



# WOODBURN

O R E G O N

*Incorporated 1889*



The City of Woodburn

and the Woodburn Urban Renewal Agency

2012-13 Adopted Budget

Photos by Daniel Dinges, Daniel's Photography and Michael Palma, Calpulli Mexican Dance Company



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# City of Woodburn

## 2012-13 Adopted Budget

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# City of Woodburn, Oregon

## 2012-13 Adopted Budget

### Budget Committee Members Fiscal Year 2012-13

	Term Expires
<b><u>Electors</u></b>	
Eric Swenson – Position I	Dec. 2013
Dagmar Kinne – Position II	Dec. 2013
Horst Raustien – Position III	Dec. 2012
Stanley Milne – Position IV	Dec. 2012
Don Judson – Position V	Dec. 2013
John Reinhardt – Position VI	Dec. 2013
<b><u>Councilors</u></b>	
Richard Pugh – Ward I	Dec. 2012
J. Melvin Schmidt – Ward II	Dec. 2012
Peter McCallum – Ward III	Dec. 2014
Jim Cox – Ward IV	Dec. 2014
Frank Lonergan – Ward V	Dec. 2014
Eric Morris – Ward VI	Dec. 2012

City Administrator  
Scott Derickson

Interim Finance Director  
Christina Shearer

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

# 2012/13 Budget Message

City Council, Budget Committee and Citizens of Woodburn:

I am pleased to present the Adopted Budget for fiscal year (FY) 2012/13. It is a balanced budget and provides a level of services commensurate with available resources.

- **Total Budget**

The FY 2012/13 Budget adopted by the City Council reflects an increase in overall spending from the prior fiscal year 2012 Budget. The increase is directly attributed to the continuation of the Wastewater Improvement Project. It should be noted that without the project expenditures, some \$15,500,000, the adopted budget actually decreases 2.9% over the prior fiscal year.

A total budget, all funds, of \$69,256,871 was adopted for FY 2012/13. The budget includes the continuation of the Wastewater Improvement Project (\$13.7 million). All available funds in the Street SDC fund are being reserved for future requirements.

In FY 2012/13, fund balances are budgeted to increase \$16,776,450 (94.6%) to \$34,503,543. The increase in FY 2012/13 is the result of continued capital projects scheduled for the upcoming fiscal year and the corresponding bond proceeds to fund the project(s) and are not a result of new discretionary resources.

- **General Fund**

Most City operations are budgeted in the General fund. A General fund budget of \$12,925,000 is budgeted for FY 2012/13. This is a \$505,545 (-3.8%) decrease from FY 2012/13. The decrease is due to reductions in the Library, City Hall and Police staffing services. These reductions have been made to address expenses over revenue short falls that have occurred in the prior fiscal year.

The General Fund Budget includes a Reserve for PERS (\$295,000), a reserve for buildings (\$187,000), Contingency of \$1,097,325, and Unappropriated Balance of \$185,000. A PERS Reserve was established in each operating fund, when PERS was eliminating its unfunded liability by increasing charges to employers – the reserves continue to be maintained for the anticipated rate increases. The reserve for buildings was established with proceeds from the sale of city property and will help finance future construction of a new community center.

Budget policy requires a contingency and reserves of ten (10) percent of the operating budget, and the Recommended Budget sets contingency and reserves at that level. This budget also provides \$185,000 in Unappropriated Fund Balance, which is intended as a hedge against budgetary impacts if the economic downturn continues.



The General fund is supported by \$11,125,000 in estimated revenues, and \$1,800,000 in Working Capital Carryover. The increase (1.1%) in estimated revenues over the prior year is due to modest increases in property tax revenues and minor increase in citation revenues.

- **Revenues**

The **Property tax** estimate for FY 2012/13 is increased \$130,000 over FY 2011/12 projected revenue. Property taxes can grow in two ways: (1) increase in value of existing property and/or (2) the permanent tax rate applied to new construction. Increases in the value of existing property are limited by statute to 3.0% per year. Marion County provided an estimate of 2.5% to be used in calculating property tax revenue – at this rate property tax revenue would be estimated at \$7,682,375 (\$7.495 million x 102.5%) but the estimated revenue is proposed at \$7,625,000 (a more conservative estimate at 1.7%) to allow for increased delinquencies due to the current economic conditions, decrease in housing values and slow-down in new building.

**Franchise Fees** for FY 2012/13 are increased by \$71,700 (6.9%) and include payments from Portland General Electric (PGE), Northwest Natural Gas, Qwest, Datavision, Wave Broadband, United Disposal, and Woodburn Ambulance for use of the City’s rights-of-way. The increase overall is due to the cessation of the direct allocation of PGE, Northwest Natural Gas and Qwest franchise fees to the Technical and Environmental Fund (historically this totaled \$54,000).

- **Expenses**

Personnel expenses represent the majority of General Fund costs. Of the General Fund operating budget for FY 2012/13, Personnel accounts for 56.8% of total expenses. General Fund personnel costs for FY 2012/13 total \$7,341,067.

Total supplies and services in the General Fund FY 2012/13 decrease 3.8% over the prior fiscal year and total \$3,498,608. Consistent with budget policy, departments could not increase bottom line appropriations in these areas of their budgets; monies could be moved between accounts to address anticipated costs, but could not exceed the prior year’s appropriations. Exceptions were for internal service charges: building maintenance, information services, insurance, and utilities. Increases in these charges are outside the consuming departments’ control, but where possible, kept to a minimum where charges are within a providing department’s control as well as those expenditures that had a direct offsetting revenue source as provided for by grants, etc.

- **Other Notable Topics**

The City’s **Building Fund** has seen a dramatic decrease in activity and is currently staffed by 1.5 FTE. Due to ongoing changes in FY 2012/13 and the prior fiscal year the fund has been sustainable and is beginning to see modest increases in activity, which accounts for the 22.4% increase in proposed revenues for FY 2012/13. Staff continues to work hard to ensure adequate levels of service.

The **Weed & Seed Fund** grant expired in November 2011 and the program was not ‘renewed’ at the federal level. The fund will be retired on June 30, 2012.

The **General CIP Fund** budget includes amounts for nominal pool projects if savings are realized in the Aquatic Center program. Additionally, \$60,000 is budgeted for Legion Park playground improvements pending the approval of a parks grant.

The **Street Fund** budget increases \$553,908 (39.3%) over the prior fiscal year. This is due to the following: an increase in the state's gas tax rate that will net the City an estimated additional gas tax revenue of \$140,000 and the recording of stated shared revenues in this fund to pay for streets.

The **Street/Storm CIP Fund's** is proposed at \$2,846,039 for FY 2012/13, a 300% increase from the prior fiscal year. Minor projects for sidewalk and storm drain projects are planned for FY 2012/13 (see funds consolidation discussion).

The **Parks SDC Fund** decreases 12.5% from the prior fiscal year with a proposed budget of \$309,000. This is due to the completion of the Centennial Park and Greenway projects.

The **Street SDC Fund** (formerly known as the Transportation Impact Fee Fund) decreases 5.3% over the prior fiscal year. The continued economic slowdown has had a direct impact on the fund's ability to generate revenue and the City's ability to carry out needed street projects. Additionally, the Storm SDC Fund is being consolidated into the Street SDC Fund (see funds consolidation discussion).

The **Water Fund** is budgeted for \$4,450,525 in FY 2012/13, which is a 74.8% increase. The increase is a result of the funds consolidation program and the transferring of the water bond's debt service (\$1,157,786) and required debt service reserve (\$754,000) from the Water Well/ Distribution Construction Fund. Additionally, the user fees assessed to service the debt are being budgeted out of the operating fund. This is being done as part of recommendations made in the *2011 Special Financial Report on the City of Woodburn Utility Funds* (see funds consolidation discussion).

The **Water Construction Fund** is budgeted for \$5,367,661 in FY 2012/13, a 22.2% increase from the prior fiscal year. This is due mainly to the consolidation of all water capital projects within the Water Construction Fund (see funds consolidation discussion). Additionally, \$200,000 is being budgeted to update the City's Water Master Plan.

The **Water SDC Fund** budget is \$691,300 which is a 79.0% increase from the prior fiscal year. This is due to the consolidation of the Water SDC and Sewer SDC Funds. All capital projects proposed in the Water SDC and Sewer SDC Funds are being 'transferred' to the 'parent' capital construction funds (see funds consolidation discussion).

The **Sewer Fund** budget for 2012/13 is \$10,115,808 which is a 194.3% increase over the prior year. The increase is a result of the funds consolidation program and the transferring of the sewer bond's debt service (\$2,950,663) and required debt service reserve (\$2,892,724) from the Wastewater Treatment Plant Construction Fund. Additionally, the user fees assessed to service the debt are being budgeted out of the operating fund. This is being done as part of the recommendations made in the *2011 Special Financial Report on the City of Woodburn Utility Funds* (see funds consolidation discussion).

The **Wastewater Treatment Plant Construction Fund** increases 143.5% over the prior fiscal year to a proposed \$16,632,153 for fiscal year 2012/13. This is a continuation of the Compliance Upgrade Design and Construction project funded via bond proceeds from bonds issued in 2011.

The **Storm/Surface Water Fund** is proposed to be consolidated into the Wastewater Fund. The remaining balance of \$52,000 is being transferred back to the Wastewater Fund. The Storm/Surface Water Fund will continue as a separate program/ department within the Wastewater Fund (see funds consolidation discussion).

- **Funds Consolidation Plan**

In an effort to improve accounting efficiencies the Finance Department is proposing to consolidate five (5) funds into other 'like' funds. Those five funds are noted below and are no longer being utilized, have minimal activity and/or are redundant to the fund structure. Additionally, based on recommendations made in the *2011 Special Financial Report on the City of Woodburn Utility Funds* several changes have been made to how certain activities are accounted for and are shown in the budget document. These are being instituted in an effort to be more transparent to the public, interested parties and City Council and gain accounting efficiencies. These are discussed below.

The funds being proposed for consolidation are as follows:

- ✓ *Local Gas Tax* – this fund is being consolidated into the Street/Storm Capital Construction Fund. Historically, the local gas tax assessed on sales of gas within the City has been recorded in the Local Gas Tax Fund. As enough resources are accumulated a street overlay or resurfacing project is completed. The Street/Storm Capital Construction Fund carries out the same function with resources transferred from other funds to pay for a construction project.
- ✓ *Storm SDC* – This fund accounts for Storm SDCs received by the City. This fund is being proposed to be consolidated into the Street SDC Fund to gain accounting efficiencies.
- ✓ *Surfacewater Fund* – this fund houses the Surfacewater program and is funded via a transfer from the Wastewater Fund. As there is no dedicated revenue source for this program, Finance proposes that this fund be collapsed into the Wastewater Fund and continued as a separate department within that fund.
- ✓ *Sewer SDC* – this fund accounts for Sewer SDCs received by the City. In order to gain accounting efficiencies this fund is being collapsed into the Water SDC Fund.
- ✓ *Facilities Maintenance Fund* – the City's building maintenance program resides within this fund. Due to the significant changes already made to the program and the proposed changes a dedicated fund is no longer necessary. This fund is being collapsed into the City's Technical & Environmental Fund and will continue as a separate department within that fund.

*Other Changes* – to the City's fund and accounting structure are as follow:

- ✓ The associated debt service for the Water and Wastewater operations are now being accounted for in the 'parent' funds. Previously, the debt service for Water and Wastewater funds were carried in the

associated construction funds. In order to clearly show the debt associated with the Water and Wastewater operations those debts and required reserves now 'reside' in the 'parent' (operating) funds.

- ✓ All capital projects are now being shown in the appropriate capital funds (Street/Storm, Water and Wastewater Capital Funds). Previously, capital projects were budgeted for directly in the paying fund (i.e. if the Storm SDC Fund had a capital project it was budgeted directly in that fund). For FY 2012/13 the proposed budget transfers the necessary resources from the paying fund into the appropriate capital project fund.
- ✓ The Public Works Director, Administrative Assistant, Budget Analyst and GIS Technician are being directly allocated to the paying funds. Those funds are the Street, Water, Wastewater, Facilities and Parks Maintenance. A flat transfer from these funds will no longer be made.

- **Conclusion**

The budget for FY 2012/13 continues to allocate limited resources in a manner that supports the strategic direction of the Mayor and City Council. It determines the level of City services provided to residents and supports programs to meet the needs of the community. This budget also includes the six-year Capital Improvement Plan that directs the delivery of construction projects in each area of the City's capital needs (historically, the Capital Improvement Plan is presented to the Budget Committee during the budget process). The programs recommended in this budget support a coordinated effort to improve the safety, appearance, economic well-being, and livability of the community.

I appreciate the time the Budget Committee has contributed to the budget process, in studying the volumes of material provided and by donating time to attend workshop sessions. City staff values the Committee's input at these sessions, and their help in guiding the City in a positive direction. I would also like to thank the department heads and city staff, again, for adhering to the budget guidance, for working together for the good of the organization, and for the able management of their budgets during the fiscal year. And lastly, I would like to thank my staff, especially the Finance Director (and his staff), for all their assistance in producing and compiling the budget.

Sincerely,



Scott Derickson  
City Administrator

## Reader's Guide

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

The introduction provides an overview of the key issues, policy issues and programs in the budget and the major areas of emphasis for the City in 2012-13. 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 2012-13 Budget.

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

**Summary Information.** The Summary Information section begins with the Budget Policies adopted by the Budget Committee to guide 2012-13 budget development and provides a functional organization chart for the City. Following the organization chart is a brief profile of the City of Woodburn, which describes the context in which our municipal government operates. Following the profile is: summary schedules for revenues and expenditures, property taxes and budgeted departmental staffing levels.

**Adopted Budgets.** The budgets are presented in service level categories: General, Special, Utility and Miscellaneous services. Each service category contains various departments/divisions presented with a narrative describing the department's/division's function and the adopted 2012-13 budget as well as prior years' budget and actual information.

### General Services

- **General Fund** – This fund accounts for all general operating revenues and expenditures of the City. The fund is comprised of 14 departments responsible for providing planning, recreation, community, legislative and public safety services to the public. In addition, four of the departments (City Attorney, Finance, Human Resources and Administration) serve as internal service functions providing accounting, employee and legal services to the various departments/divisions of the city.
- **General Operating Reserve** – This fund accounted for reserves set aside for future needs. This fund has been collapsed into the city's General Construction Fund as part of the 2011-12 Budget cycle.
- **General Fund CIP** – Fund accounts for capital improvement projects for general services facilities.

### Special Services

- **Transit** – This fund accounts for the City's transit program. The primary revenue sources are a transfer from the General Fund as well as Federal and State transit grants. Expenditures include personnel, bus maintenance and operating costs and capital outlay for busses as equipment needs to be replaced.
- **Building Inspection** – This fund accounts for building permit revenues and the activities of the City's building permit program. The fund was established as a legislative requirement mandating that building permit revenues not be used for any purpose other than building permit programs.
- **Search & Seizure** – Fund accounts for City's share of federal proceeds from drug seizures to be used for drug enforcement and investigation.



- Weed & Seed – This fund accounts for the juvenile gang prevention grant. Primary revenue is a federal grant through the Justice Department. The program uses the grant to fund community programs for gang prevention. The fund was retired June 30, 2012
- State Revenue Sharing – Fund accounted for state shared revenues and capital outlay for various street improvement projects and street lighting. As part of the funds consolidation proposal of 2011-12, this fund has been collapsed into the City’s Local Gas and Street Funds.
- **Housing Rehabilitation** – This fund accounts for Community Development Block Grants for low income housing rehabilitation and small business loan programs.
- Retired and Senior Volunteer Program (RSVP) – This fund accounts for the City’s grant and 30% local match to fund its senior volunteer program.
- Cable Franchise – A portion of the cable franchise fees are transferred to this fund and distributed to Woodburn Cable Access Television as required by the franchise agreement to support local community access programming.
- Bonded Debt – This fund accounts for the principal and interest payments on the general obligation debt for the police building and aquatics center.
- Bancroft Bond – Reserve held for Bancroft Bonds. As part of the funds consolidation proposal of 2011-12. This fund has been collapsed into the Housing Rehabilitation Fund.
- Special Assessments – This fund accounts for the City’s Local Improvement Districts. (LIDS)
- Economic development – This fund accounts for the principal and interest payments for the Special Public Works loan for the Waremart intersection improvements. Fund was closed in FY 2011/12
- Streets – This fund accounts for the State of Oregon highway apportionment (gas tax). As required by statute the proceeds are used “exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and roadside rest areas in this state.”
- City Gas Tax – Fund accounts for the proceeds from the City’s gas tax used for street resurfacing projects. This fund is being collapsed into the Street/Storm Capital Improvement Fund.
- **Street/Storm SDC** (Formerly the Transportation Impact Fee (TIF) Fund) – This fund accounts for Street SDCs. The primary use of the proceeds is for street system improvements.
- **Street/Storm Capital Improvement** – Fund accounts for capital improvements to the Street and Stormwater systems – primary revenues are from PGE, NW Natural Gas privilege taxes, and .01 cent Local Gas Tax.
- Parks SDC – Fund accounts for payments received from new development to fund improvements that increase capacity of the City’s parks system.

#### Utilities Services

- **Water** – This fund accounts for the operations of the water treatment and distributions systems. Water sales and associated fees are the major revenue sources.
- **Water Well/Distribution Construction** – Fund was established to accumulate resources for major repairs, extensions, alterations or other capital improvements to the water system. Revenue is received through user fees and loan proceeds (as the need arises).
- Water SDC – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City’s water treatment and distributions systems. Uses of the funds are restricted by City ordinance and state statute.
- **Sewer** – This fund accounts for operations of the wastewater collection and treatment system. User charges are the main revenue source.
- Sewer Capital Improvement – Fund accounted for the loan proceeds for the sewer pump project and the resulting debt payments. The fund has been closed and the remaining balance after the debt was retired in FY 2011/12 has been transferred to the Sewer Fund.
- **Waste Water Treatment Plant Construction** – Fund accounts for loan proceeds used for construction and improvements to the City’s waste water treatment plant.

- Sewer SDC – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City’s waste water treatment and collections systems. Uses of the funds are restricted by City ordinance and state statute. As part of the on-going fund consolidation project, the balance of this fund will be transferred to the Water SDC fund and will be accounted separately within that fund.
- Surface Water/Collections – Fund was established fiscal year 2009-10 to provide a City stormwater program and operations. The main source of revenue is a transfer from the waste water fund. As part of the on-going fund consolidation project, the balance of this fund will be transferred to the Sewer fund.
- Stormwater SDC – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City’s stormwater collection system. Uses of the funds are restricted by ordinance and state statute. As part of the on-going fund consolidation project, the balance of this fund will be transferred to the Street/Storm SDC Fund.

### Miscellaneous Services

- Information Services (IS) – Fund accounts for City’s network maintenance and services. In addition, the IS department contracts with local agencies and smaller governments to provide network and information services. The primary source of revenue is operating transfers from other city departments that use network and information services.
- Central Stores – This fund accounted for the central purchase of high volume supplies (such as paper, toner, etc.). The primary source of revenue is the cost reimbursement to the fund for these purchases. As a part of the Fund Consolidation Plan, this fund’s balance has been transferred to the General Fund to provide City Hall continued copier lease payments and paper supplies.
- Insurance – This fund accounts for the City’s general liability and workers’ compensation insurance premiums and serves as the risk management function for the city. The primary source of revenue is operating transfers from other funds for insurance premiums costs.
- Public Works Services (Formerly Technical & Environmental Fund) – This fund accounts for the engineering, facilities and vehicle fleet maintenance pertaining to city-wide funds. The primary source of revenue is operating transfers from the public works funds for those services, and internal facilities charges levied on funds with facilities.
- Facilities Maintenance – This fund accounts for operation, maintenance and repair of city owned facilities. The primary source of revenue consists of charges to operating departments based on the relative square footage of occupancy. As part of the on-going fund consolidation project, the balance of this fund will be transferred to the Public Works Services Fund.
- Police Construction – This fund accounts for the proceeds from the general obligation bonds issued and to be used for the construction of the new police building. The remaining funds will be transferred to the General Fund in FY 2012-13
- Public Works Facility Construction – Fund was closed in FY 2011-12
- Equipment Replacement – Fund accounts for transfers from various funds to be reserved for vehicle and equipment replacement.
- Library Endowment – Fund accounts for proceeds donated to the Woodburn Public Library for building maintenance.
- Museum Endowment – This fund accounts for proceeds held in trust by the City and ongoing donations received for future improvements for the World’s Berry Center Museum.
- 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 proceeds will be limited to ongoing costs associated with the replacement, care, training and equipping of K-9 units.

**\*Bold Indicates a Major Fund.**

**Capital Improvement Program.** The capital improvements Program is a financial planning, budgeting, and management tool that identifies public facility and equipment requirements, places these requirements in order of priority, and schedules them for funding and implementation. The CIP has two components: a capital improvement budget, and a capital improvement plan describing priorities and expected funding sources for identified projects for the next six years. The Form G detailing capital projects and funding sources is attaches as part of the Appendices.

**Appendices:** The final section in the budget document includes the Appendices, which contain: the Staffing Schedule, the Fund Balance schedule, the Chart of Accounts, a copy of the Budget Policies and Reductions Strategy for fiscal year 2012-13, the Capital Project Summary, and the most recent five year forecast.

# 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 in population since it was first incorporated in 1889. The city originally began as a small farming and manufacturing community. Beginning in the 1960’s, Woodburn became a suburb of Salem and Portland with its proximity to I-5. Over the past 18 years, Woodburn has grown 74%. As of the census of 2010, there are 24,080 people residing in Woodburn, as compared to the population in 2000 of 20,100. The percent increase in those 10 years is nearly 20%. With 24,080 residents, Woodburn is the 21<sup>st</sup> 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	33%
<i>Government</i>	Council/Administrator	\$25,000 to \$49,999	39%
<i>Population 2010 Census</i>	24,080	\$50,000 to \$74,999	18%
<i>From 2000 Census</i>	20,100	\$75,000 to \$99,999	6%
<i>Adult education level:</i>		\$100,000 or more	4%
High school or higher	58%		
Bachelor's degree or higher	11%		
		<i>Housing:</i>	
<i>Race</i>		1-unit	67%
<b>Hispanic or Latino</b>	58.9%	2 to 4 units	8%
<b>Not Hispanic or Latino</b>	41.1%	5 to 9 units	4%
White Alone	38.4%	10 or more units	11%
Black of African American Alone	0.2%	Mobile Home	10%
American Indian and Alaska Native Alone	0.4%	Other	1%
Asian Alone	0.7%		
Native Hawaiian and Other Pacific Islander Alone	0.1%	<i>Age</i>	
Some Other Race Alone	0.2%	Under age 18	30.9%
Two or More Races	1.1%	Age 18 and over	69.1%

## City Statistics – Services

Description	Base Year 2010	Year 2011	% Change	Source
<b>Community Services</b>				
<b>Parks</b>				
Parks/Open space acreage	103	103	0%	Community Services
Playgrounds	8	8	0%	Community Services
Picnic shelters	8	9	13%	Community Services
Park Restrooms	3	4	33%	Community Services
Sports Fields	7	8	14%	Community Services
<b>Library</b>				
Attendance	195,416	193,681	-1%	Community Services
Circulation	158,007	166,794	6%	Community Services
Volumes in Collection	81,114	84,086	4%	Community Services
Volumes Added	5,191	4,890	-6%	Community Services
Computer Usage	59,734	55,067	-8%	Community Services
Program Attendance	14,396	12,382	-14%	Community Services
<b>Aquatics</b>				
Attendance	58,927	88,835	51%	Community Services
Lesson Enrollment	2,057	1,612	-22%	Community Services
<b>Recreation</b>				
Youth Sports	2,183	1,752	-20%	Community Services
Adult Sports	2,071	2,000	-3%	Community Services
Youth Programs	403	1,279	217%	Community Services
Adult Programs	406	294	-28%	Community Services
After School Club	23,014	26,645	16%	Community Services
Special Events	19,499	6,000	-69%	Community Services
<b>Public Transportation</b>				
Fixed route Rides	27,599	31,285	13%	Community Services
Fixed Route Mileage	32,659	32,897	1%	Community Services
Dial-A-Ride Trips	7,889	7,441	-6%	Community Services
Dial-A-Ride Mileage	26,177	24,166	-8%	Community Services
Out of Town Medical Rides	1,598	1,615	1%	Community Services
Out of Town Medical Mileage	37,548	37,205	-1%	Community Services
<b>RSVP</b>				
Number of Active Volunteers	348	350	1%	Community Services
Total Volunteer Hours	58,853	59,106	0%	Community Services
<b>City utilities</b>				
<b>Water</b>				
Production capacity	2 mgd	2 mgd	0%	Public Works
Peak capacity demand	5-6 mgd	5-6 mgd	0%	Public Works
Storage capacity	5.45 mg	5.45 mg	0%	Public Works
Number of wells	9	9	0%	Public Works
Miles of water mains	98	98	0%	Public Works
Customers	6700	6700	0%	Utility Billing
Fire Hydrants	950	950	0%	Public Works
<b>Wastewater</b>				
Average daily treatment	2-3 mgd	2-3 mgd	0%	Public Works
Peak capacity demand	16 mgd	16 mgd	0%	Public Works
Miles of sewer pipeline	87	87	0%	Public Works
Lift stations	8	8	0%	Public Works
<b>Stormwater:</b>				
Miles of storm sewers	59	59	0%	Public Works
Manholes	1400	1400	0%	Public Works



Description	Base Year 2010	Year 2011	% Change	Source
<b>Public Safety:</b>				
Police Calls	25,967	24,208	-7%	Woodburn Police Department
Number of sworn officers	32	32	0%	Woodburn Police Department
Arrests	1,425	1,725	21%	Woodburn Police Department
Offences	2,675	2,549	-5%	Woodburn Police Department
Crime Index (Violent Crime)	755	623	-17%	Woodburn Police Department
Crime Index (Property Crime)	707	575	-19%	Woodburn Police Department
Officers Per 1,000 Citizens	1.39	1.33	-4%	Woodburn Police Department
<b>Building/Planning:</b>				
Total Building Permits Issued	193	179	-7%	Building/Planning Department
Residential, New	7	1	-86%	Building/Planning Department
Multi Family	-	-	0%	Building/Planning Department
Assisted Living Facilities	1	-	-100%	Building/Planning Department
Residential Additions & Alterations	35	30	-14%	Building/Planning Department
Industrial	7	19	171%	Building/Planning Department
Commercial	137	125	-9%	Building/Planning Department
Signs and Fences	3	4	33%	Building/Planning Department
Manufactured Homes	3	-	-100%	Building/Planning Department

mg = million gallons

mgd = million gallons per day

# The Budget Process

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## City of Woodburn Budget Calendar

### December 2011

- Appoint budget officer
- Perform mid-year review of financial position
- Create department forms and distribute

### January 2012

- Departments complete and turn in budget forms
- Narratives and budget requests are reviewed
- Revenue and expense estimates are gathered

### February 2012

- Initial budget draft is compiled and distributed to departments for review
- Meetings are held with department heads & City Manager

### March 2012

- Make final changes to budget document
- Prepare the proposed budget for committee review

### April 2012

- Print notices of budget committee meeting
- Deliver copies of budget to committee members

### May 2012

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

### June 2012

- 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

## 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,” 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** begins the process. 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. The committee consists of the elected officials of the City Council along with an equal number of electors of the city. Statutes spell out who can be on the budget committee and who cannot. 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. The two types will be discussed below.

**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 and services area into the existing personal services area. You must decrease appropriations in materials and 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 your financial planning,
- A situation that was not foreseen at the time the adopted budget was prepared 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 your local government could provide.

There are two processes for preparing and adopting a supplemental budget. The process you must follow depends on how big of a change you intend to make to the adopted budget. If you plan 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 outlined below:

**Less than 10 percent:**

1. The governing body adopts the supplemental budget at a regularly scheduled council meeting. The budget committee is not required.
2. 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.
3. At the meeting, a resolution adopting the supplemental budget and making appropriations is approved.

**More than 10 percent:**

1. 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.
2. Five to 30 days before the hearing a notice of the hearing and a summary of the supplemental budget are published using one of the publication methods described above.

3. 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 Manager 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 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, five columns of data are required. The City of Woodburn provides seven columns. 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 transfers and supplemental adjustments. The four 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 proposed by department heads in charge of the fund, the following column is the budget as proposed by the Budget Officer. The third column over is the amount approved by the budget committee. The final column is the adopted budget.



## Budget Assumptions for FY 2012-13

The following assumptions were used in the development of the proposed budget.

### *Labor & Benefits:*

- Step increases on employee's anniversary date, no cost of living adjustment and no salary table adjustment
- Medical and dental insurance premiums to increase by various amounts
- All employees currently pay various portions of health insurance premiums
- An average employer share rate of 18%, plus 6% employee pickup of PERS expense.
- 11% drop in FTE year over year.

### *Supplies & Services:*

- No increase in bottom line appropriation in these budgets.
- Certain accounts may exceed prior year appropriation: building maintenance, information services, insurance, and Utilities.
- No increase in electricity or natural gas costs.
- Any other significant variances from the current year budget are explained in the general information page of each fund or department.

### *Capital Outlay:*

- By definition, capital outlay are assets with a life longer than one year and initial cost of at least \$5,000
- Budgeted amounts in this category are estimated on the purchase cost
- Cost 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. For example, information services costs are allocated based on the amount of computers used, and Internal Rent is allocated based on square footage of the building being serviced.

### *Primary Revenue Sources*

- Property assessed values increase by 2% for 2013. This is less than the legally allowed 3% to provide a conservative approach to actual property tax revenue.
- Franchise fee revenue increases by 6.9%. The increase is due to the estimated change in the usage of utilities provided to the residents of the City – This has a direct impact on the franchise fees the City receives.
- The Fines and Forfeits category of revenue includes \$500,000 in court fines collected through the Woodburn Municipal Court. This account is consistently under-budgeted in previous years.
- Water and Sewer fund revenues increased drastically as part of the Funds Consolidation Project – Revenues in Sewer and Water Construction funds will now be recorded in the Water and Sewer Funds.
- All other revenue sources are estimated using trend analysis.

## Debt Overview

### Summary of Outstanding Debt

The City of Woodburn will have approximately \$53 million in long-term debt outstanding at the beginning of this budget reporting period.

Below is a table showing the outstanding balances by type, interest rate, outstanding principal amounts, and annual debt service amount:

Long-Term Debt Estimated as of June 30, 2012				
	Interest Rates	Payments in 2011-12	Outstanding Principal	Annual Debt Service
<b>Voter Approved General Obligation Bonds</b>				
Police, Series 2005	Variable	\$ 290,000	\$ 5,365,000	\$ 514,281
<b>Other Governmental Activity Debt</b>				
1999 Oregon EDD	5.01%	24,228	180,213	35,292
2005 URA Loan	4.22%	193,557	688,236	227,732
Subtotal, governmental activities		507,785	6,233,449	777,305
<b>Business Type Activity</b>				
Series 2003 Water bond	Variable	259,485	6,519,163	558,133
2005 Oregon EDD	4.21%	168,321	2,955,319	299,826
2005 SDWR	4.21%	168,321	2,955,328	299,826
2011 Revenue Bonds Series A	3.0-5.0%	1,389,306	27,925,000	2,950,663
2011 Revenue Bonds Series B	1.79-4.07%	-	6,491,557	-
Subtotal, business type activities		1,985,433	46,846,367	4,108,448
Total Long Term Debt		2,493,218	53,079,816	4,885,753

### Legal Debt Limits

Cities in Oregon have a legal debt limit on General Obligation debt equal to 3% of their True Market Value. For the City of Woodburn, this limit calculates to \$55.5 million. At the beginning of this budget cycle, the City had \$5.4 million in General Obligation debt. The available amount of additional debt the City can incur for FY 2013 would be \$50.1 million, although it has no plans to borrow.

### Plans for Future Debt

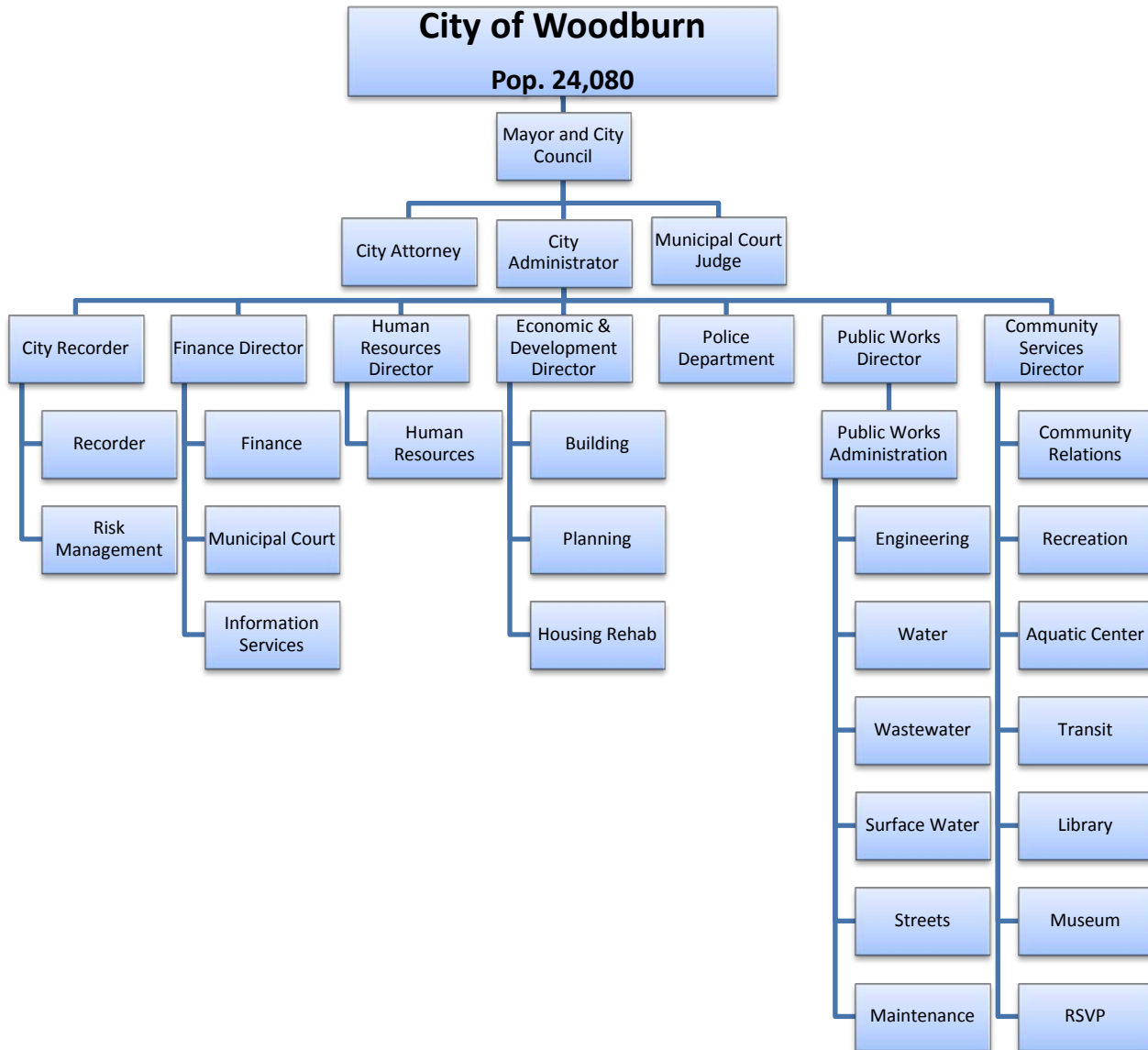
As stated above, the City does not have any plans to incur any additional debt at this time.

# Council Goals

2012-13

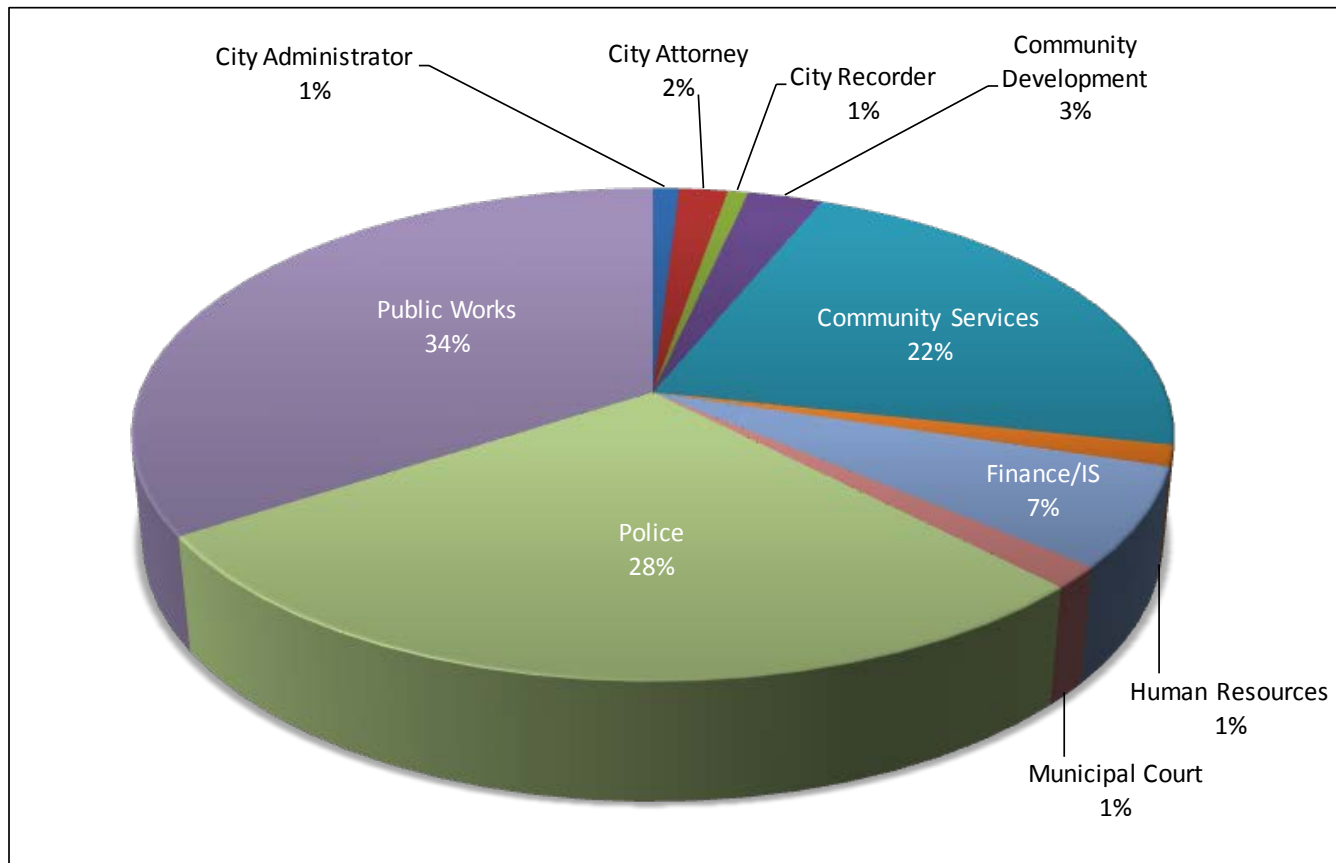
- **Prudent Financial Responsibility.** The City will strive to return the highest level (or sustain the current levels of service) with the least amount of taxpayer investment – and plan accordingly.
- **Economic Development.** The City will continue to promote activities designed to attract investment, including but not limited to business attraction, retention and sustainability. As part of this effort, the Council will:
  - 1) Acting as the Urban Renewal Agency, the Council will identify and undertake a new project.
  - 2) It is a high priority to get the long-vacant Salud Building put to a use that will benefit the Downtown District and the City as whole. This may be accomplished through sale or long-term lease of the building, or through a joint venture between the City and private investors, with any fiscal commitment by the City to be financed with Urban Renewal funds, without significant cost the City's General Fund.
- **Increase Downtown Parking Opportunities.** The City Council will review options for developing additional Downtown Parking and take appropriate action.
- **Community Communication/Outreach.** The City of Woodburn will continue its current community outreach and communication efforts, but will strive to make better use of technology - such as social media and other web-based communication opportunities.
- **I-5 Interchange Project.** The City will continue to consider the I-5 Interchange Project as one of the community's highest priorities.
- **99 E. Corridor Study.** Completing the 99 E Corridor Study and pursuing opportunities to improve 99 E. is a high priority for the City of Woodburn.

# Organizational Chart



# Staffing Summary

Department	Actual			Budget		FTE Change	% FTE Change
	2008-09 FTE	2009-10 FTE	2010-11 FTE	2011-12 FTE	2012-13 FTE		
City Administrator	4.00	4.00	1.40	1.40	1.40	-	0.0%
City Attorney	2.00	2.00	2.60	2.60	2.60	-	0.0%
City Recorder	1.65	1.65	1.25	1.25	1.10	(0.15)	-12.0%
Community Development	8.40	5.00	4.00	4.00	4.00	-	0.0%
Community Services	40.85	40.85	39.85	36.81	32.41	(4.40)	-11.9%
Human Resources	-	-	2.00	2.00	2.00	-	0.0%
Finance/IS	9.00	9.00	9.50	9.50	9.50	-	0.0%
Municipal Court	2.85	2.85	2.00	2.10	2.10	-	0.0%
Police	41.02	41.02	40.52	40.52	41.02	0.50	1.2%
Public Works	63.59	58.14	59.14	62.86	50.00	(12.86)	-20.5%
<b>Total FTEs</b>	<b>173.36</b>	<b>164.51</b>	<b>162.26</b>	<b>163.04</b>	<b>146.13</b>	<b>(17.91)</b>	<b>-11.0%</b>



**Discussion:**

With benefit costs poised to increase by double digits in the coming years, the City has positioned themselves to hedge against these increases. As you can see in the above chart, the City has reduced staffing levels. These reductions are seen more drastically in two departments – Community Services and Public Works. Community Services has absorbed the Woodburn Transit Division, and has also reduced library staffing to align with new hours of operation. The Public Works department has been restructured, and with that comes a reduction in staff. The reduction in FTE is all related to the mid-year corrective action taken by the City Administrator.



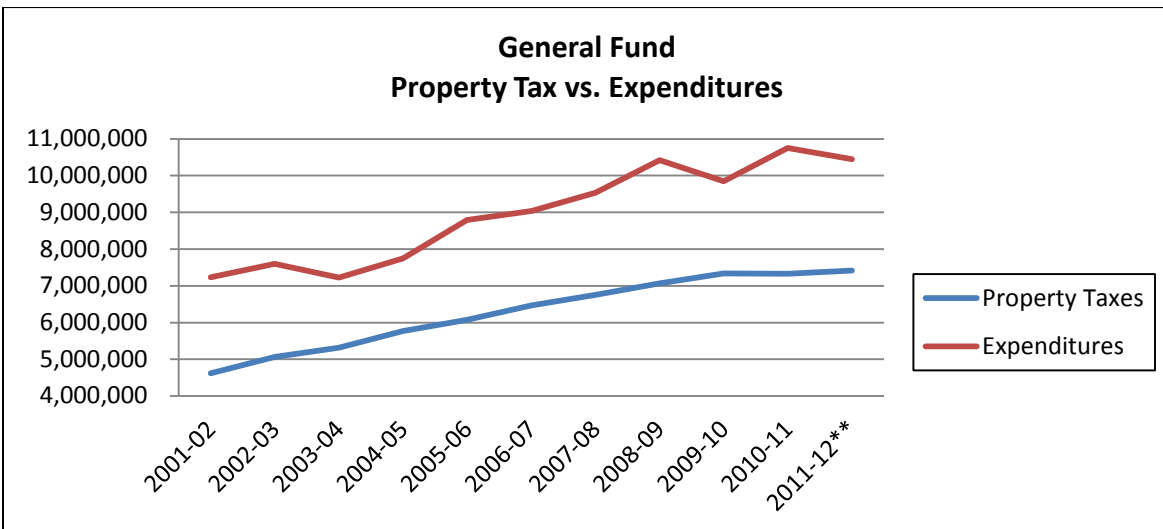
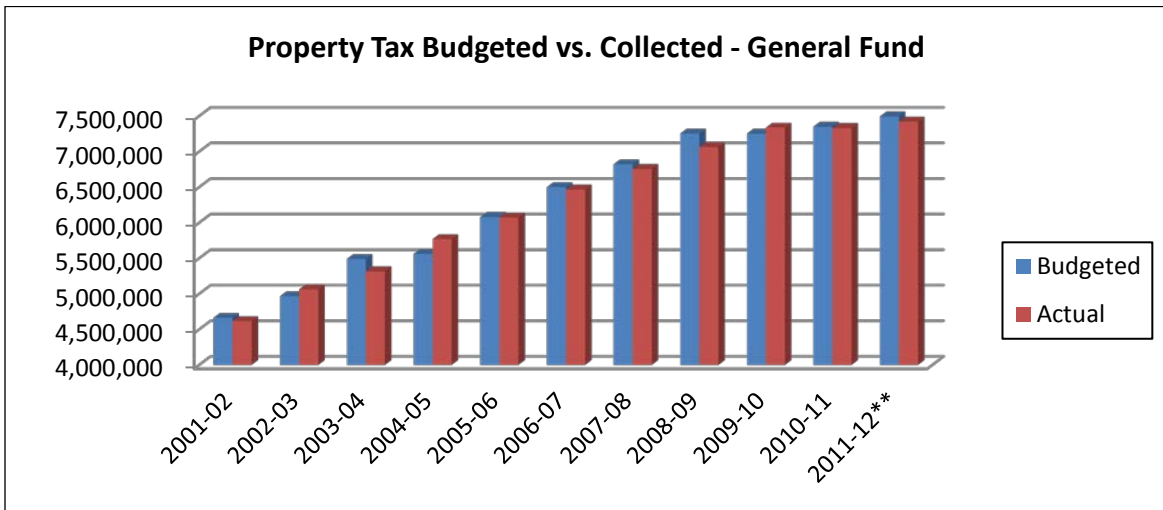
# Property Tax Analysis

## City of Woodburn Budgeted Property Tax

Fiscal Year	City Permanent Rate	General Fund*		Bond		General Fund Expenses
		Budgeted	Actual	Budgeted	Actual	
2001-02	6.0534	4,661,979	4,616,002	163,500	117,933	7,235,040
2002-03	6.0534	4,967,278	5,063,363	170,000	169,751	7,603,014
2003-04	6.0534	5,489,729	5,316,710	166,000	164,025	7,221,447
2004-05	6.0534	5,561,900	5,769,396	147,000	153,402	7,747,568
2005-06	6.0534	6,081,250	6,073,707	651,000	651,900	8,791,856
2006-07	6.0534	6,500,500	6,464,834	651,000	647,195	9,035,190
2007-08	6.0534	6,821,735	6,756,640	665,000	647,897	9,534,401
2008-09	6.0534	7,254,000	7,063,853	665,000	677,356	10,420,201
2009-10	6.0534	7,252,000	7,336,823	490,000	495,805	9,846,485
2010-11	6.0534	7,351,000	7,330,490	515,000	495,377	10,750,876
2011-12**	6.0534	7,495,000	7,420,000	530,000	495,840	10,450,159

\*Includes amounts allocated to Transit Fund

\*\*Projected Actual



## 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 2011-12.

<b>Major Taxpayers of 2011-12</b>	<b>2011-12 Assessed Value</b>	<b>2011-12 Assessed Taxes</b>	<b>% of City Assessed Value</b>
WINCO Foods, LLC	74,057,898	1,342,899	4.00%
Craig Realty Group, LLC	49,024,540	953,816	2.65%
Food Services of America, INC	26,211,640	475,300	1.42%
Hardware Wholesalers, INC	14,293,890	278,100	0.77%
Wal-Mart Real Estate	13,888,940	270,221	0.75%
PG&E Company	13,489,540	244,688	0.73%
Cascade Meadow, LLC	11,268,200	219,232	0.61%
Crown 2 Development, LLC	10,074,260	196,003	0.54%
Mid-Valley Plaza, LLC	9,562,330	185,565	0.52%
Capital Development Company	9,400,290	182,891	0.51%
Northwest Natural Gas Company	9,524,600	172,710	0.51%
Pacific Realty Associates, LP	7,980,050	154,860	0.43%
KWDS, LLC	7,613,550	148,128	0.41%
Stonehenge Properties, Inc.	7,014,010	136,463	0.38%
Woodburn Investment Associates, LTD	6,852,490	133,321	0.37%
K&R Holdings	7,103,990	128,817	0.38%
3099 Pacific, LLC	6,368,440	120,479	0.34%
FH Holding, Inc.	6,055,930	118,456	0.33%
Art Mortgage Borrower Company	5,854,001	113,217	0.32%
SABROSO Company	6,042,870	109,575	0.33%
Specialty Polymers, Inc.	5,831,593	105,744	0.32%
Montebello Estates-I, LLC	5,411,750	98,266	0.29%
Oregon Golf Association	4,783,171	92,251	0.26%
Woodburn Partners, LLC	4,300,560	82,283	0.23%
COPART of Washington, Inc.	4,144,458	80,414	0.22%

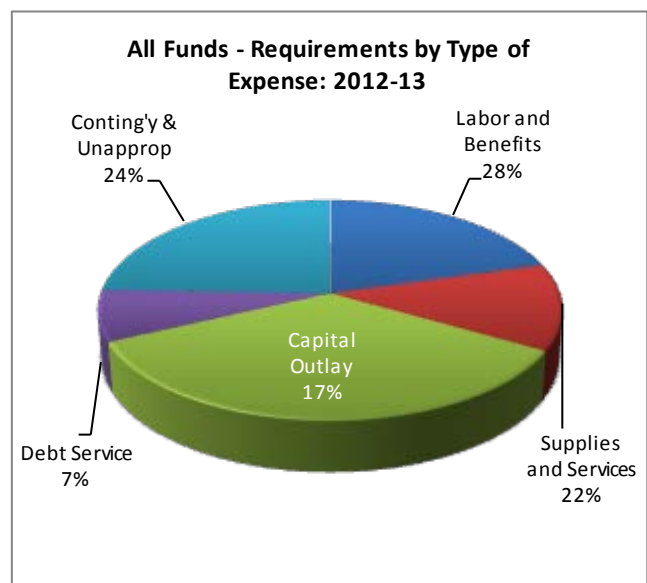
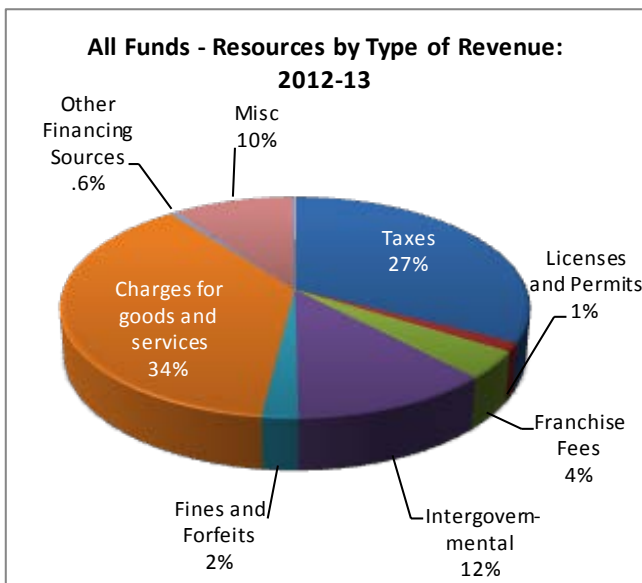
\* Total City assessed valuation for 2011-12 was \$1,850,222,994

Source: Marion County Assessor's Office

**Summary of Revenues and Expenditures – All Funds \***

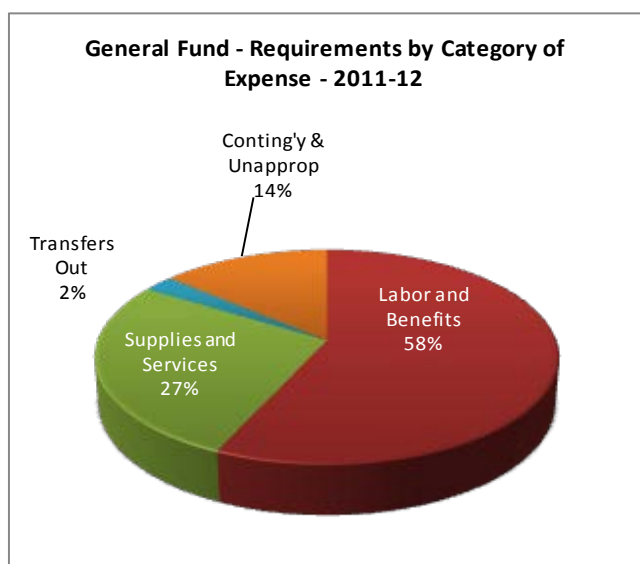
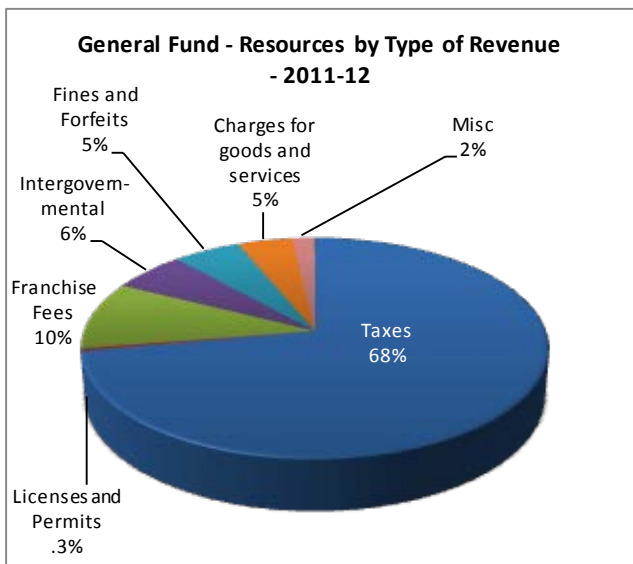
	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Budget 2012-13</u>
<b>Beginning Balance</b>	25,504,574	22,307,216	17,727,093	34,503,543
<b>Revenues</b>				
Taxes	8,547,324	8,578,709	8,485,000	9,106,600
Licenses and Permits	190,731	225,156	639,193	350,751
Franchise Fees	1,096,974	1,164,285	1,035,800	1,127,500
Intergovernmental	3,110,278	3,081,225	2,544,434	3,317,355
Fines and Forfeits	734,452	689,217	588,250	600,400
Charges for goods and services	9,094,931	9,735,571	10,733,055	10,520,520
Other Financing Sources	693,889	3,170,746	3,445,441	158,444
Misc	3,245,732	2,425,667	2,067,523	2,735,424
<b>Total Revenues</b>	26,714,311	29,070,576	29,538,696	27,916,994
<b>Beg. Bal. and Revenues</b>	52,218,885	51,377,792	47,265,789	62,420,537
<b>Expenses</b>				
Labor and Benefits	11,606,837	12,239,666	13,713,244	12,841,478
Supplies and Services	8,156,795	8,890,258	10,702,753	7,946,243
Capital Outlay	5,749,051	6,052,673	8,333,951	21,656,322
Debt Service	4,117,708	4,118,616	4,248,068	4,682,919
Conting'y & Unapprop	-	-	10,267,773	15,293,575
<b>Total Expenses</b>	29,630,391	31,301,213	47,265,789	62,420,537
<b>Ending Balance</b>	22,588,494	20,076,579	-	-
<b>Expenses and End. Bal.</b>	52,218,885	51,377,792	47,265,789	62,420,537

\*Does not include Transfers In/Out



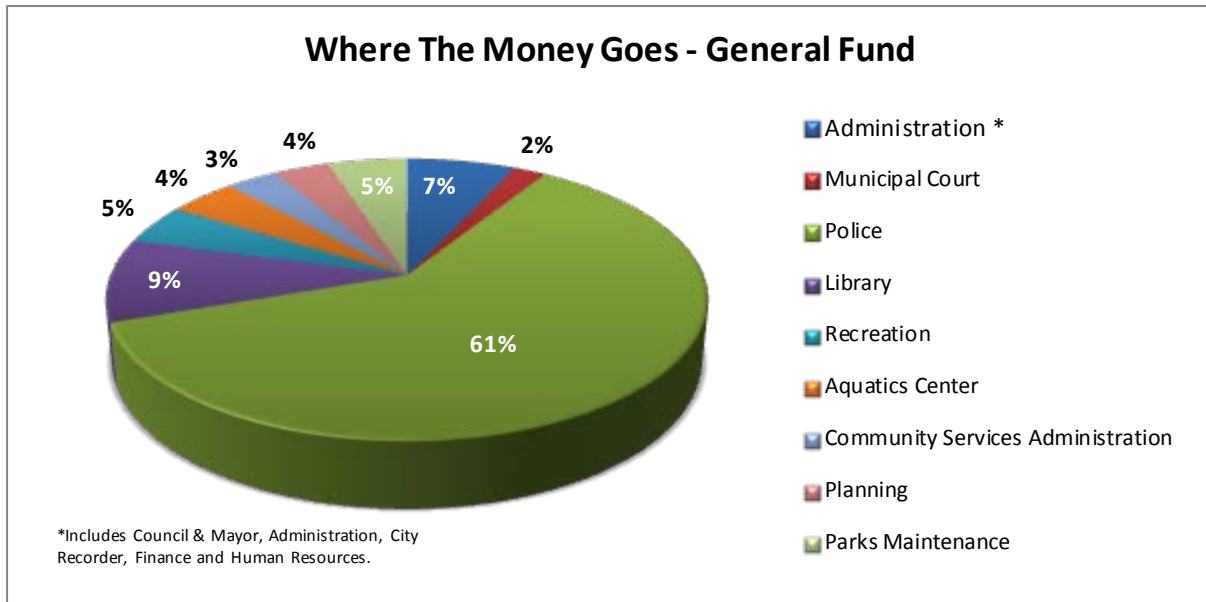
**Summary of Revenues and Expenditures – General Fund**

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Budget 2012-13</u>
<b>Beginning Balance</b>	2,290,557	2,736,067	2,427,854	1,800,000
<b>Revenues</b>				
Taxes	7,422,715	7,458,779	7,495,000	8,021,600
Licenses and Permits	52,549	54,373	291,000	42,000
Franchise Fees	1,060,617	1,091,366	1,035,800	1,107,500
Intergovernmental	419,975	493,225	853,960	657,500
Fines and Forfeits	734,152	689,217	588,000	600,400
Charges for goods and services	448,664	461,405	521,631	492,500
Other Financing Sources	-	340,966	75,000	-
Misc	226,971	127,268	140,500	201,000
Transfers In	-	-	1,800	2,500
<b>Total Revenues</b>	10,365,643	10,716,599	11,002,691	11,125,000
<b>Beg. Bal. and Revenues</b>	12,656,200	13,452,666	13,430,545	12,925,000
<b>Expenses</b>				
Labor and Benefits	6,912,263	6,978,423	7,815,873	7,341,067
Supplies and Services	2,809,719	3,304,880	3,635,400	3,498,608
Capital Outlay	1,246	58,348	13,364	-
Transfers Out	123,259	409,225	426,259	321,000
Conting'y & Unapprop	-	-	1,539,649	1,764,325
<b>Total Expenses</b>	9,846,487	10,750,876	13,430,545	12,925,000
<b>Ending Balance</b>	2,809,713	2,701,790	-	-
<b>Expenses and End. Bal.</b>	12,656,200	13,452,666	13,430,545	12,925,000



**City of Woodburn  
General Services Budget Summary**

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Budget 2012-13</u>
<b>001 General Fund</b>				
011 - Council & Mayor	40,892	39,703	44,926	36,261
121 - Administration	271,348	166,155	170,522	164,608
131 - City Recorder	107,675	46,219	53,964	48,380
141 - City Attorney	160,799	139,286	140,333	137,798
151 - Finance	330,103	293,008	320,166	287,550
161 - Human Resources	-	36,476	49,668	40,885
181 - Court	192,644	187,699	215,359	213,976
211 - Police	5,269,211	5,660,798	6,414,967	6,299,170
311 - Library	1,001,761	1,061,030	1,233,480	987,097
421 - Recreation	347,515	490,426	512,575	478,125
431 - Swimming Pool	628,449	670,489	509,603	449,739
499 - Community Services Admir	324,516	364,231	424,888	337,407
511 - Planning	387,640	358,305	386,507	367,232
631 - Maintenance	546,719	566,463	625,952	526,370
199 - Non-departmental	237,214	670,588	787,986	786,077
Contingency & Reserve	-	-	1,539,649	1,764,325
<b>General Fund Total</b>	<b>9,846,486</b>	<b>10,750,876</b>	<b>13,430,545</b>	<b>12,925,000</b>
<b>092 - General Operating Reserve</b>	-	-	73,000	-
<b>358 - General Fund Capital Imp.</b>	562,239	381,893	332,500	300,000



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# General Fund – 001

## Revenue Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
General Fund							
Revenue							
2,290,557	2,736,067	2,427,854	Fund Balance	1,900,000	1,800,000	1,800,000	1,800,000
7,422,715	7,458,779	7,861,600	Taxes	8,021,600	8,021,600	8,021,600	8,021,600
52,549	54,373	43,000	Licenses and Permits	42,000	42,000	42,000	42,000
1,060,617	1,091,365	1,035,800	Franchise Fees	1,110,000	1,107,500	1,107,500	1,107,500
734,152	689,217	588,000	Fines and Forfeits	600,400	600,400	600,400	600,400
448,664	461,405	522,631	Charges for goods and services	483,500	492,500	492,500	492,500
226,971	127,268	184,500	Misc	202,000	201,000	201,000	201,000
-	-	1,800	Transfers In	-	2,500	2,500	2,500
419,975	493,225	765,360	Intergovernmental	669,070	657,500	657,500	657,500
-	340,966	-	Other Financing Sources	-	-	-	-
12,656,200	13,452,665	13,430,545	Total Revenues	13,028,570	12,925,000	12,925,000	12,925,000

## Revenue Sources and Other Discussion

The **Property Tax** estimate for FY 2012-13 has been increased \$160,000 over FY 2011/12 projected revenue. Property taxes can grow in two ways: (1) increase in value of existing property and/or (2) the permanent tax rate applied to new construction. Increases in the value of existing property are limited by statute to 3.0% per year. At 8,021,600, it represents 72% of the total operating revenues in the General Fund.

**Franchise fees** for FY 2012/13 are increased by \$71,700 (6.9%) and include payments from Portland General Electric (PGE), Northwest Natural Gas, Qwest, Datavision, Wave Broadband, United Disposal, and Woodburn Ambulance for use of the City's rights-of-way. Usually, this revenue source grows between 5% and 7% per year with the forecast assuming 6.9% growth. The total for 2013 is 1,107,500 which is almost 10% of operating revenues.

**Licenses & Permits** for FY 2012/13 have decreased just slightly by \$1,000. This form of revenue includes Payments in Lieu of Taxes, the local Hotel/Motel Tax, Business License fees, and other license fees. The decrease is due to a conservative approach to the economy and its ongoing recovery.

The **Fines & Forfeits** category consists of \$500,000 in court fines collected through the Municipal Court. We have consistently under-budgeted actual income derived from this source. The remaining amounts include police training surcharge, various towing fees and library fines. With the focus being on collecting every ticket issued, the Municipal Court has done an extraordinary job in the past, and this estimate correlates closely with the Police Department's ability to police the City by issuing citations, and the Municipal Court's ability to collect on fines issued.

**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 decrease is due to a slowing in the Adult programs within the City and also the lack of funding for programs that in the past were heavily by grant funds.



## General Fund – Revenue Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 001 - General Fund</b>								
<b>Revenues</b>								
<b>Department: 000 - Revenue</b>								
2,290,557	2,736,067	2,427,854	3081	Beginning Fund Balance	1,900,000	1,800,000	1,800,000	1,800,000
7,180,954	7,174,755	7,495,000	3111	Property Tax	7,625,000	7,625,000	7,625,000	7,625,000
26,979	28,381	28,000	3113	Pmt in Lieu of Taxes	28,000	28,000	28,000	28,000
214,782	255,643	220,000	3133	Hotel/Motel Tax	250,000	250,000	250,000	250,000
-	-	118,600	3181	911 Tax	118,600	118,600	118,600	118,600
47,795	44,445	38,000	3211	Business License	36,000	36,000	36,000	36,000
4,754	6,538	2,500	3219	Other License	3,000	3,000	3,000	3,000
-	3,390	2,500	3220	Taxicab Permits	3,000	3,000	3,000	3,000
621,269	587,815	600,000	3231	Franchise Fee, PGE	625,000	625,000	625,000	625,000
145,722	143,551	160,000	3232	Franchise Fee, NW Natural	170,000	167,500	167,500	167,500
84,058	72,428	84,000	3233	Franchise Fee, Qwest	78,000	78,000	78,000	78,000
100,199	169,330	105,000	3234	Franchise Fee, United Dis	160,000	160,000	160,000	160,000
75,616	76,608	60,800	3235	Franchise Fee, Wave BB	60,000	60,000	60,000	60,000
8,613	11,483	10,000	3236	Franchise Fee, W Ambulanc	11,000	11,000	11,000	11,000
24,698	20,834	16,000	3237	Franchise Fee, Gervais Te	6,000	6,000	6,000	6,000
-	9,000	-	3239	Franchise Fee Sprint	-	-	-	-
442	316	-	3240	Preferred LD Franchise	-	-	-	-
46,945	16,124	-	3333	Federal Grants Indirect	-	-	-	-
8,810	8,650	10,000	3341	State Grants	-	-	-	-
241,564	297,296	250,000	3362	State Liquor Proration	280,000	280,000	280,000	280,000
34,170	35,613	33,000	3363	State Cigarette Tax	33,000	33,000	33,000	33,000
-	-	230,000	3364	State Revenue Sharing	240,000	240,000	240,000	240,000
2,032	235	1,000	3415	Sale of Documents	-	-	-	-
1,150	-	-	3415.001	Sale of Bid Documents	-	-	-	-
12,628	48,437	-	3473.109	Recreation Trust	-	-	-	-
22,537	-	22,000	3625.001	Rent-Norcom	23,000	23,000	23,000	23,000
250	-	-	3671.109	Adopt a Park Donations	-	-	-	-
(10,658)	(281)	-	3698	Cash Long and Short	-	-	-	-
109	19	-	3698.001	Deposit Difference	-	-	-	-
81,048	23,440	25,000	3699	Other Miscellaneous Incom	25,000	25,000	25,000	25,000
29,907	-	6,500	3699.720	Urban Renewal	6,500	6,500	6,500	6,500
-	340,966	-	3811	Interfund Loan Proceeds	-	-	-	-
12,287	2,818	75,000	3881	Reimbursements	70,000	69,000	69,000	69,000
-	-	-	3971.357	Transfer From Police Construction	-	2,500	2,500	2,500
-	-	1,800	3971.580	Transfer From Central Stores	-	-	-	-
<b>11,309,215</b>	<b>12,113,901</b>	<b>12,022,554</b>	<b>Department Total: 000 - Revenue</b>		<b>11,751,100</b>	<b>11,650,100</b>	<b>11,650,100</b>	<b>11,650,100</b>
<b>Department: 151 - Finance</b>								
13,350	13,850	9,000	3416	Lien Search Revenue	10,000	10,000	10,000	10,000
55,848	61,297	25,000	3611	Interest from Investments	42,000	42,000	42,000	42,000
<b>69,198</b>	<b>75,147</b>	<b>34,000</b>	<b>Department Total: 151 - Finance</b>		<b>52,000</b>	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>
<b>Department: 181 - Court</b>								
679,430	599,996	500,000	3531	Court Fines	500,000	500,000	500,000	500,000
6	(27)	-	3698	Cash Long and Short	-	-	-	-
<b>679,436</b>	<b>599,969</b>	<b>500,000</b>	<b>Department Total: 181 - Court</b>		<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>Department: 211 - Police</b>								
-	-	36,610	3332	Federal Grants	11,570	-	-	-
-	-	77,250	3333	Federal Grants Indirect	-	-	-	-
9,405	8,780	20,000	3341	State Grants	12,000	12,000	12,000	12,000
-	-	2,631	3421	Police Reimbursements	13,000	13,000	13,000	13,000
536	47,300	45,000	3421.001	Reimbursements SD	45,000	45,000	45,000	45,000
(4,143)	19,653	23,000	3531.101	Police Training Surcharge	23,000	23,000	23,000	23,000
45,048	55,350	52,000	3532	Towing Fee	67,000	67,000	67,000	67,000
-	28	1,000	3533	Alarm Fee	400	400	400	400
100	100	5,000	3673	Donations-Police	5,000	5,000	5,000	5,000
-	15,000	-	3679	Donations-Other	-	-	-	-
2,178	13,010	-	3699	Other Miscellaneous Incom	-	-	-	-
-	60	17,000	3881	Reimbursements	17,000	17,000	17,000	17,000
2,400	4,306	5,000	3881.001	Reimbursement--Training	3,000	3,000	3,000	3,000
-	-	-	3881.134	Weed & Seed	-	-	-	-
<b>55,523</b>	<b>163,586</b>	<b>284,491</b>	<b>Department Total: 211 - Police</b>		<b>196,970</b>	<b>185,400</b>	<b>185,400</b>	<b>185,400</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 311 - Library</b>								
75,060	89,806	75,000	3365	Regional Library Services	75,000	75,000	75,000	75,000
4,021	2,852	3,500	3366	Ready to Read Grant	3,500	3,500	3,500	3,500
3,381	3,524	4,000	3472	Rural Readers' Fees	3,000	3,000	3,000	3,000
13,817	14,190	12,000	3536	Library Fines	10,000	10,000	10,000	10,000
166	505	-	3672	Donations-Library	-	-	-	-
-	-	-	3672.001	Donations-Library - Music in the Park	5,000	5,000	5,000	5,000
-	580	-	3672.101	Gates Library Grant	-	-	-	-
-	100	-	3675	Donations-Museum	-	-	-	-
3,834	2,698	2,000	3695	Lost Book Revenue	2,000	2,000	2,000	2,000
<b>100,278</b>	<b>114,254</b>	<b>96,500</b>	<b>Department Total: 311 - Library</b>		<b>98,500</b>	<b>98,500</b>	<b>98,500</b>	<b>98,500</b>
<b>Department: 421 - Recreation</b>								
18,711	21,109	24,000	3473.101	Youth Sports	22,000	22,000	22,000	22,000
24,375	33,556	35,000	3473.102	Adult Sports	31,000	31,000	31,000	31,000
28,191	23,259	23,000	3473.103	Youth Program	20,000	20,000	20,000	20,000
3,229	1,776	1,000	3473.104	Administration	-	-	-	-
1,056	5,791	-	3473.105	Adult Program	-	-	-	-
7,711	-	5,000	3473.106	Sponsorship Revenue	10,000	10,000	10,000	10,000
1,438	-	-	3473.107	Teen Program Revenue	-	-	-	-
42,688	979	50,000	3473.108	After School Club	42,000	42,000	42,000	42,000
23,500	(15)	-	3473.110	Arts & Culture	2,500	2,500	2,500	2,500
6,297	2,508	13,000	3473.111	Active Adult	14,000	14,000	14,000	14,000
3,130	6,539	-	3474	Event Admission	-	-	-	-
1,000	17,262	-	3474.099	Fiesta Events	-	-	-	-
2,050	300	-	3671	Donations-Parks	-	-	-	-
-	7,500	-	3671.105	Land o Frost Grant	-	-	-	-
-	26,025	30,000	3671.110	PAL - Teen Prog Grant	14,000	14,000	14,000	14,000
<b>163,376</b>	<b>146,588</b>	<b>181,000</b>	<b>Department Total: 421 - Recreation</b>		<b>155,500</b>	<b>155,500</b>	<b>155,500</b>	<b>155,500</b>
<b>Department: 431 - Swimming Pool</b>								
6,465	5,007	13,000	3417	Resale of Merchandise	13,000	13,000	13,000	13,000
14,219	12,378	17,000	3418	Concession Sales	15,000	16,000	16,000	16,000
79,705	79,088	97,000	3471.101	Pool Admissions	86,000	89,000	89,000	89,000
31,502	26,250	45,000	3471.102	Pool Memberships	33,000	33,000	33,000	33,000
10,029	10,732	15,000	3471.103	Pool Rentals	15,000	15,000	15,000	15,000
48,855	45,505	47,000	3471.104	Swimming Lessons	43,000	45,000	45,000	45,000
-	-	7,000	3471.105	Sponsorships	7,000	10,000	10,000	10,000
-	-	10,000	3471.106	Fitness Classes	-	-	-	-
-	-	4,000	3471.107	Towels/Misc	4,000	4,000	4,000	4,000
37	76	-	3698	Cash Long and Short	-	-	-	-
<b>190,812</b>	<b>179,035</b>	<b>255,000</b>	<b>Department Total: 431 - Swimming Pool</b>		<b>216,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
<b>Department: 499 - Community Services Admin</b>								
24,250	3,848	2,000	3625	Facilities Rent	3,500	3,500	3,500	3,500
624	-	-	3671	Donations-Parks	-	-	-	-
<b>24,874</b>	<b>3,848</b>	<b>2,000</b>	<b>Department Total: 499 - Community Services Admin</b>		<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Department: 511 - Planning</b>								
10,924	14,758	13,000	3451	T&E Planning Develop Fee	13,000	13,000	13,000	13,000
52,563	41,580	42,000	3456	Planning Fees	42,000	42,000	42,000	42,000
<b>63,487</b>	<b>56,338</b>	<b>55,000</b>	<b>Department Total: 511 - Planning</b>		<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>
<b>12,656,200</b>	<b>13,452,666</b>	<b>13,430,545</b>	<b>General Fund Revenues Total</b>		<b>13,028,570</b>	<b>12,925,000</b>	<b>12,925,000</b>	<b>12,925,000</b>

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## General Fund – Expenditures by Department

### Council & Mayor

General Information - Fiscal Year 2012-13

**Fund/Fund Number:** General - 001  
**Department/Department Number:** City Council – 011  
**Department Director:** Scott Derickson  
**Director Direct Phone Number:** 503-982-5228  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

#### Description of purpose/functions of department:

This department budget is to account for the various costs incurred by the Mayor and City Council. Among those costs are the following: office space and equipment overhead for Mayor and Council, meeting expenses, community outreach and Mayor and Council payroll expenses.

Primary duties of the Council include:

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

### Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Council & Mayor				
2,524	2,593	2,629	Labor and Benefits	2,623	2,658	2,658	2,658
38,369	37,112	42,297	Supplies & Services	41,872	33,603	33,603	33,603
40,893	39,705	44,926	Council & Mayor Total	44,495	36,261	36,261	36,261

No significant changes over the prior year. Stipends for the City Council and Mayor are budgeted here and related council expenditures.

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 001 - General Fund</b>							
<b>Expenditures</b>							
<b>Department: 011 - Council &amp; Mayor</b>							
<b>Program: 1111 - Legislative</b>							
<b>10 - Labor and Benefits</b>							
2,350	2,400	2,400	5111 Regular Salaries	2,400	2,400	2,400	2,400
2	1	7	5211 Workers' Comp	7	7	7	7
169	185	184	5212 Social Security	184	184	184	184
-	-	30	5214 Retirement	-	30	30	30
3	8	8	5216 Unemployment Insurance	32	37	37	37
<b>2,524</b>	<b>2,593</b>	<b>2,629</b>	<b>Account Class Total - Labor and Benefits</b>	<b>2,623</b>	<b>2,658</b>	<b>2,658</b>	<b>2,658</b>
<b>30 - Supplies and Services</b>							
58	-	800	5315 Computer Supplies	500	500	500	500
12	268	800	5319 Other Office Supplies	500	500	500	500
-	1,000	1,000	5382 Flowering Plants	1,000	1,000	1,000	1,000
20	450	500	5419 Other Professional Serv	500	500	500	500
59	59	100	5421 Telephone/Data	100	100	100	100
-	-	60	5422 Postage	60	60	60	60
23,104	22,102	20,960	5428 IS Support	20,960	17,869	17,869	17,869
669	219	500	5431 Lodging	-	-	-	-
47	70	100	5432 Meals	-	-	-	-
120	188	100	5433 Mileage	-	-	-	-
1,000	-	-	5434 Airfare	-	-	-	-
11,574	12,256	16,427	5448 Internal Rent	16,427	11,249	11,249	11,249
-	141	150	5491 Dues & Subscriptions	225	225	225	225
470	360	700	5492 Registrations/Tuitions	1,500	1,500	1,500	1,500
-	-	100	5493 Printing/Binding	100	100	100	100
<b>37,134</b>	<b>37,112</b>	<b>42,297</b>	<b>Account Class Total - Supplies and Services</b>	<b>41,872</b>	<b>33,603</b>	<b>33,603</b>	<b>33,603</b>
<b>39,657</b>	<b>39,706</b>	<b>44,926</b>	<b>Program Total: 1111 - Legislative</b>	<b>44,495</b>	<b>36,261</b>	<b>36,261</b>	<b>36,261</b>
<b>Program: 1112 - Livability</b>							
<b>30 - Supplies and Services</b>							
1,235	-	-	5382 Flowering Plants	-	-	-	-
<b>1,235</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Supplies and Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1,235</b>	<b>-</b>	<b>-</b>	<b>Program Total: 1112 - Livability</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>40,892</b>	<b>39,706</b>	<b>44,926</b>	<b>Department Total: 011 - Council &amp; Mayor</b>	<b>44,495</b>	<b>36,261</b>	<b>36,261</b>	<b>36,261</b>

## City Administrator

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	General - 001
<b>Department/Department Number:</b>	City Administrator - 121
<b>Department Director:</b>	Scott Derickson
<b>Director Direct Phone Number:</b>	503-982-5228
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	Scott Derickson
<b>Direct Phone Number:</b>	503-982-5228

**Description of purpose/functions of department:**

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

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

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

The department consists of 1.4 FTE responsible for carrying the duties listed above.

### Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Administration				
212,155	132,109	125,125	Labor and Benefits	130,287	131,175	131,175	131,175
59,193	34,045	45,397	Supplies & Services	45,397	33,433	33,433	33,433
<u>271,348</u>	<u>166,154</u>	<u>170,522</u>	Administration Total	<u>175,684</u>	<u>164,608</u>	<u>164,608</u>	<u>164,608</u>

Please note the Labor and Benefits classification is low for this department because the FTE costs are allocated among various departments and funds. Please see the Overhead Personnel Allocation chart on page 250 & 251 for clarification.

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 121 - Administration</b>								
<b>Program: 1211 - Executive</b>								
10 - Labor and Benefits								
268,177	99,104	89,774	5111	Regular Salaries	91,124	91,124	91,124	91,124
60	-	-	5121	Overtime	-	-	-	-
(173,348)	-	-	5199	Intra-governmental Service	-	-	-	-
311	27	28	5211	Workers' Comp	28	28	28	28
19,099	6,657	6,868	5212	Social Security	6,971	6,971	6,971	6,971
26,484	7,540	6,656	5213	Med, Den, Life Ins.	7,487	7,487	7,487	7,487
41,024	17,869	20,943	5214	Retirement	22,896	23,465	23,465	23,465
1,024	393	361	5215	Long Term Disability Ins	366	366	366	366
507	286	269	5216	Unemployment Insurance	1,185	1,504	1,504	1,504
837	233	226	5217	Life Insurance	230	230	230	230
<b>184,174</b>	<b>132,109</b>	<b>125,125</b>	<b>Account Class Total - Labor and Benefits</b>		<b>130,287</b>	<b>131,175</b>	<b>131,175</b>	<b>131,175</b>
30 - Supplies and Services								
114	-	100	5314	Books	-	-	-	-
37	-	100	5315	Computer Supplies	-	-	-	-
2,981	2,628	3,000	5319	Other Office Supplies	3,000	3,000	3,000	3,000
308	-	-	5329	Other Operating Supplies	-	-	-	-
2,133	-	-	5413	Management	-	-	-	-
1,350	752	1,800	5419	Other Professional Serv	2,000	2,000	2,000	2,000
248	190	250	5421	Telephone/Data	200	200	200	200
398	294	300	5422	Postage	250	250	250	250
84	-	150	5424	Advertising	-	-	-	-
9,994	9,670	15,720	5428	IS Support	15,720	8,934	8,934	8,934
1,059	608	1,000	5431	Lodging	-	-	-	-
351	131	300	5432	Meals	-	-	-	-
353	207	400	5433	Mileage	-	-	-	-
1,413	-	400	5434	Airfare	-	-	-	-
24	-	-	5439	Other Travel	-	-	-	-
17,362	15,500	16,427	5448	Internal Rent	16,427	11,249	11,249	11,249
2,106	2,728	3,500	5491	Dues & Subscriptions	3,600	3,600	3,600	3,600
1,861	1,336	1,700	5492	Registrations/Tuitions	4,200	4,200	4,200	4,200
3,727	-	250	5493	Printing/Binding	-	-	-	-
<b>45,902</b>	<b>34,045</b>	<b>45,397</b>	<b>Account Class Total - Supplies and Services</b>		<b>45,397</b>	<b>33,433</b>	<b>33,433</b>	<b>33,433</b>
<b>230,076</b>	<b>166,154</b>	<b>170,522</b>	<b>Program Total: 1211 - Executive</b>		<b>175,684</b>	<b>164,608</b>	<b>164,608</b>	<b>164,608</b>
<b>Program: 1214 - Community Relations</b>								
10 - Labor and Benefits								
22,527	-	-	5111	Regular Salaries	-	-	-	-
2	-	-	5211	Workers' Comp	-	-	-	-
1,692	-	-	5212	Social Security	-	-	-	-
2,086	-	-	5213	Med, Den, Life Ins.	-	-	-	-
1,557	-	-	5214	Retirement	-	-	-	-
41	-	-	5215	Long Term Disability Ins	-	-	-	-
39	-	-	5216	Unemployment Insurance	-	-	-	-
37	-	-	5217	Life Insurance	-	-	-	-
<b>27,982</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Labor and Benefits</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
30 - Supplies and Services								
1,824	-	-	5422	Postage	-	-	-	-
2,466	-	-	5428	IS Support	-	-	-	-
9,001	-	-	5493	Printing/Binding	-	-	-	-
<b>13,291</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Supplies and Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>41,272</b>	<b>-</b>	<b>-</b>	<b>Program Total: 1214 - Community Relations</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>271,348</b>	<b>166,154</b>	<b>170,522</b>	<b>Department Total: 121 - Administration</b>		<b>175,684</b>	<b>164,608</b>	<b>164,608</b>	<b>164,608</b>



## City Recorder

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** General Fund - 001  
**Department/Department Number:** City Recorder - 131  
**Department Director:** Christina Shearer  
**Director Direct Phone Number:** 503-982-5210  
**Department Location:** City Hall  
**Person Preparing This Form:** Christina Shearer  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

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

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

The City Reorders office is staffed by one full time employee – the City Recorder.

**Description of fiscal year 2011-12 accomplishments:**

- Interim HR Director, HR Director Recruitment, and HR Transition
- Various Special Financial Reviews
- Implementation of Video Capture of Council Meetings

**Description of fiscal year 2012-13 proposed focus/goals:**

- Continued performance of special reviews and projects

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

Reductions in some materials & services categories to reflect the financial condition of the General Fund.

### Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			City Recorder				
83,499	34,024	31,821	Labor and Benefits	24,813	25,092	25,092	25,092
22,930	12,195	22,143	Supplies & Services	21,043	23,288	23,288	23,288
1,246	-	-	Capital Outlay	-	-	-	-
<u>107,675</u>	<u>46,219</u>	<u>53,964</u>	City Recorder Total	<u>45,856</u>	<u>48,380</u>	<u>48,380</u>	<u>48,380</u>

Please note the Labor and Benefits classification is low for this department because the FTE costs are allocated among various departments and funds. Please see the Overhead Personnel Allocation chart on page 250 & 251 for clarification.

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 131 - City Recorder</b>							
<b>Program: 1311 - Personnel</b>							
10 - Labor and Benefits							
45,815	-	-	5111 Regular Salaries	-	-	-	-
(53,661)	-	-	5199 Intra-governmental Service	-	-	-	-
48	-	-	5211 Workers' Comp	-	-	-	-
3,102	-	-	5212 Social Security	-	-	-	-
6,138	-	-	5213 Med, Den, Life Ins.	-	-	-	-
3,044	-	-	5214 Retirement	-	-	-	-
207	-	-	5215 Long Term Disability Ins	-	-	-	-
82	-	-	5216 Unemployment Insurance	-	-	-	-
158	-	-	5217 Life Insurance	-	-	-	-
<b>4,933</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
30 - Supplies and Services							
2,998	-	-	5319 Other Office Supplies	-	-	-	-
230	-	-	5424 Advertising	-	-	-	-
44	-	-	5433 Mileage	-	-	-	-
7,234	3,830	-	5448 Internal Rent	-	-	-	-
420	-	-	5492 Registrations/Tuitions	-	-	-	-
<b>10,926</b>	<b>3,830</b>	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
60 - Capital Outlay							
1,246	-	-	5645 Computing	-	-	-	-
<b>1,246</b>	-	-	<b>Account Class Total - Capital Outlay</b>	-	-	-	-
<b>17,105</b>	<b>3,830</b>	-	<b>Program Total: 1311 - Personnel</b>	-	-	-	-
<b>Program: 1531 - Records</b>							
10 - Labor and Benefits							
154,315	23,237	20,665	5111 Regular Salaries	15,468	15,569	15,569	15,569
(120,978)	-	-	5199 Intra-governmental Service	-	-	-	-
101	9	12	5211 Workers' Comp	7	7	7	7
8,396	1,715	1,558	5212 Social Security	1,183	1,191	1,191	1,191
16,614	5,093	4,982	5213 Med, Den, Life Ins.	3,721	3,721	3,721	3,721
19,378	3,758	4,410	5214 Retirement	4,132	4,245	4,245	4,245
265	90	82	5215 Long Term Disability Ins	62	63	63	63
260	67	61	5216 Unemployment Insurance	201	257	257	257
214	54	51	5217 Life Insurance	39	39	39	39
<b>78,565</b>	<b>34,024</b>	<b>31,821</b>	<b>Account Class Total - Labor and Benefits</b>	<b>24,813</b>	<b>25,092</b>	<b>25,092</b>	<b>25,092</b>
30 - Supplies and Services							
1,744	2,010	4,250	5319 Other Office Supplies	4,000	4,000	4,000	4,000
167	-	-	5399 Other Supplies	-	-	-	-
109	108	200	5421 Telephone/Data	150	150	150	150
112	37	200	5422 Postage	150	150	150	150
7,528	4,144	4,144	5428 IS Support	4,144	6,701	6,701	6,701
450	225	500	5431 Lodging	500	500	500	500
226	10	100	5433 Mileage	100	-	-	-
-	-	5,749	5448 Internal Rent	5,749	3,937	3,937	3,937
-	980	2,000	5471 Equipment Repair & Maint	1,750	1,750	1,750	1,750
775	338	1,500	5492 Registrations/Tuitions	1,500	3,100	3,100	3,100
894	514	3,500	5499 Other Services	3,000	3,000	3,000	3,000
<b>12,004</b>	<b>8,365</b>	<b>22,143</b>	<b>Account Class Total - Supplies and Services</b>	<b>21,043</b>	<b>23,288</b>	<b>23,288</b>	<b>23,288</b>
<b>90,570</b>	<b>42,389</b>	<b>53,964</b>	<b>Program Total: 1531 - Records</b>	<b>45,856</b>	<b>48,380</b>	<b>48,380</b>	<b>48,380</b>
<b>107,675</b>	<b>46,219</b>	<b>53,964</b>	<b>Department Total: 131 - City Recorder</b>	<b>45,856</b>	<b>48,380</b>	<b>48,380</b>	<b>48,380</b>

## City Attorney

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	General - 001
<b>Department/Department Number:</b>	City Attorney - 141
<b>Department Director:</b>	N. Robert Shields
<b>Director Direct Phone Number:</b>	503-982-5225
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	N. Robert Shields
<b>Direct Phone Number:</b>	503-982-5225

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

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

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

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

#### **Description of fiscal year 2011-12 accomplishments:**

- The City's bargaining team successfully negotiated a one-year contract with the Woodburn Police Association. Bargaining will occur again in 2012-13.
- In March 2011, the Land Conservation and Development Commission (LCDC), after a four hour hearing, again approved the City's proposed Urban Growth Boundary (UGB) amendment. The case has again been appealed to the Oregon Court of Appeals by 1000 Friends of Oregon.
- The City Attorney's Office recovered \$62,127 for the City on a surety bond claim. This Public Works project involved the replacement of the North Trunk Sewer Line on Hazelnut Drive. After the City terminated the original contractor for nonperformance, we filed a claim against the bond. After some significant legal efforts, the surety settled the claim with the City.

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Negotiate a new Collective Bargaining Agreement with the Woodburn Police Association.
- Defend the City's Urban Growth Boundary expansion in the Oregon Court of Appeals.
- Renegotiate a new telecommunications franchise agreement with WAVE Broadband.
- Continue legal support to the Economic and Community Development Department for amendment of the Woodburn Zoning Ordinance (WDO).
- Continue to provide timely legal advice and services to the City Council and departments to enable them to achieve their goals and objectives.

#### **Description of major difference(s) between FY 2011-12 and FY 2012-13:**

Every year is different for the City Attorney's office because its activities are driven by events affecting the City departments and the need to provide legal defense and advice for City programs. However, many of the long

term projects for FY 2011-2012 (i.e., the UGB amendment, negotiating a new collective bargaining agreement with the Woodburn Police Association, and assisting in the revision of the Woodburn Development Ordinance) will continue into FY 2012-2013.

## Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			City Attorney				
128,045	106,437	97,974	Labor and Benefits	99,986	100,223	100,223	100,223
32,754	32,849	42,359	Supplies & Services	42,359	37,575	37,575	37,575
160,799	139,286	140,333	City Attorney Total	142,345	137,798	137,798	137,798

Please note the Labor and Benefits classification is low for this department because the FTE costs are allocated among various departments and funds. Please see the Overhead Personnel Allocation chart on page 250 & 251 for clarification.

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 141 - City Attorney</b>							
<b>Program: 1411 - Legal</b>							
10 - Labor and Benefits							
182,002	76,788	68,032	5111 Regular Salaries	68,128	68,057	68,057	68,057
(130,639)	-	-	5199 Intra-governmental Service	-	-	-	-
145	27	30	5211 Workers' Comp	29	29	29	29
13,554	5,603	5,204	5212 Social Security	5,212	5,206	5,206	5,206
23,990	8,072	6,815	5213 Med, Den, Life Ins.	7,005	7,005	7,005	7,005
37,377	15,252	17,180	5214 Retirement	18,280	18,357	18,357	18,357
698	296	273	5215 Long Term Disability Ins	274	274	274	274
347	222	204	5216 Unemployment Insurance	886	1,123	1,123	1,123
572	177	236	5217 Life Insurance	172	172	172	172
<b>128,045</b>	<b>106,437</b>	<b>97,974</b>	<b>Account Class Total - Labor and Benefits</b>	<b>99,986</b>	<b>100,223</b>	<b>100,223</b>	<b>100,223</b>
30 - Supplies and Services							
7,632	6,529	8,500	5314 Books	8,500	8,500	8,500	8,500
485	971	500	5319 Other Office Supplies	700	700	700	700
164	-	-	5399 Other Supplies	-	-	-	-
72	-	3,000	5412 Legal	3,000	3,000	3,000	3,000
1,206	1,086	1,500	5421 Telephone/Data	1,700	1,700	1,700	1,700
2	76	200	5422 Postage	200	200	200	200
7,528	8,288	7,860	5428 IS Support	7,860	6,701	6,701	6,701
1,964	1,214	1,500	5431 Lodging	-	-	-	-
41	89	600	5432 Meals	-	-	-	-
182	525	1,000	5433 Mileage	-	-	-	-
238	287	500	5434 Airfare	-	-	-	-
8,681	9,193	11,499	5448 Internal Rent	11,499	7,874	7,874	7,874
-	-	200	5471 Equipment Repair & Maint	200	200	200	200
2,089	1,959	2,500	5491 Dues & Subscriptions	2,500	2,500	2,500	2,500
2,090	2,406	2,500	5492 Registrations/Tuitions	5,700	5,700	5,700	5,700
381	225	500	5495 Court Costs	500	500	500	500
<b>32,754</b>	<b>32,849</b>	<b>42,359</b>	<b>Account Class Total - Supplies and Services</b>	<b>42,359</b>	<b>37,575</b>	<b>37,575</b>	<b>37,575</b>
<b>160,799</b>	<b>139,286</b>	<b>140,333</b>	<b>Program Total: 1411 - Legal</b>	<b>142,345</b>	<b>137,798</b>	<b>137,798</b>	<b>137,798</b>
<b>160,799</b>	<b>139,286</b>	<b>140,333</b>	<b>Department Total: 141 - City Attorney</b>	<b>142,345</b>	<b>137,798</b>	<b>137,798</b>	<b>137,798</b>

## Finance

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	General - 001
<b>Department/Department Number:</b>	Finance - 151
<b>Department Director:</b>	Ignacio Palacios
<b>Director Direct Phone Number:</b>	503-982-5211
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	Ignacio Palacios
<b>Direct Phone Number:</b>	503-982-5211

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

The Finance Department provides coordination and direction of the accounting and financial management services of the City. This includes, but is not limited to, directing, monitoring and controlling an effective financial accounting system, controlling the assets and financial operations of the City and providing a framework for financial planning and analysis to support the operation and management of all City departments.

The Finance Department also processes and maintains the City's general ledger, utility billing, accounts receivable, accounts payable, fixed assets and payroll systems. In addition, the Finance Department functions as a 'financial services' provider to the City's departments as needed (for example assisting in procuring new financing packages, project accounting, etc.)

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

The department consists of five staff members including one director who are responsible for carrying the duties listed above.

#### **Description of fiscal year 2011-12 accomplishments:**

- Implementation of New World Accounting System upgrade
- DEQ loan funded for sewer improvements
- Improved communication and dissemination of financial information to city departments
- Addition of Cash Reconciliation and Classification to monthly reports
- Utilization of budget entry into new system at department level
- Centralization of cash receipting function
- Deposit city funds on a daily basis
- Improved cash handling procedures
- Improved communication between finance and various city departments

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Department remodel for increased workflow efficiencies and staff security
- Continued staff training for improvements in workflow, customer service and internal control
- Cross training of finance staff for back up purposes
- Contract and purchasing policy update and implementation

- Update finance policies and procedures
- Submit 2012-13 Budget for GFOA award
- Draft 2012-2013 Financial Report in-house and submit for GFOA award
- On-line bill payment for utilities
- Form Budget Advisory Committee (from public members of Budget Committee) to provide input and policy direction for city budget
- Implement mid-year review for Budget Advisory Committee

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Seek to centralize accounting function of city finances
- Minimization of the number of funds
- Consolidate line items and programs for accounting efficiencies
- Include total summary of project costs in City Council Staff Reports
- Consolidation of Front Counter Clerk and Community Services Administrative Assistant
- Improvements to special assessments accounting and timely billing
- Improved customer service to external and internal customers

## Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Finance				
163,903	104,785	105,608	Labor and Benefits	96,472	96,856	96,856	96,856
166,201	188,223	214,558	Supplies & Services	207,208	190,694	190,694	190,694
330,104	293,008	320,166	Finance Total	303,680	287,550	287,550	287,550

Please note the Labor and Benefits classification is low for this department because the FTE costs are allocated among various departments and funds. Please see the Overhead Personnel Allocation chart on page 250 & 251 for clarification.

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 151 - Finance</b>								
<b>Program: 1511 - Finance</b>								
<b>10 - Labor and Benefits</b>								
275,871	78,150	74,647	5111	Regular Salaries	68,134	68,107	68,107	68,107
664	26	500	5121	Overtime	-	-	-	-
(198,432)	-	-	5199	Intra-governmental Service	-	-	-	-
289	37	35	5211	Workers' Comp	32	31	31	31
18,936	6,020	5,679	5212	Social Security	5,212	5,210	5,210	5,210
42,589	10,483	8,908	5213	Med, Den, Life Ins.	7,601	7,601	7,601	7,601
22,030	9,170	15,131	5214	Retirement	14,161	14,337	14,337	14,337
824	420	298	5215	Long Term Disability Ins	274	274	274	274
487	232	223	5216	Unemployment Insurance	886	1,124	1,124	1,124
647	247	187	5217	Life Insurance	172	172	172	172
<b>163,903</b>	<b>104,785</b>	<b>105,608</b>	<b>Account Class Total - Labor and Benefits</b>		<b>96,472</b>	<b>96,856</b>	<b>96,856</b>	<b>96,856</b>
<b>30 - Supplies and Services</b>								
44	-	2,000	5315	Computer Supplies	700	700	700	700
7,636	9,344	10,000	5319	Other Office Supplies	8,000	8,500	8,500	8,500
11,514	28,401	34,000	5414	Accounting/Auditing	35,000	35,000	35,000	35,000
69	-	-	5416	Medical	-	-	-	-
210	-	-	5417	Human Resources	-	-	-	-
24,169	13,168	12,000	5419	Other Professional Serv	7,000	8,000	8,000	8,000
184	182	500	5421	Telephone/Data	1,000	1,000	1,000	1,000
588	1,053	800	5422	Postage	800	800	800	800
-	1,017	-	5424	Advertising	-	-	-	-
-	966	4,000	5427	Training	3,000	4,500	4,500	4,500
35,044	38,679	44,540	5428	IS Support	44,540	37,971	37,971	37,971
5,460	6,254	7,500	5429	Other Communication Serv	7,000	7,000	7,000	7,000
255	-	-	5433	Mileage	-	-	-	-
-	243	2,000	5439	Other Travel	2,500	2,500	2,500	2,500
30,383	30,228	41,068	5448	Internal Rent	41,068	28,123	28,123	28,123
155	-	500	5454	Solid Waste Disposal	500	500	500	500
283	500	500	5461	Auto	500	500	500	500
375	400	400	5462	Employee Blanket Bond	400	400	400	400
100	797	750	5491	Dues & Subscriptions	700	700	700	700
142	-	-	5492	Registrations/Tuitions	-	-	-	-
2,815	1,801	3,000	5493	Printing/Binding	2,500	2,500	2,500	2,500
809	-	1,000	5499	Other Services	-	-	-	-
45,967	55,191	50,000	5500	Banking Fees & Charges	52,000	52,000	52,000	52,000
<b>166,201</b>	<b>188,223</b>	<b>214,558</b>	<b>Account Class Total - Supplies and Services</b>		<b>207,208</b>	<b>190,694</b>	<b>190,694</b>	<b>190,694</b>
<b>330,104</b>	<b>293,008</b>	<b>320,166</b>	<b>Program Total: 1511 - Finance</b>		<b>303,680</b>	<b>287,550</b>	<b>287,550</b>	<b>287,550</b>
<b>330,104</b>	<b>293,008</b>	<b>320,166</b>	<b>Department Total: 151 - Finance</b>		<b>303,680</b>	<b>287,550</b>	<b>287,550</b>	<b>287,550</b>



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## Human Resources

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Human Resources - 161  
**Department Director:** Michael Hereford  
**Director Direct Phone Number:** 503-982-5231  
**Department Location:** City Hall  
**Person Preparing This Form:** Michael Hereford  
**Direct Phone Number:** 503-982-5231

**Description of purpose/functions of department:**

To provide centralized human resources services and responsive customer service in support of the employees, department heads and city administrator.

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

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

The department consists of 2 FTE's: One Human Resources Director, and one Assistant Human Resources Director.

### Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Human Resources				
-	11,467	11,990	Labor and Benefits	11,749	11,806	11,806	11,806
-	25,009	37,678	Supplies & Services	37,328	29,079	29,079	29,079
-	36,476	49,668	Human Resources Total	49,077	40,885	40,885	40,885

Please note the Labor and Benefits classification is low for this department because the FTE costs are allocated among various departments and funds. Please see the Overhead Personnel Allocation chart on page 250 & 251 for clarification.

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 161 - Human Resources</b>								
<b>Program: 1611 - Risk Management</b>								
10 - Labor and Benefits								
-	8,813	7,665	5111	Regular Salaries	8,000	8,000	8,000	8,000
-	3	4	5211	Workers' Comp	3	3	3	3
-	640	586	5212	Social Security	612	612	612	612
-	930	1,805	5213	Med, Den, Life Ins.	1,343	1,343	1,343	1,343
-	1,016	1,857	5214	Retirement	1,635	1,664	1,664	1,664
-	25	31	5215	Long Term Disability Ins	32	32	32	32
-	26	23	5216	Unemployment Insurance	104	132	132	132
-	15	19	5217	Life Insurance	20	20	20	20
-	<b>11,467</b>	<b>11,990</b>	<b>Account Class Total - Labor and Benefits</b>		<b>11,749</b>	<b>11,806</b>	<b>11,806</b>	<b>11,806</b>
30 - Supplies and Services								
-	-	50	5314	Books	-	-	-	-
-	-	-	5315	Computer Supplies	3,000	3,000	3,000	3,000
-	3,913	6,700	5319	Other Office Supplies	4,000	4,000	4,000	4,000
-	573	-	5329	Other Operating Supplies	-	-	-	-
-	-	1,500	5413	Management	-	-	-	-
-	99	2,000	5417	Human Resources	-	-	-	-
-	2,820	2,000	5419	Other Professional Serv	5,000	5,000	5,000	5,000
-	-	200	5421	Telephone/Data	800	800	800	800
-	-	200	5422	Postage	-	-	-	-
-	1,134	300	5424	Advertising	200	200	200	200
-	8,288	9,350	5428	IS Support	9,350	4,467	4,467	4,467
-	-	500	5431	Lodging	-	-	-	-
-	113	100	5432	Meals	-	-	-	-
-	46	200	5433	Mileage	-	-	-	-
-	-	400	5434	Airfare	-	-	-	-
-	7,660	10,678	5448	Internal Rent	10,678	7,312	7,312	7,312
-	362	1,000	5491	Dues & Subscriptions	1,000	1,000	1,000	1,000
-	-	1,000	5492	Registrations/Tuitions	2,200	2,200	2,200	2,200
-	-	500	5493	Printing/Binding	-	-	-	-
-	-	1,000	5499	Other Services	1,100	1,100	1,100	1,100
-	<b>25,009</b>	<b>37,678</b>	<b>Account Class Total - Supplies and Services</b>		<b>37,328</b>	<b>29,079</b>	<b>29,079</b>	<b>29,079</b>
-	<b>36,476</b>	<b>49,668</b>	<b>Program Total: 1611 - Risk Management</b>		<b>49,077</b>	<b>40,885</b>	<b>40,885</b>	<b>40,885</b>
-	<b>36,476</b>	<b>49,668</b>	<b>Department Total: 161 - Human Resources</b>		<b>49,077</b>	<b>40,885</b>	<b>40,885</b>	<b>40,885</b>

## Municipal Court

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Municipal Court - 181  
**Department Director:** Ignacio Palacios  
**Director Direct Phone Number:** 503-982-5211  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

The city's Municipal Court provides for the adjudication of minor traffic violations, is responsible for processing all citations and violations 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 Municipal Court is staffed by two court clerks, a part-time Judge, various part time Bailiffs, and is overseen by the Finance Director.

**Description of fiscal year 2011-12 accomplishments:**

- Implemented new court software for considerable cost savings
- Completed Woodburn's first-ever "Fine Resolution Program" with assistance from collection agency

**Description of fiscal year 2012-13 proposed focus/goals:**

- Continued focus on implementation of court E-Tickets to minimize data entry
- Increase safety in the courtroom with continued use of Bailiffs
- Purging of stale court records to free up valuable time and space
- Implementation of an in-house collection system
- Sustained focus on training

## Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Municipal Court				
152,160	145,679	169,953	Labor and Benefits	172,993	172,963	172,963	172,963
40,484	38,095	45,406	Supplies & Services	45,436	41,013	41,013	41,013
-	3,925	-	Capital Outlay	-	-	-	-
192,644	187,699	215,359	Municipal Court Total	218,429	213,976	213,976	213,976

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 181 - Court</b>								
<b>Program: 1811 - Judicial</b>								
<b>10 - Labor and Benefits</b>								
105,653	85,015	87,830	5111	Regular Salaries	90,970	86,258	86,258	86,258
4,418	14,622	20,914	5112	Part-Time Salaries	15,600	20,286	20,286	20,286
1,005	-	1,000	5121	Overtime	-	-	-	-
4,334	-	-	5199	Intra-governmental Service	-	-	-	-
124	61	119	5211	Workers' Comp	81	79	79	79
7,973	7,453	8,364	5212	Social Security	8,153	8,151	8,151	8,151
21,499	26,283	33,365	5213	Med, Den, Life Ins.	35,838	35,838	35,838	35,838
6,368	11,477	17,338	5214	Retirement	20,244	19,871	19,871	19,871
317	297	418	5215	Long Term Disability Ins	428	428	428	428
209	298	312	5216	Unemployment Insurance	1,385	1,758	1,758	1,758
261	174	293	5217	Life Insurance	294	294	294	294
<b>152,160</b>	<b>145,679</b>	<b>169,953</b>	<b>Account Class Total - Labor and Benefits</b>		<b>172,993</b>	<b>172,963</b>	<b>172,963</b>	<b>172,963</b>
<b>30 - Supplies and Services</b>								
6,659	4,350	7,200	5319	Other Office Supplies	7,000	7,000	7,000	7,000
69	-	-	5417	Human Resources	-	-	-	-
205	1,222	1,500	5419	Other Professional Serv	2,500	2,500	2,500	2,500
119	118	170	5421	Telephone/Data	150	150	150	150
2,772	2,054	2,000	5422	Postage	1,800	1,800	1,800	1,800
726	-	300	5424	Advertising	-	-	-	-
9,864	11,051	10,480	5428	IS Support	10,480	8,934	8,934	8,934
4,959	4,834	5,000	5429	Other Communication Serv	5,000	5,000	5,000	5,000
930	219	-	5431	Lodging	-	-	-	-
18	212	-	5432	Meals	-	-	-	-
199	-	-	5433	Mileage	-	-	-	-
-	-	1,000	5439	Other Travel	-	-	-	-
5,900	6,000	7,200	5446	Software Licenses	7,000	7,000	7,000	7,000
7,234	7,660	9,856	5448	Internal Rent	9,856	6,479	6,479	6,479
125	85	200	5491	Dues & Subscriptions	150	150	150	150
475	289	500	5492	Registrations/Tuitions	1,500	2,000	2,000	2,000
231	-	-	5499	Other Services	-	-	-	-
<b>40,484</b>	<b>38,095</b>	<b>45,406</b>	<b>Account Class Total - Supplies and Services</b>		<b>45,436</b>	<b>41,013</b>	<b>41,013</b>	<b>41,013</b>
<b>60 - Capital Outlay</b>								
-	3,925	-	5645	Computing	-	-	-	-
-	<b>3,925</b>	-	<b>Account Class Total - Capital Outlay</b>		-	-	-	-
<b>192,644</b>	<b>187,699</b>	<b>215,359</b>	<b>Program Total: 1811 - Judicial</b>		<b>218,429</b>	<b>213,976</b>	<b>213,976</b>	<b>213,976</b>
<b>192,644</b>	<b>187,699</b>	<b>215,359</b>	<b>Department Total: 181 - Court</b>		<b>218,429</b>	<b>213,976</b>	<b>213,976</b>	<b>213,976</b>

## Police

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	General - 001
<b>Department/Department Number:</b>	Police - 211
<b>Department Director:</b>	Scott D. Russell
<b>Director Direct Phone Number:</b>	503-982-2350
<b>Department Location:</b>	Woodburn Police Facility
<b>Person Preparing This Form:</b>	Nita J. Marr
<b>Direct Phone Number:</b>	503-982-2359

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

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

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

32 Sworn Police Officers  
8 Civilian Support Staff

#### **Description of fiscal year 2011-12 accomplishments:**

- Administration
  - Towing RFP Completed and enacted with contracts to be awarded in March 2011 to gain the best service and value possible for public and the City when either are in need towing services
  - Obtained USDOJ Byrne Grant to enhance narcotics enforcement efforts with analytical software
  - Assisted Finance & Legal Departments with implementation and enforcement of Taxi Ordinance
  - Chief elected to OACP Executive Board as Secretary/Treasurer
  - Chief appointed NORCOM Board Chair
  - Captains rotated division assignments
  - Conducted training of new sergeant and corporals
  - Submitted FY 2012 NIMSCAST rollup required for compliance with Federal regulations
  - Completed initial COOP (Continuity of Operations Plan) for City of Woodburn as part of Oregon Emergency Management Region 1 project
  
- Patrol Division
  - Enhanced Patrol in District 2 (Downtown)
  - Assist City Departments with "Main Street" program
  - Engage downtown business owners
  - Any available officers assigned to District 2 patrols
  - Summer months augmented by officers on overtime
  - Began utilizing Information Based Policing program at patrol level with daily assignments based on real time crime analysis and mapping

- Deployed personally worn video cameras for traffic enforcement, evidence, and community relations quality control
  - Second K-9 Team trained and deployed
- Tactical Unit
  - Served numerous search warrants obtained by both Divisions
  - Responded to several barricaded subject calls and resolved them all peacefully
  - Developed resources from local agencies to assist team
  - Advanced training for perimeter unit, and tactical medics
  - Trained and deployed Crisis Negotiation Unit
  - Tactical Team deployment with a K-9 training and implementation
- Support Division
  - Planned and executed Citywide Neighborhood/Community Group Development through Community Networking Meeting and ongoing follow-up
  - Continued work with Downtown Latino Businesses and “Main Street” program
  - Held District Meetings and increased Neighborhood Watch programs and community events including National Night Out and participation in the Historic Downtown Neighborhood Association
- Gang Enforcement
  - GREAT-Gang Resistance Education And Training camp completed with 50 students served
  - Conducted targeted gang enforcement details with Juvenile Probation tracker program and assisted Metro Gang Strike Force in operations
- Code Enforcement/Community Service unit completed:
  - Enhanced sign enforcement removing 80 signs per weekend at outset and educating the public in the code
  - Numerous foreclosed/abandoned houses abated and neighborhood issues resolved by CSO’s using creative measures
- Criminal Investigations Unit (Detectives)
  - Members were called out to assist the Marion County Homicide/Assault Response Team for multiple major crimes around the County
  - North First St. Gang Homicide Investigation Completed and going to Grand Jury
  - CIU Continues to work several serious Federal and State Cases
  - Close working/mentoring partnership with the South Metro Gang Task Force.
- Traffic Unit
  - Participated in Numerous Traffic Safety projects all over the City, increasing traffic enforcement community-wide
  - Investigated numerous injury crashes and several fatal crashes in and near the city
  - Deployed personally worn video cameras for traffic enforcement evidence and community relations quality control
  - Assisted Marion County Major Traffic Accident Team in investigating several major fatal traffic accidents
- Training Unit
  - Staff conducted monthly mandatory maintenance training for officers due to State budget reductions and elimination of DPPST regional training



- One new officer on solo status and another in Field Training and Evaluation Program (FTEP) as of 2-1-12
- Transitioned to new training model incorporating additional in-house training and less outside training to save costs
- Patrol District Review
  - Conducting statistical analysis of patrol districts
  - Identifying possible changes to district boundaries in light of recent Council Ward changes
  - Reviewing options and preparing make recommendations
- Developed Local CIT (Crisis Intervention Team) to respond to mental health crisis'
  - Identified team members (beginning with CNU negotiators) to provide each patrol team having at least one member
  - Recruited Dispatchers & EMT's to participate on team
  - Obtained best possible training for team members
- IBP (Information Based Policing) deployed to District Officer Level
  - Created Real Time Crime Analysis Products
  - Created Information Sharing Products
  - Provided District Officer Training
  - Managed RMS System Upgrade Integration & Training
- Elevate "District Meetings" to accepted community forum
  - Encouraged Neighborhood/Community Group Development
  - Worked with Neighborhood/Community to Support District Meetings
  - Conducted ongoing training and dialogue
- Employee Development Program Phase 2
  - Identified Position Prerequisites
  - (Education/Assignment/Experience)
  - Began Preparation for Position Succession
- Gang Reduction Program
  - Supported MGSF Mission
  - Conducted Routine Local Gang Enforcement
  - Provided training for Officers / Partner Agencies / Schools / Parents
  - Monitored Weed & Seed Program Transition
  - Operated GREAT program

**Description of fiscal year 2012-13 proposed focus/goals:**

- Update Department Strategic Plan
  - Hold meetings with each department unit
  - Identify stakeholder concerns from District Meetings
  - Conduct Department survey
  - Update Strategic Plan
  - Develop action items
  - Core Competency Focus:
    1. Leadership at all levels

## 2. Response to Crime Victims Strategy

- Maintain Patrol Division service levels
  - Evaluate all units as they relate to Patrol Services
  - Evaluate possible organizational changes
  - Make recommendations as necessary to maintain Patrol operations
- Patrol District Review
  - Identify possible changes to district boundaries in light of Ward changes
  - Review options and make recommendations
- Examine opportunities to maximize resources
  - Develop online/phone/mail-in self reporting modalities
  - Prepare option packages to address possible reduction in force (RIF) as needed
  - Make RIF recommendations with least impact to citizens
- Enhance operations of local CIT (Crisis Intervention Team) in responding to mental health crisis'
  - Identify local professional support for team
  - Attempt to locate resources to address individuals in crisis (outside of law enforcement response)
- IBP (Information Based Policing)
  - Integrate IBP into daily patrol/CIU operations
  - Evaluate data products used to promote IBP
  - Adjust program as necessary
- Develop peer leaders in District Meetings
  - Work with Neighborhood/Community to Support District Meetings
  - Conduct ongoing training and dialogue
  - Identify and support peer leadership
- Employee Development Program
  - Work with HR Department on Evaluation improvements
  - Staff Development
    - 3. Honor Guard Development
    - 4. CISM cohort for buddy officers
  - “Every officer a leader” Training
  - “Service, Support & Justice for Crime Victims” Training
- Gang Reduction Program
  - Support MGSF Mission
  - Conduct Routine Local Gang Enforcement
  - Provide training for Officers / Partner Agencies / Schools / Parents
  - Operate GREAT program
- Traffic Safety Projects
  - Truck Inspections
  - Neighborhood Safety
  - Targeted Accident Reduction Details
  - Special Enforcement Details

- Emergency Management
  - Create Strategic Plan for emergency management program
  - Encourage training for all City departments
  - Emergency Operations Center Training/Exercise
  - Strike Team Exercise
  
- Police Related Ordinance Review and Proposals
  - Alarms
  - Chronic Nuisance Property
  - Ordinance 1900 Violations
  - Abandoned/Foreclosed Property

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

FY 2011-2012 was a year of moving forward with a slate of progressive and focused goals. Success in our endeavors was realized in significant crime reduction and community involvement. FY 2012-2013 goals call for the Department to build on its previous goals (in the areas of employee development, IBP, emergency management, gang reduction, Crisis Intervention Team, and traffic safety) and to explore ways to maintain essential services while meeting new challenges in a time of diminishing resources.

## Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Police				
4,009,285	4,307,818	4,837,990	Labor and Benefits	4,834,477	4,841,184	4,841,184	4,841,184
1,259,926	1,298,555	1,563,613	Supplies & Services	1,515,061	1,457,986	1,457,986	1,457,986
-	54,423	13,364	Capital Outlay	-	-	-	-
5,269,211	5,660,796	6,414,967	Police Total	6,349,538	6,299,170	6,299,170	6,299,170

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 211 - Police</b>								
<b>Program: 2111 - Patrol</b>								
<b>10 - Labor and Benefits</b>								
1,188,655	22,368	49,749	5111	Regular Salaries	43,829	44,025	44,025	44,025
-	418,064	410,124	5111.000	Reg Sal Admin	454,074	454,074	454,074	454,074
-	1,967,490	2,100,705	5111.110	Reg Sal Field Services	2,111,356	2,111,356	2,111,356	2,111,356
-	218,974	240,227	5111.120	Reg Sal Support	185,076	185,076	185,076	185,076
135,127	277,376	321,500	5121	Overtime	191,500	191,500	191,500	191,500
16,710	2,853	11,193	5211	Workers' Comp	6,207	2,208	2,208	2,208
101,974	221,573	239,371	5212	Social Security	228,416	228,431	228,431	228,431
256,583	585,905	714,142	5213	Med, Den, Life Ins.	735,231	735,231	735,231	735,231
249,684	544,358	721,193	5214	Retirement	820,445	820,486	820,486	820,486
3,975	9,338	12,551	5215	Long Term Disability Ins	12,003	12,003	12,003	12,003
2,569	8,711	9,367	5216	Unemployment Insurance	38,816	49,270	49,270	49,270
3,350	6,001	7,868	5217	Life Insurance	7,524	7,524	7,524	7,524
<b>1,958,627</b>	<b>4,283,009</b>	<b>4,837,990</b>	<b>Account Class Total - Labor and Benefits</b>		<b>4,834,477</b>	<b>4,841,184</b>	<b>4,841,184</b>	<b>4,841,184</b>
<b>30 - Supplies and Services</b>								
-	22	800	5311	Forms	-	-	-	-
-	2,000	2,000	5313	Paper	2,000	2,000	2,000	2,000
-	1,494	1,500	5314	Books	500	500	500	500
-	7,541	8,000	5315	Computer Supplies	8,000	8,000	8,000	8,000
-	6,984	7,000	5319	Other Office Supplies	7,000	7,000	7,000	7,000
38,035	78,328	97,500	5323	Fuel	90,000	90,000	90,000	90,000
14,326	29,580	32,000	5324	Clothing	25,000	25,000	25,000	25,000
4,794	14,629	15,000	5329	Other Operating Supplies	14,000	14,000	14,000	14,000
6,000	13,995	14,000	5337	Tires/Parts	15,000	15,000	15,000	15,000
20,952	23,206	21,000	5351	Ammunition	21,000	21,000	21,000	21,000
4,794	4,300	4,000	5352	Protective Clothing	2,400	2,400	2,400	2,400
-	1,095	1,500	5353	Photographic Supplies	2,000	2,000	2,000	2,000
1,648	14,371	5,329	5359	Other Police Supplies	5,300	5,300	5,300	5,300
985	3,157	3,500	5399	Other Supplies	3,500	3,500	3,500	3,500
-	13,156	12,000	5415	Computer	22,000	22,000	22,000	22,000
-	2,179	4,000	5416	Medical	4,000	4,000	4,000	4,000
-	2,187	6,000	5417	Human Resources	6,000	6,000	6,000	6,000
-	11,700	8,000	5419	Other Professional Serv	5,000	5,000	5,000	5,000
5,000	25,652	28,000	5421	Telephone/Data	25,000	25,000	25,000	25,000
-	11,872	11,300	5422	Postage	11,000	11,000	11,000	11,000
-	1,023	1,000	5424	Advertising	1,000	1,000	1,000	1,000
9,453	11,444	13,000	5426	Contract Networks	13,000	13,000	13,000	13,000
-	192,920	222,857	5428	IS Support	222,857	201,112	201,112	201,112
908	340,961	340,637	5429	Other Communication Serv	340,637	340,637	340,637	340,637
-	5,637	8,000	5431	Lodging	8,000	8,000	8,000	8,000
-	4,788	4,800	5432	Meals	4,000	4,000	4,000	4,000
-	366	500	5433	Mileage	500	500	500	500
-	864	4,200	5434	Airfare	4,000	4,000	4,000	4,000
-	339	2,000	5439	Other Travel	2,000	2,000	2,000	2,000
-	3,581	5,000	5443	Office Equipment	2,500	2,500	2,500	2,500
72,582	122,947	135,900	5444	Vehicles	120,000	120,000	120,000	120,000
-	154,854	189,609	5448	Internal Rent	189,609	154,279	154,279	154,279
827	900	900	5452	Water/Sewer	900	900	900	900
-	13,750	14,000	5461	Auto	14,000	14,000	14,000	14,000
-	22,200	23,000	5463	Bldg/Personal Prop	23,000	23,000	23,000	23,000
-	-	125,569	5464	Workers' Comp	125,569	125,569	125,569	125,569
-	49,000	82,289	5465	General Liability	82,289	82,289	82,289	82,289
2,860	23,234	8,000	5471	Equipment Repair & Maint	12,000	12,000	12,000	12,000
18,860	38,653	55,425	5475	Vehicle Repair & Maint	42,000	42,000	42,000	42,000
-	2,913	3,000	5491	Dues & Subscriptions	7,000	7,000	7,000	7,000
-	18,628	19,498	5492	Registrations/Tuitions	16,500	16,500	16,500	16,500
-	4,770	6,000	5493	Printing/Binding	5,000	5,000	5,000	5,000
-	6,095	5,000	5494	Janitorial	-	-	-	-
-	11,240	11,000	5499	Other Services	10,000	10,000	10,000	10,000
<b>202,024</b>	<b>1,298,555</b>	<b>1,563,613</b>	<b>Account Class Total - Supplies and Services</b>		<b>1,515,061</b>	<b>1,457,986</b>	<b>1,457,986</b>	<b>1,457,986</b>
<b>60 - Capital Outlay</b>								
-	54,423	13,364	5649	Other Equipment	-	-	-	-
-	<b>54,423</b>	<b>13,364</b>	<b>Account Class Total - Capital Outlay</b>		-	-	-	-
<b>2,160,651</b>	<b>5,635,987</b>	<b>6,414,967</b>	<b>Program Total: 2111 - Patrol</b>		<b>6,349,538</b>	<b>6,299,170</b>	<b>6,299,170</b>	<b>6,299,170</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Program: 2121 - Traffic</b>							
10 - Labor and Benefits							
208,893	-	-	5111 Regular Salaries	-	-	-	-
18,675	-	-	5121 Overtime	-	-	-	-
3,441	-	-	5211 Workers' Comp	-	-	-	-
17,206	-	-	5212 Social Security	-	-	-	-
35,536	-	-	5213 Med, Den, Life Ins.	-	-	-	-
40,418	-	-	5214 Retirement	-	-	-	-
492	-	-	5215 Long Term Disability Ins	-	-	-	-
437	-	-	5216 Unemployment Insurance	-	-	-	-
423	-	-	5217 Life Insurance	-	-	-	-
<b>325,521</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
30 - Supplies and Services							
700	-	-	5311 Forms	-	-	-	-
478	-	-	5313 Paper	-	-	-	-
3,500	-	-	5323 Fuel	-	-	-	-
3,049	-	-	5324 Clothing	-	-	-	-
998	-	-	5329 Other Operating Supplies	-	-	-	-
1,200	-	-	5337 Tires/Parts	-	-	-	-
699	-	-	5352 Protective Clothing	-	-	-	-
510	-	-	5399 Other Supplies	-	-	-	-
1,500	-	-	5421 Telephone/Data	-	-	-	-
2,999	-	-	5426 Contract Networks	-	-	-	-
26,126	-	-	5444 Vehicles	-	-	-	-
904	-	-	5471 Equipment Repair & Maint	-	-	-	-
6,645	-	-	5475 Vehicle Repair & Maint	-	-	-	-
<b>49,308</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>374,829</b>	-	-	<b>Program Total: 2121 - Traffic</b>	-	-	-	-
<b>Program: 2131 - Detectives</b>							
10 - Labor and Benefits							
251,151	-	-	5111 Regular Salaries	-	-	-	-
57,345	-	-	5121 Overtime	-	-	-	-
3,453	-	-	5211 Workers' Comp	-	-	-	-
23,803	-	-	5212 Social Security	-	-	-	-
56,735	-	-	5213 Med, Den, Life Ins.	-	-	-	-
60,165	-	-	5214 Retirement	-	-	-	-
1,530	-	-	5215 Long Term Disability Ins	-	-	-	-
596	-	-	5216 Unemployment Insurance	-	-	-	-
1,271	-	-	5217 Life Insurance	-	-	-	-
<b>456,050</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
30 - Supplies and Services							
9,500	-	-	5323 Fuel	-	-	-	-
3,947	-	-	5324 Clothing	-	-	-	-
1,272	-	-	5329 Other Operating Supplies	-	-	-	-
1,000	-	-	5337 Tires/Parts	-	-	-	-
1,398	-	-	5352 Protective Clothing	-	-	-	-
1,431	-	-	5359 Other Police Supplies	-	-	-	-
474	-	-	5399 Other Supplies	-	-	-	-
40	-	-	5416 Medical	-	-	-	-
4,000	-	-	5421 Telephone/Data	-	-	-	-
1,200	-	-	5426 Contract Networks	-	-	-	-
23,914	-	-	5444 Vehicles	-	-	-	-
65	-	-	5471 Equipment Repair & Maint	-	-	-	-
5,708	-	-	5475 Vehicle Repair & Maint	-	-	-	-
<b>53,950</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>509,999</b>	-	-	<b>Program Total: 2131 - Detectives</b>	-	-	-	-
<b>Program: 2151 - Evidence</b>							
10 - Labor and Benefits							
45,602	-	-	5111 Regular Salaries	-	-	-	-
82	-	-	5112 Part-Time Salaries	-	-	-	-
262	-	-	5121 Overtime	-	-	-	-
603	-	-	5211 Workers' Comp	-	-	-	-
3,361	-	-	5212 Social Security	-	-	-	-
11,394	-	-	5213 Med, Den, Life Ins.	-	-	-	-

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
2,849	-	-	5214 Retirement	-	-	-	-
176	-	-	5215 Long Term Disability Ins	-	-	-	-
94	-	-	5216 Unemployment Insurance	-	-	-	-
144	-	-	5217 Life Insurance	-	-	-	-
<b>64,567</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
			30 - Supplies and Services				
2,295	-	-	5329 Other Operating Supplies	-	-	-	-
2,000	-	-	5353 Photographic Supplies	-	-	-	-
894	-	-	5399 Other Supplies	-	-	-	-
983	-	-	5499 Other Services	-	-	-	-
<b>6,171</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>70,738</b>	-	-	<b>Program Total: 2151 - Evidence</b>	-	-	-	-
			<b>Program: 2171 - Neighborhood Response</b>				
			10 - Labor and Benefits				
209,386	-	-	5111 Regular Salaries	-	-	-	-
-	-	-	5112 Part-Time Salaries	-	-	-	-
23,167	-	-	5121 Overtime	-	-	-	-
2,331	-	-	5211 Workers' Comp	-	-	-	-
17,468	-	-	5212 Social Security	-	-	-	-
46,856	-	-	5213 Med, Den, Life Ins.	-	-	-	-
32,925	-	-	5214 Retirement	-	-	-	-
998	-	-	5215 Long Term Disability Ins	-	-	-	-
443	-	-	5216 Unemployment Insurance	-	-	-	-
825	-	-	5217 Life Insurance	-	-	-	-
<b>334,400</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
			30 - Supplies and Services				
8,500	-	-	5323 Fuel	-	-	-	-
4,822	-	-	5324 Clothing	-	-	-	-
1,105	-	-	5329 Other Operating Supplies	-	-	-	-
1,000	-	-	5337 Tires/Parts	-	-	-	-
699	-	-	5352 Protective Clothing	-	-	-	-
460	-	-	5399 Other Supplies	-	-	-	-
89	-	-	5416 Medical	-	-	-	-
2,000	-	-	5421 Telephone/Data	-	-	-	-
888	-	-	5471 Equipment Repair & Maint	-	-	-	-
5,000	-	-	5475 Vehicle Repair & Maint	-	-	-	-
<b>24,563</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>358,963</b>	-	-	<b>Program Total: 2171 - Neighborhood Response</b>	-	-	-	-
			<b>Program: 2191 - Records</b>				
			10 - Labor and Benefits				
171,284	-	-	5111 Regular Salaries	-	-	-	-
1,487	-	-	5121 Overtime	-	-	-	-
203	-	-	5211 Workers' Comp	-	-	-	-
12,800	-	-	5212 Social Security	-	-	-	-
46,543	-	-	5213 Med, Den, Life Ins.	-	-	-	-
13,951	-	-	5214 Retirement	-	-	-	-
649	-	-	5215 Long Term Disability Ins	-	-	-	-
326	-	-	5216 Unemployment Insurance	-	-	-	-
530	-	-	5217 Life Insurance	-	-	-	-
<b>247,773</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
			30 - Supplies and Services				
1,097	-	-	5313 Paper	-	-	-	-
91	-	-	5429 Other Communication Serv	-	-	-	-
4,732	-	-	5443 Office Equipment	-	-	-	-
<b>5,919</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>253,692</b>	-	-	<b>Program Total: 2191 - Records</b>	-	-	-	-
			<b>Program: 2199 - Police Administration</b>				
			10 - Labor and Benefits				
373,986	18,019	-	5111 Regular Salaries	-	-	-	-
2,691	-	-	5121 Overtime	-	-	-	-
88,096	-	-	5199 Intra-governmental Service	-	-	-	-

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
5,527	6	-	5211	Workers' Comp	-	-	-	-
28,034	1,385	-	5212	Social Security	-	-	-	-
44,034	2,295	-	5213	Med, Den, Life Ins.	-	-	-	-
77,352	2,945	-	5214	Retirement	-	-	-	-
986	67	-	5215	Long Term Disability Ins	-	-	-	-
731	53	-	5216	Unemployment Insurance	-	-	-	-
911	40	-	5217	Life Insurance	-	-	-	-
<b>622,348</b>	<b>24,809</b>	-	<b>Account Class Total - Labor and Benefits</b>		-	-	-	-
30 - Supplies and Services								
35	-	-	5311	Forms	-	-	-	-
100	-	-	5313	Paper	-	-	-	-
1,283	-	-	5314	Books	-	-	-	-
7,150	-	-	5315	Computer Supplies	-	-	-	-
6,984	-	-	5319	Other Office Supplies	-	-	-	-
5,000	-	-	5323	Fuel	-	-	-	-
1,922	-	-	5324	Clothing	-	-	-	-
1,567	-	-	5329	Other Operating Supplies	-	-	-	-
800	-	-	5337	Tires/Parts	-	-	-	-
555	-	-	5352	Protective Clothing	-	-	-	-
1,125	-	-	5412	Legal	-	-	-	-
12,500	-	-	5415	Computer	-	-	-	-
3,500	-	-	5416	Medical	-	-	-	-
4,460	-	-	5417	Human Resources	-	-	-	-
6,903	-	-	5419	Other Professional Serv	-	-	-	-
10,630	-	-	5421	Telephone/Data	-	-	-	-
10,274	-	-	5422	Postage	-	-	-	-
750	-	-	5424	Advertising	-	-	-	-
2,707	-	-	5426	Contract Networks	-	-	-	-
175,386	-	-	5428	IS Support	-	-	-	-
387,184	-	-	5429	Other Communication Serv	-	-	-	-
7,369	-	-	5431	Lodging	-	-	-	-
3,942	-	-	5432	Meals	-	-	-	-
297	-	-	5433	Mileage	-	-	-	-
5,700	-	-	5434	Airfare	-	-	-	-
1,500	-	-	5439	Other Travel	-	-	-	-
12,045	-	-	5444	Vehicles	-	-	-	-
146,236	-	-	5448	Internal Rent	-	-	-	-
20,145	-	-	5463	Bldg/Personal Prop	-	-	-	-
44,207	-	-	5465	General Liability	-	-	-	-
130	-	-	5471	Equipment Repair & Maint	-	-	-	-
1,000	-	-	5475	Vehicle Repair & Maint	-	-	-	-
3,778	-	-	5491	Dues & Subscriptions	-	-	-	-
16,585	-	-	5492	Registrations/Tuitions	-	-	-	-
5,338	-	-	5493	Printing/Binding	-	-	-	-
3,900	-	-	5494	Janitorial	-	-	-	-
5,003	-	-	5499	Other Services	-	-	-	-
<b>917,991</b>	-	-	<b>Account Class Total - Supplies and Services</b>		-	-	-	-
<b>1,540,339</b>	<b>24,809</b>	-	<b>Program Total: 2199 - Police Administration</b>		-	-	-	-
<b>5,269,211</b>	<b>5,660,796</b>	<b>6,414,967</b>	<b>Department Total: 211 - Police</b>		<b>6,349,538</b>	<b>6,299,170</b>	<b>6,299,170</b>	<b>6,299,170</b>

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## Library

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	General - 001
<b>Department/Department Number:</b>	Library - 311
<b>Department Director:</b>	Jim Row
<b>Director Direct Phone Number:</b>	503-982-5265
<b>Department Location:</b>	Woodburn Public Library
<b>Person Preparing This Form:</b>	John Hunter
<b>Direct Phone Number:</b>	503-982-5259

#### **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 roughly 75,000 volumes 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. The Library division is led by the Library Manager.

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

The Library is staffed by both full and part time employees (10.2 FTE), including the Library Manager and four full-time program leads (Adult Services Librarian, Youth Services Librarian, Technical Services Library Associate, Circulation Library Assistant) and numerous part-time Librarians, Library Assistants, and Library Pages.

#### **Description of fiscal year 2011-12 accomplishments:**

In the last fiscal year, the Library delivered materials, programs and services to more than 194,000 people and circulated approximately 165,000 items from its collections. Almost 15,000 people attended a Library program, more than 56,000 people used a Library Internet computer, and almost 27,000 people asked a question at the reference desk.

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Update Library policies, including creation of a Woodburn Public Library specific circulation policy manual and a division-specific employee manual.
- Implement new systems for Music in the Park, including sponsorship models, fiscal agent, financial tracking, and integration of the downtown Market.
- Enhance and expand adult and teen programming.
- Consistently coach public service staff in Library policies so as to ensure fair and consistent treatment of all Library patrons.

#### **Description of major difference(s) between FY 2011-12 and FY 2012-13:**

This proposed budget represents a substantial decrease in resources and staffing levels resulting from citywide budget reductions. The reductions, which were initiated in mid-March, reduce the Library's open public hours from 58 to 45 per week.

## Department Summary

<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>Account Description</b>	<b>2012-13 Requested</b>	<b>2012-13 Proposed</b>	<b>2012-13 Approved</b>	<b>2012-13 Adopted</b>
			Library				
621,389	662,367	834,736	Labor and Benefits	625,599	626,730	626,730	626,730
380,372	398,663	398,744	Supplies & Services	403,744	360,367	360,367	360,367
<b>1,001,761</b>	<b>1,061,030</b>	<b>1,233,480</b>	<b>Library Total</b>	<b>1,029,343</b>	<b>987,097</b>	<b>987,097</b>	<b>987,097</b>

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 311 - Library</b>							
<b>Program: 3111 - Childrens Services</b>							
<b>10 - Labor and Benefits</b>							
113,586	-	-	5111 Regular Salaries	-	-	-	-
5,916	-	-	5112 Part-Time Salaries	-	-	-	-
156	-	-	5211 Workers' Comp	-	-	-	-
8,944	-	-	5212 Social Security	-	-	-	-
11,632	-	-	5213 Med, Den, Life Ins.	-	-	-	-
7,044	-	-	5214 Retirement	-	-	-	-
405	-	-	5215 Long Term Disability Ins	-	-	-	-
232	-	-	5216 Unemployment Insurance	-	-	-	-
318	-	-	5217 Life Insurance	-	-	-	-
<b>148,235</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
<b>30 - Supplies and Services</b>							
4,702	3,000	4,000	5342.001 Juvenile Fiction	4,000	4,000	4,000	4,000
5,904	6,300	6,300	5342.002 Juvenile Easy	5,300	5,300	5,300	5,300
2,000	2,700	2,700	5342.003 Juvenile Non Fiction	2,700	2,700	2,700	2,700
389	-	-	5342.004 Parents	-	-	-	-
2,290	4,000	4,000	5342.005 Young Adult	5,000	5,000	5,000	5,000
154	-	-	5342.006 Reference	-	-	-	-
-	2,500	2,500	5343 Foreign Language Material	2,500	2,500	2,500	2,500
377	-	-	5343.001 Russian	-	-	-	-
1,977	-	-	5343.002 Spanish	-	-	-	-
675	675	675	5345.001 Audio	675	675	675	675
558	1,610	950	5345.002 Visual	950	950	950	950
1,838	4,398	4,516	5347 Program Supplies	4,516	4,516	4,516	4,516
2,122	2,150	2,150	5348 Periodicals	2,150	2,150	2,150	2,150
2,655	-	-	5399 Other Supplies	-	-	-	-
<b>25,641</b>	<b>27,333</b>	<b>27,791</b>	<b>Account Class Total - Supplies and Services</b>	<b>27,791</b>	<b>27,791</b>	<b>27,791</b>	<b>27,791</b>
<b>173,876</b>	<b>27,333</b>	<b>27,791</b>	<b>Program Total: 3111 - Childrens Services</b>	<b>27,791</b>	<b>27,791</b>	<b>27,791</b>	<b>27,791</b>
<b>Program: 3121 - Adult Services</b>							
<b>10 - Labor and Benefits</b>							
227,095	-	-	5111 Regular Salaries	-	-	-	-
28,592	-	-	5112 Part-Time Salaries	-	-	-	-
17	-	-	5121 Overtime	-	-	-	-
343	-	-	5211 Workers' Comp	-	-	-	-
19,075	-	-	5212 Social Security	-	-	-	-
29,723	-	-	5213 Med, Den, Life Ins.	-	-	-	-
13,618	-	-	5214 Retirement	-	-	-	-
517	-	-	5215 Long Term Disability Ins	-	-	-	-
443	-	-	5216 Unemployment Insurance	-	-	-	-
434	-	-	5217 Life Insurance	-	-	-	-
<b>319,858</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
<b>30 - Supplies and Services</b>							
12,588	11,095	17,095	5341.001 Fiction	15,095	15,095	15,095	15,095
15,282	9,644	10,790	5341.002 Non Fiction	13,790	13,790	13,790	13,790
-	6,100	6,100	5343 Foreign Language Material	6,100	6,100	6,100	6,100
498	-	-	5343.001 Russian	-	-	-	-
5,606	-	-	5343.002 Spanish	-	-	-	-
5,992	9,000	5,000	5344 Large Print Materials	5,000	5,000	5,000	5,000
3,294	3,300	3,300	5344.003 Audiobooks	5,300	5,300	5,300	5,300
4,625	4,624	7,825	5345 Audio Video Materials	8,825	8,825	8,825	8,825
-	3,201	-	5345.002 Visual	-	-	-	-
2,974	3,562	2,210	5347 Program Supplies	4,210	4,210	4,210	4,210
-	-	-	5347.001 Program Supplies - Music in the Park	5,000	5,000	5,000	5,000
4,880	4,880	2,380	5348 Periodicals	4,880	4,880	4,880	4,880
1,226	-	-	5349 Other Library Supplies	-	-	-	-
<b>56,966</b>	<b>55,406</b>	<b>54,700</b>	<b>Account Class Total - Supplies and Services</b>	<b>68,200</b>	<b>68,200</b>	<b>68,200</b>	<b>68,200</b>
<b>376,825</b>	<b>55,406</b>	<b>54,700</b>	<b>Program Total: 3121 - Adult Services</b>	<b>68,200</b>	<b>68,200</b>	<b>68,200</b>	<b>68,200</b>
<b>Program: 3131 - Technical Services</b>							
<b>10 - Labor and Benefits</b>							
50,863	-	-	5111 Regular Salaries	-	-	-	-
4,112	-	-	5112 Part-Time Salaries	-	-	-	-
76	-	-	5211 Workers' Comp	-	-	-	-

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
3,801	-	-	5212	Social Security	-	-	-	-
5,642	-	-	5213	Med, Den, Life Ins.	-	-	-	-
3,484	-	-	5214	Retirement	-	-	-	-
188	-	-	5215	Long Term Disability Ins	-	-	-	-
145	-	-	5216	Unemployment Insurance	-	-	-	-
145	-	-	5217	Life Insurance	-	-	-	-
<b>68,456</b>	-	-	<b>Account Class Total - Labor and Benefits</b>		-	-	-	-
30 - Supplies and Services								
7,569	-	-	5349	Other Library Supplies	-	-	-	-
2,490	12,928	9,000	5399	Other Supplies	9,000	9,000	9,000	9,000
5,644	-	-	5426	Contract Networks	-	-	-	-
<b>15,702</b>	<b>12,928</b>	<b>9,000</b>	<b>Account Class Total - Supplies and Services</b>		<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>84,158</b>	<b>12,928</b>	<b>9,000</b>	<b>Program Total: 3131 - Technical Services</b>		<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>Program: 3199 - Library Administration</b>								
10 - Labor and Benefits								
41,743	348,708	344,436	5111	Regular Salaries	268,039	268,039	268,039	268,039
-	160,973	234,792	5112	Part-Time Salaries	137,325	137,325	137,325	137,325
-	4	-	5121	Overtime	-	-	-	-
33,875	-	-	5199	Intra-governmental Service	-	-	-	-
56	348	472	5211	Workers' Comp	303	303	303	303
3,164	37,934	75,731	5212	Social Security	69,753	69,753	69,753	69,753
3,163	62,795	70,321	5213	Med, Den, Life Ins.	54,462	54,462	54,462	54,462
2,602	47,992	105,144	5214	Retirement	89,002	88,714	88,714	88,714
91	1,319	1,159	5215	Long Term Disability Ins	864	864	864	864
83	1,504	1,738	5216	Unemployment Insurance	5,270	6,689	6,689	6,689
64	791	943	5217	Life Insurance	581	581	581	581
<b>84,840</b>	<b>662,367</b>	<b>834,736</b>	<b>Account Class Total - Labor and Benefits</b>		<b>625,599</b>	<b>626,730</b>	<b>626,730</b>	<b>626,730</b>
30 - Supplies and Services								
200	-	-	5311	Forms	-	-	-	-
267	-	-	5313	Paper	-	-	-	-
1,534	-	-	5315	Computer Supplies	-	-	-	-
5,130	-	-	5319	Other Office Supplies	-	-	-	-
1,043	-	-	5329	Other Operating Supplies	-	-	-	-
460	-	-	5349	Other Library Supplies	-	-	-	-
1,574	7,478	8,500	5399	Other Supplies	8,500	8,500	8,500	8,500
1,685	-	-	5414	Accounting/Auditing	-	-	-	-
450	1,391	1,415	5419	Other Professional Serv	1,415	1,415	1,415	1,415
3,946	2,781	3,090	5421	Telephone/Data	2,590	2,590	2,590	2,590
3,230	3,218	230	5422	Postage	1,230	1,230	1,230	1,230
633	611	633	5424	Advertising	633	633	633	633
81,378	91,171	94,321	5428	IS Support	94,321	80,410	80,410	80,410
282	215	300	5432	Meals	300	300	300	300
259	142	200	5433	Mileage	200	200	200	200
-	1,405	1,500	5439	Other Travel	1,500	1,500	1,500	1,500
1,666	1,900	1,900	5443	Office Equipment	2,400	2,400	2,400	2,400
161,304	170,810	145,026	5448	Internal Rent	145,026	115,560	115,560	115,560
5,414	5,500	-	5463	Bldg/Personal Prop	-	-	-	-
-	-	12,683	5464	Workers' Comp	12,683	12,683	12,683	12,683
3,518	4,500	15,985	5465	General Liability	15,985	15,985	15,985	15,985
3,787	3,693	600	5471	Equipment Repair & Maint	3,850	3,850	3,850	3,850
1,371	267	18,850	5472	Buildings Repairs & Maint	2,100	2,100	2,100	2,100
-	2,083	-	5472.001	Fixture Repair	3,500	3,500	3,500	3,500
500	322	500	5491	Dues & Subscriptions	500	500	500	500
455	945	1,020	5492	Registrations/Tuitions	1,020	1,020	1,020	1,020
400	-	-	5493	Printing/Binding	-	-	-	-
1,576	-	-	5499	Other Services	-	-	-	-
-	4,564	500	5499.001	Reg Lib Sv	1,000	1,000	1,000	1,000
<b>282,062</b>	<b>302,995</b>	<b>307,253</b>	<b>Account Class Total - Supplies and Services</b>		<b>298,753</b>	<b>255,376</b>	<b>255,376</b>	<b>255,376</b>
<b>366,902</b>	<b>965,362</b>	<b>1,141,989</b>	<b>Program Total: 3199 - Library Administration</b>		<b>924,352</b>	<b>882,106</b>	<b>882,106</b>	<b>882,106</b>
<b>1,001,761</b>	<b>1,061,030</b>	<b>1,233,480</b>	<b>Department Total: 311 - Library</b>		<b>1,029,343</b>	<b>987,097</b>	<b>987,097</b>	<b>987,097</b>

## Recreation

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	General - 001
<b>Department/Department Number:</b>	Recreation - 421
<b>Department Director:</b>	Jim Row
<b>Director Direct Phone Number:</b>	503-982-5265
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	Stu Spence
<b>Direct Phone Number:</b>	503-982-5266

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

Recreation Department offers community-wide recreational opportunities including after school programs, youth and adult sports, community events, mentoring and youth leadership programs, summer day camp, active adult trips, and oversees the operation of the Woodburn Historical Museum.

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

The division consists of 1 full time Recreation Manager and over 30 part time and seasonal staff that directly supervise programs, activities, and sports.

#### **Description of fiscal year 2011-12 accomplishments:**

- Began new spring adult basketball league with 24 teams = \$10,325 new revenue.
- Successfully partnered with the Boys & Girls Club of Salem, Marion, and Polk Counties and Local Sustainability Team in establishing a sustainability partnership for the After School Club's future operation.
- Received over \$20,000.00 from National Police Activities League Grants to support Mentoring programs.
- Launched four new programs: Daddy Daughter Dinner Dance, Men's Basketball Spring League, Movies in the Park, and Men's Outdoor Soccer League.
- Received AmeriCorps grant that provides one FTE for 11 months. City's match is \$7,000.

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Explore opportunities to expand program development staffing with the objective of continue the recreation program expansion especially in arts and culture.
- Formalize a partnership with the WDA (Woodburn Downtown Association) to support their efforts in providing downtown Plaza events.
- Continue to be involved in after school program sustainability projects with the local sustainability team and Boys & Girls Club
- Develop state-wide partnerships within ORPA (Oregon Recreation & Parks Association), SPRINT (Section for Programming Interests), and ORASK (Oregon Afterschool for Kids).
- Expand family programming i.e. Father/Daughter and Mother/Son events, family outings, etc.
- Analyze adult fee based programs to ensure their sustainability with a goal of generating 30% revenue over expenditures.
- Combine summer sponsorship package to include concerts and movies in the park along with the 4<sup>th</sup> of July Celebration.

## Department Summary

<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>Account Description</b>	<b>2012-13 Requested</b>	<b>2012-13 Proposed</b>	<b>2012-13 Approved</b>	<b>2012-13 Adopted</b>
			Recreation				
216,944	232,764	334,801	Labor and Benefits	297,158	297,937	297,937	297,937
130,571	257,662	177,774	Supplies & Services	182,506	180,188	180,188	180,188
<b>347,515</b>	<b>490,426</b>	<b>512,575</b>	<b>Recreation Total</b>	<b>479,664</b>	<b>478,125</b>	<b>478,125</b>	<b>478,125</b>

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 421 - Recreation</b>							
<b>Program: 7311 - Events</b>							
30 - Supplies and Services							
1,876	-	-	5329 Other Operating Supplies	-	-	-	-
12,597	-	-	5399 Other Supplies	-	-	-	-
5,500	-	-	5419 Other Professional Serv	-	-	-	-
1,184	-	-	5419.405 Fiesta Services	-	-	-	-
963	-	-	5499 Other Services	-	-	-	-
<b>22,120</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>22,120</b>	-	-	<b>Program Total: 7311 - Events</b>	-	-	-	-
<b>Program: 7421 - Youth Sports</b>							
10 - Labor and Benefits							
503	-	-	5111 Regular Salaries	-	-	-	-
4,245	-	-	5112 Part-Time Salaries	-	-	-	-
16,244	-	-	5199 Intra-governmental Service	-	-	-	-
106	-	-	5211 Workers' Comp	-	-	-	-
363	-	-	5212 Social Security	-	-	-	-
187	-	-	5214 Retirement	-	-	-	-
9	-	-	5216 Unemployment Insurance	-	-	-	-
<b>21,656</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
30 - Supplies and Services							
92	-	-	5319 Other Office Supplies	-	-	-	-
7,372	-	-	5324 Clothing	-	-	-	-
103	-	-	5326 Safety/Medicines	-	-	-	-
9,184	-	-	5329.401 Program Supplies-Youth	-	-	-	-
1,715	-	-	5419.402 Contract Services-Youth	-	-	-	-
395	-	-	5471 Equipment Repair & Maint	-	-	-	-
<b>18,861</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>40,517</b>	-	-	<b>Program Total: 7421 - Youth Sports</b>	-	-	-	-
<b>Program: 7422 - Adult Sports</b>							
10 - Labor and Benefits							
2,784	-	-	5111 Regular Salaries	-	-	-	-
21,226	-	-	5112 Part-Time Salaries	-	-	-	-
209	-	-	5211 Workers' Comp	-	-	-	-
1,837	-	-	5212 Social Security	-	-	-	-
638	-	-	5214 Retirement	-	-	-	-
47	-	-	5216 Unemployment Insurance	-	-	-	-
<b>26,741</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
30 - Supplies and Services							
2,832	-	-	5329.402 Program Supplies-Adult	-	-	-	-
6,967	-	-	5419.403 Contract Services--Other	-	-	-	-
1,164	-	-	5499 Other Services	-	-	-	-
<b>10,963</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>37,704</b>	-	-	<b>Program Total: 7422 - Adult Sports</b>	-	-	-	-
<b>Program: 7423 - Teen Programs</b>							
10 - Labor and Benefits							
467	-	-	5111 Regular Salaries	-	-	-	-
8,824	-	-	5112 Part-Time Salaries	-	-	-	-
450	-	-	5211 Workers' Comp	-	-	-	-
1,030	-	-	5212 Social Security	-	-	-	-
555	-	-	5214 Retirement	-	-	-	-
27	-	-	5216 Unemployment Insurance	-	-	-	-
<b>11,353</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
30 - Supplies and Services							
6,340	-	-	5329.401 Program Supplies-Youth	-	-	-	-
1,137	1,920	-	5419.404 PAL Grant	-	-	-	-
<b>7,477</b>	<b>1,920</b>	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>18,830</b>	<b>1,920</b>	-	<b>Program Total: 7423 - Teen Programs</b>	-	-	-	-

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Program: 7424 - Summer Day Camp</b>							
10 - Labor and Benefits							
23,921	-	-	5112 Part-Time Salaries	-	-	-	-
736	-	-	5211 Workers' Comp	-	-	-	-
1,830	-	-	5212 Social Security	-	-	-	-
1,315	-	-	5214 Retirement	-	-	-	-
48	-	-	5216 Unemployment Insurance	-	-	-	-
<b>27,850</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
30 - Supplies and Services							
515	-	-	5324 Clothing	-	-	-	-
3,221	(18)	-	5329.401 Program Supplies-Youth	-	-	-	-
1,281	-	-	5419 Other Professional Serv	-	-	-	-
7,007	-	-	5419.402 Contract Services-Youth	-	-	-	-
<b>12,024</b>	<b>(18)</b>	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>39,874</b>	<b>(18)</b>	-	<b>Program Total: 7424 - Summer Day Camp</b>	-	-	-	-
<b>Program: 7425 - After School Club</b>							
10 - Labor and Benefits							
7,723	-	-	5111 Regular Salaries	-	-	-	-
27,116	-	-	5112 Part-Time Salaries	-	-	-	-
1,399	-	-	5211 Workers' Comp	-	-	-	-
2,665	-	-	5212 Social Security	-	-	-	-
1,571	-	-	5214 Retirement	-	-	-	-
66	-	-	5216 Unemployment Insurance	-	-	-	-
<b>40,541</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
30 - Supplies and Services							
5,408	-	-	5329.401 Program Supplies-Youth	-	-	-	-
<b>5,408</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>45,949</b>	-	-	<b>Program Total: 7425 - After School Club</b>	-	-	-	-
<b>Program: 7429 - Rec Administration</b>							
10 - Labor and Benefits							
64,295	75,497	73,123	5111 Regular Salaries	86,604	86,604	86,604	86,604
353	1,790	14,562	5112 Part-Time Salaries	-	-	-	-
-	4,819	14,030	5112.010 Youth Sports	14,030	14,030	14,030	14,030
-	27,398	21,428	5112.020 Adult Sports	21,428	21,428	21,428	21,428
-	20,245	47,788	5112.040 Summer Day Camp	27,192	27,192	27,192	27,192
-	56,292	89,306	5112.050 After School Club	72,831	72,831	72,831	72,831
-	11	-	5112.060 Arts & Culture	-	-	-	-
-	1,031	916	5112.070 Active Adult	916	916	916	916
79	-	-	5121 Overtime	-	-	-	-
1,096	293	647	5211 Workers' Comp	646	646	646	646
4,464	15,313	19,978	5212 Social Security	17,060	17,060	17,060	17,060
12,554	16,384	20,212	5213 Med, Den, Life Ins.	20,957	20,957	20,957	20,957
4,964	12,534	31,455	5214 Retirement	32,027	32,027	32,027	32,027
233	352	352	5215 Long Term Disability Ins	348	348	348	348
115	595	783	5216 Unemployment Insurance	2,899	3,680	3,680	3,680
189	210	221	5217 Life Insurance	220	218	218	218
<b>88,342</b>	<b>232,764</b>	<b>334,801</b>	<b>Account Class Total - Labor and Benefits</b>	<b>297,158</b>	<b>297,937</b>	<b>297,937</b>	<b>297,937</b>
30 - Supplies and Services							
959	-	-	5319 Other Office Supplies	-	-	-	-
2,217	-	-	5323 Fuel	-	-	-	-
-	18,189	17,500	5329.100 Events	15,000	15,000	15,000	15,000
-	17,715	16,992	5329.200 Youth Sports	17,000	17,000	17,000	17,000
-	7,400	10,000	5329.300 Adult Sports	3,000	3,000	3,000	3,000
-	11,774	5,000	5329.400 Summer Day Camp	3,600	3,600	3,600	3,600
-	71,835	-	5329.405 Fiesta Services	-	-	-	-
-	14,965	-	5329.410 Wbn Reads Grant	-	-	-	-
-	5,382	1,500	5329.500 After School Club	1,000	1,000	1,000	1,000
-	24,704	23,000	5329.600 Rec Admin	23,892	23,892	23,892	23,892
-	254	-	5329.700 Arts & Culture	2,500	2,500	2,500	2,500
-	11,621	11,000	5329.800 Active Adult	11,500	11,500	11,500	11,500
-	3,543	4,517	5329.900 Museum	2,500	2,500	2,500	2,500
2,075	-	-	5419 Other Professional Serv	-	-	-	-
-	34,224	47,183	5419.101 Temporary Help	56,700	56,700	56,700	56,700



2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
-	23,105	14,171	5419.404	PAL Grant	14,000	14,000	14,000	14,000
2,630	-	-	5421	Telephone/Data	-	-	-	-
624	-	-	5422	Postage	-	-	-	-
9,864	11,051	15,720	5428	IS Support	15,720	13,402	13,402	13,402
443	-	-	5434	Airfare	-	-	-	-
823	-	-	5461	Auto	-	-	-	-
235	-	-	5463	Bldg/Personal Prop	-	-	-	-
-	-	4,903	5464	Workers' Comp	4,903	4,903	4,903	4,903
7,010	-	6,288	5465	General Liability	11,191	11,191	11,191	11,191
954	-	-	5475	Vehicle Repair & Maint	-	-	-	-
<b>27,834</b>	<b>255,760</b>	<b>177,774</b>	<b>Account Class Total - Supplies and Services</b>		<b>182,506</b>	<b>180,188</b>	<b>180,188</b>	<b>180,188</b>
<b>116,176</b>	<b>488,524</b>	<b>512,575</b>	<b>Program Total: 7429 - Rec Administration</b>		<b>479,664</b>	<b>478,125</b>	<b>478,125</b>	<b>478,125</b>
<b>Program: 7431 - Arts &amp; Culture</b>								
10 - Labor and Benefits								
229	-	-	5112	Part-Time Salaries	-	-	-	-
11	-	-	5211	Workers' Comp	-	-	-	-
18	-	-	5212	Social Security	-	-	-	-
27	-	-	5214	Retirement	-	-	-	-
0	-	-	5216	Unemployment Insurance	-	-	-	-
<b>285</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Labor and Benefits</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
30 - Supplies and Services								
10,032	-	-	5314	Books	-	-	-	-
4,225	-	-	5319	Other Office Supplies	-	-	-	-
4,124	-	-	5329	Other Operating Supplies	-	-	-	-
<b>18,381</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Supplies and Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>18,666</b>	<b>-</b>	<b>-</b>	<b>Program Total: 7431 - Arts &amp; Culture</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Program: 7441 - Active Adult</b>								
10 - Labor and Benefits								
139	-	-	5112	Part-Time Salaries	-	-	-	-
15	-	-	5211	Workers' Comp	-	-	-	-
11	-	-	5212	Social Security	-	-	-	-
10	-	-	5214	Retirement	-	-	-	-
0	-	-	5216	Unemployment Insurance	-	-	-	-
<b>175</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Labor and Benefits</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
30 - Supplies and Services								
6,369	-	-	5497	Entertainment/Admissions	-	-	-	-
<b>6,369</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Supplies and Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>6,544</b>	<b>-</b>	<b>-</b>	<b>Program Total: 7441 - Active Adult</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Program: 7511 - Museum</b>								
30 - Supplies and Services								
46	-	-	5319	Other Office Supplies	-	-	-	-
239	-	-	5419	Other Professional Serv	-	-	-	-
484	-	-	5421	Telephone/Data	-	-	-	-
366	-	-	5499	Other Services	-	-	-	-
<b>1,135</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Supplies and Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1,135</b>	<b>-</b>	<b>-</b>	<b>Program Total: 7511 - Museum</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>347,515</b>	<b>490,426</b>	<b>512,575</b>	<b>Department Total: 421 - Recreation</b>		<b>479,664</b>	<b>478,125</b>	<b>478,125</b>	<b>478,125</b>

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## Aquatics Center

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	General - 001
<b>Department/Department Number:</b>	Aquatic Center – 431
<b>Department Director:</b>	Jim Row
<b>Director Direct Phone Number:</b>	503-982-5265
<b>Department Location:</b>	190 Oak Street
<b>Person Preparing This Form:</b>	Kristin Graybeal
<b>Direct Phone Number:</b>	503-980-2418

**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 ten 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 a large temporary staff of 25-40.

**Description of fiscal year 2011-12 accomplishments:**

- Successfully completed Aquatic Center Turnaround Project, which was designed to improve safety, marketing, customer service, attendance, program and special event quality, and financial viability
- Completed the re-plastering project & other necessary facility improvements, including repairs to the mechanical room, deck drains, and underwater lighting system

**Description of fiscal year 2012-13 proposed focus/goals:**

- Achieve a 50% cost recovery rate or higher
- Continue to improve efficiencies to reduce expenses
- Increase revenue through strategic marketing planning

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

Completion of the turnaround project and continued efficiency gains have resulted in a \$55,000 reduction in the budget for FY 2012/13

### Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Aquatics Center				
361,657	280,176	227,351	Labor and Benefits	212,874	213,460	213,460	213,460
266,792	390,313	282,252	Supplies & Services	237,352	236,279	236,279	236,279
628,449	670,489	509,603	Aquatics Center Total	450,226	449,739	449,739	449,739

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 431 - Swimming Pool</b>							
<b>Program: 7411 - Water Safety</b>							
10 - Labor and Benefits							
1,118	-	-	5112 Part-Time Salaries	-	-	-	-
24	-	-	5211 Workers' Comp	-	-	-	-
86	-	-	5212 Social Security	-	-	-	-
59	-	-	5214 Retirement	-	-	-	-
2	-	-	5216 Unemployment Insurance	-	-	-	-
<b>1,289</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
<b>1,289</b>	-	-	<b>Program Total: 7411 - Water Safety</b>	-	-	-	-
<b>Program: 7412 - Water Fitness</b>							
10 - Labor and Benefits							
-	-	-	5111 Regular Salaries	-	-	-	-
4,927	-	-	5112 Part-Time Salaries	-	-	-	-
117	-	-	5211 Workers' Comp	-	-	-	-
377	-	-	5212 Social Security	-	-	-	-
107	-	-	5214 Retirement	-	-	-	-
9	-	-	5216 Unemployment Insurance	-	-	-	-
<b>5,538</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
<b>5,538</b>	-	-	<b>Program Total: 7412 - Water Fitness</b>	-	-	-	-
<b>Program: 7413 - Swim Lessons</b>							
10 - Labor and Benefits							
33,555	-	-	5112 Part-Time Salaries	-	-	-	-
521	-	-	5211 Workers' Comp	-	-	-	-
2,567	-	-	5212 Social Security	-	-	-	-
1,854	-	-	5214 Retirement	-	-	-	-
66	-	-	5216 Unemployment Insurance	-	-	-	-
<b>38,562</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
<b>38,562</b>	-	-	<b>Program Total: 7413 - Swim Lessons</b>	-	-	-	-
<b>Program: 7414 - Lifeguarding</b>							
10 - Labor and Benefits							
103,318	-	-	5112 Part-Time Salaries	-	-	-	-
979	-	-	5211 Workers' Comp	-	-	-	-
7,904	-	-	5212 Social Security	-	-	-	-
4,879	-	-	5214 Retirement	-	-	-	-
200	-	-	5216 Unemployment Insurance	-	-	-	-
<b>117,281</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
<b>117,281</b>	-	-	<b>Program Total: 7414 - Lifeguarding</b>	-	-	-	-
<b>Program: 7415 - Rentals</b>							
10 - Labor and Benefits							
773	-	-	5112 Part-Time Salaries	-	-	-	-
16	-	-	5211 Workers' Comp	-	-	-	-
61	-	-	5212 Social Security	-	-	-	-
36	-	-	5214 Retirement	-	-	-	-
1	-	-	5216 Unemployment Insurance	-	-	-	-
<b>887</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
<b>887</b>	-	-	<b>Program Total: 7415 - Rentals</b>	-	-	-	-
<b>Program: 7416 - Concessions</b>							
10 - Labor and Benefits							
40,779	-	-	5112 Part-Time Salaries	-	-	-	-
521	-	-	5211 Workers' Comp	-	-	-	-
3,121	-	-	5212 Social Security	-	-	-	-
2,163	-	-	5214 Retirement	-	-	-	-
79	-	-	5216 Unemployment Insurance	-	-	-	-
<b>46,662</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
30 - Supplies and Services							
12,067	(45)	-	5391 Inventory Stock	-	-	-	-
<b>12,067</b>	<b>(45)</b>	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>58,729</b>	<b>(45)</b>	-	<b>Program Total: 7416 - Concessions</b>	-	-	-	-

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Program: 7419 - Pool Administration</b>								
<b>10 - Labor and Benefits</b>								
87,532	71,006	58,301	5111	Regular Salaries	45,135	45,135	45,135	45,135
6,476	-	-	5112	Part-Time Salaries	-	-	-	-
-	40,742	33,000	5112.011	Instruction	20,000	20,000	20,000	20,000
-	95,801	72,000	5112.012	Lifeguarding	95,000	95,000	95,000	95,000
-	25,623	-	5112.013	Cashiering	-	-	-	-
-	1,356	-	5112.014	Administration	-	-	-	-
-	-	10,800	5112.015	Custodial	7,000	7,000	7,000	7,000
-	10	-	5121	Overtime	-	-	-	-
24,050	-	-	5199	Intra-governmental Service	-	-	-	-
1,270	277	469	5211	Workers' Comp	492	493	493	493
7,135	17,916	13,285	5212	Social Security	12,786	12,786	12,786	12,786
15,327	10,358	20,035	5213	Med, Den, Life Ins.	15,564	15,564	15,564	15,564
8,856	16,077	18,561	5214	Retirement	14,429	14,429	14,429	14,429
337	196	233	5215	Long Term Disability Ins	181	181	181	181
177	697	521	5216	Unemployment Insurance	2,173	2,758	2,758	2,758
279	118	146	5217	Life Insurance	114	114	114	114
<b>151,439</b>	<b>280,176</b>	<b>227,351</b>	<b>Account Class Total - Labor and Benefits</b>		<b>212,874</b>	<b>213,460</b>	<b>213,460</b>	<b>213,460</b>
<b>30 - Supplies and Services</b>								
214	-	-	5313	Paper	-	-	-	-
32	-	-	5314	Books	-	-	-	-
469	-	-	5319	Other Office Supplies	-	-	-	-
500	-	-	5324	Clothing	-	-	-	-
1,105	2,052	2,400	5326	Safety/Medicines	2,000	2,000	2,000	2,000
14,177	11,049	19,000	5327	Chemicals	16,000	16,000	16,000	16,000
5,500	7,768	12,000	5329	Other Operating Supplies	10,000	10,000	10,000	10,000
249	-	-	5338	Tools	-	-	-	-
3,500	20,917	12,000	5391	Inventory Stock	8,000	8,000	8,000	8,000
207	17,395	9,000	5399	Other Supplies	10,000	10,000	10,000	10,000
217	122,806	59,600	5419	Other Professional Serv	30,000	30,000	30,000	30,000
-	-	-	5421	Telephone/Data	1,000	1,000	1,000	1,000
718	-	-	5422	Postage	-	-	-	-
5,354	9,681	11,200	5424	Advertising	11,000	11,000	11,000	11,000
946	4,011	6,000	5427	Training	8,000	8,000	8,000	8,000
9,864	11,051	5,540	5428	IS Support	5,540	4,467	4,467	4,467
400	-	-	5431	Lodging	-	-	-	-
40	-	-	5432	Meals	-	-	-	-
342	-	-	5439	Other Travel	-	-	-	-
1,500	-	-	5443	Office Equipment	-	-	-	-
483	-	-	5445	Work Equipment	-	-	-	-
197,576	177,552	-	5448	Internal Rent	-	-	-	-
500	-	-	5449	Other Leases	-	-	-	-
-	-	41,000	5451	Natural Gas	30,000	30,000	30,000	30,000
-	-	67,000	5453	Electricity	60,000	60,000	60,000	60,000
-	-	3,000	5454	Solid Waste Disposal	1,500	1,500	1,500	1,500
3,467	-	-	5463	Bldg/Personal Prop	-	-	-	-
-	-	3,843	5464	Workers' Comp	3,843	3,843	3,843	3,843
2,473	-	9,469	5465	General Liability	9,469	9,469	9,469	9,469
-	-	20,000	5471	Equipment Repair & Maint	30,000	30,000	30,000	30,000
995	-	-	5473	Improvements Repair & Mai	-	-	-	-
80	1,148	1,200	5491	Dues & Subscriptions	1,000	1,000	1,000	1,000
275	-	-	5492	Registrations/Tuitions	-	-	-	-
998	-	-	5498	Permits/Fees	-	-	-	-
2,545	4,926	-	5499	Other Services	-	-	-	-
<b>254,725</b>	<b>390,358</b>	<b>282,252</b>	<b>Account Class Total - Supplies and Services</b>		<b>237,352</b>	<b>236,279</b>	<b>236,279</b>	<b>236,279</b>
<b>406,164</b>	<b>670,534</b>	<b>509,603</b>	<b>Program Total: 7419 - Pool Administration</b>		<b>450,226</b>	<b>449,739</b>	<b>449,739</b>	<b>449,739</b>
<b>628,449</b>	<b>670,489</b>	<b>509,603</b>	<b>Department Total: 431 - Swimming Pool</b>		<b>450,226</b>	<b>449,739</b>	<b>449,739</b>	<b>449,739</b>

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## Community Services Administration

General Information - Fiscal Year 2012-13

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Community Svc. Admin. - 499  
**Department Director:** Jim Row  
**Director Direct Phone Number:** 503-982-5265  
**Department Location:** City Hall  
**Person Preparing This Form:** Jim Row  
**Direct Phone Number:** 503-982-5265

**Description of purpose/functions of department:**

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

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

The Department oversees approximately 40 FTE, and is responsible for operating recreation programs and special events, the Aquatic Center, Public Library, Retired and Senior Volunteer Program (RSVP), the community relations program, and park planning and development.

**Description of fiscal year 2011-12 accomplishments:**

- Completed the Mill Creek Greenway Phase I Trail Project
- Completed construction of the final phase of Centennial Park
- Played a supporting role in operating the 2011 Woodburn Fiesta Mexicana in partnership with the Chamber of Commerce

**Description of fiscal year 2012-13 proposed focus/goals:**

- Secure grant funding for a playground at Legion Park
- Update Park SDC Methodology

### Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Community Services Administration				
233,549	258,203	291,833	Labor and Benefits	245,504	234,333	234,333	234,333
90,968	106,029	133,055	Supplies & Services	127,055	103,074	103,074	103,074
324,517	364,232	424,888	Community Services Admin Total	372,559	337,407	337,407	337,407

Please note the Labor and Benefits classification is low for this department because the FTE costs are allocated among various departments and funds. Please see the Overhead Personnel Allocation chart on page 250 & 251 for clarification.

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 499 - Community Services Admin</b>								
<b>Program: 7991 - Community Service Admin</b>								
<b>10 - Labor and Benefits</b>								
154,391	184,473	195,806	5111	Regular Salaries	162,162	154,879	154,879	154,879
55	4	-	5121	Overtime	-	-	-	-
22,609	-	-	5199	Intra-governmental Service	-	-	-	-
166	73	86	5211	Workers' Comp	65	63	63	63
11,855	13,995	14,971	5212	Social Security	12,405	11,848	11,848	11,848
28,431	30,555	34,845	5213	Med, Den, Life Ins.	27,522	26,159	26,159	26,159
14,722	27,512	44,224	5214	Retirement	40,166	37,815	37,815	37,815
556	660	787	5215	Long Term Disability Ins	652	623	623	623
293	538	587	5216	Unemployment Insurance	2,108	2,556	2,556	2,556
470	393	527	5217	Life Insurance	424	390	390	390
<b>233,549</b>	<b>258,203</b>	<b>291,833</b>	<b>Account Class Total - Labor and Benefits</b>		<b>245,504</b>	<b>234,333</b>	<b>234,333</b>	<b>234,333</b>
<b>30 - Supplies and Services</b>								
66	44	-	5311	Forms	-	-	-	-
729	800	850	5313	Paper	850	850	850	850
850	210	1,000	5315	Computer Supplies	1,000	1,000	1,000	1,000
1,934	1,365	2,000	5319	Other Office Supplies	2,000	2,000	2,000	2,000
877	-	10,000	5411	Engineering & Architect	10,000	10,000	10,000	10,000
2,471	-	-	5414	Accounting/Auditing	-	-	-	-
282	410	300	5417	Human Resources	300	300	300	300
13,207	15,149	12,216	5419	Other Professional Serv	12,266	12,266	12,266	12,266
1,553	2,225	2,000	5421	Telephone/Data	1,800	1,800	1,800	1,800
5,262	6,928	8,000	5422	Postage	6,500	6,500	6,500	6,500
9,994	16,577	13,100	5428	IS Support	13,100	9,934	9,934	9,934
818	224	750	5431	Lodging	600	600	600	600
86	232	200	5432	Meals	200	200	200	200
877	278	900	5433	Mileage	500	500	500	500
453	-	-	5434	Airfare	-	-	-	-
4,600	5,388	5,500	5443	Office Equipment	4,000	4,000	4,000	4,000
36,170	39,302	51,666	5448	Internal Rent	51,666	30,851	30,851	30,851
-	-	4,201	5464	Workers' Comp	4,201	4,201	4,201	4,201
-	-	2,972	5465	General Liability	2,972	2,972	2,972	2,972
5	-	-	5471	Equipment Repair & Maint	-	-	-	-
268	463	400	5491	Dues & Subscriptions	600	600	600	600
925	1,148	1,000	5492	Registrations/Tuitions	1,000	1,000	1,000	1,000
9,540	15,196	16,000	5493	Printing/Binding	13,500	13,500	13,500	13,500
-	90	-	5499	Other Services	-	-	-	-
<b>90,968</b>	<b>106,029</b>	<b>133,055</b>	<b>Account Class Total - Supplies and Services</b>		<b>127,055</b>	<b>103,074</b>	<b>103,074</b>	<b>103,074</b>
<b>324,516</b>	<b>364,232</b>	<b>424,888</b>	<b>Program Total: 7991 - Community Service Admin</b>		<b>372,559</b>	<b>337,407</b>	<b>337,407</b>	<b>337,407</b>
<b>324,516</b>	<b>364,232</b>	<b>424,888</b>	<b>Department Total: 499 - Community Services Admin</b>		<b>372,559</b>	<b>337,407</b>	<b>337,407</b>	<b>337,407</b>



## Planning

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Planning - 511  
**Department Director:** Jim Hendryx  
**Director Direct Phone Number:** 503-980-2445  
**Department Location:** City Hall  
**Person Preparing This Form:** Jim Hendryx  
**Direct Phone Number:** 503-980-2445

**Description of purpose/functions of department:**

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

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

The division consists of 2.7 staff members, which includes the Economic and Development Services Director, Associate Planner & Administrative Assistant (.7 FTE). The Building Division is responsible for the remainder of the Administrative Assistant’s time.

**Description of fiscal year 2011-12 accomplishments:**

- Continue to review and update of the Woodburn Development Ordinance
- Complete Hwy 99E corridor study, including adoption of amendments to the Woodburn Comprehensive Plan and Woodburn Development Ordinance
- Continue to implement the Economic Development Program
- Continue to administer the Enterprise Zone Program
- Continue the Business Assistance Loan Program
- Continue to support the Oregon Main Street Program for downtown Woodburn
- Implement the Mural Pilot program

**Description of fiscal year 2012-13 proposed focus/goals:**

- Continue to review and update the Woodburn Development Ordinance

### Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Planning				
342,448	304,147	306,139	Labor and Benefits	304,653	306,205	306,205	306,205
45,192	54,158	80,368	Supplies & Services	71,168	61,027	61,027	61,027
387,640	358,305	386,507	Planning Total	375,821	367,232	367,232	367,232

Please note the Labor and Benefits classification is low for this department because the FTE costs are allocated among various departments and funds. Please see the Overhead Personnel Allocation chart on page 250 & 251 for clarification.

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 511 - Planning</b>								
<b>Program: 5811 - Planning</b>								
<b>10 - Labor and Benefits</b>								
207,577	216,243	202,289	5111	Regular Salaries	196,611	196,611	196,611	196,611
-	8	-	5121	Overtime	-	-	-	-
64,983	-	-	5199	Intra-governmental Service	-	-	-	-
242	75	87	5211	Workers' Comp	85	86	86	86
15,659	16,038	15,475	5212	Social Security	15,041	15,041	15,041	15,041
32,353	36,604	38,411	5213	Med, Den, Life Ins.	40,704	40,704	40,704	40,704
19,829	33,229	47,852	5214	Retirement	48,371	49,234	49,234	49,234
769	831	813	5215	Long Term Disability Ins	790	790	790	790
395	628	607	5216	Unemployment Insurance	2,556	3,244	3,244	3,244
641	492	605	5217	Life Insurance	495	495	495	495
<b>342,448</b>	<b>304,147</b>	<b>306,139</b>	<b>Account Class Total - Labor and Benefits</b>		<b>304,653</b>	<b>306,205</b>	<b>306,205</b>	<b>306,205</b>
<b>30 - Supplies and Services</b>								
4,310	4,235	5,400	5319	Other Office Supplies	3,400	3,400	3,400	3,400
46	208	500	5323	Fuel	500	500	500	500
69	-	100	5416	Medical	100	100	100	100
3,080	10,752	15,000	5419	Other Professional Serv	10,000	10,000	10,000	10,000
744	738	1,000	5421	Telephone/Data	1,000	1,000	1,000	1,000
1,548	1,956	4,000	5422	Postage	3,000	3,000	3,000	3,000
350	219	1,000	5424	Advertising	1,000	1,000	1,000	1,000
677	228	900	5425	Publication of Legal Note	900	900	900	900
14,926	16,577	16,577	5428	IS Support	16,577	13,168	13,168	13,168
-	-	250	5429	Other Communication Serv	250	250	250	250
65	63	200	5433	Mileage	100	100	100	100
-	21	250	5439	Other Travel	150	150	150	150
14,468	15,321	21,356	5448	Internal Rent	21,356	14,624	14,624	14,624
264	300	300	5461	Auto	300	300	300	300
-	-	4,596	5464	Workers' Comp	4,596	4,596	4,596	4,596
1,675	2,150	4,839	5465	General Liability	4,839	4,839	4,839	4,839
207	4	300	5475	Vehicle Repair & Maint	300	300	300	300
1,953	760	2,500	5492	Registrations/Tuitions	1,500	1,500	1,500	1,500
-	42	300	5493	Printing/Binding	300	300	300	300
810	584	1,000	5499	Other Services	1,000	1,000	1,000	1,000
<b>45,192</b>	<b>54,158</b>	<b>80,368</b>	<b>Account Class Total - Supplies and Services</b>		<b>71,168</b>	<b>61,027</b>	<b>61,027</b>	<b>61,027</b>
<b>387,640</b>	<b>358,305</b>	<b>386,507</b>	<b>Program Total: 5811 - Planning</b>		<b>375,821</b>	<b>367,232</b>	<b>367,232</b>	<b>367,232</b>
<b>387,640</b>	<b>358,305</b>	<b>386,507</b>	<b>Department Total: 511 - Planning</b>		<b>375,821</b>	<b>367,232</b>	<b>367,232</b>	<b>367,232</b>

## Parks Maintenance

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	General - 001
<b>Department/Department Number:</b>	Maintenance (Parks) - 681
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	202 Young Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

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

The Parks & Grounds maintenance staff is responsible for the maintenance of parks and grounds totaling 40 sites and 145 acres in Woodburn. The Parks and Grounds Maintenance staff has been merged with the Building Maintenance staff under the Facilities Maintenance Section. The Facilities Maintenance Section supervisor will report to the Public Works Director.

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

The Public Works Department has initiated a restructuring program to reduce staffing levels. Staffing level reductions have been made necessary due to the fiscal constraints the City is facing with flat or reduced revenues and increasing personnel costs. The Maintenance and Support Services Division has been eliminated and the Street Maintenance, Facilities Maintenance, and Parks and Grounds Maintenance Sections have been assigned to other divisions. This restructuring eliminates one division manager, two section supervisors, and one facilities maintenance technician. This action has resulted in a personnel cost reduction of \$338,512 per year. This reduction in personnel will result in a diminished level of service. The Street Maintenance Section personnel have been reassigned to the Storm/Sanitary Collections Section and administrative responsibilities of the Street Maintenance program are assigned to the Engineering Division. Parks and Grounds Maintenance staff have been merged with Building Maintenance staff to form the Facilities Maintenance Section.

The parks and ground maintenance high work load season begins in April and ends in November. During the summer season, staff is scheduled 7 days a week. The staff maintains park benches, tables, shelters, and trails for a safe, clean, and graffiti-free environment. Public restrooms are cleaned and sanitized daily. This section maintains all landscaping and lawns including eight class A sports fields. This section maintains seven modern playgrounds with NRPA certified playground safety inspection. Programs include Irrigation System Maintenance, Athletic Field-Turf Management, Facility Management, Graffiti Removal, and Community Service Labor. There is a growing involvement with community and school service projects and a fledgling Adopt – A – Park Program.

#### **Description of fiscal year 2011-12 accomplishments:**

The 2011-12 Parks, Grounds and Improved Right of Way section of Public Works maintained approximately 145 acres at a total of 40 sites (16 parks, 21 grounds sites, and 3 linear parkways). We performed multiple services

at each facility or site depending upon category (type of facility) and use. Services provided include Turf Management, Athletic Field Maintenance, Horticultural Maintenance, Integrated Pest Management, Facility Management, Playground Maintenance, Equipment Maintenance, and Special Event Support.

There were 4 FTE's and a Supervisor dedicated to this Section. Nine months of the year we work on a rotating 7 days of the week schedule from 7:00am to 4:00pm. With part time crews there are at least two people on duty throughout the week.

Related Annual Accomplishments:

- There were 67 Facility rentals in the parks last year each requiring prepping and cleaning before and after usage by picnickers.
- The task of Bench Marking the parks and grounds was initiated this past year currently undergoing the final completion for analysis maintenance services.
- 1859 hours (or \$50,658) of support were spent in garbage, trash and litter removal.
- Over 1024 hours (or \$27,904) were spent mowing only; not including all the other work involved with turf management.
- 20 of the Parks, Grounds, and IROW sites have Irrigation systems that required 456 hours (or \$12,426) of repair, replace, adjust and/or install.
- 471 hours (or \$12,835) were spent doing weed abatement, including mulching, pre and post-emergent weed control, and hand weeding.
- 414 hours (or \$11,282) were spent pruning, fertilizing, and caring for the trees, shrubs, and plants at our facilities.
- There are 7 playgrounds in the parks; requiring inspection by our in-house Certified Playground Safety Inspector to insure the safety of our youth while they play. 200 hours (or \$5,450) of inspection and maintenance were logged last year in this program.
- 120 cubic yards of Soffal (an ASTM Certified wood fiber for impact attenuation) were placed at playgrounds.
- 779 hours (\$21,228) were spent supporting Special Events (such as: Mexican Fiesta, Mexican Independence day, Music in the Park, Day of the Child, etc.), and special projects.

In addition to the above, significant time and effort were spent providing 24 hour response in graffiti removal from play equipment, park facilities, picnic tables, restrooms, and the Skate Park - approximately 145 hours or \$3,951.

**Description of fiscal year 2012-13 proposed focus/goals:**

- Facilitate annual sports fields renovation
- Final benchmarking of parks and grounds for analysis of maintenance services
- Develop Urban Forestry Program including completion of inventory
- Develop schedules for routine services
- Formalize Playground Safety Program
- Provide quality support for recreation programs
- Continue to provide support for special events
- Assist in the further development of Adopt-A Parks
- Support the Greenway trail development
- Centennial Park, phase 4 completed

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Staff merged under the Facilities Maintenance Section
- Training in safety & management
- Adopt-A-Park Program
- Urban Forestry emphasis
- Incorporation of Supervision and Operations responsibilities for Facilities Maintenance along with Parks & Grounds Maintenance

**Department Summary**

<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>Account Description</b>	<b>2012-13 Requested</b>	<b>2012-13 Proposed</b>	<b>2012-13 Approved</b>	<b>2012-13 Adopted</b>
			Parks Maintenance				
384,706	395,853	437,923	Labor and Benefits	280,060	280,445	280,445	280,445
162,014	170,610	188,029	Supplies & Services	249,279	245,925	245,925	245,925
<b>546,720</b>	<b>566,463</b>	<b>625,952</b>	<b>Maintenance Total</b>	<b>529,339</b>	<b>526,370</b>	<b>526,370</b>	<b>526,370</b>

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 631 - Maintenance</b>								
<b>Program: 7611 - Park Maintenance</b>								
<b>10 - Labor and Benefits</b>								
257,270	263,328	274,980	5111	Regular Salaries	179,141	179,165	179,165	179,165
15,653	11,252	10,000	5112	Part-Time Salaries	-	-	-	-
6,401	7,120	7,500	5121	Overtime	7,500	7,500	7,500	7,500
9,911	-	-	5199	Intra-governmental Service	-	-	-	-
3,574	144	235	5211	Workers' Comp	150	150	150	150
20,730	19,633	22,375	5212	Social Security	14,278	14,280	14,280	14,280
51,434	58,841	65,387	5213	Med, Den, Life Ins.	33,646	33,646	33,646	33,646
17,470	33,180	54,656	5214	Retirement	41,699	41,404	41,404	41,404
955	988	1,176	5215	Long Term Disability Ins	750	750	750	750
526	783	877	5216	Unemployment Insurance	2,426	3,080	3,080	3,080
781	584	737	5217	Life Insurance	470	470	470	470
<b>384,706</b>	<b>395,853</b>	<b>437,923</b>	<b>Account Class Total - Labor and Benefits</b>		<b>280,060</b>	<b>280,445</b>	<b>280,445</b>	<b>280,445</b>
<b>30 - Supplies and Services</b>								
120	208	225	5315	Computer Supplies	225	225	225	225
485	575	500	5319	Other Office Supplies	500	500	500	500
1,852	1,915	2,000	5321	Cleaning Supplies	2,250	2,250	2,250	2,250
10,600	12,104	11,000	5323	Fuel	12,000	12,000	12,000	12,000
1,423	1,409	1,150	5324	Clothing	1,150	1,150	1,150	1,150
4,151	1,174	2,000	5325	Ag Supplies	2,000	2,000	2,000	2,000
1,136	682	1,500	5326	Safety/Medicines	1,500	1,500	1,500	1,500
477	638	500	5329	Other Operating Supplies	500	500	500	500
4,729	4,926	5,200	5331	Construction Materials	2,700	2,700	2,700	2,700
-	-	-	5333	Paint	500	500	500	500
-	-	-	5334	Plumbing Supplies	500	500	500	500
-	-	-	5335	Electrical Supplies	500	500	500	500
-	-	1,300	5337	Tires/Parts	500	500	500	500
874	1,689	1,500	5338	Tools	1,500	1,500	1,500	1,500
2,193	280	2,000	5339	Other Maintenance Supplie	2,000	2,000	2,000	2,000
1,491	1,500	1,500	5352	Protective Clothing	1,500	1,500	1,500	1,500
412	359	500	5361	Road Materials	500	500	500	500
-	-	-	5363	Signs	1,500	1,500	1,500	1,500
5,000	1,903	5,000	5381	Turf	5,000	5,000	5,000	5,000
-	496	500	5382	Flowering Plants	500	500	500	500
-	368	500	5383	Shrubs	500	500	500	500
1,204	368	11,000	5384	Trees	1,000	-	-	-
4,000	2,000	4,000	5385	Fertilizer	6,000	6,000	6,000	6,000
3,463	254	1,500	5389	Other Parks Supplies	1,500	1,500	1,500	1,500
488	466	700	5392	Security Supplies	700	700	700	700
381	267	300	5416	Medical	300	300	300	300
46,656	60,090	40,000	5419	Other Professional Serv	80,000	77,000	77,000	77,000
2,350	2,276	2,800	5421	Telephone/Data	2,800	2,800	2,800	2,800
2,074	2,402	2,200	5427	Training	2,200	2,200	2,200	2,200
4,932	8,288	8,288	5428	IS Support	8,288	8,934	8,934	8,934
2,695	2,531	2,500	5445	Work Equipment	2,500	2,500	2,500	2,500
-	-	2,125	5446	Software Licenses	2,125	2,125	2,125	2,125
1,500	1,756	1,500	5451	Natural Gas	1,500	1,500	1,500	1,500
13,849	18,006	15,000	5453	Electricity	15,000	15,000	15,000	15,000
8,515	10,010	11,000	5454	Solid Waste Disposal	11,000	11,000	11,000	11,000
2,224	2,300	2,300	5461	Auto	2,300	2,300	2,300	2,300
4,581	4,720	-	5463	Bldg/Personal Prop	-	-	-	-
-	-	9,005	5464	Workers' Comp	9,005	9,005	9,005	9,005
1,632	3,200	12,736	5465	General Liability	12,736	12,736	12,736	12,736
11,972	12,588	11,000	5471	Equipment Repair & Maint	39,000	39,000	39,000	39,000
1,570	194	2,000	5472	Buildings Repairs & Maint	2,000	2,000	2,000	2,000
2,447	501	1,700	5473	Improvements Repair & Mai	2,000	2,000	2,000	2,000
1,000	-	1,000	5474	Structures Repair & Maint	1,000	1,000	1,000	1,000
3,956	5,735	4,000	5475	Vehicle Repair & Maint	4,000	4,000	4,000	4,000
3,000	1,561	3,000	5478	Playground Repair & Maint	3,000	3,000	3,000	3,000
1,500	400	800	5492	Registrations/Tuitions	800	800	800	800
1,084	471	700	5499	Other Services	700	700	700	700
<b>162,014</b>	<b>170,610</b>	<b>188,029</b>	<b>Account Class Total - Supplies and Services</b>		<b>249,279</b>	<b>245,925</b>	<b>245,925</b>	<b>245,925</b>
<b>546,720</b>	<b>566,463</b>	<b>625,952</b>	<b>Program Total: 7611 - Park Maintenance</b>		<b>529,339</b>	<b>526,370</b>	<b>526,370</b>	<b>526,370</b>
<b>546,720</b>	<b>566,463</b>	<b>625,952</b>	<b>Department Total: 631 - Maintenance</b>		<b>529,339</b>	<b>526,370</b>	<b>526,370</b>	<b>526,370</b>

## Non-Departmental

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Non-Departmental - 199  
**Department Director:** Ignacio Palacios  
**Director Direct Phone Number:** 503-982-5211  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

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

### Department Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Non-Departmental				
113,955	261,363	361,727	Supplies & Services	333,077	465,077	465,077	465,077
123,259	409,225	426,259	Transfers Out	381,000	321,000	321,000	321,000
<u>237,214</u>	<u>670,588</u>	<u>787,986</u>	Non-Departmental Total	<u>714,077</u>	<u>786,077</u>	<u>786,077</u>	<u>786,077</u>

## Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Department: 199 - Non-departmental</b>								
<b>Program: 1219 - Other Administration</b>								
30 - Supplies and Services								
-	-	7,500	5313	Paper	9,000	9,000	9,000	9,000
-	-	750	5323	Fuel	600	600	600	600
-	-	-	5329.999	UAL Expense	-	100,000	100,000	100,000
14,635	-	-	5414	Accounting/Auditing	-	-	-	-
2,439	-	-	5417	Human Resources	-	-	-	-
9,497	9,183	12,000	5419	Other Professional Serv	18,000	50,000	50,000	50,000
48,000	48,000	48,000	5419.201	ToT Grants	48,000	48,000	48,000	48,000
991	169	1,500	5424	Advertising	1,500	1,500	1,500	1,500
2,360	-	2,000	5425	Publication of Legal Note	2,000	2,000	2,000	2,000
468	500	500	5462	Employee Blanket Bond	500	500	500	500
7,533	8,000	8,000	5463	Bldg/Personal Prop	8,000	8,000	8,000	8,000
8,373	36,000	35,105	5465	General Liability	35,105	35,105	35,105	35,105
16,926	30,679	50,000	5491	Dues & Subscriptions	30,000	30,000	30,000	30,000
-	128,832	20,000	5492	Registrations/Tuitions	10,000	10,000	10,000	10,000
2,734	-	6,000	5499	Other Services	-	-	-	-
-	-	25,886	5499.376	IF LOAN TIF	25,886	25,886	25,886	25,886
-	-	25,886	5499.466	IF LOAN WWDC	25,886	25,886	25,886	25,886
-	-	118,600	5499.911	911 Services	118,600	118,600	118,600	118,600
<b>113,955</b>	<b>261,363</b>	<b>361,727</b>	<b>Account Class Total - Supplies and Services</b>		<b>333,077</b>	<b>465,077</b>	<b>465,077</b>	<b>465,077</b>
<b>113,955</b>	<b>261,363</b>	<b>361,727</b>	<b>Program Total: 1219 - Other Administration</b>		<b>333,077</b>	<b>465,077</b>	<b>465,077</b>	<b>465,077</b>
<b>Program: 9711 - Operating Transfer Out</b>								
80 - Transfers Out								
-	-	151,000	5811.110	Transfer to Transit	151,000	151,000	151,000	151,000
-	-	230,000	5811.135	Transfer to Rev Sharing	230,000	-	-	-
28,259	28,259	30,259	5811.138	Transfer to RSVP	-	-	-	-
80,000	-	-	5811.140	Transfer to Street	-	130,000	130,000	130,000
-	25,000	-	5811.358	Transfer to General CIP	-	40,000	40,000	40,000
15,000	15,000	15,000	5811.470	Transfer to Water	-	-	-	-
-	340,966	-	5811.568	Transfer to Information Services	-	-	-	-
<b>123,259</b>	<b>409,225</b>	<b>426,259</b>	<b>Account Class Total - Transfers Out</b>		<b>381,000</b>	<b>321,000</b>	<b>321,000</b>	<b>321,000</b>
<b>123,259</b>	<b>409,225</b>	<b>426,259</b>	<b>Program Total: 9711 - Operating Transfer Out</b>		<b>381,000</b>	<b>321,000</b>	<b>321,000</b>	<b>321,000</b>
<b>237,214</b>	<b>670,588</b>	<b>787,986</b>	<b>Department Total: 199 - Non-departmental</b>		<b>714,077</b>	<b>786,077</b>	<b>786,077</b>	<b>786,077</b>



## Contingency/Ending Fund Balance

General Information - Fiscal Year 2012-13

**Fund/Fund Number:** General - 001  
**Department/Department Number:** Contingency/Ending Fund Balance  
**Department Director:** Ignacio Palacios  
**Director Direct Phone Number:** 503-982-5211  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

The City of Woodburn's Financial Policy calls for an overall 10% (ten percent) contingency and reserve of the total fund appropriation in the General Fund. Contingencies are set aside for unforeseen circumstances that may arise during the fiscal year. Contingency appropriations cannot be made without City Council approval and/or public hearing.

### Department Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			90 - Contingencies and Unappropriated Balances				
-	-	1,072,649	5921 Contingency	1,081,437	1,097,325	1,097,325	1,097,325
-	-	187,000	5981.002 Reserve--Buildings	187,000	187,000	187,000	187,000
-	-	95,000	5981.101 Reserve for PERS	295,000	295,000	295,000	295,000
-	-	185,000	5991 Unappropriated Balance	185,000	185,000	185,000	185,000
-	-	<b>1,539,649</b>	<b>Account Class Total - Conting'y and Unapprop</b>	<b>1,748,437</b>	<b>1,764,325</b>	<b>1,764,325</b>	<b>1,764,325</b>
-	-	<b>1,539,649</b>	<b>Program Total: 9971 - Equity</b>	<b>1,748,437</b>	<b>1,764,325</b>	<b>1,764,325</b>	<b>1,764,325</b>
-	-	<b>1,539,649</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>1,748,437</b>	<b>1,764,325</b>	<b>1,764,325</b>	<b>1,764,325</b>
<b>9,846,488</b>	<b>10,750,876</b>	<b>13,430,545</b>	<b>General Fund Expenditures Total</b>	<b>13,028,570</b>	<b>12,925,000</b>	<b>12,925,000</b>	<b>12,925,000</b>
<b>2,809,712</b>	<b>2,701,790</b>	<b>-</b>	<b>Fund Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## General Operating Reserve – 092

General Information - Fiscal Year 2012-13

**Fund/Fund Number:** General Operating Res - 092  
**Department/Department Number:** Administration - 121  
**Department Director:** Ignacio Palacios  
**Director Direct Phone Number:** 503-982-5211  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

This fund has been consolidated and closed as part of the on-going Funds Consolidation Plan.

### Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>General Fund Operating Reserve</b>							
Revenue							
73,386	73,744	73,000	Fund Balance	-	-	-	-
358	215	-	Misc	-	-	-	-
-	-	-	Transfers In	-	-	-	-
73,744	73,959	73,000	<b>Total Revenues</b>	-	-	-	-
Expense							
-	-	73,000	Transfers Out	-	-	-	-
-	-	-	Conting'y & Unapprop	-	-	-	-
-	-	73,000	<b>Total Expenses</b>	-	-	-	-
73,744	73,959	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 092 - General Operating Reserve Fund</b>				
			<u>Revenues</u>				
			<b>Department: 000 - Revenue</b>				
			Fund Balance				
73,386	73,744	73,000	3081 Beginning Fund Balance	-	-	-	-
<b>73,386</b>	<b>73,744</b>	<b>73,000</b>	<b>Account Class Total - Fund Balance</b>	-	-	-	-
			Miscellaneous				
358	215	-	3611 Interest from Investments	-	-	-	-
<b>358</b>	<b>215</b>	<b>-</b>	<b>Account Class Total - Miscellaneous</b>	-	-	-	-
<b>73,744</b>	<b>73,959</b>	<b>73,000</b>	<b>Revenues Total</b>	-	-	-	-
			<b>Fund: 092 - General Operating Reserve Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 121 - Administration</b>				
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
-	-	500	5811 Transfer to Other Funds	-	-	-	-
-	-	72,500	5811.358 Transfer to General CIP	-	-	-	-
-	-	<b>73,000</b>	<b>Account Class Total - Transfers Out</b>	-	-	-	-
-	-	<b>73,000</b>	<b>Program Total: 9711 - Operating Transfer Out</b>	-	-	-	-
-	-	<b>73,000</b>	<b>Department Total: 121 - Administration</b>	-	-	-	-
-	-	<b>73,000</b>	<b>Expenditures Total</b>	-	-	-	-
<b>73,744</b>	<b>73,959</b>	<b>-</b>	<b>Fund Net Total: 092 - General Operating Reserve Fund</b>	-	-	-	-

## General Fund CIP – 358

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** General Fund CIP - 358  
**Department/Department Number:** Administration - 121  
**Department Director:** Jim Row  
**Director Direct Phone Number:** 503-982-5265  
**Department Location:** City Hall  
**Person Preparing This Form:** Jim Row  
**Direct Phone Number:** 503-982-5265

**Description of purpose/functions of department:**

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

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

**Description of fiscal year 2011-12 accomplishments:**

- Completed Aquatic Center re-plastering project

**Description of fiscal year 2012-13 proposed focus/goals:**

- Complete modest Aquatic Center capital projects, such as interior and exterior painting, only if Aquatic Center significantly outperforms operational budget
- Install Playground at Legion Park

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>General Fund CIP</b>							
Revenue							
104,379	(332,823)	220,000	Fund Balance	-	200,000	200,000	200,000
49,987	615,830	40,000	Intergovernmental	40,000	40,000	40,000	40,000
75,051	63,399	-	Misc	-	-	-	-
-	25,000	72,500	Transfers In	60,000	60,000	60,000	60,000
<u>229,417</u>	<u>371,406</u>	<u>332,500</u>	<b>Total Revenues</b>	<u>100,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
Expense							
-	-	-	Supplies & Services	-	333	333	333
562,239	381,893	320,000	Capital Outlay	100,000	100,000	100,000	100,000
-	-	12,500	Conting'y & Unapprop	-	199,667	199,667	199,667
<u>562,239</u>	<u>381,893</u>	<u>332,500</u>	<b>Total Expenses</b>	<u>100,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
<u>(332,822)</u>	<u>(10,487)</u>	<u>-</u>	<b>Revenue Over (Under) Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 358 - Gen Fund Cap Imp Fund</b>					
			<b>Revenues</b>					
			<b>Department: 000 - Revenue</b>					
			Fund Balance					
104,379	(332,823)	220,000	3081	Beginning Fund Balance	-	200,000	200,000	200,000
<b>104,379</b>	<b>(332,823)</b>	<b>220,000</b>	<b>Account Class Total - Fund Balance</b>		<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
			Intergovernmental					
49,987	615,830	40,000	3341	State Grants	40,000	40,000	40,000	40,000
<b>49,987</b>	<b>615,830</b>	<b>40,000</b>	<b>Account Class Total - Intergovernmental</b>		<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
			Miscellaneous					
362	(355)	-	3611	Interest from Investments	-	-	-	-
74,689	390	-	3699	Other Miscellaneous Income	-	-	-	-
-	63,364	-	3881	Reimbursements	-	-	-	-
<b>75,051</b>	<b>63,399</b>	<b>-</b>	<b>Account Class Total - Miscellaneous</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			Transfers in					
-	25,000	-	3971.001	Transfer From General Fund	40,000	40,000	40,000	40,000
-	-	72,500	3971.092	Transfer From Gen'l Op Reserve	-	-	-	-
-	-	-	3971.364	Transfer From Parks SDC	20,000	20,000	20,000	20,000
<b>-</b>	<b>25,000</b>	<b>72,500</b>	<b>Account Class Total - Transfers in</b>		<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>229,416</b>	<b>371,406</b>	<b>332,500</b>	<b>Department Total: 000 - Revenue</b>		<b>100,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>229,417</b>	<b>371,406</b>	<b>332,500</b>	<b>Revenues Total</b>		<b>100,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>

## Revenue Sources and Other Discussion

The state grant continuation to complete the Mill Creek Project in the amount of \$40,000 is captured in the **Intergovernmental** subtotal and represents 40% of the operating revenues within the fund. This budgeted amount is unchanged from prior year.

The **Transfers In** category contains a 40,000 transfer in from the General Fund. The subsequent \$40,000 in expense will be used on the Aquatics Center interior and exterior paint project. This transfer will only occur if the Aquatics Center significantly outperforms its operational budget. Within this revenue category is a transfer from the Parks SDC fund that will be spent on the Legion Park Playground project. The total amount in this category is \$60,000, and it represents 60% of the total operating revenues in the fund.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 358 - Gen Fund Cap Imp Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 121 - Administration</b>				
			<b>Program: 9531 - Construction</b>				
			Supplies and Services				
-	-	-	5419 Other Professional Serv	-	333	333	333
-	-	-	<b>Account Class Total - Supplies and Services</b>	-	<b>333</b>	<b>333</b>	<b>333</b>
			Capital Outlay				
9,663	862	-	5621 Administrative	-	-	-	-
-	8,415	-	5621.042 Remodel FD Office	-	-	-	-
-	9,230	-	5623.001 Pool Resurfacing	-	-	-	-
30,016	-	-	5623.018 Engineering HVAC Pool	-	-	-	-
8,652	100,243	-	5623.044 Pool Roof	-	-	-	-
-	-	200,000	5623.045 Pool Plaster	-	-	-	-
-	-	80,000	5623.046 Pool Projects	40,000	40,000	40,000	40,000
-	-	40,000	5637 Parks	-	-	-	-
166,220	63,143	-	5637.009 Greenway	-	-	-	-
-	-	-	5637.042 Legion Park Playground	60,000	60,000	60,000	60,000
347,689	200,000	-	5637.043 Centennial Park	-	-	-	-
<b>562,239</b>	<b>381,893</b>	<b>320,000</b>	<b>Account Class Total - Capital Outlay</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>562,239</b>	<b>381,893</b>	<b>320,000</b>	<b>Program Total: 9531 - Construction</b>	<b>100,000</b>	<b>100,333</b>	<b>100,333</b>	<b>100,333</b>
<b>562,239</b>	<b>381,893</b>	<b>320,000</b>	<b>Department Total: 121 - Administration</b>	<b>100,000</b>	<b>100,333</b>	<b>100,333</b>	<b>100,333</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	12,500	5921 Contingency	-	199,667	199,667	199,667
-	-	12,500	<b>Account Class Total - Conting'y and Unaprop</b>	-	<b>199,667</b>	<b>199,667</b>	<b>199,667</b>
-	-	12,500	<b>Program Total: 9971 - Equity</b>	-	<b>199,667</b>	<b>199,667</b>	<b>199,667</b>
-	-	12,500	<b>Department Total: 901 - Ending Fund Balance</b>	-	<b>199,667</b>	<b>199,667</b>	<b>199,667</b>
<b>562,239</b>	<b>381,893</b>	<b>332,500</b>	<b>Expenditures Total</b>	<b>100,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>(332,822)</b>	<b>(10,487)</b>	-	<b>Fund Net Total: 358 - Gen Fund Cap Imp Fund</b>	-	-	-	-

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City of Woodburn  
Special Services Budget Summary

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Budget 2012-13</u>
<b>110 - Transit</b>	621,630	567,560	619,180	725,366
<b>123 - Building Inspection</b>	215,065	243,327	381,096	422,081
<b>132 - Search &amp; Seizure</b>	35,825	9,982	24,000	7,500
<b>134 - Weed &amp; Seed</b>	116,327	113,211	187,990	-
<b>135 - State Revenue Sharing</b>	455,124	295,274	75,000	-
<b>137 - Housing Rehab</b>	333,017	155,911	128,270	247,750
<b>138 - RSVP</b>	82,753	85,009	87,862	55,189
<b>139 - Cable Franchise</b>	23,693	21,151	29,800	26,050
<b>250 - Bonded Debt</b>	504,894	509,356	650,200	714,800
<b>252 - Bancroft Bond Redemption</b>	-	-	6,520	-
<b>360 - Special Assessment</b>	65,482	99,339	969,000	1,050,185
<b>336 - Economic Development</b>	36,519	35,520	71,600	-
<b>140 - Street</b>	1,330,506	1,010,938	1,410,342	1,964,250
<b>169 - City Gas Tax</b>	9,255	1,505	390,408	278,000
<b>376 - Street/Storm SDC</b>	862,644	1,485,018	6,026,122	5,707,222
<b>363 - Street/Storm Cap Imp</b>	1,856,126	235,201	705,800	2,846,039
<b>364 - Parks SDC</b>	549,898	246,346	353,000	309,000

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## Transit – 110

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Transit – 110
<b>Department/Department Number:</b>	Transit - 671
<b>Department Director:</b>	Jim Row
<b>Director Direct Phone Number:</b>	503-982-5233
<b>Department Location:</b>	202 Young Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

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

The purpose of the Woodburn Transportation Services Division is to provide the community of Woodburn with safe, reliable, affordable, dependable transportation for the general public, elderly, and those with disabilities. A one-hour fixed route bus, with new expanded service hours, is available Monday through Friday, 5:45 am to 8 pm. A complimentary para-transit service is available Monday through Friday during the same hours that the fixed route bus service is in operation in addition to a Dial-A-Ride service. A new mid-day service to Salem was added to fill the gap not presently served by CARTS which currently only comes to Woodburn on weekday mornings and evenings. This mid-day service to the Salem Chemeketa Community College Campus runs Monday through Friday from 10 am to 2:35 pm serving also the communities of Gervais and Brooks.

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

The City of Woodburn currently operates several types of transit services:

- **Fixed Route Bus (Expanded Service Hours):** This service operates a single, hourly fixed route with 55 stops throughout the city. Service is available to the general public Monday through Friday from 5:45 AM – 8:00 PM. One-way fares are \$1.25.
- **Dial-A-Ride:** This service provides curb-to-curb ADA Complimentary Para-transit Service for certified seniors and people with disabilities who are unable to use the fixed route service. Open to general public as space allows. Dial-A-Ride is available Monday through Friday from approximately 5:45 AM – 8:00 PM. One-way fares are \$2.50. The Dial-A-Ride demand response program also arranges for volunteer drivers to provide transportation to seniors and people with disabilities to medical appointments outside of Woodburn.
- **New Mid-day Service to Salem:** A Mid-day fixed route service to Salem was implemented on January 17, 2012. It makes 3 fixed route runs through the towns of Gervais, Brooks and then on to Chemeketa Community College in Salem then returning to Woodburn. It was implemented to help ADA disabled residents of Woodburn get to and from jobs, etc. in Salem at times when the CARTS bus is not available. It is open to general public if space is available.

- **Volunteer Out-of-Town Medical Trips:** WTS coordinates and operates a volunteer driver program providing medical trips to Portland and Salem for Woodburn residence. Volunteer drivers volunteer their time using their own vehicles, while having their mileage reimbursed.

The fixed route service provides about 28,000 passenger trips per year, while Dial-A-Ride provides about 6,800 passenger trips per year. Ridership over the past few years has remained stable on Dial-A-Ride. The ridership on the Fixed Route has increased due partly to the expansion of hours of operation. The Salem Mid-Day Fixed Route is in the process of gaining ridership.

The transit division has fifteen employees, an Operations Supervisor, two FTE, twelve PTE. All transit vehicles are stored in a secured fenced yard located in the rear of 202 Young Street.

### **Description of fiscal year 2011-12 accomplishments:**

The Transit Division accomplished significant expansion of services during the past FY. Additional grants were obtained increasing revenues from \$490,928 last year to \$633,943 each for the next two years without any additional cost to the City; a 29% Increase. The increased grant revenues allowed the accomplishment of several priorities identified in the Transit Plan Update Study specifically:

- 1) **Expanded Service Hours:**  
Service hours were expanded effective January 3, 2012 from the previous service hours of 9:00 AM to 5:00 PM. Service now runs from 5:45 AM until 8:00 PM M-F.  
The expanded service hours provide a public transit option to morning and evening work commuters as well as a connection to the morning and evening services from CAT and CARTS.  
With the receipt of additional grant funding, mid-day service to Salem began in mid-January providing three round-trips between 10:00 AM and 2:35 PM weekdays.
- 2) **Improved Coordination with Regional Service Providers:**  
Expanded hours provide a connection with Canby Area Transit (CAT) and Chemeketa Area Regional Transit Service (CARTS) services to the north and south of Woodburn.
- 3) **Bus Stop Improvements:**  
A total of five transit bus stop shelters have been added in addition to the downtown transit center.
- 4) **Increased Fares:**  
Fixed Route Bus Fares were increased from \$1.00 to \$1.25 per trip and Dial-A-Ride one way fares increased from \$1.50 to \$2.50 to be more in alignment with fares being charged by other regional transit providers.
- 5) **Bike Racks have been installed on all Transit Busses.**
- 6) **Security Camera System were Installed on all Transit busses, through the use of grant funding.**
- 7) **Improved Marketing of Transit Services:**

Active promotion of Transit Services through the Chamber of Commerce and local service organizations has been carried out during the past year.

Letters regarding our expanded services have been sent to all businesses licensed within Woodburn.

**Description of fiscal year 2012-13 proposed focus/goals:**

Goal 1: Continue to enhance local mobility for primary user groups and potential new user groups in Woodburn.

Goal 2: Provide the most efficient transit service to existing markets while also focusing on serving new markets.

Goal 3: Increase the visibility and elevate the image of transit in Woodburn.

Goal 4: Provide a transit service that is cost-effective and sustainable; identify a stable source of funding for transit.

Goal 5: Continue to improve coordination with regional transit providers, explore the feasibility of new regional transit service, and explore other transportation options like carpool and vanpool.

Goal 6: Continue work with ODOT and their consultant for completion of the I-5 Interchange Transit Center and Park & Ride Facility

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

Woodburn Transit Service, using information from the Updated Transit Plan, used grant funds to complete transit service improvements identified in the Updated Transit Plan. Level of service to the community was improved by expanding hours of operation, implementing the mid-day route to Salem, installing security camera systems and bike racks.

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Transit</b>							
Revenue							
60,960	67,067	61,000	Fund Balance	110,291	110,291	110,291	110,291
155,869	155,735	-	Taxes	-	-	-	-
432,079	407,438	358,980	Intergovernmental	418,675	418,675	418,675	418,675
23,893	32,223	39,000	Charges for goods and services	42,200	42,200	42,200	42,200
15,895	9,785	9,200	Misc	3,200	3,200	3,200	3,200
-	-	151,000	Transfers In	151,000	151,000	151,000	151,000
688,696	672,248	619,180	<b>Total Revenues</b>	725,366	725,366	725,366	725,366
Expense							
280,405	303,801	330,338	Labor & Benefits	337,164	345,430	345,430	345,430
124,812	140,250	261,343	Supplies & Services	260,695	258,441	258,441	258,441
216,412	123,509	8,025	Capital Outlay	15,000	15,000	15,000	15,000
-	-	-	Transfers Out	-	-	-	-
-	-	19,474	Conting'y & Unapprop	112,507	106,495	106,495	106,495
621,629	567,560	619,180	<b>Total Expenses</b>	725,366	725,366	725,366	725,366
67,067	104,688	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

Note: The Labor & Benefits category contains allocated personnel expense across other departments and/or funds. Please see the Overhead Personnel Allocation schedule on page 250 for clarification.

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 110 - Transit Fund</b>								
<b>Revenues</b>								
<b>Department: 000 - Revenue</b>								
Fund Balance								
60,960	67,067	61,000	3081	Beginning Fund Balance	110,291	110,291	110,291	110,291
<b>60,960</b>	<b>67,067</b>	<b>61,000</b>	<b>Account Class Total - Fund Balance</b>		<b>110,291</b>	<b>110,291</b>	<b>110,291</b>	<b>110,291</b>
Taxes								
155,869	155,735	-	3111	Property Tax	-	-	-	-
<b>155,869</b>	<b>155,735</b>	-	<b>Account Class Total - Taxes</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Intergovernmental								
16,652	30,848	65,438	3333.601	5310 Discretionary Ops	65,438	65,438	65,438	65,438
-	114,470	6,426	3333.602	5310 Discretionary Cap	13,527	13,527	13,527	13,527
196,481	165,704	120,132	3333.603	5311 Formula Operation	129,000	129,000	129,000	129,000
200,256	70,085	-	3333.604	ARRA Stimulus	-	-	-	-
-	-	57,911	3333.605	Veh Prev Maint	57,912	57,912	57,912	57,912
18,690	-	28,000	3341.601	STF Formula	44,908	44,908	44,908	44,908
-	-	-	3341.602	STF Discretionary	6,426	6,426	6,426	6,426
-	26,331	-	3342	Grant Award #26378	22,294	22,294	22,294	22,294
-	-	58,628	3343	JARC Job Access Revers	32,408	32,408	32,408	32,408
-	-	22,445	3344	New Freedom	46,762	46,762	46,762	46,762
<b>432,079</b>	<b>407,438</b>	<b>358,980</b>	<b>Account Class Total - Intergovernmental</b>		<b>418,675</b>	<b>418,675</b>	<b>418,675</b>	<b>418,675</b>
Charges for goods and services								
6,502	9,749	12,000	3445	Dial a Ride Daily	12,000	12,000	12,000	12,000
17,391	22,474	27,000	3447	Transit System Fares	30,000	30,000	30,000	30,000
-	-	-	3447.101	Transit System Fares Fixed Route - SALEM	200	200	200	200
<b>23,893</b>	<b>32,223</b>	<b>39,000</b>	<b>Account Class Total - Charges for goods and services</b>		<b>42,200</b>	<b>42,200</b>	<b>42,200</b>	<b>42,200</b>
Miscellaneous								
569	344	200	3611	Interest from Investments	200	200	200	200
3,859	4,730	-	3676	Donations-Transit	-	-	-	-
1	(134)	-	3698	Cash Long and Short	-	-	-	-
11,465	4,844	9,000	3699	Other Miscellaneous Income	3,000	3,000	3,000	3,000
<b>15,895</b>	<b>9,785</b>	<b>9,200</b>	<b>Account Class Total - Miscellaneous</b>		<b>3,200</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>
Transfers in								
-	-	151,000	3971.001	Transfer From General Fund	151,000	151,000	151,000	151,000
-	-	<b>151,000</b>	<b>Account Class Total - Transfers in</b>		<b>151,000</b>	<b>151,000</b>	<b>151,000</b>	<b>151,000</b>
<b>688,697</b>	<b>672,247</b>	<b>619,180</b>	<b>Department Total: 000 - Revenue</b>		<b>725,366</b>	<b>725,366</b>	<b>725,366</b>	<b>725,366</b>
<b>688,697</b>	<b>672,247</b>	<b>619,180</b>	<b>Revenues Total</b>		<b>725,366</b>	<b>725,366</b>	<b>725,366</b>	<b>725,366</b>

## Revenue Sources and Other Discussion

The **Transfers In** category accounts for the property taxes recorded in the General Fund that are transferred to the Transit Fund. The Transit Fund cannot levy property taxes. At \$151,000, this accounts for 24.5% of the operating revenue in this fund

**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. At \$418,675, this category accounts for 68% of the operating revenue in this fund.

The increase in **Charges for goods and services (or Fares)** is due to the transit fare increases, expanded service hours, and a mid-day service to Salem. The total amount in the category accounts for 6.9% of the operating revenues.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 110 - Transit Fund</b>								
<b>Expenditures</b>								
<b>Department: 671 - Transit</b>								
<b>Program: 4711 - Fixed Route Transit</b>								
<b>Labor and Benefits</b>								
126,617	148,590	165,781	5111	Regular Salaries	164,598	154,508	154,508	154,508
56,423	68,033	55,316	5112	Part-Time Salaries	52,720	70,912	70,912	70,912
4,217	6,540	-	5121	Overtime	-	-	-	-
29,952	-	-	5199	Intra-governmental Service	-	-	-	-
3,059	156	178	5211	Workers' Comp	226	187	187	187
13,715	16,430	16,886	5212	Social Security	16,625	17,245	17,245	17,245
34,125	41,137	51,723	5213	Med, Den, Life Ins.	55,588	49,980	49,980	49,980
11,000	21,292	38,710	5214	Retirement	43,505	47,869	47,869	47,869
589	601	665	5215	Long Term Disability Ins	662	621	621	621
354	655	662	5216	Unemployment Insurance	2,825	3,719	3,719	3,719
353	366	417	5217	Life Insurance	415	389	389	389
<b>280,405</b>	<b>303,801</b>	<b>330,338</b>	<b>Account Class Total - Labor and Benefits</b>		<b>337,164</b>	<b>345,430</b>	<b>345,430</b>	<b>345,430</b>
<b>Supplies and Services</b>								
-	-	-	5315	Computer Supplies	500	500	500	500
501	472	1,150	5319	Other Office Supplies	550	550	550	550
26	16	65	5321	Cleaning Supplies	65	65	65	65
18,956	22,887	41,566	5323	Fuel	42,000	42,000	42,000	42,000
155	200	400	5324	Clothing	1,200	1,200	1,200	1,200
-	-	2,500	5326	Safety/Medicines	2,500	2,500	2,500	2,500
102	49	100	5329	Other Operating Supplies	100	100	100	100
-	744	3,700	5337	Tires/Parts	4,000	4,000	4,000	4,000
-	-	-	5414	Accounting/Auditing	-	1,500	1,500	1,500
345	625	1,300	5416	Medical	1,300	1,300	1,300	1,300
29,594	26,259	38,514	5419	Other Professional Serv	5,000	5,000	5,000	5,000
371	355	500	5421	Telephone/Data	500	500	500	500
109	52	120	5422	Postage	50	50	50	50
25	-	3,000	5424	Advertising	3,000	3,000	3,000	3,000
1,971	518	4,000	5427	Training	4,000	4,000	4,000	4,000
4,932	5,526	7,860	5428	IS Support	7,860	7,074	7,074	7,074
-	-	-	5431	Lodging	200	200	200	200
-	-	150	5432	Meals	150	150	150	150
-	-	300	5433	Mileage	300	300	300	300
-	688	5,200	5446	Software Licenses	5,200	5,200	5,200	5,200
5,006	3,057	-	5461	Auto	-	-	-	-
-	2,254	8,966	5464	Workers' Comp	8,966	8,966	8,966	8,966
511	1,153	9,270	5465	General Liability	9,270	9,270	9,270	9,270
-	111	100	5471	Equipment Repair & Maint	100	100	100	100
15,079	18,715	40,000	5475	Vehicle Repair & Maint	50,000	50,000	50,000	50,000
-	-	-	5491	Dues & Subscriptions	300	300	300	300
91	-	150	5492	Registrations/Tuitions	150	150	150	150
228	48	1,000	5493	Printing/Binding	1,000	1,000	1,000	1,000
246	225	250	5499	Other Services	250	250	250	250
-	-	608	5500	Banking Fees & Charges	608	620	620	620
<b>78,247</b>	<b>83,954</b>	<b>170,769</b>	<b>Account Class Total - Supplies and Services</b>		<b>149,119</b>	<b>149,845</b>	<b>149,845</b>	<b>149,845</b>
<b>Capital Outlay</b>								
216,412	123,509	8,025	5649	Other Equipment	15,000	15,000	15,000	15,000
<b>216,412</b>	<b>123,509</b>	<b>8,025</b>	<b>Account Class Total - Capital Outlay</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>575,065</b>	<b>511,264</b>	<b>509,132</b>	<b>Program Total: 4711 - Fixed Route Transit</b>		<b>501,283</b>	<b>510,275</b>	<b>510,275</b>	<b>510,275</b>
<b>Program: 4712 - Dial-A-Ride</b>								
<b>Supplies and Services</b>								
543	882	800	5319	Other Office Supplies	800	800	800	800
70	16	75	5321	Cleaning Supplies	75	75	75	75
11,400	13,108	21,100	5323	Fuel	22,000	22,000	22,000	22,000
80	250	450	5324	Clothing	1,200	1,200	1,200	1,200
-	1,740	2,000	5337	Tires/Parts	2,000	2,000	2,000	2,000
146	42	400	5416	Medical	400	400	400	400
3,189	966	3,000	5419	Other Professional Serv	3,000	3,000	3,000	3,000
1,177	1,151	1,300	5421	Telephone/Data	1,300	1,300	1,300	1,300
50	-	-	5422	Postage	-	-	-	-
144	-	500	5424	Advertising	500	500	500	500



2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
943	644	1,500	5427 Training	1,500	1,500	1,500	1,500
-	-	8,253	5428 IS Support	8,253	7,428	7,428	7,428
50	-	-	5429 Other Communication Serv	-	-	-	-
-	-	-	5431 Lodging	200	200	200	200
-	-	100	5432 Meals	100	100	100	100
20,821	16,784	25,000	5433 Mileage	25,000	25,000	25,000	25,000
-	-	8,632	5448 Internal Rent	10,484	8,329	8,329	8,329
1,473	3,057	-	5461 Auto	-	-	-	-
-	2,254	1,708	5464 Workers' Comp	1,708	1,708	1,708	1,708
638	1,152	1,766	5465 General Liability	1,766	1,766	1,766	1,766
10	-	-	5471 Equipment Repair & Maint	-	-	-	-
5,500	13,891	13,000	5475 Vehicle Repair & Maint	30,000	30,000	30,000	30,000
-	-	-	5491 Dues & Subscriptions	300	300	300	300
47	119	300	5492 Registrations/Tuitions	300	300	300	300
187	-	440	5493 Printing/Binding	440	440	440	440
98	238	250	5499 Other Services	250	250	250	250
<b>46,565</b>	<b>56,295</b>	<b>90,574</b>	<b>Account Class Total - Supplies and Services</b>	<b>111,576</b>	<b>108,596</b>	<b>108,596</b>	<b>108,596</b>
<b>46,565</b>	<b>56,295</b>	<b>90,574</b>	<b>Program Total: 4712 - Dial-A-Ride</b>	<b>111,576</b>	<b>108,596</b>	<b>108,596</b>	<b>108,596</b>
<b>621,630</b>	<b>567,560</b>	<b>599,706</b>	<b>Department Total: 671 - Transit</b>	<b>612,859</b>	<b>618,871</b>	<b>618,871</b>	<b>618,871</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	15,474	5921 Contingency	112,507	101,495	101,495	101,495
-	-	4,000	5981.101 Reserve for PERS	-	5,000	5,000	5,000
-	-	<b>19,474</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>112,507</b>	<b>106,495</b>	<b>106,495</b>	<b>106,495</b>
-	-	<b>19,474</b>	<b>Program Total: 9971 - Equity</b>	<b>112,507</b>	<b>106,495</b>	<b>106,495</b>	<b>106,495</b>
-	-	<b>19,474</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>112,507</b>	<b>106,495</b>	<b>106,495</b>	<b>106,495</b>
<b>621,630</b>	<b>567,560</b>	<b>619,180</b>	<b>Expenditures Total</b>	<b>725,366</b>	<b>725,366</b>	<b>725,366</b>	<b>725,366</b>
<b>67,067</b>	<b>104,688</b>	-	<b>Fund Net Total: 110 - Transit Fund</b>	-	-	-	-

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## Building Inspection – 123

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Building Inspection – 123
<b>Department/Department Number:</b>	Building - 521
<b>Department Director:</b>	Jim Hendryx
<b>Director Direct Phone Number:</b>	503-980-2445
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	Steve Krieg
<b>Direct Phone Number:</b>	503-980-2430

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

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

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

The division consists of one staff member under the direction of the Economic and Development Services Director.

#### **Description of fiscal year 2011-12 accomplishments:**

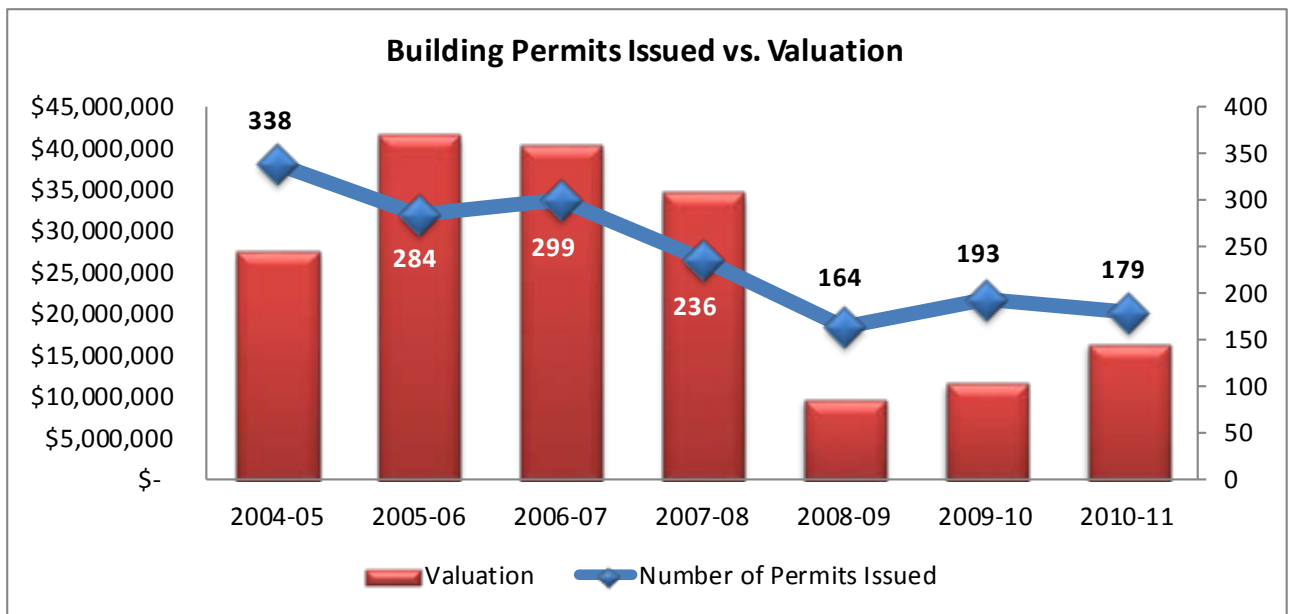
- Maintain an inspection and plan review division while meeting customer's expectations with reduced staffing levels.
- Provide training for staff in the new commercial construction codes for the State of Oregon.

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Maintain an inspection and plan review division while meeting customer's expectations with reduced staffing levels.
- Provide training for staff in the new residential construction codes for the State of Oregon.

#### **Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Implement the new State of Oregon residential construction codes and commercial accessibility standards.



## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Building Inspection</b>							
Revenue							
143,482	86,664	15,000	Fund Balance	7,000	7,000	7,000	7,000
135,357	168,235	250,366	Licenses & Permits	306,001	306,001	306,001	306,001
-	-	20,880	Intergovernmental	30,880	30,880	30,880	30,880
(26)	(5)	-	Charges for goods and services	-	-	-	-
22,916	20,264	14,850	Misc	13,200	13,200	13,200	13,200
-	-	80,000	Other Financing Sources	80,000	65,000	65,000	65,000
301,729	275,158	381,096	<b>Total Revenues</b>	437,081	422,081	422,081	422,081
Expense							
179,140	197,925	208,815	Labor & Benefits	208,957	204,522	204,522	204,522
35,926	45,401	88,826	Supplies & Services	88,206	178,714	178,714	178,714
-	-	83,455	Conting'y & Unapprop	139,918	38,845	38,845	38,845
215,066	243,326	381,096	<b>Total Expenses</b>	437,081	422,081	422,081	422,081
86,663	31,832	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 123 - Building Inspection Fund</b>								
<b>Revenues</b>								
<b>Department: 000 - Revenue</b>								
<b>Fund Balance</b>								
143,482	86,664	15,000	3081	Beginning Fund Balance	7,000	7,000	7,000	7,000
<b>143,482</b>	<b>86,664</b>	<b>15,000</b>	<b>Account Class Total - Fund Balance</b>		<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Licenses and Permits</b>								
59,554	69,547	67,978	3221.101	Building Permits	73,352	73,352	73,352	73,352
16,411	14,244	13,050	3221.102	Mechanical Permits	13,920	13,920	13,920	13,920
(1,741)	(2)	-	3221.104	Bldg Permit State Surchar	-	-	-	-
38,603	46,110	44,186	3221.105	Plan Check Fees	73,352	73,352	73,352	73,352
16,529	22,852	24,011	3221.106	Fire Check Fees	41,517	41,517	41,517	41,517
90	-	-	3221.107	State Mfg Home Fee	-	-	-	-
20	-	50	3221.108	M.C. Admin Fee	50	50	50	50
5,892	5,259	4,241	3221.109	Plan Check--Mechanical	6,960	6,960	6,960	6,960
-	10,227	96,850	3891.359	CET Suspend	96,850	96,850	96,850	96,850
<b>135,357</b>	<b>168,235</b>	<b>250,366</b>	<b>Account Class Total - Licenses and Permits</b>		<b>306,001</b>	<b>306,001</b>	<b>306,001</b>	<b>306,001</b>
<b>Intergovernmental</b>								
-	-	380	3891.059	MC Permits	380	380	380	380
-	4,336	20,000	3891.159	State Surc	30,000	30,000	30,000	30,000
-	(4,337)	500	3891.259	St Mfg Fee	500	500	500	500
-	<b>(1)</b>	<b>20,880</b>	<b>Account Class Total - Intergovernmental</b>		<b>30,880</b>	<b>30,880</b>	<b>30,880</b>	<b>30,880</b>
<b>Charges for goods and services</b>								
(26)	(5)	-	3451	T&E Planning Develop Fee	-	-	-	-
<b>(26)</b>	<b>(5)</b>	-	<b>Account Class Total - Charges for goods and services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>								
584	213	150	3611	Interest from Investments	-	-	-	-
22,332	20,051	14,700	3699	Other Miscellaneous Income	13,200	13,200	13,200	13,200
<b>22,916</b>	<b>20,264</b>	<b>14,850</b>	<b>Account Class Total - Miscellaneous</b>		<b>13,200</b>	<b>13,200</b>	<b>13,200</b>	<b>13,200</b>
<b>Other Financing Sources</b>								
-	-	80,000	3811.466	Interfund Loan From 466	80,000	65,000	65,000	65,000
-	-	<b>80,000</b>	<b>Account Class Total - Other Financing Sources</b>		<b>80,000</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>
<b>301,729</b>	<b>275,158</b>	<b>381,096</b>	<b>Revenues Total</b>		<b>437,081</b>	<b>422,081</b>	<b>422,081</b>	<b>422,081</b>

## Revenue Sources and Other Discussion

The **Licenses and Permits** category of revenue (74% of operating revenues) is the largest source within the fund. It contains revenue amounts for the various building permits issued within the City of Woodburn. These include Building and Mechanical permits, Plan Check Fees, Fire Check Fees, County Excise Taxes, and other miscellaneous fees. This category is planning to increase by 23%. This is due to the eventual and gradual economic recovery that most cities in the area are planning on.

**Other Financing Sources** includes an inter-fund loan from the Water Well/Distribution Construction Fund in the amount of \$65,000 (Reduced from \$80,000 in FY 2012). This transfer is on an as-needed basis from year to year, and was not needed in fiscal year 2012. It represents 15.7% of the total operating revenue in this fund.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 123 - Building Inspection Fund</b>								
<b>Expenditures</b>								
<b>Department: 521 - Building</b>								
<b>Program: 2241 - Building Inspection</b>								
<b>Labor and Benefits</b>								
101,489	143,731	142,681	5111	Regular Salaries	139,072	135,549	135,549	135,549
-	3	-	5121	Overtime	-	-	-	-
50,890	-	-	5199	Intra-governmental Service	-	-	-	-
632	40	48	5211	Workers' Comp	47	47	47	47
7,958	11,039	10,915	5212	Social Security	10,639	10,369	10,369	10,369
5,998	18,311	19,193	5213	Med, Den, Life Ins.	20,205	20,205	20,205	20,205
11,280	23,689	34,494	5214	Retirement	36,277	35,228	35,228	35,228
384	438	574	5215	Long Term Disability Ins	559	545	545	545
193	416	428	5216	Unemployment Insurance	1,808	2,237	2,237	2,237
316	259	482	5217	Life Insurance	350	342	342	342
<b>179,140</b>	<b>197,925</b>	<b>208,815</b>	<b>Account Class Total - Labor and Benefits</b>		<b>208,957</b>	<b>204,522</b>	<b>204,522</b>	<b>204,522</b>
<b>Supplies and Services</b>								
3,463	1,856	2,800	5319	Other Office Supplies	3,400	3,400	3,400	3,400
508	729	800	5323	Fuel	600	600	600	600
-	20	100	5329	Other Operating Supplies	100	100	100	100
2,113	3,413	8,835	5419	Other Professional Serv	8,010	8,010	8,010	8,010
675	544	600	5421	Telephone/Data	600	600	600	600
21	14	55	5422	Postage	55	55	55	55
12,330	13,814	10,480	5428	IS Support	10,480	8,934	8,934	8,934
496	428	575	5431	Lodging	575	-	-	-
66	10	90	5432	Meals	90	-	-	-
155	503	250	5433	Mileage	525	-	-	-
-	-	-	5439	Other Travel	-	1,190	1,190	1,190
11,575	12,255	16,427	5448	Internal Rent	16,427	11,249	11,249	11,249
849	801	-	5461	Auto	-	-	-	-
-	2,203	2,405	5464	Workers' Comp	2,405	2,405	2,405	2,405
1,063	1,419	2,909	5465	General Liability	2,909	2,909	2,909	2,909
549	405	550	5475	Vehicle Repair & Maint	550	550	550	550
475	600	750	5491	Dues & Subscriptions	750	750	750	750
810	635	1,350	5492	Registrations/Tuitions	1,350	1,350	1,350	1,350
57	-	-	5498	Permits/Fees	-	96,850	96,850	96,850
-	-	500	5498.059	MC Permits	500	500	500	500
-	-	8,200	5498.159	MC State Surc	8,200	8,200	8,200	8,200
-	-	500	5498.259	St Mfg Fee	30	30	30	30
-	5,251	30,000	5498.359	State Surc	30,000	30,000	30,000	30,000
723	500	650	5499	Other Services	650	1,032	1,032	1,032
<b>35,927</b>	<b>45,400</b>	<b>88,826</b>	<b>Account Class Total - Supplies and Services</b>		<b>88,206</b>	<b>178,714</b>	<b>178,714</b>	<b>178,714</b>
<b>215,066</b>	<b>243,326</b>	<b>297,641</b>	<b>Program Total: 2241 - Building Inspection</b>		<b>297,163</b>	<b>383,236</b>	<b>383,236</b>	<b>383,236</b>
<b>215,066</b>	<b>243,326</b>	<b>297,641</b>	<b>Department Total: 521 - Building</b>		<b>297,163</b>	<b>383,236</b>	<b>383,236</b>	<b>383,236</b>
<b>Department: 901 - Ending Fund Balance</b>								
<b>Program: 9971 - Equity</b>								
<b>Contingencies and Unappropriated Balances</b>								
-	-	61,625	5921	Contingency	139,918	38,845	38,845	38,845
-	-	21,830	5981.101	Reserve for PERS	-	-	-	-
-	-	<b>83,455</b>	<b>Account Class Total - Conting'y and Unaprop</b>		<b>139,918</b>	<b>38,845</b>	<b>38,845</b>	<b>38,845</b>
-	-	<b>83,455</b>	<b>Program Total: 9971 - Equity</b>		<b>139,918</b>	<b>38,845</b>	<b>38,845</b>	<b>38,845</b>
-	-	<b>83,455</b>	<b>Department Total: 901 - Ending Fund Balance</b>		<b>139,918</b>	<b>38,845</b>	<b>38,845</b>	<b>38,845</b>
<b>215,066</b>	<b>243,326</b>	<b>381,096</b>	<b>Expenditures Total</b>		<b>437,081</b>	<b>422,081</b>	<b>422,081</b>	<b>422,081</b>
<b>86,663</b>	<b>31,832</b>	-	<b>Fund Net</b>	<b>Total: 123 - Building Inspection Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Search & Seizure – 132  
General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Search & Seizure - 132  
**Department/Department Number:** Police - 211  
**Department Director:** Scott Russell  
**Director Direct Phone Number:** 503-982-5350  
**Department Location:** Woodburn Police Facility  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

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

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

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

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Search &amp; Seizure</b>							
Revenue							
3,305	(18,623)	-	Fund Balance	7,500	7,500	7,500	7,500
12,382	8,001	24,000	Intergovernmental	-	-	-	-
1,515	7,969	-	Misc	25	-	-	-
<u>17,202</u>	<u>(2,653)</u>	<u>24,000</u>	<b>Total Revenues</b>	<u>7,525</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
Expense							
35,825	9,982	24,000	Supplies & Services	7,525	7,500	7,500	7,500
<u>35,825</u>	<u>9,982</u>	<u>24,000</u>	<b>Total Expenses</b>	<u>7,525</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
<u>(18,623)</u>	<u>(12,635)</u>	<u>-</u>	<b>Revenue Over (Under) Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**Revenue Sources and Other Discussion**

The Search and Seizure Fund is completely funded by federal grants and vary from year to year depending on funding availability. The grant proceeds are used to continue police investigations directly related to gang and drug activity. There were no federal grants available for fiscal year 2013.

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 132 - Search &amp; Seizure Fund</b>				
			<u>Revenues</u>				
			<b>Department: 000 - Revenue</b>				
			Fund Balance				
3,305	(18,623)	-	3081 Beginning Fund Balance	7,500	7,500	7,500	7,500
<b>3,305</b>	<b>(18,623)</b>	-	<b>Account Class Total - Fund Balance</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
			Intergovernmental				
12,382	8,001	24,000	3332 Federal Grants	-	-	-	-
<b>12,382</b>	<b>8,001</b>	<b>24,000</b>	<b>Account Class Total - Intergovernmental</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			Miscellaneous				
13	(44)	-	3611 Interest from Investments	25	-	-	-
1,502	8,013	-	3699 Other Miscellaneous Income	-	-	-	-
<b>1,515</b>	<b>7,969</b>	-	<b>Account Class Total - Miscellaneous</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>17,202</b>	<b>(2,653)</b>	<b>24,000</b>	<b>Revenues Total</b>	<b>7,525</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
			<b>2009-10</b>				
<b>Actual</b>	<b>Actual</b>	<b>2011-12</b>	<b>Account Description</b>	<b>2012-13</b>	<b>2012-13</b>	<b>2012-13</b>	<b>2012-13</b>
		<b>Budget</b>	<b>Fund: 132 - Search &amp; Seizure Fund</b>	<b>Requested</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
			<u>Expenditures</u>				
			<b>Department: 211 - Police</b>				
			<b>Program: 2131 - Detectives</b>				
			Supplies and Services				
35,825	9,982	24,000	5329 Other Operating Supplies	7,525	7,500	7,500	7,500
<b>35,825</b>	<b>9,982</b>	<b>24,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>7,525</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>35,825</b>	<b>9,982</b>	<b>24,000</b>	<b>Program Total: 2131 - Detectives</b>	<b>7,525</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>35,825</b>	<b>9,982</b>	<b>24,000</b>	<b>Department Total: 211 - Police</b>	<b>7,525</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>35,825</b>	<b>9,982</b>	<b>24,000</b>	<b>Expenditures Total</b>	<b>7,525</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>(18,623)</b>	<b>(12,635)</b>	-	<b>Fund Net Total: 132 - Search &amp; Seizure Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Weed & Seed – 134

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Weed & Seed - 134  
**Department/Department Number:** Community Svc. Admin. - 491  
**Department Director:** Jim Row  
**Director Direct Phone Number:** 503-982-5265  
**Department Location:** City Hall  
**Person Preparing This Form:** Jim Row  
**Direct Phone Number:** 503-982-5265

**Description of purpose/functions of department:**

As of June 30, 2012, this fund is closed.

### Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Weed &amp; Seed</b>							
Revenue							
(105,588)	(68,542)	26,429	Fund Balance	-	-	-	-
153,847	160,113	161,561	Intergovernmental	-	-	-	-
(473)	(135)	-	Misc	-	-	-	-
<u>47,786</u>	<u>91,436</u>	<u>187,990</u>	<b>Total Revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expense							
95,581	84,710	129,445	Labor & Benefits	-	-	-	-
20,746	28,502	58,545	Supplies & Services	-	-	-	-
<u>116,327</u>	<u>113,212</u>	<u>187,990</u>	<b>Total Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
(68,541)	(21,776)	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

### Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 134 - Weed &amp; Seed</b>							
Revenues							
<b>Department: 000 - Revenue</b>							
Fund Balance							
(105,588)	(68,542)	26,429	3081 Beginning Fund Balance	-	-	-	-
<u>(105,588)</u>	<u>(68,542)</u>	<u>26,429</u>	<b>Account Class Total - Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Intergovernmental							
153,847	160,113	161,561	3332 Federal Grants	-	-	-	-
<u>153,847</u>	<u>160,113</u>	<u>161,561</u>	<b>Account Class Total - Intergovernmental</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous							
(473)	(135)	-	3611 Interest from Investments	-	-	-	-
<u>(473)</u>	<u>(135)</u>	<u>-</u>	<b>Account Class Total - Miscellaneous</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>47,786</u>	<u>91,436</u>	<u>187,990</u>	<b>Department Total: 000 - Revenue</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>47,786</u>	<u>91,436</u>	<u>187,990</u>	<b>Revenues Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 134 - Weed &amp; Seed</b>				
			<u>Expenditures</u>				
			<b>Department: 421 - Recreation</b>				
			<b>Program: 2711 - Weed &amp; Seed</b>				
			Labor and Benefits				
36,670	-	-	5111 Regular Salaries	-	-	-	-
599	-	-	5211 Workers' Comp	-	-	-	-
2,567	-	-	5212 Social Security	-	-	-	-
1,617	-	-	5214 Retirement	-	-	-	-
70	-	-	5216 Unemployment Insurance	-	-	-	-
<b>41,523</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
			Supplies and Services				
118	-	-	5329.401 Program Supplies-Youth	-	-	-	-
<b>118</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>41,641</b>	-	-	<b>Program Total: 2711 - Weed &amp; Seed</b>	-	-	-	-
<b>41,641</b>	-	-	<b>Department Total: 421 - Recreation</b>	-	-	-	-
			<b>Department: 491 - Parks Administration</b>				
			<b>Program: 2711 - Weed &amp; Seed</b>				
			Labor and Benefits				
43,001	68,009	78,851	5111 Regular Salaries	-	-	-	-
-	2,412	-	5112 Part-Time Salaries	-	-	-	-
-	-	22,698	5121 Overtime	-	-	-	-
68	29	171	5211 Workers' Comp	-	-	-	-
3,457	3,510	7,768	5212 Social Security	-	-	-	-
4,480	4,775	6,437	5213 Med, Den, Life Ins.	-	-	-	-
2,663	5,594	12,244	5214 Retirement	-	-	-	-
168	154	178	5215 Long Term Disability Ins	-	-	-	-
82	134	986	5216 Unemployment Insurance	-	-	-	-
140	94	112	5217 Life Insurance	-	-	-	-
<b>54,058</b>	<b>84,710</b>	<b>129,445</b>	<b>Account Class Total - Labor and Benefits</b>	-	-	-	-
			Supplies and Services				
127	100	200	5313 Paper	-	-	-	-
989	405	4,658	5319 Other Office Supplies	-	-	-	-
15,291	21,827	46,064	5419 Other Professional Serv	-	-	-	-
241	216	130	5421 Telephone/Data	-	-	-	-
26	114	570	5422 Postage	-	-	-	-
2,466	5,186	2,161	5428 IS Support	-	-	-	-
919	-	1,200	5431 Lodging	-	-	-	-
230	194	350	5432 Meals	-	-	-	-
338	148	583	5433 Mileage	-	-	-	-
-	311	1,000	5434 Airfare	-	-	-	-
-	-	1,429	5464 Workers' Comp	-	-	-	-
-	-	200	5493 Printing/Binding	-	-	-	-
<b>20,628</b>	<b>28,502</b>	<b>58,545</b>	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>74,686</b>	<b>113,212</b>	<b>187,990</b>	<b>Program Total: 2711 - Weed &amp; Seed</b>	-	-	-	-
<b>74,686</b>	<b>113,212</b>	<b>187,990</b>	<b>Department Total: 491 - Parks Administration</b>	-	-	-	-
<b>116,327</b>	<b>113,212</b>	<b>187,990</b>	<b>Expenditures Total</b>	-	-	-	-
<b>(68,541)</b>	<b>(21,776)</b>	-	<b>Fund Net Total: 134 - Weed &amp; Seed</b>	-	-	-	-

**State Revenue Sharing – 135**  
General Information - Fiscal Year 2012-13

**Fund/Fund Number:** State Revenue Sharing - 135  
**Department/Department Number:** PW Administration - 691  
**Department Director:** Dan Brown  
**Director Direct Phone Number:** 503-982-5249  
**Department Location:** 190 Garfield Street  
**Person Preparing This Form:** Julie Moore  
**Direct Phone Number:** 503-982-5247

**Description of purpose/functions of department:**

This fund has been consolidated and closed as part of the on-going Funds Consolidation Plan.

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>State Revenue Sharing</b>							
Revenue							
461,879	178,387	75,000	Fund Balance	-	-	-	-
220,695	222,871	-	Intergovernmental	-	-	-	-
1,556	474	-	Misc	-	-	-	-
684,130	401,732	75,000	<b>Total Revenues</b>	-	-	-	-
Expense							
8,867	235,235	-	Supplies & Services	-	-	-	-
47,043	47,043	-	Debt Service	-	-	-	-
379,214	12,996	-	Capital Outlay	-	-	-	-
20,000	-	75,000	Transfers Out	-	-	-	-
-	-	-	Conting'y & Unapprop	-	-	-	-
455,124	295,274	75,000	<b>Total Expenses</b>	-	-	-	-
229,006	106,458	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 135 - State Revenue Sharing Fd Revenues</b>				
			<b>Department: 000 - Revenue</b>				
			Fund Balance				
461,879	178,387	75,000	3081 Beginning Fund Balance	-	-	-	-
<b>461,879</b>	<b>178,387</b>	<b>75,000</b>	<b>Account Class Total - Fund Balance</b>	-	-	-	-
			Intergovernmental				
220,695	222,871	-	3364 State Revenue Sharing	-	-	-	-
<b>220,695</b>	<b>222,871</b>	-	<b>Account Class Total - Intergovernmental</b>	-	-	-	-
			Miscellaneous				
1,556	474	-	3611 Interest from Investments	-	-	-	-
<b>1,556</b>	<b>474</b>	-	<b>Account Class Total - Miscellaneous</b>	-	-	-	-
<b>684,130</b>	<b>401,732</b>	<b>75,000</b>	<b>Revenues Total</b>	-	-	-	-

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 135 - State Revenue Sharing Fd</b>				
			<b>Expenditures</b>				
			<b>Department: 691 - P W Administration</b>				
			<b>Program: 9111 - Debt Service</b>				
			70 - Debt Service				
47,043	47,043	-	5711 Bond Principle	-	-	-	-
<b>47,043</b>	<b>47,043</b>	-	<b>Account Class Total - Debt Service</b>	-	-	-	-
<b>47,043</b>	<b>47,043</b>	-	<b>Program Total: 9111 - Debt Service</b>	-	-	-	-
			<b>Program: 9511 - Design Engineering</b>				
			Supplies and Services				
2,811	1,802	-	5411 Engineering & Architect	-	-	-	-
<b>2,811</b>	<b>1,802</b>	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>2,811</b>	<b>1,802</b>	-	<b>Program Total: 9511 - Design Engineering</b>	-	-	-	-
			<b>Program: 9512 - Construction Eng</b>				
			Supplies and Services				
4,000	46	-	5411 Engineering & Architect	-	-	-	-
<b>4,000</b>	<b>46</b>	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>4,000</b>	<b>46</b>	-	<b>Program Total: 9512 - Construction Eng</b>	-	-	-	-
			<b>Program: 9531 - Construction</b>				
			Supplies and Services				
2,057	2,138	-	5419 Other Professional Serv	-	-	-	-
-	231,249	-	5456 Street Lighting	-	-	-	-
<b>2,057</b>	<b>233,387</b>	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
			Capital Outlay				
379,214	12,996	-	5631 Streets/Alleys/Sidewalks	-	-	-	-
<b>379,214</b>	<b>12,996</b>	-	<b>Account Class Total - Capital Outlay</b>	-	-	-	-
<b>381,271</b>	<b>246,383</b>	-	<b>Program Total: 9531 - Construction</b>	-	-	-	-
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
20,000	-	17,942	5811.140 Transfer to Street	-	-	-	-
-	-	57,058	5811.169 Transfer to Local Gas Tax	-	-	-	-
<b>20,000</b>	-	<b>75,000</b>	<b>Account Class Total - Transfers Out</b>	-	-	-	-
<b>20,000</b>	-	<b>75,000</b>	<b>Program Total: 9711 - Operating Transfer Out</b>	-	-	-	-
<b>455,124</b>	<b>295,274</b>	<b>75,000</b>	<b>Department Total: 691 - P W Administration</b>	-	-	-	-
<b>455,124</b>	<b>295,274</b>	<b>75,000</b>	<b>Expenditures Total</b>	-	-	-	-
<b>229,006</b>	<b>106,458</b>	-	<b>Fund Net Total: 135 - State Revenue Sharing Fd</b>	-	-	-	-

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## Housing Rehabilitation – 137

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Housing Rehabilitation - 137
<b>Department/Department Number:</b>	Housing - 531
<b>Department Director:</b>	Jim Hendryx
<b>Director Direct Phone Number:</b>	503-980-2445
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	Jim Hendryx
<b>Direct Phone Number:</b>	503-980-2445

#### **Description of Purpose/Functions of department:**

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

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

Unrestricted income is income from principal and interest on loans made using CDBG funds prior to the grant year 1993. There is approximately \$200,000 of unrestricted income.

With the restricted income (\$453,305) Council re-established the Housing Rehabilitation Program in 2009. The City contracted with the Mid-Willamette Valley Council of Governments (COG) to manage Woodburn's Housing Rehabilitation Program. The program once again provided simple interest loans to low and moderate-income households to rehabilitate their homes. The maximum loan amount per household is \$12,500, excepting additional costs for necessary accessibility improvements. A total of 29 loans have been completed. Remaining funds will be used for emergency housing rehabilitation assistance and/or CDBG grant matching requirements.

Separately, the City Council (2009) established the Woodburn Business Assistance Loan Program with unrestricted funds (\$221,280), to be loaned out at low-interest rates to new or existing businesses located in Woodburn. The COG is also contracted to manage this program. One business loan has been completed. Remaining funds are available for additional business assistance loans.

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

There are direct and indirect personnel costs associated with this program.

#### **Description of fiscal year 2011-12 accomplishments:**

- Remaining funds (\$60,000) have been retained for emergency housing rehabilitation assistance.
- We continue to respond to inquiries about the business assistance loan program.
- One business assistance loan has been approved and repaid.
- The City, with the assistances of the Mid-Willamette Valley Council of Governments has re-applied for additional CDBG funds to continue the housing rehabilitation program.

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Housing Rehabilitation Loan Program

- Remaining funds retained for emergency housing rehabilitation assistance and/or CDBG match requirements.
- Apply for additional federal (CDBG) funds to continue the program.
- Business Assistance Loan Program
  - Administer loan program

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

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

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

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Housing Rehab</b>				
			Revenue				
676,701	373,452	99,000	Fund Balance	225,000	225,000	225,000	225,000
15,801	22,708	7,750	Misc	7,750	7,750	7,750	7,750
-	-	6,520	Transfers In	-	-	-	-
13,967	26,301	15,000	Other Financing Sources	15,000	15,000	15,000	15,000
<b>706,469</b>	<b>422,461</b>	<b>128,270</b>	<b>Total Revenues</b>	<b>247,750</b>	<b>247,750</b>	<b>247,750</b>	<b>247,750</b>
			Expense				
10,097	10,294	10,708	Labor & Benefits	9,904	9,500	9,500	9,500
322,920	145,617	89,340	Supplies & Services	140,200	140,355	140,355	140,355
-	-	28,222	Conting'y & Unapprop	97,646	97,895	97,895	97,895
<b>333,017</b>	<b>155,911</b>	<b>128,270</b>	<b>Total Expenses</b>	<b>247,750</b>	<b>247,750</b>	<b>247,750</b>	<b>247,750</b>
<b>373,452</b>	<b>266,550</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 137 - Housing Rehab Fund</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
<b>Fund Balance</b>							
676,701	373,452	99,000	3081 Beginning Fund Balance	225,000	225,000	225,000	225,000
<b>676,701</b>	<b>373,452</b>	<b>99,000</b>	<b>Account Class Total - Fund Balance</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
<b>Miscellaneous</b>							
3,165	3,497	250	3611 Interest from Investments	250	250	250	250
11,400	13,200	7,500	3625 Facilities Rent	7,500	7,500	7,500	7,500
486	6,010	-	3642.110 Small Business Loan	-	-	-	-
750	-	-	3699 Other Miscellaneous Income	-	-	-	-
<b>15,801</b>	<b>22,708</b>	<b>7,750</b>	<b>Account Class Total - Miscellaneous</b>	<b>7,750</b>	<b>7,750</b>	<b>7,750</b>	<b>7,750</b>
<b>Other Financing Sources</b>							
13,967	-	5,000	3824.089 Loan Payback 1989	5,000	5,000	5,000	5,000
-	-	5,000	3824.096 Loan Payback 1996	5,000	5,000	5,000	5,000
-	3,921	5,000	3824.097 Loan Payback 1997	5,000	5,000	5,000	5,000
-	11,479	-	3824.098 Loan Payback 1998	-	-	-	-
-	10,901	-	3824.099 Loan Payback 1999	-	-	-	-
<b>13,967</b>	<b>26,301</b>	<b>15,000</b>	<b>Account Class Total - Other Financing Sources</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Transfers in</b>							
-	-	6,520	3971.252 Transfer From Bancroft	-	-	-	-
-	-	<b>6,520</b>	<b>Account Class Total - Transfers in</b>	-	-	-	-
<b>706,469</b>	<b>422,461</b>	<b>128,270</b>	<b>Revenues Total</b>	<b>247,750</b>	<b>247,750</b>	<b>247,750</b>	<b>247,750</b>

## Revenue Sources and Other Discussion

The **Other Financing Sources** revenue includes \$15,000 (66% of operating revenues) in loan repayments scheduled for FY 2012-13. These budget amounts remain unchanged from prior year.

The **Miscellaneous** category includes Facilities Rent in the amount of \$7,500 – or 34% of the operating revenue in the fund. This budget amount remains unchanged from prior year.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 137 - Housing Rehab Fund</b>							
<u>Expenditures</u>							
<b>Department: 531 - Housing Rehabilitation</b>							
<b>Program: 5911 - Housing</b>							
Labor and Benefits							
-	7,795	7,347	5111 Regular Salaries	6,592	6,400	6,400	6,400
10,097	-	-	5199 Intra-governmental Service	-	-	-	-
-	2	3	5211 Workers' Comp	5	3	3	3
-	567	562	5212 Social Security	504	490	490	490
-	811	846	5213 Med, Den, Life Ins.	774	774	774	774
-	1,046	1,879	5214 Retirement	1,899	1,685	1,685	1,685
-	31	30	5215 Long Term Disability Ins	27	26	26	26
-	23	22	5216 Unemployment Insurance	86	106	106	106
-	18	19	5217 Life Insurance	17	16	16	16
<b>10,097</b>	<b>10,294</b>	<b>10,708</b>	<b>Account Class Total - Labor and Benefits</b>	<b>9,904</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>
Supplies and Services							
-	-	100	5319 Other Office Supplies	-	-	-	-
426	-	-	5329 Other Operating Supplies	100	100	100	100
-	-	-	5419 Other Professional Serv	11,000	11,000	11,000	11,000
15	-	100	5451 Natural Gas	100	100	100	100
10,672	10,798	11,000	5491 Dues & Subscriptions	2,000	2,000	2,000	2,000
-	-	1,000	5492 Registrations/Tuitions	1,000	1,000	1,000	1,000
1,906	1,929	1,000	5498 Permits/Fees	1,000	1,000	1,000	1,000
309,901	500	1,000	5499 Other Services	1,000	1,000	1,000	1,000
-	132,390	25,000	5499.101 Housing Rehab Loans	24,000	24,000	24,000	24,000
-	-	50,000	5499.102 Business Assistance Loans	100,000	100,000	100,000	100,000
-	-	140	5500 Banking Fees & Charges	-	155	155	155
<b>322,920</b>	<b>145,617</b>	<b>89,340</b>	<b>Account Class Total - Supplies and Services</b>	<b>140,200</b>	<b>140,355</b>	<b>140,355</b>	<b>140,355</b>
<b>333,017</b>	<b>155,911</b>	<b>100,048</b>	<b>Program Total: 5911 - Housing</b>	<b>150,104</b>	<b>149,855</b>	<b>149,855</b>	<b>149,855</b>
<b>333,017</b>	<b>155,911</b>	<b>100,048</b>	<b>Department Total: 531 - Housing Rehabilitation</b>	<b>150,104</b>	<b>149,855</b>	<b>149,855</b>	<b>149,855</b>
<b>Department: 901 - Ending Fund Balance</b>							
<b>Program: 9971 - Equity</b>							
Contingencies and Unappropriated Balances							
-	-	28,222	5921 Contingency	97,646	97,895	97,895	97,895
-	-	28,222	<b>Account Class Total - Conting'y and Unaprop</b>	<b>97,646</b>	<b>97,895</b>	<b>97,895</b>	<b>97,895</b>
-	-	28,222	<b>Program Total: 9971 - Equity</b>	<b>97,646</b>	<b>97,895</b>	<b>97,895</b>	<b>97,895</b>
-	-	28,222	<b>Department Total: 901 - Ending Fund Balance</b>	<b>97,646</b>	<b>97,895</b>	<b>97,895</b>	<b>97,895</b>
<b>333,017</b>	<b>155,911</b>	<b>128,270</b>	<b>Expenditures Total</b>	<b>247,750</b>	<b>247,750</b>	<b>247,750</b>	<b>247,750</b>
<b>373,452</b>	<b>266,550</b>	-	<b>Fund Net Total: 137 - Housing Rehab Fund</b>	-	-	-	-

## RSVP – 138

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	RSVP - 138
<b>Department/Department Number:</b>	RSVP - 481
<b>Department Director:</b>	Jim Row
<b>Director Direct Phone Number:</b>	503-982-5265
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	Jim Row
<b>Direct Phone Number:</b>	503-982-5265

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

This program creates meaningful volunteer opportunities for individuals aged 55 and older to contribute their skills and experience in their community through volunteer service. The Retired and Senior Volunteer Program recruits program participants, develops volunteer worksites, and orients volunteers. The RSVP program is funded with a grant from the Corporation for National and Community Service and requires a 30% local match.

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

The department consists of one part time Project Coordinator.

#### **Description of fiscal year 2011-12 accomplishments:**

- Managed the retirement of the long time Project Director. The position was held vacant until the 2012-2013 grant was awarded.
- Replaced the full time Project Director position with a part time Coordinator position to conserve resources and eliminate the need for a General Fund transfer.

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Maintain the current number of volunteers, despite a dramatic reduction in City and federal funds and personnel allocated to RSVP.
- Seek continued federal funding.

#### **Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Due to funding limitations, the program is now staffed by a part time Project Coordinator, instead of a full time Project Director.

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>RSVP</b>							
Revenue							
5,663	10,915	11,670	Fund Balance	9,000	9,000	9,000	9,000
59,721	57,736	45,933	Intergovernmental	46,189	46,189	46,189	46,189
25	(4)	-	Misc	-	-	-	-
28,259	28,259	30,259	Transfers In	-	-	-	-
<b>93,668</b>	<b>96,906</b>	<b>87,862</b>	<b>Total Revenues</b>	<b>55,189</b>	<b>55,189</b>	<b>55,189</b>	<b>55,189</b>
Expense							
73,215	76,580	82,222	Labor & Benefits	-	45,313	45,313	45,313
9,538	8,428	5,640	Supplies & Services	5,858	8,092	8,092	8,092
-	-	-	Conting'y & Unapprop	49,331	1,784	1,784	1,784
<b>82,753</b>	<b>85,008</b>	<b>87,862</b>	<b>Total Expenses</b>	<b>55,189</b>	<b>55,189</b>	<b>55,189</b>	<b>55,189</b>
<b>10,915</b>	<b>11,898</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 138 - RSVP Fund</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
5,663	10,915	11,670	3081 Beginning Fund Balance	9,000	9,000	9,000	9,000
<b>5,663</b>	<b>10,915</b>	<b>11,670</b>	<b>Account Class Total - Fund Balance</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
Intergovernmental							
56,054	57,736	45,933	3332 Federal Grants	46,189	46,189	46,189	46,189
3,667	-	-	3341 State Grants	-	-	-	-
<b>59,721</b>	<b>57,736</b>	<b>45,933</b>	<b>Account Class Total - Intergovernmental</b>	<b>46,189</b>	<b>46,189</b>	<b>46,189</b>	<b>46,189</b>
Miscellaneous							
20	(4)	-	3611 Interest from Investments	-	-	-	-
5	-	-	3679 Donations-Other	-	-	-	-
<b>25</b>	<b>(4)</b>	<b>-</b>	<b>Account Class Total - Miscellaneous</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers in							
28,259	28,259	30,259	3971.001 Transfer From General Fund	-	-	-	-
<b>28,259</b>	<b>28,259</b>	<b>30,259</b>	<b>Account Class Total - Transfers in</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>93,668</b>	<b>96,906</b>	<b>87,862</b>	<b>Department Total: 000 - Revenue</b>	<b>55,189</b>	<b>55,189</b>	<b>55,189</b>	<b>55,189</b>
<b>93,668</b>	<b>96,906</b>	<b>87,862</b>	<b>Revenues Total</b>	<b>55,189</b>	<b>55,189</b>	<b>55,189</b>	<b>55,189</b>

## Revenue Sources and Other Discussion

The **Intergovernmental** category accounts for all of the operating revenue in this fund which is through federally funded grants.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 138 - RSVP Fund</b>								
<b>Expenditures</b>								
<b>Department: 481 - RSVP</b>								
<b>Program: 5711 - RSVP</b>								
Labor and Benefits								
50,292	55,898	56,821	5111	Regular Salaries	-	25,075	25,075	25,075
8,228	-	-	5199	Intra-governmental Service	-	-	-	-
55	25	37	5211	Workers' Comp	-	20	20	20
3,980	4,410	4,347	5212	Social Security	-	1,918	1,918	1,918
4,420	6,095	6,822	5213	Med, Den, Life Ins.	-	11,104	11,104	11,104
5,788	9,638	13,543	5214	Retirement	-	6,537	6,537	6,537
195	217	228	5215	Long Term Disability Ins	-	101	101	101
96	166	170	5216	Unemployment Insurance	-	414	414	414
161	130	254	5217	Life Insurance	-	144	144	144
<b>73,215</b>	<b>76,580</b>	<b>82,222</b>	<b>Account Class Total - Labor and Benefits</b>		<b>-</b>	<b>45,313</b>	<b>45,313</b>	<b>45,313</b>
Supplies and Services								
775	176	-	5329	Other Operating Supplies	1,000	1,000	1,000	1,000
159	158	242	5421	Telephone/Data	200	200	200	200
1,200	1,172	-	5422	Postage	500	500	500	500
2,466	2,763	2,763	5428	IS Support	-	2,234	2,234	2,234
1,039	814	-	5433	Mileage	500	500	500	500
-	-	716	5464	Workers' Comp	716	716	716	716
250	355	942	5465	General Liability	942	942	942	942
1,159	1,160	977	5469	Other Insurance Costs	1,000	1,000	1,000	1,000
362	530	-	5492	Registrations/Tuitions	500	500	500	500
2,128	1,300	-	5493	Printing/Binding	500	500	500	500
<b>9,538</b>	<b>8,428</b>	<b>5,640</b>	<b>Account Class Total - Supplies and Services</b>		<b>5,858</b>	<b>8,092</b>	<b>8,092</b>	<b>8,092</b>
<b>82,753</b>	<b>85,009</b>	<b>87,862</b>	<b>Program Total: 5711 - RSVP</b>		<b>5,858</b>	<b>53,405</b>	<b>53,405</b>	<b>53,405</b>
<b>82,753</b>	<b>85,009</b>	<b>87,862</b>	<b>Department Total: 481 - RSVP</b>		<b>5,858</b>	<b>53,405</b>	<b>53,405</b>	<b>53,405</b>
<b>Department: 901 - Ending Fund Balance</b>								
<b>Program: 9971 - Equity</b>								
Contingencies and Unappropriated Balances								
-	-	-	5921	Contingency	49,331	1,784	1,784	1,784
-	-	-	5981.101	Reserve for PERS	-	-	-	-
-	-	-	<b>Account Class Total - Conting'y and Unaprop</b>		<b>49,331</b>	<b>1,784</b>	<b>1,784</b>	<b>1,784</b>
-	-	-	<b>Program Total: 9971 - Equity</b>		<b>49,331</b>	<b>1,784</b>	<b>1,784</b>	<b>1,784</b>
-	-	-	<b>Department Total: 901 - Ending Fund Balance</b>		<b>49,331</b>	<b>1,784</b>	<b>1,784</b>	<b>1,784</b>
<b>82,753</b>	<b>85,008</b>	<b>87,862</b>	<b>Expenditures Total</b>		<b>55,189</b>	<b>55,189</b>	<b>55,189</b>	<b>55,189</b>
<b>10,915</b>	<b>11,898</b>	-	<b>Fund Net</b>	<b>Total: 138 - RSVP Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## Cable Franchise – 139

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Cable Franchise - 139  
**Department/Department Number:** Finance - 151  
**Department Director:** Ignacio Palacios  
**Director Direct Phone Number:** 503-982-5211  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

#### Description of purpose/functions of department:

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

### Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Cable Franchise</b>							
Revenue							
7,447	5,934	5,553	Fund Balance	1,500	1,500	1,500	1,500
18,904	19,152	20,147	Franchise Fees	20,000	20,000	20,000	20,000
3,276	3,107	4,100	Misc	4,550	4,550	4,550	4,550
<u>29,627</u>	<u>28,193</u>	<u>29,800</u>	<b>Total Revenues</b>	<u>26,050</u>	<u>26,050</u>	<u>26,050</u>	<u>26,050</u>
Expense							
21,193	21,151	28,800	Supplies & Services	26,050	26,050	26,050	26,050
2,500	-	-	Capital Outlay	-	-	-	-
-	-	1,000	Conting'y & Unapprop	-	-	-	-
<u>23,693</u>	<u>21,151</u>	<u>29,800</u>	<b>Total Expenses</b>	<u>26,050</u>	<u>26,050</u>	<u>26,050</u>	<u>26,050</u>
<u>5,934</u>	<u>7,042</u>	<u>-</u>	<b>Revenue Over (Under) Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 139 - Cable Franchise Fund</b>					
			<b>Revenues</b>					
			<b>Department: 000 - Revenue</b>					
			Fund Balance					
7,447	5,934	5,553	3081	Beginning Fund Balance	1,500	1,500	1,500	1,500
<b>7,447</b>	<b>5,934</b>	<b>5,553</b>	<b>Account Class Total - Fund Balance</b>		<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
			550 - Franchise Fees					
18,904	19,152	20,147	3235	Franchise Fee, Wave BB	20,000	20,000	20,000	20,000
<b>18,904</b>	<b>19,152</b>	<b>20,147</b>	<b>Account Class Total - Franchise Fees</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
			Miscellaneous					
30	18	100	3611	Interest from Investments	50	50	50	50
3,245	3,089	4,000	3641	Annual Access Fee	4,500	4,500	4,500	4,500
<b>3,276</b>	<b>3,107</b>	<b>4,100</b>	<b>Account Class Total - Miscellaneous</b>		<b>4,550</b>	<b>4,550</b>	<b>4,550</b>	<b>4,550</b>
<b>29,627</b>	<b>28,193</b>	<b>29,800</b>	<b>Department Total: 000 - Revenue</b>		<b>26,050</b>	<b>26,050</b>	<b>26,050</b>	<b>26,050</b>
<b>29,627</b>	<b>28,193</b>	<b>29,800</b>	<b>Revenues Total</b>		<b>26,050</b>	<b>26,050</b>	<b>26,050</b>	<b>26,050</b>

## Revenue Sources and Other Discussion

The **Franchise Fees** category of revenue accounts for 20,000 or 81.5% of total operating revenues in the fund. This category contains fees collected by Wave Broadband and passed through to the local cable access company (WCAT). Those turnovers and management fees provided by the City are used to fund WCAT operations and provide for capital purchases.



2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 139 - Cable Franchise Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 121 - Administration</b>				
			<b>Program: 7811 - Cable TV</b>				
			Supplies and Services				
133	-	-	5329 Other Operating Supplies	-	-	-	-
6,000	6,000	12,800	5429 Other Communication Serv	8,050	8,050	8,050	8,050
15,060	15,151	16,000	5499 Other Services	18,000	18,000	18,000	18,000
<b>21,193</b>	<b>21,151</b>	<b>28,800</b>	<b>Account Class Total - Supplies and Services</b>	<b>26,050</b>	<b>26,050</b>	<b>26,050</b>	<b>26,050</b>
			Capital Outlay				
2,500	-	-	5649 Other Equipment	-	-	-	-
<b>2,500</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>23,693</b>	<b>21,151</b>	<b>28,800</b>	<b>Program Total: 7811 - Cable TV</b>	<b>26,050</b>	<b>26,050</b>	<b>26,050</b>	<b>26,050</b>
<b>23,693</b>	<b>21,151</b>	<b>28,800</b>	<b>Department Total: 121 - Administration</b>	<b>26,050</b>	<b>26,050</b>	<b>26,050</b>	<b>26,050</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	1,000	5921 Contingency	-	-	-	-
<b>-</b>	<b>-</b>	<b>1,000</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>-</b>	<b>-</b>	<b>1,000</b>	<b>Program Total: 9971 - Equity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>-</b>	<b>-</b>	<b>1,000</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>23,693</b>	<b>21,151</b>	<b>29,800</b>	<b>Expenditures Total</b>	<b>26,050</b>	<b>26,050</b>	<b>26,050</b>	<b>26,050</b>
<b>5,934</b>	<b>7,042</b>	<b>-</b>	<b>Fund Net Total: 139 - Cable Franchise Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## Bonded Debt – 250

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Bonded Debt - 250  
**Department/Department Number:** Finance - 151  
**Department Director:** Ignacio Palacios  
**Director Direct Phone Number:** 503-982-5211  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

The Bonded Debt fund records the payment of principal and interest on the City’s General Obligation bonds. As of June 30, 2012, a single bond issue is outstanding for the Police Facility. The principal due as of July 1, 2012 is \$5,365,000 (\$7,053,838 including interest)

### Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Bonded Debt</b>							
Revenue							
109,694	101,705	120,000	Fund Balance	64,000	64,000	64,000	64,000
495,805	495,377	530,000	Taxes	650,000	650,000	650,000	650,000
1,100	722	200	Misc	800	800	800	800
606,599	597,804	650,200	<b>Total Revenues</b>	714,800	714,800	714,800	714,800
Expense							
1,737	-	-	Labor & Benefits	-	-	-	-
-	-	639	Supplies & Services	1,519	1,519	1,519	1,519
503,156	509,356	514,431	Debt Service	514,281	514,281	514,281	514,281
-	-	135,130	Conting'y & Unapprop	199,000	199,000	199,000	199,000
504,893	509,356	650,200	<b>Total Expenses</b>	714,800	714,800	714,800	714,800
101,706	88,448	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 250 - Bonded Debt Fund</b>				
			Revenues				
			Department: 000 - Revenue				
			Fund Balance				
109,694	101,705	120,000	3081 Beginning Fund Balance	64,000	64,000	64,000	64,000
<b>109,694</b>	<b>101,705</b>	<b>120,000</b>	<b>Account Class Total - Fund Balance</b>	<b>64,000</b>	<b>64,000</b>	<b>64,000</b>	<b>64,000</b>
			Taxes				
495,805	495,377	530,000	3111 Property Tax	650,000	650,000	650,000	650,000
<b>495,805</b>	<b>495,377</b>	<b>530,000</b>	<b>Account Class Total - Taxes</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>
			Miscellaneous				
1,100	722	200	3611 Interest from Investments	800	800	800	800
<b>1,100</b>	<b>722</b>	<b>200</b>	<b>Account Class Total - Miscellaneous</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>606,599</b>	<b>597,804</b>	<b>650,200</b>	<b>Revenues Total</b>	<b>714,800</b>	<b>714,800</b>	<b>714,800</b>	<b>714,800</b>

## Revenue Sources and Other Discussion

This Fund accounts for the debt service on the City's 2005 General Obligation bond. **Property taxes** are the major source of operating revenue. The amount allocated to this fund is dependent on reserve requirement limitations and debt service levels.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 250 - Bonded Debt Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 151 - Finance</b>				
			<b>Program: 9111 - Debt Service</b>				
			Labor and Benefits				
1,737	-	-	5199 Intra-governmental Service	-	-	-	-
<b>1,737</b>	-	-	<b>Account Class Total - Labor and Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			Supplies and Services				
-	-	639	5500 Banking Fees & Charges	1,519	1,519	1,519	1,519
-	-	<b>639</b>	<b>Account Class Total - Supplies and Services</b>	<b>1,519</b>	<b>1,519</b>	<b>1,519</b>	<b>1,519</b>
			70 - Debt Service				
260,000	275,300	290,000	5711 Bond Principle	300,000	300,000	300,000	300,000
243,156	234,056	224,431	5721 Bond Interest	214,281	214,281	214,281	214,281
<b>503,156</b>	<b>509,356</b>	<b>514,431</b>	<b>Account Class Total - Debt Service</b>	<b>514,281</b>	<b>514,281</b>	<b>514,281</b>	<b>514,281</b>
<b>504,894</b>	<b>509,356</b>	<b>515,070</b>	<b>Program Total: 9111 - Debt Service</b>	<b>515,800</b>	<b>515,800</b>	<b>515,800</b>	<b>515,800</b>
<b>504,894</b>	<b>509,356</b>	<b>515,070</b>	<b>Department Total: 151 - Finance</b>	<b>515,800</b>	<b>515,800</b>	<b>515,800</b>	<b>515,800</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	135,130	5921 Contingency	199,000	199,000	199,000	199,000
-	-	<b>135,130</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>199,000</b>	<b>199,000</b>	<b>199,000</b>	<b>199,000</b>
-	-	<b>135,130</b>	<b>Program Total: 9971 - Equity</b>	<b>199,000</b>	<b>199,000</b>	<b>199,000</b>	<b>199,000</b>
-	-	<b>135,130</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>199,000</b>	<b>199,000</b>	<b>199,000</b>	<b>199,000</b>
<b>504,893</b>	<b>509,356</b>	<b>650,200</b>	<b>Expenditures Total</b>	<b>714,800</b>	<b>714,800</b>	<b>714,800</b>	<b>714,800</b>
<b>101,706</b>	<b>88,448</b>	-	<b>Fund Net Total: 250 - Bonded Debt Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## Bancroft Bond Redemption – 252

General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Bancroft Bond - 252
<b>Department/Department Number:</b>	Finance - 151
<b>Department Director:</b>	Ignacio Palacios
<b>Director Direct Phone Number:</b>	503-982-5211
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	Ignacio Palacios
<b>Direct Phone Number:</b>	503-982-5211

**Description of purpose/functions of department:**

This fund has been consolidated and closed as part of the on-going Funds Consolidation Plan.

### Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Bancroft Bond</b>							
Revenue							
6,550	6,586	6,520	Fund Balance	-	-	-	-
36	22	-	Misc	-	-	-	-
6,586	6,608	6,520	<b>Total Revenues</b>	-	-	-	-
Expense							
-	-	6,520	Transfers Out	-	-	-	-
-	-	-	Conting'y & Unapprop	-	-	-	-
-	-	6,520	<b>Total Expenses</b>	-	-	-	-
6,586	6,608	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

### Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 252 - Bancroft Bond Redem Fund</b>				
			<u>Revenues</u>				
			Department: 000 - Revenue				
			Fund Balance				
6,550	6,586	6,520	3081 Beginning Fund Balance	-	-	-	-
<b>6,550</b>	<b>6,586</b>	<b>6,520</b>	<b>Account Class Total - Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			Miscellaneous				
36	22	-	3611 Interest from Investments	-	-	-	-
<b>36</b>	<b>22</b>	<b>-</b>	<b>Account Class Total - Miscellaneous</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>6,586</b>	<b>6,608</b>	<b>6,520</b>	<b>Department Total: 000 - Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>6,586</b>	<b>6,608</b>	<b>6,520</b>	<b>Revenues Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 252 - Bancroft Bond Redem Fund</b>				
			<u>Expenditures</u>				
			Department: 151 - Finance				
			Program: 9111 - Debt Service				
			Transfers Out				
-	-	6,520	5811.137 Transfer to Housing Rehab	-	-	-	-
<b>-</b>	<b>-</b>	<b>6,520</b>	<b>Account Class Total - Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>-</b>	<b>-</b>	<b>6,520</b>	<b>Program Total: 9111 - Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>-</b>	<b>-</b>	<b>6,520</b>	<b>Department Total: 151 - Finance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>-</b>	<b>-</b>	<b>6,520</b>	<b>Expenditures Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>6,586</b>	<b>6,608</b>	<b>-</b>	<b>Fund Net Total: 252 - Bancroft Bond Redem Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**Special Assessment – 360**  
General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Special Assessment - 360
<b>Department/Department Number:</b>	PW Administration
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

**Description of purpose/functions of department:**

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

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

There are no personnel costs associated with this fund. The monies collected on individual assessments are used to pay off outstanding liens.

**Description of fiscal year 2011-12 accomplishments:**

- There were no new assessment projects done.
- Payments for past assessment projects are being paid on schedule.

**Description of fiscal year 2012-13 proposed focus/goals:**

- There are no proposed assessment projects for 2012-2013.

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

None – there are no projects scheduled which would have an assessment for any part of the project funding.

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Special Assessment Fund</b>							
Revenue							
771,989	983,854	925,000	Fund Balance	1,013,513	1,013,000	1,013,000	1,013,000
277,346	89,775	44,000	Misc	37,185	37,185	37,185	37,185
<b>1,049,335</b>	<b>1,073,629</b>	<b>969,000</b>	<b>Total Revenues</b>	<b>1,050,698</b>	<b>1,050,185</b>	<b>1,050,185</b>	<b>1,050,185</b>
Expense							
2,665	21	4,852	Supplies & Services	4,547	1,047	1,047	1,047
62,818	99,318	200,000	Capital Outlay	200,000	-	-	-
-	-	-	Transfers Out	-	204,547	204,547	204,547
-	-	764,148	Conting'y & Unapprop	846,151	844,591	844,591	844,591
<b>65,483</b>	<b>99,339</b>	<b>969,000</b>	<b>Total Expenses</b>	<b>1,050,698</b>	<b>1,050,185</b>	<b>1,050,185</b>	<b>1,050,185</b>
<b>983,852</b>	<b>974,290</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 360 - Special Assessment Fund</b>							
<u>Revenues</u>							
Department: 000 - Revenue							
Fund Balance							
771,989	983,854	925,000	3081 Beginning Fund Balance	1,013,513	1,013,000	1,013,000	1,013,000
<b>771,989</b>	<b>983,854</b>	<b>925,000</b>	<b>Account Class Total - Fund Balance</b>	<b>1,013,513</b>	<b>1,013,000</b>	<b>1,013,000</b>	<b>1,013,000</b>
Miscellaneous							
3,887	2,869	2,500	3611 Interest from Investments	2,500	2,500	2,500	2,500
14,864	14,811	8,000	3614 Special Assessment-Intere	3,000	3,000	3,000	3,000
99,931	-	-	3678 Developer Contributions	-	-	-	-
4,958	201	-	3681 Special Assessment Princi	-	-	-	-
1,930	793	500	3681.001 LID Alley	500	500	500	500
88,810	10,076	7,000	3681.004 LID Boones Ferry	10,000	10,000	10,000	10,000
6,504	35,204	5,000	3681.006 LID Country Club	-	-	-	-
3,737	6,099	5,000	3681.007 LID Tout	6,099	6,099	6,099	6,099
1,561	1,449	2,000	3681.008 LID Hardcastle	1,449	1,449	1,449	1,449
10,592	10,592	10,500	3681.009 LID Parr Road	10,592	10,592	10,592	10,592
2,445	1,045	1,000	3681.010 LID West Lincoln	1,045	1,045	1,045	1,045
38,127	6,639	2,500	3681.011 LID Ironwood	2,000	2,000	2,000	2,000
<b>277,346</b>	<b>89,775</b>	<b>44,000</b>	<b>Account Class Total - Miscellaneous</b>	<b>37,185</b>	<b>37,185</b>	<b>37,185</b>	<b>37,185</b>
<b>1,049,335</b>	<b>1,073,629</b>	<b>969,000</b>	<b>Revenues Total</b>	<b>1,050,698</b>	<b>1,050,185</b>	<b>1,050,185</b>	<b>1,050,185</b>

## Revenue Sources and Other Discussion

Operating revenue in this fund is categorized under **Miscellaneous**. The fund collects repayment from various Local Improvement Districts (LIDs). The 37,185 budgeted is the amount of expected repayments to be collected during the fiscal year (including interest). Proceeds are used to fund various minor street and sidewalk projects throughout the City.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 360 - Special Assessment Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 691 - P W Administration</b>				
			<b>Program: 6999 - Public Works Admin</b>				
			Supplies and Services				
93	-	1,000	5496 Filing/Recording	500	-	-	-
-	-	952	5500 Banking Fees & Charges	1,047	1,047	1,047	1,047
<b>93</b>	<b>-</b>	<b>1,952</b>	<b>Account Class Total - Supplies and Services</b>	<b>1,547</b>	<b>1,047</b>	<b>1,047</b>	<b>1,047</b>
<b>93</b>	<b>-</b>	<b>1,952</b>	<b>Program Total: 6999 - Public Works Admin</b>	<b>1,547</b>	<b>1,047</b>	<b>1,047</b>	<b>1,047</b>
			<b>Program: 9511 - Design Engineering</b>				
			Supplies and Services				
-	-	900	5419 Other Professional Serv	1,000	-	-	-
738	-	500	5422 Postage	500	-	-	-
<b>738</b>	<b>-</b>	<b>1,400</b>	<b>Account Class Total - Supplies and Services</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>738</b>	<b>-</b>	<b>1,400</b>	<b>Program Total: 9511 - Design Engineering</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Program: 9531 - Construction</b>				
			Supplies and Services				
4	21	500	5422 Postage	500	-	-	-
1,830	-	1,000	5424 Advertising	1,000	-	-	-
<b>1,834</b>	<b>21</b>	<b>1,500</b>	<b>Account Class Total - Supplies and Services</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
			Capital Outlay				
62,818	99,318	200,000	5631 Streets/Alleys/Sidewalks	200,000	-	-	-
<b>62,818</b>	<b>99,318</b>	<b>200,000</b>	<b>Account Class Total - Capital Outlay</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>64,652</b>	<b>99,339</b>	<b>201,500</b>	<b>Program Total: 9531 - Construction</b>	<b>201,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
-	-	-	5811.363 Transfer to Storm CIP	-	204,547	204,547	204,547
<b>-</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Transfers Out</b>	<b>-</b>	<b>204,547</b>	<b>204,547</b>	<b>204,547</b>
<b>-</b>	<b>-</b>	<b>-</b>	<b>Program Total: 9711 - Operating Transfer Out</b>	<b>-</b>	<b>204,547</b>	<b>204,547</b>	<b>204,547</b>
<b>65,482</b>	<b>99,339</b>	<b>204,852</b>	<b>Department Total: 691 - P W Administration</b>	<b>204,547</b>	<b>205,594</b>	<b>205,594</b>	<b>205,594</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	764,148	5921 Contingency	846,151	844,591	844,591	844,591
<b>-</b>	<b>-</b>	<b>764,148</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>846,151</b>	<b>844,591</b>	<b>844,591</b>	<b>844,591</b>
<b>-</b>	<b>-</b>	<b>764,148</b>	<b>Program Total: 9971 - Equity</b>	<b>846,151</b>	<b>844,591</b>	<b>844,591</b>	<b>844,591</b>
<b>-</b>	<b>-</b>	<b>764,148</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>846,151</b>	<b>844,591</b>	<b>844,591</b>	<b>844,591</b>
<b>65,483</b>	<b>99,340</b>	<b>969,000</b>	<b>Expenditures Total</b>	<b>1,050,698</b>	<b>1,050,185</b>	<b>1,050,185</b>	<b>1,050,185</b>
<b>983,852</b>	<b>974,290</b>	<b>-</b>	<b>Fund Net Total: 360 - Special Assessment Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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Economic Development – 336  
General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Econ Development - 336  
**Department/Department Number:** PW Administration – 691  
**Department Director:** Dan Brown  
**Director Direct Phone Number:** 503-982-5249  
**Department Location:** 190 Garfield Street  
**Person Preparing This Form:** Julie Moore  
**Direct Phone Number:** 503-982-5247

**Description of purpose/functions of department:**

This fund has been consolidated and closed as part of the on-going Funds Consolidation Plan.

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Econ Development Fund</b>							
Revenue							
142,886	106,977	71,600	Fund Balance	-	-	-	-
610	253	-	Misc	-	-	-	-
<b>143,496</b>	<b>107,230</b>	<b>71,600</b>	<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Expense							
36,519	35,520	-	Debt Service	-	-	-	-
-	-	71,600	Transfers Out	-	-	-	-
-	-	-	Conting'y & Unapprop	-	-	-	-
<b>36,519</b>	<b>35,520</b>	<b>71,600</b>	<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>106,977</b>	<b>71,710</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Fund Detail**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 336 - Economic Development Fund</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
142,886	106,977	71,600	3081 Beginning Fund Balance	-	-	-	-
<b>142,886</b>	<b>106,977</b>	<b>71,600</b>	<b>Account Class Total - Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous							
610	253	-	3611 Interest from Investments	-	-	-	-
<b>610</b>	<b>253</b>	<b>-</b>	<b>Account Class Total - Miscellaneous</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>143,496</b>	<b>107,230</b>	<b>71,600</b>	<b>Department Total: 000 - Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>143,496</b>	<b>107,230</b>	<b>71,600</b>	<b>Revenues Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 336 - Economic Development Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 691 - P W Administration</b>				
			<b>Program: 9111 - Debt Service</b>				
			70 - Debt Service				
36,519	35,520	-	5711 Bond Principle	-	-	-	-
<b>36,519</b>	<b>35,520</b>	-	<b>Account Class Total - Debt Service</b>	-	-	-	-
			Transfers Out				
-	-	71,600	5811.376 Transfer to TIF	-	-	-	-
-	-	<b>71,600</b>	<b>Account Class Total - Transfers Out</b>	-	-	-	-
<b>36,519</b>	<b>35,520</b>	<b>71,600</b>	<b>Program Total: 9111 - Debt Service</b>	-	-	-	-
<b>36,519</b>	<b>35,520</b>	<b>71,600</b>	<b>Department Total: 691 - P W Administration</b>	-	-	-	-
<b>36,519</b>	<b>35,520</b>	<b>71,600</b>	<b>Expenditures Total</b>	-	-	-	-
<b>106,977</b>	<b>71,710</b>	-	<b>Fund Net Total: 336 - Economic Development Fund</b>	-	-	-	-

## Street – 140

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Street - 140
<b>Department/Department Number:</b>	Maintenance - 631
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	202 Young Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

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

The Street Maintenance Section provides routine street repair such as overlay preparation, patching, crack sealing, pothole repair, and grading portions of 17 gravel streets, leaf collection, centerline striping, pavement markings, street sign maintenance, monthly sweeping contract supervision, weed control, mowing, and other right-of-way maintenance duties.

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

The Public Works Department has initiated a restructuring program to reduce staffing levels. Staffing level reductions have been made necessary due to the fiscal constraints the City is facing with flat or reduced revenues and increasing personnel costs. The Maintenance and Support Services Division has been eliminated and the Street Maintenance, Facilities Maintenance, and Parks and Grounds Maintenance Sections have been assigned to other divisions. This restructuring eliminates one division manager, two section supervisors, and one facilities maintenance technician. This action has resulted in a personnel cost reduction of \$338,512 per year. This reduction in personnel will result in a diminished level of service. The Street Maintenance Section personnel have been reassigned to the Storm/Sanitary Collections Section and administrative responsibilities of the Street Maintenance program are assigned to the Engineering Division.

- This section is responsible for street maintenance and street cleaning.
- This section is monitoring the contracted services for routine sweeping of each side of all city streets every month.
- This section is responsible for routine maintenance of all streets in the public right-of-ways, including gravel streets.
- This includes the crack sealing program and grading 1.9 miles of gravel streets.
- The leaf collection program from November through January ending with Christmas tree collection.
- This section facilitates the centerline striping contract with Marion County
- Other traffic markings are renewed once a year.
- Maintaining all regulatory traffic and street name signs
- Weed control
- Assists with special events.

- Street Maintenance is responsible for cleanup of spills or removal of dead animals within the city right-of-way.

The Street Maintenance section consists of 3.34 FTE

**Description of fiscal year 2011-12 accomplishments:**

- Completed scheduled crack sealing for 2012
- Completed third year of contracted sweeping services
- Overhauled leaf collection program
- Initiated a benchmarking project of Woodburn street name and Regulatory signs

**Description of fiscal year 2012-13 proposed focus/goals:**

- Complete scheduled crack sealing for 2013
- Complete fourth year of contracted sweeping services
- Continue leaf collection program
- Completed an auction for the disposal surplus vehicles and equipment
- Complete required installation of Woodburn street name and regulatory signs

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

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



## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Street</b>							
Revenue							
393,536	53,620	6,000	Fund Balance	569,563	540,000	540,000	540,000
1,167	808	1,000	Licenses & Permits	750	750	750	750
964,490	1,116,011	1,060,000	Intergovernmental	1,200,000	1,200,000	1,200,000	1,200,000
13,207	5,986	5,400	Misc	3,500	3,500	3,500	3,500
165,000	90,000	337,942	Transfers In	325,000	220,000	220,000	220,000
<b>1,537,400</b>	<b>1,266,425</b>	<b>1,410,342</b>	<b>Total Revenues</b>	<b>2,098,813</b>	<b>1,964,250</b>	<b>1,964,250</b>	<b>1,964,250</b>
Expense							
439,922	447,503	458,627	Labor & Benefits	455,374	431,341	431,341	431,341
601,584	368,435	675,836	Supplies & Services	686,625	691,186	691,186	691,186
-	-	8,025	Capital Outlay	-	-	-	-
289,000	195,000	225,000	Transfers Out	300,000	199,830	199,830	199,830
-	-	42,854	Conting'y & Unapprop	656,814	641,893	641,893	641,893
<b>1,330,506</b>	<b>1,010,938</b>	<b>1,410,342</b>	<b>Total Expenses</b>	<b>2,098,813</b>	<b>1,964,250</b>	<b>1,964,250</b>	<b>1,964,250</b>
<b>206,894</b>	<b>255,487</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 140 - Street Fund</b>							
<u>Revenues</u>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
393,536	53,620	6,000	3081 Beginning Fund Balance	569,563	540,000	540,000	540,000
<b>393,536</b>	<b>53,620</b>	<b>6,000</b>	<b>Account Class Total - Fund Balance</b>	<b>569,563</b>	<b>540,000</b>	<b>540,000</b>	<b>540,000</b>
Licenses and Permits							
1,167	808	1,000	3223 Curb Cuts and Bores	750	750	750	750
<b>1,167</b>	<b>808</b>	<b>1,000</b>	<b>Account Class Total - Licenses and Permits</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>
Intergovernmental							
964,490	1,116,011	1,060,000	3361 State Gas Tax	1,200,000	1,200,000	1,200,000	1,200,000
<b>964,490</b>	<b>1,116,011</b>	<b>1,060,000</b>	<b>Account Class Total - Intergovernmental</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>
Miscellaneous							
917	534	400	3611 Interest from Investments	500	500	500	500
12,290	5,452	5,000	3699 Other Miscellaneous Income	3,000	3,000	3,000	3,000
<b>13,207</b>	<b>5,986</b>	<b>5,400</b>	<b>Account Class Total - Miscellaneous</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
Transfers in							
80,000	-	230,000	3971.001 Transfer From General Fund	235,000	130,000	130,000	130,000
20,000	-	17,942	3971.135 Transfer From Revenue Sharing	-	-	-	-
65,000	90,000	90,000	3971.472 Transfer From Sewer	90,000	90,000	90,000	90,000
<b>165,000</b>	<b>90,000</b>	<b>337,942</b>	<b>Account Class Total - Transfers in</b>	<b>325,000</b>	<b>220,000</b>	<b>220,000</b>	<b>220,000</b>
<b>1,537,400</b>	<b>1,266,425</b>	<b>1,410,342</b>	<b>Revenues Total</b>	<b>2,098,813</b>	<b>1,964,250</b>	<b>1,964,250</b>	<b>1,964,250</b>

## Revenue Sources and Other Discussion

The **Intergovernmental** category of operating revenue is the largest source within the Street fund. The entire \$1,200,000 or 84% is generated from the State Gas Tax. Taxes peaked in FY 2005-06 and have been in decline since. The 2009 Legislative Session approved increases in vehicle title and registration fees which became effective in 2010 and an increase in tax of 6 cents per gallon of gasoline became effective January 2011. A referendum petition to repeal the new law failed to collect enough signatures. Revenues should increase for several years due to the phase-in of title, registration and weight fees.

**Transfers In** account for the \$130,000 transfer from the General Fund (reduced from \$230,000 from prior year budget) for city street lighting expenses, as well as a \$90,000 transfer from the Sewer Fund.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 140 - Street Fund</b>								
<b>Expenditures</b>								
<b>Department: 631 - Maintenance</b>								
<b>Program: 4211 - Street Maintenance</b>								
<b>Labor and Benefits</b>								
264,887	305,528	294,623	5111	Regular Salaries	273,824	264,619	264,619	264,619
8,292	9,291	10,000	5112	Part-Time Salaries	10,000	-	-	-
8,364	5,076	5,000	5121	Overtime	5,000	5,000	5,000	5,000
52,104	-	-	5199	Intra-governmental Service	-	-	-	-
8,601	170	236	5211	Workers' Comp	227	177	177	177
20,821	23,730	23,686	5212	Social Security	22,095	20,626	20,626	20,626
56,200	60,562	67,786	5213	Med, Den, Life Ins.	85,775	76,459	76,459	76,459
18,364	40,351	54,225	5214	Retirement	52,809	58,248	58,248	58,248
979	1,166	1,245	5215	Long Term Disability Ins	1,161	1,084	1,084	1,084
533	941	929	5216	Unemployment Insurance	3,755	4,449	4,449	4,449
777	688	897	5217	Life Insurance	728	679	679	679
<b>439,922</b>	<b>447,503</b>	<b>458,627</b>	<b>Account Class Total - Labor and Benefits</b>		<b>455,374</b>	<b>431,341</b>	<b>431,341</b>	<b>431,341</b>
<b>Supplies and Services</b>								
132	190	200	5315	Computer Supplies	200	200	200	200
447	728	700	5319	Other Office Supplies	700	700	700	700
176	93	300	5321	Cleaning Supplies	300	300	300	300
13,144	16,616	15,000	5323	Fuel	16,500	16,500	16,500	16,500
1,457	934	1,500	5324	Clothing	1,500	1,500	1,500	1,500
524	995	1,000	5325	Ag Supplies	1,000	1,000	1,000	1,000
1,102	97	3,700	5326	Safety/Medicines	3,700	3,700	3,700	3,700
2,041	1,122	3,000	5329	Other Operating Supplies	3,000	3,000	3,000	3,000
1,484	1,168	1,200	5333	Paint	1,200	1,200	1,200	1,200
1,185	614	1,200	5338	Tools	1,200	1,200	1,200	1,200
2,342	901	3,000	5339	Other Maintenance Supplie	3,000	3,000	3,000	3,000
1,444	1,459	1,500	5352	Protective Clothing	1,500	1,500	1,500	1,500
31,058	38,955	40,000	5361	Road Materials	40,000	40,000	40,000	40,000
400	-	1,500	5362	Concrete	1,500	1,500	1,500	1,500
9,119	8,709	14,000	5363	Signs	14,000	14,000	14,000	14,000
332	1,038	2,600	5369	Other Street Supplies	2,600	2,600	2,600	2,600
343	-	1,500	5392	Security Supplies	1,500	1,500	1,500	1,500
46	35	500	5399	Other Supplies	500	500	500	500
363	391	500	5416	Medical	500	500	500	500
-	-	250	5417	Human Resources	-	-	-	-
11,879	16,280	13,500	5419	Other Professional Serv	23,000	23,000	23,000	23,000
4,154	4,569	4,500	5421	Telephone/Data	4,500	4,500	4,500	4,500
199	204	300	5422	Postage	300	300	300	300
25	-	2,000	5424	Advertising	2,000	2,000	2,000	2,000
4,902	1,997	2,700	5427	Training	2,700	2,700	2,700	2,700
600	350	700	5431	Lodging	700	700	700	700
106	30	175	5432	Meals	175	175	175	175
-	-	50	5433	Mileage	50	50	50	50
6,293	2,108	5,000	5445	Work Equipment	5,000	5,000	5,000	5,000
-	-	3,000	5446	Software Licenses	3,000	3,000	3,000	3,000
3,976	3,953	6,000	5451	Natural Gas	6,000	6,000	6,000	6,000
6,839	7,505	8,500	5453	Electricity	8,500	8,500	8,500	8,500
5,700	5,784	15,000	5454	Solid Waste Disposal	15,000	15,000	15,000	15,000
226,500	-	-	5456	Street Lighting	-	-	-	-
11,096	10,988	12,000	5471	Equipment Repair & Maint	12,000	12,000	12,000	12,000
1,155	121	1,000	5474	Structures Repair & Maint	1,000	1,000	1,000	1,000
16,951	13,389	13,000	5475	Vehicle Repair & Maint	13,000	13,000	13,000	13,000
188	121	300	5476	Laundry	300	300	300	300
38,736	1,815	25,000	5479	Other Repair & Maintenanc	25,000	25,000	25,000	25,000
7,097	16,278	15,000	5482	Tree Maintenance	15,000	15,000	15,000	15,000
906	1,270	1,000	5492	Registrations/Tuitions	1,000	1,000	1,000	1,000
163	219	250	5498	Permits/Fees	250	250	250	250
1,631	2,926	2,794	5499	Other Services	3,044	3,044	3,044	3,044
<b>416,236</b>	<b>163,951</b>	<b>224,919</b>	<b>Account Class Total - Supplies and Services</b>		<b>235,919</b>	<b>235,919</b>	<b>235,919</b>	<b>235,919</b>
<b>Capital Outlay</b>								
-	-	8,025	5649	Other Equipment	-	-	-	-
-	-	<b>8,025</b>	<b>Account Class Total - Capital Outlay</b>		-	-	-	-
<b>856,158</b>	<b>611,455</b>	<b>691,571</b>	<b>Program Total: 4211 - Street Maintenance</b>		<b>691,293</b>	<b>667,260</b>	<b>667,260</b>	<b>667,260</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Program: 4261 - Street Cleaning</b>					
			Supplies and Services					
978	1,351	1,000	5323	Fuel	1,000	1,000	1,000	1,000
614	795	1,000	5329	Other Operating Supplies	1,000	1,000	1,000	1,000
111,658	108,486	115,000	5419	Other Professional Serv	115,000	115,000	115,000	115,000
-	-	500	5454	Solid Waste Disposal	500	500	500	500
222	-	850	5471	Equipment Repair & Maint	500	500	500	500
1,441	3,121	2,400	5475	Vehicle Repair & Maint	2,400	2,400	2,400	2,400
<b>114,913</b>	<b>113,753</b>	<b>120,750</b>	<b>Account Class Total - Supplies and Services</b>		<b>120,400</b>	<b>120,400</b>	<b>120,400</b>	<b>120,400</b>
<b>114,913</b>	<b>113,753</b>	<b>120,750</b>	<b>Program Total: 4261 - Street Cleaning</b>		<b>120,400</b>	<b>120,400</b>	<b>120,400</b>	<b>120,400</b>
			<b>Program: 4299 - Street Admin</b>					
			Supplies and Services					
5,055	3,665	5,000	5414	Accounting/Auditing	5,000	6,000	6,000	6,000
12,440	12,440	13,755	5428	IS Support	13,755	11,168	11,168	11,168
29,406	31,139	29,523	5448	Internal Rent	29,523	35,783	35,783	35,783
-	-	240,000	5456	Street Lighting	240,000	240,000	240,000	240,000
7,902	7,456	-	5461	Auto	-	-	-	-
7,171	3,207	-	5463	Bldg/Personal Prop	-	-	-	-
-	15,051	6,902	5464	Workers' Comp	6,902	6,902	6,902	6,902
6,303	14,394	14,602	5465	General Liability	14,602	14,602	14,602	14,602
875	1,763	4,000	5482	Tree Maintenance	4,000	4,000	4,000	4,000
1,284	1,616	15,000	5483	Sidewalks	15,000	15,000	15,000	15,000
-	-	1,385	5500	Banking Fees & Charges	1,524	1,412	1,412	1,412
<b>70,435</b>	<b>90,731</b>	<b>330,167</b>	<b>Account Class Total - Supplies and Services</b>		<b>330,306</b>	<b>334,867</b>	<b>334,867</b>	<b>334,867</b>
<b>70,435</b>	<b>90,731</b>	<b>330,167</b>	<b>Program Total: 4299 - Street Admin</b>		<b>330,306</b>	<b>334,867</b>	<b>334,867</b>	<b>334,867</b>
			<b>Program: 9711 - Operating Transfer Out</b>					
			Transfers Out					
239,000	195,000	195,000	5811.582	Transfer to T & E	270,000	169,830	169,830	169,830
50,000	-	30,000	5811.591	Transfer to Equipment Replace	30,000	30,000	30,000	30,000
<b>289,000</b>	<b>195,000</b>	<b>225,000</b>	<b>Account Class Total - Transfers Out</b>		<b>300,000</b>	<b>199,830</b>	<b>199,830</b>	<b>199,830</b>
<b>289,000</b>	<b>195,000</b>	<b>225,000</b>	<b>Program Total: 9711 - Operating Transfer Out</b>		<b>300,000</b>	<b>199,830</b>	<b>199,830</b>	<b>199,830</b>
<b>1,330,506</b>	<b>1,010,938</b>	<b>1,367,488</b>	<b>Department Total: 631 - Maintenance</b>		<b>1,441,999</b>	<b>1,322,357</b>	<b>1,322,357</b>	<b>1,322,357</b>
			<b>Department: 901 - Ending Fund Balance</b>					
			<b>Program: 9971 - Equity</b>					
			Contingencies and Unappropriated Balances					
-	-	42,854	5921	Contingency	656,814	641,893	641,893	641,893
-	-	42,854	<b>Account Class Total - Conting'y and Unaprop</b>		<b>656,814</b>	<b>641,893</b>	<b>641,893</b>	<b>641,893</b>
-	-	42,854	<b>Program Total: 9971 - Equity</b>		<b>656,814</b>	<b>641,893</b>	<b>641,893</b>	<b>641,893</b>
-	-	42,854	<b>Department Total: 901 - Ending Fund Balance</b>		<b>656,814</b>	<b>641,893</b>	<b>641,893</b>	<b>641,893</b>
<b>1,330,506</b>	<b>1,010,938</b>	<b>1,410,342</b>	<b>Expenditures Total</b>		<b>2,098,813</b>	<b>1,964,250</b>	<b>1,964,250</b>	<b>1,964,250</b>
<b>206,894</b>	<b>255,487</b>	-	<b>Fund Net</b>	<b>Total: 140 - Street Fund</b>	-	-	-	-

## City Gas Tax – 169

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	City Gas Tax - 169
<b>Department/Department Number:</b>	Maintenance – 631
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

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

City Gas Tax Fund uses money generated from the local 1 cent gas tax for street maintenance projects, mostly resurfacing projects. This program generates about \$120,000 a year.

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

There are no direct personnel costs associated with this fund. This fund is for capital improvement projects only.

#### **Description of fiscal year 2011-12 accomplishments:**

- Resurfacing of Hazelnut Drive from Front Street to Graystone Drive, Hazelnut Drive from Boones Ferry Road to Tukwila Drive, and Meridian from Hwy 214 to Ray Glatt Circle are planned for 2011-12.

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Resurfacing of W. Lincoln Street between Maplewood Ct and Cascade Drive, National Way between Industrial Avenue and the southern cul-de-Sac, and National Way between Industrial Avenue and the northern cul-de-Sac.

#### **Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Utilization of alternate resurfacing methods to more efficiently manage the long term maintenance of the streets in the City of Woodburn.
- This fund is proposed to be closed and balance transferred to fund 363 – Street/Storm Capital Improvement Projects.

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>City Gas Tax</b>							
Revenue							
28,830	128,611	213,000	Fund Balance	278,413	278,000	278,000	278,000
108,681	121,196	120,000	Taxes	120,000	-	-	-
355	525	350	Misc	1,100	-	-	-
-	-	57,058	Transfers In	-	-	-	-
<b>137,866</b>	<b>250,332</b>	<b>390,408</b>	<b>Total Revenues</b>	<b>399,513</b>	<b>278,000</b>	<b>278,000</b>	<b>278,000</b>
Expense							
-	-	65,884	Supplies & Services	35,422	-	-	-
9,255	1,505	309,256	Capital Outlay	344,113	-	-	-
-	-	15,268	Conting'y & Unapprop	19,978	-	-	-
-	-	-	Transfers Out	-	278,000	278,000	278,000
<b>9,255</b>	<b>1,505</b>	<b>390,408</b>	<b>Total Expenses</b>	<b>399,513</b>	<b>278,000</b>	<b>278,000</b>	<b>278,000</b>
<b>128,611</b>	<b>248,827</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 169 - City Gas Tax Fund</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
28,830	128,611	213,000	3081 Beginning Fund Balance	278,413	278,000	278,000	278,000
<b>28,830</b>	<b>128,611</b>	<b>213,000</b>	<b>Account Class Total - Fund Balance</b>	<b>278,413</b>	<b>278,000</b>	<b>278,000</b>	<b>278,000</b>
Taxes							
108,681	121,196	120,000	3171 City Gas Tax	120,000	-	-	-
<b>108,681</b>	<b>121,196</b>	<b>120,000</b>	<b>Account Class Total - Taxes</b>	<b>120,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous							
355	525	350	3611 Interest from Investments	1,100	-	-	-
<b>355</b>	<b>525</b>	<b>350</b>	<b>Account Class Total - Miscellaneous</b>	<b>1,100</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers in							
-	-	57,058	3971.135 Transfer From Revenue Sharing	-	-	-	-
<b>-</b>	<b>-</b>	<b>57,058</b>	<b>Account Class Total - Transfers in</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>137,866</b>	<b>250,332</b>	<b>390,408</b>	<b>Revenues Total</b>	<b>399,513</b>	<b>278,000</b>	<b>278,000</b>	<b>278,000</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 169 - City Gas Tax Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 631 - Maintenance</b>				
			<b>Program: 4211 - Street Maintenance</b>				
			Supplies and Services				
-	-	384	5500 Banking Fees & Charges	422	-	-	-
-	-	<b>384</b>	<b>Account Class Total - Supplies and Services</b>	<b>422</b>	-	-	-
-	-	<b>384</b>	<b>Program Total: 4211 - Street Maintenance</b>	<b>422</b>	-	-	-
			<b>Program: 9511 - Design Engineering</b>				
			Supplies and Services				
-	-	36,200	5411 Engineering & Architect	10,000	-	-	-
-	-	<b>36,200</b>	<b>Account Class Total - Supplies and Services</b>	<b>10,000</b>	-	-	-
-	-	<b>36,200</b>	<b>Program Total: 9511 - Design Engineering</b>	<b>10,000</b>	-	-	-
			<b>Program: 9531 - Construction</b>				
			Supplies and Services				
-	-	2,300	5411 Engineering & Architect	5,000	-	-	-
-	-	22,000	5419 Other Professional Serv	10,000	-	-	-
-	-	5,000	5419.501 Testing/Lab	10,000	-	-	-
-	-	<b>29,300</b>	<b>Account Class Total - Supplies and Services</b>	<b>25,000</b>	-	-	-
			Capital Outlay				
9,255	1,505	309,256	5631 Streets/Alleys/Sidewalks	344,113	-	-	-
<b>9,255</b>	<b>1,505</b>	<b>309,256</b>	<b>Account Class Total - Capital Outlay</b>	<b>344,113</b>	-	-	-
<b>9,255</b>	<b>1,505</b>	<b>338,556</b>	<b>Program Total: 9531 - Construction</b>	<b>369,113</b>	-	-	-
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
-	-	-	5811.363 Transfer to Storm CIP	-	278,000	278,000	278,000
-	-	-	<b>Account Class Total - Transfers Out</b>	-	<b>278,000</b>	<b>278,000</b>	<b>278,000</b>
-	-	-	<b>Program Total: 9711 - Operating Transfer Out</b>	-	<b>278,000</b>	<b>278,000</b>	<b>278,000</b>
<b>9,255</b>	<b>1,505</b>	<b>375,140</b>	<b>Department Total: 631 - Maintenance</b>	<b>379,535</b>	<b>278,000</b>	<b>278,000</b>	<b>278,000</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	15,268	5921 Contingency	19,978	-	-	-
-	-	<b>15,268</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>19,978</b>	-	-	-
-	-	<b>15,268</b>	<b>Program Total: 9971 - Equity</b>	<b>19,978</b>	-	-	-
-	-	<b>15,268</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>19,978</b>	-	-	-
<b>9,255</b>	<b>1,505</b>	<b>390,408</b>	<b>Expenditures Total</b>	<b>399,513</b>	<b>278,000</b>	<b>278,000</b>	<b>278,000</b>
<b>128,611</b>	<b>248,827</b>	-	<b>Fund Net Total: 169 - City Gas Tax Fund</b>	-	-	-	-

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**Street/Storm SDC – 376**  
General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Street/Storm SDC - 376
<b>Department/Department Number:</b>	Maintenance - 631
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

**Description of purpose/functions of department:**

This fund is for the collection of Transportation System Development Charge (SDC) 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. SDC 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. Currently, the City has imposed a moratorium on project expenditures from this fund until such time as the fund reserve equals \$5,500,000, which is the remaining balance of the City's contribution to the Woodburn Interchange Improvement Project.

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

There are no personnel costs associated with this fund.

**Description of fiscal year 2011-12 accomplishments:**

- Fifth Street improvement was completed
- Preliminary Design on N Front Street was started with location of underground utilities; right-of-way acquisition needs
- Interchange

**Description of fiscal year 2012-13 proposed focus/goals:**

- Moratorium in place restricting expenditure of proceeds within this fund.

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Funding for City incurred costs associated with design development and utility relocation in preparation for construction activity is being obtained from other funds.
- The fund is being renamed to the Street/Storm SDC Fund

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Street/Storm SDC</b>							
Revenue							
7,549,656	6,928,601	5,750,000	Fund Balance	5,078,777	5,078,000	5,078,000	5,078,000
206,610	153,268	150,000	Charges for Goods and Services	150,000	155,000	155,000	155,000
34,982	19,535	15,300	Misc	15,000	15,000	15,000	15,000
-	-	71,600	Transfers In	-	420,000	420,000	420,000
-	-	39,222	Other Financing Sources	39,222	39,222	39,222	39,222
<b>7,791,248</b>	<b>7,101,404</b>	<b>6,026,122</b>	<b>Total Revenues</b>	<b>5,282,999</b>	<b>5,707,222</b>	<b>5,707,222</b>	<b>5,707,222</b>
Expense							
255,972	353,987	805,850	Supplies & Services	6,435	6,435	6,435	6,435
-	-	34,519	Debt Service	33,519	33,519	33,519	33,519
606,672	875,107	1,185,753	Capital Outlay	-	-	-	-
-	255,925	-	Transfers Out	-	387,381	387,381	387,381
-	-	4,000,000	Conting'y & Unapprop	5,243,045	5,279,887	5,279,887	5,279,887
<b>862,644</b>	<b>1,485,019</b>	<b>6,026,122</b>	<b>Total Expenses</b>	<b>5,282,999</b>	<b>5,707,222</b>	<b>5,707,222</b>	<b>5,707,222</b>
<b>6,928,604</b>	<b>5,616,385</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 376 - Street/Storm SDC</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
7,549,656	6,928,601	5,750,000	3081 Beginning Fund Balance	5,078,777	5,078,000	5,078,000	5,078,000
<b>7,549,656</b>	<b>6,928,601</b>	<b>5,750,000</b>	<b>Account Class Total - Fund Balance</b>	<b>5,078,777</b>	<b>5,078,000</b>	<b>5,078,000</b>	<b>5,078,000</b>
Charges for goods and services							
206,610	153,268	150,000	3458.101 TIF'S	150,000	150,000	150,000	150,000
-	-	-	3458.201 Storm SDC's	-	5,000	5,000	5,000
<b>206,610</b>	<b>153,268</b>	<b>150,000</b>	<b>Account Class Total - Charges for goods and services</b>	<b>150,000</b>	<b>155,000</b>	<b>155,000</b>	<b>155,000</b>
Miscellaneous							
34,901	19,389	15,300	3611 Interest from Investments	15,000	15,000	15,000	15,000
81	146	-	3615 Interest fr Deferred Pmts	-	-	-	-
<b>34,982</b>	<b>19,535</b>	<b>15,300</b>	<b>Account Class Total - Miscellaneous</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
Other Financing Sources							
-	-	39,222	3812 Interfund Loan Repayment	39,222	39,222	39,222	39,222
<b>-</b>	<b>-</b>	<b>39,222</b>	<b>Account Class Total - Other Financing Sources</b>	<b>39,222</b>	<b>39,222</b>	<b>39,222</b>	<b>39,222</b>
Transfers in							
-	-	71,600	3971.001 Transfer From General Fund	-	-	-	-
-	-	-	3971.377 Transfer From Storm SDC	-	420,000	420,000	420,000
<b>-</b>	<b>-</b>	<b>71,600</b>	<b>Account Class Total - Transfers in</b>	<b>-</b>	<b>420,000</b>	<b>420,000</b>	<b>420,000</b>
<b>7,791,248</b>	<b>7,101,404</b>	<b>6,026,122</b>	<b>Department Total: 000 - Revenue</b>	<b>5,282,999</b>	<b>5,707,222</b>	<b>5,707,222</b>	<b>5,707,222</b>
<b>7,791,248</b>	<b>7,101,404</b>	<b>6,026,122</b>	<b>Revenues Total</b>	<b>5,282,999</b>	<b>5,707,222</b>	<b>5,707,222</b>	<b>5,707,222</b>

## Revenue Sources and Other Discussion

The **Charges for goods and services** category are where the fees mentioned above are collected for new system development charges. This fund is 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 budget for fiscal year 2013 is \$155,000 or 25% of total operating revenues.

**Transfers In** of \$420,000, or 66.7% of total operating revenues, are caused by a one-time transfer from the Storm SDC Fund as part of the Fund Consolidation Project.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 376 - Street/Storm SDC</b>				
			<u>Expenditures</u>				
			<b>Department: 631 - Maintenance</b>				
			<b>Program: 9111 - Debt Service</b>				
			70 - Debt Service				
-	-	34,519	5711 Bond Principle	33,519	33,519	33,519	33,519
-	-	<b>34,519</b>	<b>Account Class Total - Debt Service</b>	<b>33,519</b>	<b>33,519</b>	<b>33,519</b>	<b>33,519</b>
-	-	<b>34,519</b>	<b>Program Total: 9111 - Debt Service</b>	<b>33,519</b>	<b>33,519</b>	<b>33,519</b>	<b>33,519</b>
			<b>Program: 9511 - Design Engineering</b>				
			Supplies and Services				
255,972	267,588	450,000	5419 Other Professional Serv	-	-	-	-
-	-	5,850	5500 Banking Fees & Charges	6,435	6,435	6,435	6,435
<b>255,972</b>	<b>267,588</b>	<b>455,850</b>	<b>Account Class Total - Supplies and Services</b>	<b>6,435</b>	<b>6,435</b>	<b>6,435</b>	<b>6,435</b>
<b>255,972</b>	<b>267,588</b>	<b>455,850</b>	<b>Program Total: 9511 - Design Engineering</b>	<b>6,435</b>	<b>6,435</b>	<b>6,435</b>	<b>6,435</b>
			<b>Program: 9521 - Right of Way</b>				
			Capital Outlay				
-	-	400,000	5611 Land	-	-	-	-
-	-	<b>400,000</b>	<b>Account Class Total - Capital Outlay</b>	-	-	-	-
-	-	<b>400,000</b>	<b>Program Total: 9521 - Right of Way</b>	-	-	-	-
			<b>Program: 9531 - Construction</b>				
-	86,399	350,000	5419 Other Professional Serv	-	-	-	-
-	<b>86,399</b>	<b>350,000</b>	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
606,672	875,107	785,753	Capital Outlay				
<b>606,672</b>	<b>875,107</b>	<b>785,753</b>	<b>Account Class Total - Capital Outlay</b>	-	-	-	-
<b>606,672</b>	<b>961,506</b>	<b>1,135,753</b>	<b>Program Total: 9531 - Construction</b>	-	-	-	-
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
-	255,925	-	5811 Transfer to Other Funds	-	-	-	-
-	-	-	5811.363 Transfer to Storm CIP	-	387,381	387,381	387,381
-	<b>255,925</b>	-	<b>Account Class Total - Transfers Out</b>	-	<b>387,381</b>	<b>387,381</b>	<b>387,381</b>
-	<b>255,925</b>	-	<b>Program Total: 9711 - Operating Transfer Out</b>	-	<b>387,381</b>	<b>387,381</b>	<b>387,381</b>
<b>862,644</b>	<b>1,485,018</b>	<b>2,026,122</b>	<b>Department Total: 631 - Maintenance</b>	<b>39,954</b>	<b>427,335</b>	<b>427,335</b>	<b>427,335</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	-	5921 Contingency	-	36,842	36,842	36,842
-	-	4,000,000	5981.005 Res for Future Capacity	5,243,045	5,243,045	5,243,045	5,243,045
-	-	<b>4,000,000</b>	<b>Account Class Total - Conting'y and Unprop</b>	<b>5,243,045</b>	<b>5,279,887</b>	<b>5,279,887</b>	<b>5,279,887</b>
-	-	<b>4,000,000</b>	<b>Program Total: 9971 - Equity</b>	<b>5,243,045</b>	<b>5,279,887</b>	<b>5,279,887</b>	<b>5,279,887</b>
-	-	<b>4,000,000</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>5,243,045</b>	<b>5,279,887</b>	<b>5,279,887</b>	<b>5,279,887</b>
<b>862,644</b>	<b>1,485,019</b>	<b>6,026,122</b>	<b>Expenditures Total</b>	<b>5,282,999</b>	<b>5,707,222</b>	<b>5,707,222</b>	<b>5,707,222</b>
<b>6,928,604</b>	<b>5,616,385</b>	-	<b>Fund Net Total: 376 - Street/Storm SDC</b>	-	-	-	-

**Street/Storm CIP – 363**  
General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Street/Storm Cap Imp - 363
<b>Department/Department Number:</b>	Maintenance - 631
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

**Description of purpose/functions of department:**

The purpose of this fund is for Street, including sidewalks, or Storm Capital Improvement Projects. Revenues are generated from PGE and NW Natural privilege taxes and are supplemented with state proceeds when those projects occur. Also from State STP allocations money is available for Street ROW work except maintenance.

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

There are no personnel costs associated with this fund.

**Description of fiscal year 2011-12 accomplishments:**

- Landscaping within median along Hwy. 214 and High School was planned, designed and planted with pot in pot concept, which allows for easy changes throughout the seasons
- Mill Street Railroad crossing was removed and design plans are underway for modifying Hardcastle crossing to handle the truck traffic to Woodburn Fertilizer
- Misc. ADA ramps at street intersections throughout the downtown area.
- N Front Street preliminary design

**Description of fiscal year 2012-13 proposed focus/goals:**

- Pedestrian crossing along N Front Street to Woodburn High School at Hwy. 214 off ramp.
- Continued work on adding ADA ramps at intersections
- Continued work on N Front Street with design and acquiring right-of-way, utility relocations
- Storm relocation related work in connection with I-5 improvement

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Storm relocation related work in connection with I-5 improvement

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Street/Storm Capital Improvement Fund</b>							
Revenue							
664,430	406,594	365,000	Fund Balance	615,682	615,000	615,000	615,000
364,253	347,621	340,000	Taxes	315,000	435,000	435,000	435,000
797,103	-	-	Intergovernmental	924,111	924,111	924,111	924,111
436,935	1,248	800	Misc	1,500	2,000	2,000	2,000
-	-	-	Transfers In	-	869,928	869,928	869,928
<b>2,262,721</b>	<b>755,463</b>	<b>705,800</b>	<b>Total Revenues</b>	<b>1,856,293</b>	<b>2,846,039</b>	<b>2,846,039</b>	<b>2,846,039</b>
Expense							
250,866	76,471	119,193	Supplies & Services	385,262	1,184	1,184	1,184
1,605,260	158,731	558,002	Capital Outlay	1,320,792	2,676,333	2,676,333	2,676,333
-	-	28,605	Conting'y & Unapprop	150,239	168,522	168,522	168,522
<b>1,856,126</b>	<b>235,202</b>	<b>705,800</b>	<b>Total Expenses</b>	<b>1,856,293</b>	<b>2,846,039</b>	<b>2,846,039</b>	<b>2,846,039</b>
<b>406,595</b>	<b>520,261</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 363 - Street/Storm Cap Imp Fd</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
664,430	406,594	365,000	3081 Beginning Fund Balance	615,682	615,000	615,000	615,000
<b>664,430</b>	<b>406,594</b>	<b>365,000</b>	<b>Account Class Total - Fund Balance</b>	<b>615,682</b>	<b>615,000</b>	<b>615,000</b>	<b>615,000</b>
Taxes							
267,105	251,921	240,000	3141 Privilege Tax, PGE	240,000	240,000	240,000	240,000
97,148	95,700	100,000	3142 Privilege Tax, NW Natural	75,000	75,000	75,000	75,000
-	-	-	3171 City Gas Tax	-	120,000	120,000	120,000
<b>364,253</b>	<b>347,621</b>	<b>340,000</b>	<b>Account Class Total - Taxes</b>	<b>315,000</b>	<b>435,000</b>	<b>435,000</b>	<b>435,000</b>
Intergovernmental							
547,103	-	-	3333.001 DoT Fund Exchange	924,111	924,111	924,111	924,111
250,000	-	-	3341 State Grants	-	-	-	-
<b>797,103</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Intergovernmental</b>	<b>924,111</b>	<b>924,111</b>	<b>924,111</b>	<b>924,111</b>
Miscellaneous							
3,380	1,248	800	3611 Interest from Investments	1,500	2,000	2,000	2,000
39,632	-	-	3699 Other Miscellaneous Income	-	-	-	-
393,923	-	-	3881 Reimbursements	-	-	-	-
<b>436,935</b>	<b>1,248</b>	<b>800</b>	<b>Account Class Total - Miscellaneous</b>	<b>1,500</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Transfers in							
-	-	-	3971.169 Transfer From City Gas Tax	-	278,000	278,000	278,000
-	-	-	3971.360 Transfer From Special Assessment Fund	-	204,547	204,547	204,547
-	-	-	3971.376 Transfer From TIF	-	387,381	387,381	387,381
<b>-</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Transfers in</b>	<b>-</b>	<b>869,928</b>	<b>869,928</b>	<b>869,928</b>
<b>2,262,721</b>	<b>755,463</b>	<b>705,800</b>	<b>Department Total: 000 - Revenue</b>	<b>1,856,293</b>	<b>2,846,039</b>	<b>2,846,039</b>	<b>2,846,039</b>
<b>2,262,721</b>	<b>755,463</b>	<b>705,800</b>	<b>Revenues Total</b>	<b>1,856,293</b>	<b>2,846,039</b>	<b>2,846,039</b>	<b>2,846,039</b>

## Revenue Sources and Other Discussion

The **Taxes** category contains \$435,000 or 19.5% of operating revenues. This includes the same allocation of Privilege Tax from PGE as prior year. NW Natural's privilege tax amounts are decreased due to the slower than anticipated economic recovery. This category also includes \$120,000 in City Gas Tax now being accounted for in this fund.

The **Intergovernmental** revenue source includes a DOT payment for the I-5 Interchange Project. At \$924,111, this accounts for 41% of the total operating revenue of this fund.

**Transfers In** includes various transfers from other funds and are being transferred because of the Funds Consolidation Project that is on-going. The total in the category is \$869,928 or 39% of total operating revenues.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 363 - Street/Storm Cap Imp Fd</b>								
<b>Expenditures</b>								
<b>Department: 631 - Maintenance</b>								
<b>Program: 9511 - Design Engineering</b>								
Supplies and Services								
30,552	39,503	50,000	5411	Engineering & Architect	250,000	-	-	-
-	-	2,000	5419	Other Professional Serv	-	-	-	-
-	-	3,000	5493	Printing/Binding	3,000	-	-	-
-	250	500	5498	Permits/Fees	500	-	-	-
<b>30,552</b>	<b>39,753</b>	<b>55,500</b>	<b>Account Class Total - Supplies and Services</b>		<b>253,500</b>	-	-	-
<b>30,552</b>	<b>39,753</b>	<b>55,500</b>	<b>Program Total: 9511 - Design Engineering</b>		<b>253,500</b>	-	-	-
<b>Program: 9512 - Construction Eng</b>								
Supplies and Services								
207,893	17,360	50,000	5411	Engineering & Architect	25,000	-	-	-
<b>207,893</b>	<b>17,360</b>	<b>50,000</b>	<b>Account Class Total - Supplies and Services</b>		<b>25,000</b>	-	-	-
<b>207,893</b>	<b>17,360</b>	<b>50,000</b>	<b>Program Total: 9512 - Construction Eng</b>		<b>25,000</b>	-	-	-
<b>Program: 9521 - Right of Way</b>								
Supplies and Services								
-	-	1,000	5496	Filing/Recording	1,000	-	-	-
-	-	<b>1,000</b>	<b>Account Class Total - Supplies and Services</b>		<b>1,000</b>	-	-	-
Capital Outlay								
-	-	-	5612	Easements	10,000	10,000	10,000	10,000
-	-	-	<b>Account Class Total - Capital Outlay</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
-	-	<b>1,000</b>	<b>Program Total: 9521 - Right of Way</b>		<b>11,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Program: 9531 - Construction</b>								
Supplies and Services								
12,421	19,357	7,000	5419	Other Professional Serv	100,000	-	-	-
-	-	5,000	5419.501	Testing/Lab	5,000	-	-	-
-	-	693	5500	Banking Fees & Charges	762	1,184	1,184	1,184
<b>12,421</b>	<b>19,357</b>	<b>12,693</b>	<b>Account Class Total - Supplies and Services</b>		<b>105,762</b>	<b>1,184</b>	<b>1,184</b>	<b>1,184</b>
Capital Outlay								
1,605,260	59,924	408,002	5631	Streets/Alleys/Sidewalks	1,110,792	2,078,952	2,078,952	2,078,952
-	98,806	150,000	5636	Storm Drains	200,000	587,381	587,381	587,381
<b>1,605,260</b>	<b>158,731</b>	<b>558,002</b>	<b>Account Class Total - Capital Outlay</b>		<b>1,310,792</b>	<b>2,666,333</b>	<b>2,666,333</b>	<b>2,666,333</b>
<b>1,617,681</b>	<b>178,087</b>	<b>570,695</b>	<b>Program Total: 9531 - Construction</b>		<b>1,416,554</b>	<b>2,667,517</b>	<b>2,667,517</b>	<b>2,667,517</b>
<b>1,856,126</b>	<b>235,201</b>	<b>677,195</b>	<b>Department Total: 631 - Maintenance</b>		<b>1,706,054</b>	<b>2,677,517</b>	<b>2,677,517</b>	<b>2,677,517</b>
<b>Department: 901 - Ending Fund Balance</b>								
<b>Program: 9971 - Equity</b>								
Contingencies and Unappropriated Balances								
-	-	28,605	5921	Contingency	150,239	168,522	168,522	168,522
-	-	<b>28,605</b>	<b>Account Class Total - Conting'y and Unaprop</b>		<b>150,239</b>	<b>168,522</b>	<b>168,522</b>	<b>168,522</b>
-	-	<b>28,605</b>	<b>Program Total: 9971 - Equity</b>		<b>150,239</b>	<b>168,522</b>	<b>168,522</b>	<b>168,522</b>
-	-	<b>28,605</b>	<b>Department Total: 901 - Ending Fund Balance</b>		<b>150,239</b>	<b>168,522</b>	<b>168,522</b>	<b>168,522</b>
<b>1,856,126</b>	<b>235,202</b>	<b>705,800</b>	<b>Expenditures Total</b>		<b>1,856,293</b>	<b>2,846,039</b>	<b>2,846,039</b>	<b>2,846,039</b>
<b>406,595</b>	<b>520,261</b>	-	<b>Fund Net</b>	<b>Total: 363 - Street/Storm Cap Imp Fd</b>	-	-	-	-



## Parks SDC – 364

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Parks SDC - 364
<b>Department/Department Number:</b>	Parks Administration - 491
<b>Department Director:</b>	Jim Row
<b>Director Direct Phone Number:</b>	503-982-5265
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	Jim Row
<b>Direct Phone Number:</b>	503-982-5265

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

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

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

The Department consists of approximately 40 FTE, and is responsible for operating recreation programs and special events, the Aquatic Center, Public Library, Retired and Senior Volunteer Program (RSVP), the community relations program, and park planning and development.

#### **Description of fiscal year 2011-12 accomplishments:**

- Completed construction of the final phase of Centennial Park
- Completed the Mill Creek Greenway Trail Project

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Install Playground at Legion Park
- Acquire potential park property from Immanuel Lutheran Church
- Update Park SDC Methodology
- Install Culvert crossing connecting Hermanson Street to Mill Creek Trail

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Parks SDC</b>							
Revenue							
1,172,010	646,869	350,000	Fund Balance	305,000	300,000	300,000	300,000
18,825	4,277	2,000	Charges for Goods and Services	8,000	8,000	8,000	8,000
5,933	1,606	1,000	Misc	1,000	1,000	1,000	1,000
<b>1,196,768</b>	<b>652,752</b>	<b>353,000</b>	<b>Total Revenues</b>	<b>314,000</b>	<b>309,000</b>	<b>309,000</b>	<b>309,000</b>
Expense							
-	-	20,347	Supplies & Services	20,382	20,353	20,353	20,353
549,898	246,346	80,000	Capital Outlay	135,000	135,000	135,000	135,000
-	-	-	Transfers Out	20,000	20,000	20,000	20,000
-	-	252,653	Conting'y & Unapprop	138,618	133,647	133,647	133,647
<b>549,898</b>	<b>246,346</b>	<b>353,000</b>	<b>Total Expenses</b>	<b>314,000</b>	<b>309,000</b>	<b>309,000</b>	<b>309,000</b>
<b>646,870</b>	<b>406,406</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 364 - Parks SDC</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
<b>Fund Balance</b>							
1,172,010	646,869	350,000	3081 Beginning Fund Balance	305,000	300,000	300,000	300,000
<b>1,172,010</b>	<b>646,869</b>	<b>350,000</b>	<b>Account Class Total - Fund Balance</b>	<b>305,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>Charges for goods and services</b>							
18,825	4,277	2,000	3458.501 Park's SDC's	8,000	8,000	8,000	8,000
<b>18,825</b>	<b>4,277</b>	<b>2,000</b>	<b>Account Class Total - Charges for goods and services</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>Miscellaneous</b>							
5,283	1,606	1,000	3611 Interest from Investments	1,000	1,000	1,000	1,000
650	-	-	3699 Other Miscellaneous Income	-	-	-	-
<b>5,933</b>	<b>1,606</b>	<b>1,000</b>	<b>Account Class Total - Miscellaneous</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>1,196,768</b>	<b>652,752</b>	<b>353,000</b>	<b>Revenues Total</b>	<b>314,000</b>	<b>309,000</b>	<b>309,000</b>	<b>309,000</b>

## Revenue Sources and Other Discussion

The **Charges for goods and services** category contains the majority of the operating revenues in the fund. This fund's revenue is dependent on the collection of System Development Charges (SDCs). SDCs continue to reflect the slow recovery in the real estate markets. This current budget year is the first in which optimistic outlooks have been applied to SDCs in a few years.

**Capital Outlay:** Some major projects scheduled for fiscal year 2012-13 are listed below:

- 1) Install Playground at Legion Park (\$15,000)
- 2) Install culvert crossing connecting Hermanson Street to Mill Creek Trail (\$20,000)

3) Acquire potential park property from Immanuel Lutheran Church (\$100,000)

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 364 - Parks SDC</b>							
<u>Expenditures</u>							
<b>Department: 491 - Parks Administration</b>							
<b>Program: 9511 - Design Engineering</b>							
Supplies and Services							
-	-	20,000	5419 Other Professional Serv	20,000	20,000	20,000	20,000
-	-	347	5500 Banking Fees & Charges	382	353	353	353
-	-	<b>20,347</b>	<b>Account Class Total - Supplies and Services</b>	<b>20,382</b>	<b>20,353</b>	<b>20,353</b>	<b>20,353</b>
-	-	<b>20,347</b>	<b>Program Total: 9511 - Design Engineering</b>	<b>20,382</b>	<b>20,353</b>	<b>20,353</b>	<b>20,353</b>
<b>Program: 9531 - Construction</b>							
Capital Outlay							
50,739	119,820	80,000	5637.009 Greenway	20,000	20,000	20,000	20,000
499,158	126,526	-	5637.040 Centennial Park	15,000	15,000	15,000	15,000
-	-	-	5637.044 Lutheran Church Project	100,000	100,000	100,000	100,000
<b>549,898</b>	<b>246,346</b>	<b>80,000</b>	<b>Account Class Total - Capital Outlay</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>
<b>549,898</b>	<b>246,346</b>	<b>80,000</b>	<b>Program Total: 9531 - Construction</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>
<b>Program: 9711 - Operating Transfer Out</b>							
Transfers Out							
-	-	-	5811.358 Transfer to General CIP	20,000	20,000	20,000	20,000
-	-	-	<b>Account Class Total - Transfers Out</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
-	-	-	<b>Program Total: 9711 - Operating Transfer Out</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>549,898</b>	<b>246,346</b>	<b>100,347</b>	<b>Department Total: 491 - Parks Administration</b>	<b>175,382</b>	<b>175,353</b>	<b>175,353</b>	<b>175,353</b>
<b>Department: 901 - Ending Fund Balance</b>							
<b>Program: 9971 - Equity</b>							
Contingencies and Unappropriated Balances							
-	-	252,653	5921 Contingency	138,618	133,647	133,647	133,647
-	-	<b>252,653</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>138,618</b>	<b>133,647</b>	<b>133,647</b>	<b>133,647</b>
-	-	<b>252,653</b>	<b>Program Total: 9971 - Equity</b>	<b>138,618</b>	<b>133,647</b>	<b>133,647</b>	<b>133,647</b>
-	-	<b>252,653</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>138,618</b>	<b>133,647</b>	<b>133,647</b>	<b>133,647</b>
<b>549,898</b>	<b>246,346</b>	<b>353,000</b>	<b>Expenditures Total</b>	<b>314,000</b>	<b>309,000</b>	<b>309,000</b>	<b>309,000</b>
<b>646,870</b>	<b>406,406</b>	-	<b>Fund Net Total: 364 - Parks SDC</b>	-	-	-	-

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City of Woodburn  
Utility Services Budget Summary

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Budget 2012-13</u>
<b>470 - Water</b>	1,783,587	2,141,891	2,545,725	4,450,525
<b>466 - Wtr Well/Dist Const</b>	2,068,126	4,562,991	4,390,783	5,367,661
<b>474 - Water SDC</b>	405,474	409,754	386,200	691,300
<b>472 - Sewer</b>	2,576,262	2,871,927	3,437,248	10,115,808
<b>461 - Sewer Capital Improvement</b>	29,102	29,102	37,100	-
<b>465 - WWTP Construction</b>	2,752,197	3,419,047	6,831,721	16,632,153
<b>475 - Sewer SDC</b>	585,848	-	107,263	145,000
<b>478 - Surface Water/Collections</b>	152,071	230,525	337,915	52,000
<b>377 - Storm Water Sys Dev</b>	206,152	89,287	381,500	420,000

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## Water – 470

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Water - 470
<b>Section/Section Number:</b>	Water - 611
<b>Section Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Section Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

#### **Description of purpose/functions of section:**

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

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

The section under the direction of the Water Resources Division Manager is supervised by the Drinking Water Section Supervisor. The section is organized to provide both operations and maintenance with clerical administrative support. The section currently has 10 full time positions, with the reduction of the Operator II and Utility Worker position.

#### **Description of fiscal year 2011-12 accomplishments:**

- Completed Secondary disinfection implementation, including public outreach, equipment installation and regulatory compliance
- Completed Directional Flushing program, to assist in implementation of the Secondary Disinfection.
- Prepared and provided to customers and Section of Human Services the 2011 Water Quality Report
- Prepared and provided to customers the second Woodburn Water Works newsletter.
- Flushed and operated Fire Hydrants in the entire system
- Cross connection and backflow prevention, inspected 1435 devices, continue to expand program
- Completed 2.8 million dollar ARRA Stimulus funded Water Consolidation Project to Shalimar, Driftwood and Chateau Ranchettes
- Completed Water line, replacement, capacity improvement on Fourth Street from Hayes Street to Grant Street
- Completed City wide, Lead and Copper Regulatory required Testing and Reporting
- Assisted in preparation for Water Revenue Bond Sale.

**Description of fiscal year 2012-13 proposed focus/goals:**

- Update Water Mater Plan and Review Rate Structure
- Continue Automatic Read Meter (AMR) program (Estimated at \$30,000)
- Produce and distribute the 2012 Water Quality Report
- Complete Nitrification Control Plan
- Increase level of effort in the Cross Connection, Backflow Prevention Control Plan.

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

Fund 470 had to reduce staffing by 1 FTE due to rising personnel costs and the fact that no rate increase had been made since 2006. Due to revise budget policies, distribution of water revenues between operations and maintenance and construction fund is not permissible to meet escalating operations and maintenance costs.

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Water</b>							
Revenue							
643,983	694,493	306,271	Fund Balance	405,060	405,000	405,000	405,000
1,697,372	1,641,368	2,123,954	Charges for Goods and Services	2,151,310	3,167,025	3,167,025	3,167,025
51,709	37,531	30,500	Misc	52,500	54,500	54,500	54,500
85,000	85,000	85,000	Transfers In	70,000	824,000	824,000	824,000
-	85,442	-	Other Financing Sources	-	-	-	-
<b>2,478,064</b>	<b>2,543,834</b>	<b>2,545,725</b>	<b>Total Revenues</b>	<b>2,678,870</b>	<b>4,450,525</b>	<b>4,450,525</b>	<b>4,450,525</b>
Expense							
885,329	1,090,996	1,280,389	Labor & Benefits	1,196,829	1,283,761	1,283,761	1,283,761
543,047	605,767	708,555	Supplies & Services	732,363	720,188	720,188	720,188
9,212	13,686	40,025	Capital Outlay	42,000	42,000	42,000	42,000
-	-	13,335	Debt Service	13,335	1,171,121	1,171,121	1,171,121
346,000	431,442	336,000	Transfers Out	336,000	101,322	101,322	101,322
-	-	167,421	Conting'y & Unapprop	358,343	1,132,133	1,132,133	1,132,133
<b>1,783,588</b>	<b>2,141,891</b>	<b>2,545,725</b>	<b>Total Expenses</b>	<b>2,678,870</b>	<b>4,450,525</b>	<b>4,450,525</b>	<b>4,450,525</b>
<b>694,476</b>	<b>401,943</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 470 - Water Fund</b>								
<b>Revenues</b>								
<b>Department: 000 - Revenue</b>								
<b>Fund Balance</b>								
643,983	694,493	306,271	3081	Beginning Fund Balance	405,060	405,000	405,000	405,000
<b>643,983</b>	<b>694,493</b>	<b>306,271</b>	<b>Account Class Total - Fund Balance</b>		<b>405,060</b>	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>
<b>Charges for goods and services</b>								
1,587,199	1,602,397	2,039,304	3434.101	Water Sales Revenue	2,062,210	3,077,925	3,077,925	3,077,925
21,542	16,250	20,000	3434.102	New Services	20,000	20,000	20,000	20,000
19,988	16,995	19,000	3434.103	Re-connection Fees	19,000	19,000	19,000	19,000
-	-	50	3434.104	Vacations	3,500	3,500	3,500	3,500
245	12	100	3434.105	After Hours Fee	100	100	100	100
1,640	2,600	2,000	3434.106	NSF Check Fee	2,000	2,000	2,000	2,000
1,593	1,614	1,500	3434.108	Bulk Water Sales	1,500	1,500	1,500	1,500
65,164	1,500	42,000	3434.112	Late Fees	43,000	43,000	43,000	43,000
<b>1,697,372</b>	<b>1,641,368</b>	<b>2,123,954</b>	<b>Account Class Total - Charges for goods and services</b>		<b>2,151,310</b>	<b>3,167,025</b>	<b>3,167,025</b>	<b>3,167,025</b>
<b>Miscellaneous</b>								
3,376	1,977	1,500	3611	Interest from Investments	1,500	3,500	3,500	3,500
37,102	29,238	25,000	3625	Facilities Rent	47,000	47,000	47,000	47,000
361	3,488	-	3691	Sale of Surplus Property	-	-	-	-
10,870	2,828	4,000	3699	Other Miscellaneous Income	4,000	4,000	4,000	4,000
<b>51,709</b>	<b>37,531</b>	<b>30,500</b>	<b>Account Class Total - Miscellaneous</b>		<b>52,500</b>	<b>54,500</b>	<b>54,500</b>	<b>54,500</b>
<b>Other Financing Sources</b>								
-	85,442	-	3811	Interfund Loan Proceeds	-	-	-	-
-	<b>85,442</b>	-	<b>Account Class Total - Other Financing Sources</b>		-	-	-	-
<b>Transfers in</b>								
15,000	15,000	15,000	3971.001	Transfer From General Fund	-	-	-	-
-	-	-	3971.466	Transfer From Water Construction	-	754,000	754,000	754,000
70,000	70,000	70,000	3971.472	Transfer From Sewer	70,000	70,000	70,000	70,000
<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>Account Class Total - Transfers in</b>		<b>70,000</b>	<b>824,000</b>	<b>824,000</b>	<b>824,000</b>
<b>2,478,064</b>	<b>2,543,834</b>	<b>2,545,725</b>	<b>Department Total: 000 - Revenue</b>		<b>2,678,870</b>	<b>4,450,525</b>	<b>4,450,525</b>	<b>4,450,525</b>
<b>2,478,064</b>	<b>2,543,834</b>	<b>2,545,725</b>	<b>Revenues Total</b>		<b>2,678,870</b>	<b>4,450,525</b>	<b>4,450,525</b>	<b>4,450,525</b>

## Revenue Sources and Other Discussion

**Charges for goods and services** represent the major revenue source for the Water Fund and budget for the fees collected for water provided to City residents. Although it contains many accounts to differentiate between charges, the sum of the charges equates to \$3,167,025 or 78% of operating revenues within the fund.

**Transfers In** represents the Wastewater Fund's share of billing expenses for the fiscal year. At \$824,000 budgeted for 2013, this is 20% of total operating revenues within the fund.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 470 - Water Fund</b>								
<u>Expenditures</u>								
<b>Department: 611 - Water</b>								
<b>Program: 6411 - Water Supply</b>								
Labor and Benefits								
491,713	731,908	793,276	5111	Regular Salaries	725,268	778,416	778,416	778,416
-	-	7,000	5112	Part-Time Salaries	7,500	7,000	7,000	7,000
14,682	9,875	15,000	5121	Overtime	15,000	15,000	15,000	15,000
63,758	-	-	5199	Intra-governmental Service	-	-	-	-
9,201	378	523	5211	Workers' Comp	462	473	473	473
37,413	54,432	62,328	5212	Social Security	57,166	61,232	61,232	61,232
120,862	194,238	239,143	5213	Med, Den, Life Ins.	208,791	220,232	220,232	220,232
36,308	93,822	155,303	5214	Retirement	169,952	183,012	183,012	183,012
1,794	2,625	3,247	5215	Long Term Disability Ins	2,976	3,190	3,190	3,190
955	2,170	2,444	5216	Unemployment Insurance	9,714	13,207	13,207	13,207
1,499	1,548	2,125	5217	Life Insurance	-	1,999	1,999	1,999
<b>778,185</b>	<b>1,090,996</b>	<b>1,280,389</b>	<b>Account Class Total - Labor and Benefits</b>		<b>1,196,829</b>	<b>1,283,761</b>	<b>1,283,761</b>	<b>1,283,761</b>
Supplies and Services								
918	590	2,000	5315	Computer Supplies	2,000	2,000	2,000	2,000
1,475	2,105	2,000	5319	Other Office Supplies	2,000	2,000	2,000	2,000
17,175	16,855	20,000	5323	Fuel	20,000	20,000	20,000	20,000
2,340	2,904	3,000	5324	Clothing	3,000	3,000	3,000	3,000
-	-	2,500	5326	Safety/Medicines	2,500	2,500	2,500	2,500
40,242	39,960	50,000	5327	Chemicals	50,000	50,000	50,000	50,000
202	696	2,500	5328	Lab Supplies	2,500	2,500	2,500	2,500
707	999	1,000	5329	Other Operating Supplies	1,000	1,000	1,000	1,000
2,891	2,090	4,000	5338	Tools	4,000	4,000	4,000	4,000
42	769	2,000	5339	Other Maintenance Supplie	2,000	2,000	2,000	2,000
8,605	19,627	20,000	5379	Other Water/Sewer Supplie	20,000	20,000	20,000	20,000
4,932	9,972	10,000	5379.001	Line Repair Supplies	10,000	10,000	10,000	10,000
32,951	25,572	34,000	5379.002	Customer Service	34,000	34,000	34,000	34,000
1,746	3,847	10,000	5379.003	Pump Supplies	10,000	10,000	10,000	10,000
12,176	12,462	16,000	5379.004	Meter Parts	16,000	16,000	16,000	16,000
1,829	2,986	3,000	5379.005	Protective Equipment	3,000	3,000	3,000	3,000
3,962	240	4,000	5392	Security Supplies	4,000	4,000	4,000	4,000
732	2,159	3,000	5399	Other Supplies	3,000	3,000	3,000	3,000
249	503	500	5416	Medical	500	500	500	500
195	255	500	5417	Human Resources	500	500	500	500
17,438	14,447	15,000	5419	Other Professional Serv	15,000	15,000	15,000	15,000
15,469	27,886	15,000	5419.501	Testing/Lab	15,000	15,000	15,000	15,000
-	9,293	15,000	5419.707	Educ Outreach	15,000	15,000	15,000	15,000
6,723	6,147	7,000	5421	Telephone/Data	7,000	7,000	7,000	7,000
1,023	767	1,000	5422	Postage	1,000	1,000	1,000	1,000
3,169	4,721	10,000	5427	Training	10,000	10,000	10,000	10,000
922	840	1,000	5445	Work Equipment	1,000	1,000	1,000	1,000
-	-	4,500	5446	Software Licenses	4,500	4,500	4,500	4,500
4,072	3,521	6,000	5451	Natural Gas	6,000	6,000	6,000	6,000
176,692	186,208	220,000	5453	Electricity	220,000	220,000	220,000	220,000
1,994	2,176	2,000	5454	Solid Waste Disposal	2,000	2,000	2,000	2,000
6,854	7,135	7,000	5471	Equipment Repair & Maint	7,000	7,000	7,000	7,000
3,840	3,962	4,000	5472	Buildings Repairs & Maint	4,000	4,000	4,000	4,000
11,675	7,356	10,000	5475	Vehicle Repair & Maint	10,000	10,000	10,000	10,000
1,537	1,500	1,500	5476	Laundry	-	-	-	-
2,366	1,301	2,500	5491	Dues & Subscriptions	2,500	2,500	2,500	2,500
2,049	1,365	3,500	5492	Registrations/Tuitions	3,500	3,500	3,500	3,500
1,108	1,495	1,500	5498	Permits/Fees	1,500	1,500	1,500	1,500
162	72	250	5499	Other Services	250	250	250	250
<b>390,462</b>	<b>424,782</b>	<b>516,750</b>	<b>Account Class Total - Supplies and Services</b>		<b>515,250</b>	<b>515,250</b>	<b>515,250</b>	<b>515,250</b>
Capital Outlay								
9,212	13,686	30,000	5634	Water	30,000	30,000	30,000	30,000
-	-	2,000	5644	Communications	2,000	2,000	2,000	2,000
-	-	8,025	5649	Other Equipment	10,000	10,000	10,000	10,000
<b>9,212</b>	<b>13,686</b>	<b>40,025</b>	<b>Account Class Total - Capital Outlay</b>		<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>
<b>1,177,859</b>	<b>1,529,464</b>	<b>1,837,164</b>	<b>Program Total: 6411 - Water Supply</b>		<b>1,754,079</b>	<b>1,841,011</b>	<b>1,841,011</b>	<b>1,841,011</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Program: 6421 - Water Meter Reading</b>								
Labor and Benefits								
6,117	-	-	5111	Regular Salaries	-	-	-	-
261	-	-	5121	Overtime	-	-	-	-
98,068	-	-	5199	Intra-governmental Service	-	-	-	-
5	-	-	5211	Workers' Comp	-	-	-	-
458	-	-	5212	Social Security	-	-	-	-
2,192	-	-	5213	Med, Den, Life Ins.	-	-	-	-
23	-	-	5215	Long Term Disability Ins	-	-	-	-
12	-	-	5216	Unemployment Insurance	-	-	-	-
6	-	-	5217	Life Insurance	-	-	-	-
<b>107,144</b>	-	-	<b>Account Class Total - Labor and Benefits</b>		-	-	-	-
Supplies and Services								
5	-	-	5319	Other Office Supplies	-	-	-	-
3,175	2,997	5,000	5323	Fuel	5,000	5,000	5,000	5,000
-	-	400	5419	Other Professional Serv	400	400	400	400
-	328	700	5421	Telephone/Data	700	700	700	700
37,457	36,352	40,000	5422	Postage	40,000	40,000	40,000	40,000
799	615	800	5433	Mileage	800	800	800	800
2,040	2,448	2,500	5471	Equipment Repair & Maint	2,500	2,500	2,500	2,500
270	-	-	5492	Registrations/Tuitions	-	-	-	-
17,119	14,394	23,000	5493	Printing/Binding	23,000	23,000	23,000	23,000
<b>60,865</b>	<b>57,134</b>	<b>72,400</b>	<b>Account Class Total - Supplies and Services</b>		<b>72,400</b>	<b>72,400</b>	<b>72,400</b>	<b>72,400</b>
<b>168,009</b>	<b>57,134</b>	<b>72,400</b>	<b>Program Total: 6421 - Water Meter Reading</b>		<b>72,400</b>	<b>72,400</b>	<b>72,400</b>	<b>72,400</b>
<b>Program: 6499 - Water Administration</b>								
Supplies and Services								
49	50	150	5319	Other Office Supplies	150	150	150	150
-	-	2,500	5329	Other Operating Supplies	2,500	2,500	2,500	2,500
3,370	5,765	8,000	5414	Accounting/Auditing	8,000	9,000	9,000	9,000
27,516	30,268	27,510	5428	IS Support	27,510	24,759	24,759	24,759
27,770	29,407	16,832	5448	Internal Rent	31,460	22,846	22,846	22,846
4,886	4,610	-	5461	Auto	-	-	-	-
17,749	5,081	-	5463	Bldg/Personal Prop	-	-	-	-
-	18,670	23,447	5464	Workers' Comp	23,447	23,447	23,447	23,447
10,332	30,000	33,366	5465	General Liability	33,336	33,336	33,336	33,336
-	-	-	5499.005	Grounds Maintenance Services	10,000	10,000	10,000	10,000
-	-	7,100	5500	Banking Fees & Charges	7,810	6,000	6,000	6,000
48	-	500	5510	Bad Debt Expense	500	500	500	500
<b>91,720</b>	<b>123,852</b>	<b>119,405</b>	<b>Account Class Total - Supplies and Services</b>		<b>144,713</b>	<b>132,538</b>	<b>132,538</b>	<b>132,538</b>
70 - Debt Service								
-	-	-	5711	Bond Principle	-	621,880	621,880	621,880
-	-	13,335	5714	Interfund Principle	13,335	13,335	13,335	13,335
-	-	-	5721	Bond Interest	-	535,906	535,906	535,906
-	-	<b>13,335</b>	<b>Account Class Total - Debt Service</b>		<b>13,335</b>	<b>1,171,121</b>	<b>1,171,121</b>	<b>1,171,121</b>
<b>91,720</b>	<b>123,852</b>	<b>132,740</b>	<b>Program Total: 6499 - Water Administration</b>		<b>158,048</b>	<b>1,303,659</b>	<b>1,303,659</b>	<b>1,303,659</b>
<b>Program: 9711 - Operating Transfer Out</b>								
Transfers Out								
-	85,442	-	5811.568	Transfer to Information Services	-	-	-	-
311,000	311,000	311,000	5811.582	Transfer to T & E	311,000	76,322	76,322	76,322
35,000	35,000	25,000	5811.591	Transfer to Equipment Replace	25,000	25,000	25,000	25,000
<b>346,000</b>	<b>431,442</b>	<b>336,000</b>	<b>Account Class Total - Transfers Out</b>		<b>336,000</b>	<b>101,322</b>	<b>101,322</b>	<b>101,322</b>
<b>346,000</b>	<b>431,442</b>	<b>336,000</b>	<b>Program Total: 9711 - Operating Transfer Out</b>		<b>336,000</b>	<b>101,322</b>	<b>101,322</b>	<b>101,322</b>
<b>1,783,587</b>	<b>2,141,891</b>	<b>2,378,304</b>	<b>Department Total: 611 - Water</b>		<b>2,320,527</b>	<b>3,318,392</b>	<b>3,318,392</b>	<b>3,318,392</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Department: 901 - Ending Fund Balance</b>					
			<b>Program: 9971 - Equity</b>					
			Contingencies and Unappropriated Balances					
-	-	106,621	5921	Contingency	358,343	378,133	378,133	378,133
-	-	-	5981.010	Reserve for Loan	-	754,000	754,000	754,000
-	-	60,800	5981.101	Reserve for PERS	-	-	-	-
-	-	<b>167,421</b>	<b>Account Class Total - Conting'y and Unaprop</b>		<b>358,343</b>	<b>1,132,133</b>	<b>1,132,133</b>	<b>1,132,133</b>
-	-	<b>167,421</b>	<b>Program Total: 9971 - Equity</b>		<b>358,343</b>	<b>1,132,133</b>	<b>1,132,133</b>	<b>1,132,133</b>
-	-	<b>167,421</b>	<b>Department Total: 901 - Ending Fund Balance</b>		<b>358,343</b>	<b>1,132,133</b>	<b>1,132,133</b>	<b>1,132,133</b>
<b>1,783,588</b>	<b>2,141,891</b>	<b>2,545,725</b>	<b>Expenditures Total</b>		<b>2,678,870</b>	<b>4,450,525</b>	<b>4,450,525</b>	<b>4,450,525</b>
<b>694,476</b>	<b>401,943</b>	-	<b>Fund Net</b>	<b>Total: 470 - Water Fund</b>	-	-	-	-

## Water Well/Distribution Construction – 466

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Water Well/Dist Const. - 466
<b>Department/Department Number:</b>	Water - 611
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

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

This fund is used for major water construction projects. Funds supporting these projects are from 35% of the water revenues received from utility billing. Besides construction projects there are annual loan payments which are made for the completed construction of three (3) water treatment plants.

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

There are no direct personnel costs associated with this fund.

#### **Description of fiscal year 2011-12 accomplishments:**

- ARRA Water Consolidation project was completed
- Completion of secondary disinfection
- Leasure Street waterline bore was completed
- Parr Road water line loop was completed

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Relocation of waterlines in Interchange area prior to construction
- Water line bore at Hwy 99E and Laurel Avenue
- Water line bore at Hwy 99E at Silverton Road
- Water line bore at Hwy. 214 and Mill Creek
- Water Master Plan
- Second year of interfund loan repayment for upgrade of New World Accounting Software

#### **Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Relocation of water lines in Interchange area prior to construction
- Water Master Plan
- Several water line bores under State Highways
- Debt service for outstanding water bonds and required debt reserve is being transferred to the Water Fund – 470.

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Water Well/Distribution Construction</b>							
Revenue							
5,792,564	5,657,028	3,149,564	Fund Balance	4,836,625	4,835,000	4,835,000	4,835,000
1,580,368	1,514,990	1,095,000	Charges for Goods and Services	1,015,715	-	-	-
27,867	13,593	10,000	Misc	10,000	8,000	8,000	8,000
324,339	1,996,700	136,219	Other Financing Sources	39,222	39,222	39,222	39,222
-	-	-	Transfers In	-	485,439	485,439	485,439
<b>7,725,138</b>	<b>9,182,311</b>	<b>4,390,783</b>	<b>Total Revenues</b>	<b>5,901,562</b>	<b>5,367,661</b>	<b>5,367,661</b>	<b>5,367,661</b>
Expense							
250,565	463,469	140,000	Supplies & Services	460,000	4,000	4,000	4,000
1,064,538	2,686,250	1,847,456	Capital Outlay	3,029,776	3,975,215	3,975,215	3,975,215
753,023	1,157,346	1,155,417	Debt Service	1,157,786	-	-	-
-	255,925	80,000	Transfers Out	-	754,000	754,000	754,000
-	-	1,167,910	Conting'y & Unapprop	1,254,000	634,446	634,446	634,446
<b>2,068,126</b>	<b>4,562,990</b>	<b>4,390,783</b>	<b>Total Expenses</b>	<b>5,901,562</b>	<b>5,367,661</b>	<b>5,367,661</b>	<b>5,367,661</b>
<b>5,657,012</b>	<b>4,619,321</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 466 - Wtr Well/Dist Const Fund</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
5,792,564	5,657,028	3,149,564	3081 Beginning Fund Balance	4,836,625	4,835,000	4,835,000	4,835,000
<b>5,792,564</b>	<b>5,657,028</b>	<b>3,149,564</b>	<b>Account Class Total - Fund Balance</b>	<b>4,836,625</b>	<b>4,835,000</b>	<b>4,835,000</b>	<b>4,835,000</b>
Charges for goods and services							
1,580,368	1,514,990	1,095,000	3434.101 Water Sales Revenue	1,015,715	-	-	-
<b>1,580,368</b>	<b>1,514,990</b>	<b>1,095,000</b>	<b>Account Class Total - Charges for goods and services</b>	<b>1,015,715</b>	<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous							
26,595	13,593	10,000	3611 Interest from Investments	10,000	8,000	8,000	8,000
1,272	-	-	3699 Other Miscellaneous Income	-	-	-	-
<b>27,867</b>	<b>13,593</b>	<b>10,000</b>	<b>Account Class Total - Miscellaneous</b>	<b>10,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
Other Financing Sources							
-	-	39,222	3811.123 IF Loan	39,222	39,222	39,222	39,222
-	-	96,997	3811.465 IF Loan	-	-	-	-
324,339	1,996,700	-	3918 Loan Proceeds	-	-	-	-
<b>324,339</b>	<b>1,996,700</b>	<b>136,219</b>	<b>Account Class Total - Other Financing Sources</b>	<b>39,222</b>	<b>39,222</b>	<b>39,222</b>	<b>39,222</b>
Transfers in							
-	-	-	3971.474 Transfer From Water SDC	-	485,439	485,439	485,439
<b>-</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Transfers in</b>	<b>-</b>	<b>485,439</b>	<b>485,439</b>	<b>485,439</b>
<b>7,725,138</b>	<b>9,182,311</b>	<b>4,390,783</b>	<b>Revenues Total</b>	<b>5,901,562</b>	<b>5,367,661</b>	<b>5,367,661</b>	<b>5,367,661</b>

## Revenue Sources and Other Discussion

**Transfers In** includes the transfer from the Water SDC Fund in the amount of \$485,439. This is the main source of operating revenue in this fund and accounts for 91% of the total. The debt service for outstanding water bonds is being transferred to the Water Fund, so revenues no longer reflect the charges for goods and services once accounted for in this fund.

**Capital Outlay:** Some major projects scheduled for fiscal year 2012-13 are listed below:

- 4) Hwy. 214/Interstate 5 Utility Relocations, widening (\$755,000)
- 5) Hwy 214 @ Mill Creek Bore (\$244,000)
- 6) Water Master Plan (\$200,000)
- 7) Automatic Meter Read Replacement Program (\$200,000)

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 466 - Wtr Well/Dist Const Fund</b>							
<b>Expenditures</b>							
<b>Department: 611 - Water</b>							
<b>Program: 9111 - Debt Service</b>							
70 - Debt Service							
361,921	576,106	596,127	5711 Bond Principle	621,880	-	-	-
391,102	581,241	559,290	5721 Bond Interest	535,906	-	-	-
<b>753,023</b>	<b>1,157,346</b>	<b>1,155,417</b>	<b>Account Class Total - Debt Service</b>	<b>1,157,786</b>	-	-	-
Transfers Out							
-	-	80,000	5841.123 IF Loan to Fund 123	-	-	-	-
-	-	<b>80,000</b>	<b>Account Class Total - Transfers Out</b>	-	-	-	-
<b>753,023</b>	<b>1,157,346</b>	<b>1,235,417</b>	<b>Program Total: 9111 - Debt Service</b>	<b>1,157,786</b>	-	-	-
<b>Program: 9511 - Design Engineering</b>							
Supplies and Services							
76,327	197,468	80,000	5411 Engineering & Architect	350,000	-	-	-
<b>76,327</b>	<b>197,468</b>	<b>80,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>350,000</b>	-	-	-
<b>76,327</b>	<b>197,468</b>	<b>80,000</b>	<b>Program Total: 9511 - Design Engineering</b>	<b>350,000</b>	-	-	-
<b>Program: 9512 - Construction Eng</b>							
Supplies and Services							
165,190	264,585	30,000	5411 Engineering & Architect	30,000	-	-	-
<b>165,190</b>	<b>264,585</b>	<b>30,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>30,000</b>	-	-	-
<b>165,190</b>	<b>264,585</b>	<b>30,000</b>	<b>Program Total: 9512 - Construction Eng</b>	<b>30,000</b>	-	-	-
<b>Program: 9521 - Right of Way</b>							
Supplies and Services							
20	-	-	5496 Filing/Recording	-	-	-	-
<b>20</b>	-	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
<b>20</b>	-	-	<b>Program Total: 9521 - Right of Way</b>	-	-	-	-
<b>Program: 9531 - Construction</b>							
Supplies and Services							
9,028	1,417	30,000	5419 Other Professional Serv	60,000	4,000	4,000	4,000
-	-	-	5419.501 Testing/Lab	20,000	-	-	-
<b>9,028</b>	<b>1,417</b>	<b>30,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>80,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>1,064,538</b>	<b>2,686,250</b>	<b>1,847,456</b>	<b>Capital Outlay</b>	<b>3,029,776</b>	<b>3,975,215</b>	<b>3,975,215</b>	<b>3,975,215</b>
<b>1,064,538</b>	<b>2,686,250</b>	<b>1,847,456</b>	<b>Account Class Total - Capital Outlay</b>	<b>3,029,776</b>	<b>3,975,215</b>	<b>3,975,215</b>	<b>3,975,215</b>
<b>1,073,566</b>	<b>2,687,666</b>	<b>1,877,456</b>	<b>Program Total: 9531 - Construction</b>	<b>3,109,776</b>	<b>3,979,215</b>	<b>3,979,215</b>	<b>3,979,215</b>
<b>Program: 9711 - Operating Transfer Out</b>							
Transfers Out							
-	-	-	5811.470 Transfer to Water	-	754,000	754,000	754,000
-	255,925	-	5811.915 Transfer Out	-	-	-	-
-	<b>255,925</b>	-	<b>Account Class Total - Transfers Out</b>	-	<b>754,000</b>	<b>754,000</b>	<b>754,000</b>
-	<b>255,925</b>	-	<b>Program Total: 9711 - Operating Transfer Out</b>	-	<b>754,000</b>	<b>754,000</b>	<b>754,000</b>
<b>2,068,126</b>	<b>4,562,991</b>	<b>3,222,873</b>	<b>Department Total: 611 - Water</b>	<b>4,647,562</b>	<b>4,733,215</b>	<b>4,733,215</b>	<b>4,733,215</b>
<b>Department: 901 - Ending Fund Balance</b>							
<b>Program: 9971 - Equity</b>							
Contingencies and Unappropriated Balances							
-	-	413,910	5921 Contingency	500,000	634,446	634,446	634,446
-	-	754,000	5981.007 Reserve for DEQ Loan	-	-	-	-
-	-	-	5981.010 Reserve for Loan	754,000	-	-	-
-	-	<b>1,167,910</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>1,254,000</b>	<b>634,446</b>	<b>634,446</b>	<b>634,446</b>
-	-	<b>1,167,910</b>	<b>Program Total: 9971 - Equity</b>	<b>1,254,000</b>	<b>634,446</b>	<b>634,446</b>	<b>634,446</b>
-	-	<b>1,167,910</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>1,254,000</b>	<b>634,446</b>	<b>634,446</b>	<b>634,446</b>



2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
2,068,126	4,562,991	4,390,783	Expenditures Total	5,901,562	5,367,661	5,367,661	5,367,661
5,657,012	4,619,321	-	Fund Net Total: 466 - Wtr Well/Dist Const Fund	-	-	-	-

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## Water SDC – 474

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Water SDC - 474
<b>Department/Department Number:</b>	Water - 611
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

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

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

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

There are no personnel associated with this fund

#### **Description of fiscal year 2011-12 accomplishments:**

- Waterline loop at Hwy. 214 near Leasure Street

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Hwy. 99E bore @ Laurel Avenue
- Hwy. 99E bore @ Silverton Road
- Hwy. 214 bore @Mill Creek

#### **Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Continue to complete sections of water lines to eliminate dead ends and provide better circulation and pressure to all parts of water system
- The fund is being renamed the Water/Sewer SDC Fund

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Water SDC</b>							
Revenue							
934,215	617,748	360,000	Fund Balance	504,439	500,000	500,000	500,000
85,223	188,365	25,000	Charges for Goods and Services	30,000	45,000	45,000	45,000
3,783	1,680	1,200	Misc	1,000	1,300	1,300	1,300
-	-	-	Transfers In	-	145,000	145,000	145,000
<b>1,023,221</b>	<b>807,793</b>	<b>386,200</b>	<b>Total Revenues</b>	<b>535,439</b>	<b>691,300</b>	<b>691,300</b>	<b>691,300</b>
Expense							
-	-	35,000	Supplies & Services	15,000	494	494	494
405,474	-	-	Debt Service	-	-	-	-
-	409,754	313,207	Capital Outlay	470,439	-	-	-
-	-	-	Transfers Out	-	632,592	632,592	632,592
-	-	37,993	Conting'y & Unapprop	50,000	58,214	58,214	58,214
<b>405,474</b>	<b>409,754</b>	<b>386,200</b>	<b>Total Expenses</b>	<b>535,439</b>	<b>691,300</b>	<b>691,300</b>	<b>691,300</b>
<b>617,747</b>	<b>398,039</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 474 - Water SDC</b>							
Revenues							
Department: 000 - Revenue							
Fund Balance							
934,215	617,748	360,000	3081 Beginning Fund Balance	504,439	500,000	500,000	500,000
<b>934,215</b>	<b>617,748</b>	<b>360,000</b>	<b>Account Class Total - Fund Balance</b>	<b>504,439</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
Charges for goods and services							
85,223	188,365	25,000	3458.301 Water SDC's	30,000	30,000	30,000	30,000
-	-	-	3458.401 Sewer SDC's	-	15,000	15,000	15,000
<b>85,223</b>	<b>188,365</b>	<b>25,000</b>	<b>Account Class Total - Charges for goods and services</b>	<b>30,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
Miscellaneous							
3,783	1,680	1,200	3611 Interest from Investments	1,000	1,300	1,300	1,300
<b>3,783</b>	<b>1,680</b>	<b>1,200</b>	<b>Account Class Total - Miscellaneous</b>	<b>1,000</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
Transfers in							
-	-	-	3971.475 Transfer From Sewer SDC	-	145,000	145,000	145,000
-	-	-	<b>Account Class Total - Transfers in</b>	<b>-</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>
<b>1,023,221</b>	<b>807,793</b>	<b>386,200</b>	<b>Revenues Total</b>	<b>535,439</b>	<b>691,300</b>	<b>691,300</b>	<b>691,300</b>

## Revenue Sources and Other Discussion

**Transfers In** represents the majority of the operating revenue in this fund at 76%. The \$145,000 transfer in from the Sewer SDC fund is part of the Fund Consolidation Project that is on-going.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 474 - Water SDC</b>							
<u>Expenditures</u>							
<b>Department: 611 - Water</b>							
<b>Program: 9111 - Debt Service</b>							
70 - Debt Service							
194,880	-	-	5711 Bond Principle	-	-	-	-
210,594	-	-	5721 Bond Interest	-	-	-	-
<b>405,474</b>	-	-	<b>Account Class Total - Debt Service</b>	-	-	-	-
<b>405,474</b>	-	-	<b>Program Total: 9111 - Debt Service</b>	-	-	-	-
<b>Program: 9511 - Design Engineering Supplies and Services</b>							
-	-	10,000	5411 Engineering & Architect	5,000	-	-	-
-	-	<b>10,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>5,000</b>	-	-	-
-	-	<b>10,000</b>	<b>Program Total: 9511 - Design Engineering</b>	<b>5,000</b>	-	-	-
<b>Program: 9512 - Construction Eng Supplies and Services</b>							
-	-	10,000	5411 Engineering & Architect	5,000	-	-	-
-	-	<b>10,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>5,000</b>	-	-	-
-	-	<b>10,000</b>	<b>Program Total: 9512 - Construction Eng</b>	<b>5,000</b>	-	-	-
<b>Program: 9531 - Construction Supplies and Services</b>							
-	-	10,000	5411 Engineering & Architect	5,000	-	-	-
-	-	5,000	5419 Other Professional Serv	-	494	494	494
-	-	<b>15,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>5,000</b>	<b>494</b>	<b>494</b>	<b>494</b>
-	409,754	313,207	Capital Outlay 5634 Water	470,439	-	-	-
-	<b>409,754</b>	<b>313,207</b>	<b>Account Class Total - Capital Outlay</b>	<b>470,439</b>	-	-	-
-	<b>409,754</b>	<b>328,207</b>	<b>Program Total: 9531 - Construction</b>	<b>475,439</b>	<b>494</b>	<b>494</b>	<b>494</b>
<b>Program: 9711 - Operating Transfer Out Transfers Out</b>							
-	-	-	5811.465 Transfer to Sewer Construction	-	147,153	147,153	147,153
-	-	-	5811.466 Transfer to Water Construction	-	485,439	485,439	485,439
-	-	-	<b>Account Class Total - Transfers Out</b>	-	<b>632,592</b>	<b>632,592</b>	<b>632,592</b>
-	-	-	<b>Program Total: 9711 - Operating Transfer Out</b>	-	<b>632,592</b>	<b>632,592</b>	<b>632,592</b>
<b>405,474</b>	<b>409,754</b>	<b>348,207</b>	<b>Department Total: 611 - Water</b>	<b>485,439</b>	<b>633,086</b>	<b>633,086</b>	<b>633,086</b>
<b>Department: 901 - Ending Fund Balance</b>							
<b>Program: 9971 - Equity Contingencies and Unappropriated Balances</b>							
-	-	-	5921 Contingency	-	13,033	13,033	13,033
-	-	37,993	5981.005 Res for Future Capacity	50,000	45,181	45,181	45,181
-	-	<b>37,993</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>50,000</b>	<b>58,214</b>	<b>58,214</b>	<b>58,214</b>
-	-	<b>37,993</b>	<b>Program Total: 9971 - Equity</b>	<b>50,000</b>	<b>58,214</b>	<b>58,214</b>	<b>58,214</b>
-	-	<b>37,993</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>50,000</b>	<b>58,214</b>	<b>58,214</b>	<b>58,214</b>
<b>405,474</b>	<b>409,754</b>	<b>386,200</b>	<b>Expenditures Total</b>	<b>535,439</b>	<b>691,300</b>	<b>691,300</b>	<b>691,300</b>
<b>617,747</b>	<b>398,039</b>	-	<b>Fund Net Total: 474 - Water SDC</b>	-	-	-	-

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## Sewer – 472

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Sewer - 472
<b>Department/Department Number:</b>	Sewer - 621
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	2815 Molalla Road
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

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

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

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

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

#### **Description of fiscal year 2011-12 accomplishments:**

- Completed Recycle Water Use Plan. Submitted to DEQ for approval in conjunction with the NPDES discharge permit renewal.
- Completed Biosolids Management Plan, Submitted to DEQ for approval in conjunction with the NPDES discharge permit renewal.
- Working with DEQ on the NPDES discharge permit renewal, should have a draft in April or May of the this Year
- Completed Final Design plans for MAO improvements, Treatment Plant Upgrades and Natural Treatment System. Submitted to DEQ for approval end of January, currently under review. Once approved the first phase will be Bid, treatment plant upgrades and lagoon wetlands
- Finish design on second phase, Floodplain wetlands in October of this year; submit to DEQ for review, bid in spring of 2013.
- Prepared and provided to customers the second Woodburn Water Works newsletter.
- Completed Biosolids Land Application site approvals through DEQ, approximately 1000 acres permitted of land application of Biosolids with IOKA Farms
- Awarded Biosolids Handling Services construct to Synagro West LLC.. Dredged and Land applied approximately 560 dry tons of material.
- Completed annual Biosolids, Water Reuse Report to DEQ
- Completed Wastewater Revenue Bond Sale.

- Participated in numerous Public Outreach Events, Oregon Earth Day, Public Works Week, Plant Tours

**Description of fiscal year 2012-13 proposed focus/goals:**

- Award, Construct First Phase of MAO Wastewater Treatment Plant, Natural Treatment System Upgrades
- Complete Final Design, DEQ approval, Award contract and Construct Second Phase of MAO compliance improvements, Floodplain Wetlands and Outfall.
- Complete Polar Harvest and Replant, over next two years.
- Complete Biosolids seasonal dredging and off-site land application
- Complete NPDES discharge permit renewal.

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

The City successfully issuing revenue bonds for the wastewater system upgrade will permit capital improvement construction scheduling and sequencing of work to optimize construction cost savings. Had the revenue bonds not been issued, cash flow would have dictated construction scheduling and work sequencing, which is generally not the most cost effective means of construction delivery.

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Sewer</b>							
Revenue							
530,387	507,753	390,000	Fund Balance	612,219	612,000	612,000	612,000
300	-	250	Fines & Forfeits	-	-	-	-
2,533,257	2,944,290	3,035,000	Charges for Goods and Services	3,366,542	6,553,084	6,553,084	6,553,084
20,040	3,791	4,000	Misc	4,500	6,000	6,000	6,000
-	-	7,998	Transfers In	-	2,944,724	2,944,724	2,944,724
-	85,442	-	Other Financing Sources	-	-	-	-
<b>3,083,984</b>	<b>3,541,276</b>	<b>3,437,248</b>	<b>Total Revenues</b>	<b>3,983,261</b>	<b>10,115,808</b>	<b>10,115,808</b>	<b>10,115,808</b>
Expense							
1,028,961	1,207,728	1,287,474	Labor & Benefits	1,412,270	1,835,229	1,835,229	1,835,229
838,725	903,207	1,025,582	Supplies & Services	1,012,251	1,047,902	1,047,902	1,047,902
118,575	60,551	126,019	Capital Outlay	132,097	142,097	142,097	142,097
-	-	13,335	Debt Service	13,335	2,963,998	2,963,998	2,963,998
590,000	700,442	695,000	Transfers Out	865,000	376,438	376,438	376,438
-	-	289,838	Conting'y & Unapprop	548,308	3,750,144	3,750,144	3,750,144
<b>2,576,261</b>	<b>2,871,928</b>	<b>3,437,248</b>	<b>Total Expenses</b>	<b>3,983,261</b>	<b>10,115,808</b>	<b>10,115,808</b>	<b>10,115,808</b>
<b>507,723</b>	<b>669,348</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 472 - Sewer Fund</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
530,387	507,753	390,000	3081 Beginning Fund Balance	612,219	612,000	612,000	612,000
<b>530,387</b>	<b>507,753</b>	<b>390,000</b>	<b>Account Class Total - Fund Balance</b>	<b>612,219</b>	<b>612,000</b>	<b>612,000</b>	<b>612,000</b>
Charges for goods and services							
56,732	121,113	78,000	3434.112 Late Fees	80,000	80,000	80,000	80,000
2,358,312	2,720,361	2,857,000	3435.101 Sewer System Revenue	3,186,542	6,373,084	6,373,084	6,373,084
118,213	102,817	100,000	3435.103 Septage Dumping	100,000	100,000	100,000	100,000
-	-	-	3435.111 Collections	-	-	-	-
<b>2,533,257</b>	<b>2,944,290</b>	<b>3,035,000</b>	<b>Account Class Total - Charges for goods and services</b>	<b>3,366,542</b>	<b>6,553,084</b>	<b>6,553,084</b>	<b>6,553,084</b>
500 - Fines and Forfeits							
300	-	250	3535 Sewer Discharge Fines	-	-	-	-
<b>300</b>	<b>-</b>	<b>250</b>	<b>Account Class Total - Fines and Forfeits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous							
2,270	2,206	1,500	3611 Interest from Investments	2,500	4,000	4,000	4,000
17,770	1,586	2,500	3699 Other Miscellaneous Income	2,000	2,000	2,000	2,000
<b>20,040</b>	<b>3,791</b>	<b>4,000</b>	<b>Account Class Total - Miscellaneous</b>	<b>4,500</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
Other Financing Sources							
-	85,442	-	3811 Interfund Loan Proceeds	-	-	-	-
<b>-</b>	<b>85,442</b>	<b>-</b>	<b>Account Class Total - Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers in							
-	-	7,998	3971.465 Transfer From Sewer Construction	-	2,892,724	2,892,724	2,892,724
-	-	-	3971.478 Transfer From Stormwater	-	52,000	52,000	52,000
<b>-</b>	<b>-</b>	<b>7,998</b>	<b>Account Class Total - Transfers in</b>	<b>-</b>	<b>2,944,724</b>	<b>2,944,724</b>	<b>2,944,724</b>
<b>3,083,984</b>	<b>3,541,276</b>	<b>3,437,248</b>	<b>Revenues Total</b>	<b>3,983,261</b>	<b>10,115,808</b>	<b>10,115,808</b>	<b>10,115,808</b>

## Revenue Sources and Other Discussion

**Charges for goods and services** represent the major revenue source for the Sewer Fund and are fees collected for sewer services provided to City residents. The amount budgeted for 2013 is estimated at \$6,553,084 and is 69% of the total operating revenues in the fund.

The **Transfers In** category contains \$2,944,724 in revenue for this fund. A large portion of that amount is from the Sewer Construction Fund and is caused by the transfer of the DEQ debt service and reserve requirement from that fund. In total, it contains 31% of total operating revenues in the fund.

**Capital Outlay:** The capital outlay in the Sewer Fund is usually for miscellaneous system repairs/improvements, and is commonly less than \$5,000 in cost.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 472 - Sewer Fund</b>								
<u>Expenditures</u>								
<b>Department: 621 - Sewer</b>								
<b>Program: 6511 - WWTP Operation</b>								
Labor and Benefits								
574,992	701,424	693,155	5111	Regular Salaries	875,803	851,750	851,750	851,750
7,721	4,595	5,000	5112	Part-Time Salaries	5,000	5,000	5,000	5,000
17,736	9,961	21,000	5121	Overtime	25,250	21,000	21,000	21,000
67,499	-	-	5199	Intra-governmental Service	-	-	-	-
5,534	324	443	5211	Workers' Comp	555	501	501	501
44,153	52,552	54,988	5212	Social Security	69,313	67,148	67,148	67,148
109,907	137,870	156,886	5213	Med, Den, Life Ins.	203,590	203,976	203,976	203,976
38,255	93,303	145,941	5214	Retirement	215,055	205,081	205,081	205,081
2,042	2,585	2,890	5215	Long Term Disability Ins	3,642	3,529	3,529	3,529
1,134	2,088	2,156	5216	Unemployment Insurance	11,779	14,483	14,483	14,483
1,653	1,527	1,901	5217	Life Insurance	2,283	2,212	2,212	2,212
<b>870,626</b>	<b>1,006,228</b>	<b>1,084,360</b>	<b>Account Class Total - Labor and Benefits</b>		<b>1,412,270</b>	<b>1,374,680</b>	<b>1,374,680</b>	<b>1,374,680</b>
Supplies and Services								
980	3,000	3,000	5315	Computer Supplies	3,000	3,000	3,000	3,000
2,755	3,746	4,500	5319	Other Office Supplies	4,000	4,000	4,000	4,000
295	1,480	2,000	5322	Lubricants	1,500	1,500	1,500	1,500
6,113	9,824	7,900	5323	Fuel	12,000	12,000	12,000	12,000
161	1,641	4,000	5324	Clothing	4,000	4,000	4,000	4,000
5,181	4,703	8,500	5326	Safety/Medicines	8,500	8,500	8,500	8,500
21,452	19,688	22,000	5327	Chemicals	15,000	15,000	15,000	15,000
13,567	12,913	21,000	5328	Lab Supplies	16,000	16,000	16,000	16,000
3,131	3,000	3,000	5329	Other Operating Supplies	3,500	3,500	3,500	3,500
1,180	2,822	2,500	5331	Construction Materials	-	-	-	-
11,742	9,104	10,000	5335	Electrical Supplies	10,000	10,000	10,000	10,000
-	-	7,000	5336	HVAC	11,000	11,000	11,000	11,000
375	484	1,200	5338	Tools	1,200	1,200	1,200	1,200
-	-	-	5352	Protective Clothing	3,000	3,000	3,000	3,000
5,082	7,326	9,000	5384	Trees	12,000	12,000	12,000	12,000
4,980	6,679	5,000	5392	Security Supplies	5,000	5,000	5,000	5,000
-	-	10,000	5411	Engineering & Architect	10,000	10,000	10,000	10,000
-	-	2,000	5416	Medical	-	-	-	-
-	-	1,000	5417	Human Resources	-	-	-	-
23,489	25,593	34,500	5419	Other Professional Serv	34,500	34,500	34,500	34,500
-	-	-	5419.501	Testing/Lab	16,000	16,000	16,000	16,000
-	5,107	15,000	5419.707	Educ Outreach	15,000	15,000	15,000	15,000
16,008	15,405	20,000	5421	Telephone/Data	16,000	16,000	16,000	16,000
961	637	1,200	5422	Postage	800	800	800	800
5,061	3,597	9,600	5427	Training	8,000	8,000	8,000	8,000
7,455	7,923	8,000	5429	Other Communication Serv	5,000	5,000	5,000	5,000
1,362	1,059	2,500	5431	Lodging	2,000	2,000	2,000	2,000
162	206	700	5432	Meals	700	700	700	700
65	45	675	5433	Mileage	400	400	400	400
218	1,218	3,600	5443	Office Equipment	2,500	2,500	2,500	2,500
1,116	934	4,500	5446	Software Licenses	5,000	5,000	5,000	5,000
35,860	37,973	-	5448	Internal Rent	-	-	-	-
19,427	22,667	38,000	5451	Natural Gas	30,000	30,000	30,000	30,000
326,227	327,434	336,000	5453	Electricity	336,000	336,000	336,000	336,000
9,700	9,896	10,500	5454	Solid Waste Disposal	9,000	9,000	9,000	9,000
71,061	85,208	85,000	5471	Equipment Repair & Maint	95,000	95,000	95,000	95,000
6,396	7,202	4,200	5472	Buildings Repairs & Maint	5,000	5,000	5,000	5,000
5,339	7,294	11,000	5475	Vehicle Repair & Maint	15,000	15,000	15,000	15,000
18,851	22,528	19,000	5476	Laundry	15,000	15,000	15,000	15,000
2,158	5,586	7,600	5477	Instrumentation & Calibra	5,000	5,000	5,000	5,000
13,051	9,144	11,000	5479	Other Repair & Maintenanc	11,000	11,000	11,000	11,000
2,663	3,954	5,000	5492	Registrations/Tuitions	5,000	5,000	5,000	5,000
30,864	26,912	31,700	5498	Permits/Fees	24,000	24,000	24,000	24,000
28,569	20,310	20,000	5499	Other Services	9,500	9,500	9,500	9,500
<b>703,054</b>	<b>734,240</b>	<b>802,875</b>	<b>Account Class Total - Supplies and Services</b>		<b>785,100</b>	<b>785,100</b>	<b>785,100</b>	<b>785,100</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			Capital Outlay					
-	-	-	5639	Other Improvements	4,084	4,084	4,084	4,084
-	-	2,000	5644	Communications	2,000	2,000	2,000	2,000
-	36,844	54,013	5649	Other Equipment	54,013	54,013	54,013	54,013
-	<b>36,844</b>	<b>56,013</b>	<b>Account Class Total - Capital Outlay</b>		<b>60,097</b>	<b>60,097</b>	<b>60,097</b>	<b>60,097</b>
<b>1,573,680</b>	<b>1,777,312</b>	<b>1,943,248</b>	<b>Program Total: 6511 - WWTP Operation</b>		<b>2,257,467</b>	<b>2,219,877</b>	<b>2,219,877</b>	<b>2,219,877</b>
			<b>Program: 6599 - Sewer Administration</b>					
			Supplies and Services					
3,623	5,765	8,000	5414	Accounting/Auditing	8,000	9,000	9,000	9,000
-	-	3,500	5419	Other Professional Serv	3,500	3,500	3,500	3,500
-	-	-	5419.003	US Gauging Station Fees	9,400	9,400	9,400	9,400
32,578	35,510	37,447	5428	IS Support	37,447	33,702	33,702	33,702
-	-	32,004	5448	Internal Rent	24,444	21,006	21,006	21,006
2,231	2,105	-	5461	Auto	-	-	-	-
17,372	8,069	-	5463	Bldg/Personal Prop	-	-	-	-
-	15,556	30,476	5464	Workers' Comp	30,476	30,476	30,476	30,476
36,076	52,861	33,624	5465	General Liability	33,624	33,624	33,624	33,624
-	-	10,035	5500	Banking Fees & Charges	11,039	8,500	8,500	8,500
48	-	-	5510	Bad Debt Expense	-	-	-	-
<b>91,928</b>	<b>119,866</b>	<b>155,086</b>	<b>Account Class Total - Supplies and Services</b>		<b>157,930</b>	<b>149,208</b>	<b>149,208</b>	<b>149,208</b>
			70 - Debt Service					
-	-	-	5711	Bond Principle	-	1,865,000	1,865,000	1,865,000
-	-	13,335	5714	Interfund Principle	13,335	13,335	13,335	13,335
-	-	-	5721	Bond Interest	-	1,085,663	1,085,663	1,085,663
-	-	<b>13,335</b>	<b>Account Class Total - Debt Service</b>		<b>13,335</b>	<b>2,963,998</b>	<b>2,963,998</b>	<b>2,963,998</b>
<b>91,928</b>	<b>119,866</b>	<b>168,421</b>	<b>Program Total: 6599 - Sewer Administration</b>		<b>171,265</b>	<b>3,113,206</b>	<b>3,113,206</b>	<b>3,113,206</b>
			<b>Program: 9711 - Operating Transfer Out</b>					
			Transfers Out					
65,000	90,000	90,000	5811.140	Transfer to Street	90,000	90,000	90,000	90,000
70,000	-	70,000	5811.470	Transfer to Water	70,000	70,000	70,000	70,000
235,000	235,000	235,000	5811.478	Transfer to Surface Water	285,000	-	-	-
-	85,442	-	5811.568	Transfer to Information Services	-	-	-	-
150,000	220,000	150,000	5811.582	Transfer to T & E	270,000	66,438	66,438	66,438
70,000	70,000	150,000	5811.591	Transfer to Equipment Replace	150,000	150,000	150,000	150,000
<b>590,000</b>	<b>700,442</b>	<b>695,000</b>	<b>Account Class Total - Transfers Out</b>		<b>865,000</b>	<b>376,438</b>	<b>376,438</b>	<b>376,438</b>
<b>590,000</b>	<b>700,442</b>	<b>695,000</b>	<b>Program Total: 9711 - Operating Transfer Out</b>		<b>865,000</b>	<b>376,438</b>	<b>376,438</b>	<b>376,438</b>
<b>2,255,609</b>	<b>2,597,620</b>	<b>2,806,669</b>	<b>Department Total: 621 - Sewer</b>		<b>3,293,732</b>	<b>5,709,521</b>	<b>5,709,521</b>	<b>5,709,521</b>
			<b>Department: 631 - Maintenance</b>					
			<b>Program: 6521 - Sewer Line Maint</b>					
			Labor and Benefits					
116,359	143,517	125,732	5111	Regular Salaries	-	143,193	143,193	143,193
4,169	1,699	4,250	5121	Overtime	-	4,250	4,250	4,250
3,344	74	108	5211	Workers' Comp	-	114	114	114
9,183	10,953	9,944	5212	Social Security	-	11,279	11,279	11,279
14,685	25,520	33,671	5213	Med, Den, Life Ins.	-	32,832	32,832	32,832
9,613	18,522	28,168	5214	Retirement	-	38,725	38,725	38,725
420	489	523	5215	Long Term Disability Ins	-	593	593	593
228	429	390	5216	Unemployment Insurance	-	2,433	2,433	2,433
334	297	328	5217	Life Insurance	-	372	372	372
<b>158,335</b>	<b>201,500</b>	<b>203,114</b>	<b>Account Class Total - Labor and Benefits</b>		<b>-</b>	<b>233,791</b>	<b>233,791</b>	<b>233,791</b>
			Supplies and Services					
356	260	500	5319	Other Office Supplies	500	500	500	500
100	49	200	5321	Cleaning Supplies	200	200	200	200
5,970	6,453	7,400	5323	Fuel	8,500	8,500	8,500	8,500
2,684	2,944	1,000	5324	Clothing	1,000	1,000	1,000	1,000
1,363	1,497	1,500	5326	Safety/Medicines	1,500	1,500	1,500	1,500
3,865	3,672	5,000	5329	Other Operating Supplies	5,000	5,000	5,000	5,000
69	-	-	5331	Construction Materials	-	-	-	-

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
396	312	500	5333	Paint	500	500	500	500
500	500	1,000	5338	Tools	1,000	1,000	1,000	1,000
552	1,887	2,000	5352	Protective Clothing	2,000	2,000	2,000	2,000
229	-	150	5379	Other Water/Sewer Supplie	150	150	150	150
-	364	-	5399	Other Supplies	-	-	-	-
33	224	1,000	5416	Medical	1,000	1,000	1,000	1,000
329	1,992	2,050	5419	Other Professional Serv	2,050	2,050	2,050	2,050
1,670	1,380	1,500	5421	Telephone/Data	2,000	2,000	2,000	2,000
177	117	300	5422	Postage	300	300	300	300
1,182	2,970	3,100	5427	Training	3,100	3,100	3,100	3,100
-	-	400	5445	Work Equipment	400	400	400	400
4,500	6,300	9,200	5446	Software Licenses	9,200	9,200	9,200	9,200
-	-	1,000	5454	Solid Waste Disposal	1,000	1,000	1,000	1,000
11,843	10,905	20,000	5471	Equipment Repair & Maint	20,000	20,000	20,000	20,000
5,063	5,590	5,000	5475	Vehicle Repair & Maint	5,000	5,000	5,000	5,000
-	-	2,000	5476	Laundry	2,000	2,000	2,000	2,000
495	308	1,000	5492	Registrations/Tuitions	1,000	1,000	1,000	1,000
2,369	1,379	1,821	5499	Other Services	1,821	1,821	1,821	1,821
<b>43,743</b>	<b>49,101</b>	<b>67,621</b>	<b>Account Class Total - Supplies and Services</b>		<b>69,221</b>	<b>69,221</b>	<b>69,221</b>	<b>69,221</b>
Capital Outlay								
118,575	11,817	50,000	5635	Sewer	50,000	50,000	50,000	50,000
-	-	2,000	5644	Communications	2,000	2,000	2,000	2,000
-	11,890	18,006	5649	Other Equipment	20,000	20,000	20,000	20,000
<b>118,575</b>	<b>23,707</b>	<b>70,006</b>	<b>Account Class Total - Capital Outlay</b>		<b>72,000</b>	<b>72,000</b>	<b>72,000</b>	<b>72,000</b>
<b>320,653</b>	<b>274,307</b>	<b>340,741</b>	<b>Program Total: 6521 - Sewer Line Maint</b>		<b>141,221</b>	<b>375,012</b>	<b>375,012</b>	<b>375,012</b>
<b>320,653</b>	<b>274,307</b>	<b>340,741</b>	<b>Department Total: 631 - Maintenance</b>		<b>141,221</b>	<b>375,012</b>	<b>375,012</b>	<b>375,012</b>
Department: 641 - Surface Water/Collections								
Program: 6611 - Surface Water Collection								
Labor and Benefits								
-	-	-	5111	Regular Salaries	-	142,086	142,086	142,086
-	-	-	5121	Overtime	-	2,000	2,000	2,000
-	-	-	5211	Workers' Comp	-	109	109	109
-	-	-	5212	Social Security	-	11,023	11,023	11,023
-	-	-	5213	Med, Den, Life Ins.	-	33,970	33,970	33,970
-	-	-	5214	Retirement	-	34,251	34,251	34,251
-	-	-	5215	Long Term Disability Ins	-	579	579	579
-	-	-	5216	Unemployment Insurance	-	2,377	2,377	2,377
-	-	-	5217	Life Insurance	-	363	363	363
-	-	-	<b>Account Class Total - Labor and Benefits</b>		-	<b>226,758</b>	<b>226,758</b>	<b>226,758</b>
Supplies and Services								
-	-	-	5319	Other Office Supplies	-	500	500	500
-	-	-	5321	Cleaning Supplies	-	150	150	150
-	-	-	5323	Fuel	-	2,500	2,500	2,500
-	-	-	5324	Clothing	-	500	500	500
-	-	-	5325	Ag Supplies	-	1,000	1,000	1,000
-	-	-	5326	Safety/Medicines	-	1,500	1,500	1,500
-	-	-	5329	Other Operating Supplies	-	2,000	2,000	2,000
-	-	-	5333	Paint	-	100	100	100
-	-	-	5338	Tools	-	500	500	500
-	-	-	5352	Protective Clothing	-	1,000	1,000	1,000
-	-	-	5379	Other Water/Sewer Supplie	-	250	250	250
-	-	-	5416	Medical	-	100	100	100
-	-	-	5419	Other Professional Serv	-	2,500	2,500	2,500
-	-	-	5421	Telephone/Data	-	1,500	1,500	1,500
-	-	-	5422	Postage	-	100	100	100
-	-	-	5427	Training	-	1,600	1,600	1,600
-	-	-	5428	IS Support	-	10,274	10,274	10,274
-	-	-	5445	Work Equipment	-	100	100	100
-	-	-	5454	Solid Waste Disposal	-	1,000	1,000	1,000
-	-	-	5464	Workers' Comp	-	5,961	5,961	5,961
-	-	-	5465	General Liability	-	3,938	3,938	3,938
-	-	-	5471	Equipment Repair & Maint	-	2,000	2,000	2,000

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
-	-	-	5475	Vehicle Repair & Maint	-	1,500	1,500	1,500
-	-	-	5476	Laundry	-	500	500	500
-	-	-	5492	Registrations/Tuitions	-	500	500	500
-	-	-	5499	Other Services	-	2,800	2,800	2,800
-	-	-	5500	Banking Fees & Charges	-	-	-	-
-	-	-	<b>Account Class Total - Supplies and Services</b>		-	<b>44,373</b>	<b>44,373</b>	<b>44,373</b>
Capital Outlay								
-	-	-	5649	Other Equipment	-	10,000	10,000	10,000
-	-	-	<b>Account Class Total - Capital Outlay</b>		-	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
-	-	-	<b>Program Total: 6611 - Surface Water Collection</b>		-	<b>281,131</b>	<b>281,131</b>	<b>281,131</b>
-	-	-	<b>Department Total: 641 - Surface Water/Collections</b>		-	<b>281,131</b>	<b>281,131</b>	<b>281,131</b>
Department: 901 - Ending Fund Balance								
Program: 9971 - Equity								
Contingencies and Unappropriated Balances								
-	-	210,489	5921	Contingency	548,308	857,420	857,420	857,420
-	-	-	5981.007	Reserve for Bond	-	2,892,724	2,892,724	2,892,724
-	-	79,349	5981.101	Reserve for PERS	-	-	-	-
-	-	<b>289,838</b>	<b>Account Class Total - Conting'y and Unaprop</b>		<b>548,308</b>	<b>3,750,144</b>	<b>3,750,144</b>	<b>3,750,144</b>
-	-	<b>289,838</b>	<b>Program Total: 9971 - Equity</b>		<b>548,308</b>	<b>3,750,144</b>	<b>3,750,144</b>	<b>3,750,144</b>
-	-	<b>289,838</b>	<b>Department Total: 901 - Ending Fund Balance</b>		<b>548,308</b>	<b>3,750,144</b>	<b>3,750,144</b>	<b>3,750,144</b>
<b>2,576,261</b>	<b>2,871,928</b>	<b>3,437,248</b>	<b>Expenditures Total</b>		<b>3,983,261</b>	<b>10,115,808</b>	<b>10,115,808</b>	<b>10,115,808</b>
<b>507,723</b>	<b>669,348</b>	-	<b>Fund Net</b>	<b>Total: 472 - Sewer Fund</b>	-	-	-	-

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## Sewer Capital Improvement – 461

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Sewer Capital Imp. - 461  
**Department/Department Number:** Sewer - 621  
**Department Director:** Dan Brown  
**Director Direct Phone Number:** 503-982-5249  
**Department Location:** 190 Garfield Street  
**Person Preparing This Form:** Julie Moore  
**Direct Phone Number:** 503-982-5247

**Description of purpose/functions of department:**

This fund has been consolidated and closed as part of the on-going Funds Consolidation Plan.

### Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Sewer Capital Improvement Fund</b>							
Revenue							
-	66,729	37,000	Fund Balance	-	-	-	-
396	147	100	Misc	-	-	-	-
396	66,876	37,100	<b>Total Revenues</b>	-	-	-	-
Expense							
29,102	29,102	29,102	Debt Service	-	-	-	-
-	-	7,998	Transfers Out	-	-	-	-
-	-	-	Conting'y & Unapprop	-	-	-	-
29,102	29,102	37,100	<b>Total Expenses</b>	-	-	-	-
(28,706)	37,774	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

### Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 461 - Sewer Capital Imp Fund</b>							
<u>Revenues</u>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
-	66,729	37,000	3081 Beginning Fund Balance	-	-	-	-
-	66,729	37,000	<b>Account Class Total - Fund Balance</b>	-	-	-	-
Miscellaneous							
396	147	100	3611 Interest from Investments	-	-	-	-
396	147	100	<b>Account Class Total - Miscellaneous</b>	-	-	-	-
396	66,876	37,100	<b>Department Total: 000 - Revenue</b>	-	-	-	-
396	66,876	37,100	<b>Revenues Total</b>	-	-	-	-

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 461 - Sewer Capital Imp Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 621 - Sewer</b>				
			<b>Program: 9111 - Debt Service</b>				
			70 - Debt Service				
29,102	29,102	29,102	5711 Bond Principle	-	-	-	-
<b>29,102</b>	<b>29,102</b>	<b>29,102</b>	<b>Account Class Total - Debt Service</b>	-	-	-	-
<b>29,102</b>	<b>29,102</b>	<b>29,102</b>	<b>Program Total: 9111 - Debt Service</b>	-	-	-	-
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
-	-	7,998	5811.472 Transfer to Sewer	-	-	-	-
-	-	<b>7,998</b>	<b>Account Class Total - Transfers Out</b>	-	-	-	-
-	-	<b>7,998</b>	<b>Program Total: 9711 - Operating Transfer Out</b>	-	-	-	-
<b>29,102</b>	<b>29,102</b>	<b>37,100</b>	<b>Department Total: 621 - Sewer</b>	-	-	-	-
<b>29,102</b>	<b>29,102</b>	<b>37,100</b>	<b>Expenditures Total</b>	-	-	-	-
<b>(28,706)</b>	<b>37,774</b>	-	<b>Fund Net Total: 461 - Sewer Capital Imp Fund</b>	-	-	-	-



**WWTP Construction – 465**  
General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	WWTP Construction - 465
<b>Department/Department Number:</b>	Sewer - 621
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

**Description of purpose/functions of department:**

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

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

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

There are no personnel associated with this fund.

**Description of fiscal year 2011-12 accomplishments:**

- Did major refinancing with acquisition of wastewater revenue bonds to pay off several existing DEQ loans and additional for major expansion at the plant
- Continued design services for POTW Phase 2A expansion and Natural Treatment System
- Ended first year of Biosolids removal
- Started construction of Communications tower

**Description of fiscal year 2012-13 proposed focus/goals:**

- Start construction of POTW Phase 2A and Natural Treatment Systems
- Continue with Biosolids removal program and land applications
- Complete Communications tower project
- Relocation of sanitary sewer lines in vicinity of Interchange to prepare for road construction
- Replace identified sewer collection system piping

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Major work will be the start of the plant expansion and natural treatment systems
- Utility coordination to move sewer lines before interchange project
- The debt service and required debt service reserve is being transferred to the Wastewater fund - 472

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>WWTP Construction</b>							
Revenue							
145,804	89,409	720,000	Fund Balance	16,402,924	16,400,000	16,400,000	16,400,000
2,337,362	2,721,203	3,010,721	Charges for Goods and Services	3,186,542	-	-	-
2,828	1,286	1,000	Misc	100,000	85,000	85,000	85,000
355,583	635,895	3,100,000	Other Financing Sources	-	-	-	-
-	-	-	Transfers In	-	147,153	147,153	147,153
<b>2,841,577</b>	<b>3,447,793</b>	<b>6,831,721</b>	<b>Total Revenues</b>	<b>19,689,466</b>	<b>16,632,153</b>	<b>16,632,153</b>	<b>16,632,153</b>
Expense							
890,226	530,936	1,210,000	Supplies & Services	1,450,000	6,839	6,839	6,839
104,426	547,863	2,076,495	Capital Outlay	12,196,079	13,732,590	13,732,590	13,732,590
1,757,544	2,340,248	2,514,599	Debt Service	2,950,663	-	-	-
-	-	-	Transfers Out	-	2,892,724	2,892,724	2,892,724
-	-	1,030,627	Conting'y & Unapprop	3,092,724	-	-	-
<b>2,752,196</b>	<b>3,419,047</b>	<b>6,831,721</b>	<b>Total Expenses</b>	<b>19,689,466</b>	<b>16,632,153</b>	<b>16,632,153</b>	<b>16,632,153</b>
<b>89,381</b>	<b>28,746</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 465 - WWTP Construction Fund</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
145,804	89,409	720,000	3081 Beginning Fund Balance	16,402,924	16,400,000	16,400,000	16,400,000
<b>145,804</b>	<b>89,409</b>	<b>720,000</b>	<b>Account Class Total - Fund Balance</b>	<b>16,402,924</b>	<b>16,400,000</b>	<b>16,400,000</b>	<b>16,400,000</b>
Charges for goods and services							
2,337,362	2,721,203	3,010,721	3435.102 Service Chg-95-6 Increase	3,186,542	-	-	-
<b>2,337,362</b>	<b>2,721,203</b>	<b>3,010,721</b>	<b>Account Class Total - Charges for goods and services</b>	<b>3,186,542</b>	<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous							
2,578	1,286	1,000	3611 Interest from Investments	100,000	85,000	85,000	85,000
250	-	-	3699 Other Miscellaneous Income	-	-	-	-
<b>2,828</b>	<b>1,286</b>	<b>1,000</b>	<b>Account Class Total - Miscellaneous</b>	<b>100,000</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
Other Financing Sources							
355,583	635,895	3,100,000	3918.102 State Loan-Revolving Fd	-	-	-	-
<b>355,583</b>	<b>635,895</b>	<b>3,100,000</b>	<b>Account Class Total - Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers in							
-	-	-	3971.475 Transfer From Sewer SDC	-	147,153	147,153	147,153
<b>-</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Transfers in</b>	<b>-</b>	<b>147,153</b>	<b>147,153</b>	<b>147,153</b>
<b>2,841,577</b>	<b>3,447,793</b>	<b>6,831,721</b>	<b>Department Total: 000 - Revenue</b>	<b>19,689,466</b>	<b>16,632,153</b>	<b>16,632,153</b>	<b>16,632,153</b>
<b>2,841,577</b>	<b>3,447,793</b>	<b>6,831,721</b>	<b>Revenues Total</b>	<b>19,689,466</b>	<b>16,632,153</b>	<b>16,632,153</b>	<b>16,632,153</b>

## Revenue Sources and Other Discussion

**Transfers In** represents a large majority of the operating revenues of this fund. At \$147,153 or 63%, this category represents a one-time transfer from the Sewer SDC fund. The Sewer SDC fund is being closed in 2013 as part of the Funds Consolidation Project.

The **Miscellaneous** category includes 37% of the operating revenues of this fund. The budgeted amount of \$85,000 is a conservative estimate of the interest earned on the balance held in the fund.

**Capital Outlay:** Some major projects scheduled for fiscal year 2012-13 are listed below:

- 1) POTW Phase 2A/Natural Treatment System (\$6,000,000)
- 2) Biosolids Program (\$500,000)
- 3) Hwy 214, I-5 Interchange Sanitary Sewer Relocations (\$250,000)
- 4) Equipment replacement of a VAC Truck – (\$350,000)

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 465 - WWTP Construction Fund</b>				
			<b>Expenditures</b>				
			<b>Department: 621 - Sewer</b>				
			<b>Program: 9111 - Debt Service</b>				
			70 - Debt Service				
1,087,811	1,601,114	1,727,826	5711 Bond Principle	1,865,000	-	-	-
669,733	739,134	689,776	5712 Note Principle	1,085,663	-	-	-
-	-	96,997	5724.101 Interfund Loan	-	-	-	-
<b>1,757,544</b>	<b>2,340,248</b>	<b>2,514,599</b>	<b>Account Class Total - Debt Service</b>	<b>2,950,663</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1,757,544</b>	<b>2,340,248</b>	<b>2,514,599</b>	<b>Program Total: 9111 - Debt Service</b>	<b>2,950,663</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Program: 9511 - Design Engineering</b>				
			Supplies and Services				
871,747	522,637	880,000	5411 Engineering & Architect	1,000,000	-	-	-
<b>871,747</b>	<b>522,637</b>	<b>880,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>871,747</b>	<b>522,637</b>	<b>880,000</b>	<b>Program Total: 9511 - Design Engineering</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Program: 9512 - Construction Eng</b>				
			Supplies and Services				
12,090	8,057	330,000	5411 Engineering & Architect	300,000	-	-	-
<b>12,090</b>	<b>8,057</b>	<b>330,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>12,090</b>	<b>8,057</b>	<b>330,000</b>	<b>Program Total: 9512 - Construction Eng</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Program: 9521 - Right of Way</b>				
			Capital Outlay				
17,560	8,780	8,780	5611 Land	9,000	-	-	-
-	-	15,000	5612 Easements	-	-	-	-
<b>17,560</b>	<b>8,780</b>	<b>23,780</b>	<b>Account Class Total - Capital Outlay</b>	<b>9,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>17,560</b>	<b>8,780</b>	<b>23,780</b>	<b>Program Total: 9521 - Right of Way</b>	<b>9,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Program: 9531 - Construction</b>				
			Supplies and Services				
6,389	243	-	5419 Other Professional Serv	150,000	6,839	6,839	6,839
<b>6,389</b>	<b>243</b>	<b>-</b>	<b>Account Class Total - Supplies and Services</b>	<b>150,000</b>	<b>6,839</b>	<b>6,839</b>	<b>6,839</b>
			Capital Outlay				
86,866	539,083	2,052,715	5635 Sewer	12,187,079	13,732,590	13,732,590	13,732,590
<b>86,866</b>	<b>539,083</b>	<b>2,052,715</b>	<b>Account Class Total - Capital Outlay</b>	<b>12,187,079</b>	<b>13,732,590</b>	<b>13,732,590</b>	<b>13,732,590</b>
<b>93,255</b>	<b>539,326</b>	<b>2,052,715</b>	<b>Program Total: 9531 - Construction</b>	<b>12,337,079</b>	<b>13,739,429</b>	<b>13,739,429</b>	<b>13,739,429</b>
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
-	-	-	5811.472 Transfer to Sewer	-	2,892,724	2,892,724	2,892,724
<b>-</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Transfers Out</b>	<b>-</b>	<b>2,892,724</b>	<b>2,892,724</b>	<b>2,892,724</b>
<b>-</b>	<b>-</b>	<b>-</b>	<b>Program Total: 9711 - Operating Transfer Out</b>	<b>-</b>	<b>2,892,724</b>	<b>2,892,724</b>	<b>2,892,724</b>
<b>2,752,197</b>	<b>3,419,047</b>	<b>5,801,094</b>	<b>Department Total: 621 - Sewer</b>	<b>16,596,742</b>	<b>16,632,153</b>	<b>16,632,153</b>	<b>16,632,153</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	-	5921 Contingency	200,000	-	-	-
-	-	1,030,627	5981.007 Reserve for DEQ Loan	2,892,724	-	-	-
<b>-</b>	<b>-</b>	<b>1,030,627</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>3,092,724</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>-</b>	<b>-</b>	<b>1,030,627</b>	<b>Program Total: 9971 - Equity</b>	<b>3,092,724</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>-</b>	<b>-</b>	<b>1,030,627</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>3,092,724</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2,752,196</b>	<b>3,419,047</b>	<b>6,831,721</b>	<b>Expenditures Total</b>	<b>19,689,466</b>	<b>16,632,153</b>	<b>16,632,153</b>	<b>16,632,153</b>
<b>89,381</b>	<b>28,746</b>	<b>-</b>	<b>Fund Net Total: 465 - WWTP Construction Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Sewer SDC – 475

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Sewer SDC - 475  
**Department/Department Number:** Sewer - 621  
**Department Director:** Dan Brown  
**Director Direct Phone Number:** 503-982-5249  
**Department Location:** 190 Garfield Street  
**Person Preparing This Form:** Julie Moore  
**Direct Phone Number:** 503-982-5247

**Description of purpose/functions of department:**

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

**Description of fiscal year 2011-12 accomplishments:**

Due to lack of development and reduced funding no projects were planned

**Description of fiscal year 2012-13 proposed focus/goals:**

No projects are planned for 2012-13

This fund is being closed into the Water/Sewer SDC Fund - 474

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Sewer SDC</b>							
Revenue							
558,289	93,663	91,963	Fund Balance	146,853	145,000	145,000	145,000
119,700	12,301	15,000	Charges for Goods and Services	15,000	-	-	-
1,522	490	300	Misc	300	-	-	-
679,511	106,454	107,263	<b>Total Revenues</b>	162,153	145,000	145,000	145,000
Expense							
-	-	12,000	Supplies & Services	10,000	-	-	-
-	-	95,263	Capital Outlay	137,153	-	-	-
585,848	-	-	Debt Service	-	-	-	-
-	-	-	Transfers Out	-	145,000	145,000	145,000
-	-	-	Conting'y & Unapprop	15,000	-	-	-
585,848	-	107,263	<b>Total Expenses</b>	162,153	145,000	145,000	145,000
93,663	106,454	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 475 - Sewer SDC</b>				
			<b>Revenues</b>				
			<b>Department: 000 - Revenue</b>				
			Fund Balance				
558,289	93,663	91,963	3081 Beginning Fund Balance	146,853	145,000	145,000	145,000
<b>558,289</b>	<b>93,663</b>	<b>91,963</b>	<b>Account Class Total - Fund Balance</b>	<b>146,853</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>
			Charges for goods and services				
119,700	12,301	15,000	3458.401 Sewer SDC's	15,000	-	-	-
<b>119,700</b>	<b>12,301</b>	<b>15,000</b>	<b>Account Class Total - Charges for goods and services</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
			Miscellaneous				
1,522	490	300	3611 Interest from Investments	300	-	-	-
<b>1,522</b>	<b>490</b>	<b>300</b>	<b>Account Class Total - Miscellaneous</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>679,511</b>	<b>106,454</b>	<b>107,263</b>	<b>Revenues Total</b>	<b>162,153</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 475 - Sewer SDC</b>				
			<u>Expenditures</u>				
			<b>Department: 621 - Sewer</b>				
			<b>Program: 9111 - Debt Service</b>				
			70 - Debt Service				
360,034	-	-	5711 Bond Principle	-	-	-	-
225,814	-	-	5721 Bond Interest	-	-	-	-
<b>585,848</b>	-	-	<b>Account Class Total - Debt Service</b>	-	-	-	-
<b>585,848</b>	-	-	<b>Program Total: 9111 - Debt Service</b>	-	-	-	-
			<b>Program: 9511 - Design Engineering</b>				
			Supplies and Services				
-	-	5,000	5411 Engineering & Architect	5,000	-	-	-
-	-	<b>5,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>5,000</b>	-	-	-
-	-	<b>5,000</b>	<b>Program Total: 9511 - Design Engineering</b>	<b>5,000</b>	-	-	-
			<b>Program: 9531 - Construction</b>				
			Supplies and Services				
-	-	5,000	5411 Engineering & Architect	3,000	-	-	-
-	-	2,000	5419 Other Professional Serv	2,000	-	-	-
-	-	<b>7,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>5,000</b>	-	-	-
			Capital Outlay				
-	-	95,263	5635 Sewer	137,153	-	-	-
-	-	<b>95,263</b>	<b>Account Class Total - Capital Outlay</b>	<b>137,153</b>	-	-	-
-	-	<b>102,263</b>	<b>Program Total: 9531 - Construction</b>	<b>142,153</b>	-	-	-
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
-	-	-	5811.474 Transfer To Water SDC	-	145,000	145,000	145,000
-	-	-	<b>Account Class Total - Transfers Out</b>	-	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>
-	-	-	<b>Program Total: 9711 - Operating Transfer Out</b>	-	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>
<b>585,848</b>	-	<b>107,263</b>	<b>Department Total: 621 - Sewer</b>	<b>147,153</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	-	5921 Contingency	15,000	-	-	-
-	-	-	<b>Account Class Total - Conting'y and Unaprop</b>	<b>15,000</b>	-	-	-
-	-	-	<b>Program Total: 9971 - Equity</b>	<b>15,000</b>	-	-	-
-	-	-	<b>Department Total: 901 - Ending Fund Balance</b>	<b>15,000</b>	-	-	-
<b>585,848</b>	-	<b>107,263</b>	<b>Expenditures Total</b>	<b>162,153</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>
<b>93,663</b>	<b>106,454</b>	-	<b>Fund Net Total: 475 - Sewer SDC</b>	-	-	-	-

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## Surface Water/Collections – 478

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Surface water/Collections - 478
<b>Department/Department Number:</b>	Surface water/Collections - 641
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	2815 Molalla Road
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

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

This section of the Water Resources Division within the Public Works Department provides administration, operations and maintenance of the Sanitary, Storm & Surface Water Collection Section. The section is responsible for storm water activities, best management practices as required by Total Maximum Daily Load Implementation Plan, Storm and Surface Water Management Plan. The section is responsible for maintenance of approximately 59 miles of various size storm sewer mains, three regional detention facilities and the surface conveyance system of Mill Creek and Senecal and there numerous tributaries.

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

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

#### **Description of fiscal year 2011-12 accomplishments:**

- Completed Annual Storm Water Management, TMDL annual report to DEQ
- Clean 15% of the Storm Water System, piping, conveyance and inlets
- Conducted internal training on BMP to reduce pollutants in maintenance activities.
- Prepared and provided to customers the second Woodburn Water Works newsletter.
- Participated in numerous Public Outreach Events, Oregon Earth Day, Public Works Week, Plant Tours

#### **Description of fiscal year 2012-13 proposed focus/goals:**

- Continue to implement BMP and control measures per the Storm Water Management TMDL implementation plan, to included developing a better defined Erosion Control and Illicit Discharge program.
- Clean 15% of the Storm Water System
- Install Storm Water Inlet markers, Don't Pollute, currently working with Boy Scouts to implement
- Prepare and submit to DEQ annual Storm Water Management, TMDL annual report to DEQ.
- Continue Public Outreach

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

Significant rule changes are anticipated with regard to flood plain management from FEMA. Virtually any improvements within the flood way will have to include an environmental assessment. This will impact the City's flood ways which are an integral part of the overall storm and surface water management program.

This fund is being closed into the Wastewater Fund - 472

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Surface Water/Collections</b>							
Revenue							
-	83,084	102,815	Fund Balance	52,920	52,000	52,000	52,000
155	12	100	Misc	75	-	-	-
235,000	235,000	235,000	Transfers In	285,000	-	-	-
<b>235,155</b>	<b>318,096</b>	<b>337,915</b>	<b>Total Revenues</b>	<b>337,995</b>	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>
Expense							
134,928	180,278	227,354	Labor & Benefits	232,671	-	-	-
17,143	32,747	47,561	Supplies & Services	48,632	-	-	-
-	17,500	9,506	Capital Outlay	10,000	-	-	-
-	-	-	Transfers Out	-	52,000	52,000	52,000
-	-	53,494	Conting'y & Unapprop	46,692	-	-	-
<b>152,071</b>	<b>230,525</b>	<b>337,915</b>	<b>Total Expenses</b>	<b>337,995</b>	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>
<b>83,084</b>	<b>87,571</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Fund Detail**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 478 - Surface Water/Collections</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
<b>Fund Balance</b>							
-	83,084	102,815	3081 Beginning Fund Balance	52,920	52,000	52,000	52,000
-	<b>83,084</b>	<b>102,815</b>	<b>Account Class Total - Fund Balance</b>	<b>52,920</b>	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>
<b>Miscellaneous</b>							
155	12	100	3611 Interest from Investments	75	-	-	-
<b>155</b>	<b>12</b>	<b>100</b>	<b>Account Class Total - Miscellaneous</b>	<b>75</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers in</b>							
235,000	235,000	235,000	3971.472 Transfer From Sewer	285,000	-	-	-
<b>235,000</b>	<b>235,000</b>	<b>235,000</b>	<b>Account Class Total - Transfers in</b>	<b>285,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>235,155</b>	<b>318,096</b>	<b>337,915</b>	<b>Revenues Total</b>	<b>337,995</b>	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 478 - Surface Water/Collections</b>								
<u>Expenditures</u>								
<b>Department: 641 - Surface Water/Collections</b>								
<b>Program: 6611 - Surface Water Collection</b>								
Labor and Benefits								
85,606	125,472	143,146	5111	Regular Salaries	146,457	-	-	-
3,287	1,536	2,000	5121	Overtime	2,000	-	-	-
18,086	-	-	5199	Intra-governmental Service	-	-	-	-
195	61	109	5211	Workers' Comp	110	-	-	-
6,793	9,594	11,104	5212	Social Security	11,357	-	-	-
12,395	24,461	38,700	5213	Med, Den, Life Ins.	34,538	-	-	-
7,855	18,095	30,791	5214	Retirement	35,308	-	-	-
289	428	583	5215	Long Term Disability Ins	597	-	-	-
169	375	435	5216	Unemployment Insurance	1,930	-	-	-
254	255	486	5217	Life Insurance	374	-	-	-
<b>134,928</b>	<b>180,278</b>	<b>227,354</b>	<b>Account Class Total - Labor and Benefits</b>		<b>232,671</b>	-	-	-
Supplies and Services								
170	334	500	5319	Other Office Supplies	500	-	-	-
44	50	150	5321	Cleaning Supplies	150	-	-	-
-	1,955	2,000	5323	Fuel	2,500	-	-	-
164	859	500	5324	Clothing	500	-	-	-
-	-	1,000	5325	Ag Supplies	1,000	-	-	-
261	368	1,500	5326	Safety/Medicines	1,500	-	-	-
500	741	2,000	5329	Other Operating Supplies	2,000	-	-	-
-	46	100	5333	Paint	100	-	-	-
498	500	500	5338	Tools	500	-	-	-
306	288	1,000	5352	Protective Clothing	1,000	-	-	-
210	57	250	5379	Other Water/Sewer Supplie	250	-	-	-
-	63	100	5416	Medical	100	-	-	-
-	1,855	2,500	5419	Other Professional Serv	2,500	-	-	-
694	1,379	1,000	5421	Telephone/Data	1,500	-	-	-
-	-	100	5422	Postage	100	-	-	-
495	799	1,600	5427	Training	1,600	-	-	-
12,590	13,814	13,755	5428	IS Support	13,755	-	-	-
100	-	100	5445	Work Equipment	100	-	-	-
-	-	1,000	5454	Solid Waste Disposal	1,000	-	-	-
-	500	-	5461	Auto	-	-	-	-
-	239	5,961	5464	Workers' Comp	5,961	-	-	-
-	4,862	3,938	5465	General Liability	3,938	-	-	-
-	-	2,000	5471	Equipment Repair & Maint	2,000	-	-	-
728	1,455	1,500	5475	Vehicle Repair & Maint	1,500	-	-	-
-	-	500	5476	Laundry	500	-	-	-
-	-	500	5492	Registrations/Tuitions	500	-	-	-
384	2,582	2,800	5499	Other Services	2,800	-	-	-
-	-	707	5500	Banking Fees & Charges	778	-	-	-
<b>17,143</b>	<b>32,747</b>	<b>47,561</b>	<b>Account Class Total - Supplies and Services</b>		<b>48,632</b>	-	-	-
Capital Outlay								
-	17,500	9,506	5649	Other Equipment	10,000	-	-	-
-	<b>17,500</b>	<b>9,506</b>	<b>Account Class Total - Capital Outlay</b>		<b>10,000</b>	-	-	-
<b>152,071</b>	<b>230,525</b>	<b>284,421</b>	<b>Program Total: 6611 - Surface Water Collection</b>		<b>291,303</b>	-	-	-
<b>Program: 9711 - Operating Transfer Out</b>								
Transfers Out								
-	-	-	5811.472	Transfer to Sewer	-	52,000	52,000	52,000
-	-	-	<b>Account Class Total - Transfers Out</b>		-	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>
-	-	-	<b>Program Total: 9711 - Operating Transfer Out</b>		-	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>
<b>152,071</b>	<b>230,525</b>	<b>284,421</b>	<b>Department Total: 641 - Surface Water/Collections</b>		<b>291,303</b>	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>
<b>Department: 901 - Ending Fund Balance</b>								
<b>Program: 9971 - Equity</b>								
Contingencies and Unappropriated Balances								
-	-	53,494	5921	Contingency	46,692	-	-	-
-	-	<b>53,494</b>	<b>Account Class Total - Conting'y and Unaprop</b>		<b>46,692</b>	-	-	-

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
-	-	53,494	Program Total: 9971 - Equity	46,692	-	-	-
-	-	53,494	Department Total: 901 - Ending Fund Balance	46,692	-	-	-
152,071	230,525	337,915	Expenditures Total	337,995	52,000	52,000	52,000
83,084	87,571	-	Fund Net Total: 478 - Surface Water/Collections	-	-	-	-

**Storm Water SDC - 377**  
General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Storm Water Sys Dev -377
<b>Department/Department Number:</b>	Maintenance - 631
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

**Description of purpose/functions of department:**

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

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

There are no personnel or personnel costs associated with this fund.

**Description of fiscal year 2011-12 accomplishments:**

Funding is down due to lack of development. No major projects were planned.

**Description of fiscal year 2012-13 proposed focus/goals:**

No major projects are planned.

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- No major projects are planned.
- This fund is proposed to 'collapse' into the Street/Storm SDC Fund - 376

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Storm Water SDC</b>							
Revenue							
705,581	505,731	375,000	Fund Balance	421,381	420,000	420,000	420,000
3,351	4,307	5,000	Charges for Goods and Services	5,000	-	-	-
2,950	1,331	1,500	Misc	1,000	-	-	-
<b>711,882</b>	<b>511,369</b>	<b>381,500</b>	<b>Total Revenues</b>	<b>427,381</b>	<b>420,000</b>	<b>420,000</b>	<b>420,000</b>
Expense							
9,513	8,866	30,000	Supplies & Services	30,000	-	-	-
196,639	80,421	316,531	Capital Outlay	357,381	-	-	-
-	-	-	Transfers Out	-	420,000	420,000	420,000
-	-	34,969	Conting'y & Unapprop	40,000	-	-	-
<b>206,152</b>	<b>89,287</b>	<b>381,500</b>	<b>Total Expenses</b>	<b>427,381</b>	<b>420,000</b>	<b>420,000</b>	<b>420,000</b>
<b>505,730</b>	<b>422,082</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 377 - Storm Water Sys Dev Fund</b>							
<u>Revenues</u>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
705,581	505,731	375,000	3081 Beginning Fund Balance	421,381	420,000	420,000	420,000
<b>705,581</b>	<b>505,731</b>	<b>375,000</b>	<b>Account Class Total - Fund Balance</b>	<b>421,381</b>	<b>420,000</b>	<b>420,000</b>	<b>420,000</b>
Charges for goods and services							
3,351	4,307	5,000	3458.201 Storm SDC's	5,000	-	-	-
<b>3,351</b>	<b>4,307</b>	<b>5,000</b>	<b>Account Class Total - Charges for goods and services</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous							
2,950	1,331	1,500	3611 Interest from Investments	1,000	-	-	-
<b>2,950</b>	<b>1,331</b>	<b>1,500</b>	<b>Account Class Total - Miscellaneous</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>711,882</b>	<b>511,369</b>	<b>381,500</b>	<b>Revenues Total</b>	<b>427,381</b>	<b>420,000</b>	<b>420,000</b>	<b>420,000</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 377 - Storm Water Sys Dev Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 631 - Maintenance</b>				
			<b>Program: 9511 - Design Engineering</b>				
			Supplies and Services				
-	-	10,000	5411 Engineering & Architect	10,000	-	-	-
-	-	3,000	5419 Other Professional Serv	3,000	-	-	-
-	-	<b>13,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>13,000</b>	-	-	-
-	-	<b>13,000</b>	<b>Program Total: 9511 - Design Engineering</b>	<b>13,000</b>	-	-	-
			<b>Program: 9512 - Construction Eng</b>				
			Supplies and Services				
6,437	7,894	10,000	5411 Engineering & Architect	10,000	-	-	-
<b>6,437</b>	<b>7,894</b>	<b>10,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>10,000</b>	-	-	-
<b>6,437</b>	<b>7,894</b>	<b>10,000</b>	<b>Program Total: 9512 - Construction Eng</b>	<b>10,000</b>	-	-	-
			<b>Program: 9531 - Construction</b>				
			Supplies and Services				
3,076	972	7,000	5419 Other Professional Serv	7,000	-	-	-
<b>3,076</b>	<b>972</b>	<b>7,000</b>	<b>Account Class Total - Supplies and Services</b>	<b>7,000</b>	-	-	-
			Capital Outlay				
196,639	80,421	316,531	5636 Storm Drains	357,381	-	-	-
<b>196,639</b>	<b>80,421</b>	<b>316,531</b>	<b>Account Class Total - Capital Outlay</b>	<b>357,381</b>	-	-	-
<b>199,715</b>	<b>81,393</b>	<b>323,531</b>	<b>Program Total: 9531 - Construction</b>	<b>364,381</b>	-	-	-
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
-	-	-	5811.376 Transfer to TIF	-	420,000	420,000	420,000
-	-	-	<b>Account Class Total - Transfers Out</b>	-	<b>420,000</b>	<b>420,000</b>	<b>420,000</b>
-	-	-	<b>Program Total: 9711 - Operating Transfer Out</b>	-	<b>420,000</b>	<b>420,000</b>	<b>420,000</b>
<b>206,152</b>	<b>89,287</b>	<b>346,531</b>	<b>Department Total: 631 - Maintenance</b>	<b>387,381</b>	<b>420,000</b>	<b>420,000</b>	<b>420,000</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	34,969	5981.005 Res for Future Capacity	40,000	-	-	-
-	-	<b>34,969</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>40,000</b>	-	-	-
-	-	<b>34,969</b>	<b>Program Total: 9971 - Equity</b>	<b>40,000</b>	-	-	-
-	-	<b>34,969</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>40,000</b>	-	-	-
<b>206,152</b>	<b>89,287</b>	<b>381,500</b>	<b>Expenditures Total</b>	<b>427,381</b>	<b>420,000</b>	<b>420,000</b>	<b>420,000</b>
<b>505,730</b>	<b>422,082</b>	-	<b>Fund Net Total: 377 - Storm Water Sys Dev Fund</b>	-	-	-	-

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City of Woodburn  
Miscellaneous Services Budget Summary

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Budget 2011-12</u>	<u>Budget 2012-13</u>
<b>568 - Information Services</b>	565,264	1,052,464	859,674	697,395
<b>580 - Central Stores</b>	5,600	5,914	1,800	-
<b>581 - Insurance</b>	370,945	334,799	889,378	534,126
<b>582 - Public Works Services</b>	1,093,081	1,199,829	1,515,307	1,688,909
<b>583 - Facilities Maintenance</b>	730,567	786,136	778,975	44,000
<b>357 - Police Construction</b>	71,792	100,495	51,300	2,500
<b>378 - PW Facility Construction</b>	3,914	4,032	11,000	-
<b>591 - Equipment Replacement</b>	96,011	68,477	655,474	763,087
<b>690 - Library Endowment</b>	-	-	26,084	26,000
<b>691 - Museum Endowment</b>	-	-	2,784	2,775
<b>695 - Lavelle Black Trust</b>	-	-	-	45,200

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## Information Services – 568

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Information Services - 568
<b>Department/Department Number:</b>	Finance - 151
<b>Department Director:</b>	Ignacio Palacios
<b>Director Direct Phone Number:</b>	503-982-5211
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	Ignacio Palacios
<b>Direct Phone Number:</b>	503-982-5211

**Description of purpose/functions of department:**

This program provides the City's Information Services operations and maintenance. The program is also responsible for funding the systematic replacement of network and desktop assets. Costs are distributed based on the number of personal computers (PC's) and printers used by each program. The methodology for charging out costs is revised to include labor costs in 2008-2009 and to account for all program costs within the Information Services program budget.

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

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

The department consists of three staff members.

**Description of fiscal year 2011-12 accomplishments:**

- Established wireless internet at City Hall
- Completed an Intergovernmental Agreement with the City of Silverton.
- Assisted in the implementation of the new accounting software

**Description of fiscal year 2012-13 proposed focus/goals:**

- Replacement of the City Hall generator
- Continuation of upgrades of personal computers and software
- Implement police records software for the Police Department

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Information Services</b>							
Revenue							
18,249	29,255	155,000	Fund Balance	63,000	63,000	63,000	63,000
31,923	47,382	45,304	Charges for Goods and Services	49,711	49,711	49,711	49,711
548,346	615,200	659,370	Misc	659,370	584,684	584,684	584,684
-	511,850	-	Transfers In	-	-	-	-
<b>598,518</b>	<b>1,203,687</b>	<b>859,674</b>	<b>Total Revenues</b>	<b>772,081</b>	<b>697,395</b>	<b>697,395</b>	<b>697,395</b>
Expense							
280,108	307,533	339,027	Labor & Benefits	339,185	345,169	345,169	345,169
202,900	642,928	364,405	Supplies & Services	244,278	246,339	246,339	246,339
82,255	102,003	120,300	Capital Outlay	74,000	75,000	75,000	75,000
-	-	35,942	Conting'y & Unapprop	114,618	30,887	30,887	30,887
<b>565,263</b>	<b>1,052,464</b>	<b>859,674</b>	<b>Total Expenses</b>	<b>772,081</b>	<b>697,395</b>	<b>697,395</b>	<b>697,395</b>
<b>33,255</b>	<b>151,223</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 568 - Information Services</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
18,249	29,255	155,000	3081 Beginning Fund Balance	63,000	63,000	63,000	63,000
<b>18,249</b>	<b>29,255</b>	<b>155,000</b>	<b>Account Class Total - Fund Balance</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>
Charges for goods and services							
-	15,637	10,352	3421.002 Reimbursements Hubbard	11,195	11,195	11,195	11,195
12,077	8,607	13,579	3421.003 Reimbursements Mt Angel	15,198	15,198	15,198	15,198
19,847	16,496	21,373	3421.004 Reimbursements Silverton	23,318	23,318	23,318	23,318
-	2,279	-	3421.007 Reimburse Mt Angel FD	-	-	-	-
-	4,362	-	3421.008 Reimbursement Norcom	-	-	-	-
<b>31,923</b>	<b>47,382</b>	<b>45,304</b>	<b>Account Class Total - Charges for goods and services</b>	<b>49,711</b>	<b>49,711</b>	<b>49,711</b>	<b>49,711</b>
Miscellaneous							
(291)	(365)	-	3611 Interest from Investments	-	-	-	-
401,872	449,857	478,876	3652.001 IS Revenue from General	478,876	423,004	423,004	423,004
4,932	5,526	8,646	3652.110 IS Revenue from Transit	8,646	14,501	14,501	14,501
12,330	13,814	10,480	3652.123 IS Revenue from Building	10,480	8,934	8,934	8,934
2,466	5,186	2,639	3652.134 IS Revenue from Weed & Seed	2,639	-	-	-
2,466	2,763	2,639	3652.138 Is Revenue from RSVP	2,639	2,234	2,234	2,234
12,440	12,440	14,410	3652.140 Is Revenue from Streets	14,410	11,168	11,168	11,168
27,516	30,268	28,820	3652.470 IS Revenue from Water	28,820	24,759	24,759	24,759
32,578	35,510	37,466	3652.472 IS Revenue from Sewer	37,466	33,702	33,702	33,702
12,590	-	14,410	3652.478 IS Revenue from Surface/Collection	14,410	10,274	10,274	10,274
35,318	13,814	53,394	3652.582 IS Revenue from Public Works Services	53,394	47,146	47,146	47,146
-	44,442	-	3652.583 IS Revenue from Facilities Maintenance	-	-	-	-
4,000	-	7,590	3652.901 IS Revenue from Norcom	7,590	8,962	8,962	8,962
129	208	-	3699 Other Miscellaneous Income	-	-	-	-
-	1,738	-	3881 Reimbursements	-	-	-	-
<b>548,346</b>	<b>615,200</b>	<b>659,370</b>	<b>Account Class Total - Miscellaneous</b>	<b>659,370</b>	<b>584,684</b>	<b>584,684</b>	<b>584,684</b>
Transfers in							
-	511,850	-	3971 Transfer In NWS Upgrade	-	-	-	-
-	<b>511,850</b>	-	<b>Account Class Total - Transfers in</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>598,519</b>	<b>1,203,687</b>	<b>859,674</b>	<b>Revenues Total</b>	<b>772,081</b>	<b>697,395</b>	<b>697,395</b>	<b>697,395</b>

## Revenue Sources and Other Discussion

The **Miscellaneous** category in an internal service fund such as Information Services represents the charge assessed to city departments for network support, technology maintenance and replacement support. In the case of the Information Services Fund, this equates to \$584,684 or 92% of total operating revenues. This is budgeted based on an average cost per computer in service within the department.

**Charges for goods and services** include Intergovernmental support revenue for network maintenance and support provided to area agencies. At \$49,711, this is a total of 8% of the total operating revenues in the fund.

**Capital Outlay:** Computing is budgeted at \$45,000 which will account for any replacement computers that need to be purchased, and Network is budgeted at \$30,000 which will capture the cost for any replacement components to maintain and expand the City's network.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 568 - Information Services</b>								
<u>Expenditures</u>								
<b>Department: 151 - Finance</b>								
<b>Program: 1921 - Information Services</b>								
Labor and Benefits								
177,639	214,926	220,351	5111	Regular Salaries	219,860	223,848	223,848	223,848
56	476	1,000	5121	Overtime	-	-	-	-
36,276	-	-	5199	Intra-governmental Service	-	-	-	-
534	93	135	5211	Workers' Comp	133	134	134	134
13,328	16,194	16,933	5212	Social Security	16,819	17,124	17,124	17,124
34,714	42,415	51,954	5213	Med, Den, Life Ins.	49,528	49,528	49,528	49,528
15,988	31,494	46,542	5214	Retirement	48,549	49,378	49,378	49,378
682	817	890	5215	Long Term Disability Ins	884	900	900	900
336	630	664	5216	Unemployment Insurance	2,858	3,693	3,693	3,693
557	487	558	5217	Life Insurance	554	564	564	564
<b>280,108</b>	<b>307,533</b>	<b>339,027</b>	<b>Account Class Total - Labor and Benefits</b>		<b>339,185</b>	<b>345,169</b>	<b>345,169</b>	<b>345,169</b>
Supplies and Services								
34,192	41,374	38,000	5315	Computer Supplies	38,000	38,000	38,000	38,000
3,061	3,624	3,500	5319	Other Office Supplies	3,000	3,000	3,000	3,000
15,514	18,710	22,000	5415	Computer	19,000	19,000	19,000	19,000
9,110	10,711	11,000	5421	Telephone/Data	11,000	11,000	11,000	11,000
287	449	500	5422	Postage	500	500	500	500
7,672	7,685	9,000	5423	Internet	9,000	9,000	9,000	9,000
474	1,131	1,100	5433	Mileage	1,500	1,500	1,500	1,500
125,683	140,562	152,000	5446	Software Licenses	150,000	152,000	152,000	152,000
-	412,572	111,850	5446.915	NWS Upgrade	-	-	-	-
-	720	4,988	5464	Workers' Comp	4,988	4,988	4,988	4,988
-	-	3,990	5465	General Liability	3,990	3,990	3,990	3,990
1,500	531	1,000	5471	Equipment Repair & Maint	-	-	-	-
204	70	200	5491	Dues & Subscriptions	-	-	-	-
5,203	4,790	4,550	5492	Registrations/Tuitions	2,500	2,500	2,500	2,500
-	-	727	5500	Banking Fees & Charges	800	861	861	861
<b>202,900</b>	<b>642,928</b>	<b>364,405</b>	<b>Account Class Total - Supplies and Services</b>		<b>244,278</b>	<b>246,339</b>	<b>246,339</b>	<b>246,339</b>
Capital Outlay								
42,850	59,792	80,000	5645	Computing	44,000	45,000	45,000	45,000
39,405	42,212	40,000	5645.101	Network	30,000	30,000	30,000	30,000
-	-	300	5649	Other Equipment	-	-	-	-
<b>82,255</b>	<b>102,003</b>	<b>120,300</b>	<b>Account Class Total - Capital Outlay</b>		<b>74,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>565,264</b>	<b>1,052,464</b>	<b>823,732</b>	<b>Program Total: 1921 - Information Services</b>		<b>657,463</b>	<b>666,508</b>	<b>666,508</b>	<b>666,508</b>
<b>565,264</b>	<b>1,052,464</b>	<b>823,732</b>	<b>Department Total: 151 - Finance</b>		<b>657,463</b>	<b>666,508</b>	<b>666,508</b>	<b>666,508</b>
<b>Department: 901 - Ending Fund Balance</b>								
<b>Program: 9971 - Equity</b>								
Contingencies and Unappropriated Balances								
-	-	23,942	5921	Contingency	98,618	14,887	14,887	14,887
-	-	12,000	5981.011	Reserve for Plotters	16,000	16,000	16,000	16,000
-	-	<b>35,942</b>	<b>Account Class Total - Conting'y and Unaprop</b>		<b>114,618</b>	<b>30,887</b>	<b>30,887</b>	<b>30,887</b>
-	-	<b>35,942</b>	<b>Program Total: 9971 - Equity</b>		<b>114,618</b>	<b>30,887</b>	<b>30,887</b>	<b>30,887</b>
-	-	<b>35,942</b>	<b>Department Total: 901 - Ending Fund Balance</b>		<b>114,618</b>	<b>30,887</b>	<b>30,887</b>	<b>30,887</b>
<b>565,264</b>	<b>1,052,464</b>	<b>859,674</b>	<b>Expenditures Total</b>		<b>772,081</b>	<b>697,395</b>	<b>697,395</b>	<b>697,395</b>
<b>33,255</b>	<b>151,223</b>	-	<b>Fund Net</b>	<b>Total: 568 - Information Services</b>	-	-	-	-

## Central Stores – 580

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Central Stores - 580  
**Department/Department Number:** Finance - 151  
**Department Director:** Ignacio Palacios  
**Director Direct Phone Number:** 503-982-5211  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

#### Description of purpose/functions of department:

This fund has been consolidated and closed as part of the on-going Funds Consolidation Plan.

### Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Central Stores</b>							
Revenue							
9,664	10,747	1,800	Fund Balance	-	-	-	-
6,683	2,692	-	Misc	-	-	-	-
<u>16,347</u>	<u>13,439</u>	<u>1,800</u>	<b>Total Revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expense							
5,600	5,914	-	Supplies & Services	-	-	-	-
-	-	1,800	Transfers Out	-	-	-	-
-	-	-	Conting'y & Unapprop	-	-	-	-
<u>5,600</u>	<u>5,914</u>	<u>1,800</u>	<b>Total Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>10,747</u>	<u>7,525</u>	<u>-</u>	<b>Revenue Over (Under) Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

### Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 580 - Central Stores Fund</b>							
Revenues							
Department: 000 - Revenue							
Fund Balance							
9,664	10,747	1,800	3081 Beginning Fund Balance	-	-	-	-
<u>9,664</u>	<u>10,747</u>	<u>1,800</u>	<b>Account Class Total - Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous							
(8)	(15)	-	3611 Interest from Investments	-	-	-	-
4,214	1,789	-	3652 Interfund Stores Issues	-	-	-	-
2,477	918	-	3653 Interfund Copier Usage	-	-	-	-
<u>6,683</u>	<u>2,692</u>	<u>-</u>	<b>Account Class Total - Miscellaneous</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>16,347</u>	<u>13,439</u>	<u>1,800</u>	<b>Revenues Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 580 - Central Stores Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 151 - Finance</b>				
			<b>Program: 1931 - Central Stores</b>				
			Supplies and Services				
2,920	2,284	-	5319 Other Office Supplies	-	-	-	-
2,680	3,631	-	5471 Equipment Repair & Maint	-	-	-	-
<b>5,600</b>	<b>5,914</b>	-	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
			Transfers Out				
-	-	1,800	5811.001 Transfer to General Fund	-	-	-	-
-	-	<b>1,800</b>	<b>Account Class Total - Transfers Out</b>	-	-	-	-
<b>5,600</b>	<b>5,914</b>	<b>1,800</b>	<b>Program Total: 1931 - Central Stores</b>	-	-	-	-
<b>5,600</b>	<b>5,914</b>	<b>1,800</b>	<b>Department Total: 151 - Finance</b>	-	-	-	-
<b>5,600</b>	<b>5,914</b>	<b>1,800</b>	<b>Expenditures Total</b>	-	-	-	-
<b>10,747</b>	<b>7,525</b>	-	<b>Fund Net Total: 580 - Central Stores Fund</b>	-	-	-	-



## Insurance – 581

### General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Insurance - 581
<b>Department/Department Number:</b>	Risk Management - 131
<b>Department Director:</b>	Christina Shearer
<b>Director Direct Phone Number:</b>	503-982-5210
<b>Department Location:</b>	City Hall
<b>Person Preparing This Form:</b>	Christina Shearer
<b>Direct Phone Number:</b>	503-982-5210

**Description of purpose/functions of department:**

Management of insurance activities including Workers Compensation, Automobile, Property and Liability coverages and claims.

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

Risk Management is one of the functions of the City Recorder. One-third of the City Recorder's position is allocated to Risk Management activities (including Safety Committee). All insurance coverage, premium, and claims activity is handled through this department. These duties are transitioning to the Assistant Human Resources Director beginning in FY 2012-2013.

**Description of fiscal year 2011-12 accomplishments:**

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

**Description of fiscal year 2012-13 proposed focus/goals:**

- Implementation of Safety & Loss Prevention policy
- Development of new incident tracking system
- Development of new incident reporting forms and procedures

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Insurance</b>				
			Revenue				
186,474	157,669	300,000	Fund Balance	93,437	85,000	85,000	85,000
342,140	234,474	589,378	Misc	440,197	449,126	449,126	449,126
<b>528,614</b>	<b>392,143</b>	<b>889,378</b>	<b>Total Revenues</b>	<b>533,634</b>	<b>534,126</b>	<b>534,126</b>	<b>534,126</b>
			Expense				
27,616	34,577	58,099	Labor & Benefits	57,282	57,409	57,409	57,409
343,329	300,222	493,865	Supplies & Services	476,352	476,717	476,717	476,717
-	-	337,414	Conting'y & Unapprop	-	-	-	-
<b>370,945</b>	<b>334,799</b>	<b>889,378</b>	<b>Total Expenses</b>	<b>533,634</b>	<b>534,126</b>	<b>534,126</b>	<b>534,126</b>
<b>157,669</b>	<b>57,344</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 581 - Insurance Fund</b>				
			<b>Revenues</b>				
			<b>Department: 000 - Revenue</b>				
			Fund Balance				
186,474	157,669	300,000	3081 Beginning Fund Balance	93,437	85,000	85,000	85,000
<b>186,474</b>	<b>157,669</b>	<b>300,000</b>	<b>Account Class Total - Fund Balance</b>	<b>93,437</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>
			Miscellaneous				
220	277	100	3611 Interest from Investments	-	-	-	-
120,249	-	298,705	3658.101 General Liability	224,790	224,790	224,790	224,790
41,214	-	-	3658.102 Auto/Vehicle	-	-	-	-
66,617	-	-	3658.103 Property	-	-	-	-
86,523	207,554	290,573	3658.104 Workers Comp	211,712	211,712	211,712	211,712
1,639	-	-	3658.105 Employee Blanket Bond	-	-	-	-
12,172	-	-	3658.107 Admin/Legal	-	-	-	-
13,507	26,644	-	3699 Other Miscellaneous Income	3,695	12,624	12,624	12,624
<b>342,140</b>	<b>234,474</b>	<b>589,378</b>	<b>Account Class Total - Miscellaneous</b>	<b>440,197</b>	<b>449,126</b>	<b>449,126</b>	<b>449,126</b>
<b>528,614</b>	<b>392,143</b>	<b>889,378</b>	<b>Revenues Total</b>	<b>533,634</b>	<b>534,126</b>	<b>534,126</b>	<b>534,126</b>

## Revenue Sources and Other Discussion

The **Miscellaneous** category in an internal service fund such as Insurance represents the charge assessed to city departments for the city's insurance coverage. For the Insurance Fund, this equates to 100% of total operating revenues.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 581 - Insurance Fund</b>							
<b>Expenditures</b>							
<b>Department: 131 - City Recorder</b>							
<b>Program: 1611 - Risk Management</b>							
<b>Labor and Benefits</b>							
-	23,092	39,149	5111 Regular Salaries	36,230	36,230	36,230	36,230
27,616	-	-	5199 Intra-governmental Service	-	-	-	-
-	8	15	5211 Workers' Comp	15	15	15	15
-	1,789	2,837	5212 Social Security	2,772	2,772	2,772	2,772
-	5,497	8,829	5213 Med, Den, Life Ins.	8,665	8,665	8,665	8,665
-	3,981	6,915	5214 Retirement	8,892	8,892	8,892	8,892
-	91	149	5215 Long Term Disability Ins	146	146	146	146
-	66	111	5216 Unemployment Insurance	471	598	598	598
-	54	94	5217 Life Insurance	91	91	91	91
<b>27,616</b>	<b>34,577</b>	<b>58,099</b>	<b>Account Class Total - Labor and Benefits</b>	<b>57,282</b>	<b>57,409</b>	<b>57,409</b>	<b>57,409</b>
<b>Supplies and Services</b>							
232	290	300	5319 Other Office Supplies	-	-	-	-
-	368	2,000	5326 Safety/Medicines	-	-	-	-
12,172	11,528	13,000	5418 Risk Management	-	-	-	-
-	3,793	-	5419 Other Professional Serv	-	-	-	-
-	225	400	5431 Lodging	-	-	-	-
-	-	50	5432 Meals	-	-	-	-
-	18	400	5433 Mileage	166	166	166	166
37,482	40,329	41,000	5461 Auto	41,000	41,000	41,000	41,000
2,202	1,264	2,000	5462 Employee Blanket Bond	2,000	2,000	2,000	2,000
60,563	44,187	60,000	5463 Bldg/Personal Prop	60,000	60,000	60,000	60,000
97,042	154,343	232,000	5464 Workers' Comp	232,000	232,000	232,000	232,000
109,405	33,290	100,000	5465 General Liability	100,000	100,000	100,000	100,000
-	2,683	-	5466 Boiler/Machinery	-	-	-	-
20,871	1,000	30,000	5468 Deductible	30,000	30,000	30,000	30,000
2,691	6,335	10,000	5469 Other Insurance Costs	10,000	10,000	10,000	10,000
415	-	750	5491 Dues & Subscriptions	-	-	-	-
255	503	1,000	5492 Registrations/Tuitions	630	630	630	630
-	67	200	5499 Other Services	31	31	31	31
-	-	765	5500 Banking Fees & Charges	525	890	890	890
<b>343,329</b>	<b>300,222</b>	<b>493,865</b>	<b>Account Class Total - Supplies and Services</b>	<b>476,352</b>	<b>476,717</b>	<b>476,717</b>	<b>476,717</b>
<b>370,945</b>	<b>334,799</b>	<b>551,964</b>	<b>Program Total: 1611 - Risk Management</b>	<b>533,634</b>	<b>534,126</b>	<b>534,126</b>	<b>534,126</b>
<b>370,945</b>	<b>334,799</b>	<b>551,964</b>	<b>Department Total: 131 - City Recorder</b>	<b>533,634</b>	<b>534,126</b>	<b>534,126</b>	<b>534,126</b>
<b>Department: 901 - Ending Fund Balance</b>							
<b>Program: 9971 - Equity</b>							
<b>Contingencies and Unappropriated Balances</b>							
-	-	337,414	5921 Contingency	-	-	-	-
-	-	-	5981.050 Reserves	-	-	-	-
-	-	<b>337,414</b>	<b>Account Class Total - Conting'y and Unaprop</b>	-	-	-	-
-	-	<b>337,414</b>	<b>Program Total: 9971 - Equity</b>	-	-	-	-
-	-	<b>337,414</b>	<b>Department Total: 901 - Ending Fund Balance</b>	-	-	-	-
<b>370,945</b>	<b>334,799</b>	<b>889,378</b>	<b>Expenditures Total</b>	<b>533,634</b>	<b>534,126</b>	<b>534,126</b>	<b>534,126</b>
<b>157,669</b>	<b>57,344</b>	-	<b>Fund Net Total: 581 - Insurance Fund</b>	-	-	-	-

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## Public Works Services – Engineering – 582

General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Public Works Services - 582
<b>Department/Department Number:</b>	Engineering - 651
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

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

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

In addition, the Engineering Division is responsible for administering public contracts, including the City's street resurfacing program. This entails ensuring that construction contractors comply with project plans and specifications, safety regulations, and proper construction techniques. The Engineering Division manages all of the Street Maintenance requirements for the City of Woodburn.

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

The Engineering Division currently has six full-time employees.

The Public Works Department has initiated a restructuring program to reduce staffing levels. Staffing level reductions have been made necessary due to the fiscal constraints the City is facing with flat or reduced revenues and increasing personnel costs. The Maintenance and Support Services Division has been eliminated and the Street Maintenance, Facilities Maintenance, and Parks and Grounds Maintenance Sections have been assigned to other divisions. This restructuring eliminates one division manager, two section supervisors, and one facilities maintenance technician. This action has resulted in a personnel cost reduction of \$338,512 per year. This reduction in personnel will result in a diminished level of service. The Street Maintenance Section personnel have been reassigned to the Storm/Sanitary Collections Section and administrative responsibilities of the Street Maintenance program are assigned to the Engineering Division.

### **Description of fiscal year 2011-12 accomplishments:**

- Construction of the 5<sup>th</sup> Street Improvements Project
- Preliminary Design of North Front Street Improvements Project (Phase 3)

- Salem 911 and Norcom Maps
- Police Station Punch List Items
- Sidewalk/ADA Construction
- Completion of the Hwy 214/Leasure Street Waterline Loop
- Completed design of the Hwy 214 @ Mill Creek Waterline Bore
- Preliminary design of the required relocations of Water, Sanitary, and Storm Sewer Utilities in conjunction with the I-5 Interchange Project
- Completion of the WWTP Communications Tower Project
- Completion of the Pool Re-plastering Project
- Library ADA Compliance Project
- Firearms Range Project at the WWTP
- Energy Efficiency Projects
- Street Resurfacing

**Description of fiscal year 2012-13 proposed focus/goals:**

- Completion of the design and right-of-way acquisition for the North Front Street Improvements Project (Phase 3)
- Complete required Water, Sanitary, and Storm Sewer Utility Relocations in conjunction with the I-5 Interchange Project
- Continue to define and implement the Urban Forest Renewal Program
- Continue to Train Staff on Safety Issues
- Assist the Water Resources Division by Delivering Water, Storm Collection, Sanitary Sewer Collection and Wastewater Facility Capital Improvement Projects
- Continue to Streamline the Review of Development Projects
- Continued Sidewalk/ADA Construction
- Street Resurfacing

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Adapt to the elimination of the Maintenance and Support Services Division and provide administrative oversight to all phases of the street maintenance program.
- Streamlined processes for the implementation of the Pavement Management Program
- Increased Focus on Job Site Safety

## Public Works Services – Garage – 582

General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Public Works Services - 582
<b>Department/Department Number:</b>	Garage - 661
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	105 A Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

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

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

The past fiscal year has seen a significant increase in the Woodburn Transit Program with regard to the number of busses and expanded hours of operations. This expansion of transit service has made a significant impact on the Garage work load. A Utility Worker has been assigned to the Garage staff to assist the Fleet Maintenance Technician. The cost of this additional FTE assigned to the Garage has been factored into revised billing rates for services and will be recovered from programs receiving vehicle maintenance through the Garage.

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

The Garage is located at 105 A St.; it is complete with a vehicle lift, a pit, welding shop, mechanic tools, fabricating tools, diagnostic equipment, and office. There are 2.0 FTEs in this division.

The Public Works Department has initiated a restructuring program to reduce staffing levels. Staffing level reductions have been made necessary due to the fiscal constraints the City is facing with flat or reduced revenues and increasing personnel costs. The Maintenance and Support Services Division has been eliminated and the Street Maintenance, Facilities Maintenance, and Parks and Grounds Maintenance Sections have been assigned to other divisions. This restructuring eliminates one division manager, two section supervisors, and one facilities maintenance technician. This action has resulted in a personnel cost reduction of \$338,512 per year. This reduction in personnel will result in a diminished level of service. The Street Maintenance Section personnel have been reassigned to the Storm/Sanitary Collections Section and administrative responsibilities of the Street Maintenance program are assigned to the Engineering Division.

**Description of fiscal year 2011-12 accomplishments:**

Garage staff has adjusted and kept up with the increasing demand of provided safe and well maintained busses for the Woodburn Transit System while maintaining an extremely high availability of other vehicles and equipment. Temporary assignment of a Utility Worker to assist with the Garage work load has made this possible. Significant safety upgrades to the Garage have been accomplished. The onsite fueling system has been made available to the Woodburn Police Department.

**Description of fiscal year 2012-13 proposed focus/goals:**

Staff have been prepared to implement revised billing rates for vehicular and equipment service to fully recover all costs.

Utilize the vehicular module of the CarteGraph maintenance management system to track invoicing and vehicular maintenance records.

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Permanently adding a Utility Worker to the Garage to support the Fleet Maintenance Technician position. Daily management and supervision of the Garage has been transferred to the Water Resources Division and the Storm and Sanitary Sewer Collections Supervisor is the Garage staff's immediate supervisor.
- The fund has been renamed Public Works Services.

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Public Works Services</b>							
Revenue							
394,853	331,307	260,587	Fund Balance	66,781	66,000	66,000	66,000
1,657	1,739	2,000	Licenses & Permits	2,000	2,000	2,000	2,000
8,409	10,196	6,500	Charges for Goods and Services	8,000	8,000	8,000	8,000
17,453	51,187	53,800	Franchise Fees	-	-	-	-
302,015	329,787	525,420	Misc	624,382	1,256,319	1,256,319	1,256,319
700,000	656,000	667,000	Transfers In	851,000	356,590	356,590	356,590
<b>1,424,387</b>	<b>1,380,216</b>	<b>1,515,307</b>	<b>Total Revenues</b>	<b>1,552,163</b>	<b>1,688,909</b>	<b>1,688,909</b>	<b>1,688,909</b>
Expense							
906,443	985,417	1,110,966	Labor & Benefits	1,133,189	942,737	942,737	942,737
175,463	205,522	299,903	Supplies & Services	311,475	593,947	593,947	593,947
6,175	3,890	-	Capital Outlay	-	-	-	-
5,000	5,000	5,000	Transfers Out	5,000	5,000	5,000	5,000
-	-	99,438	Conting'y & Unapprop	102,499	147,225	147,225	147,225
<b>1,093,081</b>	<b>1,199,829</b>	<b>1,515,307</b>	<b>Total Expenses</b>	<b>1,552,163</b>	<b>1,688,909</b>	<b>1,688,909</b>	<b>1,688,909</b>
<b>331,306</b>	<b>180,387</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 582 - Public Works Services</b>								
<u>Revenues</u>								
<b>Department: 000 - Revenue</b>								
Fund Balance								
394,853	331,307	260,587	3081	Beginning Fund Balance	66,781	66,000	66,000	66,000
<b>394,853</b>	<b>331,307</b>	<b>260,587</b>	<b>Account Class Total - Fund Balance</b>		<b>66,781</b>	<b>66,000</b>	<b>66,000</b>	<b>66,000</b>
Licenses and Permits								
1,657	1,739	2,000	3224	R/W Construction Permits	2,000	2,000	2,000	2,000
<b>1,657</b>	<b>1,739</b>	<b>2,000</b>	<b>Account Class Total - Licenses and Permits</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Charges for goods and services								
40	115	-	3415	Sale of Documents	-	-	-	-
2,935	2,700	3,000	3415.001	Sale of Bid Documents	3,000	3,000	3,000	3,000
5,434	7,381	3,500	3451	T&E Planning Develop Fee	5,000	5,000	5,000	5,000
<b>8,409</b>	<b>10,196</b>	<b>6,500</b>	<b>Account Class Total - Charges for goods and services</b>		<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
550 - Franchise Fees								
-	34,989	35,000	3231	Franchise Fee, PGE	-	-	-	-
10,120	9,969	12,000	3232	Franchise Fee, NW Natural	-	-	-	-
3,395	2,240	3,000	3233	Franchise Fee, Qwest	-	-	-	-
3,938	3,990	3,800	3235	Franchise Fee, Wave BB	-	-	-	-
<b>17,453</b>	<b>51,187</b>	<b>53,800</b>	<b>Account Class Total - Franchise Fees</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous								
1,775	(249)	420	3611	Interest from Investments	200	200	200	200
8,743	31,818	5,000	3652	Interfund Stores Issues	-	-	-	-
-	-	120,000	3654	Interfund Labor from WO	224,182	206,119	206,119	206,119
290,635	298,064	400,000	3656	Engineering Support	400,000	450,000	450,000	450,000
862	154	-	3699	Other Miscellaneous Income	-	600,000	600,000	600,000
<b>302,015</b>	<b>329,787</b>	<b>525,420</b>	<b>Account Class Total - Miscellaneous</b>		<b>624,382</b>	<b>1,256,319</b>	<b>1,256,319</b>	<b>1,256,319</b>
Transfers in								
239,000	195,000	195,000	3971.140	Transfer From Street	270,000	169,830	169,830	169,830
-	-	11,000	3971.378	Transfer From PW Facility Const	-	-	-	-
150,000	311,000	311,000	3971.470	Transfer From Water	311,000	76,322	76,322	76,322
311,000	150,000	150,000	3971.472	Transfer From Sewer	270,000	66,438	66,438	66,438
-	-	-	3971.583	Transfer From Buidling Maint	-	44,000	44,000	44,000
<b>700,000</b>	<b>656,000</b>	<b>667,000</b>	<b>Account Class Total - Transfers in</b>		<b>851,000</b>	<b>356,590</b>	<b>356,590</b>	<b>356,590</b>
<b>1,424,387</b>	<b>1,380,216</b>	<b>1,515,307</b>	<b>Revenues Total</b>		<b>1,552,163</b>	<b>1,688,909</b>	<b>1,688,909</b>	<b>1,688,909</b>

## Revenue Sources and Other Discussion

The **Miscellaneous** category contains overhead charges assessed on city departments for actual engineering and construction management costs associated with specific construction projects. At \$1,256,319, this represents 77% of the total operating revenues of this fund.

The **Transfers In** category within the Public Works Services Fund represents overhead charges assessed on public works departments for administrative services provided. For 2013, this equates to \$356,590 or almost 22% of the total operating revenues.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 582 - Public Works Services</b>							
Expenditures							
<b>Department: 631 - Maintenance</b>							
<b>Program: 1911 - Facilities Maintenance</b>							
Labor and Benefits							
-	-	-	5111 Regular Salaries	-	139,902	139,902	139,902
-	-	-	5121 Overtime	-	2,000	2,000	2,000
-	-	-	5211 Workers' Comp	-	139	139	139
-	-	-	5212 Social Security	-	10,856	10,856	10,856
-	-	-	5213 Med, Den, Life Ins.	-	49,048	49,048	49,048
-	-	-	5214 Retirement	-	28,139	28,139	28,139
-	-	-	5215 Long Term Disability Ins	-	570	570	570
-	-	-	5216 Unemployment Insurance	-	2,341	2,341	2,341
-	-	-	5217 Life Insurance	-	358	358	358
-	-	-	<b>Account Class Total - Labor and Benefits</b>	-	<b>233,353</b>	<b>233,353</b>	<b>233,353</b>
Supplies and Services							
-	-	-	5315 Computer Supplies	-	200	200	200
-	-	-	5319 Other Office Supplies	-	300	300	300
-	-	-	5321 Cleaning Supplies	-	16,000	16,000	16,000
-	-	-	5323 Fuel	-	1,500	1,500	1,500
-	-	-	5324 Clothing	-	1,200	1,200	1,200
-	-	-	5326 Safety/Medicines	-	1,000	1,000	1,000
-	-	-	5329 Other Operating Supplies	-	1,000	1,000	1,000
-	-	-	5338 Tools	-	500	500	500
-	-	-	5339 Other Maintenance Supplie	-	700	700	700
-	-	-	5352 Protective Clothing	-	500	500	500
-	-	-	5391 Inventory Stock	-	1,000	1,000	1,000
-	-	-	5392 Security Supplies	-	100	100	100
-	-	-	5416 Medical	-	250	250	250
-	-	-	5419 Other Professional Serv	-	85,000	85,000	85,000
-	-	-	5421 Telephone/Data	-	2,000	2,000	2,000
-	-	-	5427 Training	-	1,000	1,000	1,000
-	-	-	5445 Work Equipment	-	1,500	1,500	1,500
-	-	-	5451 Natural Gas	-	22,000	22,000	22,000
-	-	-	5453 Electricity	-	127,000	127,000	127,000
-	-	-	5454 Solid Waste Disposal	-	5,000	5,000	5,000
-	-	-	5464 Workers' Comp	-	9,902	9,902	9,902
-	-	-	5465 General Liability	-	7,636	7,636	7,636
-	-	-	5471 Equipment Repair & Maint	-	1,500	1,500	1,500
-	-	-	5475 Vehicle Repair & Maint	-	2,500	2,500	2,500
-	-	-	5494 Janitorial	-	1,500	1,500	1,500
-	-	-	5498 Permits/Fees	-	250	250	250
-	-	-	5499 Other Services	-	500	500	500
-	-	-	<b>Account Class Total - Supplies and Services</b>	-	<b>291,538</b>	<b>291,538</b>	<b>291,538</b>
-	-	-	<b>Program Total: 1911 - Facilities Maintenance</b>	-	<b>524,891</b>	<b>524,891</b>	<b>524,891</b>
-	-	-	<b>Department Total: 631 - Maintenance</b>	-	<b>524,891</b>	<b>524,891</b>	<b>524,891</b>
<b>Department: 651 - Engineering</b>							
<b>Program: 9511 - Design Engineering</b>							
Labor and Benefits							
408,724	401,578	397,126	5111 Regular Salaries	409,004	355,837	355,837	355,837
-	-	17,622	5112 Part-Time Salaries	-	-	-	-
5,393	6,538	6,000	5121 Overtime	-	-	-	-
15,931	-	-	5199 Intra-governmental Service	-	-	-	-
3,587	165	226	5211 Workers' Comp	209	154	154	154
30,872	30,993	32,187	5212 Social Security	31,289	27,222	27,222	27,222
73,934	72,977	87,710	5213 Med, Den, Life Ins.	93,467	76,881	76,881	76,881
31,804	54,880	85,702	5214 Retirement	99,596	89,155	89,155	89,155
1,536	1,495	1,691	5215 Long Term Disability Ins	1,644	1,430	1,430	1,430
781	1,203	1,262	5216 Unemployment Insurance	5,317	5,871	5,871	5,871
1,250	896	1,060	5217 Life Insurance	1,031	897	897	897
<b>573,810</b>	<b>570,725</b>	<b>630,586</b>	<b>Account Class Total - Labor and Benefits</b>	<b>641,557</b>	<b>557,447</b>	<b>557,447</b>	<b>557,447</b>
Supplies and Services							
-	700	800	5314 Books	1,750	1,750	1,750	1,750
788	377	2,900	5315 Computer Supplies	2,900	2,900	2,900	2,900

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
2,992	1,511	3,150	5319	Other Office Supplies	3,200	3,200	3,200	3,200
1,126	1,507	1,600	5323	Fuel	1,700	1,700	1,700	1,700
-	-	3,500	5324	Clothing	1,000	1,000	1,000	1,000
-	-	2,500	5326	Safety/Medicines	2,500	2,500	2,500	2,500
4,242	4,438	4,500	5329	Other Operating Supplies	4,500	4,500	4,500	4,500
492	996	1,200	5399	Other Supplies	1,200	1,200	1,200	1,200
16,925	16,487	23,000	5411	Engineering & Architect	23,000	23,000	23,000	23,000
4,911	9,980	11,000	5419	Other Professional Serv	15,000	15,000	15,000	15,000
2,365	2,216	4,200	5421	Telephone/Data	4,000	4,000	4,000	4,000
1,400	774	1,400	5422	Postage	1,400	1,400	1,400	1,400
-	-	400	5424	Advertising	1,000	1,000	1,000	1,000
3,170	2,002	10,000	5427	Training	10,000	10,000	10,000	10,000
20,392	27,865	33,128	5428	IS Support	33,128	29,815	29,815	29,815
75	-	100	5433	Mileage	100	100	100	100
-	-	100	5445	Work Equipment	100	100	100	100
3,300	3,300	4,000	5446	Software Licenses	4,000	4,000	4,000	4,000
1,757	1,658	-	5461	Auto	-	-	-	-
-	1,750	-	5464	Workers' Comp	-	-	-	-
2,382	4,636	-	5465	General Liability	-	-	-	-
199	-	500	5471	Equipment Repair & Maint	500	500	500	500
259	721	2,000	5475	Vehicle Repair & Maint	2,000	2,000	2,000	2,000
1,130	424	3,000	5492	Registrations/Tuitions	3,000	3,000	3,000	3,000
1,129	296	2,000	5493	Printing/Binding	2,000	2,000	2,000	2,000
122	305	700	5496	Filing/Recording	700	700	700	700
147	-	500	5498	Permits/Fees	500	500	500	500
1,108	19	1,633	5499	Other Services	1,633	1,633	1,633	1,633
<b>70,412</b>	<b>81,960</b>	<b>117,811</b>	<b>Account Class Total - Supplies and Services</b>		<b>120,811</b>	<b>117,498</b>	<b>117,498</b>	<b>117,498</b>
Capital Outlay								
6,175	-	-	5649	Other Equipment	-	-	-	-
<b>6,175</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers Out								
5,000	5,000	5,000	5811.591	Transfer to Equipment Replace	5,000	5,000	5,000	5,000
<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>Account Class Total - Transfers Out</b>		<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>655,397</b>	<b>657,686</b>	<b>753,397</b>	<b>Program Total: 9511 - Design Engineering</b>		<b>767,368</b>	<b>679,945</b>	<b>679,945</b>	<b>679,945</b>
<b>655,397</b>	<b>657,686</b>	<b>753,397</b>	<b>Department Total: 651 - Engineering</b>		<b>767,368</b>	<b>679,945</b>	<b>679,945</b>	<b>679,945</b>
Department: 661 - Garage								
Program: 1941 - Garage								
Labor and Benefits								
46,682	57,893	60,534	5111	Regular Salaries	50,636	89,976	89,976	89,976
277	-	-	5112	Part-Time Salaries	-	-	-	-
3,425	4,694	2,000	5121	Overtime	-	2,000	2,000	2,000
504	37	67	5211	Workers' Comp	58	87	87	87
3,638	4,533	4,784	5212	Social Security	3,874	7,036	7,036	7,036
16,027	18,956	20,198	5213	Med, Den, Life Ins.	19,481	33,762	33,762	33,762
3,343	7,708	9,599	5214	Retirement	9,335	16,956	16,956	16,956
175	217	251	5215	Long Term Disability Ins	204	370	370	370
95	183	188	5216	Unemployment Insurance	658	1,518	1,518	1,518
140	129	158	5217	Life Insurance	128	232	232	232
<b>74,306</b>	<b>94,348</b>	<b>97,779</b>	<b>Account Class Total - Labor and Benefits</b>		<b>84,374</b>	<b>151,937</b>	<b>151,937</b>	<b>151,937</b>
Supplies and Services								
-	-	400	5315	Computer Supplies	500	500	500	500
98	236	250	5319	Other Office Supplies	500	500	500	500
-	-	-	5321	Cleaning Supplies	200	200	200	200
-	-	12,000	5322	Lubricants	12,000	12,000	12,000	12,000
768	900	1,000	5323	Fuel	1,200	1,200	1,200	1,200
1,171	807	700	5324	Clothing	1,500	1,500	1,500	1,500
158	995	4,000	5326	Safety/Medicines	4,000	4,000	4,000	4,000
4,335	2,244	2,300	5329	Other Operating Supplies	3,000	3,000	3,000	3,000
2,478	2,500	3,800	5338	Tools	4,000	4,000	4,000	4,000
-	-	-	5339	Other Maintenance Supplie	150	150	150	150
-	-	-	5352	Protective Clothing	500	500	500	500
6,570	6,668	6,600	5391	Inventory Stock	6,600	6,600	6,600	6,600
-	-	-	5392	Security Supplies	250	250	250	250

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
310	452	1,000	5399	Other Supplies	1,000	1,000	1,000	1,000
28	-	-	5416	Medical	-	-	-	-
-	2,456	2,000	5419	Other Professional Serv	2,000	2,000	2,000	2,000
558	490	500	5421	Telephone/Data	1,000	1,000	1,000	1,000
418	1,444	1,500	5427	Training	2,000	2,000	2,000	2,000
-	-	-	5432	Meals	100	100	100	100
-	-	-	5433	Mileage	100	100	100	100
-	-	-	5443	Office Equipment	250	250	250	250
-	2,210	5,500	5446	Software Licenses	5,500	5,500	5,500	5,500
326	268	100	5454	Solid Waste Disposal	100	100	100	100
-	-	1,472	5464	Workers' Comp	1,472	1,472	1,472	1,472
-	-	1,810	5465	General Liability	1,810	1,810	1,810	1,810
887	939	1,800	5471	Equipment Repair & Maint	1,800	1,800	1,800	1,800
688	431	750	5472	Buildings Repairs & Maint	750	750	750	750
397	497	500	5475	Vehicle Repair & Maint	500	500	500	500
-	236	250	5476	Laundry	500	500	500	500
-	-	-	5479	Other Repair & Maintenanc	500	500	500	500
375	87	400	5492	Registrations/Tuitions	400	400	400	400
<b>19,566</b>	<b>23,861</b>	<b>48,632</b>	<b>Account Class Total - Supplies and Services</b>		<b>54,182</b>	<b>54,182</b>	<b>54,182</b>	<b>54,182</b>
Capital Outlay								
-	3,890	-	5649	Other Equipment	-	-	-	-
-	<b>3,890</b>	-	<b>Account Class Total - Capital Outlay</b>		-	-	-	-
<b>93,872</b>	<b>122,098</b>	<b>146,411</b>	<b>Program Total: 1941 - Garage</b>		<b>138,556</b>	<b>206,119</b>	<b>206,119</b>	<b>206,119</b>
<b>93,872</b>	<b>122,098</b>	<b>146,411</b>	<b>Department Total: 661 - Garage</b>		<b>138,556</b>	<b>206,119</b>	<b>206,119</b>	<b>206,119</b>
Department: 691 - P W Administration								
Program: 6999 - Public Works Admin								
Labor and Benefits								
261,240	230,398	253,496	5111	Regular Salaries	264,435	-	-	-
3,156	3,569	1,000	5121	Overtime	-	-	-	-
(77,182)	-	-	5199	Intra-governmental Service	-	-	-	-
1,198	88	135	5211	Workers' Comp	105	-	-	-
20,060	17,715	19,469	5212	Social Security	20,229	-	-	-
23,967	30,242	47,164	5213	Med, Den, Life Ins.	52,350	-	-	-
23,648	36,266	58,845	5214	Retirement	65,028	-	-	-
885	876	1,023	5215	Long Term Disability Ins	1,063	-	-	-
503	688	763	5216	Unemployment Insurance	3,438	-	-	-
851	502	706	5217	Life Insurance	610	-	-	-
<b>258,327</b>	<b>320,344</b>	<b>382,601</b>	<b>Account Class Total - Labor and Benefits</b>		<b>407,258</b>	-	-	-
Supplies and Services								
-	500	500	5314	Books	500	500	500	500
160	190	400	5315	Computer Supplies	400	400	400	400
2,948	606	3,000	5319	Other Office Supplies	3,000	3,000	3,000	3,000
217	237	300	5323	Fuel	400	400	400	400
-	-	-	5326	Safety/Medicines	1,500	1,500	1,500	1,500
-	-	2,500	5329	Other Operating Supplies	1,500	1,500	1,500	1,500
494	253	500	5399	Other Supplies	500	500	500	500
3,417	3,940	6,000	5413	Management	5,000	5,000	5,000	5,000
2,285	576	1,500	5417	Human Resources	1,000	1,000	1,000	1,000
-	1,516	1,600	5419	Other Professional Serv	1,600	1,600	1,600	1,600
960	1,688	1,500	5421	Telephone/Data	2,000	2,000	2,000	2,000
38	309	300	5422	Postage	300	300	300	300
277	-	300	5424	Advertising	300	300	300	300
1,803	383	3,000	5425	Publication of Legal Note	1,500	1,500	1,500	1,500
3,899	2,688	4,500	5427	Training	4,500	4,500	4,500	4,500
14,926	16,577	19,257	5428	IS Support	19,257	17,331	17,331	17,331
76	50	50	5433	Mileage	50	50	50	50
-	1,200	1,200	5446	Software Licenses	1,200	1,200	1,200	1,200
49,251	52,153	36,167	5448	Internal Rent	41,302	34,479	34,479	34,479
364	344	-	5461	Auto	-	-	-	-
856	890	-	5463	Bldg/Personal Prop	-	-	-	-
-	9,474	22,639	5464	Workers' Comp	22,639	22,639	22,639	22,639
1,102	1,250	19,930	5465	General Liability	19,930	19,930	19,930	19,930
-	-	1,000	5471	Equipment Repair & Maint	500	500	500	500
387	239	750	5475	Vehicle Repair & Maint	750	750	750	750

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
830	495	850	5491	Dues & Subscriptions	850	850	850	850
902	1,166	1,500	5492	Registrations/Tuitions	1,500	1,500	1,500	1,500
144	396	400	5493	Printing/Binding	400	400	400	400
-	-	400	5496	Filing/Recording	400	400	400	400
-	2,494	200	5498	Permits/Fees	200	200	200	200
148	87	213	5499	Other Services	200	4,200	4,200	4,200
-	-	3,004	5500	Banking Fees & Charges	3,304	2,300	2,300	2,300
<b>85,485</b>	<b>99,701</b>	<b>133,460</b>	<b>Account Class Total - Supplies and Services</b>		<b>136,482</b>	<b>130,729</b>	<b>130,729</b>	<b>130,729</b>
<b>343,812</b>	<b>420,045</b>	<b>516,061</b>	<b>Program Total: 6999 - Public Works Admin</b>		<b>543,740</b>	<b>130,729</b>	<b>130,729</b>	<b>130,729</b>
<b>343,812</b>	<b>420,045</b>	<b>516,061</b>	<b>Department Total: 691 - P W Administration</b>		<b>543,740</b>	<b>130,729</b>	<b>130,729</b>	<b>130,729</b>
			<b>Department: 901 - Ending Fund Balance</b>					
			<b>Program: 9971 - Equity</b>					
			Contingencies and Unappropriated Balances					
-	-	62,367	5921	Contingency	102,499	122,225	122,225	122,225
-	-	37,071	5981.101	Reserve for PERS	-	25,000	25,000	25,000
-	-	<b>99,438</b>	<b>Account Class Total - Conting'y and Unaprop</b>		<b>102,499</b>	<b>147,225</b>	<b>147,225</b>	<b>147,225</b>
-	-	<b>99,438</b>	<b>Program Total: 9971 - Equity</b>		<b>102,499</b>	<b>147,225</b>	<b>147,225</b>	<b>147,225</b>
-	-	<b>99,438</b>	<b>Department Total: 901 - Ending Fund Balance</b>		<b>102,499</b>	<b>147,225</b>	<b>147,225</b>	<b>147,225</b>
<b>1,093,081</b>	<b>1,199,829</b>	<b>1,515,307</b>	<b>Expenditures Total</b>		<b>1,552,163</b>	<b>1,688,909</b>	<b>1,688,909</b>	<b>1,688,909</b>
<b>331,306</b>	<b>180,387</b>	-	<b>Fund Net</b>	<b>Total: 582 - Public Works Services</b>	-	-	-	-

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## Facilities Maintenance – 583

### General Information - Fiscal Year 2012-13

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

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

The Facilities Maintenance Section is responsible for cleaning all City of Woodburn facilities and supplying the Woodburn staff with quality janitorial service. This section is responsible for the overseeing of contract services such as HVAC Service Contracts, and Elevator Maintenance Contracts.

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

This section consists of a supervisor, and 3 custodians. There are 3.4 FTE's.

The Public Works Department has initiated a restructuring program to reduce staffing levels. Staffing level reductions have been made necessary due to the fiscal constraints the City is facing with flat or reduced revenues and increasing personnel costs. The Maintenance and Support Services Division has been eliminated and the Street Maintenance, Facilities Maintenance, and Parks and Grounds Maintenance Sections have been assigned to other divisions. This restructuring eliminates one division manager, two section supervisors, and one facilities maintenance technician. This action has resulted in a personnel cost reduction of \$338,512 per year. This reduction in personnel will result in a diminished level of service. The Street Maintenance Section personnel have been reassigned to the Storm/Sanitary Collections Section and administrative responsibilities of the Street Maintenance program are assigned to the Engineering Division. The Building Maintenance staff has been included in a new section titled Facilities Maintenance Section whose supervisor reports directly to the Public Works Director.

#### **Description of fiscal year 2011-12 accomplishments:**

Building tenant complaints during FY 2011-2012 were minimal and indications were the level of service being provided appeared to meet most building occupant program needs. The use of commercial grounds maintenance significantly reduced complaints from the Woodburn Police Department, but fell short of satisfying all City Council members. Because of the redistribution of the Aquatic Center contribution to the building maintenance fund, the total cost of the building maintenance program was redistributed to the remaining facilities. This resulted in a higher cost for remaining programs with no tangible increase in the level of building maintenance service being provided. This made FY 2011-2012 a pivotal year on defining how the City will maintain its building assets and provide a safe and efficient work environment for staff.

**Description of fiscal year 2012-13 proposed focus/goals:**

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

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

A major change to the manner in which building maintenance services are provided summarizes the change between FY 2011-2012 and FY 2012-2013. The staffing reductions have been identified as savings to the General Fund and are not available to support commercial contracts needed to sustain a comparable level of service. FY 2012-2013 will provide an assessment year for building maintenance and determine at what level of funding building maintenance will need to be provided in future years.

Additionally, the fund is proposed to be closed into the Public Works Services - 582

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Facilities Maintenance</b>							
Revenue							
14,588	81,379	120,000	Fund Balance	44,275	44,000	44,000	44,000
797,358	806,424	658,975	Misc	600,050	-	-	-
811,946	887,803	778,975	<b>Total Revenues</b>	644,325	44,000	44,000	44,000
Expense							
351,090	333,902	373,507	Labor & Benefits	228,222	-	-	-
379,476	452,233	342,968	Supplies & Services	291,538	-	-	-
-	-	62,500	Conting'y & Unapprop	124,565	-	-	-
-	-	-	Transfers Out	-	44,000	44,000	44,000
730,566	786,135	778,975	<b>Total Expenses</b>	644,325	44,000	44,000	44,000
81,380	101,668	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-



## Fund Details

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 583 - Facilities Maintenance Fund</b>					
			<u>Revenues</u>					
			<b>Department: 000 - Revenue</b>					
			Fund Balance					
14,588	81,379	120,000	3081	Beginning Fund Balance	44,275	44,000	44,000	44,000
<b>14,588</b>	<b>81,379</b>	<b>120,000</b>	<b>Account Class Total - Fund Balance</b>		<b>44,275</b>	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>
			Miscellaneous					
290	(670)	30	3611	Interest from Investments	50	-	-	-
792,083	807,094	658,945	3662	Interfund Rent	600,000	-	-	-
4,986	-	-	3699	Other Miscellaneous Income	-	-	-	-
<b>797,358</b>	<b>806,424</b>	<b>658,975</b>	<b>Account Class Total - Miscellaneous</b>		<b>600,050</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>811,946</b>	<b>887,803</b>	<b>778,975</b>	<b>Revenues Total</b>		<b>644,325</b>	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 583 - Facilities Maintenance Fund</b>								
<b>Expenditures</b>								
<b>Department: 631 - Maintenance</b>								
<b>Program: 1911 - Facilities Maintenance</b>								
<b>Labor and Benefits</b>								
244,456	226,696	241,944	5111	Regular Salaries	139,326	-	-	-
-	209	-	5112	Part-Time Salaries	-	-	-	-
6,225	6,631	7,000	5121	Overtime	-	-	-	-
9,897	-	-	5199	Intra-governmental Service	-	-	-	-
2,549	133	194	5211	Workers' Comp	135	-	-	-
18,682	17,314	19,044	5212	Social Security	10,658	-	-	-
46,856	48,545	55,796	5213	Med, Den, Life Ins.	49,126	-	-	-
20,270	32,341	47,154	5214	Retirement	26,255	-	-	-
920	860	1,001	5215	Long Term Disability Ins	560	-	-	-
474	683	747	5216	Unemployment Insurance	1,811	-	-	-
761	491	627	5217	Life Insurance	351	-	-	-
<b>351,090</b>	<b>333,902</b>	<b>373,507</b>	<b>Account Class Total - Labor and Benefits</b>		<b>228,222</b>	-	-	-
<b>Supplies and Services</b>								
324	208	400	5315	Computer Supplies	200	-	-	-
576	820	750	5319	Other Office Supplies	300	-	-	-
14,301	16,573	16,000	5321	Cleaning Supplies	16,000	-	-	-
4,000	3,801	4,200	5323	Fuel	1,500	-	-	-
1,794	1,694	1,800	5324	Clothing	1,200	-	-	-
296	443	3,000	5326	Safety/Medicines	1,000	-	-	-
3,005	2,417	1,400	5329	Other Operating Supplies	1,000	-	-	-
1,396	1,099	1,500	5331	Construction Materials	-	-	-	-
1,430	1,478	3,000	5338	Tools	500	-	-	-
2,000	996	2,500	5339	Other Maintenance Supplie	700	-	-	-
999	507	1,500	5352	Protective Clothing	500	-	-	-
-	-	1,500	5391	Inventory Stock	1,000	-	-	-
-	99	500	5392	Security Supplies	100	-	-	-
519	-	-	5399	Other Supplies	-	-	-	-
200	244	250	5416	Medical	250	-	-	-
37,056	108,311	73,530	5419	Other Professional Serv	85,000	-	-	-
3,216	2,326	4,000	5421	Telephone/Data	2,000	-	-	-
1,335	2,932	3,000	5427	Training	1,000	-	-	-
4,264	5,070	4,500	5445	Work Equipment	1,500	-	-	-
70,765	58,793	23,000	5451	Natural Gas	22,000	-	-	-
181,505	188,077	133,000	5453	Electricity	127,000	-	-	-
9,369	8,623	6,500	5454	Solid Waste Disposal	5,000	-	-	-
840	1,594	-	5461	Auto	-	-	-	-
348	360	-	5463	Bldg/Personal Prop	-	-	-	-
-	10,551	9,902	5464	Workers' Comp	9,902	-	-	-
2,025	4,082	7,636	5465	General Liability	7,636	-	-	-
11,592	8,988	10,000	5471	Equipment Repair & Maint	1,500	-	-	-
11,205	11,901	14,500	5472	Buildings Repairs & Maint	-	-	-	-
4,970	1,395	3,000	5473	Improvements Repair & Mai	-	-	-	-
1,391	3,421	4,000	5475	Vehicle Repair & Maint	2,500	-	-	-
4,990	2,949	4,000	5479	Other Repair & Maintenanc	-	-	-	-
1,579	375	1,600	5492	Registrations/Tuitions	-	-	-	-
1,495	1,488	1,500	5494	Janitorial	1,500	-	-	-
403	131	500	5498	Permits/Fees	250	-	-	-
288	488	500	5499	Other Services	500	-	-	-
<b>379,476</b>	<b>452,233</b>	<b>342,968</b>	<b>Account Class Total - Supplies and Services</b>		<b>291,538</b>	-	-	-
<b>730,567</b>	<b>786,136</b>	<b>716,475</b>	<b>Program Total: 1911 - Facilities Maintenance</b>		<b>519,760</b>	-	-	-
<b>Program: 9711 - Operating Transfer Out</b>								
<b>Transfers Out</b>								
-	-	-	5811.582	Transfer to T & E	-	44,000	44,000	44,000
-	-	-	<b>Account Class Total - Transfers Out</b>		-	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>
-	-	-	<b>Program Total: 9711 - Operating Transfer Out</b>		-	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>
<b>730,567</b>	<b>786,136</b>	<b>716,475</b>	<b>Department Total: 631 - Maintenance</b>		<b>519,760</b>	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Department:</b> 901 - Ending Fund Balance				
			<b>Program:</b> 9971 - Equity				
			Contingencies and Unappropriated Balances				
-	-	45,000	5921 Contingency	124,565	-	-	-
-	-	17,500	5981.101 Reserve for PERS	-	-	-	-
-	-	<b>62,500</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>124,565</b>	-	-	-
-	-	<b>62,500</b>	<b>Program Total: 9971 - Equity</b>	<b>124,565</b>	-	-	-
-	-	<b>62,500</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>124,565</b>	-	-	-
<b>730,567</b>	<b>786,136</b>	<b>778,975</b>	<b>Expenditures Total</b>	<b>644,325</b>	<b>44,000</b>	<b>44,000</b>	<b>44,000</b>
<b>81,380</b>	<b>101,668</b>	-	<b>Fund Net Total: 583 - Facilities Maintenance Fund</b>	-	-	-	-

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**Police Construction – 357**  
General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Police Construction – 357  
**Department/Department Number:** Administration - 121  
**Department Director:** Scott Derickson  
**Director Direct Phone Number:** 503-982-5228  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

As of June 30, 2012, this fund will be closed with the balance in the fund being transferred to the General Fund.

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Police Construction</b>							
Revenue							
511,902	442,484	51,300	Fund Balance	2,500	2,500	2,500	2,500
2,374	1,196	-	Misc	-	-	-	-
<u>514,276</u>	<u>443,680</u>	<u>51,300</u>	<b>Total Revenues</b>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Expense							
-	-	50	Supplies & Services	-	-	-	-
71,792	100,495	51,250	Capital Outlay	-	-	-	-
-	-	-	Conting'y & Unapprop	2,500	-	-	-
-	-	-	Transfers Out	-	2,500	2,500	2,500
<u>71,792</u>	<u>100,495</u>	<u>51,300</u>	<b>Total Expenses</b>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
<u>442,484</u>	<u>343,185</u>	<u>-</u>	<b>Revenue Over (Under) Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**Fund Detail**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 357 - Police Construction</b>							
<u>Revenues</u>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
511,902	442,484	51,300	3081 Beginning Fund Balance	2,500	2,500	2,500	2,500
<u>511,902</u>	<u>442,484</u>	<u>51,300</u>	<b>Account Class Total - Fund Balance</b>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Miscellaneous							
2,374	1,196	-	3611 Interest from Investments	-	-	-	-
<u>2,374</u>	<u>1,196</u>	<u>-</u>	<b>Account Class Total - Miscellaneous</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>514,276</u>	<u>443,680</u>	<u>51,300</u>	<b>Revenues Total</b>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 357 - Police Construction</b>				
			<u>Expenditures</u>				
			<b>Department: 121 - Administration</b>				
			<b>Program: 9511 - Design Engineering</b>				
			Supplies and Services				
-	-	50	5500 Banking Fees & Charges	-	-	-	-
-	-	50	<b>Account Class Total - Supplies and Services</b>	-	-	-	-
-	-	50	<b>Program Total: 9511 - Design Engineering</b>	-	-	-	-
			<b>Program: 9531 - Construction</b>				
			Capital Outlay				
71,792	98,016	-	5621 Administrative	-	-	-	-
-	2,479	51,250	5644 Communications	-	-	-	-
71,792	100,495	51,250	<b>Account Class Total - Capital Outlay</b>	-	-	-	-
71,792	100,495	51,250	<b>Program Total: 9531 - Construction</b>	-	-	-	-
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
-	-	-	5811.001 Transfer to General Fund	-	2,500	2,500	2,500
-	-	-	<b>Account Class Total - Transfers Out</b>	-	2,500	2,500	2,500
-	-	-	<b>Program Total: 9711 - Operating Transfer Out</b>	-	2,500	2,500	2,500
71,792	100,495	51,300	<b>Department Total: 121 - Administration</b>	-	2,500	2,500	2,500
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	-	5921 Contingency	2,500	-	-	-
-	-	-	<b>Account Class Total - Conting'y and Unaprop</b>	2,500	-	-	-
-	-	-	<b>Program Total: 9971 - Equity</b>	2,500	-	-	-
-	-	-	<b>Department Total: 901 - Ending Fund Balance</b>	2,500	-	-	-
71,792	100,495	51,300	<b>Expenditures Total</b>	2,500	2,500	2,500	2,500
442,484	343,185	-	<b>Fund Net Total: 357 - Police Construction</b>	-	-	-	-

**PW Facility Construction -378**  
General Information - Fiscal Year 2012-13

**Fund/Fund Number:** PW Facility Const. - 378  
**Department/Department Number:** PW Administration - 691  
**Department Director:** Dan Brown  
**Director Direct Phone Number:** 503-982-5249  
**Department Location:** 190 Garfield Street  
**Person Preparing This Form:** Julie Moore  
**Direct Phone Number:** 503-982-5247

**Description of purpose/functions of department:**

This fund has been consolidated and closed as part of the on-going Funds Consolidation Plan.

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>PW Facility Construction</b>							
Revenue							
20,153	16,324	11,000	Fund Balance	-	-	-	-
85	39	-	Misc	-	-	-	-
<u>20,238</u>	<u>16,363</u>	<u>11,000</u>	<b>Total Revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expense							
			Supplies & Services	-	-	-	-
3,914	4,032	-	Capital Outlay	-	-	-	-
-	-	11,000	Transfers Out	-	-	-	-
-	-	-	Conting'y & Unapprop	-	-	-	-
<u>3,914</u>	<u>4,032</u>	<u>11,000</u>	<b>Total Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>16,324</u>	<u>12,331</u>	<u>-</u>	<b>Revenue Over (Under) Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**Fund Detail**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 378 - PW Facility Const Fund</b>							
<u>Revenues</u>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
20,153	16,324	11,000	3081 Beginning Fund Balance	-	-	-	-
<u>20,153</u>	<u>16,324</u>	<u>11,000</u>	<b>Account Class Total - Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous							
85	39	-	3611 Interest from Investments	-	-	-	-
<u>85</u>	<u>39</u>	<u>-</u>	<b>Account Class Total - Miscellaneous</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>20,238</u>	<u>16,363</u>	<u>11,000</u>	<b>Department Total: 000 - Revenue</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>20,238</u>	<u>16,363</u>	<u>11,000</u>	<b>Revenues Total</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 378 - PW Facility Const Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 691 - P W Administration</b>				
			<b>Program: 9521 - Right of Way</b>				
			Capital Outlay				
3,914	4,032	-	5611 Land	-	-	-	-
<b>3,914</b>	<b>4,032</b>	-	<b>Account Class Total - Capital Outlay</b>	-	-	-	-
<b>3,914</b>	<b>4,032</b>	-	<b>Program Total: 9521 - Right of Way</b>	-	-	-	-
			<b>Program: 9711 - Operating Transfer Out</b>				
			Transfers Out				
-	-	11,000	5811.582 Transfer to T & E	-	-	-	-
-	-	<b>11,000</b>	<b>Account Class Total - Transfers Out</b>	-	-	-	-
-	-	<b>11,000</b>	<b>Program Total: 9711 - Operating Transfer Out</b>	-	-	-	-
<b>3,914</b>	<b>4,032</b>	<b>11,000</b>	<b>Department Total: 691 - P W Administration</b>	-	-	-	-
<b>3,914</b>	<b>4,032</b>	<b>11,000</b>	<b>Expenditures Total</b>	-	-	-	-
<b>16,324</b>	<b>12,331</b>	-	<b>Fund Net Total: 378 - PW Facility Const Fund</b>	-	-	-	-



## Equipment Replacement – 591

General Information - Fiscal Year 2012-13

<b>Fund/Fund Number:</b>	Equip Replacement Fund - 591
<b>Department/Department Number:</b>	Various
<b>Department Director:</b>	Dan Brown
<b>Director Direct Phone Number:</b>	503-982-5249
<b>Department Location:</b>	190 Garfield Street
<b>Person Preparing This Form:</b>	Julie Moore
<b>Direct Phone Number:</b>	503-982-5247

**Description of purpose/functions of department:**

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

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

No personnel costs are charged to this fund

**Description of fiscal year 2011-12 accomplishments:**

- Street Maintenance – replacement of Backhoe
- Sewer, Water, Transit, Parks Maintenance and PW Administration – There is no plan to replace equipment unless an emergency arises.

**Description of fiscal year 2012-13 proposed focus/goals:**

- Sewer Maintenance – replacement of Vac-Con
- Water, Transit, Parks Maintenance, and PW Administration – there are no plans to replace equipment unless an emergency arises

**Description of major difference(s) between FY 2011-12 and FY 2012-13:**

- Each Public Works division will continue to transfer money, as available, to this fund to cover costs of replacing vehicles and equipment.
- Only one major purchase is planned in 2012-2013

## Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Equipment Replacement</b>							
Revenue							
352,239	418,174	444,474	Fund Balance	552,087	552,087	552,087	552,087
1,946	1,190	1,000	Misc	1,000	1,000	1,000	1,000
160,000	110,000	210,000	Transfers In	210,000	210,000	210,000	210,000
514,185	529,364	655,474	<b>Total Revenues</b>	763,087	763,087	763,087	763,087
Expense							
96,011	68,477	655,474	Capital Outlay	763,087	763,087	763,087	763,087
96,011	68,477	655,474	<b>Total Expenses</b>	763,087	763,087	763,087	763,087
418,174	460,887	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 591 - Equipment Replacement Fd</b>							
<b>Revenues</b>							
<b>Department: 000 - Revenue</b>							
Fund Balance							
352,239	418,174	444,474	3081 Beginning Fund Balance	552,087	552,087	552,087	552,087
<b>352,239</b>	<b>418,174</b>	<b>444,474</b>	<b>Account Class Total - Fund Balance</b>	<b>552,087</b>	<b>552,087</b>	<b>552,087</b>	<b>552,087</b>
Miscellaneous							
1,946	1,190	1,000	3611 Interest from Investments	1,000	1,000	1,000	1,000
<b>1,946</b>	<b>1,190</b>	<b>1,000</b>	<b>Account Class Total - Miscellaneous</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
Transfers in							
50,000	-	30,000	3971.140 Transfer From Street	30,000	30,000	30,000	30,000
35,000	35,000	25,000	3971.470 Transfer From Water	25,000	25,000	25,000	25,000
70,000	70,000	150,000	3971.472 Transfer From Sewer	150,000	150,000	150,000	150,000
5,000	5,000	5,000	3971.582 Transfer From T & E	5,000	5,000	5,000	5,000
<b>160,000</b>	<b>110,000</b>	<b>210,000</b>	<b>Account Class Total - Transfers in</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>
<b>514,185</b>	<b>529,364</b>	<b>655,474</b>	<b>Revenues Total</b>	<b>763,087</b>	<b>763,087</b>	<b>763,087</b>	<b>763,087</b>

## 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 operating revenue besides a small amount from interest earned. These transfers will continue only if they are available to be made. These transfer amounts have not changed from prior year budget amounts.

**Capital Outlay:** There is no plan to replace any equipment unless an emergency arises. Because of the nature of this fund, all resources are captured in capital outlay line items so they can be readily expended if the need arises.

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 591 - Equipment Replacement Fd</b>				
			<b>Expenditures</b>				
			<b>Department: 611 - Water</b>				
			<b>Program: 9211 - Equipment Purchases</b>				
			Capital Outlay				
23,720	-	235,228	5649 Other Equipment	275,768	275,768	275,768	275,768
<b>23,720</b>	<b>-</b>	<b>235,228</b>	<b>Account Class Total - Capital Outlay</b>	<b>275,768</b>	<b>275,768</b>	<b>275,768</b>	<b>275,768</b>
<b>23,720</b>	<b>-</b>	<b>235,228</b>	<b>Program Total: 9211 - Equipment Purchases</b>	<b>275,768</b>	<b>275,768</b>	<b>275,768</b>	<b>275,768</b>
<b>23,720</b>	<b>-</b>	<b>235,228</b>	<b>Department Total: 611 - Water</b>	<b>275,768</b>	<b>275,768</b>	<b>275,768</b>	<b>275,768</b>
			<b>Department: 621 - Sewer</b>				
			<b>Program: 9211 - Equipment Purchases</b>				
			Capital Outlay				
63,991	68,477	249,390	5649 Other Equipment	376,289	376,289	376,289	376,289
<b>63,991</b>	<b>68,477</b>	<b>249,390</b>	<b>Account Class Total - Capital Outlay</b>	<b>376,289</b>	<b>376,289</b>	<b>376,289</b>	<b>376,289</b>
<b>63,991</b>	<b>68,477</b>	<b>249,390</b>	<b>Program Total: 9211 - Equipment Purchases</b>	<b>376,289</b>	<b>376,289</b>	<b>376,289</b>	<b>376,289</b>
<b>63,991</b>	<b>68,477</b>	<b>249,390</b>	<b>Department Total: 621 - Sewer</b>	<b>376,289</b>	<b>376,289</b>	<b>376,289</b>	<b>376,289</b>
			<b>Department: 631 - Maintenance</b>				
			<b>Program: 9211 - Equipment Purchases</b>				
			Capital Outlay				
7,525	-	110,977	5649 Other Equipment	46,036	46,036	46,036	46,036
<b>7,525</b>	<b>-</b>	<b>110,977</b>	<b>Account Class Total - Capital Outlay</b>	<b>46,036</b>	<b>46,036</b>	<b>46,036</b>	<b>46,036</b>
<b>7,525</b>	<b>-</b>	<b>110,977</b>	<b>Program Total: 9211 - Equipment Purchases</b>	<b>46,036</b>	<b>46,036</b>	<b>46,036</b>	<b>46,036</b>
<b>7,525</b>	<b>-</b>	<b>110,977</b>	<b>Department Total: 631 - Maintenance</b>	<b>46,036</b>	<b>46,036</b>	<b>46,036</b>	<b>46,036</b>
			<b>Department: 671 - Transit</b>				
			<b>Program: 9211 - Equipment Purchases</b>				
			Capital Outlay				
-	-	18,259	5649 Other Equipment	18,294	18,294	18,294	18,294
<b>-</b>	<b>-</b>	<b>18,259</b>	<b>Account Class Total - Capital Outlay</b>	<b>18,294</b>	<b>18,294</b>	<b>18,294</b>	<b>18,294</b>
<b>-</b>	<b>-</b>	<b>18,259</b>	<b>Program Total: 9211 - Equipment Purchases</b>	<b>18,294</b>	<b>18,294</b>	<b>18,294</b>	<b>18,294</b>
<b>-</b>	<b>-</b>	<b>18,259</b>	<b>Department Total: 671 - Transit</b>	<b>18,294</b>	<b>18,294</b>	<b>18,294</b>	<b>18,294</b>
			<b>Department: 681 - Parks Maintenance</b>				
			<b>Program: 9211 - Equipment Purchases</b>				
			Capital Outlay				
775	-	21,527	5649 Other Equipment	21,568	21,568	21,568	21,568
<b>775</b>	<b>-</b>	<b>21,527</b>	<b>Account Class Total - Capital Outlay</b>	<b>21,568</b>	<b>21,568</b>	<b>21,568</b>	<b>21,568</b>
<b>775</b>	<b>-</b>	<b>21,527</b>	<b>Program Total: 9211 - Equipment Purchases</b>	<b>21,568</b>	<b>21,568</b>	<b>21,568</b>	<b>21,568</b>
<b>775</b>	<b>-</b>	<b>21,527</b>	<b>Department Total: 681 - Parks Maintenance</b>	<b>21,568</b>	<b>21,568</b>	<b>21,568</b>	<b>21,568</b>
			<b>Department: 691 - P W Administration</b>				
			<b>Program: 9211 - Equipment Purchases</b>				
			Capital Outlay				
-	-	20,093	5649 Other Equipment	25,132	25,132	25,132	25,132
<b>-</b>	<b>-</b>	<b>20,093</b>	<b>Account Class Total - Capital Outlay</b>	<b>25,132</b>	<b>25,132</b>	<b>25,132</b>	<b>25,132</b>
<b>-</b>	<b>-</b>	<b>20,093</b>	<b>Program Total: 9211 - Equipment Purchases</b>	<b>25,132</b>	<b>25,132</b>	<b>25,132</b>	<b>25,132</b>
<b>-</b>	<b>-</b>	<b>20,093</b>	<b>Department Total: 691 - P W Administration</b>	<b>25,132</b>	<b>25,132</b>	<b>25,132</b>	<b>25,132</b>
<b>96,011</b>	<b>68,477</b>	<b>655,474</b>	<b>Expenditures Total</b>	<b>763,087</b>	<b>763,087</b>	<b>763,087</b>	<b>763,087</b>
<b>418,175</b>	<b>460,887</b>	<b>-</b>	<b>Fund Net Total: 591 - Equipment Replacement Fd</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## Library Endowment – 690

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Library Endowment - 690  
**Department/Department Number:** Library - 311  
**Department Director:** Jim Row  
**Director Direct Phone Number:** 503-982-5265  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

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

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

The Department consists of approximately 40 FTE, and is responsible for operating recreation programs and special events, the Aquatic Center, Public Library, Retired and Senior Volunteer Program (RSVP), the community relations program, and park planning and development.

**Description of fiscal year 2012-13 proposed focus/goals:**

No projects are planned in the 2012-2013 fiscal year.

### Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Library Endowment</b>							
Revenue							
25,702	25,827	25,934	Fund Balance	-	25,900	25,900	25,900
125	75	150	Misc	150	100	100	100
<u>25,827</u>	<u>25,902</u>	<u>26,084</u>	<b>Total Revenues</b>	<u>150</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>
Expense							
-	-	26,084	Conting'y & Unapprop	150	26,000	26,000	26,000
<u>-</u>	<u>-</u>	<u>26,084</u>	<b>Total Expenses</b>	<u>150</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>
<u>25,827</u>	<u>25,902</u>	<u>-</u>	<b>Revenue Over (Under) Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 690 - Library Endowment Fund</b>				
			<u>Revenues</u>				
			<b>Department: 000 - Revenue</b>				
			Fund Balance				
25,702	25,827	25,934	3081 Beginning Fund Balance	-	25,900	25,900	25,900
<b>25,702</b>	<b>25,827</b>	<b>25,934</b>	<b>Account Class Total - Fund Balance</b>	<b>-</b>	<b>25,900</b>	<b>25,900</b>	<b>25,900</b>
			Miscellaneous				
125	75	150	3611 Interest from Investments	150	100	100	100
<b>125</b>	<b>75</b>	<b>150</b>	<b>Account Class Total - Miscellaneous</b>	<b>150</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>25,827</b>	<b>25,902</b>	<b>26,084</b>	<b>Department Total: 000 - Revenue</b>	<b>150</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
<b>25,827</b>	<b>25,902</b>	<b>26,084</b>	<b>Revenues Total</b>	<b>150</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
			<b>Fund: 690 - Library Endowment Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	26,084	5921 Contingency	150	26,000	26,000	26,000
-	-	<b>26,084</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>150</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
-	-	<b>26,084</b>	<b>Program Total: 9971 - Equity</b>	<b>150</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
-	-	<b>26,084</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>150</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
-	-	<b>26,084</b>	<b>Expenditures Total</b>	<b>150</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>
<b>25,827</b>	<b>25,902</b>	-	<b>Fund Net Total: 690 - Library Endowment Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Revenue Sources and Other Discussion

The **Miscellaneous** category contains the only revenue category this fund generates. It includes a budgeted amount from the interest earned on the balance held in the fund.

## Museum Endowment – 691

### General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Museum Endowment - 691  
**Department/Department Number:** Community Services - 421  
**Department Director:** Jim Row  
**Director Direct Phone Number:** 503-982-5265  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

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

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

The Department consists of approximately 40 FTE, and is responsible for operating recreation programs and special events, the Aquatic Center, Public Library, Retired and Senior Volunteer Program (RSVP), the community relations program, and park planning and development.

**Description of fiscal year 2012-13 proposed focus/goals:**

No projects are planned for the 2012-2013 fiscal year.

### Fund Summary

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Museum Endowment</b>							
Revenue							
2,740	2,753	2,759	Fund Balance	-	2,765	2,765	2,765
13	8	25	Misc	25	10	10	10
<u>2,753</u>	<u>2,761</u>	<u>2,784</u>	<b>Total Revenues</b>	<u>25</u>	<u>2,775</u>	<u>2,775</u>	<u>2,775</u>
Expense							
-	-	2,784	Conting'y & Unapprop	25	2,775	2,775	2,775
<u>-</u>	<u>-</u>	<u>2,784</u>	<b>Total Expenses</b>	<u>25</u>	<u>2,775</u>	<u>2,775</u>	<u>2,775</u>
<u>2,753</u>	<u>2,761</u>	<u>-</u>	<b>Revenue Over (Under) Expenses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 691 - Museum Endowment Fund</b>				
			<u>Revenues</u>				
			<b>Department: 000 - Revenue</b>				
			Fund Balance				
2,740	2,753	2,759	3081 Beginning Fund Balance	-	2,765	2,765	2,765
<b>2,740</b>	<b>2,753</b>	<b>2,759</b>	<b>Account Class Total - Fund Balance</b>	<b>-</b>	<b>2,765</b>	<b>2,765</b>	<b>2,765</b>
			Miscellaneous				
13	8	25	3611 Interest from Investments	25	10	10	10
<b>13</b>	<b>8</b>	<b>25</b>	<b>Account Class Total - Miscellaneous</b>	<b>25</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>2,753</b>	<b>2,761</b>	<b>2,784</b>	<b>Revenues Total</b>	<b>25</b>	<b>2,775</b>	<b>2,775</b>	<b>2,775</b>
			<b>Fund: 691 - Museum Endowment Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	2,784	5921 Contingency	25	2,775	2,775	2,775
<b>-</b>	<b>-</b>	<b>2,784</b>	<b>Account Class Total - Conting'y and Unaprop</b>	<b>25</b>	<b>2,775</b>	<b>2,775</b>	<b>2,775</b>
<b>-</b>	<b>-</b>	<b>2,784</b>	<b>Program Total: 9971 - Equity</b>	<b>25</b>	<b>2,775</b>	<b>2,775</b>	<b>2,775</b>
<b>-</b>	<b>-</b>	<b>2,784</b>	<b>Department Total: 901 - Ending Fund Balance</b>	<b>25</b>	<b>2,775</b>	<b>2,775</b>	<b>2,775</b>
<b>-</b>	<b>-</b>	<b>2,784</b>	<b>Expenditures Total</b>	<b>25</b>	<b>2,775</b>	<b>2,775</b>	<b>2,775</b>
<b>2,753</b>	<b>2,761</b>	<b>-</b>	<b>Fund Net Total: 691 - Museum Endowment Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Revenue Sources and Other Discussion

The **Miscellaneous** category contains the only revenue category this fund generates. It includes a budgeted amount from the interest earned on the balance held in the fund.



**Lavelle Black Trust – 695**  
General Information - Fiscal Year 2012-13

**Fund/Fund Number:** Lavelle Black Trust - 695  
**Department/Department Number:** Police - 211  
**Department Director:** Scott Russell  
**Director Direct Phone Number:** 503-982-2350  
**Department Location:** Woodburn Police Department  
**Person Preparing This Form:** Nita Marr  
**Direct Phone Number:** 503-982-2359

**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 supplies and 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. Growth in the fund will primarily come from interest earned on the balance.

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Lavelle Black Trust</b>							
Revenue							
-	-	-	Fund Balance	49,000	45,000	45,000	45,000
-	-	-	Misc	200	200	200	200
-	-	-	<b>Total Revenues</b>	49,200	45,200	45,200	45,200
Expense							
-	-	-	Supplies & Services	10,000	10,000	10,000	10,000
-	-	-	Conting'y & Unapprop	39,200	35,200	35,200	35,200
-	-	-	<b>Total Expenses</b>	49,200	45,200	45,200	45,200
-	-	-	<b>Revenue Over (Under) Expenses</b>	-	-	-	-

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 695 - Lavelle Black Trust Fund</b>				
			<u>Revenues</u>				
			<b>Department: 000 - Revenue</b>				
			Fund Balance				
-	-	-	3081 Beginning Fund Balance	49,000	45,000	45,000	45,000
-	-	-	<b>Account Class Total - Fund Balance</b>	<b>49,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
			Miscellaneous				
-	-	-	3611 Interest from Investments	200	200	200	200
-	-	-	<b>Account Class Total - Miscellaneous</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
-	-	-	<b>Department Total: 000 - Revenue</b>	<b>49,200</b>	<b>45,200</b>	<b>45,200</b>	<b>45,200</b>
-	-	-	<b>Revenues Total</b>	<b>49,200</b>	<b>45,200</b>	<b>45,200</b>	<b>45,200</b>
			<b>Fund: 695 - Lavelle Black Trust Fund</b>				
			<u>Expenditures</u>				
			<b>Department: 211 - Police</b>				
			<b>Program: 2111 - Patrol</b>				
			Supplies and Services				
-	-	-	5419 Other Professional Serv	10,000	10,000	10,000	10,000
-	-	-	<b>Account Class Total - Supplies and Services</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
-	-	-	<b>Program Total: 2111 - Patrol</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
-	-	-	<b>Department Total: 211 - Police</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
			<b>Department: 901 - Ending Fund Balance</b>				
			<b>Program: 9971 - Equity</b>				
			Contingencies and Unappropriated Balances				
-	-	-	5921 Contingency	39,200	35,200	35,200	35,200
-	-	-	<b>Account Class Total - Conting'y and Unaprop</b>	<b>39,200</b>	<b>35,200</b>	<b>35,200</b>	<b>35,200</b>
-	-	-	<b>Program Total: 9971 - Equity</b>	<b>39,200</b>	<b>35,200</b>	<b>35,200</b>	<b>35,200</b>
-	-	-	<b>Department Total: 901 - Ending Fund Balance</b>	<b>39,200</b>	<b>35,200</b>	<b>35,200</b>	<b>35,200</b>
-	-	-	<b>Expenditures Total</b>	<b>49,200</b>	<b>45,200</b>	<b>45,200</b>	<b>45,200</b>
-	-	-	<b>Fund Net Total: 695 - Lavelle Black Trust Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Revenue Sources and Other Discussion

The **Miscellaneous** category contains the only revenue category this fund generates. It includes a budgeted amount from the interest earned on the balance held in the fund.

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# Overhead Personnel Allocation FY 2012-13

**City of Woodburn  
Personnel Allocations by Position  
FY 2012-2013**

Fund	City Admin't'r	Executive Assistant	City Recorder	City Attorney	Ass't City Attorney	HR Director	Ass't HR Director	Information Systems Tech	Finance Director	Senior Accountant	Acct'g Clerk III	Acct'g Clerk II
001 - Gen Fund												
121 - Administration	100,431	28,042	2,382	-	-	-	-	-	-	-	-	-
131 - Recorder	-	-	11,910	5,688	-	658	-	-	-	-	-	-
141 - City Attorney	-	34,274	2,382	37,920	23,052	1,316	1,040	-	-	-	-	-
151 - Finance	-	-	-	-	-	1,316	-	-	41,502	31,047	13,720	9,031
161 - Human Resources	-	-	-	-	-	6,580	5,199	-	-	-	-	-
181 - Municipal Court	-	-	-	-	-	1,316	-	-	16,601	-	-	-
211 - Police	-	-	5,955	15,168	-	13,160	8,318	32,121	9,961	3,696	5,965	3,613
311 - Library	-	-	5,955	3,792	-	5,264	3,119	-	-	-	2,983	3,010
421 - Recreation	-	-	2,382	-	-	6,580	3,119	-	-	-	-	-
431 - Swim Center	-	-	1,191	-	-	6,580	3,119	-	-	-	-	-
499 - Comm Serv Admin	-	-	1,191	13,272	-	3,948	3,119	-	-	-	2,983	3,010
511 - Planning	-	-	2,382	18,960	51,867	2,632	2,079	-	-	1,478	2,983	602
631 - Parks Maint	-	-	2,382	-	-	5,264	3,119	-	-	-	-	-
<b>Total Gen Fund</b>	<b>100,431</b>	<b>62,316</b>	<b>38,112</b>	<b>94,800</b>	<b>74,919</b>	<b>54,614</b>	<b>32,231</b>	<b>32,121</b>	<b>68,064</b>	<b>36,221</b>	<b>28,634</b>	<b>19,266</b>
110 - Transit	-	-	1,191	-	-	5,922	4,159	-	-	-	2,983	3,010
123 - Building	2,010	-	-	1,896	3,458	658	-	-	-	-	-	-
140 - Streets	6,026	-	4,764	13,272	-	6,580	5,199	-	8,300	3,696	2,386	1,806
137 - Hous'g Rehab	2,010	-	-	-	-	-	-	-	-	-	-	-
138 - RSVP	-	-	-	-	-	-	-	-	-	-	-	-
250 - Bonded Debt	-	-	-	-	-	-	-	-	-	-	-	-
470 - Water	40,173	-	14,292	37,920	18,442	24,346	18,715	-	33,202	16,263	8,948	12,042
472 - Wastewater	40,173	-	14,292	37,920	18,442	23,688	18,715	-	33,202	15,524	8,948	15,052
478 - Surface Water	10,043	-	4,764	3,792	-	6,580	4,159	-	6,640	2,218	1,790	3,010
568 - Information Services	-	-	-	-	-	-	-	32,121	16,601	-	-	-
581 - Self Insurance	-	-	41,685	-	-	-	15,596	-	-	-	-	-
582 - Tech & Environmental	-	-	-	-	-	9,212	5,199	-	-	-	5,965	6,021
583 - Building Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Other Funds</b>	<b>100,435</b>	<b>-</b>	<b>80,988</b>	<b>94,800</b>	<b>40,342</b>	<b>76,986</b>	<b>71,742</b>	<b>32,121</b>	<b>97,945</b>	<b>37,701</b>	<b>31,020</b>	<b>40,941</b>
<b>Total Salaries/Benefits</b>	<b>200,866</b>	<b>62,316</b>	<b>119,100</b>	<b>189,600</b>	<b>115,261</b>	<b>131,600</b>	<b>103,973</b>	<b>64,242</b>	<b>166,009</b>	<b>73,922</b>	<b>59,654</b>	<b>60,207</b>

City of Woodburn  
 Personnel Allocations by Position (Continued)  
 FY 2012-2013

Acct'g Clerk II	Comm Serv Director	Clerk III	Comm Dev Director	Assoc Planner	Admin Assistant	Clerk III	CAD/GIS Tech	Budget Analyst	Admin Assistant	PW Director	Parks Maint Supervisor	Total
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	6,782	-	-	-	-	-	-	-	-	-	130,855
-	-	-	-	-	-	-	-	-	-	-	-	25,038
-	-	-	-	-	-	-	-	-	-	-	-	99,984
-	-	-	-	-	-	-	-	-	-	-	-	96,616
-	-	-	-	-	-	-	-	-	-	-	-	11,779
-	-	-	-	-	-	-	-	-	-	-	-	17,917
-	-	-	-	-	-	-	-	-	-	-	-	97,957
-	-	-	-	-	-	-	-	-	-	-	-	24,123
-	-	-	-	-	-	-	-	-	-	-	-	12,081
-	-	-	-	-	-	-	-	-	-	-	-	10,890
-	122,180	10,173	-	-	-	-	-	-	-	-	-	159,876
-	-	-	119,484	85,423	47,497	-	-	-	-	-	-	335,387
-	-	-	-	-	-	19,043	4,112	-	1,698	3,249	56,188	95,055
-	122,180	16,955	119,484	85,423	47,497	19,043	4,112	-	1,698	3,249	56,188	1,117,558
-	23,496	-	-	-	-	-	-	-	-	-	-	40,761
-	-	-	22,403	6,430	20,356	-	-	-	-	-	-	57,211
-	-	-	-	-	-	19,043	20,558	39,549	32,256	51,989	-	215,424
-	-	-	7,468	-	-	-	-	-	-	-	-	9,478
-	10,965	-	-	-	-	-	-	-	-	-	-	10,965
-	-	-	-	-	-	-	-	-	-	-	-	-
74,239	-	50,863	-	-	-	-	28,781	39,549	16,977	51,989	-	486,741
-	-	-	-	-	-	-	28,781	19,774	32,256	51,989	-	358,756
-	-	-	-	-	-	-	-	-	-	-	-	42,996
-	-	-	-	-	-	-	-	-	-	-	-	48,722
-	-	-	-	-	-	-	-	-	-	-	-	57,281
-	-	-	-	-	-	-	-	-	-	-	-	26,397
-	-	-	-	-	-	19,620	-	-	1,698	3,249	37,459	62,026
74,239	34,461	50,863	29,871	6,430	20,356	38,663	78,120	98,872	83,187	159,216	37,459	1,416,758
74,239	156,641	67,818	149,355	91,853	67,853	57,706	82,232	98,872	84,885	162,465	93,647	2,534,316

# Budgeted Transfers

## City of Woodburn

Fiscal Year 2012-2013

### Transfers In

	Fund	Transfers In						
		General	Transit	Street	General Fund Const	Street/Storm SDC	Street/Storm CIP	Water Well/Dist Const
<b>Transfers Out</b>	General		\$ 151,000	\$ 130,000	\$ 40,000			
	Street							
	City Gas Tax						278,000	
	Special Assess.						204,547	
	Parks SDC				20,000			
	Street/Storm SDC						387,381	
	Storm Water SDC					420,000		
	Water SDC							485,439
	Sewer SDC							
	WWTP Construction							
	Water Well/Dist Const							
	Water							
	Sewer			90,000				
	Storm Water							
	Police Construction	2,500						
	Public Works Services							
	Facilities Maintenance							
	<b>Total</b>	\$ 2,500	\$ 151,000	\$ 220,000	\$ 60,000	\$ 420,000	\$ 869,928	\$ 485,439

**City of Woodburn**  
**Budgeted Transfers (Continued)**  
Fiscal Year 2012-2013

**Transfers In**

	Fund	Transfers In					Public Works Services	Equip Replace.	Total
		Water SDC	WWTP Construction	Water	Sewer				
<b>Transfers Out</b>	General							\$ 321,000	
	Street					169,830	30,000	199,830	
	City Gas Tax							278,000	
	Special Assess.							204,547	
	Parks SDC							20,000	
	Street/Storm SDC							387,381	
	Storm Water SDC							420,000	
	Water SDC		147,153					632,592	
	Sewer SDC	145,000						145,000	
	WWTP Construction				2,892,724			2,892,724	
	Water Well/Dist Const			754,000				754,000	
	Water					76,322	25,000	101,322	
	Sewer			70,000		66,438	150,000	376,438	
	Storm Water				52,000			52,000	
	Police Construction							2,500	
	Public Works Services						5,000	5,000	
	Facilities Maintenance						44,000	44,000	
	<b>Total</b>	\$ 145,000	\$ 147,153	\$ 824,000	\$ 2,944,724	\$ 356,590	\$ 210,000		

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## Glossary of Budget Terms

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

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

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

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

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

**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.

**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.

**Department Mission Statement:** Brief description of the purpose and major responsibilities of a City department.

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

**Division:** An organizational subdivision of a department.

**Encumbrance:** 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 twelve-month period of time to which the Annual Budget applies. Woodburn's fiscal year is July 1 through June 30.

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

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

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

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

**Grants:** 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.

**Interfund Loans:** Loans made by one fund to another and authorized by resolution or ordinance

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

**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.

**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.

**Payroll expenses:** Expenses related to the compensation of salaried employees, such as, health and accident insurance premiums, Social Security and retirement contributions, civil service assessments.

**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.

**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.

**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.

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# Appendices

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## Capital Projects

The City budgets its major construction projects within the public works funds. Projects are generally large dollar amounts (\$5,000 minimum), nonrecurring and have a useful life of many years. The funds and key projects budgeted for FY 2012-13 and beyond are presented below:

### Form G:

No	Project	Revenue Source	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Total
<b>Street Improvements: State Roadway Systems</b>									
1	I-5 Interchange - Woodland to West of Broughton (Local Share Remaining per IGA is approx. \$5,500,000)	ODOT/TIF	25,000,000	20,000,000	20,000,000	5,000,000			70,000,000
2	Hwy 214 Widening Environmental Assmt	ODOT/TIF							0
3	Hwy 214 widening road imprv Broughton to Park (Funding has not been obtained for this project)	ODOT/TIF							0
4	OR 214 & Evergreen -Woodburn Park & Ride	ODOT	400,000	3,300,000	3,300,000				7,000,000
5	Photo Red Light	Street CIP	20,000						20,000
Total State Roadway System			25,420,000	23,300,000	23,300,000	5,000,000	0	0	77,020,000

No	Project	Revenue Source	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Total
<b>Street Improvements: Major Upgrades</b>									
1	Front Street Improvements - Front Street Ramp -- NCL	TIF/Street CIP	500,000	1,000,000	2,300,000				3,800,000
2	Front Street Improvements - UPRR Agreement	Street CIP	55,000						55,000
3	W. Hayes: Settlemier to Cascade								
	A. Street Improvements	St. CIP/TIF/Storm SDC			90,000	2,250,000			2,340,000
	B. Utility Undergrounding	St CIP/Sp Asmt			25,000	475,000			500,000
	C. Pedestrian Warning Signal (Hayes & Cozy)				10,000	50,000			60,000
4	Harrison: Settlemier to Front								
	A. Street Improvement	St. CIP/TIF/Storm SDC				60,000	935,000		995,000
	B. Utility Undergrounding	St CIP/Sp Asmt				21,500	342,000		363,500
5	Hayes: Front to 2nd	SRS/Other		126,000					126,000
6	Cleveland - Widen First to Second	St. CIP/SRS/TIF					133,000		133,000
7	Hardcastle/Railroad Realignment	St. CIP/TIF/Other					950,000		950,000
8	Evergreen Rd: connect to Parr Rd								
	A. Street Improvement	Developer/TIF			100,000	500,000	737,000		1,337,000
	B. Utility Undergrounding	ST. Asmt/St CIP				20,000	350,000		370,000
9	Alley: Garfield - Cleveland								
	A. Street Improvement	Str CIP/SpAs/Gas Tax					200,000		200,000
	B. Utility Undergrounding	S[ Asmt/UR/ St CIP					250,000		250,000
10	N. Woodland: Camas - Stevens	St. CIP/Sp Asmt			50,000	280,000			330,000
11	Fifth St: North of Harrison - Street Improvement	TIF							0
12	Settlemier/Hwy 214 Grange PUE Purchase	St/Storm CIP	10,000						
13	Ogle Street/S. Boones Ferry Road Int.	St. Storm CIP		55,000					55,000
14	Miscellaneous Modifications								
	A. Pedestrian Movements								
	1. Safety Sidewalk Construction/ADA	Street CIP	50,000	25,000	25,000	25,000	25,000	25,000	175,000
	2. Front Street-Bulldog Pedestrian Improv.		226,000						
	3. Lawson Hwy 214 Vicinity	SRS			50,000				50,000
	B. Intersections								
	1. Settlemier/W. Lincoln	St. CIP		32,000					32,000
	C. Misc. Capacity Improvements	Street SDC	50,000	35,000	35,000	35,000	35,000	35,000	225,000
	D. Misc. Construction Improvements	Street SDC	50,000						50,000
	E. Misc. R/W Improvements	St CIP	50,000						50,000
Major Upgrades Total			991,000	1,273,000	2,685,000	3,716,500	3,957,000	60,000	12,446,500



No	Project	Revenue Source	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Total
<b>Street Resurfacing: Gravel Streets</b>									
1	Yew Street, 2nd to 3rd	SRS,CIP, GF, SpAsmt		125,000					125,000
2	Elm Street	SRS,CIP, GF, SpAsmt					252,000		252,000
3	Church Street, 1st to 2nd	SRS,CIP, GF, SpAsmt			100,000				100,000
4	Wilson Street	SRS,CIP, GF, SpAsmt				200,000			200,000
5	Christiansen Street	SRS,CIP, GF, SpAsmt					143,000		143,000
6	Ogle Street, Cleveland to Boones Ferry	SRS,CIP, GF, SpAsmt						750,000	750,000
	Total Gravel Streets		0	125,000	100,000	200,000	395,000	750,000	1,570,000
<b>Street Maintenance &amp; Restoration: Poor Streets - 1-1/2" Lift "C" Mix*</b>									
1	Garfield St: Alley to 2nd, 500 ft.	City Gas Tax		71,000					71,000
2	Arthur St: Front to First	City Gas Tax		46,000					46,000
3	Arthur St: Third to Settlemier	City Gas Tax			69,000				69,000
4	Grant, Front to First	City Gas Tax				58,000			58,000
5	Miscellaneous Street Resurfacing	City Gas Tax	130,000	150,000	150,000	150,000	200,000		780,000
	Street Maintenance & Restoration Total		130,000	267,000	219,000	208,000	200,000	0	1,024,000
	<i>* Listed Projects may move to Major Upgrade category at time of construction.</i>								
<b>Street Preventative Maintenance: Fair Streets - 3/4" to 1" Lift "D" Mix*</b>									
1	First St. - Cleveland to Harrison	City Gas Tax			117,000				117,000
2	Second Street - Oak to Harrison	City Gas Tax				167,000			167,000
3	Miscellaneous Street Resurfacing	City Gas Tax	100,000	100,000	100,000	100,000	100,000	100,000	600,000
	Street Preventative Maintenance Total		100,000	100,000	217,000	267,000	100,000	100,000	884,000
	<i>*Listed Projects may move to Poor Streets category at time of construction.</i>								
<b>Water: Water System Construction</b>									
1	Hwy. 99E: Bore at Laurel Avenue	Water Const/SDC	176,000						176,000
2	Automatic Read Meter Replacement Program	Water Const	200,000	200,000	200,000	200,000	200,000		1,000,000
3	Misc. System repairs/improvements	Water Fund	30,000	40,000	40,000	40,000	40,000	40,000	230,000
4	Misc. Capacity Improvements	Water SDC	40,000	40,000	40,000	40,000	40,000	40,000	240,000
5	Hwy 214 @ Mill Creek Bore	Water Const/SDC	244,000						244,000
6	Hwy. 214/ Interstate 5 Utility Relocations, widening	Water Const	755,000						755,000
7	Water Master Plan	Water Const	200,000	100,000					300,000
8	Harrison Street - Settlemier to Front Street	Water Const	0	65,000					65,000
9	99E at Silverton Road (bore)	Water Fund/SDC	208,000						208,000
10	Hwy. 99E: Aztec to Lincoln	Water Fund/SDC	0	191,840					191,840
	Water System Reconstruction Total		1,853,000	636,840	280,000	280,000	280,000	80,000	3,409,840
<b>Wastewater: Treatment Plant</b>									
1	POTW Phase 2A/Natural Treatment System	Sewer Const	6,000,000	6,000,000	400,000				12,400,000
2	LS Alarm/Power & Control Upgrade	Sewer Const	50,000						50,000
3	Poplar Tree Harvest, Replant, and Drainage	Sewer Const	75,000	75,000					150,000
4	I-5 Pump Station Influent Bypass Valve	Sewer Const	20,000						20,000
5	I-5 Pump Lift Station PM Service	Sewer Const	40,000						40,000
6	Storm Water Treatment Final Engr.	Sewer Const		15,000	250,000				265,000
7	Biosolids Program	Sewer Const	500,000	500,000	500,000	150,000	150,000		1,800,000
8	Communication WWTP	Sewer Const	45,000						45,000
9	Roof Replacement Admin, Chemical, Generator Building	Sewer Const	50,000						50,000
10	Lab HVAC	Sewer Const	70,000						70,000
11	Rainier LS Base Repair	Sewer Const		50,000					50,000
12	Headworks- Screening	Sewer Const					380,000	1,520,000	1,900,000
13	Primary Sedimentation- PEPS	Sewer Const					600,000	2,400,000	3,000,000
14	Primary Sedimentation- Convert WW Clarifiers	Sewer Const					340,000	1,360,000	1,700,000
15	Filtration	Sewer Const					380,000	1,520,000	1,900,000
16	Septage RV Dump Station Improvements	Sewer Const		60,000	240,000				300,000
17	Poplar Tree Land Purchase			885,000					885,000
18	Poplar Tree Expansion on Additional Property				350,000	350,000	364,000	364,000	1,428,000
	Wastewater Treatment Plant Construction Total		6,850,000	7,585,000	1,740,000	500,000	2,214,000	7,164,000	26,053,000

No	Project	Revenue Source	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	Total
<b>Wastewater: Collections System Construction</b>									
1	Mill Creek PS Project - Phase 1	Sewer Const	150,000						150,000
2	Equipment Replacement (VAC Truck)	Sewer Const/Eq Rep	350,000						350,000
3	Pump Station Upgrades (Existing Upgrades-Reliability)	Sewer Const	75,000	75,000	75,000				225,000
4	Replacement Costs-Collection System Piping	Sewer Fund	200,000	250,000	250,000	160,000	460,000	460,000	1,780,000
	Rehab Main Cleveland to Oak to Park	Sewer Const	81000						
	Abandon Existing, Church to HWY 214	Sewer Const	25000						
	Force Main Air Release Facilites Upgrade	Sewer Const	35000	30000					
	Rehab Interceptor @ Young and Mill Creek	Sewer Const		175000					
	N. 1st Harrison to Noname	Sewer Const			135000				
5	Rainier, Force & Gravity section	Sewer Fd/SwrConst		300,000					300,000
6	HWY 214, I-5 Interchange Sanitary Sewer Relocations	Sewer Const	250,000						250,000
7	I-5 Pump Station Project	Sewer Const		261,000	1,046,000				1,307,000
8	I-5 Force Main Project	Sewer Const		619,000	2,474,000				3,093,000
9	Santiam Pump Sta Replacement	Sewer Const			205,000	200,000			405,000
10	Front Street Pipeline Project	Sewer Const				208,000	832,000		1,040,000
11	Proress Way Pipeline Project	Sewer Const		272,000	1,090,000				1,362,000
12	Hayes Street Pipeline Project	Sewer Const		406,000	1,624,000				2,030,000
13	Young Street Pipeline Project	Sewer Const			355,000	1,418,000	1,418,000		3,191,000
14	Lincoln Street Bryan to Mill Creek, Sewer Rehab	Sewer Const					500,000		500,000
<b>Collections System Construction Total</b>			<b>1,025,000</b>	<b>2,183,000</b>	<b>7,119,000</b>	<b>1,986,000</b>	<b>3,210,000</b>	<b>460,000</b>	<b>15,983,000</b>
<b>Storm Drain Construction</b>									
1	Goose Creek Drainage Way, Boones Ferry to Newberg	Storm CIP	50,000						50,000
2	Water Resources Activity	Sewer Const	175,000	255000					430,000
3	Misc. System Repair	Storm CIP	25,000	25,000	25,000	25,000	25,000	25,000	150,000
4	Storm Water Utility/Maintenance Program	Storm CIP/Sewer Const		50,000	50,000				100,000
5	North 2nd & 3rd - South of Yew St.	Storm SDC/CIP				100,000	130,000		230,000
6	North Front Det. - Culvert to Commerce	Storm SDC/CIP			18,000	249,000			267,000
7	Garfield @ 2nd ST	Storm SDC/CIP		20,000					20,000
8	Harrison Street, Replace Culvert	Storm CIP		275,000					275,000
9	Landau/Laurel/George Storm (to Pudding)	Storm SDC/CIP			50,000	600,000	200,000		850,000
10	422 Tooze Street	Storm SDC/CIP			150,000				150,000
11	Settlemer Detention and Outlet Works	Storm SDC					523,000		523,000
12	Misc. Wetland Mitigation	Storm SDC	25,000	25000	25000	25000	25000	25000	150,000
13	Drainage work & street modifications @ High St	Storm SDC/CIP			30000				30,000
14	I-5 Interchange Project Storm Drain Relocation Work	Storm CIP	50,000						50,000
15	1290 Mayanna Drive (Goose Creek) Creek Restoration	Storm CIP	15,000						15,000
<b>Storm Drain Construction Total</b>			<b>325,000</b>	<b>650,000</b>	<b>348,000</b>	<b>999,000</b>	<b>903,000</b>	<b>50,000</b>	<b>3,290,000</b>
<b>Total Public Works CIP Only</b>			<b>36,694,000</b>	<b>36,119,840</b>	<b>36,008,000</b>	<b>13,156,500</b>	<b>11,259,000</b>	<b>8,664,000</b>	<b>141,680,340</b>

# City of Woodburn

Budget Policies & Reduction Strategy FY 2012-13

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## Budget Policies & Reduction Strategy FY 2012-13

### Section 1 – Annual Review & Policy

- A. **Fiscal Responsibility.** Per the City Council’s 2011/12 Adopted Goals, 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 5-Year Forecast.** The City Council will review and approve the 5-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 guideline for making sound financial decisions in the current fiscal year and budget preparation. The 5-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 and avoid reductions in City programs, including consideration by the City Council 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, re-organizations, 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, contracts and 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 FY 2011/2012 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 and 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.
- 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 and through the use of the City's Indirect Cost Program/Methodology.
- 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 back-fill 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 in the City's Indirect Program /Methodology.
- 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. **General Fund Transfer Savings.** With the exception of required "hard-dollar" grant matches, any unused or unneeded portions of budgeted General Fund transfers to non-General Fund budgets will be returned to the General Fund at the end of the fiscal year in order to increase the General Fund ending balance.
- H. **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.
- I. **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.
- J. **Street SDC Minimum Reserve.** The Street SDC Fund will not be depleted below \$4 million until after the City's contribution to the Woodburn Interchange Project has been satisfied. A Street SDC Fund balance of \$4 million will be held in reserve and dedicated towards any balance outstanding on the City's contribution to the I-5 Interchange Project.

#### *Section 5 - Fund Reserves & Contingencies*

- A. **General Fund Contingencies.** At least 10% of the General Fund's operating appropriation shall be placed into the operating contingency to meet cash flow needs and with the expectation that most will not be spent and will become part of the 2012/2013 Beginning Fund Balance. The General Fund operating contingency for 2012/2013 shall be increased if carryover resources are available in accordance with recommendations provided in the City's long-term financial plan.

- B. **General Fund Contingency Proportionality.** Where contingency is expended; overall reductions will be made to the General Fund to ensure the remaining contingency remains at 10% of the General Funds operating costs.
- C. **Water & Sewer Fund Contingencies.** The Water and Sewer Funds will maintain annual contingencies of not less than 5%.

*Section 6 – Grant Applications (All Funds)*

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

*Section 7 - New Positions, Programs and Overtime (All Funds)*

- A. **Base Budget & New Positions.** Departments are to prepare “base budgets” with no new regular positions unless specifically authorized by the City Administrator in advance of Budget preparations. Reorganizations of departments or programs resulting in changes in staffing or positions may be considered if the change is cost neutral or a cost savings from the current costs. No position compensation or increase will be provided beyond amounts budgeted for the position.
- B. **Considerations of New Positions/Programs.** 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 in 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 2012/13 fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the City Council’s adopted Resource Reduction Strategy.



### *Section 9 – Mid-Year Requests, General Fund Contingency (All Funds)*

- A. **Non-Emergency Requests.** In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency will be made to cover unanticipated costs that could not be absorbed throughout the year.
- B. **Emergency Requests.** Emergency requests during the fiscal year will be submitted to the City Administrator for recommendation and forwarded to the City Council for consideration.

### *Section 10 – Compensation & Benefits (All Funds)*

- A. **Wage Policy.** Historically, the biggest factors forcing budget growth are increases in employee compensation and increased benefit costs. The City will have a compensation and benefit program that: 1) reflects the value of work performed by our employees, 2) compares favorably with the compensation and benefits paid for similar work in both the private and public sectors, and 3); considers the community’s ability to pay. Both our employees and the public must understand the mutual respect that such a policy warrants.
- B. **Health Care & PERS Costs.** Continue the City’s policy on wages and salary increases which evaluates the increased cost of health insurance and PERS contributions as part of the total compensation package. It is the goal of the City to reduce annual escalations of health insurance, and other benefit costs by getting the employees to bear an equitable portion of the annual premium increases and/or selecting lower cost benefit programs.
- C. **Cost of Living Adjustments (COLA).** The City Administrator will make a recommendation either to include, or not include, a COLA for non-represented employees in the Proposed Budget. All cost of living adjustments will be approved by the Budget Committee and adopted by the City Council. COLAs or other compensation provided for in collective bargaining agreements will be provided for in the annual Proposed Budget.
- D. **Step Adjustments.** Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee step adjustments will not exceed 5% 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 “expenditure category level” (such as personnel services, materials and supplies). As such, City Administrator’s approval is necessary before actual or projected year-end expenditures are allowed to exceed total expenditure appropriations for each “expenditure category.”
- 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 six-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 six-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 – 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. Discretionary programs are 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 16 – Resource Reduction Strategy (All Funds)*

- 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.
- 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.
- 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.
- 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.
- 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.
- 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. City service area priorities 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.

# FY 2012-13 FTE's by Department

Department and Position	FTE Counts			
	Actual		Budget	
	FY 2010	FY 2011	FY 2012	FY 2013
<b>City Administrator</b>				
City Administrator	1.00	1.00	1.00	1.00
Assistant City Administrator	1.00	-	-	-
Executive and Legal Assistant	1.00	0.40	0.40	0.40
Human Resources Director	1.00	-	-	-
<b>Total City Administrator</b>	<b>4.00</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>
<b>City Attorney</b>				
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Executive and Legal Assistant	-	0.60	0.60	0.60
<b>Total City Attorney</b>	<b>2.00</b>	<b>2.60</b>	<b>2.60</b>	<b>2.60</b>
<b>City Recorder</b>				
City Recorder	1.00	1.00	1.00	1.00
Human Resources Specialist	0.40	-	-	-
Clerk III	0.25	0.25	0.25	0.10
<b>Total City Recorder</b>	<b>1.65</b>	<b>1.25</b>	<b>1.25</b>	<b>1.10</b>
<b>Community Development</b>				
<b>Planning</b>				
Administrative Assistant	0.70	0.70	0.70	0.70
Associate Planner	1.00	1.00	1.00	1.00
Economic & Development Services Director	1.00	1.00	1.00	1.00
Senior Planner	1.00	-	-	-
<b>Building</b>				
Administrative Assistant	0.30	0.30	0.30	0.30
Building Official	1.00	1.00	1.00	1.00
<b>Total Community Development</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Community Services</b>				
RSVP Coordinator	1.00	1.00	1.00	0.50
Librarian	2.00	2.00	2.00	2.00
Library Assistant	3.00	5.00	4.00	1.00
Library Manager	1.00	1.00	1.00	1.00
Library Associate	-	1.00	1.00	-
Library Program Coordinator	1.00	1.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00
Aquatics Manager	1.00	-	1.00	1.00
Aquatics Coordinator	1.00	-	-	-
Clerk III	0.75	0.75	0.75	0.90
Program Coordinator - Weed & Seed	1.00	1.00	1.00	1.00
Community Services Director	1.00	1.00	1.00	1.00
Community Relations Officer	-	1.00	1.00	1.00
Bus Driver	-	-	-	1.00
Clerk II	-	-	-	1.00
Transit Manager	-	-	-	-
Transit Operation Supervisor	-	-	-	1.00
Bus Driver - Part Time	-	-	-	2.49
Part-time Employee(s)	27.10	24.10	21.06	15.52
<b>Total Community Services</b>	<b>40.85</b>	<b>39.85</b>	<b>36.81</b>	<b>32.41</b>

Department and Position	FTE Counts			
	Actual		Budget	
	FY 2010	FY 2011	FY 2012	FY 2013
<b>Human Resources</b>				
Human Resources Director	-	1.00	1.00	1.00
Assistant Human Resources Director	-	1.00	1.00	1.00
<b>Total Human Resources</b>	<b>-</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Finance/Information Services</b>				
Accounting Clerk II	2.00	2.00	2.00	2.00
Accounting Clerk III	1.00	1.00	1.00	1.00
Clerk II	1.00	0.50	0.50	0.50
Finance Director	1.00	1.00	1.00	1.00
Senior Accountant	-	1.00	1.00	1.00
Information Services Manager	1.00	1.00	1.00	1.00
Information Systems Technician	1.00	1.00	1.00	1.00
IS Specialist/Network Administrator	2.00	2.00	2.00	2.00
<b>Total Finance/Information Services</b>	<b>9.00</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>
<b>Municipal Court</b>				
Municipal Court Clerk	2.00	1.50	2.00	2.00
Municipal Court Judge	0.25	0.10	0.10	0.10
Part-time Employee(s)	0.60	0.40	-	-
<b>Total Municipal Court</b>	<b>2.85</b>	<b>2.00</b>	<b>2.10</b>	<b>2.10</b>
<b>Police</b>				
Code Enforcement Officer	1.00	2.00	2.00	2.00
Evidence Technician	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	0.50
Police Captain	1.00	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00	1.00
Police Officer	28.00	25.00	25.00	25.00
Police Sergeant	4.00	4.00	4.00	5.00
Police Records Clerk	3.00	3.00	3.00	3.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Background Investigator	0.02	0.02	0.02	0.02
Part Time Employees	-	0.50	0.50	0.50
<b>Total Police</b>	<b>41.02</b>	<b>40.52</b>	<b>40.52</b>	<b>41.02</b>
<b>Public Works</b>				
<b>Surface/Water Collections</b>				
Sewer Line Maintenance Tach	1.00	1.00	1.00	1.00
Utility Worker II	1.00	3.00	3.00	3.00
Wastewater Assistant Superintendent	1.00	1.00	1.00	-
Collection Supervisor	-	-	-	1.00
<b>Total Surface/Water Collections</b>	<b>3.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Water</b>				
Clerk II	-	-	1.00	1.00
Utility Worker I	1.00	1.00	1.00	-
Utility Worker II	2.00	3.00	3.00	3.00
Utility Worker III	2.00	2.00	2.00	2.00
Water Operator I	1.00	1.00	1.00	1.00
Water Operator II	1.00	1.00	1.00	-
Water Plant Maintenance Tech	-	1.00	1.00	1.00

Department and Position	FTE Counts			
	Actual		Budget	
	FY 2010	FY 2011	FY 2012	FY 2013
Water Superintendent	1.00	1.00	1.00	1.00
Water Treatment Supervisor/Water Operator III	-	-	-	1.00
<b>Total Water</b>	<b>8.00</b>	<b>10.00</b>	<b>11.00</b>	<b>10.00</b>
<b>Wastewater</b>				
Clerk II	-	1.00	1.00	1.00
Industrial Waste Coordinator	1.00	1.00	1.00	1.00
Laboratory Technician	1.00	1.00	1.00	1.00
Utility Worker II	3.00	3.00	3.00	2.00
Wastewater Assistant Superintendent	1.00	1.00	1.00	-
Wastewater Maintenance Technician	1.00	1.00	1.00	2.00
Wastewater Operator I	1.00	1.00	1.00	1.00
Wastewater Operator III	-	-	-	1.00
Wastewater Operator III	1.00	1.00	1.00	1.00
Wastewater Supervisor	-	-	-	1.00
<b>Total Wastewater</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>
<b>Street</b>				
Clerk III	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	-
Maintenance/Support Division Manager	1.00	1.00	1.00	-
Street & Sewer Line Maintenance Supervisor	1.00	1.00	1.00	-
Utility Worker I	2.00	2.00	2.00	2.00
Utility Worker II	2.00	2.00	3.00	1.00
<b>Total Street</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>4.00</b>
<b>Facilities Maintenance</b>				
Custodian	2.00	3.00	3.00	3.00
Facility Maintenance Tech	1.00	1.00	1.00	-
<b>Total Facilities Maintenance</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>
<b>Garage</b>				
Mechanic	-	-	1.00	1.00
Mechanic Assistant	-	-	-	1.00
<b>Total Garage</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>2.00</b>
<b>Transit</b>				
Bus Driver	2.00	2.00	2.00	-
Clerk II	-	-	-	-
Transit Manager	-	1.00	1.00	-
Transit Operation Supervisor	1.00	1.00	1.00	-
Bus Driver - Part Time	9.14	2.14	3.86	-
<b>Total Transit</b>	<b>12.14</b>	<b>6.14</b>	<b>7.86</b>	<b>-</b>
<b>Parks Maintenance</b>				
Custodian	1.00	1.00	1.00	1.00
Grounds Maintenance Supervisor	1.00	1.00	1.00	1.00
Utility Worker I	2.00	2.00	1.00	1.00
Utility Worker II	1.00	1.00	1.00	1.00
<b>Total Parks Maintenance</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>

Department and Position	FTE Counts			
	Actual		Budget	
	FY 2010	FY 2011	FY 2012	FY 2013
<b>Public Works Administration</b>				
Administrative Assistant	1.00	1.00	1.00	1.00
Assistant City Engineer	1.00	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
Project Engineer	1.00	1.00	1.00	-
Construction Inspector/C.E. Technician	-	-	-	1.00
Public Works Director	1.00	1.00	1.00	1.00
Senior Engineering Technician	1.00	1.00	1.00	1.00
Water System Manager	1.00	1.00	1.00	1.00
Budget Analyst	1.00	1.00	1.00	1.00
Engineering Intern	-	1.00	1.00	-
<b>Total Public Works Administration</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
<b>Total Public Works</b>	<b>58.14</b>	<b>59.14</b>	<b>62.86</b>	<b>50.00</b>
<b>Total FTE</b>	<b>164.51</b>	<b>162.26</b>	<b>163.04</b>	<b>146.13</b>



# Chart of Accounts

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## ***Labor and Benefits***

5111	Regular Salaries
5111.000	Reg Sal Admin
5111.110	Reg Sal Field Services
5111.120	Reg Sal Support
5112	Part-Time Salaries
5112.010	Youth Sports
5112.011	Instruction
5112.012	Lifeguarding
5112.013	Cashiering
5112.014	Administration
5112.015	Custodial
5112.020	Adult Sports
5112.040	Summer Day Camp
5112.050	After School Club
5112.060	Arts & Culture
5112.070	Active Adult
5112.101	PAL Coordinator
5113	Temporary
5121	Overtime
5199	Intra-governmental Service
5211	Workers' Comp
5212	Social Security
5213	Med, Den, Life Ins.
5214	Retirement
5215	Long Term Disability Ins
5216	Unemployment Insurance
5217	Life Insurance

## ***Supplies and Services***

5311	Forms Various forms used by departments to collect information from the public.
5312	Maps Costs associated mainly with the Planning and Building Departments and Public Works.
5313	Paper
5314	Books For use by any department besides the library for purchase of reference books.
5315	Computer Supplies Any supply or equipment needed for personal computers within the department are held here.
5319	Other Office Supplies General consumable supplies and parts that are not otherwise listed.

- 5321      Cleaning Supplies  
           All cleaning supplies are accounted and budgeted for here.
- 5322      Lubricants  
           Oil, grease, various lubricants for machinery are housed in this account.
- 5323      Fuel  
           Fuel costs for all City vehicles.
- 5324      Clothing  
           All protective and uniform clothing is held in this account.
- 5325      Ag Supplies  
           Any supply for agriculture use. Includes small equipment that is not consumable and costs less than \$5,000 per item.
- 5326      Safety/Medicines  
           Safety equipment to include signs, cones, fire extinguishers, and other various equipment under \$5,000 in cost.
- 5327      Chemicals  
           Chemicals for water/sewer operations and the operation of the Aquatics Center.
- 5328      Lab Supplies  
           Houses the costs for lab supplies within the Waste Water Treatment Plant as well as the Water Division.
- 5329      Other Operating Supplies  
           Any other consumable supply not otherwise listed above.
- 5329.100   Events  
           This account, and the below are all program supplies tied to a certain division of Community Services.
- 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   Woodburn Reads Grant
- 5329.500   After School Club
- 5329.600   Recreation Admin
- 5329.700   Arts & Culture
- 5329.800   Active Adult
- 5329.900   Museum
- 5331      Construction Materials
- 5332      Fasteners  
           This is to include nails, screws, brackets and any other material used by the Public Works Department.
- 5333      Paint  
           Includes all types of paint for the general maintenance of buildings and streets.
- 5334      Plumbing Supplies  
           All supplies pertaining to plumbing under \$5,000 in cost.

- 5335 Electrical Supplies  
All supplies pertaining to electrical under \$5,000 in cost.
- 5336 HVAC  
All supplies pertaining to heating and cooling systems under \$5,000 in cost.
- 5337 Tires/Parts  
Tire costs for all City vehicles.
- 5338 Tools  
Tools that are not consumable and cost less than \$5,000 per item. Items of \$5,000 or more are considered capital outlay.
- 5339 Other Maintenance Supplies  
All other supplies used to maintain the City's infrastructure.
- 5341 Adult Materials  
Most of the following accounts are for use by the library and are categorized by their intended use.
  - 5341.001 Fiction
  - 5341.002 Non Fiction
  - 5342 Children's Materials
    - 5342.001 Juvenile Fiction
    - 5342.002 Juvenile Easy
    - 5342.003 Juvenile Non Fiction
    - 5342.004 Parents
    - 5342.005 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 Audio Video Materials
    - 5345.001 Audio
    - 5345.002 Visual
- 5347 Program Supplies  
Supplies used by the Community Services Department.
  - 5347.001 Program Supplies - Music in the Park
- 5348 Periodicals  
General subscriptions to subject appropriate periodicals are budgeted and accounted for here.
- 5349 Other Library Supplies
- 5351 Ammunition  
Used by the police to account for costs associated with firearm ammunition.
- 5352 Protective Clothing  
Protective clothing to be purchased by the Public Works Department
- 5353 Photographic Supplies  
Includes all costs associated with the evidence department within the Police

- Facility
- 5359 Other Police Supplies  
Any other consumable supply not otherwise listed above used only by the Police Department.
- 5361 Road Materials  
Any supply needed to maintain, construct or repair a road.
- 5362 Concrete
- 5363 Signs
- 5364 Culvert
- 5365 Guardrail
- 5369 Other Street Supplies  
Houses any other supply not mentioned above and pertaining to the Street Department
- 5371 Pipe
- 5372 Couplings
- 5373 Water Meters
- 5379 Other Water/Sewer Supplies  
Houses any other supply not mentioned above and pertaining to the Water Department
- 5379.001 Line Repair Supplies  
Supplies used to repair breaks in the abundant water mains throughout the City.
- 5379.002 Customer Service
- 5379.003 Pump Supplies
- 5379.004 Meter Parts
- 5379.005 Protective Equipment  
Equipment used to protect the user from danger is budgeted and accounted for in this account.
- 5379.006 Treatment/Storage Maintenance
- 5381 Turf  
This account contains any cost associated with the maintenance of the various lawns within the City.
- 5382 Flowering Plants
- 5383 Shrubs
- 5384 Trees  
This account and the above all account for the different plants that are purchased for the various parks within the City.
- 5385 Fertilizer
- 5389 Other Parks Supplies
- 5391 Inventory Stock
- 5392 Security Supplies
- 5399 Other Supplies  
All other supplies not mentioned above that are under \$5,000 in cost
- 5411 Engineering & Architect  
Contains internal engineering costs allocated to various construction funds for the construction of infrastructure.

- 5412        Legal
  - Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 5413        Management
- 5414        Accounting/Auditing
  - Costs associated with audit preparation
- 5415        Computer
  - All expenses related to the replacement of personal computers
- 5416        Medical
- 5417        Human Resources
- 5418        Risk Management
- 5419        Other Professional Services
  - Any other professional service rendered to the city from an outside agency
- 5419.001   SDC Methodology
- 5419.002   Parks Master Plan
- 5419.003   US Gauging Station Fees
- 5419.101   Temporary Help
- 5419.201   ToT Grants
- 5419.401   Sponsored Programs
- 5419.402   Contract Services-Youth
- 5419.403   Contract Services--Other
- 5419.404   PAL Grant
- 5419.405   Fiesta Services
- 5419.501   Testing/Lab
- 5419.707   Educational Outreach
- 5419.721   Downtown Grants
- 5419.722   Small Bus Loans
  - The above accounts all fall under professional services but pertain to a specific project/use
- 5421        Telephone/Data
  - All cell phone and telecommunications expenses are housed in this account
- 5422        Postage
  - Mailing costs whether US postal system or private carrier or courier services.
- 5423        Internet
  - Costs of accessing and maintaining an Internet Presence. Includes fees paid to providers and identifiable line or bandwidth costs
- 5424        Advertising
- 5425        Publication of Legal Note
- 5426        Contract Networks
- 5427        Training
  - Costs incurred for various training opportunities.
- 5428        IS Support
  - An internal service charge to all the funds that use the services of the IS Department
- 5429        Other Communication Services
  - Any other service cost for communication

- 5431 Lodging
- 5432 Meals
- 5433 Mileage
  - Mileage reimbursement comes out of this account for employees that use personal vehicles to travel for work purposes
- 5434 Airfare
- 5435 Car Rental
- 5439 Other Travel
  - Any other travel expense is budgeted and accounted for here
- 5443 Office Equipment
  - Office equipment that are not consumable and cost less than \$5,000 per item
- 5444 Vehicles
  - Houses all lease payments for Police vehicles.
- 5445 Work Equipment
- 5446 Software Licenses
  - Majority is spent within the Information Services Fund for licenses used throughout the Organization.
- 5446.915 NWS Upgrade
  - Separate account established to account for the latest software upgrade to New World Systems Logos.NET Framework.
- 5448 Internal Rent
  - Internal service charge for the allocation of facilities maintenance charges to all buildings owned by the City.
- 5449 Other Leases
- 5451 Natural Gas
  - NW Natural - natural gas bills.
- 5452 Water/Sewer
  - City water bills.
- 5453 Electricity
  - PGE electric bills.
- 5454 Solid Waste Disposal
  - Garbage collection and disposal costs.
- 5455 Cable TV
- 5456 Street Lighting
  - PGE Electric bills for street lights.
- 5459 Other Utilities
  - Any other utility bill not mentioned above.
- 5461 Auto
- 5462 Employee Blanket Bond
- 5463 Bldg/Personal Prop
- 5464 Workers' Comp
- 5465 General Liability
- 5466 Boiler/Machinery
- 5467 Inland Marine
- 5468 Deductible
- 5469 Other Insurance Costs

- All other insurance premiums paid that do not fall into an above account.
- 5471 Equipment Repair & Maintenance
- 5472 Buildings Repairs & Maintenance
- 5472.001 Fixture Repair
- 5473 Improvements Repair & Mai
- 5474 Structures Repair & Maintenance
- 5475 Vehicle Repair & Maintenance
- 5476 Laundry
  - This account accounts for the costs associated with the laundering of employee's work uniforms.
- 5477 Instrumentation & Calibration
- 5478 Playground Repair & Maintenance
- 5479 Other Repair & Maintenance
  - Other repair expenses not mentioned above.
- 5482 Tree Maintenance
  - Maintenance costs associated with trees in publicly owned areas.
- 5483 Sidewalks
- 5491 Dues & Subscriptions
- 5492 Registrations/Tuitions
- 5493 Printing/Binding
  - This account holds all costs associated with the printing of pamphlets, booklets and other documents out of house.
- 5494 Janitorial
  - All costs associated to hiring outside janitorial services.
- 5495 Court Costs
  - Costs incurred for successful operation of the Municipal Court
- 5496 Filing/Recording
- 5497 Entertainment/Admissions
- 5498 Permits/Fees
  - Turnover money to state agencies from building permit income.
- 5498.059 MC Permits
- 5498.159 MC State SurchARGE
- 5498.259 State Mfg Fee
- 5498.359 State SurchARGE
- 5499 Other Services
  - Accounts for any other service charges incurred.
- 5499.001 Regional Lib Services
- 5499.005 Grounds Maintenance Services
- 5499.101 Housing Rehab Loans
- 5499.102 Business Assistance Loans
- 5499.376 IF LOAN TIF
- 5499.466 IF LOAN WWDC
- 5499.911 911 Services
  - Turnover money to NORCOM for 911 tax collected.
- 5499.999 Bond Issuance Costs
  - Costs associated with the issuance of bonds.

5500	Banking Fees & Charges	Fees associated with our general checking and merchant services accounts.
5510	Bad Debt Expense	
5520	Grant Program	
5540	Loan Program	

***Capital Outlay***

5611	Land	
5612	Easements	
5613	Parks	
5621	Administrative	
5621.015	City Hall Security	
5621.042	Remodel FD Office	
5622	Libraries	
5622.016	Security Gates	
5622.038	LIBRARY CARPET	
5623	Park	
5623.001	Pool Resurfacing	
5623.002	Pool Electrical Panel	
5623.003	Pool Lights	
5623.011	Community Center	
5623.018	Engineering HVAC Pool	
5623.019	Duct Work at Pool	
5623.020	Freon Leak Repair	
5623.021	Evaporating Coil	
5623.044	Pool Roof	
5623.045	Pool Plaster	
5623.046	Pool Projects	
5624	Garage/Shop	
5625	Jails	
5629	Other Buildings	
5629.004	Museum Exterior	
5629.005	Museum Ceiling	
5631	Streets/Alleys/Sidewalks	
5631.012	Legion Park Road	
5632	Bridges	
5633	Parking	
5634	Water	
5635	Sewer	
5636	Storm Drains	
5637	Parks	
5637.008	Hermanson Pond Design	
5637.009	Greenway	
5637.010	Parks Comprehensive Plan	
5637.014	Settlemier Lighting	



5637.029	Front Street Park
5637.040	Centennial Park
5637.042	Legion Park Playground
5637.043	Centennial Park
5637.044	Lutheran Church Project
5637.050	Wyfells Park Trail
5639	Other Improvements
5639.013	Plaza
5639.017	Front Street Playground
5639.033	Burlingham Playground
5641	Office Furniture & Equip
5642	Passenger Vehicles
5643	Heavy Equipment
5644	Communications
5644.028	Call Accounting
5644.032	Dark Fiber to Police
5645	Computing
5645.006	Replacement Server
5645.007	Internet Info Server
5645.023	AS 400 Back Up
5645.024	Laser Fiche Web Link
5645.025	MS SQL Server Licenses
5645.026	Council Laptops
5645.031	Police Router
5645.036	SECURITY SUITE
5645.037	24 PORT SWITCH
5645.041	Novell Licenses
5645.101	Network
5646	Shop Tooling
5648	Systems/Control Equip
5649	Other Equipment
5649.027	Library Cameras
5649.034	GENERATOR
5649.035	AIR CONDITIONER
5649.039	PROJECTOR

***Debt***

***Service***

5711	Bond Principle
5712	Note Principle
5713	Lease Principle
5714	Interfund Principle
5719	Other Principle
5721	Bond Interest
5722	Note Interest
5723	Lease Interest

5724 Interfund Interest  
5724.101 Interfund Loan  
5729 Other Interest

***Transfers Out***

5811 Transfer to Other Funds  
5811.001 Transfer to General Fund  
5811.092 Transfer to General Op Reserve  
5811.110 Transfer to Transit  
5811.132 Transfer to Search & Seizure  
5811.135 Transfer to Rev Sharing  
5811.137 Transfer to Housing Rehab  
5811.138 Transfer to RSVP  
5811.139 Transfer to Cable Franchise  
5811.140 Transfer to Street  
5811.169 Transfer to Local Gas Tax  
5811.357 Transfer to Police Construction  
5811.358 Transfer to General CIP  
5811.360 Transfer to Special Assessment  
5811.363 Transfer to Storm CIP  
5811.364 Transfer to Parks SDC  
5811.376 Transfer to TIF  
5811.465 Transfer to Sewer Construction  
5811.466 Transfer to Water Construction  
5811.470 Transfer to Water  
5811.472 Transfer to Sewer  
5811.474 Transfer To Water SDC  
5811.478 Transfer to Surface Water  
5811.568 Transfer to Information Services  
5811.582 Transfer to T & E  
5811.583 Transfer to Building Maintenance  
5811.591 Transfer to Equipment Replace  
5811.690 Transfer to Library Endowment  
5811.691 Transfer to Museum Endowment  
5811.692 Transfer to Water Deposit  
5811.695 Transfer To Lavelle Black Trust Fund  
5811.901 Transfer to Payroll Clearing  
5811.915 Transfer Out  
5841.123 IF Loan to Fund 123  
5841.357 Interfund Loan Payment  
5841.358 Interfund Loan Payment

# Estimated Ending Fund Balances – June 30, 2013

	July 1, 2012 Balance	Increases	Decreases	June 30, 2013 Balance
<b>General Services</b>				
001 - General	\$ 1,800,000	\$ 11,125,000	\$ (11,160,675)	\$ 1,764,325
092 - General Operating Reserve *	73,000	-	(73,000)	-
358 - General Fund Capital Improvement	200,000	100,000	(100,333)	199,667
<b>Total General Services</b>	<b>\$ 2,073,000</b>	<b>\$ 11,225,000</b>	<b>\$ (11,334,008)</b>	<b>\$ 1,963,992</b>
<b>Special Services</b>				
110 - Transit	\$ 110,291	\$ 615,075	\$ (618,871)	\$ 106,495
123 - Building Inspection	7,000	415,081	(383,236)	38,845
132 - Search & Seizure	7,500	-	(7,500)	-
134 - Weed & Seed *	-	-	-	-
135 - State Revenue Sharing *	-	-	-	-
137 - Housing Rehab	225,000	22,750	(149,855)	97,895
138 - RSVP	9,000	46,189	(53,405)	1,784
139 - Cable Franchise	1,500	24,550	(26,050)	-
250 - Bonded Debt	64,000	650,800	(515,800)	199,000
252 - Bancroft Bond Redemption *	-	-	-	-
360 - Special Assessment	1,013,000	37,185	(205,594)	844,591
336 - Economic Development *	-	-	-	-
140 - Street	540,000	1,424,250	(1,322,357)	641,893
169 - City Gas Tax *	278,000	-	(278,000)	-
376 - Street/Storm SDC	5,078,000	629,222	(427,335)	5,279,887
363 - Street/Storm Cap Imp	615,000	2,231,039	(2,677,517)	168,522
364 - Parks SDC	300,000	9,000	(175,353)	133,647
<b>Total Special Services</b>	<b>\$ 8,248,291</b>	<b>\$ 6,105,141</b>	<b>\$ (6,840,873)</b>	<b>\$ 7,512,559</b>
<b>Utility Services</b>				
470 - Water	\$ 405,000	\$ 4,045,525	\$ (3,318,392)	\$ 1,132,133
466 - Water Well/Distribution Construction	4,835,000	532,661	(4,733,215)	634,446
474 - Water SDC	500,000	191,300	(633,086)	58,214
472 - Sewer	612,000	9,503,808	(6,365,664)	3,750,144
461 - Sewer Capital Improvement *	-	-	-	-
465 - WWTP Construction	16,400,000	232,153	(16,632,153)	-
475 - Sewer SDC *	145,000	-	(145,000)	-
478 - Surface Water/Collections *	52,000	-	(52,000)	-
377 - Storm Water System Development *	420,000	-	(420,000)	-
<b>Total Utility Services</b>	<b>\$ 23,369,000</b>	<b>\$ 14,505,447</b>	<b>\$ (32,299,510)</b>	<b>\$ 5,574,937</b>
<b>Miscellaneous Services</b>				
568 - Information Services	63,000	634,395	(666,508)	30,887
580 - Central Stores *	-	-	-	-
581 - Insurance	85,000	449,126	(534,126)	-
582 - Public Works Services	66,000	1,622,909	(1,541,684)	147,225
583 - Facilities Maintenance *	44,000	-	(44,000)	-
357 - Police Construction *	2,500	-	(2,500)	-
378 - PW Facility Construction *	-	-	-	-
591 - Equipment Replacement	552,087	211,000	(763,087)	-
690 - Library Endowment	25,900	100	-	26,000
691 - Museum Endowment	2,765	10	-	2,775
695 - Lavelle Black Trust	45,000	200	(10,000)	35,200
<b>Total Miscellaneous Services</b>	<b>\$ 886,252</b>	<b>\$ 2,917,740</b>	<b>\$ (3,561,905)</b>	<b>\$ 242,087</b>

\* As part of the ongoing Fund Consolidation Plan, these funds will be closed.

Only those funds that are considered Major and experience a greater than 10% increase/decrease in fund balance are discussed below.

**General Fund** – This fund is estimated to experience a 1.98% decrease in fund balance for the 2013 fiscal year. The balance budgeted is still well within the 10% required contingency and reserve of the total fund appropriation.

**Housing Rehab Fund** – The Woodburn Business Assistance Loan Program has been established in 2009 and is dependent upon limited funding. In years previous, this money has not been used, and in 2013 the appropriation has been increased to 100,000. This increase in the materials and services line item decreases the amount in contingency for 2012-13.

**Street/Storm Capital Improvement Fund** – The purpose of this fund is for street or storm capital improvement projects. The fund is designed to build up reserves over a few years and when a project comes due, appropriation is made. In 2013, some substantial projects are being planned with money from this fund. This explains the large decrease in fund balance.

**Water Fund** – The Water Well/Distribution Construction Fund housed debt that will now be accounted for in the Water Fund. The increase in fund balance is directly correlated to this transition.

**Water Well/Distribution Construction Fund** – See above

**Sewer Fund** – The WWTP Construction fund is transferring the debt service and required reserve to this fund. With the Sewer Revenue Bond refinance complete, this fund needs to hold a reserve of nearly 2.9 million. This explains the very large increase in estimated ending fund balance in this fund.

**WWTP Construction Fund** – See above.

# Woodburn Urban Renewal Agency



## Adopted Budget FY 2012-13

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**URA Debt Service – 720**  
General Information - Fiscal Year 2012-13

**Fund/Fund Number:** URA Debt Service - 720  
**Department/Department Number:** Finance - 151  
**Department Director:** Ignacio Palacios  
**Director Direct Phone Number:** 503-982-5211  
**Department Location:** City Hall  
**Person Preparing This Form:** Ignacio Palacios  
**Direct Phone Number:** 503-982-5211

**Description of purpose/functions of department:**

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

The Urban Renewal Board created the Downtown Grant and Loan Program in 2011-12, funding physical improvements to downtown properties. The Grant and Loan Program initially stated with \$240,000 which is available for downtown property owners and businesses.

**Fund Summary**

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>URA Debt Service</b>							
Revenue							
1,115,078	1,066,570	1,200,000	Fund Balance	1,650,000	1,480,000	1,480,000	1,480,000
567,785	592,800	540,000	Taxes	550,000	550,000	550,000	550,000
5,362	3,755	2,000	Misc	3,000	3,000	3,000	3,000
-	-	-	Other Financing Sources	4,000,000	4,000,000	4,000,000	4,000,000
<b>1,688,225</b>	<b>1,663,125</b>	<b>1,742,000</b>	<b>Total Revenues</b>	<b>6,203,000</b>	<b>6,033,000</b>	<b>6,033,000</b>	<b>6,033,000</b>
Expense							
-	-	44,964	Labor & Benefits	79,692	79,891	79,891	79,891
-	7,036	355,000	Supplies & Services	4,309,500	4,298,644	4,298,644	4,298,644
651,561	227,733	227,732	Debt Service	227,732	627,732	627,732	627,732
-	-	1,114,304	Conting'y & Unapprop	1,586,076	1,026,733	1,026,733	1,026,733
<b>651,561</b>	<b>234,769</b>	<b>1,742,000</b>	<b>Total Expenses</b>	<b>6,203,000</b>	<b>6,033,000</b>	<b>6,033,000</b>	<b>6,033,000</b>
<b>1,036,664</b>	<b>1,428,356</b>	<b>-</b>	<b>Revenue Over (Under) Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Fund Detail

2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description	2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
			<b>Fund: 720 - URA Debt Service</b>				
			Revenues				
			Department: 000 - Revenue				
			Fund Balance				
1,115,078	1,066,570	1,200,000	3081 Beginning Fund Balance	1,650,000	1,480,000	1,480,000	1,480,000
<b>1,115,078</b>	<b>1,066,570</b>	<b>1,200,000</b>	<b>Account Class Total - Fund Balance</b>	<b>1,650,000</b>	<b>1,480,000</b>	<b>1,480,000</b>	<b>1,480,000</b>
			Taxes				
567,785	592,800	540,000	3111 Property Tax	550,000	550,000	550,000	550,000
<b>567,785</b>	<b>592,800</b>	<b>540,000</b>	<b>Account Class Total - Taxes</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>
			Miscellaneous				
5,362	3,755	2,000	3611 Interest from Investments	3,000	3,000	3,000	3,000
<b>5,362</b>	<b>3,755</b>	<b>2,000</b>	<b>Account Class Total - Miscellaneous</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
			Other Financing Sources				
-	-	-	3916 Note Proceeds	4,000,000	4,000,000	4,000,000	4,000,000
<b>-</b>	<b>-</b>	<b>-</b>	<b>Account Class Total - Other Financing Sources</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>
<b>1,688,225</b>	<b>1,663,125</b>	<b>1,742,000</b>	<b>Department Total: 000 - Revenue</b>	<b>6,203,000</b>	<b>6,033,000</b>	<b>6,033,000</b>	<b>6,033,000</b>
<b>1,688,225</b>	<b>1,663,125</b>	<b>1,742,000</b>	<b>Revenues Total</b>	<b>6,203,000</b>	<b>6,033,000</b>	<b>6,033,000</b>	<b>6,033,000</b>



2009-10 Actual	2010-11 Actual	2011-12 Budget	Account Description		2012-13 Requested	2012-13 Proposed	2012-13 Approved	2012-13 Adopted
<b>Fund: 720 - URA Debt Service</b>								
<b>Expenditures</b>								
<b>Department: 151 - Finance</b>								
<b>Program: 1511 - Finance</b>								
<b>Labor and Benefits</b>								
-	-	27,192	5111	Regular Salaries	56,614	56,614	56,614	56,614
-	-	14	5211	Workers' Comp	23	24	24	24
-	-	2,080	5212	Social Security	4,331	4,331	4,331	4,331
-	-	8,829	5213	Med, Den, Life Ins.	3,164	3,164	3,164	3,164
-	-	6,589	5214	Retirement	14,453	14,453	14,453	14,453
-	-	109	5215	Long Term Disability Ins	228	228	228	228
-	-	82	5216	Unemployment Insurance	736	934	934	934
-	-	69	5217	Life Insurance	143	143	143	143
-	-	<b>44,964</b>	<b>Account Class Total - Labor and Benefits</b>		<b>79,692</b>	<b>79,891</b>	<b>79,891</b>	<b>79,891</b>
<b>Supplies and Services</b>								
-	45	55,000	5419	Other Professional Serv	69,000	58,144	58,144	58,144
-	-	115,000	5520	Grant Program	90,000	90,000	90,000	90,000
-	-	185,000	5540	Loan Program	150,000	150,000	150,000	150,000
-	<b>45</b>	<b>355,000</b>	<b>Account Class Total - Supplies and Services</b>		<b>309,000</b>	<b>298,144</b>	<b>298,144</b>	<b>298,144</b>
-	<b>45</b>	<b>399,964</b>	<b>Program Total: 1511 - Finance</b>		<b>388,692</b>	<b>378,035</b>	<b>378,035</b>	<b>378,035</b>
<b>Program: 9111 - Debt Service</b>								
<b>Supplies and Services</b>								
-	-	-	5412	Legal	4,000,000	4,000,000	4,000,000	4,000,000
-	6,991	-	5419	Other Professional Serv	500	500	500	500
-	<b>6,991</b>	-	<b>Account Class Total - Supplies and Services</b>		<b>4,000,500</b>	<b>4,000,500</b>	<b>4,000,500</b>	<b>4,000,500</b>
<b>70 - Debt Service</b>								
177,970	185,600	193,557	5711	Bond Principle	201,855	251,855	251,855	251,855
423,829	-	-	5719	Other Principle	-	-	-	-
49,762	42,132	34,175	5721	Bond Interest	25,877	375,877	375,877	375,877
<b>651,561</b>	<b>227,732</b>	<b>227,732</b>	<b>Account Class Total - Debt Service</b>		<b>227,732</b>	<b>627,732</b>	<b>627,732</b>	<b>627,732</b>
<b>651,561</b>	<b>234,724</b>	<b>227,732</b>	<b>Program Total: 9111 - Debt Service</b>		<b>4,228,232</b>	<b>4,628,232</b>	<b>4,628,232</b>	<b>4,628,232</b>
<b>651,561</b>	<b>234,768</b>	<b>627,696</b>	<b>Department Total: 151 - Finance</b>		<b>4,616,924</b>	<b>5,006,267</b>	<b>5,006,267</b>	<b>5,006,267</b>
<b>Department: 901 - Ending Fund Balance</b>								
<b>Program: 9971 - Equity</b>								
<b>Contingencies and Unappropriated Balances</b>								
-	-	772,304	5921	Contingency	1,244,076	684,733	684,733	684,733
-	-	342,000	5981.008	Reserve for URA Debt	342,000	342,000	342,000	342,000
-	-	<b>1,114,304</b>	<b>Account Class Total - Conting'y and Unaprop</b>		<b>1,586,076</b>	<b>1,026,733</b>	<b>1,026,733</b>	<b>1,026,733</b>
-	-	<b>1,114,304</b>	<b>Program Total: 9971 - Equity</b>		<b>1,586,076</b>	<b>1,026,733</b>	<b>1,026,733</b>	<b>1,026,733</b>
-	-	<b>1,114,304</b>	<b>Department Total: 901 - Ending Fund Balance</b>		<b>1,586,076</b>	<b>1,026,733</b>	<b>1,026,733</b>	<b>1,026,733</b>
<b>651,561</b>	<b>234,769</b>	<b>1,742,000</b>	<b>Expenditures Total</b>		<b>6,203,000</b>	<b>6,033,000</b>	<b>6,033,000</b>	<b>6,033,000</b>
<b>1,036,664</b>	<b>1,428,356</b>	-	<b>Fund Net</b>	<b>Total: 720 - URA Debt Service</b>	-	-	-	-

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# City of Woodburn

Five Year Forecast FY 2012-13 to 2016-17

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# City of Woodburn

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## Five Year Forecast For Years 2012-13 to 2016-17

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# Introduction

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## City of Woodburn Background

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 in population since it was first incorporated in 1899. The city originally began as a small farming and manufacturing community. Beginning in the 1960's Woodburn became a suburb of Salem and Portland with its proximity to I-5. Over the past 18 years, Woodburn has grown 74%. As of the census of 2000, there were 20,100 people residing in Woodburn. As of 2010, its population had risen to 24,080, a net rise of 19.8% over 2000, ranking it the 21<sup>st</sup> most-populated city in Oregon. The per capita income was \$16,357 (compared to \$26,171 for the state), and the median income for a family was \$42,519 (or 14% less than the state median household income).

## Purpose of the Forecast

The 5 Year Financial Forecast takes a forward look at the City's revenues and expenditures with the purpose of identifying financial trends, shortfalls and issues so the City can proactively address them. For the purposes of this year's financial outlook, we will 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. This is a change from the initial forecast that included beginning fund balance as operational revenue.

The financial forecast will serve as a basis of our financial plan – which will likely include 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 upcoming budget process, aiding both the City Manager and Council in establishing priorities and allocating resources appropriately. Responsible financial stewardship is imperative to provide for the current and future needs of our 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. Of the five years of forecast, the first year primarily reflects the projected ending balance for 2011-12. The remaining four years are based on a variety of assumptions applied to the 2011-12 ending projections. These assumptions are explained in the Appendix.

Our 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.

Forecasting of capital improvements to be funded from operating resources is based on available resources. 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. The impact of issuing debt is reflected in the Debt Service portion of the fund forecasts. Grants and developer contributions for capital improvements are included when there is a reasonable assurance of receipt.

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 will be examined to identify patterns in revenues, expenditures, and cash balances that may indicate financial instability or threats to sustainability of current operations.

## Executive Summary

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This report is a combined effort of all City staff. Each department provided insight into future year operating revenues and costs. Our 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 and Appendices provide detailed fund information, the executive summary will focus on the most significant issues facing the City. We have also included an organization chart in the appendix to aid you in understanding the City's departmental structure.

### 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

As a result of recent economic downturn and slow pace of recovery, Woodburn's population is expected to continue a slow pace of growth in the near future. Oregon as a whole is expected to grow with an annual population growth rate of 1.1 percent between 2010 and 2017. Oregon and the City of Woodburn's economic condition heavily influence the population growth. Woodburn's economy



determines the ability to retain local work force 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 Coming Months

- Personnel reorganization
- Reorganization of City departments
- Continued focus on stabilizing General Fund finances
- Fund structure reorganization
- As health care costs continue to rise and the uncertainty of the Universal Health Care Plan – staff is aggressively seeking alternatives to the current benefits structure and is focusing on finding a recommendation to bring to affected employees and employee groups.

### Issues in the Coming Year

#### **Stormwater**

Expenditures for this fund are projected to exceed the fixed amount funding transfer from the Sewer fund for the foreseeable future. While the projected Fund Balance for FY 2012-13 appears to be reasonable, the excess expenditures projected for the next several years will eliminate the Fund Balance. Staff is formulating a plan to address this issue.

### Issues Beyond One Year

#### **Water**

Water expenses have met or exceeded revenue collections from operations for the last several years. The fund balance has declined from \$635,000 in June 2006 to less than \$170,000 projected for June 2012. Given current projections, the fund balance will be negative as soon as FY 2015.

#### **General Fund**

New demands for services will need either new resources or program cuts in other areas. Currently, police coverage is 1.26 officers per 1,000 residents (recommended coverage is 1.50 per 1,000 residents). The challenge for the City will be to continue to provide a high level of service with continued flat revenues. Demand for park and recreation services are expected to continue to increase and put additional strain on the limited resources of the General Fund.

In addition, City Hall and Library improvements continue to be deferred. Staff is working on recommendations to fund improvements and alleviate pressure on capital needs.

#### **Transit**

As the economic downturn continues it will become increasingly difficult for the General Fund to sustain its \$151,000 contribution to the transit fund. The transit operation is aggressively seeking grants to fund operations and maintain and/or increase current levels of service.

#### **Streets**

Due to economic conditions Street SDC revenues have remained flat and are expected to remain flat. The City has committed to provided \$5.5 million to ODOT for the interchange project – of which the City has currently reserved \$4 million towards this obligation. The reserve amount and flat revenues have a

direct impact on the City's ability to provide for street capital projects. Additionally, the City may need to finance the remaining portion of the obligation.

### Issues for Administrative Attention

Not all of the issues that arise from the forecast need Council direction. Those listed here can be dealt with at an administrative level. The purpose of this forecast as noted previously is to point to areas of concern and allow staff and council to direct resources and focus to areas of need. This forecast is also intended to 'drive' the City's financial policies and assist in formulating need financial policies to guide staff and council in making informed decisions.

Based on 'forecasted concerns' the following 'general' financial policies are being implemented:

- Adopt policies and plans for capital asset acquisition, maintenance, replacement, and retirement.
- Develop a capital improvement plan that identifies priorities and time frames for undertaking capital projects and provides a financing plan for those projects. The plan, including both capital and related operating costs, should project at least five years into the future and should be fully integrated into the overall financial plan.
- Periodically evaluate the performance of programs and services.
- Identify cost effective opportunities where performance, efficiency and effectiveness measures can be developed and included as part of the basic budget materials and budget document.
- Monitor, measure and evaluate capital program implementation, especially for projects funded by restricted funds.
- Identify programs that should be self-sufficient.
- Review of established fees to ensure cost recovery is sufficient.
- Establish and adopt cost recovery policies for all other services with fees and charges not established by state statute. Opportunities for new fees and charges will need to be determined as part of this process.
- Continue to monitor indirect cost recovery for Internal Services Funds and evaluate the effectiveness of these charges. These indirect costs should be evaluated and updated periodically.

# General Fund

## Variances from Status Quo Assumptions

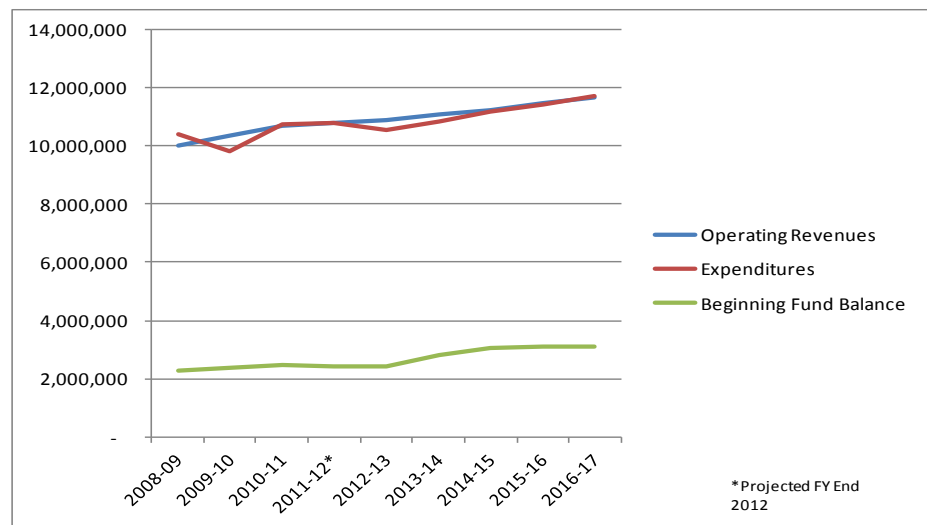
- None

## Key Assumptions

- Changes to staffing levels.
- The end of FY 2011-12 will see the benefit of the Library and Parks Maintenance reorganization.
- Cessation of Franchise Fee transfer to the Technical and Environmental Fund.

## Operating Position

Property taxes account for almost 69% of the annual resources in the General Fund. Tax growth is expected to grow at approximately 2% per year. This number is projected to increase if there are significant new developments within city limits. Franchise fees are the second largest revenue in this fund equating to 9% of total resources. Franchise fees



are taxes based on the gross revenues 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, Qwest, United Disposal, 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 7%. This type includes state and federal grants, 911 tax (911 tax revenues are turned over to NORCOM for dispatch services) and state cigarette, liquor and revenue sharing.

## Capital Projects – From Operating Revenues

There are no significant capital projects to be funded by the General Fund in the forecast.

## 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 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 clean up and maintenance of these parks. With the completion of first phase of the City's

Greenway project staff will be asked to maintain the trail. These potential cost increases are not included in the forecasts.

Police Staffing – Currently the local school district is experiencing the same budget difficulties as other jurisdictions within the State. The school district and the City share a School Resource Officer – with the district providing \$45,000 towards the officer’s funding. As budget tightens this funding could be lost.

## Funding Alternatives

As costs grow there either needs to be a corresponding reduction in other costs or new resources need to be generated. Possible new resources are presented below. Staff does not take a position for or against these options. They are presented for informational purposes. Franchise fees should be investigated in the upcoming fiscal year as a potential fund source.

Franchise Fee – The City levies a franchise fee on private utilities for the use of the City right of way. Currently, the City does not levy this franchise fee on its own utilities. As revenues in the General Fund continue to remain flat another potential funding source for the fund could be to levy a franchise fee on the Water, Sewer and Surfacewater funds. The initial franchise fee could be set from 3% to 5%. Potential revenues raised would be from approximately \$152,000 to approximately \$254,000, in the first year.

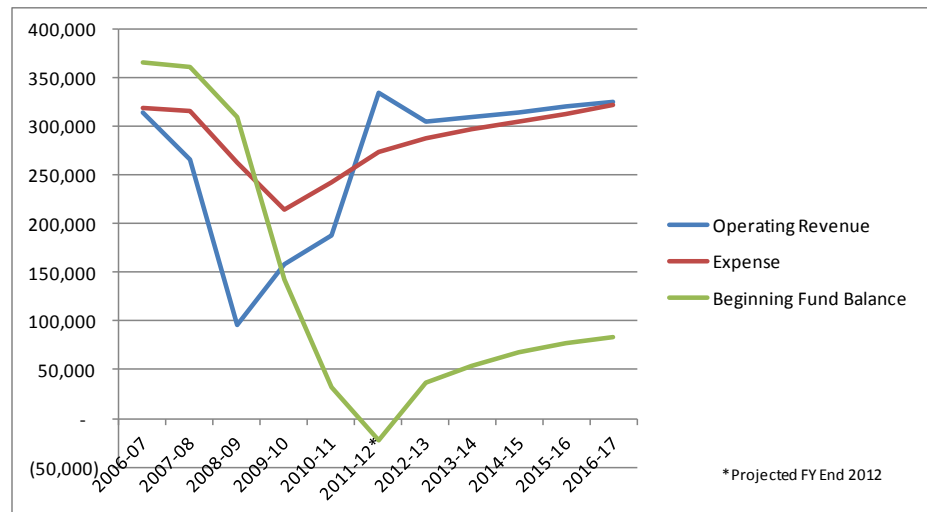
# Building Fund

## Variances from Status Quo Assumptions

- Permit revenues are based on approved increases beginning in FY 2012-13 and an expectation of increased commercial development in FY 2014-15.

## Operating Position

Revenues are based upon permits issued for new development and redevelopment that historically ebb and flow. Permits are collected prior to the work being done and therefore cash balances exist to pay for services to be performed in the future. The graph depicts the effects of the current downturn in new development starts. Future revenues are based on estimates of when specific projects might begin. Costs reflect cuts and reductions already in place. Additionally, the difference between operating revenues and expenses is the use of beginning fund balance to supplement the program through FY 2010-11. This is illustrated by the steep decline in beginning fund balance beginning in FY 2008-09.



Future revenues are based on estimates of when specific projects might begin. Costs reflect cuts and reductions already in place. Additionally, the difference between operating revenues and expenses is the use of beginning fund balance to supplement the program through FY 2010-11. This is illustrated by the steep decline in beginning fund balance beginning in FY 2008-09.

## Potential Impacts and Issues

Delays in developers submitting plans or starting construction will affect the bottom line. The City will closely monitor the actual revenues against the forecast and will take corrective action if necessary. This fund is projected to have sufficient resources to carry the program through the next five years.

A return to a 'normal' level of development will necessitate a return to historic staffing levels. Restoring the additional Building Inspector/Plans Examiner and increasing hours for existing staff would add approximately \$100,000 per year to the Building Program.

# Transit Fund

## Variations from Status Quo Assumptions

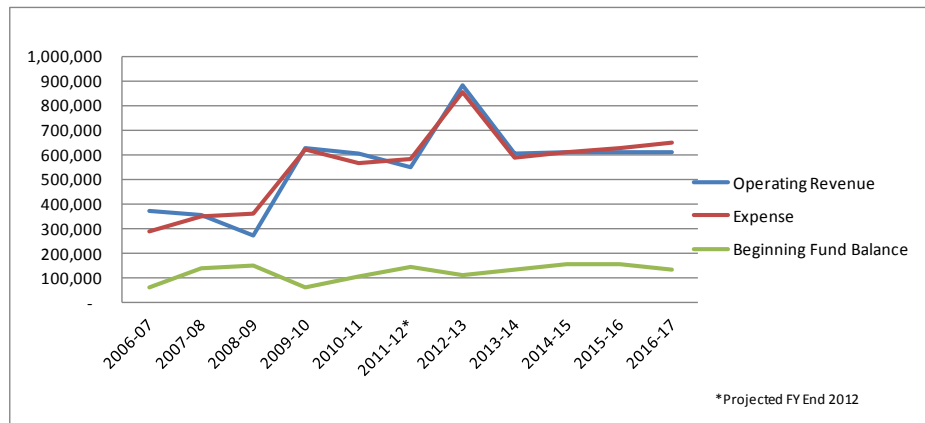
- Award of capital grants to replace one full size bus and provide for security enhancements

## Key Assumptions

- Ability to continue to obtain grant funding
- General Fund contribution remains stable for forecast period
- Fares remain consistent for forecast period
- Reorganization of Transit Program
- Expansion of operating hours

## Operating Position

The City's Transit system provides bus operations as well as Dial-a-Ride services for disabled citizens. The Transit operation is funded by a contribution of \$151,000 from the General Fund, approximately \$30,000 in fare revenue with the balance made up from State and Federal grants.



The graph depicts a future of expenditures exceeding revenues. A portion of the difference may be attributed to conservative estimates in payroll and materials and services costs. Management will continue to monitor the trends to ensure that a deficit does not occur and aggressively seek grant funding as it becomes available.

## Capital Projects – From Operating Revenues

Replacement of buses and vans is done as-needed and historically has been replaced when grant funding is available.

## Potential Impacts and Issues

As revenue constraints continue on the General Fund it will become increasingly difficult to make the continued contribution to the Transit system. Management will need to address this concern in order to ensure that the needed contribution is maintained and perhaps increased.

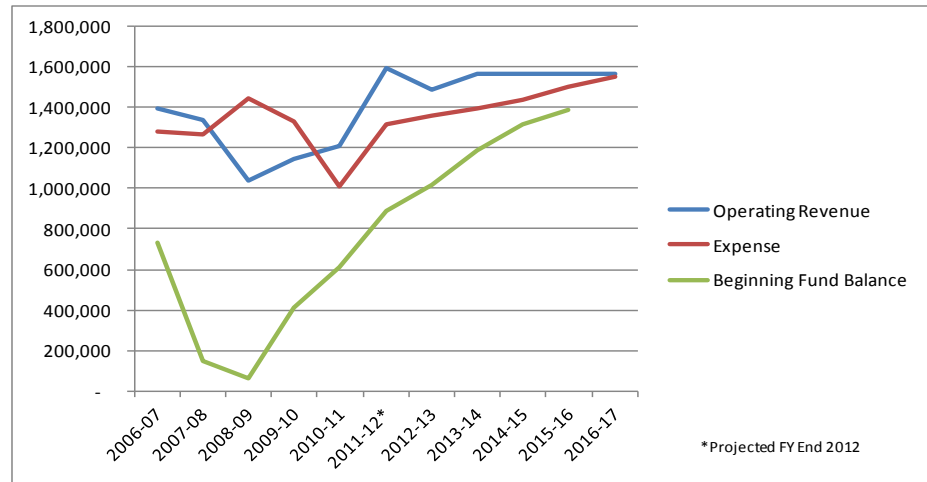
# Street Fund

## Variances from Status Quo Assumptions

- None

## Operating Position

Gas taxes distributed by the State are the primary resource for this fund. Taxes peaked in FY 2005-06 and have been in decline since. The 2009 Legislative Session approved increases in vehicle title and registration fees which became effective in 2010 and an increase in tax of 6 cents per gallon of gasoline became effective



January 2011. A referendum petition to repeal the new law failed to collect enough signatures. Revenues have begun to increase and should continue to do so for the next several years due to the phase-in of title, registration and weight fees.

Additionally, the Revenue Sharing Fund was collapsed into the Street and Local Gas Tax Funds (the construction portion of the Revenue Sharing Fund was transferred to the Local Gas Tax Fund). Street lights are now being paid for out of the Street Fund beginning in FY 2011-12. State shared revenues are now transferred in from the General Fund to provide funding for that expenditure.

## Capital Projects – From Operating Revenues

No significant capital projects are funded from this fund.

## Potential Impacts and Issues

Due to the increase in the gas tax, increases to 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.

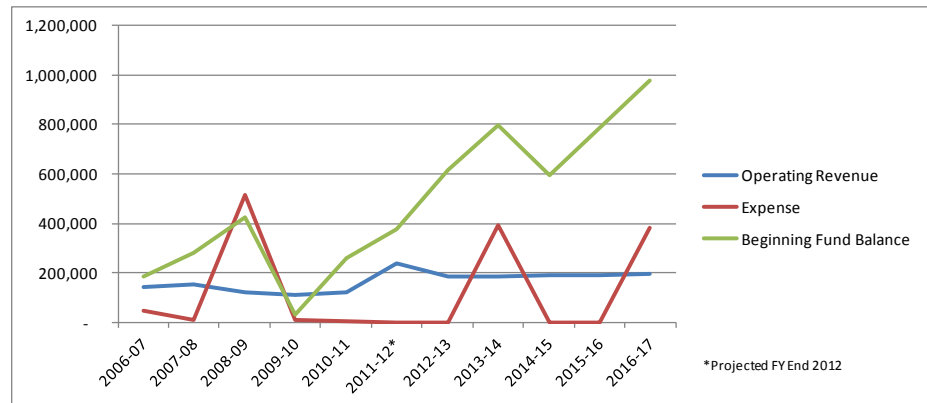
# City Gas Tax Fund

## Variances from Status Quo Assumptions

- Back taxes received from a local gas dealer amounting to \$70k

## Operating Position

In 1996 the City Council adopted a local gas tax for all fuels sold within the City of Woodburn of .01 cent per gallon. As revenues are collected – the revenues are reserved until such time there are sufficient funds available to carry a local street improvement project.



## Capital Projects – From Operating Revenues

Two local streets (Second Street from Oak to Harrison Street and Walton Way) are planned to be resurfaced in FY 2011-12. No other projects are planned until such time as adequate funding has accumulated to pay for additional projects or the reserved amount(s) can be leveraged for grant funding. For forecasting purposes capital projects have been included in FY 2013-14 and 2016-17.

## Potential Impacts and Issues

Historically, the City Gas Tax Fund has collected \$100k to \$120k per fiscal year in revenues. The amounts collected per fiscal year are expected to remain constant over the forecast period. As sufficient reserves become available, projects are planned and completed as part of the City's Capital Improvement Plan.



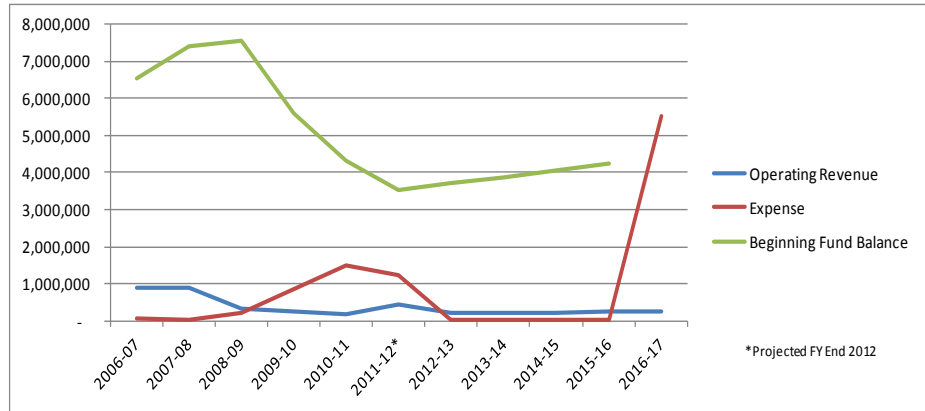
# Transportation Impact Fee

## Variations from Status Quo Assumptions

- SDCs are forecasted to remain flat through FY 2016-17
- Required \$4 million reserve maintained throughout the forecast period

## Operating Position

The Transportation Impact Fee Fund is dependent on development occurring – the slowdown in the economy and the slow recovery have a direct impact on the fund’s ability to carry significant capital improvements. In addition, the City has entered into agreement with the Oregon



Department of Transportation (ODOT) to provide a multimillion dollar payment for the City’s portion of the I5 Interchange project. As a result of that commitment a \$4 million reserve will be maintained in order to meet the commitment with ODOT.

## Capital Projects – From Operating Revenues

Due to the reserve commitment ongoing capital projects will be limited or canceled.

## Potential Impacts and Issues

As SDC revenues are forecasted to remain flat it may become necessary to fund the difference between the commitment to ODOT and the \$4 million reserve. Per this forecast, with no capital expenditures planned, the shortfall is estimated to be \$1 million.

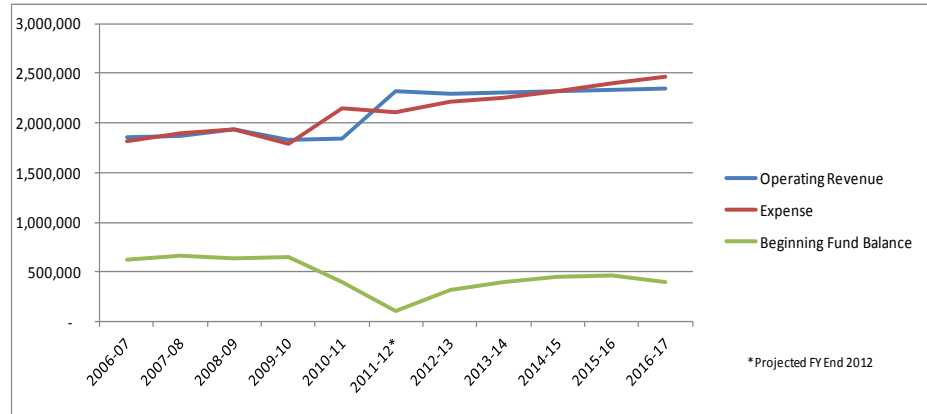
# Water Fund

## Variations from Status Quo Assumptions

- User Fees increase by 5% beginning FY 2013-14
- Reorganization of the Water Program

## Operating Position

Revenues and treatment costs are driven by consumption – which due to increased conservation efforts by the City should continue to decline over the forecast period. The 2001 Water Master Plan authorized the City’s last rate increase – those increases ended in FY 2006. The 2001 Water



Master Plan called for several treatment and raw water transmission line projects to be completed including the disinfection project (completed in FY 2007 and May 2011, respectively).

As the graph depicts expenses will exceed revenues beginning in FY 2012-13. This may be a result of conservative estimates in increases in associated payroll and materials and services costs. 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 conservation efforts continue to increase levels of service will become difficult to maintain. Management is recommending the 2001 Water Master Plan be updated as soon as possible to address the next phase in the City’s water system and continued efforts to maintain a high level of service.

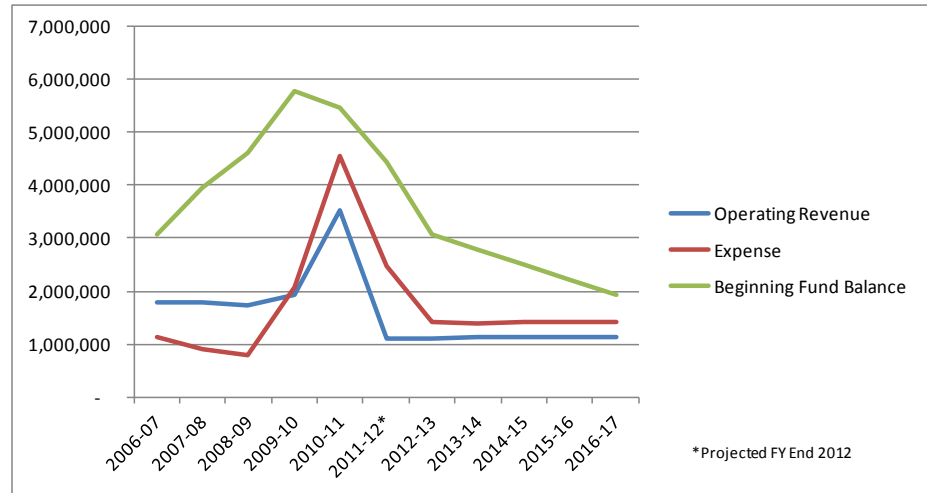
# Water Well/Distribution Construction Fund

## Variances from Status Quo Assumptions

- None

### Operating Position

The purpose of this fund is to accumulate funds to provide for major capital improvements and/or expansion of the City's water system. For FY 2011-12 – 40% of User Fees are being directed to this fund to be reserved for future capital projects. The current water system improvement loans and bonds are serviced from this fund.



### Capital Projects – From Operating Revenues

No significant capital projects are assumed for the forecast period.

### Potential Impacts and Issues

As personnel, material and services costs conservation efforts continue to erode the funding percentage available to reserve for future capital projects. The reserve will be difficult to maintain. Management is recommending the 2001 Water Master Plan be updated to address the next phase in the City's water system and continued efforts to maintain capital reserve for unforeseen capital needs.

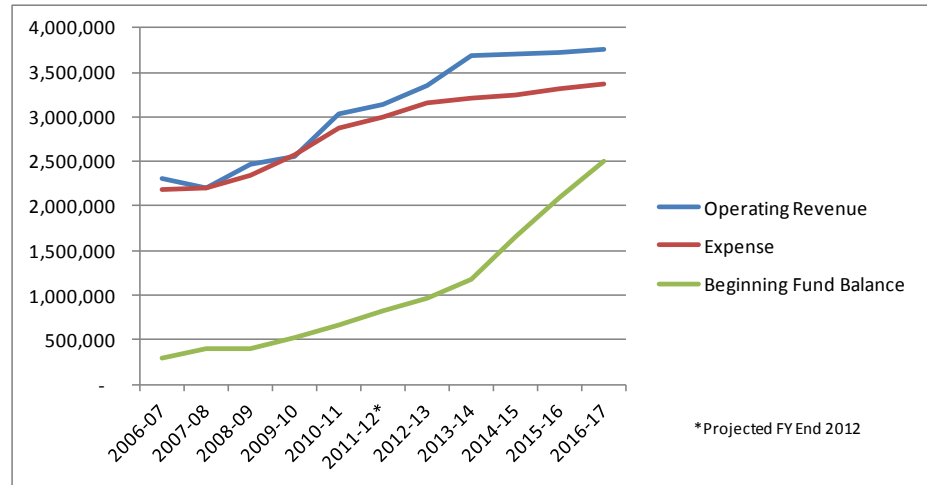
# Sewer Fund

## Variances from Status Quo Assumptions

- Rate increases of 9.5% per year through FY 2013-14

## Operating Position

In 2007 the City entered a Mutual Order Agreement with the Department of Environmental Quality that called for significant improvements to the City's wastewater treatment plant and system as part of the approval of the City's wastewater treatment permit. The City implemented those improvements beginning



in FY 2008-09 as part of a 20 year plan – the total cost of those required improvements will total \$94 million. To date the City has issued approximately \$19.5 million in loans for Phase I of the project. Phase II of the project will begin in FY 2011-12 – an additional \$23.5 million in loans/bonds have been issued to fund the second phase of the project.

To fund the on-going capital projects the City Council approved rate increase implemented in FY 2008-09 with the initial increases of 12.5%. Additional increases will take place through FY 2013-14 at 9.5% per year.

## Potential Impacts and Issues

Adopted rates are providing adequate revenues to fund operations for the forecast period – management continues to monitor revenues and expenses closely to ensure rates remain adequate.

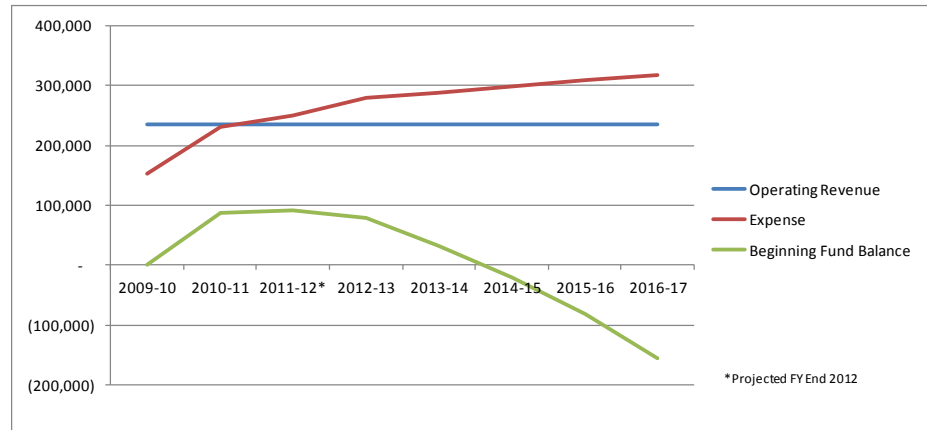
# Surfacewater Fund

## Variations from Status Quo Assumptions

- No dedicated Surfacewater fee included in forecast
- Beginning in the current fiscal year the fund begins to erode beginning fund balance

## Operating Position

In FY 2008-09 the city implemented its Surfacewater program. The program is funded via a transfer from the Sewer fund. The program allows for the maintenance of existing surfacewater infrastructure and proactive monitoring of infiltration issues before it becomes an issue for the sewer system.



## Potential Impacts and Issues

As personnel, material and services costs and conservation efforts continue to increase levels of service will become difficult to maintain – as no dedicated source of revenue exists to fund the program’s operations.

## Funding Alternatives

As costs grow there either needs to be a corresponding reduction in other costs or new resources need to be generated. Possible new resources are presented below. Staff does not take a position for or against these options. They are presented for informational purposes. Surfacewater fee should be investigated in the upcoming fiscal year as a potential fund source. An alternate proposal would be to collapse the program into sewer operations, which provides the transfer to the Surfacewater Program.

Surfacewater Fee – The City levies a stormwater fee to each utility account with the City of Woodburn to fund the surfacewater program. Each dollar assessed on utility accounts would raise approximately \$73,000.

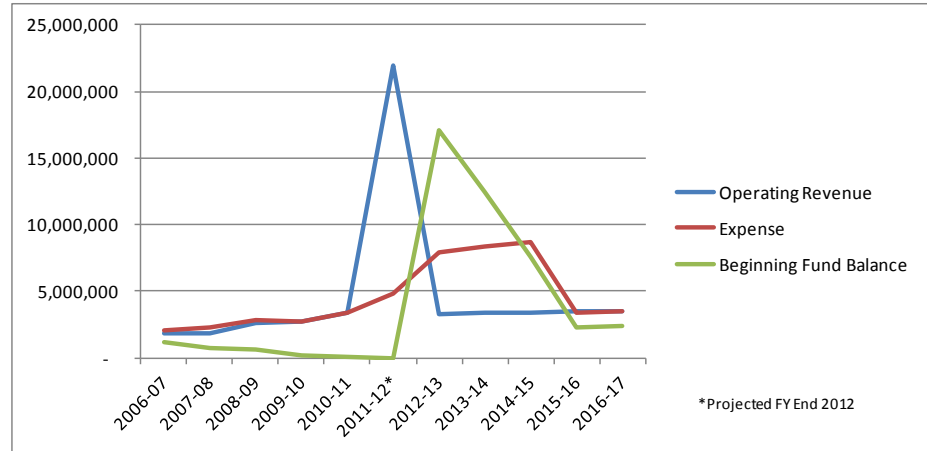
# Sewer Treatment Plant Construction Fund

## Variations from Status Quo Assumptions

- Rate increases of 9.5% per year through FY 2013-14

## Operating Position

As approved by the City Council rate increases have been instituted to allow for the funding of the required capital improvements to the City's infrastructure (Phase I) and treatment plant (Phase II and III). These user rates are split between the sewer operating and capital construction funds. As the



graph depicts Phase II debt will be issued in FY 2011-12 and construction will begin in the current fiscal year and should be completed over a two to three year period.

## Capital Projects – From Operating Revenues

User fees are allocated between operations and ongoing capital needs. That portion is being used to fund the debt issuance of \$18.5 million in FY 2011-12 to begin Phase II of treatment plant improvements and expansion.

## Potential Impacts and Issues

User fees (rates) will be closely monitored to ensure they are adequate to service outstanding and ongoing debt.

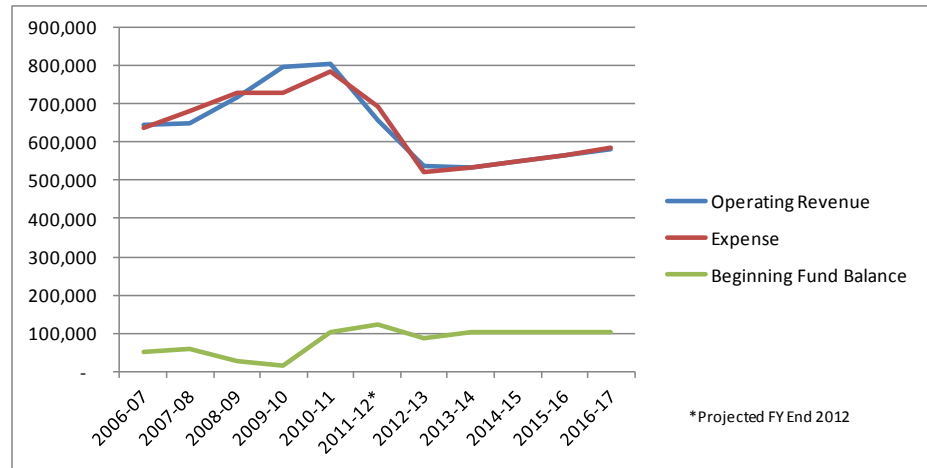
# Maintenance Fund

## Variations from Status Quo Assumptions

- Reorganization of maintenance program
- Maintenance program continues as a 'stand alone' fund

## Operating Position

The primary purpose of this program is to provide maintenance and custodial services to the City's buildings – City Hall, Library, Public Works buildings and Police campus. The total costs of the program are allocated to the using departments based on square footage. As the graph depicts revenues will continue to



exceed expenditure but it should be noted that this is for basic maintenance services – no capital projects or improvements are planned as part of those ongoing costs.

## Potential Impacts and Issues

As personnel, material and services costs continue to increase it will become increasingly difficult to provide funding for needed building improvements – those capital needs will be continued to be deferred.

# Remaining Funds

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## Fund Consolidation

As done in the initial forecast the Finance Department continues to review the need for further consolidation of funds into 'like' operations/funds. Finance will make any recommendations for consolidation as part of the FY 2012-13 Proposed Budget.

## Remaining Funds

The remaining twenty-two funds have dedicated revenue sources, are for a specific purpose, have nominal activity and/or will be retired in FY 2011-12. These funds have not been included as part of the five year forecast. Some of those funds include:

- Fund 358 – Police Construction – a small project will be completed in FY 2011-12
- Fund 690, 691 & 695 – Library and Museum Endowment – hold principal balance, only the interest earnings can be used on directed projects
- Fund 138 – RSVP – grant funded activities
- Fund 591 – Equipment Replacement – transfers are made from the Utility Funds and reserved for future equipment purchases
- SDC Funds – Water, Sewer, Surfacewater and Park SDC revenues are expected to remain flat and therefore no significant capital projects are planned for the forecast period.

As done the initial forecast the Finance Department continues to review the need for further consolidation of funds into 'like' operations/funds. Finance will make any recommendations for consolidation as part of the FY 2012-13 Proposed Budget.



# Major Assumptions – Revenues

## Major Operating Revenues

The City received about \$29.7 million in operating revenues last fiscal year. Approximately 67% of that total is accounted for in the seven revenue types noted below. The seven types are shown in the following table. Key assumptions for each revenue type are provided below:

Revenue	Actual FY 2011	as %
Property Taxes	8,418,668	28%
Franchise Fees	1,164,284	4%
Water Fees	3,305,753	11%
Sewer Fees	5,556,682	19%
Gas Taxes	1,116,011	4%
Licenses & Permits	225,155	1%
Use Fees	208,350	1%
<b>Total Major Revenues</b>	<b>19,994,903</b>	
Additional Revenue Sources	9,672,233	
<b>Total Revenue Sources</b>	<b>29,667,136</b>	

The remaining \$9.7 million in operating revenues includes interest income, court fines library and park fees, grants, state share revenues, loan proceeds and internal service charges.

## Revenue Assumptions

### Property Taxes – General Fund

Taxes are based on assessed value which is determined by the county Assessor. Generally, assessed values grow by 3% per year as allowed by the State Constitution. There is no correlation between real market value and assessed value. In addition to the 3% growth, an estimate is provided for expected new development. The city’s tax rate remains stable at \$6.0534 per \$1,000 of assessed value.

### 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% to 8%. Franchise fees are assessed on telecommunication, cable television, natural gas, electric utilities, ambulance and garbage. These revenues are expected to remain flat for the forecast period.

### Utility User Charges

Water: The forecast assumes a nominal 1% annual increase due to new development, with a forecasted rate increase beginning FY 2013-14

Sewer: As with water, the forecast assumes a 1% annual increase for growth. A rate increase of 9.5% per year through FY 2013-14 has been adopted by the City Council.

### Gas Taxes

The increase to the State Gas Tax is reflected in the forecast period. The forecast estimates a growth of 3% 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.

**Other Resources**

**Bond Sales**

None planned.

**Transfers In – Operating Funds**

This category relates to services one fund, e.g. the Information Services Fund, charges another for services provided. These types of transfers are forecasted to remain stable over the forecast period. Overhead charges for engineering services are charged to capital projects on an hourly basis.

## Major Assumptions – Expenditures

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### Personal Services

Combined wages are assumed to increase by 1.5% to 3.0% per year. Wages are expected to increase via cost of living adjustments of 0% to 3% plus an average 3% merit increase. Benefit changes are related to retirement and health insurance. Recently approved retirement increases are reflected in FY 2011-12 with a 10% increase in FY 2012-13 and then by 5% per year increase for the remaining four year period. Insurance is not expected to increase in FY 2011-12 and increases 1 to 2.2% for the remaining four years. This assumes significant changes to health care plans in the final three years of the forecast period.

### Material and Services

Impacts of inflation are assumed to remain minor over the five years remaining stable over the forecast period ranging from 3% to 4%. Certain costs which are not affected by inflation are excluded from these estimates, e.g. insurance and workers compensation premiums.

### Capital Equipment

The Public Works funds' maintain a replacement reserve for capital equipment replacement and is funded via transfers from the Water, Streets and Sewer funds. The General Services funds replace equipment on an as needed basis.

### Debt Service

Estimates are based on amortization schedules for outstanding debt issues.

### Other Uses

#### **Transfers Out**

This is the counter-part to transfers in category. Transfers out from operating funds are primarily for administrative services provided by the Information Services and Building Maintenance Funds. Transfers out from capital project funds are primarily for engineering services and project administration provided by department within the Technical & Environmental Services fund.

# Glossary

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## **Add Packages**

An increase in the level of service provided and/or changes to revenues not previously approved by Council action.

## **Available Balance**

Undesignated Contingency plus Recurring Revenues less Recurring Expenditures

## **Capital Projects**

New Construction and major repairs to the City's fixed assets.

## **Carryover Balance**

The amount of cash that is brought forward from one fiscal year to the next.

## **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 on-going revenues.

## **Reserve Balance**

Fiscal year-end balance of cash that is restricted either by legal or policy decision. Examples include debt service reserves and amounts accumulated for specific use in a future year. Designated contingency is the primary component of this balance.

## **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

**Contingency**

The portion of a fund's balance that is not restricted for a specific purpose and is available for emergency appropriation via council action

## Appendices

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	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Budget 2011-12	Projected FY End 2011-12	5 Year Projections				
							2012-13	2013-14	2014-15	2015-16	2016-17
<b>001 General Fund</b>											
<b>000 Revenue</b>											
Charges for goods and services											
Recreation Trust	1,413	12,628	48,437	23,697	-	35,546	36,079	36,620	37,169	37,801	38,444
Reimbursements	9,576	12,287	2,818	42,616	75,000	63,925	64,883	65,857	66,844	67,981	69,137
Reimbursement--Training				600	-	900	914	927	941	957	973
Sale of Bid Documents		1,150				-					
Sale of Documents	2,272	2,032	235	35	1,000	53	53	54	55	56	57
Charges for goods and services Total	13,261	28,097	51,490	66,948	76,000	100,423	101,929	103,458	105,010	106,795	108,610
Franchise Fees											
Franchise	64		2,581	3,246	-	4,870					
Franchise Fee Sprint	179		9,000			-	-	-	-	-	-
Franchise Fee, Gervais Te	19,033	24,698	20,834	3,827	16,000	17,000	17,255	17,514	17,777	18,079	18,386
Franchise Fee, NW Natural	169,120	145,722	143,551	174,595	160,000	180,000	182,700	185,441	188,222	191,422	194,676
Franchise Fee, PGE	568,945	621,269	587,815	-	600,000	610,000	619,150	628,437	637,864	648,707	659,736
Franchise Fee, Qwest	84,041	84,058	72,428	49,374	84,000	84,000	85,260	86,539	87,837	89,330	90,849
Franchise Fee, United Dis	106,651	100,199	169,330	135,205	105,000	190,000	192,850	195,743	198,679	202,056	205,491
Franchise Fee, W Ambulanc	14,354	8,613	11,483	8,613	10,000	12,919	13,113	13,309	13,509	13,739	13,972
Franchise Fee, Wave BB	53,101	75,616	76,608	60,263	60,800	90,394	91,750	93,127	94,524	96,130	97,765
Matrix				61	-	91	-	-	-	-	-
Preferred LD Franchise	572	442	316	32	-	48	50	50	50	50	50
Federal Grants Indirect		46,945	16,124	4,576	-	6,864	6,966	7,071	7,177	7,299	7,423
State Cigarette Tax	36,349	34,170	35,613	21,910	33,000	32,865	33,358	33,858	34,366	34,950	35,544
State Grants	18,104	8,810	8,650	-	10,000	-	-	-	-	-	-
State Liquor Proration	279,176	241,564	297,296	201,911	250,000	230,000	233,450	236,952	240,506	244,595	248,753
State Revenue Sharing				171,169	230,000	215,000	218,225	221,498	224,821	228,643	232,530
Intergovernmental Total	333,629	331,489	357,683	399,565	523,000	484,728	491,999	499,379	506,870	515,487	524,250
Licenses and Permits											
Business License	30,165	47,795	44,445	23,675	38,000	35,513	36,045	36,586	37,135	37,766	38,408
Filming Permits	1,000					-	-	-	-	-	-
Other License	6,815	4,754	6,538	2,382	2,500	3,573	3,627	3,681	3,736	3,800	3,864
Taxicab Permits			3,390	2,944	2,500	3,000	2,200	2,000	2,200	2,000	2,000
Licenses and Permits Total	37,980	52,549	54,373	29,001	43,000	42,086	41,872	42,267	43,071	43,566	44,272
Misc											
Adopt a Park Donations		250				-	-	-	-	-	-
Cash Long and Short	(950)	(10,658)	(281)	26	-	38	-	-	-	-	-
Copies--Library				0	-	0	-	-	-	-	-
Deposit Difference	5,853	109	19	(108)	-	(163)	-	-	-	-	-
Donations-Other				45	-	68	-	-	-	-	-
Fraud Loss	(8,704)					-	-	-	-	-	-
Other Miscellaneous Incom	22,067	81,048	23,440	21,002	25,000	31,502	30,000	30,000	30,000	30,000	30,000
Rent-Norcom	21,000	22,537	-	-	22,000	22,000	22,000	22,000	22,000	22,000	22,000
Sale of Surplus Property	4,187					-	-	-	-	-	-
Urban Renewal	2,650	29,907	-	-	6,500	-	-	-	-	-	-
Misc Total	46,104	123,192	23,177	20,964	53,500	53,446	52,000	52,000	52,000	52,000	52,000
Other Financing Sources											
Interfund Loan Proceeds			340,966			-	-	-	-	-	-
Other Financing Sources Total			340,966			-	-	-	-	-	-
Taxes											
911 Tax				-	118,600	-	-	-	-	-	-
Hotel/Motel Tax	270,987	214,782	255,643	197,489	220,000	210,000	213,150	216,347	219,592	223,326	227,122
Pmt in Lieu of Taxes	30,835	26,979	28,381	12,770	28,000	19,155	19,442	19,734	20,030	20,370	20,716
Property Tax	6,912,899	7,180,954	7,174,755	6,770,538	7,495,000	7,300,000	7,409,500	7,520,643	7,633,452	7,763,221	7,895,196
Taxes Total	7,214,722	7,422,715	7,458,779	6,980,797	7,861,600	7,529,155	7,642,092	7,756,723	7,873,074	8,006,916	8,143,034
Transfers in											
Transfer From Central Stores				900	1,800	-	-	-	-	-	-
Transfers in Total				900	1,800	-	-	-	-	-	-
<b>000 Revenue Total</b>	<b>8,661,757</b>	<b>9,018,658</b>	<b>9,380,415</b>	<b>7,933,390</b>	<b>12,022,554</b>	<b>9,399,159</b>	<b>9,532,020</b>	<b>9,673,986</b>	<b>9,818,485</b>	<b>9,984,277</b>	<b>10,153,091</b>
<b>151 Finance</b>											

	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Budget 2011-12	Projected FY End 2011-12	5 Year Projections				
							2012-13	2013-14	2014-15	2015-16	2016-17
Charges for goods and services											
Lien Search Revenue	10,388	13,350	13,850	10,525	9,000	12,000	12,180	12,363	12,548	12,761	12,978
Charges for goods and services Total	10,388	13,350	13,850	10,525	9,000	12,000	12,180	12,363	12,548	12,761	12,978
Misc											
Interest from Investments	52,969	55,848	61,297	39,474	25,000	59,211	27,000	29,000	28,000	28,000	28,000
Misc Total	52,969	55,848	61,297	39,474	25,000	59,211	27,000	29,000	28,000	28,000	28,000
<b>151 Finance Total</b>	<b>63,357</b>	<b>69,198</b>	<b>75,147</b>	<b>49,999</b>	<b>34,000</b>	<b>71,211</b>	<b>39,180</b>	<b>41,363</b>	<b>40,548</b>	<b>40,761</b>	<b>40,978</b>
<b>181 Court</b>											
Fines and Forfeits											
Court Fines	487,459	679,430	599,996	380,811	500,000	571,216	579,784	588,481	597,308	607,462	617,789
Fines and Forfeits Total	487,459	679,430	599,996	380,811	500,000	571,216	579,784	588,481	597,308	607,462	617,789
Misc											
Cash Long and Short		6	(27)	(140)	-	(211)					
Misc Total		6	(27)	(140)	-	(211)					
<b>181 Court Total</b>	<b>487,459</b>	<b>679,436</b>	<b>599,969</b>	<b>380,670</b>	<b>500,000</b>	<b>571,005</b>	<b>579,784</b>	<b>588,481</b>	<b>597,308</b>	<b>607,462</b>	<b>617,789</b>
<b>211 Police</b>											
Charges for goods and services											
Police Reimbursements			-	-	2,631	-	-	-	-	-	-
Reimbursements	-		60	380	17,000	570	579	587	596	606	616
Reimbursements SD	63,908	536	47,300	23,193	45,000	34,790	35,311	35,841	36,379	36,997	37,626
Reimbursement--Training	-	2,400	4,306	2,700	5,000	4,050	4,111	4,172	4,235	4,307	4,380
Weed & Seed	-					-					
Charges for goods and services Total	63,908	2,936	51,666	26,273	69,631	39,410	40,001	40,601	41,210	41,910	42,623
Fines and Forfeits											
Alarm Fee	330	-	28	-	1,000	-	-	-	-	-	-
Police Training Surcharge	12,079	(4,143)	19,653	9,158	23,000	13,737	13,943	14,152	14,364	14,609	14,857
Towing Fee	51,656	45,048	55,350	42,900	52,000	64,350	65,315	66,295	67,289	68,433	69,597
Fines and Forfeits Total	64,065	40,905	75,031	52,058	76,000	78,087	79,258	80,447	81,654	83,042	84,454
Intergovernmental											
Federal Grants	50,172	-	-	-	36,610	30,000	30,450	30,907	31,370	31,904	32,446
Federal Grants Indirect					77,250	70,000	71,050	72,116	73,197	74,442	75,707
State Grants	48,360	9,405	8,780	8,350	20,000	12,525	12,713	12,904	13,097	13,320	13,546
Intergovernmental Total	98,532	9,405	8,780	8,350	133,860	112,525	114,213	115,926	117,665	119,665	121,700
Misc											
Donations-Other			15,000			-	-	-	-	-	-
Donations-Police	25,533	100	100	204	5,000	306	311	315	320	325	331
Other Miscellaneous Incom	5,507	2,178	13,010			-	-	-	-	-	-
Sale of Surplus Property	1,665					-	-	-	-	-	-
Misc Total	32,704	2,278	28,110	204	5,000	306	311	315	320	325	331
<b>211 Police Total</b>	<b>259,209</b>	<b>55,523</b>	<b>163,586</b>	<b>86,885</b>	<b>284,491</b>	<b>230,327</b>	<b>233,782</b>	<b>237,289</b>	<b>240,848</b>	<b>244,943</b>	<b>249,107</b>
<b>311 Library</b>											
Charges for goods and services											
Museum Admission	60					-	-	-	-	-	-
Rural Readers' Fees	3,561	3,381	3,524	1,532	4,000	2,298	2,332	2,367	2,403	2,444	2,485
Charges for goods and services Total	3,621	3,381	3,524	1,532	4,000	2,298	2,332	2,367	2,403	2,444	2,485
Fines and Forfeits											
Library Fines	11,871	13,817	14,190	7,644	12,000	11,466	11,638	11,812	11,989	12,193	12,400
Fines and Forfeits Total	11,871	13,817	14,190	7,644	12,000	11,466	11,638	11,812	11,989	12,193	12,400
Intergovernmental											
Gates Library Grant			580	2	-	3	3	3	3	3	3
Ready to Read Grant	4,346	4,021	2,852	3,258	3,500	4,887	4,960	5,035	5,110	5,197	5,285
Regional Library Services	87,044	75,060	89,806	50,917	75,000	87,376	88,687	90,017	91,367	92,921	94,500
Intergovernmental Total	91,390	79,081	93,238	54,177	78,500	92,266	93,650	95,055	96,480	98,121	99,789
Misc											
Donations-Library	20,052	166	505	103	-	154	156	159	161	164	167
Donations-Museum	150		100			-	-	-	-	-	-
Friends of Library Sales				195	-	293	297	302	306	311	317
Lost Book Revenue	1,718	3,834	2,698	2,406	2,000	3,610	3,664	3,719	3,774	3,839	3,904
Misc Total	21,920	3,999	3,303	2,704	2,000	4,056	4,117	4,179	4,242	4,314	4,387



	Actual	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>311 Library Total</b>	<b>128,802</b>	<b>100,278</b>	<b>114,254</b>	<b>66,057</b>	<b>96,500</b>	<b>110,086</b>	<b>111,737</b>	<b>113,413</b>	<b>115,114</b>	<b>117,071</b>	<b>119,062</b>
<b>421 Recreation</b>											
Charges for goods and services											
Active Adult	(598)	6,297	2,508	9,104	13,000	13,656	13,861	14,069	14,280	14,523	14,769
Administration	5,500	3,229	1,776	438	1,000	656	666	676	686	698	710
Adult Program	9,205	1,056	5,791			-	-	-	-	-	-
Adult Sports	18,449	24,375	33,556	16,467	35,000	30,000	30,450	30,907	31,370	31,904	32,446
After School Club	61,553	42,688	979	50,017	50,000	55,000	55,825	56,662	57,512	58,490	59,484
Arts & Culture	-	23,500	(15)	50	-	75	76	77	78	80	81
Event Admission	700	3,130	6,539	4,924	-	7,387	7,497	7,610	7,724	7,855	7,989
Fiesta Events		1,000	17,262			-	-	-	-	-	-
Sponsorship Revenue	1,475	7,711	-	150	5,000	225	228	232	235	239	243
Teen Program Revenue	258	1,438	-			-	-	-	-	-	-
Youth Program	25,081	28,191	23,259	7,899	23,000	11,849	12,026	12,207	12,390	12,600	12,815
Youth Sports	16,519	18,711	21,109	23,345	24,000	35,018	35,543	36,076	36,617	37,240	37,873
Charges for goods and services Total	138,142	161,326	112,763	112,394	151,000	153,865	156,173	158,516	160,893	163,629	166,410
Intergovernmental											
Land o Frost Grant	6,600		7,500			-					
PAL - Teen Prog Grant		-	26,025	11,569	30,000	28,000	28,420	28,846	29,279	29,777	30,283
Police Athletic Assoc	4,656					-					
Intergovernmental Total	11,256	-	33,525	11,569	30,000	28,000	28,420	28,846	29,279	29,777	30,283
Misc											
Donations-Parks		2,050	300	100	-	150					
Misc Total		2,050	300	100	-	150	-	-	-	-	-
<b>421 Recreation Total</b>	<b>149,398</b>	<b>163,376</b>	<b>146,588</b>	<b>124,063</b>	<b>181,000</b>	<b>182,015</b>	<b>184,593</b>	<b>187,362</b>	<b>190,172</b>	<b>193,405</b>	<b>196,693</b>
<b>431 Swimming Pool</b>											
Charges for goods and services											
Concession Sales	15,823	14,219	12,378	7,631	17,000	11,447	12,019	12,620	13,251	13,914	14,610
Fitness Classes				-	10,000	-	-	-	-	-	-
Pool Admissions	83,208	79,705	79,088	54,501	97,000	99,252	104,214	109,425	114,896	120,641	126,673
Pool Memberships	30,632	31,502	26,250	11,875	45,000	17,812	18,703	19,638	20,620	21,651	22,733
Pool Rentals	10,055	10,029	10,732	8,433	15,000	12,649	13,281	13,945	14,643	15,375	16,144
Resale of Merchandise	7,214	6,465	5,007	6,121	13,000	9,181	9,640	10,122	10,628	11,160	11,718
Sponsorships				7,525	7,000	11,288	11,852	12,444	13,067	13,720	14,406
Swimming Lessons	52,640	48,855	45,505	19,146	47,000	28,718	30,154	31,662	33,245	34,907	36,653
Towels/Misc				-	4,000	-	-	-	-	-	-
Charges for goods and services Total	199,570	190,775	178,959	115,231	255,000	190,347	199,864	209,857	220,350	231,368	242,936
Misc											
Cash Long and Short	10	37	76	259	-	389	394	400	406	413	420
Misc Total	10	37	76	259	-	389	394	400	406	413	420
<b>431 Swimming Pool Total</b>	<b>199,580</b>	<b>190,812</b>	<b>179,035</b>	<b>115,490</b>	<b>255,000</b>	<b>190,735</b>	<b>200,258</b>	<b>210,257</b>	<b>220,756</b>	<b>231,781</b>	<b>243,356</b>
<b>499 Community Services Admin</b>											
Misc											
Donations-Parks	-	624				-	-	-	-	-	-
Facilities Rent	10,071	24,250	3,848	1,475	2,000	2,213	2,246	2,279	2,314	2,353	2,393
Misc Total	10,071	24,874	3,848	1,475	2,000	2,213	2,246	2,279	2,314	2,353	2,393
<b>499 Community Services Admin Total</b>	<b>10,071</b>	<b>24,874</b>	<b>3,848</b>	<b>1,475</b>	<b>2,000</b>	<b>2,213</b>	<b>2,246</b>	<b>2,279</b>	<b>2,314</b>	<b>2,353</b>	<b>2,393</b>
<b>511 Planning</b>											
Charges for goods and services											
Planning Fees	36,040	52,563	41,580	15,627	42,000	25,000	25,375	25,756	26,142	26,586	27,038
T&E Planning Develop Fee	10,518	10,924	14,758	5,055	13,000	7,582	7,696	7,811	7,928	8,063	8,200
Charges for goods and services Total	46,557	63,487	56,338	20,681	55,000	32,582	33,071	33,567	34,070	34,650	35,239
<b>511 Planning Total</b>	<b>46,557</b>	<b>63,487</b>	<b>56,338</b>	<b>20,681</b>	<b>55,000</b>	<b>32,582</b>	<b>33,071</b>	<b>33,567</b>	<b>34,070</b>	<b>34,650</b>	<b>35,239</b>
<b>001 General Fund Total</b>	<b>10,006,190</b>	<b>10,365,642</b>	<b>10,719,180</b>	<b>8,778,711</b>	<b>13,430,545</b>	<b>10,789,333</b>	<b>10,916,671</b>	<b>11,087,998</b>	<b>11,259,617</b>	<b>11,456,704</b>	<b>11,657,708</b>
<b>Grand Total</b>	<b>10,006,190</b>	<b>10,365,642</b>	<b>10,719,180</b>	<b>8,778,711</b>	<b>13,430,545</b>	<b>10,789,333</b>	<b>10,916,671</b>	<b>11,087,998</b>	<b>11,259,617</b>	<b>11,456,704</b>	<b>11,657,708</b>
Total Expenses	10,420,201	9,846,487	10,750,876	7,155,136	13,430,545	10,798,247	10,447,760	10,645,280	10,875,597	11,124,806	11,370,351
Total Revenue less Expenses	(414,011)	519,156	(31,696)	1,623,575	-	(8,914)	468,911	442,718	384,020	331,897	287,357

	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Budget 2011-12	Projected FY End 2011-12	5 Year Projections				
							2012-13	2013-14	2014-15	2015-16	2016-17
<b>001 General Fund</b>											
<b>011 Council &amp; Mayor</b>											
Labor and Benefits	2,591	2,524	2,593	1,732	2,629	2,598	2,601	2,601	2,601	2,601	2,601
Supplies and Services	37,379	38,369	37,112	19,926	42,297	30,238	38,067	39,209	40,582	42,002	43,682
<b>011 Council &amp; Mayor Total</b>	<b>39,969</b>	<b>40,892</b>	<b>39,706</b>	<b>21,658</b>	<b>44,926</b>	32,836	40,668	41,810	43,183	44,603	46,283
<b>121 Administration</b>											
Labor and Benefits	225,754	212,155	132,109	93,450	125,125	140,174	130,287	133,724	137,117	140,692	143,851
Supplies and Services	78,528	59,193	34,045	23,554	45,397	35,744	40,857	42,083	43,556	45,080	46,884
<b>121 Administration Total</b>	<b>304,282</b>	<b>271,348</b>	<b>166,155</b>	<b>117,004</b>	<b>170,522</b>	175,918	171,144	175,807	180,673	185,772	190,734
<b>131 City Recorder</b>											
Capital Outlay	1,400	1,246				-					
Labor and Benefits	63,066	83,499	34,024	24,350	31,821	36,525	25,996	26,700	27,401	28,163	28,861
Supplies and Services	18,567	22,930	12,195	6,649	22,143	10,090	19,929	20,527	21,245	21,989	22,868
<b>131 City Recorder Total</b>	<b>83,033</b>	<b>107,675</b>	<b>46,219</b>	<b>30,999</b>	<b>53,964</b>	46,615	45,925	47,227	48,646	50,152	51,729
<b>141 City Attorney</b>											
Labor and Benefits	121,892	128,045	106,437	73,000	97,974	109,500	99,986	102,642	105,268	108,049	110,523
Supplies and Services	28,981	32,754	32,849	18,664	42,359	28,323	38,123	39,267	40,641	42,064	43,746
<b>141 City Attorney Total</b>	<b>150,872</b>	<b>160,799</b>	<b>139,286</b>	<b>91,664</b>	<b>140,333</b>	137,823	138,109	141,909	145,909	150,112	154,269
<b>151 Finance</b>											
Capital Outlay	-					-					
Labor and Benefits	167,593	163,903	104,785	78,692	105,608	118,038	96,471	98,933	101,356	103,928	106,183
Supplies and Services	94,649	166,201	188,223	95,215	214,558	144,489	193,102	198,895	205,857	213,062	221,584
<b>151 Finance Total</b>	<b>262,243</b>	<b>330,103</b>	<b>293,008</b>	<b>173,907</b>	<b>320,166</b>	262,527	289,573	297,829	307,212	316,990	327,767
<b>161 Human Resources</b>											
Labor and Benefits			11,467	(207)	11,990	11,990	11,749	12,046	12,338	12,652	12,930
Supplies and Services			25,009	41,497	37,678	62,971	33,910	34,928	36,150	37,415	38,912
<b>161 Human Resources Total</b>			<b>36,476</b>	<b>41,290</b>	<b>49,668</b>	74,961	45,659	46,973	48,488	50,068	51,842
<b>181 Court</b>											
Capital Outlay			3,925			-					
Labor and Benefits	179,975	152,160	145,679	110,861	169,953	166,291	172,992	176,679	180,515	184,942	189,000
Supplies and Services	33,895	40,484	38,095	20,240	45,406	30,714	40,865	42,091	43,565	45,089	46,893
<b>181 Court Total</b>	<b>213,869</b>	<b>192,644</b>	<b>187,699</b>	<b>131,101</b>	<b>215,359</b>	197,005	213,857	218,771	224,080	230,031	235,893
<b>199 Non-departmental</b>											
Supplies and Services	136,924	113,955	261,363	126,046	361,727	188,439	325,554	335,321	347,057	359,204	373,572
Transfers Out	629,832	123,259	409,225	431,105	426,259	646,658					
<b>199 Non-departmental Total</b>	<b>766,756</b>	<b>237,214</b>	<b>670,588</b>	<b>557,152</b>	<b>787,986</b>	835,097	325,554	335,321	347,057	359,204	373,572
<b>211 Police</b>											
Capital Outlay	5,835		54,423	11,695	13,364	17,543					
Labor and Benefits	4,086,631	4,009,285	4,307,818	3,033,386	4,837,990	4,550,079	4,629,515	4,719,398	4,778,027	4,842,121	4,885,937
Supplies and Services	1,148,889	1,259,926	1,298,555	885,878	1,563,613	1,344,320	1,407,252	1,449,469	1,500,201	1,552,708	1,614,816
<b>211 Police Total</b>	<b>5,241,355</b>	<b>5,269,211</b>	<b>5,660,796</b>	<b>3,930,960</b>	<b>6,414,967</b>	5,911,943	6,036,766	6,168,867	6,278,227	6,394,829	6,500,753
<b>311 Library</b>											
Labor and Benefits	659,123	621,389	662,367	456,655	834,736	684,983	625,599	598,219	610,757	624,991	638,108
Supplies and Services	379,097	380,372	398,663	215,343	398,744	326,783	358,870	369,636	382,573	395,963	411,802
<b>311 Library Total</b>	<b>1,038,220</b>	<b>1,001,761</b>	<b>1,061,030</b>	<b>671,998</b>	<b>1,233,480</b>	1,011,766	984,469	967,855	993,330	1,020,954	1,049,909
<b>421 Recreation</b>											
Labor and Benefits	226,477	216,944	232,764	141,682	334,801	227,524	257,156	258,236	260,536	266,434	271,994
Supplies and Services	106,690	130,571	257,662	111,903	177,774	177,259	159,997	164,796	170,564	176,534	183,595
<b>421 Recreation Total</b>	<b>333,167</b>	<b>347,515</b>	<b>490,426</b>	<b>253,585</b>	<b>512,575</b>	404,783	417,153	423,032	431,101	442,968	455,589

	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Budget 2011-12	Projected FY End 2011-12	5 Year Projections				
							2012-13	2013-14	2014-15	2015-16	2016-17
<b>431 Swimming Pool</b>											
Labor and Benefits	387,511	361,657	280,176	125,664	227,351	188,496	212,874	214,541	217,300	220,955	224,438
Supplies and Services	241,490	266,792	390,313	173,533	282,252	263,336	254,027	261,648	270,805	280,283	291,495
<b>431 Swimming Pool Total</b>	<b>629,001</b>	<b>628,449</b>	<b>670,489</b>	<b>299,197</b>	<b>509,603</b>	451,832	466,901	476,189	488,106	501,239	515,933
<b>499 Community Services Admin</b>											
Labor and Benefits	258,286	233,549	258,203	188,419	291,833	282,628	222,023	225,742	231,514	237,751	243,385
Supplies and Services	75,796	90,968	106,029	58,960	133,055	89,472	119,750	123,342	127,659	132,127	137,412
<b>499 Community Services Admin Total</b>	<b>334,082</b>	<b>324,516</b>	<b>364,231</b>	<b>247,379</b>	<b>424,888</b>	372,100	341,773	349,084	359,173	369,878	380,797
<b>511 Planning</b>											
Labor and Benefits	437,458	342,448	304,147	229,412	306,139	344,118	304,653	312,509	320,276	328,699	336,244
Supplies and Services	41,993	45,192	54,158	27,454	80,368	41,662	72,331	74,501	77,109	79,807	83,000
<b>511 Planning Total</b>	<b>479,450</b>	<b>387,640</b>	<b>358,305</b>	<b>256,866</b>	<b>386,507</b>	385,780	376,984	387,010	397,385	408,506	419,244
<b>631 Maintenance</b>											
Labor and Benefits	388,034	384,706	395,853	233,350	437,923	350,025	383,998	393,292	402,624	412,782	421,849
Supplies and Services	155,868	162,014	170,610	97,025	188,029	147,235	169,226	174,303	180,403	186,718	194,186
<b>631 Maintenance Total</b>	<b>543,902</b>	<b>546,719</b>	<b>566,463</b>	<b>330,375</b>	<b>625,952</b>	497,260	553,224	567,595	583,027	599,499	616,036
<b>901 Ending Fund Balance</b>											
Contingencies and Unappropriated Balances	-	-	-	-	1,539,649	-	-	-	-	-	-
<b>901 Ending Fund Balance Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,539,649</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>001 General Fund Total</b>	<b>10,420,201</b>	<b>9,846,487</b>	<b>10,750,876</b>	<b>7,155,136</b>	<b>13,430,545</b>	10,798,247	10,447,760	10,645,280	10,875,597	11,124,806	11,370,351
<b>Grand Total</b>	<b>10,420,201</b>	<b>9,846,487</b>	<b>10,750,876</b>	<b>7,155,136</b>	<b>13,430,545</b>	10,798,247	10,447,760	10,645,280	10,875,597	11,124,806	11,370,351

General Fund	Actual	Actual	Actual	Actual	Budget	Projected	Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>001 General Fund</b>											
<b>011 Council &amp; Mayor</b>											
Labor and Benefits											
Regular Salaries	2,400	2,350	2,400	1,598	2,400	2,400	2,400	2,400	2,400	2,400	2,400
Retirement	-	-	-	-	30	-	-	-	-	-	-
Social Security	184	169	185	122	184	184	184	184	184	184	184
Unemployment Insurance	1	3	8	11	8	17	17	17	17	17	17
Workers' Comp	6	2	1	1	7	1	1	1	1	1	1
Labor and Benefits Total	2,591	2,524	2,593	1,732	2,629	2,601	2,601	2,601	2,601	2,601	2,601
<b>011 Council &amp; Mayor Total</b>	<b>2,591</b>	<b>2,524</b>	<b>2,593</b>	<b>1,732</b>	<b>2,629</b>	2,601	2,601	2,601	2,601	2,601	2,601
<b>121 Administration</b>											
Labor and Benefits											
Intra-governmental Service	(165,857)	(173,348)									
Life Insurance	1,221	874	233	157	226	226	230	230	230	230	230
Long Term Disability Ins	1,041	1,065	393	265	361	361	366	366	366	366	366
Med, Den, Life Ins.	37,114	28,570	7,540	5,193	6,656	6,656	7,487	7,637	7,789	8,023	8,264
Overtime	647	60	-	-	-	-	-	-	-	-	-
Regular Salaries	281,869	290,704	99,104	67,462	89,774	89,774	91,124	93,858	95,735	97,650	99,114
Retirement	46,179	42,581	17,869	15,814	20,943	20,943	22,896	24,041	25,243	26,505	27,830
Social Security	21,770	20,791	6,657	4,087	6,868	6,868	6,971	7,180	7,324	7,470	7,582
Unemployment Insurance	566	546	286	455	269	682	1,185	385	402	420	436
Workers' Comp	1,204	314	27	17	28	28	28	28	28	28	28
Labor and Benefits Total	225,754	212,155	132,109	93,450	125,125	125,538	130,287	133,724	137,117	140,692	143,851
<b>121 Administration Total</b>	<b>225,754</b>	<b>212,155</b>	<b>132,109</b>	<b>93,450</b>	<b>125,125</b>	125,538	130,287	133,724	137,117	140,692	143,851
<b>131 City Recorder</b>											
Labor and Benefits											
Intra-governmental Service	(94,214)	(174,639)									
Life Insurance	437	372	54	37	51	51	39	39	39	39	39
Long Term Disability Ins	364	472	90	62	82	82	62	62	62	62	62
Med, Den, Life Ins.	10,548	22,752	5,093	3,616	4,982	4,982	3,721	3,795	3,871	3,987	4,107
Regular Salaries	113,282	200,130	23,237	15,858	20,665	20,665	15,468	15,932	16,251	16,576	16,824
Retirement	23,340	22,422	3,758	3,501	4,410	4,410	5,315	5,581	5,860	6,153	6,460
Social Security	8,829	11,498	1,715	1,167	1,558	1,558	1,183	1,219	1,243	1,268	1,287
Unemployment Insurance	226	342	67	104	61	156	201	65	68	71	74
Workers' Comp	254	149	9	6	12	12	7	7	7	7	7
Labor and Benefits Total	63,066	83,499	34,024	24,350	31,821	31,916	25,996	26,700	27,401	28,163	28,861
<b>131 City Recorder Total</b>	<b>63,066</b>	<b>83,499</b>	<b>34,024</b>	<b>24,350</b>	<b>31,821</b>	31,916	25,996	26,700	27,401	28,163	28,861
<b>141 City Attorney</b>											
Labor and Benefits											
Intra-governmental Service	(144,769)	(130,639)									
Life Insurance	702	572	177	119	236	236	172	172	172	172	172
Long Term Disability Ins	585	698	296	199	273	273	274	274	274	274	274
Med, Den, Life Ins.	22,465	23,990	8,072	5,377	6,815	6,815	7,005	7,145	7,288	7,507	7,732
Regular Salaries	182,066	182,002	76,788	50,787	68,032	68,032	68,128	70,172	71,575	73,007	74,102
Retirement	46,689	37,377	15,252	12,526	17,180	17,180	18,280	19,194	20,154	21,161	22,219
Social Security	13,413	13,554	5,603	3,631	5,204	5,204	5,212	5,368	5,476	5,585	5,669
Unemployment Insurance	364	347	222	344	204	517	886	288	301	314	326
Workers' Comp	378	145	27	16	30	30	29	29	29	29	29
Labor and Benefits Total	121,892	128,045	106,437	73,000	97,974	98,287	99,986	102,642	105,268	108,049	110,523
<b>141 City Attorney Total</b>	<b>121,892</b>	<b>128,045</b>	<b>106,437</b>	<b>73,000</b>	<b>97,974</b>	98,287	99,986	102,642	105,268	108,049	110,523
<b>151 Finance</b>											
Labor and Benefits											
Intra-governmental Service	(199,208)	(198,432)									
Life Insurance	995	647	247	138	187	187	172	172	172	172	172
Long Term Disability Ins	855	824	420	233	298	298	274	274	274	274	274
Med, Den, Life Ins.	43,045	42,589	10,483	7,423	8,908	8,908	7,601	7,753	7,908	8,145	8,390
Overtime	1,063	664	26	8	500	500	-	-	-	-	-
Part-Time Salaries	367	-	-	-	-	-	-	-	-	-	-
Regular Salaries	266,025	275,871	78,150	55,621	74,647	74,647	68,134	70,178	71,582	73,013	74,108
Retirement	33,234	22,030	9,170	10,583	15,131	15,131	14,161	14,869	15,613	16,393	17,213
Social Security	19,897	18,936	6,020	4,282	5,679	5,679	5,212	5,369	5,476	5,586	5,669

General Fund	Actual	Actual	Actual	Actual	Budget	Projected	Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Temporary	-					-					
Unemployment Insurance	535	487	232	378	223	223	886	288	301	314	326
Workers' Comp	785	289	37	25	35	35	31	31	31	31	31
Labor and Benefits Total	167,593	163,903	104,785	78,692	105,608						
<b>151 Finance Total</b>	<b>167,593</b>	<b>163,903</b>	<b>104,785</b>	<b>78,692</b>	<b>105,608</b>	105,608	96,471	98,933	101,356	103,928	106,183
<b>161 Human Resources</b>											
Labor and Benefits											
Life Insurance			15	10	19	19	20	20	20	20	20
Long Term Disability Ins			25	16	31	31	32	32	32	32	32
Med, Den, Life Ins.			930	(139)	1,805	1,805	1,343	1,370	1,397	1,439	1,482
Regular Salaries			8,813	256	7,665	7,665	8,000	8,240	8,405	8,573	8,701
Retirement			1,016	(354)	1,857	1,857	1,635	1,717	1,803	1,893	1,987
Social Security			640	6	586	586	612	630	643	656	666
Unemployment Insurance			26	(1)	23	31	104	34	35	37	38
Workers' Comp			3	1	4	4	3	3	3	3	3
Labor and Benefits Total			11,467	(207)	11,990						
<b>161 Human Resources Total</b>			<b>11,467</b>	<b>(207)</b>	<b>11,990</b>	11,998	11,749	12,046	12,338	12,652	12,930
<b>181 Court</b>											
Labor and Benefits											
Intra-governmental Service	3,140	4,334									
Life Insurance	398	261	174	119	293	179	294	294	294	294	294
Long Term Disability Ins	337	317	297	203	418	304	428	428	428	428	428
Med, Den, Life Ins.	29,078	21,499	26,283	23,314	33,365	34,971	35,838	36,555	37,286	38,404	39,557
Overtime	928	1,005	-	-	1,000	-	-	-	-	-	-
Part-Time Salaries	10,718	4,418	14,622	17,904	20,914	26,856	20,286	20,387	20,489	20,694	20,901
Regular Salaries	112,244	105,653	85,015	54,255	87,830	81,382	86,285	88,874	90,651	92,464	93,851
Retirement	13,616	6,368	11,477	9,336	17,338	14,004	20,244	21,256	22,319	23,435	24,607
Social Security	8,914	7,973	7,453	5,217	8,364	7,825	8,153	8,358	8,502	8,657	8,779
Unemployment Insurance	248	209	298	468	312	701	1,385	448	467	487	505
Workers' Comp	352	124	61	46	119	69	79	79	79	79	79
Labor and Benefits Total	179,975	152,160	145,679	110,861	169,953						
<b>181 Court Total</b>	<b>179,975</b>	<b>152,160</b>	<b>145,679</b>	<b>110,861</b>	<b>169,953</b>	166,291	172,992	176,679	180,515	184,942	189,000
<b>211 Police</b>											
Labor and Benefits											
Intra-governmental Service	91,330	88,096									
Life Insurance	9,538	7,454	6,040	4,122	7,868	6,182	5,855	5,855	5,855	5,855	5,855
Long Term Disability Ins	8,639	8,806	9,405	6,493	12,551	9,740	9,218	9,218	9,218	9,218	9,218
Med, Den, Life Ins.	477,300	497,680	588,200	430,904	714,142	646,356	704,528	718,618	732,991	754,980	777,630
Overtime	244,895	238,754	277,376	167,659	321,500	251,488	191,500	191,500	191,500	191,500	191,500
Part-Time Salaries		82		4,520	-	6,780					
Reg Sal Admin			418,064	273,667	410,124	410,500	422,815	435,499	444,209	453,094	459,890
Reg Sal Field Services			1,967,490	1,327,399	2,100,705	1,991,098	2,050,831	2,112,356	2,154,603	2,197,695	2,230,661
Reg Sal Support			218,974	167,209	240,227	250,813	258,338	266,088	271,410	276,838	280,990
Regular Salaries	2,478,775	2,448,958	40,387	35,574	49,749	53,361	54,962	56,611	57,743	58,898	59,781
Retirement	461,214	477,344	547,303	453,415	721,193	680,123	703,135	688,292	670,206	648,717	621,153
Social Security	204,682	204,646	222,958	148,421	239,371	222,631	217,851	224,247	228,639	233,119	236,546
Unemployment Insurance	5,498	5,196	8,764	13,329	9,367	19,993	9,458	10,079	10,607	11,152	11,648
Workers' Comp	104,760	32,268	2,858	676	11,193	1,014	1,024	1,034	1,045	1,055	1,066
Labor and Benefits Total	4,086,631	4,009,285	4,307,818	3,033,386	4,837,990	4,550,079	4,629,515	4,719,398	4,778,027	4,842,121	4,885,937
<b>211 Police Total</b>	<b>4,086,631</b>	<b>4,009,285</b>	<b>4,307,818</b>	<b>3,033,386</b>	<b>4,837,990</b>	4,550,079	4,629,515	4,719,398	4,778,027	4,842,121	4,885,937
<b>311 Library</b>											
Labor and Benefits											
Intra-governmental Service	28,575	33,875									
Life Insurance	1,291	961	791	517	943	776	581	581	581	581	581
Long Term Disability Ins	1,098	1,200	1,319	876	1,159	1,314	864	864	864	864	864
Med, Den, Life Ins.	52,874	50,160	62,795	45,126	70,321	67,689	54,462	55,551	56,662	58,362	60,113
Overtime		17	4								
Part-Time Salaries	146,833	38,621	160,973	104,312	234,792	156,467	137,325	138,012	138,702	140,089	141,490
Regular Salaries	339,165	433,287	348,708	231,475	344,436	347,213	268,039	276,080	281,602	287,234	291,542
Retirement	51,034	26,749	47,992	46,910	105,144	70,365	89,002	93,452	98,125	103,031	108,182
Social Security	36,056	34,984	37,934	24,952	75,731	37,428	69,753	31,678	32,153	32,690	33,127



General Fund	Actual	Actual	Actual	Actual	Budget	Projected	Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Unemployment Insurance	969	904	1,504	2,261	1,738	3,392	5,270	1,698	1,765	1,837	1,905
Workers' Comp	1,228	631	348	226	472	339	303	303	303	303	303
Labor and Benefits Total	659,123	621,389	662,367	456,655	834,736	684,983	625,599	598,219	610,757	624,991	638,108
<b>311 Library Total</b>	<b>659,123</b>	<b>621,389</b>	<b>662,367</b>	<b>456,655</b>	<b>834,736</b>	684,983	625,599	598,219	610,757	624,991	638,108
<b>421 Recreation</b>											
Labor and Benefits											
Active Adult			1,031	309	916	463	916	921	925	934	944
Adult Sports			27,398	10,578	21,428	15,867	21,428	21,535	21,643	21,859	22,078
After School Club			56,292	33,456	89,306	50,184	72,831	73,195	73,561	74,297	75,040
Arts & Culture			11			-					
Intra-governmental Service	12,248	16,244				-					
Life Insurance	225	189	210	103	221	155	218	218	218	218	218
Long Term Disability Ins	184	233	352	174	352	261	348	348	348	348	348
Med, Den, Life Ins.	13,913	12,554	16,384	11,223	20,212	16,835	20,957	21,376	21,804	22,458	23,132
Overtime		79	-			-					
PAL Coordinator		-				-					
Part-Time Salaries	101,185	86,053	1,790	-	14,562	-	-	-	-	-	-
Regular Salaries	58,865	75,773	75,497	46,259	73,123	69,388	86,604	89,202	90,986	92,806	94,198
Retirement	17,031	9,268	12,534	10,131	31,455	15,196	32,027	33,628	35,310	37,075	38,929
Social Security	12,143	12,218	15,313	9,264	19,978	13,896	17,060	17,311	17,499	17,744	17,957
Summer Day Camp			20,245	15,530	47,788	23,295	27,192	27,328	27,465	27,739	28,017
Unemployment Insurance	317	312	595	817	783	1,226	2,899	928	961	997	1,033
Workers' Comp	10,367	4,021	293	119	647	178	646	646	646	646	646
Youth Sports			4,819	3,719	14,030	5,579	14,030	14,100	14,171	14,312	14,455
Labor and Benefits Total	226,477	216,944	232,764	141,682	334,801	212,524	297,156	300,736	305,536	311,434	316,994
<b>421 Recreation Total</b>	<b>226,477</b>	<b>216,944</b>	<b>232,764</b>	<b>141,682</b>	<b>334,801</b>	212,524	297,156	300,736	305,536	311,434	316,994
<b>431 Swimming Pool</b>											
Labor and Benefits											
Administration			1,356								
Cashiering			25,623	754	-	1,131	-	-	-	-	-
Custodial				3,649	10,800	5,474	7,000	7,035	7,070	7,141	7,212
Instruction			40,742	11,859	33,000	17,788	20,000	20,100	20,201	20,403	20,607
Intra-governmental Service	18,211	24,050				-					
Life Insurance	451	279	118	43	146	65	114	114	114	114	114
Lifeguarding			95,801	63,893	72,000	95,839	95,000	95,475	95,952	96,912	97,881
Long Term Disability Ins	523	337	196	71	233	107	181	181	181	181	181
Med, Den, Life Ins.	17,668	15,327	10,358	4,674	20,035	7,011	15,564	15,875	16,193	16,679	17,179
Overtime			10			-					
Part-Time Salaries	168,057	190,947	-	-	-	-	-	-	-	-	-
Regular Salaries	119,391	87,532	71,006	26,978	58,301	40,467	45,135	46,489	47,419	48,367	49,093
Retirement	29,914	17,952	16,077	4,888	18,561	7,332	14,429	15,150	15,908	16,703	17,539
Social Security	22,025	21,250	17,916	8,023	13,285	12,035	12,786	12,936	13,054	13,221	13,372
Unemployment Insurance	575	536	697	691	521	1,036	2,173	693	717	743	769
Workers' Comp	10,697	3,447	277	141	469	211	492	492	492	492	492
Labor and Benefits Total	387,511	361,657	280,176	125,664	227,351	188,496	212,874	214,541	217,300	220,955	224,438
<b>431 Swimming Pool Total</b>	<b>387,511</b>	<b>361,657</b>	<b>280,176</b>	<b>125,664</b>	<b>227,351</b>	188,496	212,874	214,541	217,300	220,955	224,438
<b>499 Community Services Admin</b>											
Labor and Benefits											
Intra-governmental Service	24,412	22,609									
Life Insurance	638	470	393	298	527	447	424	424	424	424	424
Long Term Disability Ins	554	556	660	501	787	752	652	652	652	652	652
Med, Den, Life Ins.	32,366	28,431	30,555	22,056	34,845	33,085	27,522	28,072	28,634	29,493	30,378
Overtime		55	4			-					
Regular Salaries	165,840	154,391	184,473	128,919	195,806	193,378	138,681	142,841	145,698	148,612	150,841
Retirement	22,995	14,722	27,512	25,952	44,224	38,927	40,166	42,174	44,283	46,497	48,822
Social Security	12,426	11,855	13,995	9,793	14,971	14,690	12,405	10,927	11,146	11,369	11,539
Unemployment Insurance	329	293	538	851	587	1,276	2,108	586	612	639	664
Workers' Comp	(1,274)	166	73	49	86	73	65	65	65	65	65
Labor and Benefits Total	258,286	233,549	258,203	188,419	291,833	282,628	222,023	225,742	231,514	237,751	243,385
<b>499 Community Services Admin Total</b>	<b>258,286</b>	<b>233,549</b>	<b>258,203</b>	<b>188,419</b>	<b>291,833</b>	282,628	222,023	225,742	231,514	237,751	243,385
<b>511 Planning</b>											

General Fund	Actual	Actual	Actual	Actual	Budget	Projected	Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Labor and Benefits</b>											
Intra-governmental Service	87,938	64,983									
Life Insurance	942	641	492	332	605	498	495	495	495	495	495
Long Term Disability Ins	775	769	831	560	813	841	790	790	790	790	790
Med, Den, Life Ins.	26,653	32,353	36,604	28,834	38,411	43,251	40,704	41,518	42,348	43,619	44,927
Overtime	7		8			-					
Regular Salaries	265,675	207,577	216,243	156,453	202,289	234,679	196,611	202,509	206,560	210,691	213,851
Retirement	33,685	19,829	33,229	30,638	47,852	45,956	48,371	50,790	53,329	55,995	58,795
Social Security	20,340	15,659	16,038	11,490	15,475	17,235	15,041	15,492	15,802	16,118	16,360
Unemployment Insurance	531	395	628	1,053	607	1,579	2,556	830	868	906	941
Workers' Comp	912	242	75	53	87	79	85	85	85	85	85
Labor and Benefits Total	437,458	342,448	304,147	229,412	306,139						
<b>511 Planning Total</b>	<b>437,458</b>	<b>342,448</b>	<b>304,147</b>	<b>229,412</b>	<b>306,139</b>	344,118	304,653	312,509	320,276	328,699	336,244
<b>631 Maintenance</b>											
<b>Labor and Benefits</b>											
Intra-governmental Service	7,483	9,911									
Life Insurance	893	781	584	356	737	533	653	653	653	653	653
Long Term Disability Ins	745	955	988	602	1,176	903	1,041	1,041	1,041	1,041	1,041
Med, Den, Life Ins.	44,117	51,434	58,841	29,259	65,387	43,889	43,990	44,870	45,767	47,140	48,554
Overtime	9,328	6,401	7,120	1,729	7,500	2,593	7,500	7,538	7,575	7,651	7,727
Part-Time Salaries	32,980	15,653	11,252	-	10,000	-	10,000	10,050	10,100	10,201	10,303
Regular Salaries	232,941	257,270	263,328	160,467	274,980	240,701	241,497	248,742	253,717	258,791	262,673
Retirement	27,833	17,470	33,180	27,857	54,656	41,785	55,921	58,717	61,653	64,736	67,972
Social Security	20,469	20,730	19,633	11,908	22,375	17,862	19,813	20,374	20,762	21,163	21,474
Unemployment Insurance	547	526	783	1,086	877	1,629	3,367	1,092	1,140	1,190	1,235
Workers' Comp	10,698	3,574	144	87	235	130	216	216	216	216	216
Labor and Benefits Total	388,034	384,706	395,853	233,350	437,923						
<b>631 Maintenance Total</b>	<b>388,034</b>	<b>384,706</b>	<b>395,853</b>	<b>233,350</b>	<b>437,923</b>	350,025	383,998	393,292	402,624	412,782	421,849
<b>001 General Fund Total</b>	<b>7,204,389</b>	<b>6,912,263</b>	<b>6,978,423</b>	<b>4,790,447</b>	<b>7,815,873</b>	7,155,092	7,215,900	7,317,764	7,432,631	7,559,761	7,660,904

Building Inspection Fund	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Revenue</b>										
Charges for goods and services	-	(26)	(5)	-	-					
Licenses and Permits	89,765	135,357	168,235	271,246	234,634	275,315	279,444	283,636	288,458	293,362
Misc	6,732	22,916	20,264	14,850	19,490	30,396	30,852	31,315	31,847	32,388
Other Financing Sources	-	-	-	80,000	80,000					
<b>Revenue Total</b>	<b>96,496</b>	<b>158,247</b>	<b>188,494</b>	<b>366,096</b>	<b>334,124</b>	<b>305,711</b>	<b>310,296</b>	<b>314,951</b>	<b>320,305</b>	<b>325,750</b>
<b>Expenses</b>										
Labor and Benefits	231,368	179,140	197,925	208,815	213,460	208,873	214,357	219,780	225,579	230,754
Supplies and Services	32,186	35,926	45,401	88,826	60,908	79,943	82,342	85,224	88,206	91,735
Conting'y & Unapprop	-	-	-	83,455						
<b>Expense Total</b>	<b>263,554</b>	<b>215,065</b>	<b>243,327</b>	<b>381,096</b>	<b>274,368</b>	<b>288,816</b>	<b>296,699</b>	<b>305,004</b>	<b>313,785</b>	<b>322,489</b>
<b>Operating Revenues Less Expenses</b>	<b>(167,058)</b>	<b>(56,818)</b>	<b>(54,833)</b>	<b>(15,000)</b>	<b>59,757</b>	<b>16,894</b>	<b>13,597</b>	<b>9,947</b>	<b>6,520</b>	<b>3,261</b>
<b>Beginning Fund Balance</b>	<b>310,540</b>	<b>143,482</b>	<b>31,831</b>	<b>15,000</b>	<b>(23,002)</b>	<b>36,755</b>	<b>53,649</b>	<b>67,246</b>	<b>77,193</b>	<b>83,713</b>
<b>Surplus/(Deficit) w/BFB</b>	<b>143,482</b>	<b>86,664</b>	<b>(23,002)</b>	<b>-</b>	<b>36,755</b>	<b>53,649</b>	<b>67,246</b>	<b>77,193</b>	<b>83,713</b>	<b>86,974</b>



Transit Fund	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Revenue</b>										
Charges for goods and services	27,912	23,893	32,223	39,000	41,529	39,585	40,179	40,781	41,475	42,180
Intergovernmental	79,214	432,079	407,438	358,980	350,000	675,000	400,000	400,000	400,000	400,000
Misc	12,567	15,895	9,785	9,200	5,607	14,677	14,897	15,121	15,378	15,639
Taxes	150,954	155,869	155,735	-	-	-	-	-	-	-
Transfers in	-	-	-	151,000	151,000	151,000	151,000	151,000	151,000	151,000
<b>Revenue Total</b>	<b>270,647</b>	<b>627,737</b>	<b>605,180</b>	<b>558,180</b>	<b>548,136</b>	<b>880,262</b>	<b>606,076</b>	<b>606,902</b>	<b>607,853</b>	<b>608,819</b>
<b>Expenses</b>										
Labor and Benefits	262,922	280,405	303,801	330,338	354,061	255,024	302,913	313,027	324,107	334,544
Supplies and Services	88,026	124,812	140,250	261,343	216,601	275,695	283,966	293,905	304,191	316,359
Capital Outlay	-	216,412	123,509	8,025	9,940	325,000	-	-	-	-
Transfers Out	9,000	-	-	-	-	-	-	-	-	-
Conting'y & Unapprop	-	-	-	19,474	-	-	-	-	-	-
<b>Expense Total</b>	<b>359,949</b>	<b>621,630</b>	<b>567,560</b>	<b>619,180</b>	<b>580,602</b>	<b>855,719</b>	<b>586,879</b>	<b>606,932</b>	<b>628,298</b>	<b>650,903</b>
<b>Operating Revenues Less Expenses</b>	<b>(89,301)</b>	<b>6,107</b>	<b>37,621</b>	<b>(61,000)</b>	<b>(32,465)</b>	<b>24,543</b>	<b>19,197</b>	<b>(29)</b>	<b>(20,445)</b>	<b>(42,084)</b>
<b>Beginning Fund Balance</b>	<b>150,201</b>	<b>60,960</b>	<b>103,769</b>	<b>61,000</b>	<b>141,390</b>	<b>108,924</b>	<b>133,468</b>	<b>152,665</b>	<b>152,635</b>	<b>132,190</b>
<b>Surplus/(Deficit) w/BFB</b>	<b>60,900</b>	<b>67,067</b>	<b>141,390</b>	<b>-</b>	<b>108,924</b>	<b>133,468</b>	<b>152,665</b>	<b>152,635</b>	<b>132,190</b>	<b>90,106</b>

Street Maintenance Fund	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Revenue</b>										
Licenses and Permits	447	1,167	808	1,000	1,007	1,015	1,030	1,046	1,063	1,082
Intergovernmental	890,793	964,490	1,116,011	1,060,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Misc	16,777	13,207	5,986	5,400	2,841	5,400	5,481	5,563	5,658	5,754
Transfers in	130,000	165,000	90,000	337,942	337,942	231,000	310,000	310,000	310,000	310,000
<b>Revenue Total</b>	<b>1,038,017</b>	<b>1,143,864</b>	<b>1,212,804</b>	<b>1,404,342</b>	<b>1,591,790</b>	<b>1,487,415</b>	<b>1,566,511</b>	<b>1,566,609</b>	<b>1,566,721</b>	<b>1,566,836</b>
<b>Expenses</b>										
Labor and Benefits	538,659	439,922	447,503	458,627	458,627	472,386	486,557	506,020	526,260	544,680
Supplies and Services	633,400	601,760	368,522	675,836	623,481	675,836	696,111	720,475	745,692	775,519
Capital Outlay	4,500	-	-	8,025	8,025	10,000	10,000	10,000	30,000	30,000
Transfers Out	269,000	289,000	195,000	225,000	225,000	200,000	200,000	200,000	200,000	200,000
Conting'y & Unapprop	-	-	-	42,854	-	-	-	-	-	-
<b>Expense Total</b>	<b>1,445,559</b>	<b>1,330,682</b>	<b>1,011,025</b>	<b>1,410,342</b>	<b>1,315,133</b>	<b>1,358,222</b>	<b>1,392,668</b>	<b>1,436,495</b>	<b>1,501,952</b>	<b>1,550,199</b>
<b>Operating Revenues Less Expenses</b>	<b>(407,542)</b>	<b>(186,818)</b>	<b>201,779</b>	<b>(6,000)</b>	<b>276,656</b>	<b>129,193</b>	<b>173,843</b>	<b>130,114</b>	<b>64,769</b>	<b>16,637</b>
<b>Beginning Fund Balance</b>	<b>150,201</b>	<b>60,960</b>	<b>408,584</b>	<b>6,000</b>	<b>610,363</b>	<b>887,020</b>	<b>1,016,213</b>	<b>1,190,056</b>	<b>1,320,170</b>	<b>1,384,939</b>
<b>Surplus/(Deficit) w/BFB</b>	<b>(257,341)</b>	<b>(125,858)</b>	<b>610,363</b>	<b>-</b>	<b>887,020</b>	<b>1,016,213</b>	<b>1,190,056</b>	<b>1,320,170</b>	<b>1,384,939</b>	<b>1,401,576</b>

City Gas Tax	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Revenue</b>										
Taxes	118,670	108,681	121,196	120,000	180,000	182,700	185,441	188,222	191,422	194,676
Misc	3,428	355	525	350	1,045	525	533	541	550	560
Transfers in	-	-	-	57,058	57,058	-	-	-	-	-
<b>Revenue Total</b>	<b>122,098</b>	<b>109,036</b>	<b>121,721</b>	<b>177,408</b>	<b>238,103</b>	<b>183,225</b>	<b>185,974</b>	<b>188,763</b>	<b>191,972</b>	<b>195,236</b>
<b>Expenses</b>										
Supplies and Services	3,756	-	-	65,884	267	-	40,000	-	-	80,000
Capital Outlay	510,926	9,255	1,505	309,256	-	-	350,000	-	-	300,000
Conting'y & Unapprop	-	-	-	15,268	-	-	-	-	-	-
<b>Expense Total</b>	<b>514,682</b>	<b>9,255</b>	<b>1,505</b>	<b>390,408</b>	<b>267</b>	<b>-</b>	<b>390,000</b>	<b>-</b>	<b>-</b>	<b>380,000</b>
<b>Operating Revenues Less Expenses</b>	<b>(392,584)</b>	<b>99,781</b>	<b>120,216</b>	<b>(213,000)</b>	<b>237,837</b>	<b>183,225</b>	<b>(204,026)</b>	<b>188,763</b>	<b>191,972</b>	<b>(184,764)</b>
<b>Beginning Fund Balance</b>	<b>421,414</b>	<b>28,830</b>	<b>258,030</b>	<b>213,000</b>	<b>378,246</b>	<b>616,083</b>	<b>799,308</b>	<b>595,282</b>	<b>784,045</b>	<b>976,018</b>
<b>Surplus/(Deficit) w/BFB</b>	<b>28,830</b>	<b>128,611</b>	<b>378,246</b>	<b>-</b>	<b>616,083</b>	<b>799,308</b>	<b>595,282</b>	<b>784,045</b>	<b>976,018</b>	<b>791,254</b>

Transportation Impact Fee	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Revenue</b>										
Charges for goods and services	153,404	206,610	153,268	150,000	325,000	150,000	150,000	150,000	175,000	175,000
Misc	175,499	34,982	19,535	15,300	17,530	15,530	15,762	15,999	16,271	16,547
Other Financing Sources	-	-	-	39,222	29,417	39,222	39,222	39,222	39,222	39,222
Transfers in	-	-	-	71,600	71,600	-	-	-	-	-
<b>Revenue Total</b>	<b>328,903</b>	<b>241,592</b>	<b>172,803</b>	<b>276,122</b>	<b>443,547</b>	<b>204,752</b>	<b>204,984</b>	<b>205,221</b>	<b>230,493</b>	<b>230,769</b>
<b>Expenses</b>										
Supplies and Services	2,551	255,972	353,987	805,850	155,500	-	-	-	-	-
Debt Service	-	-	-	34,519	34,519	34,519	34,519	34,519	34,519	34,519
Capital Outlay	202,809	606,672	875,107	1,185,753	1,021,142	-	-	-	-	-
Transfers Out	-	-	255,925	-	-	-	-	-	-	5,500,000
Conting'y & Unapprop	-	-	-	4,000,000	-	-	-	-	-	-
<b>Expense Total</b>	<b>205,360</b>	<b>862,644</b>	<b>1,485,018</b>	<b>6,026,122</b>	<b>1,211,160</b>	<b>34,519</b>	<b>34,519</b>	<b>34,519</b>	<b>34,519</b>	<b>5,534,519</b>
<b>Operating Revenues Less Expenses</b>	<b>123,544</b>	<b>(621,052)</b>	<b>(1,312,215)</b>	<b>(5,750,000)</b>	<b>(767,614)</b>	<b>170,233</b>	<b>170,465</b>	<b>170,702</b>	<b>195,974</b>	<b>(5,303,750)</b>
<b>Beginning Fund Balance</b>	<b>7,426,113</b>	<b>7,549,656</b>	<b>5,616,389</b>	<b>5,750,000</b>	<b>4,304,174</b>	<b>3,536,560</b>	<b>3,706,793</b>	<b>3,877,258</b>	<b>4,047,960</b>	<b>4,243,934</b>
<b>Surplus/(Deficit) w/BFB</b>	<b>7,549,657</b>	<b>6,928,604</b>	<b>4,304,174</b>	<b>-</b>	<b>3,536,560</b>	<b>3,706,793</b>	<b>3,877,258</b>	<b>4,047,960</b>	<b>4,243,934</b>	<b>(1,059,816)</b>

Water	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Revenue</b>										
Charges for goods and services	1,799,022	1,697,372	1,641,368	2,123,954	2,186,590	2,197,195	2,207,852	2,218,560	2,233,712	2,248,969
Misc	55,658	51,709	37,531	30,500	45,995	30,958	31,422	31,893	32,435	32,987
Other Financing Sources	-	-	85,442	-	-	-	-	-	-	-
Transfers in	85,000	85,000	85,000	85,000	85,000	70,000	70,000	70,000	70,000	70,000
<b>Revenue Total</b>	<b>1,939,680</b>	<b>1,834,080</b>	<b>1,849,341</b>	<b>2,239,454</b>	<b>2,317,585</b>	<b>2,298,153</b>	<b>2,309,273</b>	<b>2,320,453</b>	<b>2,336,148</b>	<b>2,351,955</b>
<b>Expenses</b>										
Labor and Benefits	1,017,362	885,329	1,090,996	1,280,389	1,174,281	1,198,194	1,221,747	1,267,452	1,317,162	1,364,482
Supplies and Services	535,121	543,047	605,767	708,555	636,741	708,555	729,812	755,355	781,792	813,064
Capital Outlay	37,335	9,212	13,686	40,025	39,039	40,000	35,000	30,000	30,000	20,000
Transfers Out	346,000	346,000	431,442	336,000	252,000	252,000	252,000	252,000	252,000	252,000
Debt Service	-	-	-	13,335	10,002	13,335	13,335	13,335	13,335	13,335
Conting'y & Unapprop	-	-	-	167,421	-	-	-	-	-	-
<b>Expense Total</b>	<b>1,935,818</b>	<b>1,783,587</b>	<b>2,141,891</b>	<b>2,545,725</b>	<b>2,112,063</b>	<b>2,212,084</b>	<b>2,251,894</b>	<b>2,318,142</b>	<b>2,394,290</b>	<b>2,462,881</b>
<b>Operating Revenues Less Expenses</b>	<b>3,862</b>	<b>50,493</b>	<b>(292,550)</b>	<b>(306,271)</b>	<b>205,522</b>	<b>86,069</b>	<b>57,380</b>	<b>2,310</b>	<b>(58,142)</b>	<b>(110,926)</b>
<b>Beginning Fund Balance</b>	<b>639,986</b>	<b>643,983</b>	<b>399,982</b>	<b>306,271</b>	<b>107,432</b>	<b>312,955</b>	<b>399,023</b>	<b>456,403</b>	<b>458,714</b>	<b>400,572</b>
<b>Surplus/(Deficit) w/BFB</b>	<b>643,848</b>	<b>694,476</b>	<b>107,432</b>	<b>-</b>	<b>312,955</b>	<b>399,023</b>	<b>456,403</b>	<b>458,714</b>	<b>400,572</b>	<b>289,646</b>

Water Well/Dist Const	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Revenue</b>										
Charges for goods and services	1,643,012	1,580,368	1,514,990	1,095,000	1,057,595	1,100,311	1,105,647	1,111,010	1,118,598	1,126,238
Misc	94,791	27,867	13,593	10,000	12,044	10,150	10,302	10,457	10,635	10,815
Other Financing Sources	-	324,339	1,996,700	136,219	29,417	-				
<b>Revenue Total</b>	<b>1,737,804</b>	<b>1,932,574</b>	<b>3,525,283</b>	<b>1,241,219</b>	<b>1,099,056</b>	<b>1,110,461</b>	<b>1,115,950</b>	<b>1,121,466</b>	<b>1,129,232</b>	<b>1,137,053</b>
<b>Expenses</b>										
Supplies and Services	12,400	250,565	463,469	140,000	56,306	140,000	144,200	149,247	154,471	160,649
Debt Service	753,673	753,023	1,157,346	1,155,417	1,733,125	1,155,417	1,155,417	1,155,417	1,155,417	1,155,417
Capital Outlay	13,405	1,064,538	2,686,250	1,847,456	600,000	20,000	20,000	20,000	20,000	20,000
Transfers Out	-	-	255,925	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Conting'y & Unapprop	-	-	-	1,167,910	-	13,335				
<b>Expense Total</b>	<b>779,478</b>	<b>2,068,126</b>	<b>4,562,991</b>	<b>4,390,783</b>	<b>2,469,430</b>	<b>1,408,752</b>	<b>1,399,617</b>	<b>1,404,664</b>	<b>1,409,888</b>	<b>1,416,066</b>
<b>Operating Revenues Less Expenses</b>	<b>958,326</b>	<b>(135,551)</b>	<b>(1,037,707)</b>	<b>(3,149,564)</b>	<b>(1,370,375)</b>	<b>(298,291)</b>	<b>(283,667)</b>	<b>(283,198)</b>	<b>(280,655)</b>	<b>(279,013)</b>
<b>Beginning Fund Balance</b>	<b>4,602,187</b>	<b>5,792,564</b>	<b>5,479,107</b>	<b>3,149,564</b>	<b>4,441,400</b>	<b>3,071,025</b>	<b>2,772,734</b>	<b>2,489,066</b>	<b>2,205,869</b>	<b>1,925,213</b>
<b>Surplus/(Deficit) w/BFB</b>	<b>5,560,513</b>	<b>5,657,013</b>	<b>4,441,400</b>	<b>-</b>	<b>3,071,025</b>	<b>2,772,734</b>	<b>2,489,066</b>	<b>2,205,869</b>	<b>1,925,213</b>	<b>1,646,200</b>

Wastewater	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Revenue</b>										
Fines and Forfeits	-	300	-	250	750	254	258	261	266	270
Charges for goods and services	2,446,713	2,533,257	2,944,290	3,035,000	3,119,768	3,339,443	3,674,425	3,692,246	3,717,464	3,742,854
Misc	18,654	20,040	3,791	4,000	9,450	4,060	4,121	4,183	4,254	4,326
Other Financing Sources	-	-	85,442	-	-	-	-	-	-	-
Transfers in	-	-	-	7,998	7,998	7,998	7,998	7,998	7,998	7,998
<b>Revenue Total</b>	<b>2,465,367</b>	<b>2,553,597</b>	<b>3,033,524</b>	<b>3,047,248</b>	<b>3,137,966</b>	<b>3,351,755</b>	<b>3,686,802</b>	<b>3,704,688</b>	<b>3,729,982</b>	<b>3,755,449</b>
<b>Expenses</b>										
Labor and Benefits	1,035,976	1,028,961	1,207,727	1,287,474	1,310,586	1,410,449	1,443,263	1,478,643	1,517,401	1,551,396
Supplies and Services	850,722	838,725	903,206	1,025,582	950,866	1,025,582	1,056,349	1,061,477	1,093,322	1,103,936
Capital Outlay	416	118,575	60,551	126,019	32,789	-	-	-	-	-
Debt Service	-	-	-	13,335	10,002	13,335	13,335	13,335	13,335	13,335
Transfers Out	451,000	590,000	700,442	695,000	695,000	700,000	700,000	700,000	700,000	700,000
Conting'y & Unapprop	-	-	-	289,838	-	-	-	-	-	-
<b>Expense Total</b>	<b>2,338,115</b>	<b>2,576,262</b>	<b>2,871,927</b>	<b>3,437,248</b>	<b>2,999,243</b>	<b>3,149,366</b>	<b>3,212,947</b>	<b>3,253,455</b>	<b>3,324,058</b>	<b>3,368,667</b>
<b>Operating Revenues Less Expenses</b>	<b>127,252</b>	<b>(22,665)</b>	<b>161,597</b>	<b>(390,000)</b>	<b>138,723</b>	<b>202,389</b>	<b>473,854</b>	<b>451,233</b>	<b>405,924</b>	<b>386,782</b>
<b>Beginning Fund Balance</b>	<b>403,160</b>	<b>530,387</b>	<b>669,216</b>	<b>390,000</b>	<b>830,813</b>	<b>969,536</b>	<b>1,171,925</b>	<b>1,645,779</b>	<b>2,097,012</b>	<b>2,502,936</b>
<b>Surplus/(Deficit) w/BFB</b>	<b>530,412</b>	<b>507,722</b>	<b>830,813</b>	<b>-</b>	<b>969,536</b>	<b>1,171,925</b>	<b>1,645,779</b>	<b>2,097,012</b>	<b>2,502,936</b>	<b>2,889,717</b>

Surfacewater	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections					
	2008-09	2009-10	2010-11			2011-12	2011-12	2012-13	2013-14	2014-15	2015-16
<b>Revenue</b>											
Transfers in	-	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000
Misc	-	155	12	100	94	100	103	107	110	115	
<b>Revenue Total</b>	-	<b>235,155</b>	<b>235,012</b>	<b>235,100</b>	<b>235,094</b>	<b>235,100</b>	<b>235,103</b>	<b>235,107</b>	<b>235,110</b>	<b>235,115</b>	
<b>Expenses</b>											
Labor and Benefits	-	134,928	180,278	227,354	212,470	232,297	238,918	246,994	255,745	263,752	
Supplies and Services	-	17,143	32,747	47,561	27,814	47,561	48,988	50,702	52,477	54,576	
Capital Outlay	-	-	17,500	9,506	9,035						
Conting'y & Unapprop	-	-	-	53,494	-						
<b>Expense Total</b>	-	<b>152,071</b>	<b>230,525</b>	<b>337,915</b>	<b>249,319</b>	<b>279,858</b>	<b>287,906</b>	<b>297,696</b>	<b>308,222</b>	<b>318,328</b>	
<b>Operating Revenues Less Expenses</b>	-	83,083	4,487	(102,815)	(14,226)	(44,758)	(52,803)	(62,590)	(73,111)	(83,213)	
<b>Beginning Fund Balance</b>	-	-	<b>87,477</b>	<b>102,815</b>	<b>91,964</b>	<b>77,738</b>	<b>32,980</b>	<b>(19,822)</b>	<b>(82,412)</b>	<b>(155,523)</b>	
<b>Surplus/(Deficit) w/BFB</b>	-	83,083	91,964	-	77,738	32,980	(19,822)	(82,412)	(155,523)	(238,737)	



WWTP Construction	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Revenue</b>										
Charges for goods and services	2,028,697	2,337,362	2,721,203	3,010,721	3,105,850	3,312,729	3,417,400	3,433,975	3,457,429	3,481,043
Misc	8,375	2,828	1,286	1,000	112,215	1,000	1,200	1,200	1,300	1,500
Other Financing Sources	562,045	355,583	635,895	3,100,000	18,711,716	-	-	-	-	-
<b>Revenue Total</b>	<b>2,599,117</b>	<b>2,695,774</b>	<b>3,358,384</b>	<b>6,111,721</b>	<b>21,929,781</b>	<b>3,313,729</b>	<b>3,418,600</b>	<b>3,435,175</b>	<b>3,458,729</b>	<b>3,482,543</b>
<b>Expenses</b>										
Supplies and Services	729,391	890,226	530,936	1,210,000	1,745,662	1,210,000	1,246,300	1,289,921	-	-
Debt Service	1,763,439	1,757,544	2,340,248	2,514,599	2,543,219	2,950,662	3,309,712	3,727,712	3,380,062	3,533,812
Capital Outlay	317,103	104,426	547,863	2,076,495	523,197	3,790,000	3,753,700	3,710,080	-	-
Conting'y & Unapprop	-	-	-	1,030,627	-	-	-	-	-	-
<b>Expense Total</b>	<b>2,809,933</b>	<b>2,752,197</b>	<b>3,419,047</b>	<b>6,831,721</b>	<b>4,812,078</b>	<b>7,950,662</b>	<b>8,309,712</b>	<b>8,727,712</b>	<b>3,380,062</b>	<b>3,533,812</b>
<b>Operating Revenues Less Expenses</b>	<b>(210,817)</b>	<b>(56,423)</b>	<b>(60,663)</b>	<b>(720,000)</b>	<b>17,117,703</b>	<b>(4,636,933)</b>	<b>(4,891,112)</b>	<b>(5,292,537)</b>	<b>78,667</b>	<b>(51,269)</b>
<b>Beginning Fund Balance</b>	<b>588,620</b>	<b>145,804</b>	<b>28,719</b>	<b>720,000</b>	<b>(31,944)</b>	<b>17,085,759</b>	<b>12,448,826</b>	<b>7,557,714</b>	<b>2,265,177</b>	<b>2,343,844</b>
<b>Surplus/(Deficit) w/BFB</b>	<b>377,803</b>	<b>89,381</b>	<b>(31,944)</b>	<b>-</b>	<b>17,085,759</b>	<b>12,448,826</b>	<b>7,557,714</b>	<b>2,265,177</b>	<b>2,343,844</b>	<b>2,292,575</b>

Building Maintenance	Actual	Actual	Actual	Budget	Projected FY End	5 Year Projections				
	2008-09	2009-10	2010-11	2011-12	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Revenue</b>										
Misc	715,160	797,358	806,424	658,975	658,975	539,559	532,870	548,719	565,074	582,904
Transfers in	1,000	-	-	-	-					
<b>Revenue Total</b>	<b>716,160</b>	<b>797,358</b>	<b>806,424</b>	<b>658,975</b>	<b>658,975</b>	<b>539,559</b>	<b>532,870</b>	<b>548,719</b>	<b>565,074</b>	<b>582,904</b>
<b>Expenses</b>										
Labor and Benefits	338,349	351,090	333,902	373,507	388,476	232,911	234,661	240,201	246,402	251,886
Supplies and Services	390,348	379,476	452,233	342,968	305,526	290,000	298,700	309,155	319,975	332,774
Conting'y & Unapprop	-	-	-	62,500	-					
<b>Expense Total</b>	<b>728,697</b>	<b>730,567</b>	<b>786,136</b>	<b>778,975</b>	<b>694,002</b>	<b>522,911</b>	<b>533,361</b>	<b>549,356</b>	<b>566,377</b>	<b>584,660</b>
<b>Operating Revenues Less Expenses</b>	<b>(12,537)</b>	<b>66,792</b>	<b>20,288</b>	<b>(120,000)</b>	<b>(35,027)</b>	<b>16,648</b>	<b>(491)</b>	<b>(637)</b>	<b>(1,303)</b>	<b>(1,756)</b>
<b>Beginning Fund Balance</b>	<b>27,124</b>	<b>14,588</b>	<b>101,668</b>	<b>120,000</b>	<b>121,956</b>	<b>86,929</b>	<b>103,577</b>	<b>103,085</b>	<b>102,449</b>	<b>101,146</b>
<b>Surplus/(Deficit) w/BFB</b>	<b>14,587</b>	<b>81,380</b>	<b>121,956</b>	<b>-</b>	<b>86,929</b>	<b>103,577</b>	<b>103,085</b>	<b>102,449</b>	<b>101,146</b>	<b>99,390</b>