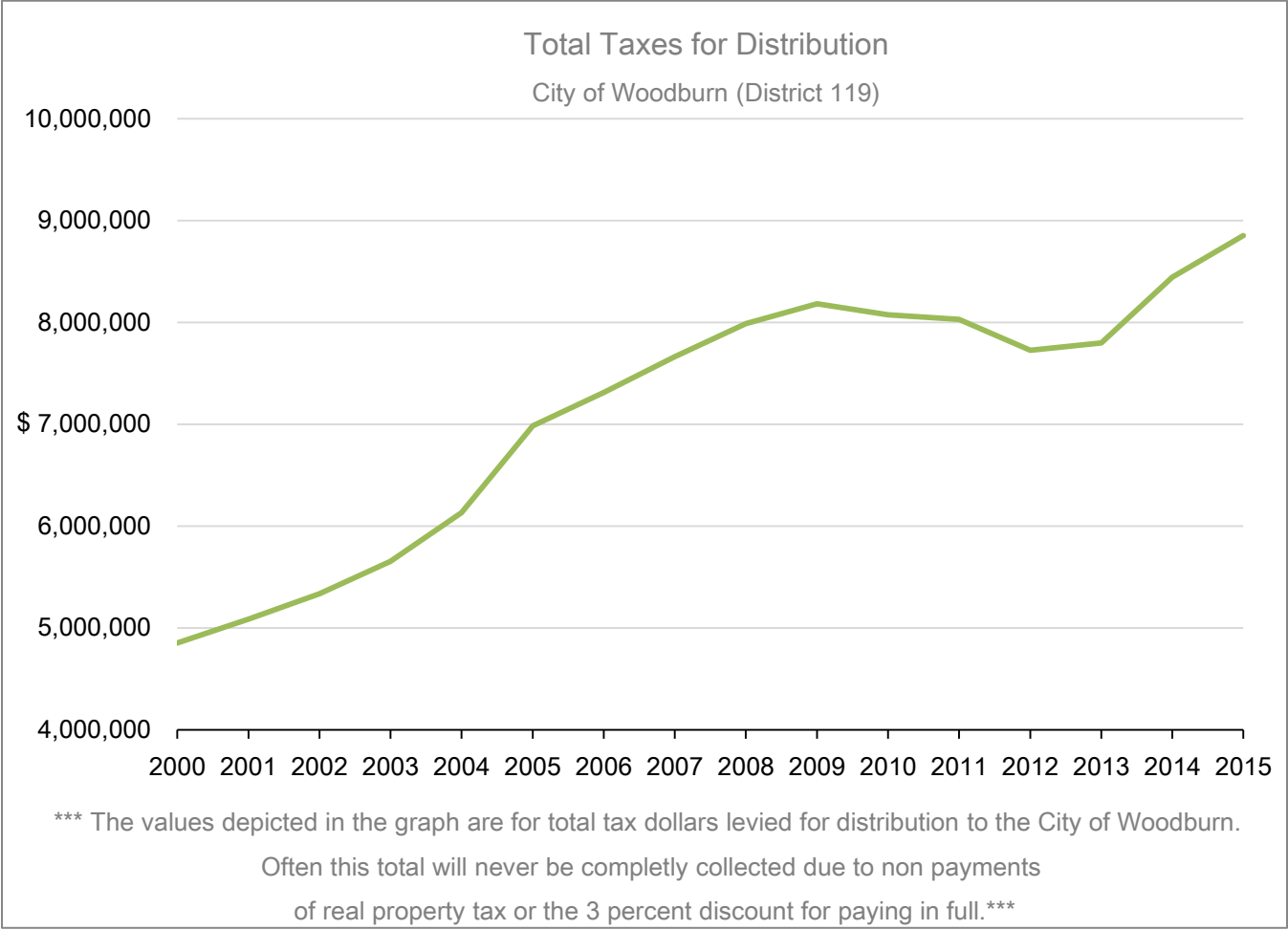
Property Tax Budgeted vs. Actual Collected - General Fund



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

*Projected Actual
Analysis is based on current

Property Tax Analysis - Continued



Source: Marion County Assessor's Office

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

Major Taxpayers

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

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

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

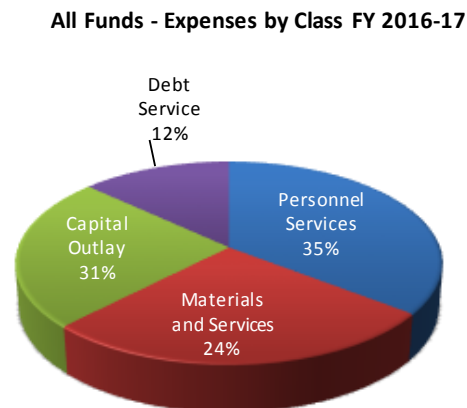
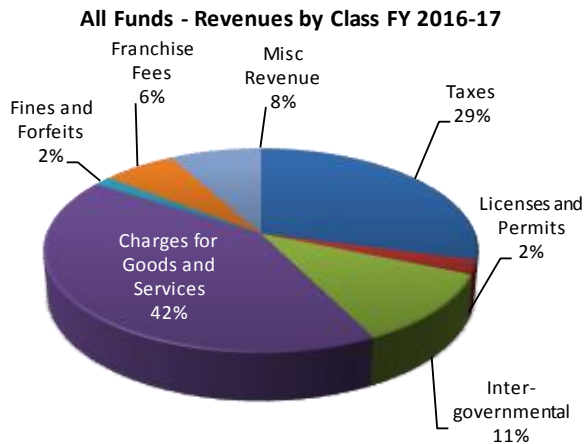
**Winco Foods LLC appealed property value

Source: Marion County Assessor's Office

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

Summary of Revenues and Expenditures – All Funds

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



Estimated Ending Fund Balances

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

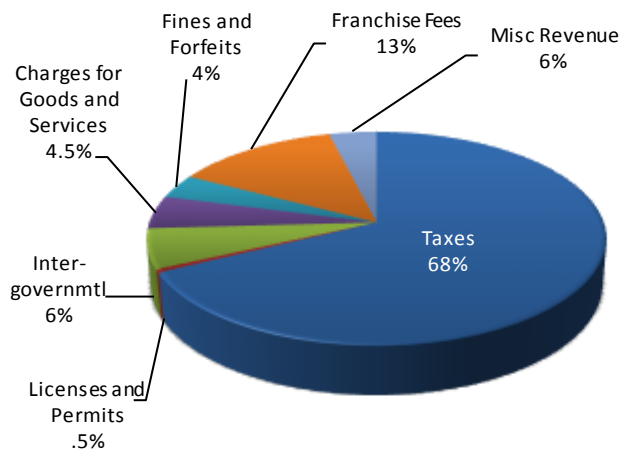
General Services



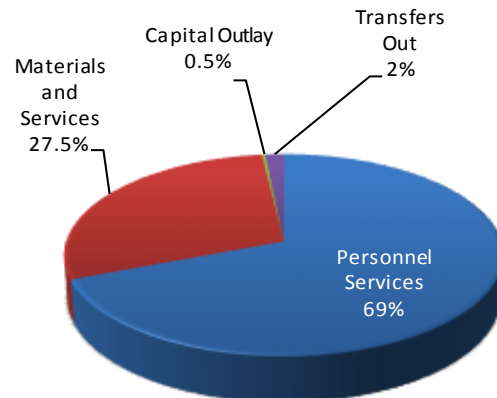
Summary of Revenues and Expenditures – General Fund 001

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

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



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



General Fund Revenue Sources and Other Discussion

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

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

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

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

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

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

General Fund – Revenue Detail

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

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

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

General Fund Expenditures by Department

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

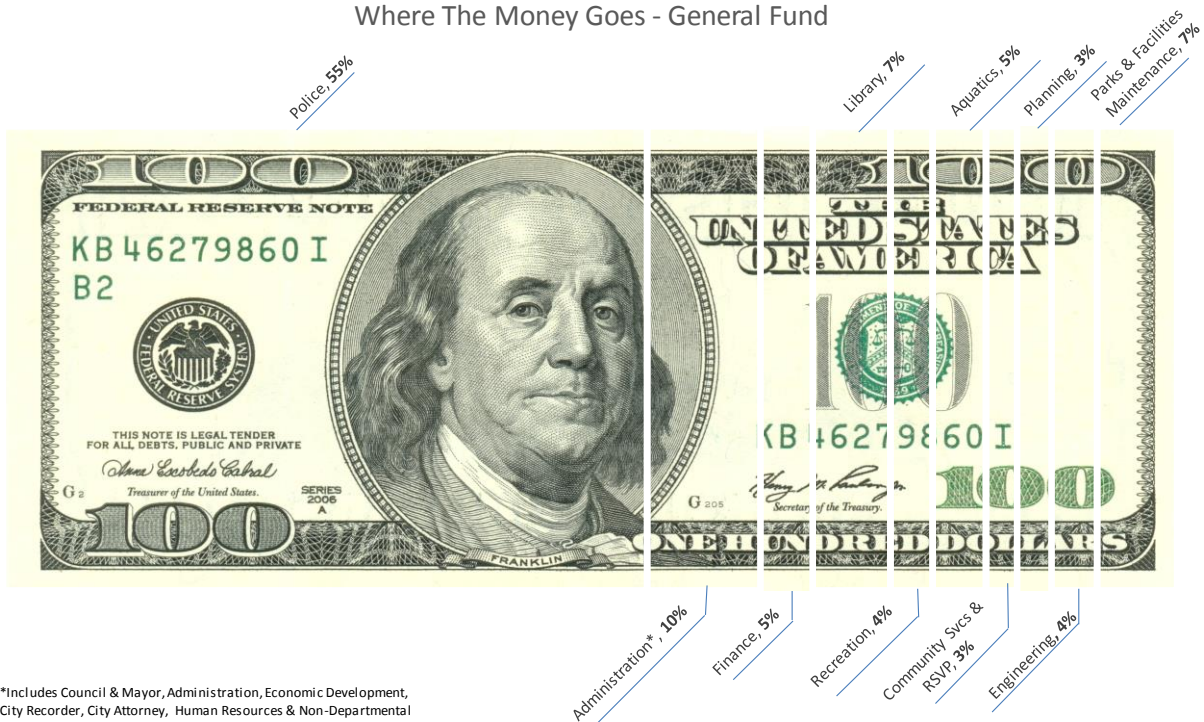
^A New department created FY 2015-16 as part of City Council goals

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

^C New department in General Fund FY 2014-15

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

Where The Money Goes - General Fund



General Fund – Expenditures by Department

Council & Mayor

Fund/Fund Number:

General - 001

Department/Department Number:

City Council - 011

Department Director:

Scott Derickson

Description of purpose/functions of department:

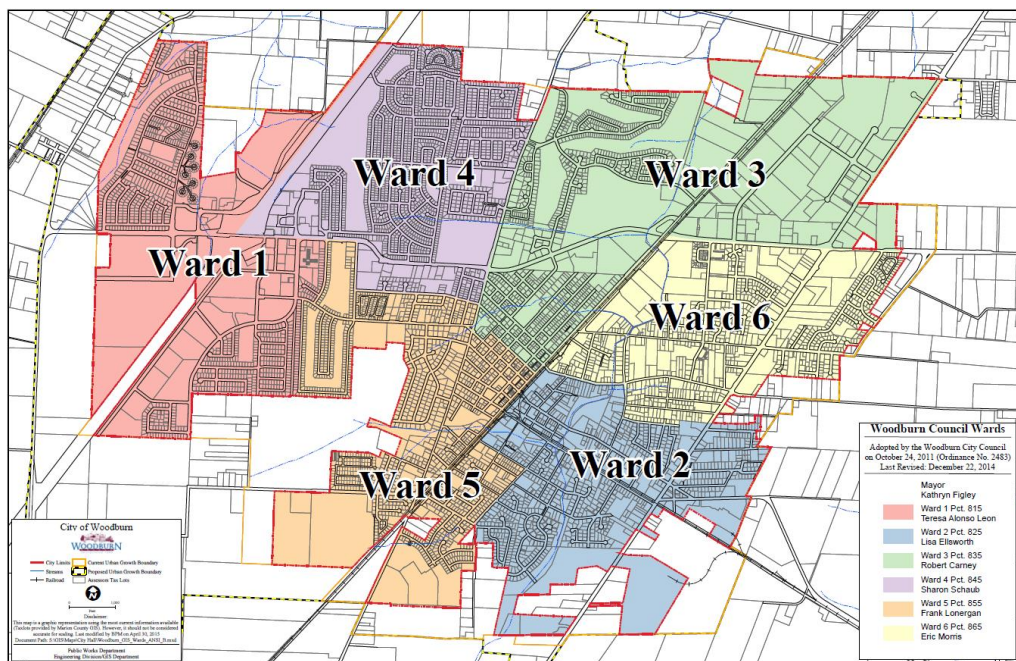
This department budget is to account for the various costs incurred by the Mayor and City Council. Among those costs are the following: office space and equipment overhead for Mayor and Council, meeting expenses, and community outreach. Stipends for the City Council and Mayor were eliminated in FY 2013-14.

Primary duties of the Council include:

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

Department Summary

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



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

Department Detail

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

Administration

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

Description of purpose/functions of department:

Section 21, Woodburn Charter of 1982, generally defines the function of the City Administrator as being the administrative head of the government of the City. The Charter specifically defines the powers and duties as:

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

Description of department, including number of personnel:

The department consists of 2.35 FTE responsible for carrying out the duties listed above.

Department Summary

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

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

Department Detail

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

Economic Development

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

Description of purpose/functions of department:

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

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

Department Detail

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

City Recorder

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

Description of purpose/functions of department:

The City Recorder is responsible for a variety of administrative activities including records management, Council meeting administration and legislation administration. In addition, the City Recorder is the City's risk management coordinator and oversees the Insurance Fund and all insurance policy administration and claims management functions.

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

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

Department Detail

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

City Attorney

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

Description of purpose/functions of department:

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

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

Department Detail

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

Finance

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

Description of purpose/functions of department:

The Finance & Municipal Court Departments have been merged to provide coordination and direction of the accounting and financial management services of the City. This includes, but is not limited to, directing, monitoring and controlling an effective financial accounting system, controlling the assets and financial operations of the City and providing a framework for financial planning and analysis to support the operation and management of all City departments. The Finance Department processes and maintains the City's general ledger, utility billing, accounts receivable, accounts payable, fixed asset and payroll systems. The Municipal Court Department is responsible for processing all citations and violations, including red light camera tickets issued by the Woodburn Police Department, and is responsible for processing code violations issued by the City's Code Enforcement Department.

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

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

Department Detail

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

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

Human Resources

Fund/Fund Number:

General - 001

Department/Department Number:

Human Resources - 161

Department Director:

Michael Hereford

Description of purpose/functions of department:

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

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

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

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

Department Detail

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

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

Municipal Court

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

Description of purpose/functions of department:

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

Department Detail

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



Police

Fund/Fund Number:

General - 001

Department/Department Number:

Police - 211

Department Director:

James C. Ferraris

Description of purpose/functions of department:

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

Description of department, including number of personnel:

33 Sworn Police Officers and 8.7 Civilian Support Staff

Description of FY 2015-16 accomplishments:

Administration

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

Support Division

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

Patrol Division

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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



Department Detail

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

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

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



Library

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

Description of purpose/functions of department:

The Library offers materials and services to the residents of Woodburn and the surrounding rural areas. The Library features a collection of more than 110,000 items in a variety of print and electronic formats, and circulates them locally and throughout Polk, Yamhill and Marion Counties via its membership in the Chemeketa Cooperative Regional Library Service. Library operations focus on two main areas: the processing, handling and circulation of books, magazines, DVDs and other library materials; and the selection of materials, provision of ready-reference and research support, and the delivery of programs and other content.

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

Department Detail

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

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





Recreation

Fund/Fund Number:

General - 001

Department/Department Number:

Recreation - 421

Department Director:

Jim Row

Description of purpose/functions of department:

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

Department Detail

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

Aquatics

Fund/Fund Number:

General - 001

Department/Department Number:

Aquatics - 431

Department Director:

Jim Row

Description of purpose/functions of department:

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

Department Detail

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

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

Retired and Senior Volunteer Program (RSVP)

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

Description of purpose/functions of department:

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

Department Detail

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



Community Services Administration

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

Description of purpose/functions of department:

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

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

Department Detail

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

Planning

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

Description of purpose/functions of department:

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

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

Department Detail

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

Parks Maintenance

Fund/Fund Number:

General - 001

Department/Department Number:

Parks Maintenance - 631

Department Director:

Jim Row

Description of purpose/functions of department:

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

Department Summary

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

Department Detail

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

Engineering

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

Description of purpose/functions of department:

The Engineering Department provides comprehensive engineering and contract administration services for capital improvement projects, operations and maintenance projects. Engineering Department staff maintains database, survey and mapping information; reviews development projects for compliance with Public Works requirements; coordinates the activities of utility companies in the City right-of-way, and inspects public and private construction of streets, storm drainage systems, water lines and sewer lines. This department provides support to operations and maintenance in Facilities and Parks, Drinking Water, Street, Storm Water Conveyance and Wastewater; both collections and treatment. The Engineering Department is also responsible for administering public contracts related to Capital Improvement Projects, Urban Renewal Agency and Operational Maintenance activities.

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Department Summary

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

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

Department Detail

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

Parks and Facilities Maintenance

Fund/Fund Number:

General - 001

Department/Department Number:

Parks and Facilities Maintenance - 711

Department Director:

Jim Row

Description of purpose/functions of department:

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

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

Description of FY 2016-17 proposed focus/goals:

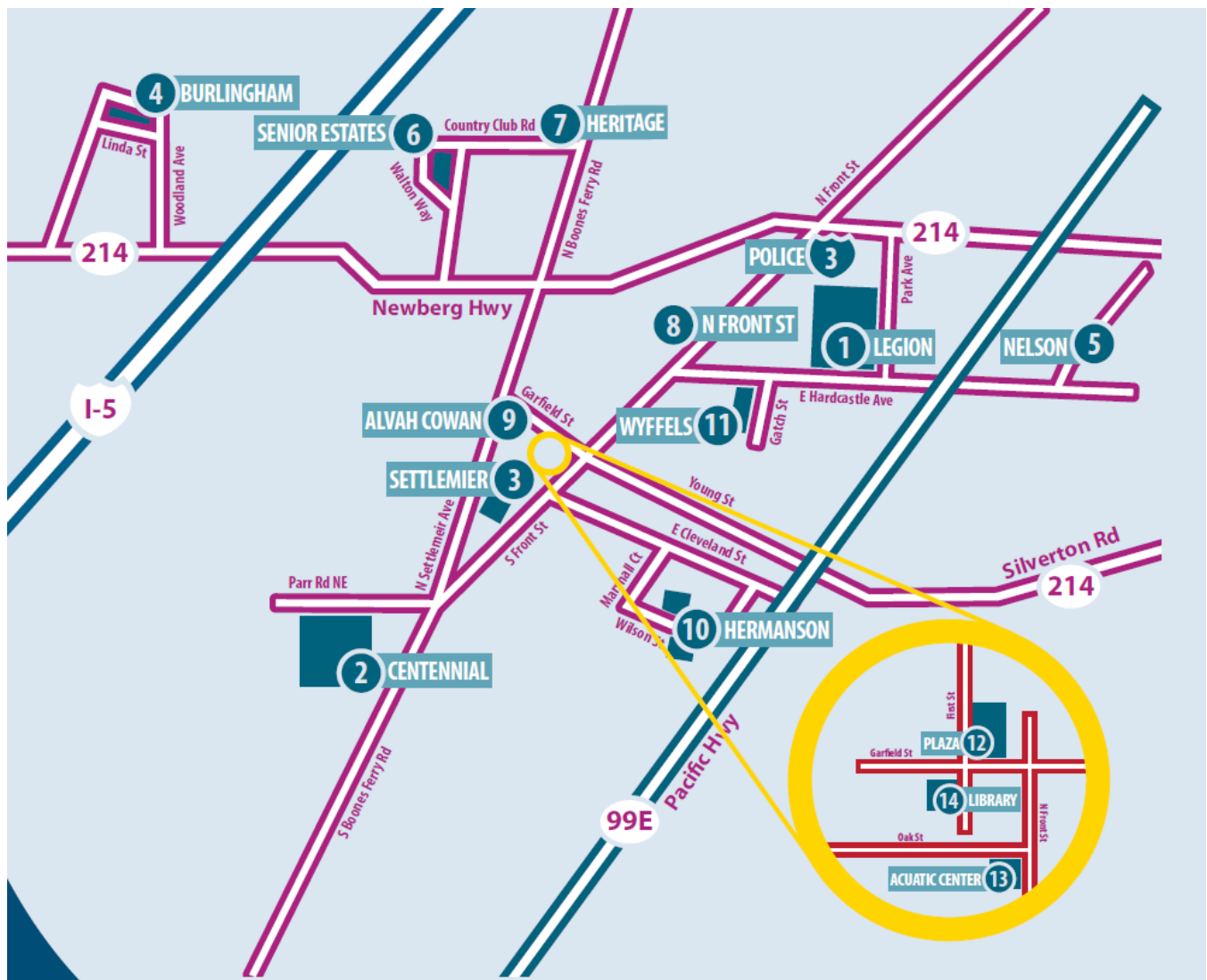
Continue to provide high quality service within budgetary limitations. Closely monitor public and employee safety and hygiene to insure basic public facilities requirements are provided. Provide eight-month seven-day service to our customers in the Parks.

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

Department Summary

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

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



City Parks & Facilities

Department Detail

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



Non-Departmental

Fund/Fund Number:

General - 001

Department/Department Number:

Non-Departmental - 199

Department Director:

Sarah Head

Description of purpose/functions of department:

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

Department Summary

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

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

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

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

Department Detail

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

Contingency/Ending Fund Balance

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

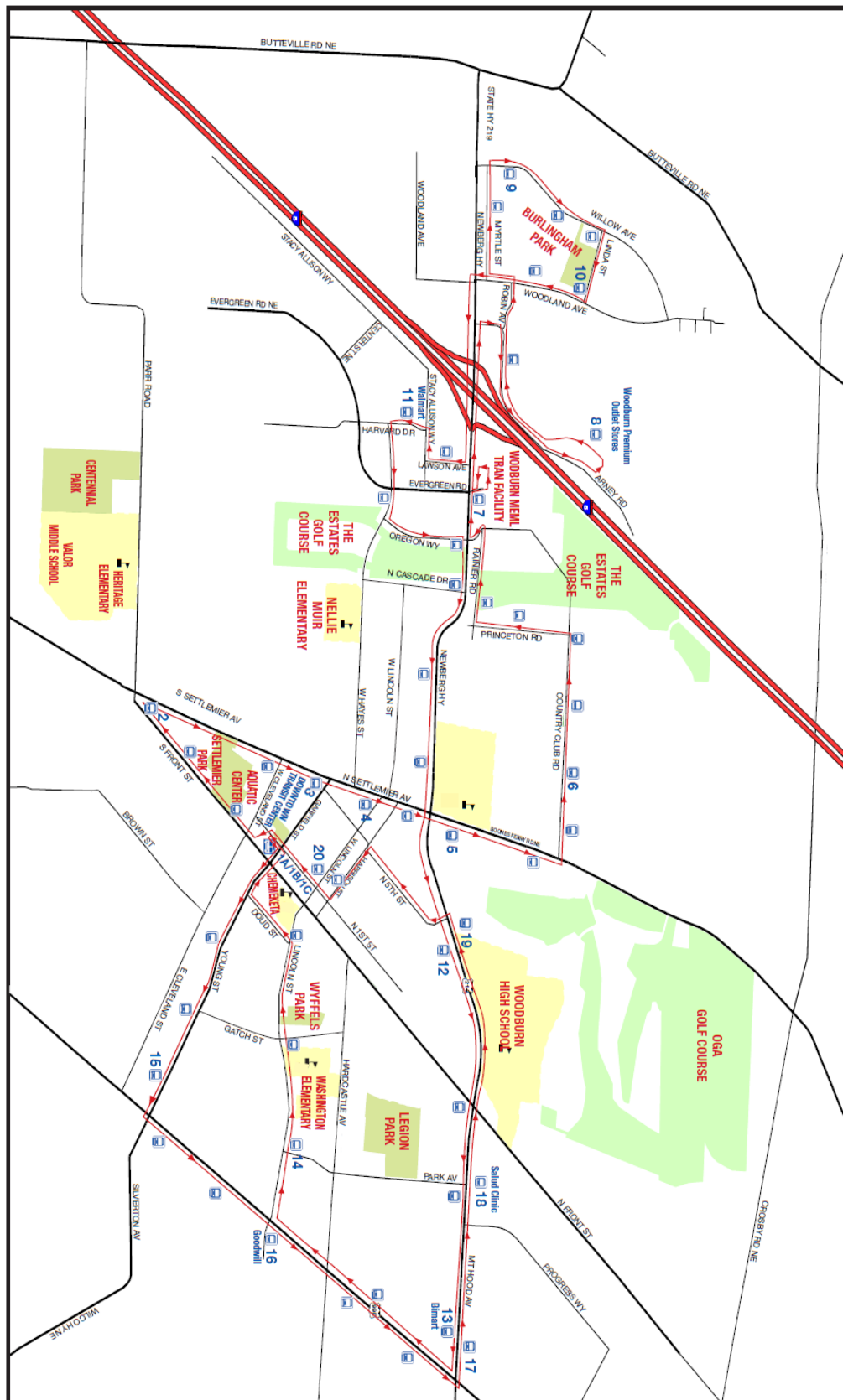
Description of purpose/functions of department:

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

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

Department Detail

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



Transit Route

Transit Fund – 110

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

Description of purpose/functions of department:

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Fund Summary

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

Revenue Sources and Other Discussion

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

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

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

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



Newest Transit bus purchased in 2015

Fund Detail

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

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

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



Street Fund – 140

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

Description of purpose/functions of department:

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Fund Summary

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

Revenue Sources and Other Discussion

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

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

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

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

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

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

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

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

Fund Detail

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

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

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

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

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

GO Debt Service Fund – 250

Fund/Fund Number:
Department Director:

GO Debt Service Fund - 250
Sarah Head

Description of purpose/functions of department:

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

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

Fund Detail

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

Revenue Sources and Other Discussion

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



Utility Funds



Water Fund – 470

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

Description of purpose/functions of section:

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

Description of section, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Fund Summary

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

Revenue Sources and Other Discussion

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

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

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



Water Treatment Plant at Country Club Road

Fund Detail

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

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

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

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

Sewer Fund – 472

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

Description of purpose/functions of department:

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

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Fund Summary

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



Wastewater Treatment Plant

Fund Detail

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

Revenue Sources and Other Discussion

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

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

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

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

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

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

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

Fund Detail

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

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

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

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



Capital Construction Funds

General Cap Const Fund – 358

Fund/Fund Number:
Department Director:

General Cap Const Fund - 358
Jim Row

Purpose of fund:

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

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

Description of FY 2015-16 projects:

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

Description of FY 2016-17 projects:

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

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

Fund Detail

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

Revenue Sources and Other Discussion

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

Street & Storm Cap Const Fund – 363

Fund/Fund Number:
Department Director:

Street & Storm Cap Const Fund - 363
Randy Scott

Description of purpose/functions of department:

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

Description of FY 2015-16 projects:

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

Description of FY 2016-17 projects:

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

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

Fund Detail

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

Revenue Sources and Other Discussion

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

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

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

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

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

Sewer Cap Const Fund – 465

Fund/Fund Number:
Department Director:

Sewer Cap Const Fund - 465
Randy Scott

Description of purpose/functions of department:

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

Description of FY 2015-16 projects:

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

Description of FY 2016-17 projects:

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

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

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

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

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

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

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

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

Fund Detail

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

Revenue Sources and Other Discussion

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

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

Water Cap Const Fund – 466

Fund/Fund Number:
Department Director:

Water Cap Const Fund - 466
Randy Scott

Description of purpose/functions of department:

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

Description of FY 2015-16 projects:

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

Description of FY 2016-17 projects:

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

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

Fund Detail

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

Revenue Sources and Other Discussion

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

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

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



Special Revenue Funds



Building Inspection Fund – 123

Fund/Fund Number:

Building Inspection Fund - 123

Department/Department Number:

Building - 521

Department Director:

Jim Hendryx

Description of purpose/functions of department:

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

Description of department, including number of personnel:

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

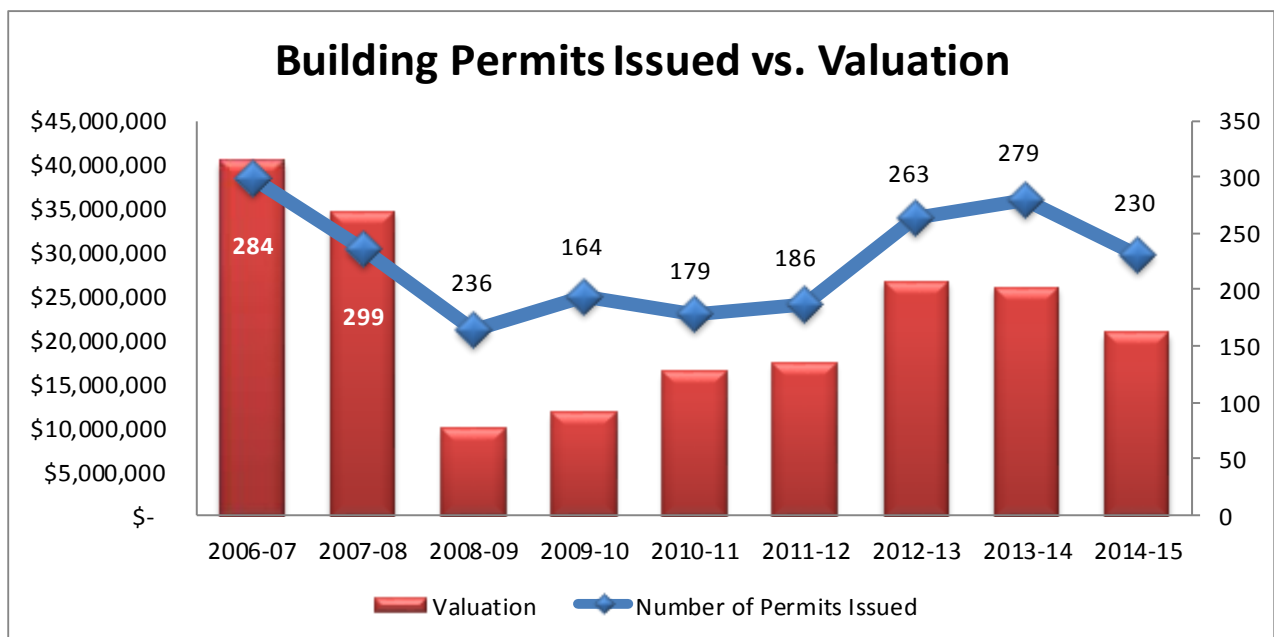
Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

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



Fund Summary

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

Revenue Sources and Other Discussion

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

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

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

Fund Detail

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

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

Search & Seizure Fund – 132

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

Description of purpose/functions of department:

The Search and Seizure Fund allows for and sets the procedure for the seizure of private properties that are the product of illegal drug activity, and for the expenditure of the proceeds by the City for illegal drug activity investigations and subsequent arrests.

Description of department, including number of personnel:

The program is managed and operated by the Criminal Investigations division of the Police Department.

Fund Detail

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

Revenue Sources and Other Discussion

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



Housing Rehabilitation Fund – 137

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

Description of Purpose/Functions of department:

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

Description of department, including number of personnel:

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

Description of FY 2015-16 accomplishments:

- Administer the program by closing out old loans

Description of FY 2016-17 proposed focus/goals:

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

Fund Summary

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

Fund Detail

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

Revenue Sources and Other Discussion

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

Special Assessment Fund – 360

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

Description of purpose/functions of department:

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

Revenue Sources and Other Discussion

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

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

Fund Detail

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



Parks SDC Fund – 364

Fund/Fund Number:
Department Director:

Parks SDC Fund - 364
Jim Row

Description of purpose/functions of department:

The Parks SDC Fund collects system development charges assessed against residential and commercial construction projects. Parks SDC funds can only be utilized by the City to support park planning and development projects that add capacity to the City's parks system. There are no personnel costs associated with this fund.

Description of FY 2015-16 projects:

- Began process to update of Park SDC Methodology

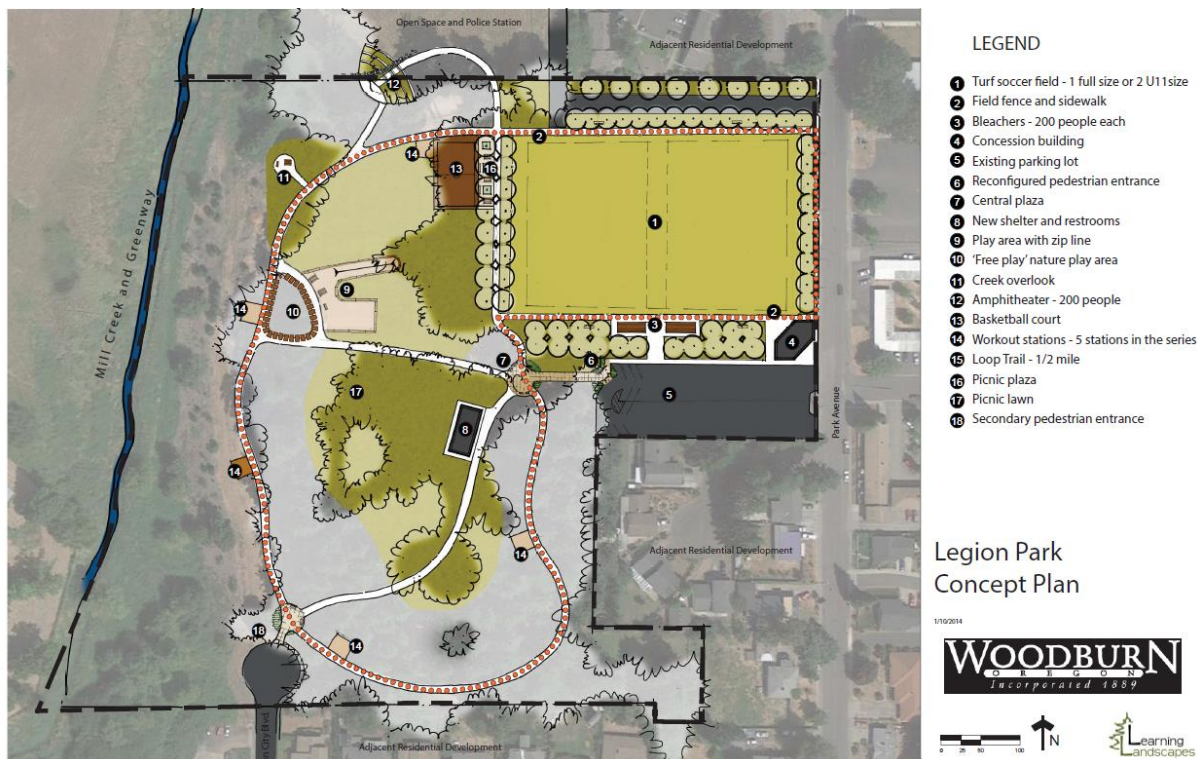
Description of FY 2016-17 proposed projects:

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

Revenue Sources and Other Discussion

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

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



Fund Detail

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

Street SDC Fund – 376

Fund/Fund Number:
Department Director:

Street SDC Fund - 376
Randy Scott

Description of purpose/functions of department:

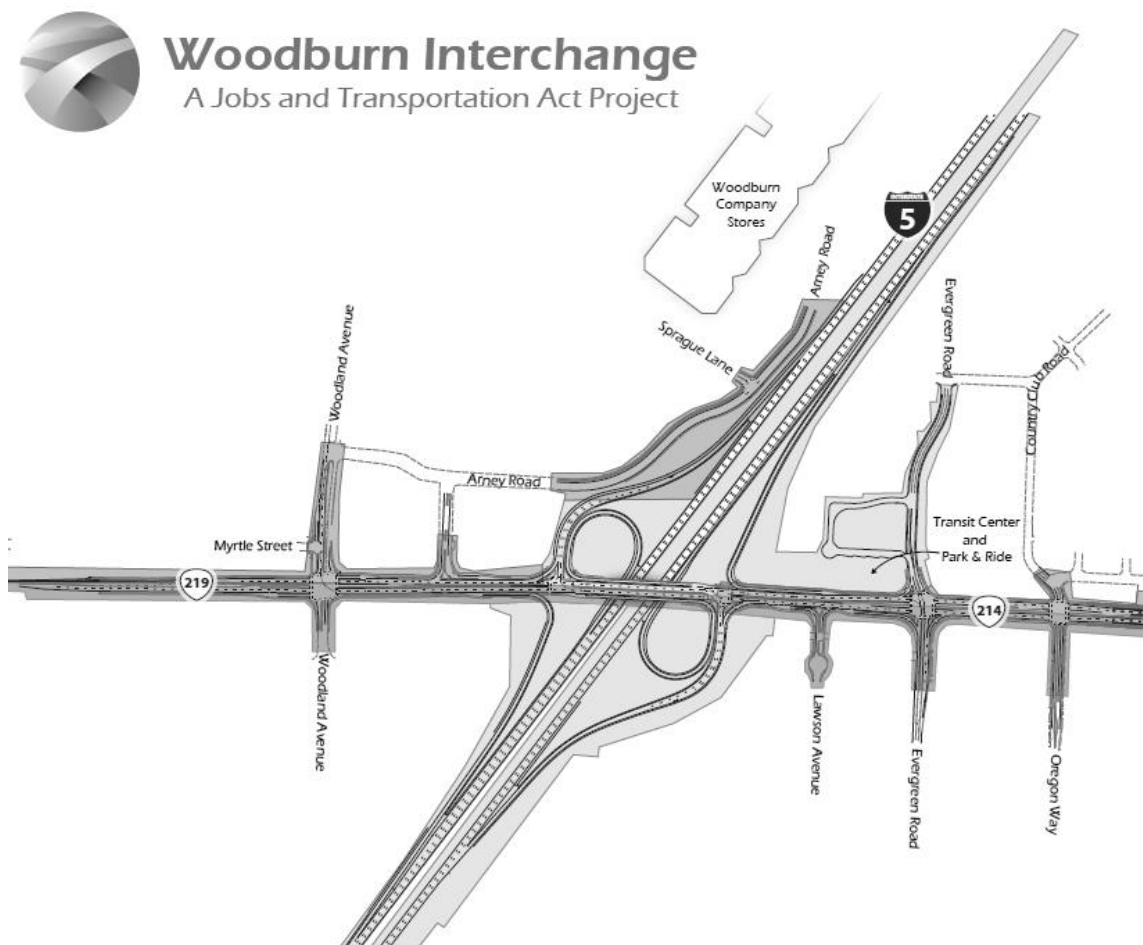
This fund is for the collection of Transportation Impact Fees (TIF) assessed against new development at the time the building permit is issued and used to fund improvements necessitated by increased demand for capacity. Revenue in this fund is used only for capacity improvements. The TIF charge is based on the number of increased automobile trips expected by any given type of development. The fee for a new single-family residence is \$3,532. There are no personnel costs associated with this fund.

Description of FY 2015-16 projects:

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

Description of FY 2016-17 proposed projects:

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



Fund Detail

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

Revenue Sources and Other Discussion

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

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

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

Storm SDC Fund – 377

Fund/Fund Number:

Storm SDC Fund - 377

Department Director:

Randy Scott

Description of purpose/functions of department:

Storm Water System Development Charges are generated by assessing new development for increased demands for capacity and collected at the time the building permit is issued. This revenue can only be used for increased capacity. The fee for a new single-family residence is \$55 per 500 square feet (SF) of impervious surface. A new single family residence with a 1,500 SF house, a 400 SF garage and a 400 SF driveway would be \$253. There are no personnel or personnel costs associated with this fund.

Description of FY 2015-16 projects:

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

Description of FY 2016-17 proposed projects:

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

Revenue Sources and Other Discussion

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

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

Fund Detail

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



Water SDC Fund – 474

Fund/Fund Number:
Department Director:

Water SDC Fund - 474
Randy Scott

Description of purpose/functions of department:

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

Description of FY 2015-16 projects:

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

Description of FY 2016-17 proposed projects:

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

Revenue Sources and Other Discussion

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

Fund Detail

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



Sewer SDC Fund – 475

Fund/Fund Number:
Department Director:

Sewer SDC Fund - 475
Randy Scott

Description of purpose/functions of department:

Sewer Systems Development Charges (SDCs) are generated by assessing new development for increased demands for capacity on the sewer system. This revenue is collected at the time the building permit is issued and can only be used for increased capacity. The fee for a new single-family residence is \$2,977. Funds are used for capacity improvements for sanitary sewer projects.

Description of FY 2014-15 projects:

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

Description of FY 2015-16 proposed projects:

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

Revenue Sources and Other Discussion

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

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

Fund Detail

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



Internal Services Funds



Information Technology Fund – 568

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

Description of purpose/functions of department:

This program provides the City's Information Technology operations and maintenance. The program is also responsible for funding the systematic replacement of network and desktop assets. Costs are distributed based on the number of personal computers and other devices used by each program. The methodology for charging out costs was revised to include labor costs in FY 2013-14 and to account for all program costs within the Information Technology program budget.

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

Description of department, including number of personnel:

The department consists of four full-time employees.

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Fund Summary

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

Revenue Sources and Other Discussion

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

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

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

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

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

Fund Detail

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

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

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

Insurance Fund – 581

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

Description of purpose/functions of department:

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

Description of department, including number of personnel:

Risk Management is one of the functions of the City Recorder. One-third of the City Recorders position is allocated to Risk Management activities (including Safety Committee). All insurance coverage, premium and claims activity is handled through this department.

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Fund Summary

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

Fund Detail

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

Revenue Sources and Other Discussion

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

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

Equipment Replacement Fund – 591

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

Description of purpose/functions of department:

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

Description of department, including number of personnel:

No personnel costs are charged to this fund.

Description of FY 2015-16 expenditures:

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

Description of FY 2016-17 expenditures:

- There are no purchases planned this year

Revenue Sources and Other Discussion

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

Fund Detail

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

Trust Funds

Library Endowment Fund – 690

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

Description of purpose/functions of department:

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

Fund Detail

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

Museum Endowment Fund – 691

Fund/Fund Number:

Museum Endowment Fund - 691

Department/Department Number:

Community Services - 421

Department Director:

Jim Row

Description of purpose/functions of department:

The Museum Endowment maintains and segregates monies held in savings by the World's Berry Center Museum Board prior to assumption of the museum function by the City. The endowment preserves those savings and facilitates private donation of monies to the museum for general purposes. This program was established in FY 2001-02.

Fund Detail

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

Lavelle Black Trust Fund – 695

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

Description of purpose/functions of department:

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

Fund Detail

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

Closed Funds



RSVP Fund – 138 – Closed

Fund/Fund Number:

RSVP - 138

Department/Department Number:

RSVP - 481

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

Fund Detail

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

Cable Franchise Fund – 139 – Closed

Fund/Fund Number:

Cable Franchise - 139

Department/Department Number:

Finance - 151

Description of purpose/functions of department:

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

Fund Detail

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

Public Works Services Fund – 582 – Closed

Fund/Fund Number:

Public Works Services - 582

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

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

Fund Detail

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

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

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

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

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



Supporting Schedules



Debt Overview

Summary of Outstanding Debt

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

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

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

Legal Debt Limits

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

Plans for Future Debt

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

Personnel Allocation

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

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

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

Table continued on the following page.

Personnel Allocation – Continued

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

FTE Detail by Supervising Department

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

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

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

FTE Detail by Supervising Department – Continued

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

FTE Detail by Supervising Department – Continued

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

FTE Detail by Supervising Department – Continued

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

Budgeted Transfers

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

Transfers In

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

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

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

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

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

Capital Construction Projects

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

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

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

Current Year Projects

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

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

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

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

Project Data Sheets

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

Project Data

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

Map:



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

Budget History:

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

Funding Data:

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

Project Data

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

Map:



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

Budget History

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

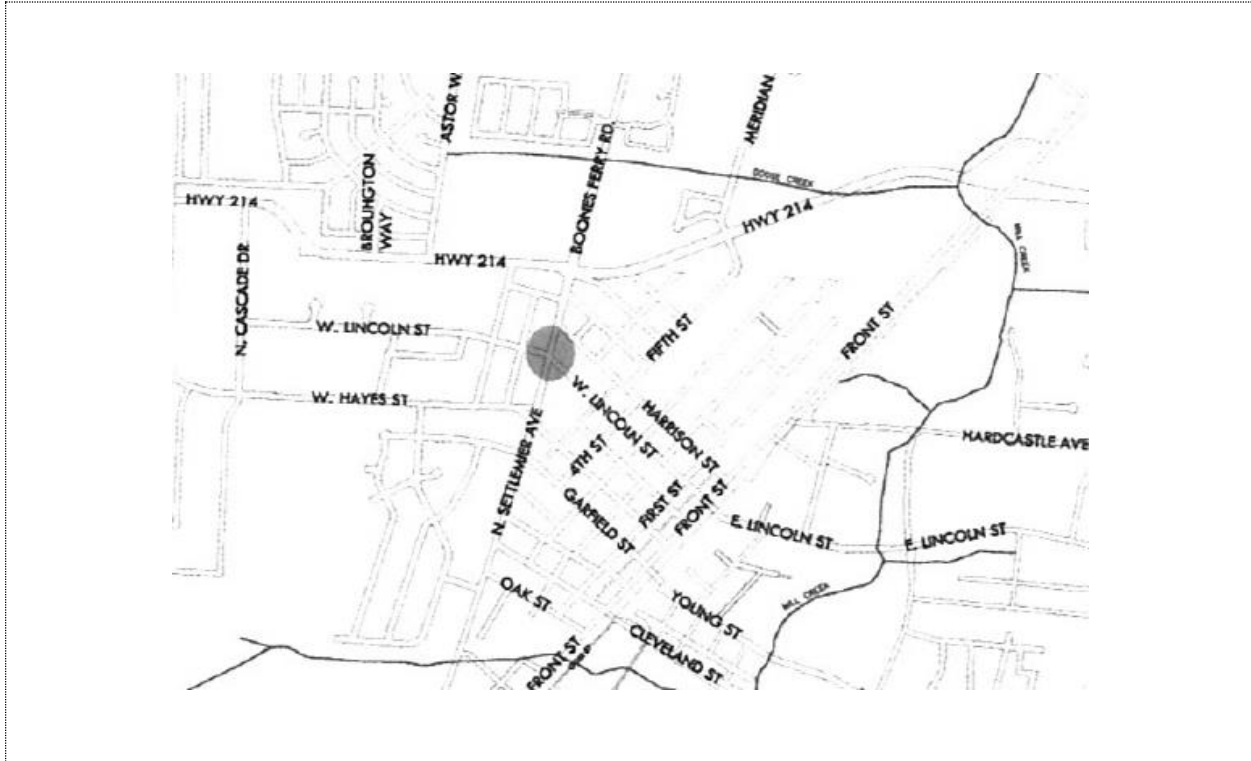
Funding Data:

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

Project Data

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

Map:



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

Budget History:

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

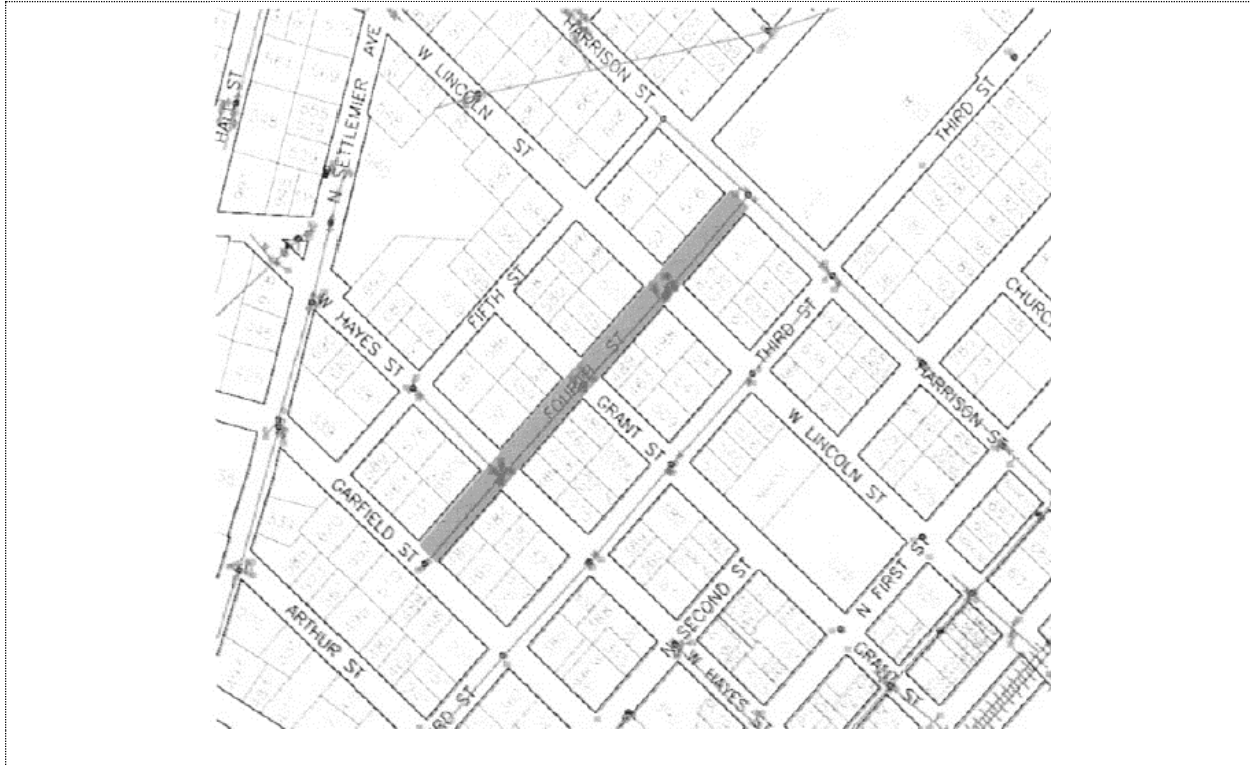
Funding Data:

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

Project Data

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

Map:



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

Budget History:

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

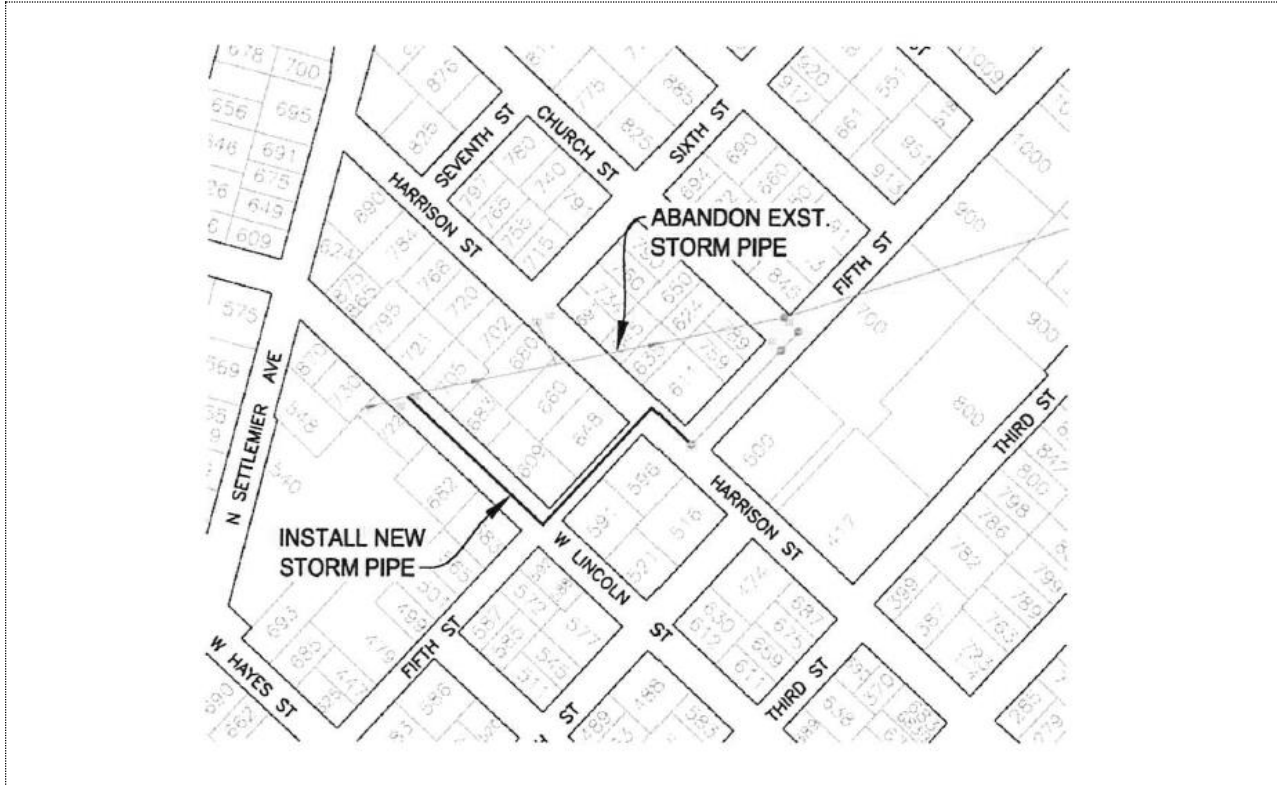
Funding Data:

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

Project Data

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

Map:



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

Budget History:

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

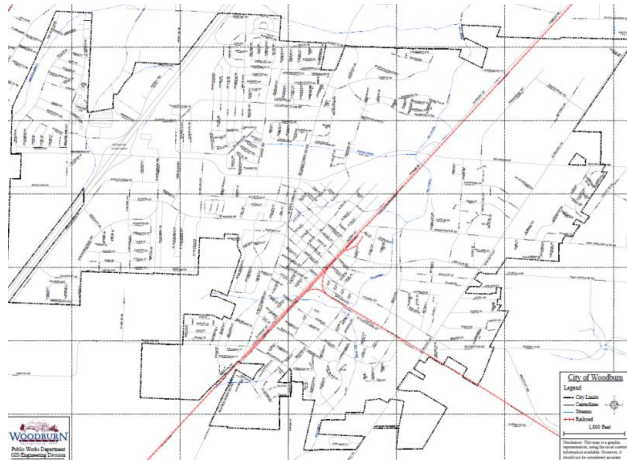
Funding Data:

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

Project Data

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

Map:



City wide

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

Budget History

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

*Estimate

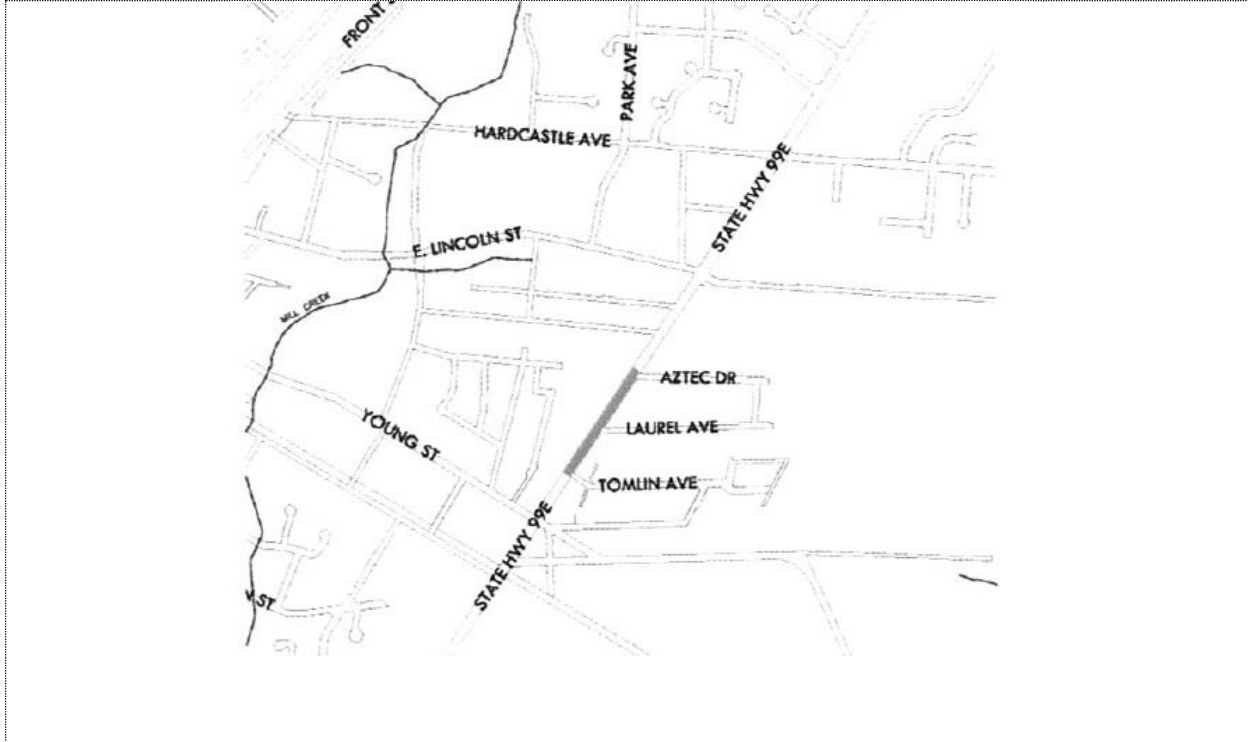
Funding Data:

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

Project Data

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

Map:



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

Budget History:

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

Funding Data:

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

Project Data

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

Map:



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

Budget History

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

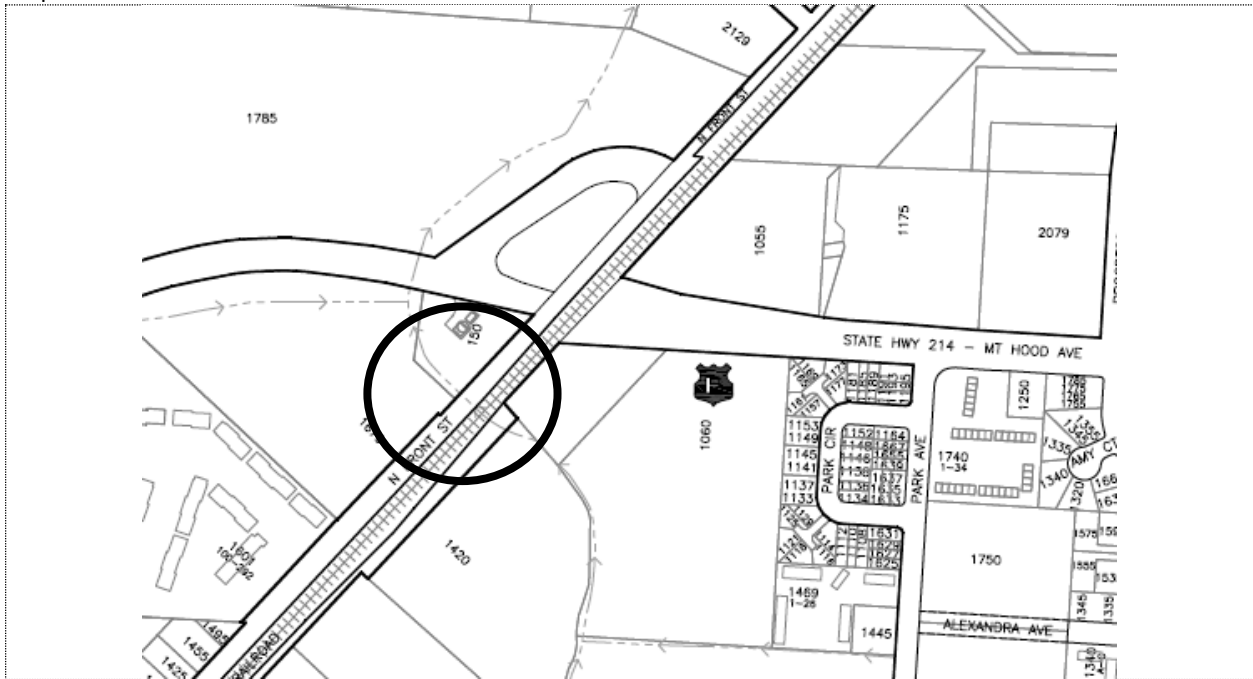
Funding Data:

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

Project Data

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

Map:



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

Budget History:

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

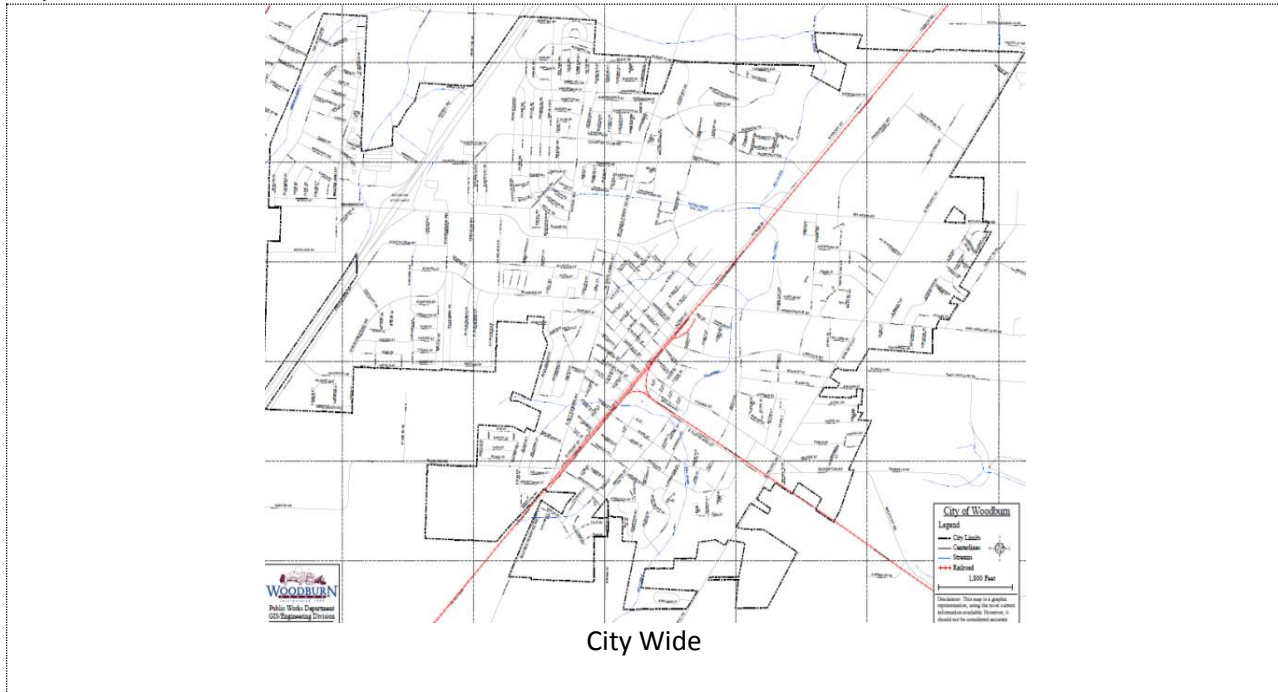
Funding Data:

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

Project Data

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

Map:



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

Budget History

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

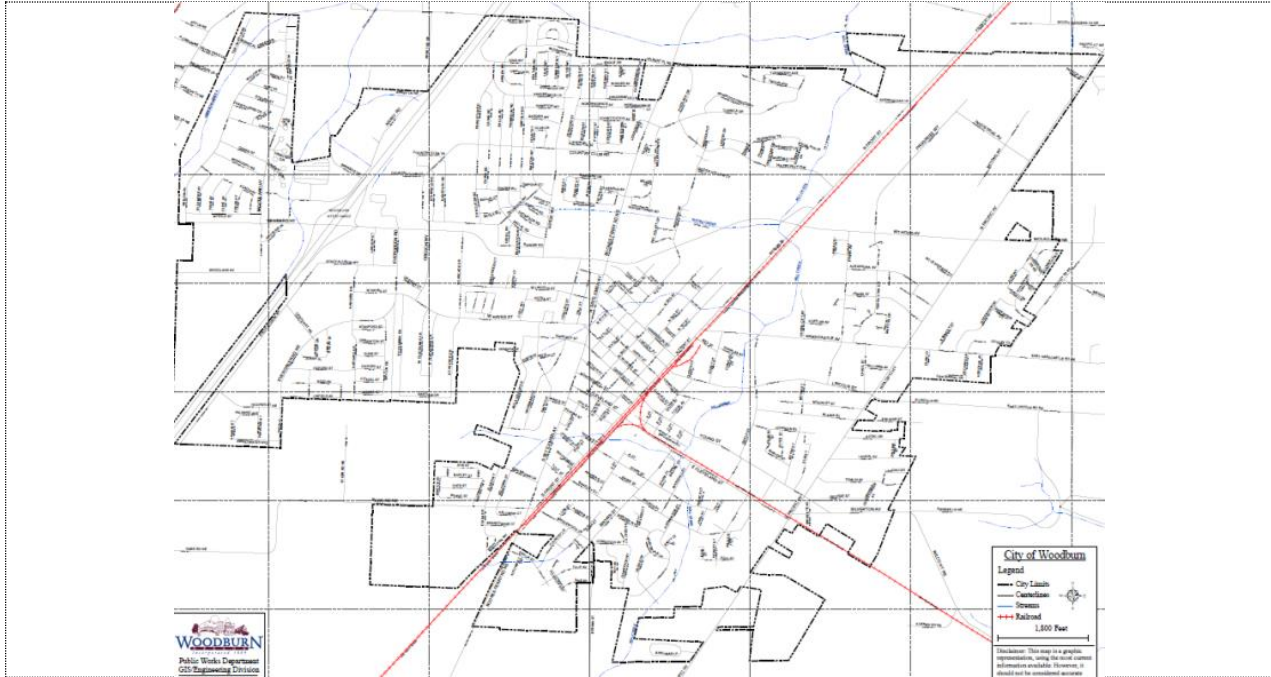
Funding Data:

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

Project Data

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

Map:



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

Budget History:

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

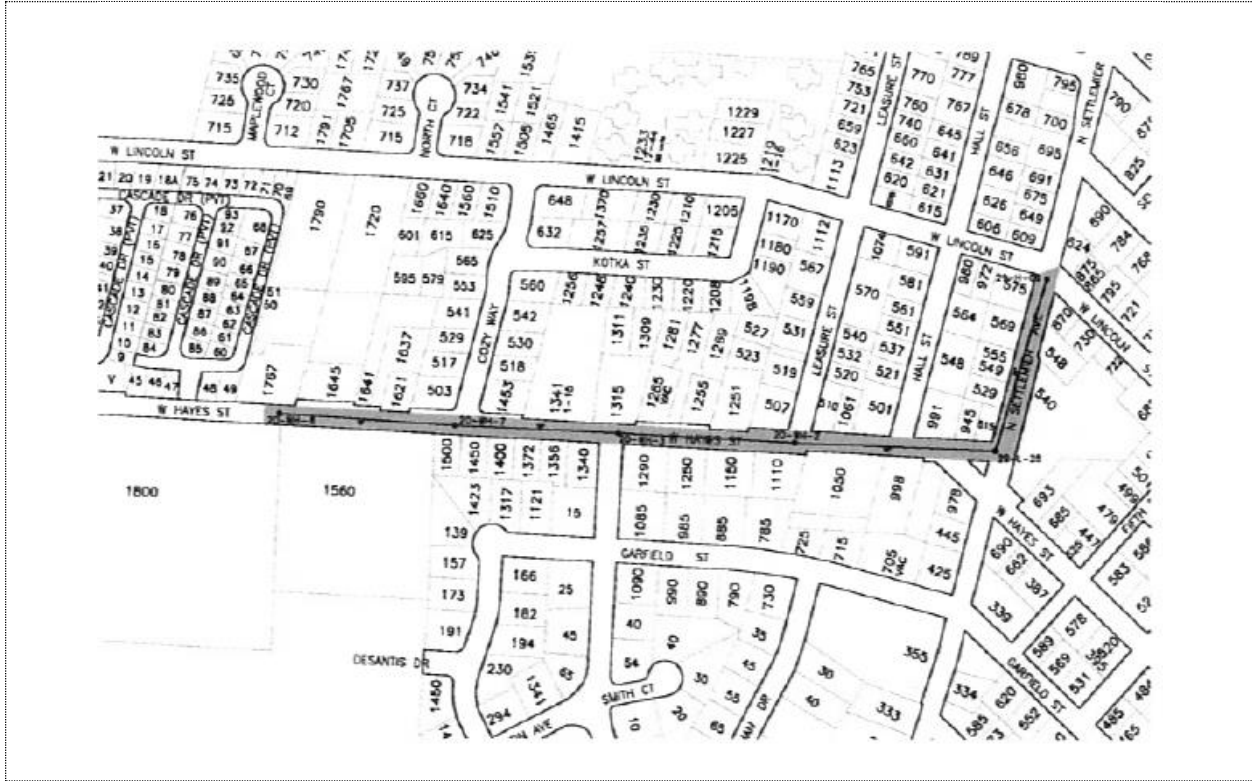
Funding Data:

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

Project Data

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

Map:



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

Budget History:

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

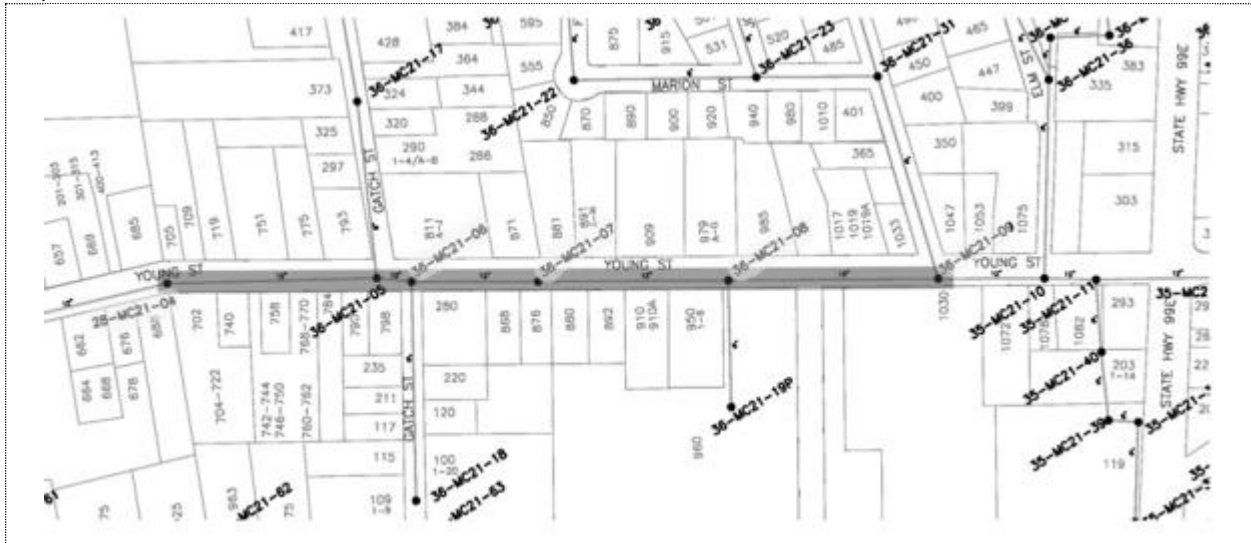
Funding Data:

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

Project Data

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

Map:



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

Budget History:

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

Funding Data:

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

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

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

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



Appendices

Glossary

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

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

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

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

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

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

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

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

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

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

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

Capital Improvement (Capital Expenditure): A permanent major addition to the City's real property assets, including the design, construction, or purchase of land, buildings or facilities or major renovations of same. Includes installation of new streets, storm drains, water and sewer lines, parks and other public facilities. Capital improvements have a cost of \$5,000 or more and are budgeted in the Capital Outlay budget category.

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

Capital Outlay: A budget category which includes equipment having a unit cost of more than \$5,000 and an estimated useful life of more than one year.

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

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

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

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

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

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

Department: The largest organizational unit of the City.

Designated Reserve: Funds specifically set aside for anticipated expenditure requirements in future years which are uncertain, such as employee salary adjustments that have not yet been determined.

Division: An organizational subdivision of a department.

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

Enterprise Fund: A fund that generates most of its revenue from charges for services, as opposed to taxes.

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

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

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

Fund: An independent fiscal and accounting entity used to set forth the financial position and results of operations related to the specific purpose for which the fund was created.

Fund Balance: Net current assets (cash plus receivables less payables) at a specific point in time. The fund balance can also be defined as a measure of funds available typically at the beginning or end of a budget cycle.

General Fund: The City's principal operating fund, which is supported by taxes and fees and can be used for any legal government purpose.

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

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

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

Personnel Services: A budget category which accounts for the salaries, wages, and overtime of employees, as well as all employer-paid fringe benefits such as health and dental insurance, retirement and workers' compensation insurance.

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

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

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

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

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

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

Objective: The expected result or achievement of a budget activity.

Operating Budget: Annual appropriation of funds for ongoing program costs, including employee services, supplies, equipment and debt service.

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

Ordinance: A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a state statute or constitutional provision.

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

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

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

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

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

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

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

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

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

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

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

Revenue Bonds: Bonds issued to construct capital facilities, repaid from revenue produced by the operation of those facilities.

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

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

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

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

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

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

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

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

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

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

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

City of Woodburn

FY 2016-17 Financial Plan

Budget Policies, Fiscal Strategy & Five Year Forecast

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- B. **Personnel Services & Benefits.** With the exception of overtime pay and temporary help accounts, which shall be developed by Department Heads with the advice of the Finance Director and the approval of the City Administrator, personnel services and benefits cost calculations will be provided by the City Administrator and the Finance Director and will be used as provided. The City Administrator and the Finance Director will also provide estimates for insurance and internal services costs. These amounts will not be altered by Department Heads.
- C. **Wages & Benefit Control.** Positions not entitled to receive benefits will be managed in a manner that keeps them below mandatory benefit thresholds (such as PERS, health insurance, etc.). Positions will only be eligible for benefits if approved by the City Administrator and/or designated in Job Descriptions. All benefit costs must be anticipated and included in the annual Budget.
- D. **One-Time Revenues.** One-time revenues will be used only for one-time expenses.

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

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

- **SECTION 13. CAPITAL IMPROVEMENT GUIDELINES**

- A. **Capital Improvement Program.** A 6-year Capital improvement Program will be adopted as part of the annual budget process. It will include all projects anticipated to be initiated and/or delivered in the 6-year planning period. The Capital Improvement Program will be consistent with the City's adopted Capital Improvement Master Plans. Funding availability will determine the rate at which Capital Improvement program projects are initiated or completed.
- B. **Exceptions.** The City will fund dedicated programs and services with dedicated funding sources. Exceptions may be made, on a case-by-case basis, by the Budget Committee, City Council or by the City Administrator if appropriate. One criterion will be whether the City would incur more costs elsewhere as a result of the reduction.
- C. **Capital Planning Consideration.** Recognizing that it does not necessarily make sense to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the City's long-term needs.

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

- A. **Debt Issuance.** The City will only issue debt in accordance with adopted Master Debt Resolutions for Sewer and Water. General Obligation debt will only be issued in compliance with state statutes. Debt will only be issued (for all fund types) when a dedicated resource is available to meet the required debt service and reserve.
- B. **Interfund Transfers.** Interfund transfers are allowed if the City Council determines the transfer to be in the best interest of the City. All interfund transfers will be managed consistent with state budget law. No debt will be issued without the approval of the City Administrator and authorization of the City Council.

- **SECTION 15. ANNUAL FINANCIAL AUDITS**

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

The presentation of the Audit to the City Council and filing with the Secretary of State’s Office may occur later than December 31 if an audit filing extension is granted by the Secretary of State’s Office. Any and all requests for audit filing extensions must be approved by both the City Administrator and the Auditor. In the event that an audit filing extension is requested and/or granted, the City Administrator will inform the City Council of the reason for the extension request and estimated time line for completing, presenting and filing the audit.
- F. **Audit Presentation to Council.** The annual audit findings will be presented to the Woodburn City Council during a regularly scheduled City Council meeting by a representative of the audit firm. All audits presented to the City Council must be complete and signed by a representative of the audit firm.
- G. **Budget Committee Review.** A copy of the Annual Financial Report will be provided to the Woodburn Budget Committee for their review.

- **SECTION 16. PROGRAMS**

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

Discretionary Programs

- ✓ Police Patrol & Public Safety

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

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

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

Consideration List

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

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

- G. **Indirect Costs**. The City's overhead programs will not be prioritized, but will be sized to the need and size of the overall organization. Generally, wherever possible, the City's goal is to make fee-supported programs self-sufficient. This includes recovering those programs' appropriate share of the City's overhead costs. If reductions occur, then indirect costs will be sized to the needs and size of the rest of the organization.
- H. **Dedicated Funding for Programs**. Where legally possible, the City will consider using dedicated resources to fund high priority programs related to the purpose for which the dedicated funds are received.

Five-Year Forecast

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

Five-Year Forecast

Fiscal Years 2017- 2021



Finance Department
February 16, 2016

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Introduction

City of Woodburn Background

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

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

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

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

Purpose of the Forecast

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

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

Forecast Methodology

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

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

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

Executive Summary

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

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

Overview

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

Economic and Demographic Assumptions

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

Issues in the Coming Year

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

Issues Beyond One Year

Public Employees Retirement System (PERS)

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

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

Health Insurance

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

General Fund

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

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

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

Water

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

Transit

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

Sewer

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

Streets

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

General Fund

Variances from Status Quo Assumptions

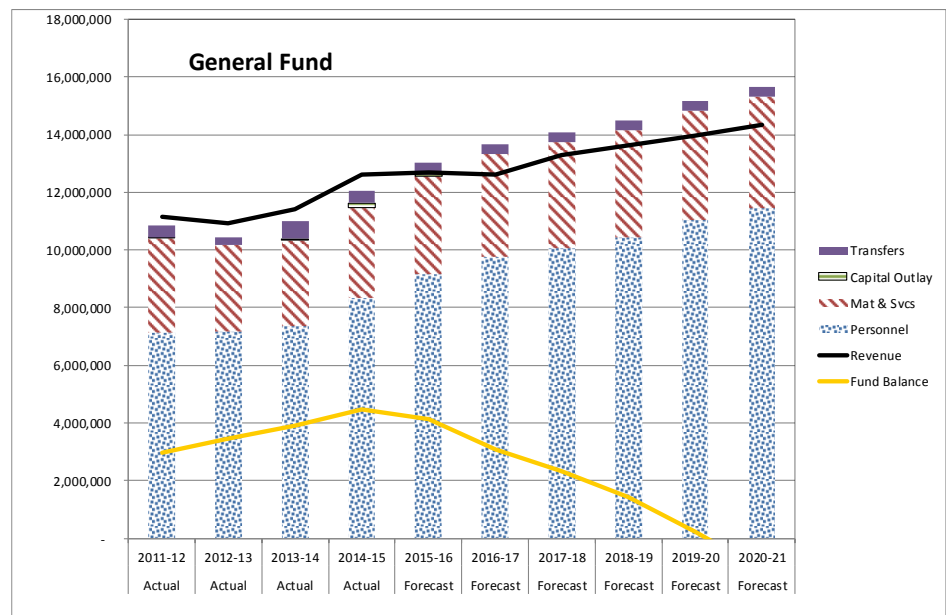
- None

Key Assumptions

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

Operating Position

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



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

Capital Projects — From Operating Revenues

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

Potential Impacts and Issues

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

Parks & Facilities Maintenance

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

Police Staffing

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

Building Inspection Fund

Variances from Status Quo Assumptions

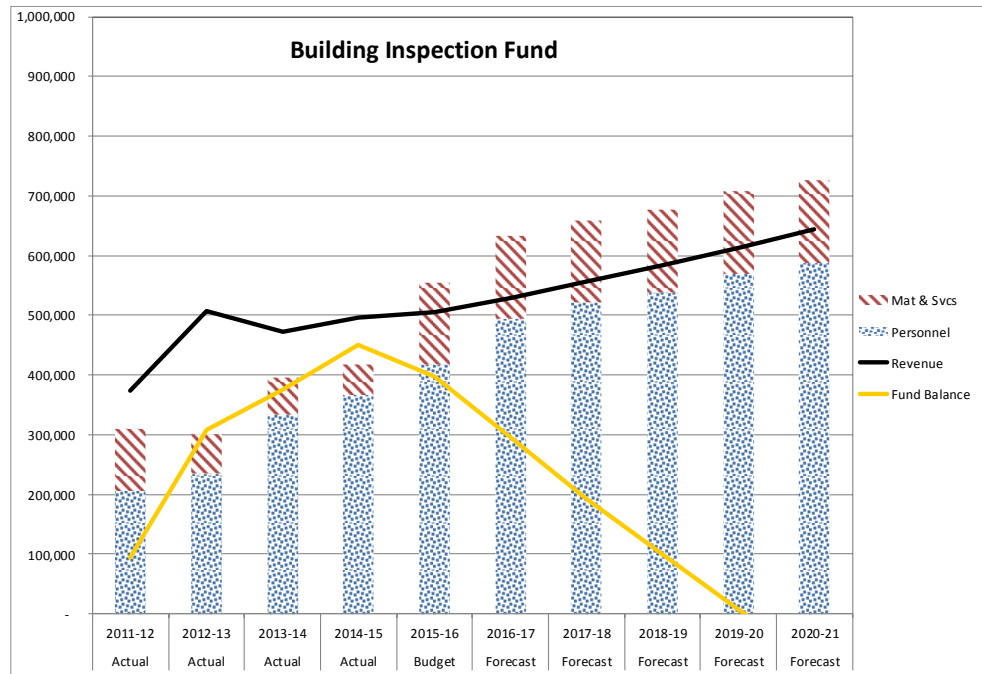
- Permit revenues are have shown significant increase in FY 2015-16
- Additional position approved in FY 2014-15 Supplemental Budget, currently unfilled

Operating Position

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

Potential Impacts and Issues

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



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

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

Transit Fund

Variances from Status Quo Assumptions

- None

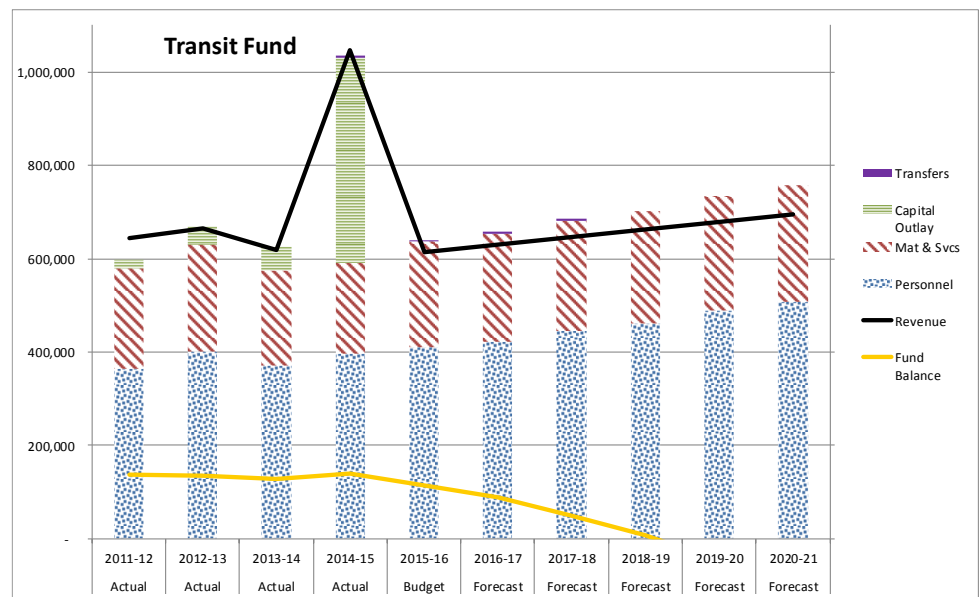
Key Assumptions

- 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

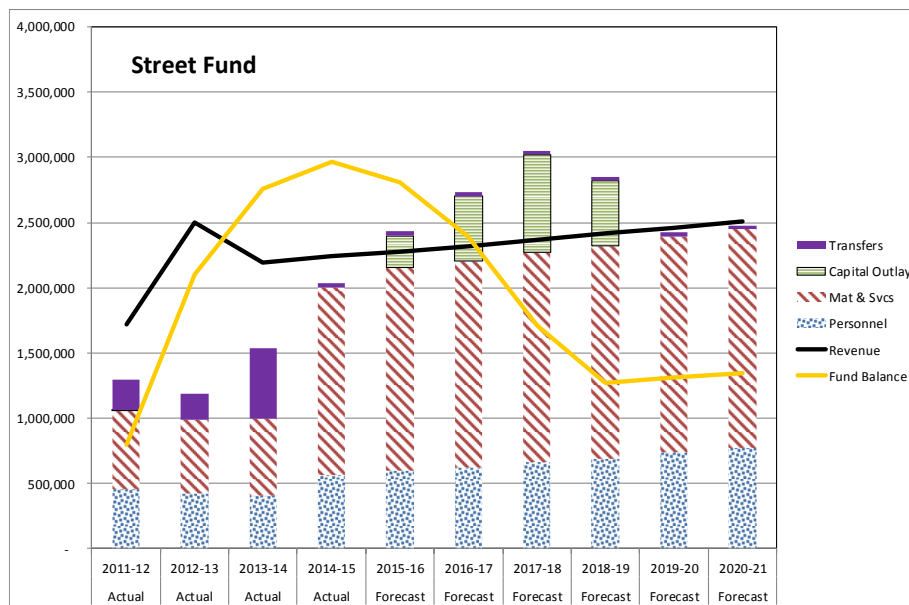
- None

Operating Position

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

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

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



Capital Projects — From Operating Revenues

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

Potential Impacts and Issues

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

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

Water Fund

Variances from Status Quo Assumptions

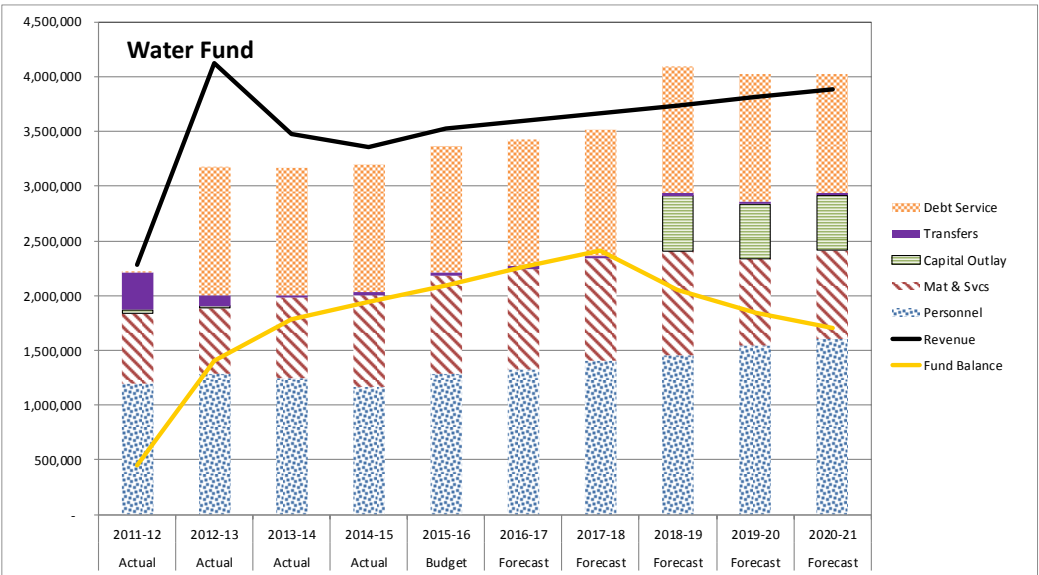
- None

Operating Position

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

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

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



Potential Impacts and Issues

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

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

Sewer Fund

Variances from Status Quo Assumptions

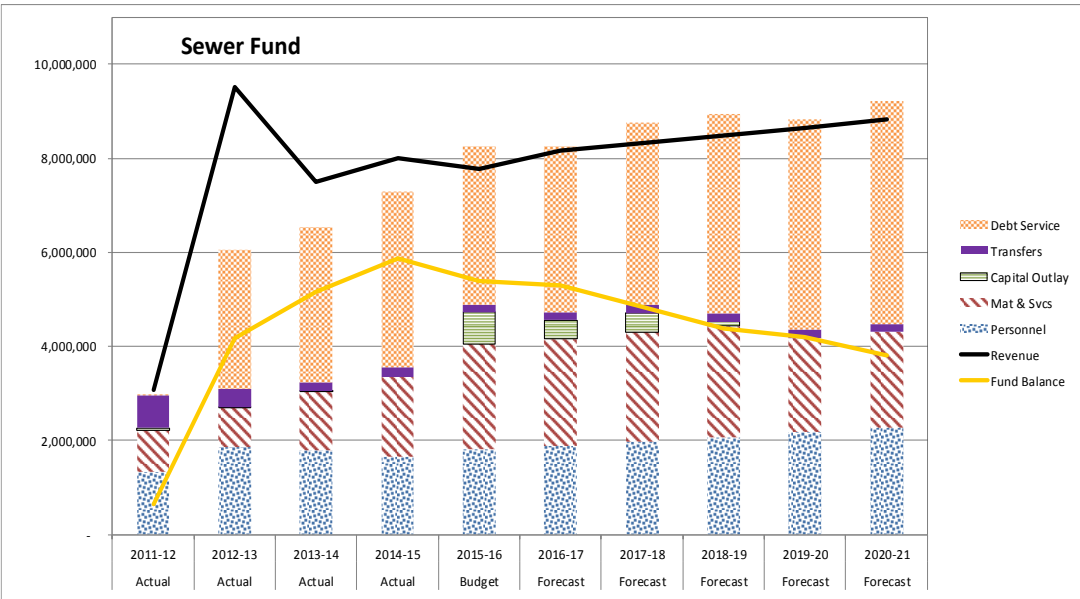
- None

Operating Position

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

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

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



Potential Impacts and Issues

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

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

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

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

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

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

Remaining Funds

Capital Construction Funds

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

Remaining Funds

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

Major Assumptions – Revenues

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

Revenue Assumptions

Property Taxes — General Fund

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

Franchise Fees — General Fund

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

Charges for Goods & Services — Utility User Charges

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

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

Gas Taxes

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

Building, Planning and Engineering Permits

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

Major Assumptions – Expenditures

Personnel Services

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

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

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

Material and Services

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

Capital Equipment

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

Debt Service

Estimates are based on amortization schedules for outstanding debt issues.

Glossary

Capital Projects

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

Operating Position

Recurring revenues and recurring expenditures

Potential Impacts

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

Recurring Expenditures

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

Recurring Revenues

The resource portion of status quo, predictable and ongoing revenues

Revenues

Includes both recurring revenues and transfers in

Status Quo

The current level of services

Transfers In

Internal charges by General Fund for services provided to other funds

Urban Growth Boundary (UGB)

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

Wage Scales

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

Part-Time Wage Scale

Effective 7/1/2016

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

AFSCME Wage Scale

Effective 7/3/2016

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

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

Woodburn Police Association (WPA) Wage Scale

Effective 7/3/2016

Compensation Schedule Sworn Officer

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

Compensation Schedule NON Sworn Officer

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

Sergeant Wage Scale

Effective 07/05/2015

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

Unrepresented Wage Scale

Effective 6/16/2016

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

Chart of Accounts

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

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

Chart of Accounts – Continued

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

Chart of Accounts – Continued

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

Chart of Accounts – Continued

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

Chart of Accounts – Continued

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

Chart of Accounts – Continued

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

Chart of Accounts – Continued

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

Capital Outlay

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

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

Chart of Accounts – Continued

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

LB-1 Notice of Budget Hearing

FORM LB-1

NOTICE OF BUDGET HEARING

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

Contact: Sarah Head

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

FINANCIAL SUMMARY - RESOURCES

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

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

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

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *

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

LB-1 Notice of Budget Hearing – Continued

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

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

Materials & Services were held flat in all departments, except in cases of contracts or items beyond manager control.
In FY 2015-16 Court budget was merged with Finance budget.

PROPERTY TAX LEVIES

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

STATEMENT OF INDEBTEDNESS

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

Budget Resolution

COUNCIL BILL NO. 3006

RESOLUTION NO. 2080

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

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

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

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

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

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

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

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

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

Budget Resolution – Continued

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

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

Budget Resolution – Continued

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

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

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

Approved as to Form:

N. M. A.

City Attorney

6/13/2016

Date

APPROVED:

Kathryn Figley

Kathryn Figley, Mayor

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

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

ATTEST:

Heather Pierson

Heather Pierson, City Recorder
City of Woodburn, Oregon



Adopted Budget

FY 2016-17

Fund/Fund Number:
Department Director:

Urban Renewal Agency - 720
Jamie Johnk

Description of purpose/functions of department:

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

Description of Department, Including Number of Personnel:

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

Description of FY 2015-16 accomplishments:

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

Description of FY 2016-17 proposed focus/goals:

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

Fund Summary

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

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

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

Fund Detail

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

UR-1 Notice of Budget Hearing

FORM UR-1

NOTICE OF BUDGET HEARING

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

Contact: Sarah Head

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

FINANCIAL SUMMARY - RESOURCES

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

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

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

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM

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

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

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STATEMENT OF INDEBTEDNESS

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

Urban Renewal Agency Budget Resolution

WOODBURN URBAN RENEWAL AGENCY RESOLUTION NO. 2016-02

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

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

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

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

THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

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

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

Urban Renewal Fund

Personnel Services	\$ 84,387
Materials & Services	84,000
Capital Outlay	200,000
Contingency	16,838
Total Appropriations	<u>\$ 385,225</u>


Unappropriated & Reserves	\$ 1,886,775
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Total Budget	<u>\$ 2,272,000</u>
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Section 3. Pursuant to Article IX (Finance) Section 1c (Financing Redevelopment and Urban Renewal Projects) of the Oregon Constitution and ORS Chapter 457, the Woodburn Urban Renewal District, as an "Option 1" urban renewal agency, authorizes certification to the Marion County Assessor for the Woodburn Urban Renewal Agency Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes

Budget Resolution – Continued


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

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

APPROVED: 
Kathryn Figley, Chair

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

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

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