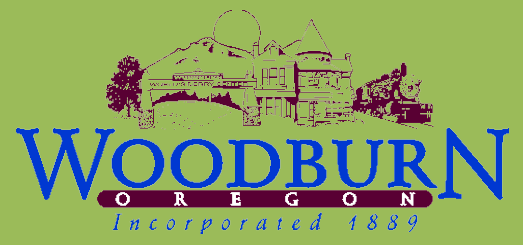


The City of Woodburn

and the Woodburn Urban Renewal Agency



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City of Woodburn, Oregon

Fiscal Year 2011-12

Budget Committee Members Term Expires

Electors

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. 2011

Councilors

Richard Pugh - Ward I	Dec. 2012
J. Melvin Schmidt - Ward II	Dec. 2012
Pete McCallum - Ward III	Dec. 2014
Jim Cox - Ward IV	Dec. 2014
Frank Lonergan - Ward V	Dec. 2014
Eric Morris - Ward VI	Dec. 2012

City Manager
Scott Derickson

Finance Director
Ignacio Palacios

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

City of Woodburn, Oregon

Fiscal Year 2011-12

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FY 2011/12 BUDGET MESSAGE

Budget Committee Members:

Presented for your review is the Recommended Budget for fiscal year (FY) 2011/12. It is a balanced budget and maintains current levels of services given the available resources.

- **Total Budget**

Overall, the total Proposed FY 2011/12 Budget reflects a 9.6% decrease in overall spending from the current year 2011 Budget. The decrease can be attributed to the completion of significant capital projects, such as the Young Street Overlay Project, completion of the Water Line Extension Project, the Water Disinfection Project and the depletion of the Wastewater Construction Fund. It is also reflective of the overall uncertain economic climate and a more conservative approach with City resources.

A total budget, all funds of \$49,199,466 is recommended for FY 2011/12. Major decreases are in the Street/Storm Capital Improvement (\$562,185), Transportation Impact Fee (\$519,614), Water System Construction (\$4,324,485), Parks System Development (\$564,729), and Information Services (\$325,924). Two large projects continuing in FY 2011/12 are the Fifth Street Improvement Project and Phase II of the Compliance Upgrade Design & Construction (\$3,262,715).

In FY 2011/12, fund balances are budgeted to decrease \$3,195,998 (15.3%) to \$17,727,093. The decrease in FY 2011/12 is the result of continued capital projects scheduled for the upcoming fiscal year, combined with a significant drop in interest earnings (prior rates have been approximately 3.0% while in FY 2010/11 those rates have remained well below 1.0%).

- **General Fund**

Most City operations are budgeted in the General fund. A General fund budget of \$13,430,545 is recommended for FY 2011/12. This is a \$550,751 (4.3%) increase from FY 2010/11. The increase is due to the \$151,000 and \$235,000 previously recorded in the Transit and Revenue Sharing funds, respectively. These revenues are now being recorded in the General fund and shown as transfers to the Transit and Revenue Sharing funds for accounting purposes. When these amounts are removed from the increase the actual increase over the prior year is \$164,751 (1.3%).

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

The General Fund Budget includes a Reserve for PERS (\$95,000), a reserve for buildings (\$187,000), Contingency of \$1,072,649, and Unreserved Balance of \$185,000. A Reserve PERS Fund was established in each operating fund, when PERS was eliminating its unfunded liability by increasing charges to employers – the reserves are continued to be maintained for the unanticipated 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 Unreserved Fund Balance, which is intended as a hedge against the budgetary impacts if the economic downturn continues.

The General fund is supported by \$11,002,691 in estimated revenues, and \$2,427,854 in Working Capital Carryover. The increase in estimated revenues over the prior year is due to modest increases in property tax revenues and the continued allocation of administration overhead.

The proposed FY 2011/12 Budget includes a 3% **COLA** for non-represented and management employees as well as funding the 6% **PERS** pick-up per the AFSCME contract.

- **Revenues**

The **Property tax** estimate for FY 2011/12 is increased \$295,000 over FY 2010/11 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 \$7,534,775 (\$7.351 million x 102.5%) but the estimated revenue is proposed at \$7,495,000 (a more conservative estimate at 1.9%) to allow for increase delinquencies due to the current economic conditions, decrease in housing values and slow down in new building. It should be noted the \$151,000 budgeted directly in prior years in the Transit Fund are now being recorded in the General Fund with a transfer occurring – to more accurately reflect the nature of the revenue.

Franchise fees for FY 2011/12 are decreased by \$21,000 (1.9%) 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 decrease overall is mainly from the changes in customer usages of utilities (i.e. natural gas) and cable – which has a direct impact of the amount of franchise fees the city receives.

- **Expenses**

Personnel expenses represent the majority of General Fund costs. Of the recommended General Fund operating budgets for FY 2011/12, Personnel accounts for 57.0% of total expenses. General Fund Personnel costs for FY 2011/12 total \$7,815,873.

Total supplies and services in the General Fund FY 2011/12 increase 12.2% over the current fiscal year and total \$3,635,400. 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 (workers compensation insurance increased 43% over the current fiscal year), 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.

The single largest General Fund reduction has occurred in the operation of the Aquatic Center. Operating under a new business model, the Aquatic Center Budget has been reduced by \$167,450. When adding in

anticipated increases in revenue, the overall Aquatic Center related General Fund savings are \$229,000. The single largest General Fund departmental increase will occur in the Police Department, which is up 6%. This increase is mostly related to increased benefit costs.

- **Other Notable Topics**

The City's **Building Fund** has seen a dramatic decrease in activity and is currently staffed by 1.3 FTE. Due to ongoing changes in FY 2009/10 and the current fiscal year the fund has been sustainable and is beginning to see modest increases in activity, which accounts for the 20.8% increase in proposed revenues for FY 2011/12. Staff continues to work hard to ensure adequate levels of service.

The **Weed & Seed Fund** grant will expire in November 2011 and no alternative sources of revenue are readily available nor does it appear that the grant will be 'renewed' at the federal level. If no funding is made available the program will cease in November 2011.

The **General CIP Fund** budget includes amounts for the pool plaster project as well as the Wyfels Park playground equipment project.

The **Street Fund** budget increases \$269,770 (23.7%) over the current 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 \$70,000 and the recording of stated shared revenues in this fund to pay for street lighting (see funds consolidation discussion).

The **Street/Storm CIP Fund's** is proposed at \$705,800 for FY 2011/12, a 44.3% decrease from the current fiscal year. Minor projects for sidewalk and storm drain projects are planned for the FY 2011/12.

The **Parks SDC Fund** decreases 61.5% from the current fiscal year with a proposed budget \$353,000. 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 7.9% over the current fiscal year. The continued economic slow-down has had a direct impact on the fund's ability to generate revenue and the City's ability to carry out needed street projects.

The **Water Fund** is budgeted for \$2,545,725 in FY 2011/12, which is a 5.8% increase. It should be noted that as part of the chlorination project completion additional licensed staffing is required to maintain compliance with federal and state regulations – in November 2010 a supplemental budget was approved by the City Council to allow for the additional FTE (approximately \$80k total cost for the additional FTE) to be hired by Public Works. The proposed budget continues that policy and includes the additional staffing needed to properly carry out the chlorination functions within the water program. The shift in these resources will have an impact on the City's ability to reserve available dollars for future projects and system upgrade and expansion.

The **Water Construction Fund** is budgeted for \$4,390,783 in FY 2011/12, a 49.3% decrease from the current fiscal year. This is due to the completion of significant projects in the current fiscal year – the chlorination project and the Mill Creek North Loop project. The proposed FY 2011/12 budget includes a \$1.17 million reserve – which provides for \$754k in required debt service reserves. See comments above.

The **Water SDC Fund** budget is \$386,200, which is a 23.0% decrease from the current fiscal year. This is a direct result of the continued slow-down in local (as well as national) development. This is expected to continue in FY 2011/12.

The **Sewer Fund** budget for 2011/12 is \$3,437,348 which is a 7.7% increase over the prior year.

The **Wastewater Treatment Plant Construction Fund** increases 19.2% over the current fiscal year to a proposed \$6,831,721 for fiscal year 2011/12. This is a continuation of the Compliance Upgrade Design and Construction project.

The **Storm/Surface Water Fund** continue the City's goal to implement a full storm water utility program and serves to meet the City's obligations for surface water environmental impacts and compliance. The proposed FY 2011/2012 budget is \$337,915 and is a transfer from the Sewer Fund. \$1,515,307 is budgeted in the Technical and Environmental Fund, a decrease of \$57,743 (3.7%) from the current fiscal year.

- **Funds Consolidation Plan**

In an effort to improve accounting efficiencies the Finance Department is proposing to consolidate seven (7) funds into other 'like' funds. Those six funds are noted below and are no longer being utilized, have minimal activity and/or are redundant to the fund structure.

The funds being proposed for consolidation are as follows:

General Reserve – The balance is being transferred to General Capital Improvement Fund to be reserved for future capital needs.

State Revenue Sharing – This fund is being consolidated into the Street Fund and the Local Gas Tax Fund. Historically, state shared revenues have been recorded in the State Revenue Sharing fund – those revenues will now be recorded in the General Fund and transferred to the Street Fund to pay for local street lighting. The remaining State Revenue Sharing Fund revenues will be transferred to the Local Gas Tax Fund to be used for local street projects.

Bancroft Bond Redemption – The remaining balance of \$6,500 will be transferred to the Housing Rehabilitation Fund and will be held in reserve for any future redemption.

Economic Development – Debt service for the HWI intersection improvements are carried here and the remaining balance will be transferred to the Street SDC fund.

Public Works Facility Construction – Balance is being transferred to the Technical and Environmental Services Fund and will be used to pay for leases of Public Works storage and right-of-way leases to the railroad.

Sewer Capital Improvement – The remaining balance after the debt is retired in FY 2011/12 will be transferred to the Sewer Fund.

Central Stores – The balance carried forward will be transferred to the General Fund and utilized to provide for the City Hall copier lease and paper supplies.

- **Conclusion**

The recommended budget for FY 2011/12 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.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Derickson", with a large, stylized flourish above the name.

Scott Derickson
City Administrator

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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 2011-12. 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 2011-12 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 2011-12 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 2011-12 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 accounts for reserves set aside for future needs. As part of the funds consolidation proposal – this fund is being collapsed into the city's General Fund Construction Fund.
- General Fund CIP – Fund accounts for capital improvement projects for general services facilities.

Special Services

- Transit – This fund accounts for the City's transit program. The primary revenue sources are a transfer from the General Fund as well as Federal and State transit grants. Expenditures include personnel, bus maintenance and operating cost and capital outlay for busses as the busses need replacement.
- Building – This fund accounts for building permit revenues and the activities of the City's building permit program. The fund was established as a legislative requirement mandating that building permit revenues not be used for any purpose other than building permit programs.

- Search & Seizure – Fund accounts for City’s share of federal proceeds from drug seizures to be used for drug enforcement and investigation.
- Weed & Seed – This fund accounts 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.
- State Revenue Sharing – Fund accounts for state shared revenues and capital outlay for various street improvement projects and street lighting. As part of the funds consolidation proposal, this fund is being 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 – this fund is being 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.
- Streets – This fund accounts for the State of Oregon highway apportionment (gas tax). As required by statute the proceeds are used “exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and roadside rest areas in this state.”
- City Gas Tax – Fund accounts for the proceeds from the City’s gas tax used for street resurfacing projects.
- Transportation Impact Fee (TIF) – 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 and NW Natural Gas privilege taxes.
- Parks SDC – Fund accounts for payments received from new development to fund improvements that increase capacity of the City’s parks system.

Utilities Services

- Water – This fund accounts for the operations of the water treatment and distributions systems. Water sales and associated fees are the major revenue sources.
- Water Well/Distribution Construction – Fund was established to accumulate resources for major repairs, extensions, alterations or other capital improvements to the water system. Revenue is received through user fees and loan proceeds (as the need arises).

- Water SDC – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City’s water treatment and distributions systems. Uses of the funds are restricted by City ordinance and state statute.
- Sewer – This fund accounts for operations of the wastewater collection and treatment system. User charges are the main revenue source.
- Sewer Capital Improvement – Fund accounts for the loan proceeds for the sewer pump project and the resulting debt payments. The remaining balance after the debt is retired in FY 2011/12 will be 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.
- Surface Water/Collections – Fund was established fiscal year 2009-10 to provide a City stormwater program and operations. The main source of revenue is a transfer from the waste water fund.
- Stormwater SDC – This fund accounts for system development charges received from new development to fund improvements that increase capacity of the City’s stormwater collection system. Uses of the funds are restricted by ordinance and state statute.

Miscellaneous Services

- Information Services (IS) – Fund accounts for City’s network maintenance and services. In addition, the IS department contracts with local agencies and smaller governments to provide network and information services. The primary source of revenue is operating transfers from other city departments that use network and information services.
- Central Stores – Fund accounts for the central purchase of high volume supplies (such as paper, toner, etc.). Primary source of revenue is the cost reimbursement to the fund for these purchases. As a part of the Fund Consolidation Plan, this fund’s balance will be 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 from other funds for insurance premiums costs.
- Technical and Environmental Services – This fund accounts for the engineering, public fleet and administrative services of the public works funds. The primary source of revenue is operating transfers from the public works funds for those services.
- Building Maintenance – This fund accounts for operation, maintenance and repair of city owned facilities. The primary source of revenue consists of charges to operating departments based on the relative square footage of occupancy.
- Police Construction – This 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 are being used to ‘wrap up’ remaining items to be completed; upon completion, the fund will be closed.

- Public Works Facility Construction – Fund is used to account for lease payments to Union Pacific Railroad for public works storage. The balance is being transferred to the Technical and Environmental Services Fund as a part of the Fund Consolidation Plan
- Equipment Replacement – Fund accounts for transfers from various funds to be reserved for vehicle and equipment replacement.
- Library Endowment – Fund accounts for proceeds donated to the Woodburn Public Library for building maintenance.
- Museum Endowment – This fund accounts for proceeds held in trust by the City and ongoing donations received for future improvements for the World’s Berry Center Museum.

Capital Improvement Program. The capital improvements Program is a financial planning, budgeting, and management tool that identifies public facility and equipment requirements, places these requirements in order of priority, and schedules them for funding and implementation. The CIP has two components: a capital improvement budget, detailing the spending plan for FY 2010-11, and a capital improvement plan, describing priorities and expected funding sources for identified projects for the next six years.

Appendices: The final section in the budget document includes the Appendices, which contain: the Staffing Schedule, describing the allocation of staffing resources to departments; the Salary Schedule, detailing anticipated salaries for occupied positions in FY 2011-12; and the Glossary, defining relevant budget terms.

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 20%. With 24,080, Woodburn is the 21st most populated city in Oregon. In 2000, the median income for a household in the city was \$33,722, and the median income for a family was \$36,730. Males had a median income of \$21,702 versus \$22,606 for females.

<i>Incorporated</i>	1889	<i>Income - Households:</i>	
<i>Area in square miles</i>	5.2	Less than \$25,000	33%
<i>Government</i>	Council/Manager	\$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>Race</i>		<i>Housing:</i>	
White	47%	1-unit	67%
Hispanic	50%	2 to 4 units	8%
Asian	1%	5 to 9 units	4%
Black or African American	1%	10 or more units	11%
Other	2%	Mobile Home	10%
<i>Age</i>		Other	1%
0 to 9 Years	34%		
20 to 44 Years	34%		
45 to 64 Years	15%		
65 years and over	18%		
Median age (years)	30.3		

The Budget Process

City of Woodburn Budget Calendar

December 2010

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

January 2011

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

February 2011

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

March 2011

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

April 2011

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

May 2011

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

June 2011

- 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. The approved budget is forwarded to the City Council for adoption. Adoption of the budget must occur no later than June 30.

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.

Council Goals

2011-12

Prudent Fiscal Policies. 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:

1. The Urban Renewal Agency 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 a whole. This may be accomplished through the 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 to the City's General Fund.

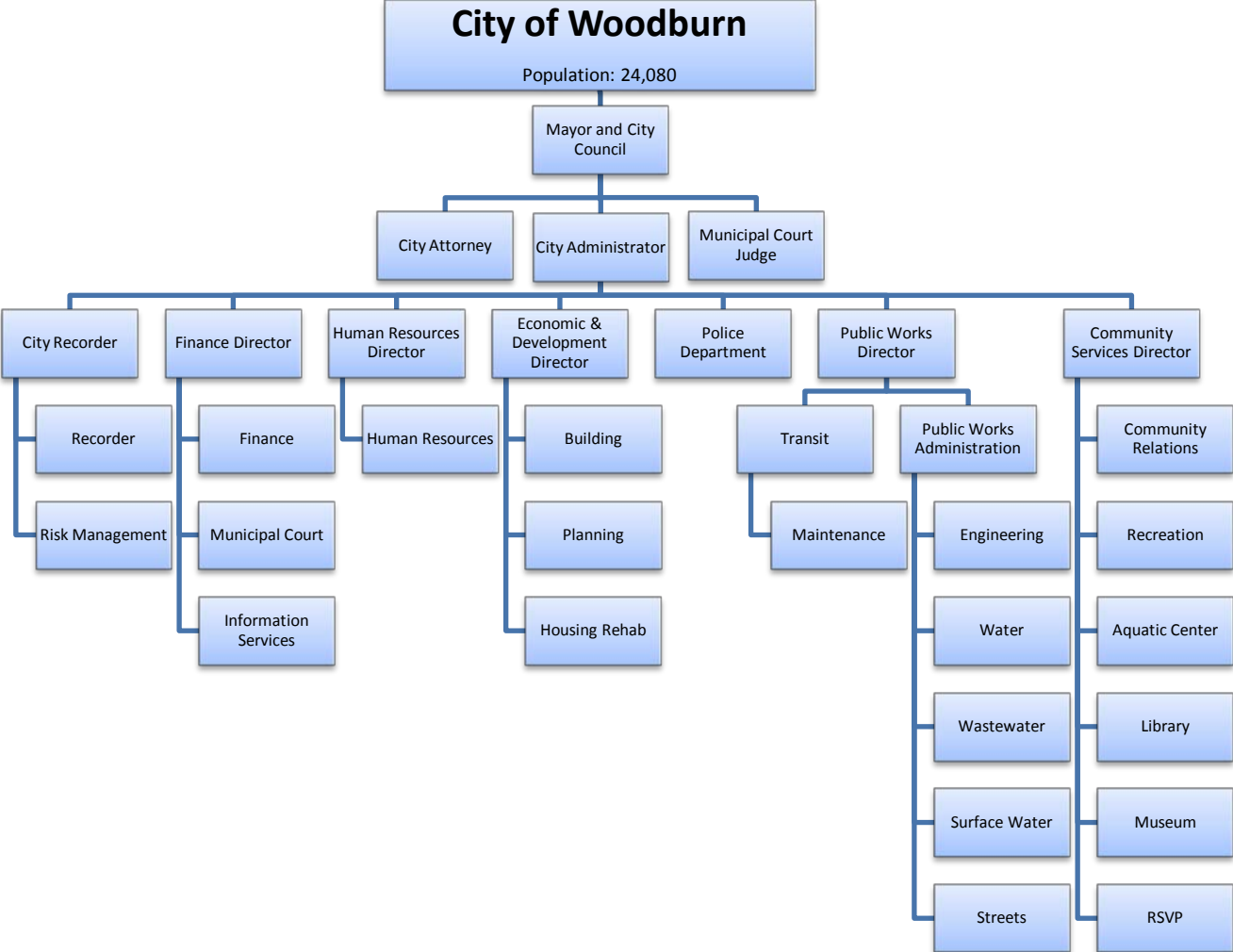
Increase Downtown Parking Opportunities. The City Council will review options for developing additional Downtown Parking and take appropriate action.

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.

99E Corridor Study. Completing the 99E Corridor Study and pursuing opportunities to improve 99E is a high priority for the City of Woodburn.

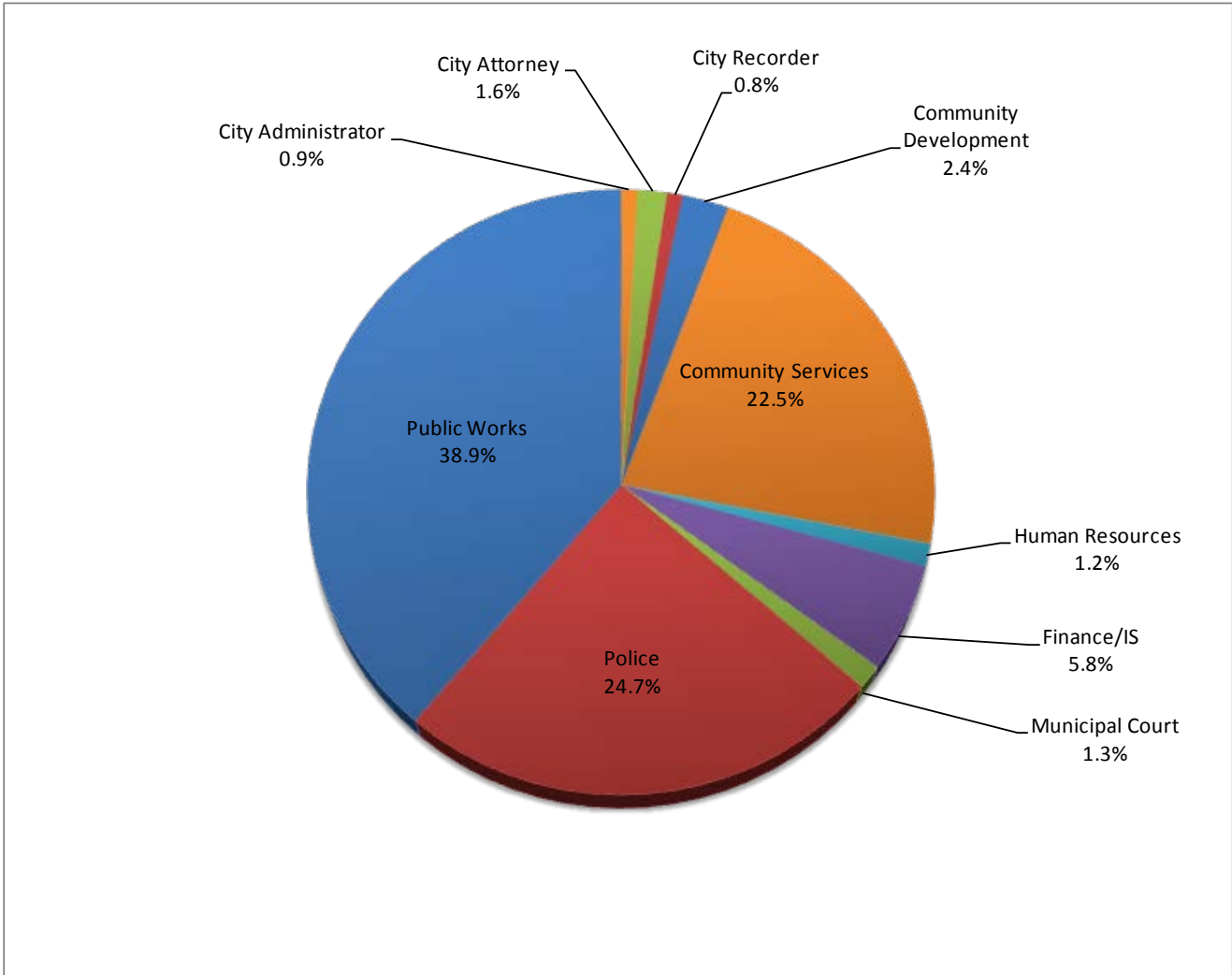
Organizational Chart



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Staffing Summary

Department	2007-08 FTE	2008-09 FTE	2009-10 FTE	2010-11 FTE	2011-12 FTE	FTE Change	% FTE Change
City Administrator	4.00	4.00	4.00	1.40	1.40	-	0.0%
City Attorney	2.00	2.00	2.00	2.60	2.60	-	0.0%
City Recorder	1.25	1.65	1.65	1.25	1.25	-	0.0%
Community Development	8.40	8.40	8.40	4.00	4.00	-	0.0%
Community Services	39.55	40.85	40.85	39.85	36.81	(3.04)	-7.6%
Human Resources	-	-	-	2.00	2.00	-	0.0%
Finance/IS	8.00	9.00	9.00	9.50	9.50	-	0.0%
Municipal Court	2.85	2.85	2.85	2.00	2.10	0.10	5.0%
Police	41.00	41.00	41.00	40.50	40.52	0.02	0.0%
Public Works	64.67	63.59	64.59	65.59	63.73	(1.86)	-2.8%
Total FTEs	171.72	173.34	174.34	168.69	163.91	(4.78)	-5.4%

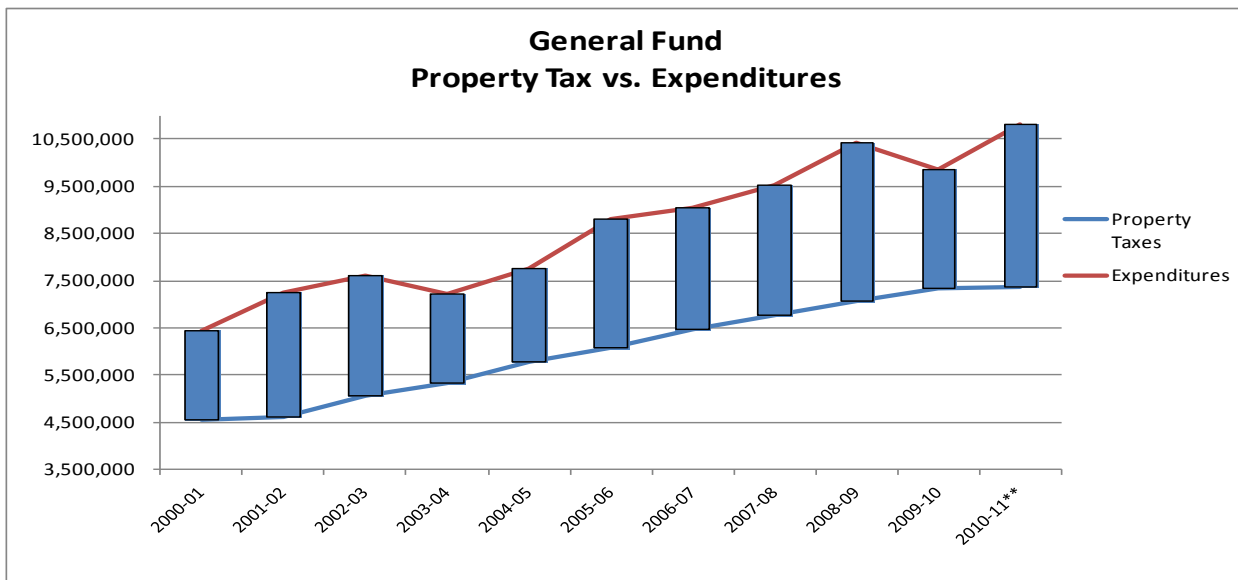
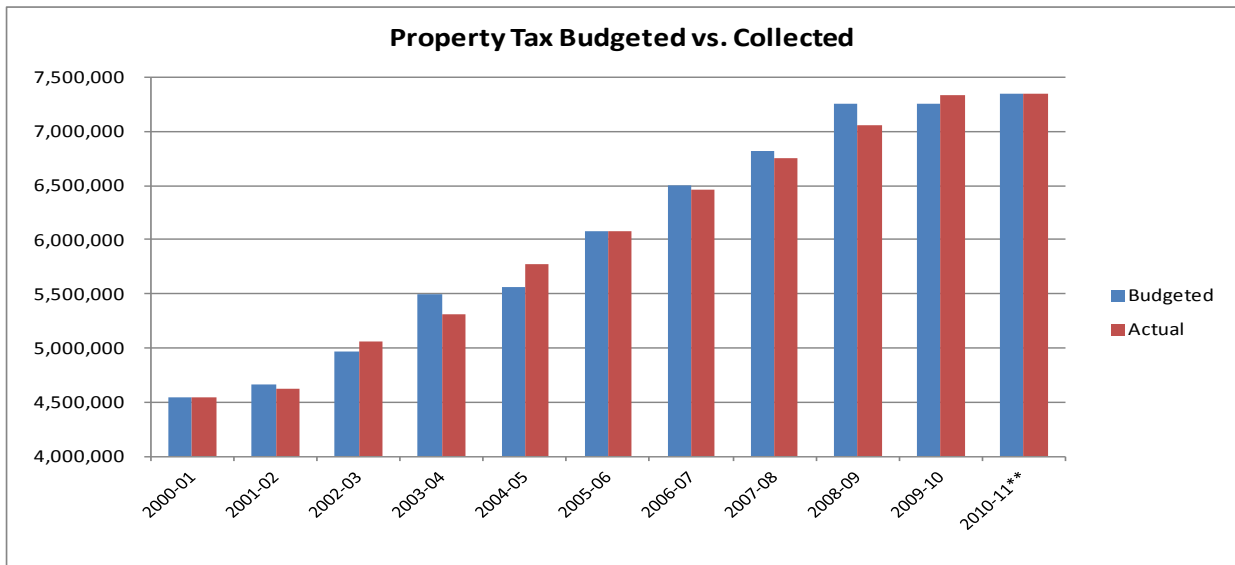


City of Woodburn
Budgeted Property Tax

Fiscal Year	City Permanent Rate	General Fund*		Bond		General Fund Expenses
		Budgeted	Actual	Budgeted	Actual	
2000-01	6.0534	4,541,425	4,547,257	115,000	117,132	6,433,371
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	7,352,510	515,000	500,000	10,809,829

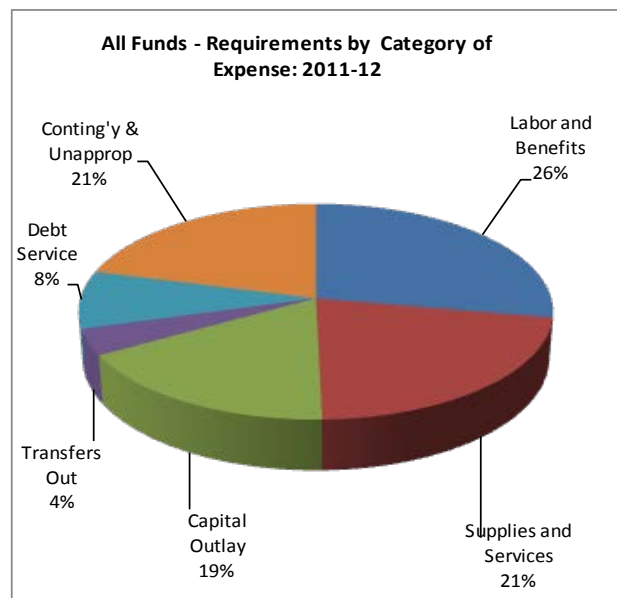
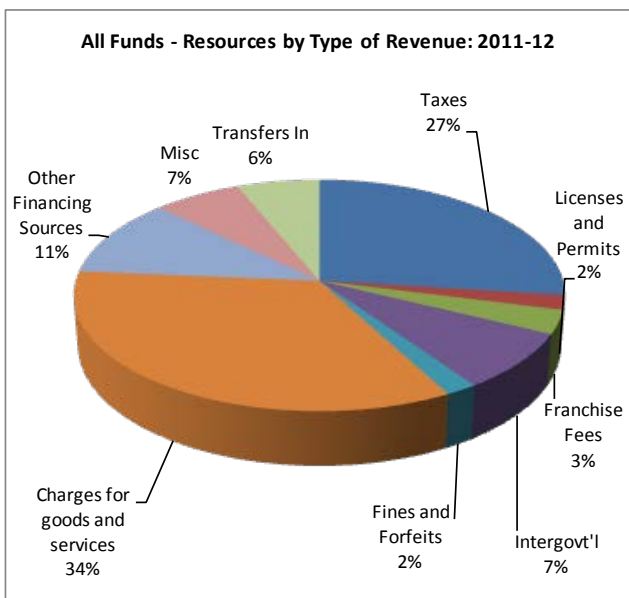
*Includes amounts allocated to Transit Fund

**Projected Actual



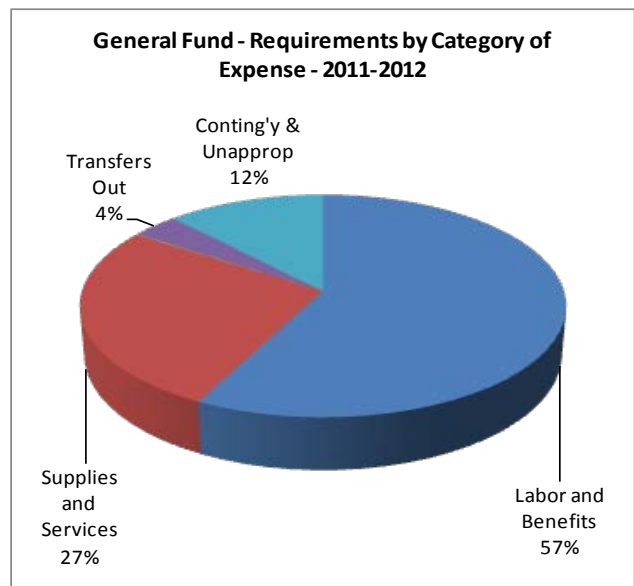
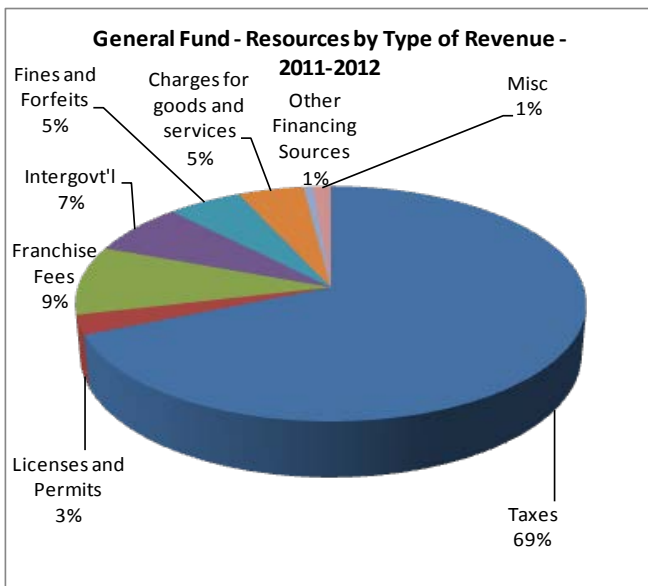
**Summary of Revenues and Expenditures
(All Funds Combined)**

	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Budget 2011-12</u>
Beginning Balance	25,887,290	25,504,574	20,923,091	17,727,093
Revenues				
Taxes	8,216,943	8,305,561	8,326,000	8,485,000
Licenses and Permits	498,928	468,849	605,116	639,193
Franchise Fees	1,015,997	1,060,617	1,061,000	1,035,800
Intergovernmental	2,256,772	2,681,577	3,555,398	2,544,434
Fines and Forfeits	563,395	744,280	508,500	588,250
Charges for goods and services	10,231,202	9,871,203	10,424,664	10,733,055
Other Financing Sources	577,749	706,176	5,206,864	3,445,441
Misc	3,847,864	2,419,930	2,067,077	2,067,523
Transfers In	1,992,742	1,373,259	1,741,109	1,933,677
Total Revenues	29,201,592	27,631,453	33,495,728	31,472,373
Beg. Bal. and Revenues	55,088,882	53,136,027	54,418,819	49,199,466
Expenses				
Labor and Benefits	12,119,880	11,607,108	13,360,475	13,713,244
Supplies and Services	7,120,701	8,156,299	10,759,086	10,702,753
Capital Outlay	4,190,888	5,574,537	14,380,573	8,333,951
Transfers Out	1,992,743	1,373,259	2,320,109	1,934,177
Debt Service	4,294,219	4,117,709	4,257,356	4,248,068
Conting'y & Unapprop	-	-	9,341,220	10,267,273
Total Expenses	29,718,431	30,828,912	54,418,819	49,199,466
Ending Balance	25,370,451	22,307,115	-	-
Expenses and End. Bal.	55,088,882	53,136,027	54,418,819	49,199,466



**Summary of Revenues and Expenditures
(General Fund)**

	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Budget 2011-12</u>
Beginning Balance	2,574,080	2,290,557	2,293,127	2,427,854
Revenues				
Taxes	6,912,899	7,180,954	7,200,000	7,495,000
Licenses and Permits	338,803	294,310	293,000	291,000
Franchise Fees	1,015,997	1,060,617	1,061,000	1,035,800
Intergovernmental	523,550	369,680	492,500	853,960
Fines and Forfeits	563,395	743,980	508,000	588,000
Charges for goods and services	462,186	432,854	454,041	521,631
Other Financing Sources	9,576	12,287	419,386	75,000
Misc	179,719	197,314	158,740	140,500
Transfers In	-	-	-	1,800
Total Revenues	10,006,125	10,291,995	10,586,667	11,002,691
Beg. Bal. and Revenues	12,580,205	12,582,552	12,879,794	13,430,545
Expenses				
Labor and Benefits	7,204,389	6,912,263	7,685,551	7,815,873
Supplies and Services	2,578,746	2,809,717	3,239,415	3,635,400
Capital Outlay	7,235	1,246	39,200	13,364
Transfers Out	629,832	123,259	454,725	426,259
Conting'y & Unapprop	-	-	1,460,903	1,539,649
Total Expenses	10,420,202	9,846,485	12,879,794	13,430,545
Ending Balance	2,160,003	2,736,068	-	-
Expenses and End. Bal.	12,580,205	12,582,552	12,879,794	13,430,545



**City of Woodburn
General Services Budget Summary**

	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Budget 2011-12</u>
001 General Fund				
011 - Council & Mayor	39,971	40,892	42,395	44,926
121 - Administration	304,282	271,348	179,457	170,522
131 - City Recorder	83,033	107,675	52,601	53,964
141 - City Attorney	150,872	160,799	156,333	140,333
151 - Finance	262,243	330,101	322,251	320,166
161 - Human Resources	-	-	47,158	49,668
181 - Court	213,869	192,644	204,931	215,359
211 - Police	5,241,355	5,269,211	5,884,807	6,414,967
311 - Library	1,038,220	1,001,761	1,156,582	1,233,480
421 - Recreation	333,167	347,515	510,522	512,575
431 - Swimming Pool	629,001	628,449	672,182	509,603
499 - Community Services Admin	334,082	324,516	483,501	424,888
511 - Planning	479,450	387,640	365,850	386,507
631 - Maintenance	543,902	546,719	603,096	625,952
199 - Non-departmental	766,756	237,214	737,225	787,986
Contingency & Reserve	-	-	1,460,903	1,539,649
General Fund Total	10,420,202	9,846,485	12,879,794	13,430,545
092 - General Operating Reserve	-	-	74,500	73,000
358 - General Fund Capital Improvement	1,014,100	562,240	526,000	332,500

General Fund – Revenue Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			General Fund				
			Revenue				
2,574,080	2,290,557	2,293,127	Fund Balance	2,461,183	2,427,854	2,427,854	2,427,854
6,912,899	7,180,954	7,200,000	Taxes	7,344,000	7,495,000	7,495,000	7,495,000
338,803	294,310	293,000	Licenses and Permits	291,000	291,000	291,000	291,000
523,550	369,680	492,500	Intergovernmental	428,110	776,710	776,710	853,960
563,395	743,980	508,000	Fines and Forfeits	588,000	588,000	588,000	588,000
462,186	432,854	454,041	Charges for goods and services	535,631	521,631	521,631	521,631
179,719	197,314	158,740	Misc	133,500	140,500	140,500	140,500
-	-	-	Transfers In	-	1,800	1,800	1,800
1,015,997	1,060,617	1,061,000	Franchise Fees	1,040,000	1,035,800	1,035,800	1,035,800
9,576	12,287	419,386	Other Financing Sources	75,000	75,000	75,000	75,000
12,580,205	12,582,552	12,879,794	Total Revenues	12,896,424	13,353,295	13,353,295	13,430,545

Revenue Sources and Other Discussion

The **Property Tax** estimate for FY 2011/12 is increased \$295,000 over FY 2010/11 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.

Franchise fees for FY 2011/12 are decreased by \$21,000 (1.9%) 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 decrease overall is mainly from the changes in customer usages of utilities (i.e. natural gas) and cable – which has a direct impact of the amount of franchise fees the city receives.

Licenses & Permits for FY 2011/12 have decreased just slightly by \$2,000. This form of revenue includes Payments in Lieu of Taxes, the local Hotel/Motel Tax, Business License fees, and other license fees.

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. For fiscal year 2011-12 we increased this amount by \$80,000 over last FY budget. The remaining amounts include police training surcharge, various towing fees and library fines.

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.

General Fund – Revenue Detail

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
General Fund							
Department 000 Revenue							
2,574,080	2,290,557	2,293,127	Beginning Fund Balance	2,461,183	2,427,854	2,427,854	2,427,854
6,912,899	7,180,954	7,200,000	Property Tax	7,344,000	7,495,000	7,495,000	7,495,000
30,835	26,979	30,000	PILOT	28,000	28,000	28,000	28,000
270,987	214,782	220,000	Hotel/Motel Tax	220,000	220,000	220,000	220,000
-	-	-	911 Tax	-	118,600	118,600	118,600
30,165	47,795	38,000	Business License	38,000	38,000	38,000	38,000
6,815	4,754	2,500	Other License	2,500	2,500	2,500	2,500
-	-	2,500	Taxicab Permits	2,500	2,500	2,500	2,500
1,000	-	-	Filming Permits	-	-	-	-
568,945	621,269	600,000	Franchise Fee, PGE	600,000	600,000	600,000	600,000
169,120	145,722	180,000	Franchise Fee, NW Natural	160,000	160,000	160,000	160,000
84,041	84,058	85,000	Franchise Fee, Qwest	84,000	84,000	84,000	84,000
106,651	100,199	105,000	Franchise Fee, United Disposal	105,000	105,000	105,000	105,000
53,101	75,616	65,000	Franchise Fee, Willamette Broadband	65,000	60,800	60,800	60,800
14,354	8,613	10,000	Franchise Fee, Woodburn Ambulance	10,000	10,000	10,000	10,000
19,033	24,698	16,000	Franchise Fee, Gervais Telephone	16,000	16,000	16,000	16,000
179	-	-	Franchise Fee, Sprint	-	-	-	-
572	442	-	Preferred LD Franchise	-	-	-	-
-	46,945	-	Federal Grants Indirect	-	-	-	-
18,104	8,810	12,000	State Grants	10,000	10,000	10,000	10,000
-	-	-	State Revenue Sharing	-	230,000	230,000	230,000
279,176	197,203	270,000	State Liquor Proration	250,000	250,000	250,000	250,000
36,349	28,235	35,000	State Cigarette Tax	33,000	33,000	33,000	33,000
2,272	2,032	2,000	Sale of Documents	1,000	1,000	1,000	1,000
-	1,150	-	Sale of Bid Documents	-	-	-	-
1,413	12,628	-	Recreation Trust	-	-	-	-
21,000	22,537	23,500	Rent - Norcom	22,000	22,000	22,000	22,000
-	250	-	Adopt a Park Donations	-	-	-	-
4,187	-	-	Sale of Surplus Property	-	-	-	-
(950)	(10,658)	-	Cash Long and Short	-	-	-	-
5,853	109	-	Deposit Difference	-	-	-	-
22,067	81,048	26,740	Other Miscellaneous Income	25,000	25,000	25,000	25,000
(8,704)	-	-	Fraud Loss	-	-	-	-
2,650	-	6,500	Urban Renewal	6,500	6,500	6,500	6,500
-	-	340,966	Interfund Loan Proceeds	-	-	-	-
9,576	12,287	78,420	Reimbursements	75,000	75,000	75,000	75,000
10,388	13,350	9,000	Lien Search	9,000	9,000	9,000	9,000
52,969	52,575	45,000	Interest from Investments	25,000	25,000	25,000	25,000
487,459	689,258	420,000	Court Fine	500,000	500,000	500,000	500,000
-	6	-	Cash Long and Short	-	-	-	-
50,172	-	51,000	Federal Grants	36,610	36,610	36,610	36,610
-	-	-	Federal Grants Indirect	-	-	-	77,250
48,360	9,405	45,000	State Grants	20,000	20,000	20,000	20,000
-	-	2,631	Police Reimbursements	2,631	2,631	2,631	2,631
63,908	536	45,000	Reimbursements SD	45,000	45,000	45,000	45,000
12,079	(4,143)	23,000	Police Training Surcharge	23,000	23,000	23,000	23,000
51,656	45,048	52,000	Towing Fee	52,000	52,000	52,000	52,000
330	-	1,000	Alarm Fee	1,000	1,000	1,000	1,000
25,533	100	5,000	Donations Police	5,000	5,000	5,000	5,000
1,665	-	-	Sale of Surplus Property	-	-	-	-
5,507	2,178	-	Other Miscellaneous Income	-	-	-	-
-	-	17,000	Reimbursements	17,000	17,000	17,000	17,000
-	2,400	5,000	Reimbursements - Training	5,000	5,000	5,000	5,000
87,044	75,060	75,000	Regional Library Services	75,000	75,000	75,000	75,000
4,346	4,021	4,500	Ready to Read Grant	3,500	3,500	3,500	3,500
3,561	3,381	4,000	Rural Readers' Fees	4,000	4,000	4,000	4,000
60	-	-	Museum Admission	-	-	-	-
11,871	13,817	12,000	Library Fines	12,000	12,000	12,000	12,000
20,052	166	-	Donations - Library	-	-	-	-
150	-	-	Donations - Museum	-	-	-	-

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
1,718	3,834	2,000	Lost Book Revenue	2,000	2,000	2,000	2,000
16,519	18,711	21,000	Youth Sports	24,000	24,000	24,000	24,000
18,449	24,375	26,000	Adult Sports	35,000	35,000	35,000	35,000
25,081	28,191	25,000	Youth Program	23,000	23,000	23,000	23,000
5,500	3,229	1,000	Administration	1,000	1,000	1,000	1,000
9,205	1,056	-	Adult Program	-	-	-	-
1,475	7,711	9,000	Sponsorship Revenue	5,000	5,000	5,000	5,000
258	1,438	200	Teen Program Revenue	-	-	-	-
61,553	42,688	49,000	After School Club	50,000	50,000	50,000	50,000
-	23,500	500	Arts & Culture Revenue	-	-	-	-
(600)	6,297	6,820	Active Adult	12,000	13,000	13,000	13,000
700	3,130	-	Event Admission	-	-	-	-
-	1,000	30,000	Fiesta Events	-	-	-	-
-	2,050	-	Events - Parks	-	-	-	-
4,656	-	-	Police Athletic Association	-	-	-	-
6,600	-	-	Land o Frost Grant	-	-	-	-
-	-	22,000	PAL - Teen Program Grant	23,000	30,000	30,000	30,000
7,214	6,465	7,500	Resale of Merchandise	15,000	13,000	13,000	13,000
15,823	14,219	15,000	Concession Sales	20,000	17,000	17,000	17,000
83,208	79,705	82,000	Pool Admission	102,000	97,000	97,000	97,000
30,632	31,502	29,000	Pool Memberships	47,000	45,000	45,000	45,000
10,055	10,029	10,000	Pool Rentals	15,000	15,000	15,000	15,000
52,640	48,855	50,000	Swim Lessons	50,000	47,000	47,000	47,000
-	-	-	Sponsorships	7,000	7,000	7,000	7,000
-	-	-	Fitness Classes	10,000	10,000	10,000	10,000
-	-	-	Towels/Misc	4,000	4,000	4,000	4,000
10	37	-	Cash Long and Short	-	-	-	-
10,071	24,250	4,000	Facility Rental	2,000	2,000	2,000	2,000
-	624	-	Donations - Parks	-	-	-	-
10,518	10,924	7,905	T&E Planning Development Fee	13,000	13,000	13,000	13,000
36,040	52,563	23,485	Planning Fees	42,000	42,000	42,000	42,000
-	-	-	Transfer - Central Stores	-	1,800	1,800	1,800
12,580,205	12,582,552	12,879,794	REVENUE TOTAL	12,896,424	13,353,295	13,353,295	13,430,545

GENERAL INFORMATION FORM 1 – FY 2011-12

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

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Council & Mayor				
2,591	2,524	2,637	Labor and Benefits	2,627	2,629	2,629	2,629
37,380	38,369	39,758	Supplies and Services	41,910	42,297	42,297	42,297
39,971	40,892	42,395	Council & Mayor Total	44,537	44,926	44,926	44,926

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

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 011 - Council & Mayor				
			Program 1111 - Legislative				
			Labor and Benefits				
2,400	2,350	2,400	Regular Salaries	2,400	2,400	2,400	2,400
6	2	6	Workers' Comp	5	7	7	7
184	169	184	Social Security	184	184	184	184
-	-	40	Retirement	30	30	30	30
1	3	7	Unemployment Insurance	8	8	8	8
2,591	2,524	2,637	Total Legislative Labor and Benefits	2,627	2,629	2,629	2,629
			Supplies and Services				
-	58	1,000	Computer Supplies	800	800	800	800
354	12	1,000	Other Office Supplies	800	800	800	800
-	-	1,000	Flowering Plants	1,000	1,000	1,000	1,000
-	20	500	Other Professional Services	500	500	500	500
56	59	100	Telephone	100	100	100	100
18	-	50	Postage	60	60	60	60
21,173	23,104	22,102	IS Support	23,500	20,960	20,960	20,960
718	669	500	Lodging	500	500	500	500
63	47	100	Meals	100	100	100	100
-	120	200	Mileage	100	100	100	100
360	1,000	-	Airfare	-	-	-	-
10,138	11,574	12,256	Internal Rent	13,500	16,427	16,427	16,427
139	-	150	Dues & Subscriptions	150	150	150	150
4,361	-	700	Registrations	700	700	700	700
-	470	100	Printing & Binding	100	100	100	100
37,380	37,134	39,758	Total Legislative Supplies & Serv	41,910	42,297	42,297	42,297
39,971	39,658	42,395	Total Legislative Program	44,537	44,926	44,926	44,926
			Program 1112 - Livability				
			Supplies & Services				
-	-	-	Other Office Supplies	-	-	-	-
-	-	-	Other Operating Supplies	-	-	-	-
-	1,235	-	Flowering Plants	-	-	-	-
-	1,235	-	Total Livability Program	-	-	-	-
37,380	38,369	39,758	Total Supplies & Services	41,910	42,297	42,297	42,297
39,971	40,893	42,395	Total Council & Mayor Department	44,537	44,926	44,926	44,926

GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Continue to work to improve community relations
- Completion of Woodburn Police Department facility
- DEQ loan secured for sewer improvements
- Continue to improve and enhance management team for improved efficiencies in city services and community relations
- Encourage public/civic participation with various community organizations by department heads
- Successful small loan to Fleet West Sales
- Deliver quality services under current economic conditions and declining/flat revenues
- Encourage ‘team’ approach to city management amongst department head staff
- Open communication and transparency with community groups
- Overhaul of Finance Department and financial policies and procedures

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Continued community outreach and improvement of community relations
- Continued support of management team and assisting departments as needed
- Completion of Water Chlorination project
- Implementation of 5th Street Opening project
- Close monitoring of city finances to ensure accountability over limited city resources
- Continued support for I-5 Interchange Project and implementation

- Work closely with Finance Director in ensuring stable financing of city services as possible

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

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

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Administration				
225,754	212,155	143,932	Labor and Benefits	126,287	125,125	125,125	125,125
78,528	59,193	35,525	Supplies and Services	39,550	45,397	45,397	45,397
<u>304,282</u>	<u>271,348</u>	<u>179,457</u>	Administration Total	<u>165,837</u>	<u>170,522</u>	<u>170,522</u>	<u>170,522</u>

The Finance department continues to evaluate the allocation of overhead cost for City Administrative staff (including the City Administrator). The reduction in personnel costs is the continued evaluation of those charges and on-going changes made to the allocation in the current fiscal year. Increases in Materials and Services (28.0%) are due to increases to Building Maintenance and IS support charges.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 121 Administration				
			Program 1211 Executive				
			Labor and Benefits				
222,193	268,177	102,755	Regular Salaries	90,516	89,774	89,774	89,774
647	60	300	Overtime	-	-	-	-
(165,857)	(173,348)	-	Intra-governmental	-	-	-	-
960	311	31	Workers' Comp	28	28	28	28
17,432	19,099	7,861	Social Security	6,924	6,868	6,868	6,868
24,832	26,484	15,416	Medical & Dental Insurance	6,833	6,656	6,656	6,656
39,740	41,024	16,589	Retirement	21,122	20,943	20,943	20,943
850	1,024	413	Long Term Disability Insurance	364	361	361	361
446	507	308	Unemployment Insurance	272	269	269	269
990	837	259	Life Insurance	228	226	226	226
142,233	184,174	143,932	Total Executive Labor & Benefits	126,287	125,125	125,125	125,125
114	114	100	Books	100	100	100	100
80	37	100	Computer Supplies	100	100	100	100
3,505	2,981	2,000	Other Office Supplies	3,000	3,000	3,000	3,000
278	308	-	Other Operating Supplies	-	-	-	-
-	2,133	-	Management	-	-	-	-
-	-	-	Medical	-	-	-	-
-	-	-	Human Resources	-	-	-	-
2,963	1,350	3,000	Other Professional Services	2,000	2,000	2,000	2,000
341	248	250	Telephone	250	250	250	250
412	398	400	Postage	300	300	300	300
20	84	150	Advertising	150	150	150	150
7,724	9,994	9,670	IS Support	10,800	15,720	15,720	15,720
-	1,059	600	Lodging	1,000	1,000	1,000	1,000
322	351	400	Meals	300	300	300	300
36	353	500	Mileage	400	400	400	400
-	1,413	800	Airfare	400	400	400	400
-	24	-	Other Travel	-	-	-	-
15,207	17,362	13,555	Internal Rent	15,500	16,427	16,427	16,427
-	-	-	Workers' Comp	-	-	-	-
-	-	-	General Liability Insurance	-	-	-	-
2,445	2,106	2,000	Dues & Subscriptions	3,500	3,500	3,500	3,500
2,037	1,861	1,500	Registrations	1,500	1,500	1,500	1,500
-	3,727	500	Printing & Binding	250	250	250	250
25,111	-	-	Other Services	-	-	-	-
-	-	-	Computing	-	-	-	-
60,595	45,902	35,525	Total Executive Supplies & Serv	39,550	45,397	45,397	45,397
202,828	230,076	179,457	Total Executive Program	165,837	170,522	170,522	170,522

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Program 1214 - Community Relations				
			Labor and Benefits				
59,676	22,527	-	Regular Salaries	-	-	-	-
244	2	-	Workers' Comp	-	-	-	-
4,338	1,692	-	Social Security	-	-	-	-
12,282	2,086	-	Medical & Dental Insurance	-	-	-	-
6,439	1,557	-	Retirement	-	-	-	-
191	41	-	Long Term Disability Insurance	-	-	-	-
119	39	-	Unemployment Insurance	-	-	-	-
231	37	-	Life Insurance	-	-	-	-
83,520	27,982	-	Total Comm Rel Labor & Benefits	-	-	-	-
			Supplies & Services				
3,000	1,824	-	Postage	-	-	-	-
2,530	2,466	-	IS Support	-	-	-	-
12,404	9,001	-	Printing & Binding	-	-	-	-
17,934	13,291	-	Total Comm Rel Supplies & Serv	-	-	-	-
101,454	41,272	-	Total Comm Rel Program	-	-	-	-
304,282	271,348	179,457	Total Administration Department	165,837	170,522	170,522	170,522

GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Completed retroactive correction of PERS records for FY2009, FY2010
- Established electronic PERS upload capability
- Established contract tracking system

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Continue review of archived records for destruction
- Explore expanded use of electronic records.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

Change time allocation to: 45% Recorder, 30% Risk Management, and 25% Special Projects

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			City Recorder				
63,066	83,499	34,467	Labor and Benefits	39,642	31,524	31,524	31,821
18,567	22,930	18,134	Supplies and Services	20,534	22,143	22,143	22,143
1,400	1,246	-	Capital Outlay	-	-	-	-
83,033	107,675	52,601	City Recorder Total	60,176	53,667	53,667	53,964

The Finance department continues to evaluate the allocation of overhead cost for City Administrative staff (including the City Recorder). The reduction in personnel costs is the continued evaluation of those charges and on-going changes made to the allocation in the current fiscal year. Increases in Materials and Services (22.0%) are due to increases to Building Maintenance charges.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Dept 131 - City Recorder				
			Program 1311 - Personnel				
			Labor and Benefits				
12,952	45,815	-	Regular Salaries	-	-	-	-
-	(53,661)	-	Intra-governmental	-	-	-	-
37	48	-	Workers' Comp	-	-	-	-
980	3,102	-	Social Security	-	-	-	-
1,946	6,138	-	Medical & Dental Insurance	-	-	-	-
1,471	3,044	-	Retirement	-	-	-	-
41	207	-	Long Term Disability Insurance	-	-	-	-
26	82	-	Unemployment Insurance	-	-	-	-
50	158	-	Life Insurance	-	-	-	-
17,503	4,933	-	Total City Recorder Labor & Benefits	-	-	-	-
			Supplies & Services				
477	2,998	-	Other Office Supplies	-	-	-	-
-	230	-	Advertising	-	-	-	-
34	44	-	Mileage	-	-	-	-
6,336	7,234	-	Internal Rent	-	-	-	-
90	-	-	Equipment Repair	-	-	-	-
70	420	-	Registrations	-	-	-	-
7,007	10,926	-	Total City Recorder Supplies & Serv	-	-	-	-
			Capital Outlay				
1,400	1,246	-	Computing	-	-	-	-
1,400	1,246	-	Total City Recorder Capital Outlay	-	-	-	-
25,910	17,105	-	Total City Recorder Program	-	-	-	-
			Program 1531 - Records				
			Labor and Benefits				
100,330	154,315	22,405	Regular Salaries	25,534	20,368	20,368	20,665
(94,213)	(120,978)	-	Intra-governmental	-	-	-	-
218	101	12	Workers' Comp	13	12	12	12
7,848	8,396	1,714	Social Security	1,953	1,558	1,558	1,558
8,602	16,614	7,196	Medical & Dental Insurance	6,218	4,982	4,982	4,982
21,868	19,378	2,826	Retirement	5,462	4,410	4,410	4,410
322	265	90	Long Term Disability Insurance	103	82	82	82
201	260	67	Unemployment Insurance	77	61	61	61
387	214	157	Life Insurance	282	51	51	51
45,563	78,565	34,467	Total Records Labor & Benefits	39,642	31,524	31,524	31,821

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
1,669	1,744	5,250	Other Office Supplies	4,250	4,250	4,250	4,250
-	167	-	Other Supplies	-	-	-	-
102	109	200	Telephone	200	200	200	200
152	112	200	Postage	200	200	200	200
8,957	7,528	4,144	IS Support	4,144	4,144	4,144	4,144
-	450	810	Lodging	810	500	500	500
147	226	700	Mileage	100	100	100	100
-	-	3,830	Internal Rent	3,830	5,749	5,749	5,749
170	-	2,000	Equipment Repair	2,000	2,000	2,000	2,000
50	-	-	Dues & Subscriptions	-	-	-	-
-	775	-	Registrations	1,500	1,500	1,500	1,500
313	894	1,000	Other Services	3,500	3,500	3,500	3,500
<u>11,560</u>	<u>12,004</u>	<u>18,134</u>	Total Records Supplies & Serv	<u>20,534</u>	<u>22,143</u>	<u>22,143</u>	<u>22,143</u>
<u>57,123</u>	<u>90,570</u>	<u>52,601</u>	Total Records Program	<u>60,176</u>	<u>53,667</u>	<u>53,667</u>	<u>53,964</u>
<u>83,033</u>	<u>107,675</u>	<u>52,601</u>	Total City Recorder Department	<u>60,176</u>	<u>53,667</u>	<u>53,667</u>	<u>53,964</u>

GENERAL INFORMATION

FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- The City's Urban Growth Boundary expansion case was remanded back to the Land Conservation and Development Commission (LCDC) by the Oregon Court of Appeals. In January, LCDC voted to again approve the City's expansion. Another appeal of this decision is likely.
- Access to city ordinances was significantly improved and amendments are now incorporated on an ongoing basis.
- As part of the Human Resources Working Group, a formal and centralized HR Department with policies and procedures was developed.
- A new sign ordinance was adopted.
- The Photo Red Light agreement was finalized and is awaiting implementation by the vendor.
- Timely legal advice and services to the City Council and departments to enable them to achieve their goals and objectives.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Defend the City's Urban Growth Boundary expansion in the Oregon Court of Appeals.
- Negotiate a new Collective Bargaining Agreement with the Woodburn Police Association.
- Continue legal support to the Economic and Community Development Department for amendment of the Woodburn Zoning Ordinance (WDO).
- Assist in the recruitment of a new Human Resources Director and provide support to the Human Resources Department.
- 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 2010-11 AND FY 2011-12:

- The recent departure of the Human Resources Director presents a challenge and will significantly impact establishing this new department and negotiating with the police union.

- On the positive side, the possibility that the Urban Growth Boundary expansion could be completed has the potential of providing a substantial economic stimulus to the local economy.

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			City Attorney				
121,892	128,045	115,752	Labor and Benefits	97,287	97,974	97,974	97,974
28,981	32,754	40,581	Supplies and Services	40,581	42,359	42,359	42,359
150,872	160,799	156,333	City Attorney Total	137,868	140,333	140,333	140,333

The Finance department continues to evaluate the allocation of overhead cost for City Administrative staff (including the City Attorney). The reduction in personnel costs is the continued evaluation of those charges and on-going changes made to the allocation in the current fiscal year. Increases in Materials and Services (4.0%) are due to increases to Building Maintenance charges.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 141 - City Attorney				
			Program 1411 - Legislative				
			Labor and Benefits				
182,066	182,002	77,800	Regular Salaries	67,514	68,032	68,032	68,032
(144,769)	(130,639)	-	Intra-governmental	-	-	-	-
378	145	33	Workers' Comp	30	30	30	30
13,413	13,554	5,952	Social Security	5,165	5,204	5,204	5,204
22,465	23,990	17,940	Medical & Dental Insurance	6,815	6,815	6,815	6,815
46,689	37,377	13,233	Retirement	17,054	17,180	17,180	17,180
585	698	313	Long Term Disability Insurance	271	273	273	273
364	347	233	Unemployment Insurance	203	204	204	204
702	572	248	Life Insurance	235	236	236	236
121,893	128,045	115,752	Total Legislative Labor & Benefits	97,287	97,974	97,974	97,974
			Supplies & Services				
5,713	7,632	8,600	Books	8,500	8,500	8,500	8,500
519	485	850	Other Office Supplies	550	500	500	500
4	164	-	Other Supplies	-	-	-	-
-	72	2,000	Legal	2,000	3,000	3,000	3,000
1,220	1,206	2,400	Telephone	2,400	1,500	1,500	1,500
24	2	200	Postage	200	200	200	200
7,724	7,528	8,288	IS Support	8,288	7,860	7,860	7,860
822	1,964	1,650	Lodging	1,650	1,500	1,500	1,500
15	41	700	Meals	400	600	600	600
120	182	500	Mileage	1,200	1,000	1,000	1,000
485	238	600	Airfare	600	500	500	500
7,604	8,681	9,193	Internal Rent	9,193	11,499	11,499	11,499
15	-	200	Equipment Repair	200	200	200	200
2,269	2,089	2,400	Dues & Subscriptions	2,400	2,500	2,500	2,500
2,330	2,090	2,500	Registrations	2,500	2,500	2,500	2,500
116	381	500	Court Costs	500	500	500	500
28,980	32,754	40,581	Total Legislative Supplies & Serv	40,581	42,359	42,359	42,359
150,873	160,799	156,333	141 - City Attorney Totals	137,868	140,333	140,333	140,333

GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Hire new Senior Accountant Position
- DEQ loan secured for sewer improvements
- Improved communication and dissemination of financial information to city departments and interested parties
- Improvements to budget forms and requests process
- Centralization of cash receipting function
- Deposit city funds on a daily basis
- Improved cash handling procedures
- Improved communication between finance and various city departments
- Cross training of various finance functions across all finance staff
- Payroll processing
- Taxicab permitting implementation

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Continuation of review, update and implement improved internal controls across city departments
- Implement/upgrade current accounting system (scheduled to be completed by March 2012)
- Department remodel for increased workflow efficiencies and staff security
- Restructuring of City's long term debt for improved accounting efficiencies and savings
- Simplify budget forms and requests process

- Continued staff training for improvements in workflow, customer service and internal control
- Draft 2011-2012 Financial Report in-house
- Form Budget Advisory Committee (from public members of Budget Committee) to provide input and policy direction for city budget
- Implement mid-year review for Budget Advisory Committee
- Provide timely and useful financial reporting to city departments and the public
- Eliminate the usage of 'programs' for accounting simplification
- Review of existing fund structure to eliminate and/or consolidate unneeded funds
- Staff cross-training of various finance functions to improve efficiency

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- Seek to centralize accounting function of city finances
- Upgrade to City's current accounting system
- Improvements to special assessments accounting and timely billing
- Improved customer service to external and internal customers
- Improved understanding of Woodburn's finance structure
- Successful implementation of payroll processing back in-house
- Submit City's 2011-12 budget and CAFR for review by the GFOA
- Implementation of desk manuals for key finance processes

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Finance				
167,593	163,903	126,998	Labor and Benefits	104,710	104,696	104,696	105,608
94,649	166,199	195,253	Supplies and Services	200,950	214,558	214,558	214,558
262,243	330,101	322,251	Finance Total	305,660	319,254	319,254	320,166

The Finance department continues to evaluate the allocation of overhead cost for City Administrative staff (including the City Attorney). The reduction in personnel costs is the continued evaluation of those charges and on-going changes made to the allocation in the current fiscal year. Increases in Materials and Services (10.0%) are due to increases to Building Maintenance and IS Support charges.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 151 - Finance				
			Program 1511 - Finance				
			Labor and Benefits				
266,025	275,871	83,848	Regular Salaries	73,586	73,735	73,735	74,647
367	-	-	Part-Time Salaries	-	-	-	-
1,063	664	1,000	Overtime	500	500	500	500
(199,208)	(198,432)	-	Intra-governmental	-	-	-	-
785	289	43	Workers' Comp	35	35	35	35
19,897	18,936	6,414	Social Security	5,668	5,679	5,679	5,679
43,044	42,589	25,057	Medical & Dental Insurance	9,084	8,908	8,908	8,908
33,234	22,030	9,836	Retirement	15,130	15,131	15,131	15,131
855	824	337	Long Term Disability Insurance	298	298	298	298
535	487	252	Unemployment Insurance	222	223	223	223
995	647	211	Life Insurance	187	187	187	187
167,592	163,903	126,998	Total Finance Labor & Benefits	104,710	104,696	104,696	105,608
			Supplies & Services				
875	44	2,000	Computer Supplies	2,000	2,000	2,000	2,000
6,519	7,636	10,000	Other Office Supplies	10,000	10,000	10,000	10,000
16,119	11,514	34,000	Accounting/Audit Services	34,000	34,000	34,000	34,000
-	69	-	Medical	-	-	-	-
-	210	-	Human Resources	-	-	-	-
1,647	24,169	9,000	Other Professional Services	12,000	12,000	12,000	12,000
173	184	500	Telephone	500	500	500	500
354	588	1,000	Postage	800	800	800	800
405	-	-	Advertising	-	-	-	-
-	-	2,000	Training	2,500	4,000	4,000	4,000
33,290	35,044	38,679	IS Support	42,000	44,540	44,540	44,540
4,610	5,460	7,500	Other Communication Services	7,000	7,500	7,500	7,500
147	255	-	Mileage	-	-	-	-
-	-	1,500	Other Travel	1,500	2,000	2,000	2,000
26,613	30,383	32,174	Internal Rent	35,000	41,068	41,068	41,068
303	155	500	Solid Waste	500	500	500	500
387	283	500	Auto	500	500	500	500
375	375	400	Employee Blanket Bond	400	400	400	400
614	100	500	Dues & Subscriptions	750	750	750	750
100	142	-	Registrations	-	-	-	-
1,121	2,815	3,000	Printing & Binding	2,500	3,000	3,000	3,000
999	807	-	Other Services	1,000	1,000	1,000	1,000
-	45,967	52,000	Bank Fees	48,000	50,000	50,000	50,000
94,651	166,199	195,253	Total Finance Supplies & Serv	200,950	214,558	214,558	214,558
262,243	330,101	322,251	Total Finance Department	305,660	319,254	319,254	320,166

GENERAL INFORMATION

FORM 1 – FY 2011-12

FUND/FUND NUMBER: General Fund - 001
DEPARTMENT/DEPARTMENT NUMBER: Human Resources - 161
DEPARTMENT DIRECTOR: Vacant
DIRECTOR DIRECT PHONE NUMBER: 503-982-5231
DEPARTMENT LOCATION: City Hall
PERSON PREPARING THIS FORM: Sarah Jo Chaplen
DIRECT PHONE NUMBER: 503-982-5231

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

2 employees:
 1-HR Director
 1-HR Assistant (Actual classification: Administrative Assistant)

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Complete development and implementation of HR Department and programs.
- Revision of Employee Manual.
- Focus on containment of healthcare costs

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

Department formed as part of organizational changes in fiscal year 2010-2011.

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Human Resources				
-	-	10,661	Labor and Benefits	11,990	11,990	11,990	11,990
-	-	36,497	Supplies and Services	35,500	37,678	37,678	37,678
-	-	47,158	Human Resources Total	47,490	49,668	49,668	49,668

The Human Resources department was created in FY 2010-2011 to centralize the function and address human resources management needs. The department is comprised of a Director and an assistant. There are no significant changes to the department over the prior year.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 161 - Human Resources							
Program 1611							
Labor and Benefits							
-	-	7,115	Regular Salaries	7,665	7,665	7,665	7,665
-	-	3	Workers' Comp	4	4	4	4
-	-	544	Social Security	586	586	586	586
-	-	1,765	Medical & Dental Insurance	1,805	1,805	1,805	1,805
-	-	1,166	Retirement	1,857	1,857	1,857	1,857
-	-	29	Long Term Disability Insurance	31	31	31	31
-	-	21	Unemployment Insurance	23	23	23	23
-	-	18	Life Insurance	19	19	19	19
-	-	10,661	Total Human Resources Labor & Benefits	11,990	11,990	11,990	11,990
Supplies & Services							
-	-	75	Forms	-	-	-	-
-	-	50	Books	50	50	50	50
-	-	100	Comp Sup	-	-	-	-
-	-	4,500	Other Office Supplies	6,700	6,700	6,700	6,700
-	-	2,166	Other Operating Supplies	-	-	-	-
-	-	1,500	Management	1,500	1,500	1,500	1,500
-	-	2,000	Human Resources	2,000	2,000	2,000	2,000
-	-	3,740	Other Professional Services	2,000	2,000	2,000	2,000
-	-	266	Telephone	200	200	200	200
-	-	300	Postage	200	200	200	200
-	-	200	Advertising	300	300	300	300
-	-	8,288	IS Support	9,350	9,350	9,350	9,350
-	-	510	Lodging	500	500	500	500
-	-	50	Meals	100	100	100	100
-	-	250	Mileage	200	200	200	200
-	-	242	Airfare	400	400	400	400
-	-	7,660	Internal Rent	8,500	10,678	10,678	10,678
-	-	200	Equipment Repair	-	-	-	-
-	-	1,000	Dues & Subscriptions	1,000	1,000	1,000	1,000
-	-	1,400	Registrations	1,000	1,000	1,000	1,000
-	-	500	Printing & Binding	500	500	500	500
-	-	1,500	Other Services	1,000	1,000	1,000	1,000
-	-	36,497	Total Human Res. Supplies & Serv	35,500	37,678	37,678	37,678
-	-	47,158	Total Human Resource Department	47,490	49,668	49,668	49,668

GENERAL INFORMATION FORM 1 – FY 2011-12

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, and is overseen by the Finance Director

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Hire municipal court clerk
- Improved security with addition of new cameras
- Streamlining of collections processes
- Addition of court bailiffs during court sessions

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Implementation of new court software
- Cross-training of key personnel – including provisions for backup coverage by Finance staff

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

The court has had a complete turnover in personnel during FY 2010-2011. The turnover in personnel was used it as an opportunity to improve court security, internal controls and improve the court's cross-training with back up provided by the Finance Department.

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Municipal Court				
179,975	152,160	154,495	Labor and Benefits	163,818	169,543	169,543	169,953
33,895	40,484	44,436	Supplies and Services	44,770	45,406	45,406	45,406
-	-	6,000	Capital Outlay	-	-	-	-
<u>213,869</u>	<u>192,644</u>	<u>204,931</u>	Court Total	<u>208,588</u>	<u>214,949</u>	<u>214,949</u>	<u>215,359</u>

Changes in personnel over the prior year (10.0%) are due to the additional of part-time bailiffs to the court and a part-time position to assist with coverage during a scheduled full-time employee absence.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 181 - Court							
Program 1811 - Judicial							
Labor and Benefits							
112,244	105,653	87,428	Regular Salaries	87,420	87,420	87,420	87,830
10,718	4,418	15,600	Part-Time Salaries	15,600	20,914	20,914	20,914
928	1,005	1,500	Overtime	1,000	1,000	1,000	1,000
3,140	4,334	-	Intra-governmental	-	-	-	-
352	124	77	Workers' Comp	115	119	119	119
8,914	7,973	7,882	Social Security	7,957	8,364	8,364	8,364
29,078	21,499	31,640	Medical & Dental Insurance	33,365	33,365	33,365	33,365
13,616	6,368	9,349	Retirement	17,338	17,338	17,338	17,338
337	317	414	Long Term Disability Insurance	418	418	418	418
248	209	309	Unemployment Insurance	312	312	312	312
398	261	296	Life Insurance	293	293	293	293
179,973	152,160	154,495	Total Court Labor & Benefits	163,818	169,543	169,543	169,953
Supplies & Services							
5,449	6,659	7,300	Other Office Supplies	7,200	7,200	7,200	7,200
-	69	-	Human Resources	-	-	-	-
-	205	3,000	Other Professional Services	-	1,500	1,500	1,500
112	119	200	Telephone	170	170	170	170
2,524	2,772	2,000	Postage	2,000	2,000	2,000	2,000
-	726	500	Advertising	300	300	300	300
10,119	9,864	11,051	IS Support	13,000	10,480	10,480	10,480
3,773	4,959	4,100	Other Communication Services	5,000	5,000	5,000	5,000
-	930	1,000	Lodging	-	-	-	-
-	18	-	Meals	-	-	-	-
-	199	-	Mileage	-	-	-	-
-	-	-	Other Travel	1,000	1,000	1,000	1,000
4,800	5,900	7,000	Software	7,200	7,200	7,200	7,200
6,336	7,234	7,660	Internal Rent	8,200	9,856	9,856	9,856
-	125	125	Dues & Subscriptions	200	200	200	200
621	475	500	Registrations	500	500	500	500
162	231	-	Other Services	-	-	-	-
33,896	40,484	44,436	Total Court Supplies & Serv	44,770	45,406	45,406	45,406
Capital Outlay							
-	-	6,000	Computing	-	-	-	-
-	-	6,000	Total Capital Outlay	-	-	-	-
213,869	192,644	204,931	Total Municipal Court Department	208,588	214,949	214,949	215,359

GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

32 Sworn Police Officers
8 Civilian Support Staff

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Administration
 - Maintained high levels of service and community protection
 - Provided strong leadership increasing overall support, morale, and general health of the members of the department following an officer involved shooting and the Bombing Trial
 - Towing RFP Completed and enacted with contracts to be awarded in March 2011 and includes significant requirements and regulation of firms wishing to enter into a contract with the City for police tows and City Tows. It seeks 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 rehabilitate our aging evidence gathering/tactical negotiations trailer and update it with communication gear to assist in emergency management and be used along with the mobile command post
 - Assisted Finance & Legal Departments with implementation and enforcement of Taxi Ordinance
 - Department Annual Awards presented
 - Filled all vacant officer positions with qualified lateral candidates
 - Police Chief returned to full time duty
 - Leadership training for all ranks beginning with Corporal
 - Completed emergency procedure packets establishing their wishes in the event of an injury or death, named liaison officer for each family, and scheduled required CISM training for liaison officers
 - Scheduled training for family members in dealing with stress of police family life and trauma

- Patrol Division
 - Any available officers were assigned to District 2 (Downtown) patrols in summer months
 - Began utilizing Information Based Policing program at patrol level with daily assignments based on real time crime analysis and mapping
 - Assisted Traffic Unit with neighborhood traffic enforcement details

- Continued holding District Meetings and increased Neighborhood Watch programs and community events including National Night Out and participation in the Historic Downtown Neighborhood Association
 - Conducted targeted gang enforcement details with Juvenile Probation tracker program and assisted Metro Gang Strike Force in operations
 - Numerous major cases resolved through field contacts conducted by patrol officers
 - Three Officers recognized for efforts to rescue victim of a major traffic crash that had crawled away from scene in life threatening condition
 - Participated with the public in obtaining a greater than 30% reduction in index crimes during 2010
- Tactical Unit
 - Served numerous search warrants obtained by both Divisions
 - Responded to several barricaded subject calls and resolved them all peacefully
 - Conducted training with OSP SWAT
 - Developed resources from local agencies to assist team
 - Advanced training for perimeter unit, and tactical medics
 - Trained and deployed Crisis Negotiation Unit Tactical Unit:
 - Prepared and conducted a 40 hour Basic Tactical Operator Course for over 25 tactical officers from the area.
 - Tactical Team deployment with a K-9 training and implementation.
 - Perimeter Team definition and deployment began
 - Crisis Negotiation Unit vehicle / Negotiation Operations Center vehicle developed and implemented
 - Training and growth for both CNU and Patrol by training of new CNU members and NORCOM Tactical Dispatch personnel
- Support Division
 - Completed prescription drug turn in event with Salud medical center at health fair event
 - GREAT-Gang Resistance Education And Training camp completed with 50 students served, twice last year's total
 - 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
 - Records unit began implementing new software system
 - Planned and is executing Citywide Neighborhood/Community Group Development through Community Networking Meeting and ongoing follow-up
 - Continued work with Downtown Latino Businesses and "Main Street" program
 - Held first Police Business Academy in Spanish
- Criminal Investigations Unit (Detectives)
 - Maintained a 54% clearance rate on violent crime matching national standard and exceeding west coast standards
 - Completed training of new detective replacing officer promoted to corporal
 - CIU dismantles several Drug Trafficking Organizations
 - Members were called out to assist the Marion County Homicide/Assault Response Team for multiple major crimes around the County
 - CIU Continues to work several serious Federal and State Cases

- Close working/mentoring partnership with the South Metro Gang Task Force.
- Traffic Unit
 - Obtained two separate grants from ODOT Traffic Safety Division for over \$15,000 in traffic enforcement equipment
 - Developing Monthly Traffic Safety Projects/Details
 - Participated in Numerous Traffic Safety projects all over the City, increasing traffic enforcement community-wide
 - Deployed personally worn video cameras for traffic enforcement evidence and community relations quality control
 - Worked with Municipal Court to implement Fix-It ticket program to get minor violations repaired verses fined
 - 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
 - Two instructors complete training in emergency vehicle operations
 - Two instructors completed training as firearms instructors
 - Staff provided leadership in setting up regional training for all local agencies in emergency vehicle operations. Over 200 officers trained during course of weeklong event
 - New officer in Field Training and Evaluation Program (FTEP) currently

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Enhanced Patrol in District 2 (Downtown)
 - Locate & Furnish Storefront Office location in core area
 - Provide meaningful staffing for Storefront Office
 - Summer Bike Patrols
 - Assist City Departments with “Main Street” program
 - Engage downtown business owners
 - Conduct second “Business Police Academy” in D2
- Patrol District Review
 - Conduct statistical analysis of patrol districts
 - Identify possible changes to district boundaries
 - Review options and make recommendations
- Develop Local CIT (Crisis Intervention Team) to respond to mental health crisis’
 - Identify team members (beginning with CNU negotiators) with goal of each patrol team having at least one member
 - Recruit Dispatchers & EMT’s to participate on team
 - Obtain best possible training for team members
 - Obtain equipment as needed
 - Identify local professional support for team
- IBP (Information Based Policing) deployed to District Officer Level

- Create Real Time Crime Analysis Products
- Create Information Sharing Products
- Provide District Officer Training
- Manage RMS System Upgrade Integration & Training

- Elevate “District Meetings” to accepted community forum
 - Encourage Neighborhood/Community Group Development
 - Work with Neighborhood/Community to Support District Meetings
 - Conduct ongoing training and dialogue

- Employee Development Program Phase 2
 - Identify Position Prerequisites (Education/Assignment/Experience)
 - Preparation for Position Succession
 - Staff Development
 - Honor Guard Development
 - CISM cohort for buddy officers

- Gang Reduction Program
 - Support MGSF Mission
 - Conduct Routine Local Gang Enforcement
 - Provide training for Officers / Partner Agencies / Schools / Parents
 - Monitor Weed & Seed Program Transition
 - Operate GREAT program

- Traffic Safety Projects
 - Obtain training for accident reconstruction
 - Truck Inspections
 - Neighborhood Safety
 - Targeted Accident Reduction Details
 - Special Enforcement Details

- Emergency Management Exercise
 - Training
 - Emergency Operations Center Exercise
 - City of Woodburn Staff Development
 - 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 2010-11 AND FY 2011-12:

FY 2010-2011 was a year of training and retooling in which all vacant staff positions that had been filled in late FY 09-10 were trained to their potential, the Chief returned to full-time status and the department once again moved forward with a slate of progressive and focused goals. FY 2011-2012 goals call for the Department to

build on its previous goals (in the areas of employee development, IBP, emergency management, gang reduction, and traffic safety) and to explore ways to meet new challenges in several areas (Crisis Intervention Team, partnering in downtown development, attaining a new level in public involvement).

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Police				
4,086,631	4,009,285	4,525,500	Labor and Benefits	4,713,008	4,703,118	4,703,118	4,837,990
1,148,889	1,259,926	1,326,107	Supplies and Services	1,336,513	1,563,613	1,563,613	1,563,613
5,835	-	33,200	Capital Outlay	13,364	13,364	13,364	13,364
<u>5,241,355</u>	<u>5,269,211</u>	<u>5,884,807</u>	Police Total	<u>6,062,885</u>	<u>6,280,095</u>	<u>6,280,095</u>	<u>6,414,967</u>

Changes in personnel (7.0%) are due to increase in employee benefit costs, COLA increase as well as the addition of overtime budget for increased downtown patrols. Increases in Materials and Services (18.0%) are due to increases in fuel and vehicle maintenance costs, increases to Building Maintenance and IS Support charges and Worker Compensation insurance.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 211 - Police							
Program 2111 - Patrol							
Labor and Benefits							
1,125,322	1,188,655	-	Regular Salaries - (Admin)	43,337	49,749	49,749	49,749
-	-	448,805	Regular Salaries AD	410,124	410,124	410,124	410,124
-	-	1,969,632	Regular Salaries - Field Services	2,044,422	2,005,782	2,005,782	2,100,705
-	-	251,415	Regular Salaries - Support	240,227	240,227	240,227	240,227
116,867	135,127	296,500	Overtime	296,500	321,500	321,500	321,500
50,858	16,710	8,880	Workers' Comp	8,971	8,961	8,961	11,193
95,716	101,974	220,785	Social Security	232,148	231,594	231,594	239,371
235,739	256,583	704,253	Medical & Dental Insurance	704,368	703,838	703,838	714,142
214,539	249,684	597,064	Retirement	703,398	702,460	702,460	721,193
4,062	3,975	11,602	Long Term Disability Insurance	12,141	12,171	12,171	12,551
2,505	2,569	8,658	Unemployment Insurance	9,104	9,083	9,083	9,367
4,469	3,350	7,906	Life Insurance	8,268	7,629	7,629	7,868
1,850,077	1,958,627	4,525,500	Total Patrol Labor & Benefits	4,713,008	4,703,118	4,703,118	4,837,990
Supplies & Services							
-	-	800	Forms	800	800	800	800
-	-	2,000	Paper	2,000	2,000	2,000	2,000
-	-	1,500	Books	1,500	1,500	1,500	1,500
-	-	8,000	Computer Supplies	8,000	8,000	8,000	8,000
-	-	7,000	Other Office Supplies	7,000	7,000	7,000	7,000
52,390	38,035	88,000	Fuel	95,000	97,500	97,500	97,500
13,200	14,326	32,000	Clothing	32,000	32,000	32,000	32,000
8,930	4,794	15,858	Other Operating Supplies	15,000	15,000	15,000	15,000
5,643	6,000	14,000	Tires/Part	14,000	14,000	14,000	14,000
19,000	20,952	23,206	Ammunition	21,000	21,000	21,000	21,000
4,194	4,794	3,500	Protective Clothing	4,000	4,000	4,000	4,000
-	-	1,500	Photographic Supplies	1,500	1,500	1,500	1,500
1,209	1,648	5,359	Other Parks Supplies	5,329	5,329	5,329	5,329
983	985	3,500	Other Supplies	3,500	3,500	3,500	3,500
-	-	12,000	Computer	12,000	12,000	12,000	12,000
-	-	4,000	Medical	4,000	4,000	4,000	4,000
-	-	6,000	Human Resources	6,000	6,000	6,000	6,000
-	-	8,000	Other Professional Services	8,000	8,000	8,000	8,000
5,372	5,000	28,000	Telephone	28,000	28,000	28,000	28,000
-	-	11,300	Postage	11,300	11,300	11,300	11,300
-	-	1,000	Advertising	1,000	1,000	1,000	1,000
9,118	9,453	13,000	Contract Networks	13,000	13,000	13,000	13,000
2,600	-	192,920	IS Support	192,920	222,857	222,857	222,857
1,573	908	343,637	Other Communication Services	340,637	340,637	340,637	340,637
-	-	8,000	Lodging	8,000	8,000	8,000	8,000
-	-	4,800	Meals	4,800	4,800	4,800	4,800
-	-	500	Mileage	500	500	500	500
-	-	4,200	Airfare	4,200	4,200	4,200	4,200
-	-	2,000	Other Travel	2,000	2,000	2,000	2,000
-	-	5,000	Office Equipment	5,000	5,000	5,000	5,000
60,604	73,625	126,900	Vehicles	135,900	135,900	135,900	135,900
-	-	154,854	Internal Rent	154,854	189,609	189,609	189,609
832	827	900	Water/Sewer	900	900	900	900
-	-	13,750	Auto	13,750	14,000	14,000	14,000
-	-	22,200	Bldg/Property	22,200	23,000	23,000	23,000
-	-	-	Workers' Comp	-	125,569	125,569	125,569
-	-	49,000	General Liability	49,000	82,289	82,289	82,289

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
3,759	2,860	8,000	Equipment Repair	8,000	8,000	8,000	8,000
14,925	17,817	55,425	Vehicle Repair	55,425	55,425	55,425	55,425
-	-	3,000	Dues & Subscriptions	3,000	3,000	3,000	3,000
-	-	19,498	Registrations	19,498	19,498	19,498	19,498
-	-	6,000	Printing & Binding	6,000	6,000	6,000	6,000
-	-	5,000	Janitorial	5,000	5,000	5,000	5,000
-	-	11,000	Other Services	11,000	11,000	11,000	11,000
204,332	202,024	1,326,107	Total Patrol Supplies & Serv	1,336,513	1,563,613	1,563,613	1,563,613
-	-	33,200	Capital Outlay Other Equipment	13,364	13,364	13,364	13,364
-	-	33,200	Total Patrol Capital Outlay	13,364	13,364	13,364	13,364
2,054,409	2,160,651	5,884,807	Total Patrol Program	6,062,885	6,280,095	6,280,095	6,414,967
			Program 2121 - Traffic Labor and Benefits				
193,472	208,893	-	Regular Salaries	-	-	-	-
18,806	18,675	-	Overtime	-	-	-	-
11,615	3,441	-	Workers' Comp	-	-	-	-
16,081	17,206	-	Social Security	-	-	-	-
37,199	35,536	-	Medical & Dental Insurance	-	-	-	-
35,218	40,418	-	Retirement	-	-	-	-
621	492	-	Long Term Disability Insurance	-	-	-	-
425	437	-	Unemployment Insurance	-	-	-	-
739	423	-	Life Insurance	-	-	-	-
314,176	325,521	-	Total Traffic Labor & Benefits	-	-	-	-
			Supplies & Services				
702	700	-	Forms	-	-	-	-
-	478	-	Paper	-	-	-	-
3,990	3,500	-	Fuel	-	-	-	-
4,414	3,049	-	Clothing	-	-	-	-
187	998	-	Other Operating Supplies	-	-	-	-
1,917	1,200	-	Tires/Part	-	-	-	-
699	699	-	Protective Clothing	-	-	-	-
-	510	-	Other Supplies	-	-	-	-
1,500	1,500	-	Telephone	-	-	-	-
2,749	2,999	-	Contract Networks	-	-	-	-
1,896	26,126	-	Vehicles	-	-	-	-
1,152	904	-	Equipment Repair	-	-	-	-
9,610	6,645	-	Vehicle Repair	-	-	-	-
28,816	49,308	-	Total Traffic Supplies & Serv	-	-	-	-
342,992	374,829	-	Total Traffic Program	-	-	-	-
			Program 2131 - Detectives Labor & Benefits				
358,359	251,151	-	Regular Salaries	-	-	-	-
76,698	57,345	-	Overtime	-	-	-	-
16,763	3,453	-	Workers' Comp	-	-	-	-
33,634	23,803	-	Social Security	-	-	-	-

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
71,527	56,735	-	Medical & Dental Insurance	-	-	-	-
77,110	60,165	-	Retirement	-	-	-	-
1,381	1,530	-	Long Term Disability Insurance	-	-	-	-
898	596	-	Unemployment Insurance	-	-	-	-
1,314	1,271	-	Life Insurance	-	-	-	-
637,684	456,050	-	Total Detectives Labor & Benefits	-	-	-	-
			Supplies & Services				
9,000	9,500	-	Fuel	-	-	-	-
3,984	3,947	-	Clothing	-	-	-	-
415	1,272	-	Other Operating Supplies	-	-	-	-
963	1,000	-	Tires/Part	-	-	-	-
-	1,398	-	Protective Clothing	-	-	-	-
1,040	1,431	-	Other Parks Supplies	-	-	-	-
300	474	-	Other Supplies	-	-	-	-
61	40	-	Medical	-	-	-	-
4,000	4,000	-	Telephone	-	-	-	-
1,151	1,200	-	Contract Networks	-	-	-	-
8,677	23,914	-	Vehicles	-	-	-	-
238	65	-	Equipment Repair	-	-	-	-
2,794	5,708	-	Vehicle Repair	-	-	-	-
32,623	53,950	-	Total Detectives Supplies & Serv	-	-	-	-
670,307	509,999	-	Total Detectives Program	-	-	-	-
			Program 2151 Evidence				
			Labor and Benefits				
45,596	45,602	-	Regular Salaries	-	-	-	-
-	82	-	Part-Time Salaries	-	-	-	-
624	262	-	Overtime	-	-	-	-
178	603	-	Workers' Comp	-	-	-	-
3,388	3,361	-	Social Security	-	-	-	-
10,287	11,394	-	Medical & Dental Insurance	-	-	-	-
4,987	2,849	-	Retirement	-	-	-	-
142	176	-	Long Term Disability Insurance	-	-	-	-
92	94	-	Unemployment Insurance	-	-	-	-
170	144	-	Life Insurance	-	-	-	-
65,464	64,567	-	Total Evidence Labor & Benefits	-	-	-	-
			Supplies & Services				
1,481	2,295	-	Other Operating Supplies	-	-	-	-
2,351	2,000	-	Photographic Supplies	-	-	-	-
931	894	-	Other Supplies	-	-	-	-
1,000	983	-	Other Services	-	-	-	-
5,763	6,171	-	Total Evidence Supplies & Serv	-	-	-	-
			Capital Outlay				
3,736	-	-	Other Equipment	-	-	-	-
3,736	-	-	Total Capital Outlay	-	-	-	-
74,963	70,738	-	Total Evidence Program	-	-	-	-

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Program 2171 Neighborhood Response				
			Labor and Benefits				
215,600	209,386	-	Regular Salaries	-	-	-	-
19,929	23,167	-	Overtime	-	-	-	-
8,493	2,331	-	Workers' Comp	-	-	-	-
17,594	17,468	-	Social Security	-	-	-	-
51,984	46,856	-	Medical & Dental Insurance	-	-	-	-
32,847	32,925	-	Retirement	-	-	-	-
696	998	-	Long Term Disability Insurance	-	-	-	-
473	443	-	Unemployment Insurance	-	-	-	-
851	825	-	Life Insurance	-	-	-	-
348,467	334,400	-	Total Neighborhood Resp Labor & Benefit:	-	-	-	-
			Supplies & Services				
10,000	8,500	-	Fuel	-	-	-	-
2,217	4,822	-	Clothing	-	-	-	-
737	1,105	-	Other Operating Supplies	-	-	-	-
1,719	1,000	-	Tires/Part	-	-	-	-
-	699	-	Protective Clothing	-	-	-	-
388	460	-	Other Supplies	-	-	-	-
144	89	-	Medical	-	-	-	-
4,569	2,000	-	Telephone	-	-	-	-
4,913	-	-	Vehicles	-	-	-	-
800	888	-	Equipment Repair	-	-	-	-
5,000	5,000	-	Vehicle Repair	-	-	-	-
30,487	24,563	-	Total Neighborhood Resp Sup & Serv	-	-	-	-
378,954	358,963	-	Total Neighborhood Resp Program	-	-	-	-
			Program 2191 - Records				
			Labor and Benefits				
162,027	171,284	-	Regular Salaries	-	-	-	-
2,946	1,487	-	Overtime	-	-	-	-
445	203	-	Workers' Comp	-	-	-	-
12,346	12,800	-	Social Security	-	-	-	-
28,063	46,543	-	Medical & Dental Insurance	-	-	-	-
19,164	13,951	-	Retirement	-	-	-	-
524	649	-	Long Term Disability Insurance	-	-	-	-
330	326	-	Unemployment Insurance	-	-	-	-
625	530	-	Life Insurance	-	-	-	-
226,470	247,773	-	Total Records Labor & Benefits	-	-	-	-
			Supplies & Services				
1,200	1,097	-	Paper	-	-	-	-
8	-	-	Fuel	-	-	-	-
684	91	-	Other Communication Services	-	-	-	-
4,427	4,732	-	Office Equipment	-	-	-	-
6,319	5,919	-	Total Records Supplies & Serv	-	-	-	-
232,789	253,692	-	Total Records Program	-	-	-	-
			Program 2199 - Police Admin				
			Labor and Benefits				
378,400	373,986	-	Regular Salaries	-	-	-	-
-	-	-	Part-Time Salaries	-	-	-	-
9,025	2,691	-	Overtime	-	-	-	-
91,330	88,096	-	Intra-governmental	-	-	-	-
16,409	5,527	-	Workers' Comp	-	-	-	-
25,923	28,034	-	Social Security	-	-	-	-
42,501	44,034	-	Medical & Dental Insurance	-	-	-	-
77,350	77,352	-	Retirement	-	-	-	-

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
1,213	986	-	Long Term Disability Insurance	-	-	-	-
775	731	-	Unemployment Insurance	-	-	-	-
1,370	911	-	Life Insurance	-	-	-	-
644,296	622,348	-	Total Police Admin Labor & Benefits	-	-	-	-
			Supplies & Services				
22	35	-	Forms	-	-	-	-
103	100	-	Paper	-	-	-	-
1,538	1,283	-	Books	-	-	-	-
5,038	7,150	-	Computer Supplies	-	-	-	-
7,263	6,984	-	Other Office Supplies	-	-	-	-
6,000	5,000	-	Fuel	-	-	-	-
1,050	1,922	-	Clothing	-	-	-	-
24,821	1,567	-	Other Operating Supplies	-	-	-	-
-	800	-	Tires/Part	-	-	-	-
-	555	-	Protective Clothing	-	-	-	-
-	1,125	-	Legal	-	-	-	-
10,354	12,500	-	Computer	-	-	-	-
3,500	3,500	-	Medical	-	-	-	-
3,936	4,460	-	Human Resources	-	-	-	-
13,300	6,903	-	Other Professional Services	-	-	-	-
13,398	10,630	-	Telephone	-	-	-	-
10,751	10,274	-	Postage	-	-	-	-
331	750	-	Advertising	-	-	-	-
802	2,707	-	Contract Networks	-	-	-	-
171,852	175,386	-	IS Support	-	-	-	-
328,122	387,184	-	Other Communication Services	-	-	-	-
1,760	7,369	-	Lodging	-	-	-	-
3,094	3,942	-	Meals	-	-	-	-
600	297	-	Mileage	-	-	-	-
876	5,700	-	Airfare	-	-	-	-
1,390	1,500	-	Other Travel	-	-	-	-
8,420	12,045	-	Vehicles	-	-	-	-
128,696	146,236	-	Internal Rent	-	-	-	-
8,761	-	-	Auto	-	-	-	-
3,655	20,145	-	Building/Personal Property	-	-	-	-
39,938	44,207	-	General Liability	-	-	-	-
151	130	-	Equipment Repair	-	-	-	-
1,000	1,000	-	Vehicle Repair	-	-	-	-
967	3,778	-	Dues & Subscriptions	-	-	-	-
10,451	16,585	-	Registrations	-	-	-	-
5,058	5,338	-	Printing & Binding	-	-	-	-
3,800	3,900	-	Janitorial	-	-	-	-
19,746	5,003	-	Other Services	-	-	-	-
840,544	917,991	-	Total Police Admin Supplies & Serv	-	-	-	-
			Capital Outlay				
600	-	-	Computing	-	-	-	-
1,500	-	-	Other Equipment	-	-	-	-
2,100	-	-	Total Capital Outlay	-	-	-	-
1,486,940	1,540,339	-	Total Police Admin Program	-	-	-	-
5,241,354	5,269,211	5,884,807	Total Police Department	6,062,885	6,280,095	6,280,095	6,414,967

GENERAL INFORMATION

FORM 1 – FY 2011-12

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

DEPARTMENT FUNCTIONS:

The Library delivers materials and services to the residents of Woodburn and the surrounding rural areas that promote literacy, lifelong learning, and the enjoyment of reading and culture. The Library offers a collection of roughly 75,000 volumes in a variety of print and electronic formats, 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 24 employees (12.575 FTE), including 7 full-time employees, including the Library Manager, Adult Services Librarian, Youth Services Librarian, Circulation Library Associate, Technical Services Library Associate, Library Assistant (supporting Circulation), Library Assistant (supporting Youth Services); and 17 part time Librarians, Library Assistants, and 3 Library Pages (5.575 FTE).

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

In the first half of fiscal year 2010-11, 91,762 patrons visited the library. Those patrons checked out 78,646 physical items. Program attendance included 3,009 adults and 3,347 children. Patrons booked 27,584 sessions on library computers, and spent thousands more hours using the library's free wireless Internet and subscription databases. The library added 2,588 new items to its collection.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Actively encourage use of library materials and services through targeted outreach to youth, seniors, and Latinos.
- Continually evaluate and improve basic library operations, including delivery of services and circulation of materials.
- Develop and implement agency-specific policies and procedures manual.
- Develop and implement cash-handling procedures that incorporate a cash register at the circulation desk.
- Implement content-management-system-based website. Utilize new system to expand woodburnlibrary.org to a full-service information portal and interactive social media tool.
- Adapt facilities to enhance accessibility according to a long-term strategy developed by Public Works.
- Expand adult summer reading program and attempt to host a virtual book group other months of the year.
- Develop annual program calendar to facilitate planning and collaboration with other community organizations.

- Leverage purchase of Spanish-language materials at the International Book Fair in Guadalajara by offering programs that encourage library use by the Latino community and promote the Spanish-language collection to the community as a whole.

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Library				
659,123	621,389	753,872	Labor and Benefits	834,294	834,736	834,736	834,736
379,097	380,372	402,710	Supplies and Services	433,329	398,744	398,744	398,744
<u>1,038,220</u>	<u>1,001,761</u>	<u>1,156,582</u>	Library Total	<u>1,267,623</u>	<u>1,233,480</u>	<u>1,233,480</u>	<u>1,233,480</u>

Increases in personnel (11.0%) are due employee benefit costs and regularly budgeted step increases. There are no significant changes to Materials & Services over the prior year.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 311 Library				
			Program 3111 - Children's Services				
			Labor and Benefits				
121,883	113,586	-	Regular Salaries	-	-	-	-
15,050	5,916	-	Part-Time Salaries	-	-	-	-
338	156	-	Workers' Comp	-	-	-	-
10,218	8,944	-	Social Security	-	-	-	-
13,813	11,632	-	Medical & Dental Insurance	-	-	-	-
14,807	7,044	-	Retirement	-	-	-	-
379	405	-	Long Term Disability Insurance	-	-	-	-
271	232	-	Unemployment Insurance	-	-	-	-
449	318	-	Life Insurance	-	-	-	-
177,208	148,235	-	Total Child's Labor & Benefits	-	-	-	-
			Supplies & Services				
2,018	-	-	Child Materials	-	-	-	-
5,347	4,702	3,000	Juvenile Fiction	3,000	3,000	3,000	3,000
7,000	5,904	6,300	Juvenile Easy	6,300	6,300	6,300	6,300
2,131	2,000	2,700	Juvenile Non Fiction	2,700	2,700	2,700	2,700
137	389	-	Parents	-	-	-	-
2,291	2,290	4,000	Young Adult	4,000	4,000	4,000	4,000
-	154	-	Reference	-	-	-	-
-	-	2,500	Foreign Language	2,500	2,500	2,500	2,500
-	377	-	Russian	-	-	-	-
2,276	1,977	-	Spanish	-	-	-	-
677	675	675	Audio	675	675	675	675
572	558	950	Visual	950	950	950	950
1,787	1,838	4,516	Program Supplies	4,516	4,516	4,516	4,516
1,109	2,122	2,150	Periodicals	2,150	2,150	2,150	2,150
2,686	2,655	-	Other Supplies	-	-	-	-
28,031	25,641	26,791	Total Child's Serv Supplies & Serv	26,791	26,791	26,791	26,791
205,239	173,876	26,791	Total Child's Serv Program	26,791	26,791	26,791	26,791
			Program 3121 Adult Services				
			Labor and Benefits				
106,820	227,095	-	Regular Salaries	-	-	-	-
109,859	28,592	-	Part-Time Salaries	-	-	-	-
-	17	-	Overtime	-	-	-	-
560	343	-	Workers' Comp	-	-	-	-
15,875	19,075	-	Social Security	-	-	-	-
22,702	29,723	-	Medical & Dental Insurance	-	-	-	-
20,117	13,618	-	Retirement	-	-	-	-
350	517	-	Long Term Disability Insurance	-	-	-	-
433	443	-	Unemployment Insurance	-	-	-	-
418	434	-	Life Insurance	-	-	-	-
277,134	319,858	-	Total Adult Labor & Benefits	-	-	-	-

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Supplies & Services							
15,583	12,588	11,095	Fiction	11,095	11,095	11,095	11,095
16,281	15,282	9,790	Non Fiction	13,790	13,790	13,790	13,790
-	-	6,100	Foreign Language	6,100	6,100	6,100	6,100
989	498	-	Russian	-	-	-	-
6,096	5,606	-	Spanish	-	-	-	-
6,498	5,992	9,000	Large Print	9,000	9,000	9,000	9,000
4,302	3,294	3,300	Audio books	3,300	3,300	3,300	3,300
5,658	4,625	4,625	Audio/Video Materials	7,825	7,825	7,825	7,825
-	-	3,200	Databases	-	-	-	-
2,297	2,974	4,210	Program Supplies	4,210	4,210	4,210	4,210
4,880	4,880	4,880	Periodicals	4,880	4,880	4,880	4,880
1,905	1,226	-	Other Library Supplies	-	-	-	-
64,489	56,966	56,200	Total Adult Supplies & Serv	60,200	60,200	60,200	60,200
341,623	376,825	56,200	Total Adult Services Program	60,200	60,200	60,200	60,200
Program 3131 - Technical Services							
Labor and Benefits							
37,722	50,863	-	Regular Salaries	-	-	-	-
21,924	4,112	-	Part-Time Salaries	-	-	-	-
164	76	-	Workers' Comp	-	-	-	-
4,518	3,801	-	Social Security	-	-	-	-
3,461	5,642	-	Medical & Dental Insurance	-	-	-	-
6,718	3,484	-	Retirement	-	-	-	-
118	188	-	Long Term Disability Insurance	-	-	-	-
119	145	-	Unemployment Insurance	-	-	-	-
140	145	-	Life Insurance	-	-	-	-
74,884	68,456	-	Total Technical Labor & Benefits	-	-	-	-
Supplies & Services							
7,352	7,569	-	Other Library	-	-	-	-
2,522	2,490	13,000	Other Supplies	9,000	9,000	9,000	9,000
5,499	5,644	-	Contract Networks	-	-	-	-
15,373	15,702	13,000	Total Technical Supplies & Services	9,000	9,000	9,000	9,000
90,257	84,158	13,000	Total Technical Services Program	9,000	9,000	9,000	9,000
Program 3199 - Library Admin							
Labor and Benefits							
72,741	41,743	364,763	Regular Salaries	343,673	344,436	344,436	344,436
-	-	180,851	Part-Time Salaries	234,792	234,792	234,792	234,792
28,575	33,875	-	Intra-governmental	-	-	-	-
165	56	416	Workers' Comp	473	472	472	472
5,444	3,164	34,721	Social Security	75,506	75,731	75,731	75,731
12,897	3,163	124,851	Medical & Dental Insurance	70,851	70,321	70,321	70,321
9,391	2,602	44,403	Retirement	105,147	105,144	105,144	105,144
251	91	1,241	Long Term Disability Insurance	1,168	1,159	1,159	1,159
145	83	1,637	Unemployment Insurance	1,735	1,738	1,738	1,738
284	64	989	Life Insurance	949	943	943	943
129,893	84,840	753,872	Total Library Admin Labor & Benefits	834,294	834,736	834,736	834,736

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Supplies & Services				
76	200	-	Forms	-	-	-	-
393	267	-	Paper	-	-	-	-
2,896	1,534	-	Computer Supplies	-	-	-	-
5,973	5,130	-	Other Office Supplies	-	-	-	-
1,503	1,043	-	Other Operating Supplies	-	-	-	-
10	460	-	Other Library Supplies	-	-	-	-
2,506	1,574	7,500	Other Supplies	9,500	9,500	9,500	9,500
1,484	1,685	-	Accounting/Audit Services	-	-	-	-
191	450	1,415	Other Professional Services	1,415	1,415	1,415	1,415
2,611	3,946	3,090	Telephone	2,090	2,090	2,090	2,090
3,517	3,230	3,230	Postage	1,230	1,230	1,230	1,230
270	633	633	Advertising	633	633	633	633
80,958	81,378	91,171	IS Support	108,000	94,321	94,321	94,321
500	-	-	Lodging	-	-	-	-
467	282	300	Meals	300	300	300	300
174	259	200	Mileage	200	200	200	200
550	-	-	Airfare	-	-	-	-
-	-	1,500	Other Travel	1,500	1,500	1,500	1,500
1,047	1,666	1,900	Office Equipment	1,900	1,900	1,900	1,900
152,126	161,304	170,810	Internal Rent	190,000	145,026	145,026	145,026
5,898	5,414	5,500	Building/Personal Property	-	-	-	-
-	-	-	Workers' Comp	-	12,683	12,683	12,683
2,958	3,518	4,500	General Liability	4,600	15,985	15,985	15,985
1,499	3,787	3,850	Equipment Repair	3,850	3,850	3,850	3,850
414	1,371	2,100	Building Repair	2,100	2,100	2,100	2,100
-	-	2,500	Fixture Repair	3,500	3,500	3,500	3,500
466	500	500	Dues & Subscriptions	500	500	500	500
765	455	1,020	Registrations	1,020	1,020	1,020	1,020
366	400	-	Printing & Binding	-	-	-	-
1,590	1,576	-	Other Services	-	-	-	-
-	-	5,000	Regional Library Services	5,000	5,000	5,000	5,000
271,208	282,062	306,719	Total Library Admin Supplies & Serv	337,338	302,753	302,753	302,753
401,101	366,902	1,060,591	Total Library Admin Program	1,171,632	1,137,489	1,137,489	1,137,489
1,038,220	1,001,761	1,156,582	Total Library Department	1,267,623	1,233,480	1,233,480	1,233,480

GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Developed sponsorship program to help fund the 4th of July event generating over \$6,000.00 in sponsorship and in-kind contributions
- Successfully partnered with the Boys & Girls Club of Salem, Marion, and Polk Counties in establishing a sustainability partnership for the After School Club's future operation - over \$30,000.00 in pledges have been received to date
- Negotiated an agreement with the Boys & Girls Club, in which they assume the role of operating the Teen Center in Settlemier Park
- Received over \$32,000.00 from National Police Activities League Grants to support Mentoring and Youth Leadership programs

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Explore opportunities to expand program development staffing with the objective of continue the recreation program expansion
- Increase community Downtown Plaza events by establishing partnerships and generating sponsorship revenue
- Continue to be involved in after school program sustainability projects with the school district and Boys & Girls Club
- Develop state-wide partnerships within ORPA, SPRINT, and ORASK
- Expand family programming i.e. Father/Daughter and Mother/Son events, family outings, etc.

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Recreation				
226,477	216,944	313,279	Labor and Benefits	319,838	334,801	334,801	334,801
106,690	130,571	197,243	Supplies and Services	171,792	177,774	177,774	177,774
333,167	347,515	510,522	Recreation Total	491,630	512,575	512,575	512,575

Personnel increases (7.0%) are due to employee benefit costs and planned minimum wage increases. The decrease in Materials & Services is due to decreases in offsetting grant revenue.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 421 - Recreation				
			Program 7311 Events				
			Supplies & Services				
25	-	-	Other Office Supplies	-	-	-	-
717	1,876	-	Other Operating Supplies	-	-	-	-
7,485	12,597	-	Other Supplies	-	-	-	-
5,096	5,500	-	Other Professional Services	-	-	-	-
-	1,184	-	Fiesta Ser	-	-	-	-
35	-	-	Advertising	-	-	-	-
56	963	-	Other Services	-	-	-	-
13,414	22,120	-	Total Events Supplies & Serv	-	-	-	-
13,414	22,120	-	Total Events Program	-	-	-	-
			Program 7421 Youth Sports				
			Labor and Benefits				
-	503	-	Regular Salaries	-	-	-	-
5,351	4,245	-	Part-Time Salaries	-	-	-	-
12,248	16,244	-	Intra-governmental	-	-	-	-
1,516	106	-	Workers' Comp	-	-	-	-
410	363	-	Social Security	-	-	-	-
422	187	-	Retirement	-	-	-	-
11	9	-	Unemployment Insurance	-	-	-	-
19,958	21,656	-	Total Youth Labor & Benefits	-	-	-	-
			Supplies & Services				
156	92	-	Other Office Supplies	-	-	-	-
6,979	7,372	-	Clothing	-	-	-	-
289	103	-	Safety/Medicine	-	-	-	-
8,878	-	-	Other Operating Supplies	-	-	-	-
10,058	9,184	-	Youth Supplies	-	-	-	-
10	-	-	Other Parks Supplies	-	-	-	-
1,533	1,715	-	Youth Services	-	-	-	-
397	-	-	Other Services	-	-	-	-
-	395	-	Equipment Repair	-	-	-	-
28,300	18,861	-	Total Youth Supplies & Serv	-	-	-	-
48,258	40,517	-	Total Youth Sports Program	-	-	-	-
			Program 7422 - Adult Sports				
			Labor and Benefits				
-	2,784	-	Regular Salaries	-	-	-	-
12,619	21,226	-	Part-Time Salaries	-	-	-	-
810	209	-	Workers' Comp	-	-	-	-
933	1,837	-	Social Security	-	-	-	-
1,175	638	-	Retirement	-	-	-	-
24	47	-	Unemployment Insurance	-	-	-	-
15,561	26,741	-	Total Adult Labor & Benefits	-	-	-	-

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Supplies & Services				
3,496	2,832	-	Adult Supplies	-	-	-	-
12,099	6,967	-	Contract Services - Other	-	-	-	-
2,490	1,164	-	Other Services	-	-	-	-
18,085	10,963	-	Total Adult Supplies & Serv	-	-	-	-
33,646	37,704	-	Total Adult Sports Program	-	-	-	-
			Program 7423 - Teen Programs				
			Labor and Benefits				
-	467	-	Regular Salaries	-	-	-	-
8,206	8,824	-	Part-Time Salaries	-	-	-	-
2	450	-	Workers' Comp	-	-	-	-
628	1,030	-	Social Security	-	-	-	-
910	555	-	Retirement	-	-	-	-
17	27	-	Unemployment Insurance	-	-	-	-
9,763	11,353	-	Total Teen Prog Labor & Benefits	-	-	-	-
			Supplies & Services				
-	6,340	-	Youth Supp	-	-	-	-
-	1,137	-	PAL Grant	-	-	-	-
-	7,477	-	Total Teen Prog Supplies & Serv	-	-	-	-
9,763	18,830	-	Total Teen Program	-	-	-	-
			Program 7424 - Summer Day Camp				
			Labor and Benefits				
22,409	23,921	-	Part-Time Salaries	-	-	-	-
1,793	736	-	Workers' Comp	-	-	-	-
1,642	1,830	-	Social Security	-	-	-	-
2,313	1,315	-	Retirement	-	-	-	-
43	48	-	Unemployment Insurance	-	-	-	-
28,200	27,850	-	Total Summer Camp Labor & Benefits	-	-	-	-
			Supplies & Services				
134	515	-	Clothing	-	-	-	-
11	-	-	Other Operating Supplies	-	-	-	-
3,605	3,221	-	Youth Supp	-	-	-	-
916	1,281	-	Other Professional Services	-	-	-	-
3,104	7,007	-	Youth Services	-	-	-	-
377	-	-	Other Services	-	-	-	-
360	-	-	Vehicle Repair	-	-	-	-
8,507	12,024	-	Total Summer Camp Supplies & Serv	-	-	-	-
36,707	39,874	-	Total Summer Camp Program	-	-	-	-
			Program 7425 - After School Club				
			Labor and Benefits				
-	7,723	-	Regular Salaries	-	-	-	-

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
51,583	27,116	-	Part-Time Salaries	-	-	-	-
3,717	1,399	-	Workers' Comp	-	-	-	-
3,931	2,665	-	Social Security	-	-	-	-
3,661	1,571	-	Retirement	-	-	-	-
103	66	-	Unemployment Insurance	-	-	-	-
62,995	40,541	-	Total After School Labor & Benefits	-	-	-	-
			Supplies & Services				
49	-	-	Other Office Supplies	-	-	-	-
3,403	5,408	-	Youth Supplies	-	-	-	-
2,622	-	-	Other Professional Services	-	-	-	-
6,074	5,408	-	Total After School Supplies & Serv	-	-	-	-
69,069	45,949	-	Total After School Program	-	-	-	-
			Program 7429 - Rec Administration				
			Labor and Benefits				
58,865	64,295	75,805	Regular Salaries	73,123	73,123	73,123	73,123
800	353	-	Part-Time Salaries	-	14,562	14,562	14,562
-	-	16,121	Youth Sports	16,605	14,030	14,030	14,030
-	-	14,508	Adult Sports	14,943	21,428	21,428	21,428
-	-	49,396	Summer Day Camp	50,878	47,788	47,788	47,788
-	-	86,705	After School Club	89,306	89,306	89,306	89,306
-	-	773	Arts & Culture	796	-	-	-
-	-	889	Active Adult	916	916	916	916
-	79	-	Overtime	-	-	-	-
2,524	1,096	7,800	Workers' Comp	1,526	647	647	647
4,555	4,464	18,681	Social Security	18,862	19,978	19,978	19,978
13,913	12,554	19,720	Medical & Dental Insurance	20,212	20,212	20,212	20,212
8,532	4,964	21,652	Retirement	31,453	31,455	31,455	31,455
184	233	305	Long Term Disability Insurance	294	352	352	352
119	115	733	Unemployment Insurance	740	783	783	783
225	189	191	Life Insurance	184	221	221	221
89,717	88,342	313,279	Total Rec Admin Labor & Benefits	319,838	334,801	334,801	334,801
			Supplies & Services				
496	959	-	Other Office Supplies	-	-	-	-
2,052	2,217	-	Fuel	-	-	-	-
-	-	18,788	Events	17,500	17,500	17,500	17,500
-	-	19,852	Youth Sports	16,992	16,992	16,992	16,992
-	-	10,000	Adult Sports	10,000	10,000	10,000	10,000
-	-	14,098	Summer Day Camp	5,000	5,000	5,000	5,000
-	-	30,000	Fiesta Services	-	-	-	-
-	-	-	Reads Grant	-	-	-	-
-	-	5,413	After School Club	1,500	1,500	1,500	1,500
-	-	20,600	Recreation Administration	23,000	23,000	23,000	23,000
-	-	300	Arts & Culture	-	-	-	-
-	-	6,000	Active Adult	11,000	11,000	11,000	11,000
-	-	4,917	Museum	4,517	4,517	4,517	4,517
2,329	2,075	-	Other Professional Services	-	-	-	-
-	-	34,224	Teen Program - Temporary Help	47,183	47,183	47,183	47,183

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
-	-	22,000	PAL Grant	23,000	14,171	14,171	14,171
2,474	2,630	-	Telephone	-	-	-	-
298	624	-	Postage	-	-	-	-
12,650	9,864	11,051	IS Support	12,100	15,720	15,720	15,720
-	443	-	Airfare	-	-	-	-
1,372	823	-	Auto	-	-	-	-
229	235	-	Building/Personal Property	-	-	-	-
-	-	-	Workers' Comp	-	4,903	4,903	4,903
3,954	7,010	-	General Liability	-	6,288	6,288	6,288
-	954	-	Vehicle Repair	-	-	-	-
25,854	27,834	197,243	Total Recreation Admin Supplies & Serv	171,792	177,774	177,774	177,774
115,571	116,176	510,522	Total Recreation Admin Program	491,630	512,575	512,575	512,575
			Program 7431 - Arts & Culture				
			Labor and Benefits				
-	229	-	Part-Time Salaries	-	-	-	-
-	11	-	Workers' Comp	-	-	-	-
-	18	-	Social Security	-	-	-	-
-	27	-	Retirement	-	-	-	-
-	285	-	Total Arts & Culture Labor & Benefits	-	-	-	-
			Supplies & Services				
-	10,032	-	Books	-	-	-	-
-	4,225	-	Other Office Supplies	-	-	-	-
170	4,124	-	Other Operating Supplies	-	-	-	-
203	-	-	Other Professional Services	-	-	-	-
373	18,381	-	Total Arts & Cult. Supplies & Serv	-	-	-	-
373	18,666	-	Total Arts & Culture Program	-	-	-	-
			Program 7441 - Active Adult				
			Labor and Benefits				
217	139	-	Part-Time Salaries	-	-	-	-
4	15	-	Workers' Comp	-	-	-	-
45	11	-	Social Security	-	-	-	-
18	10	-	Retirement	-	-	-	-
2	-	-	Unemployment Insurance	-	-	-	-
286	175	-	Total Active Adult Labor & Benefits	-	-	-	-
			Supplies & Services				
4,862	6,369	-	Admission	-	-	-	-
4,862	6,369	-	Total Active Adult Supplies & Serv	-	-	-	-
5,148	6,544	-	Total Active Adult Program	-	-	-	-
			Program 7511 - Museum				
			Supplies & Services				
75	-	-	Forms	-	-	-	-
42	46	-	Other Office Supplies	-	-	-	-
351	239	-	Other Professional Services	-	-	-	-

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
527	484	-	Telephone	-	-	-	-
223	366	-	Other Services	-	-	-	-
1,218	1,135	-	Total Museum Supplies & Serv	-	-	-	-
1,218	1,135	-	Total Museum Program	-	-	-	-
333,167	347,514	510,522	Total Recreation Department	491,630	512,575	512,575	512,575

GENERAL INFORMATION FORM 1 – FY 2011-12

FUND/FUND NUMBER: General - 001
DEPARTMENT/DEPARTMENT NUMBER: Aquatic Center - 431
DEPARTMENT DIRECTOR: Jim Row
DIRECTOR DIRECT PHONE NUMBER: 503-952-5265
DEPARTMENT LOCATION: 190 Oak Street
PERSON PREPARING THIS FORM: Jim Row
DIRECT PHONE NUMBER: 503-982-5265

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

The Aquatic Center serves the greater Woodburn area. The multipurpose facility offers fitness, recreational, and learn to swim programs for individuals of all ages. Facility amenities include a ten lane swimming pool with water slide, rope swing, and basketball hoop, a small wading pool, spa, fitness equipment, and saunas.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL: Two full-time personnel lead a large temporary staff of 30-40. Total staffing is 7.19 FTE.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Completed repairs to the facility caused by years of poor indoor air quality

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Successfully complete Aquatic Center Turnaround Project, which is designed to improve safety, marketing, customer service, attendance, program and special event quality, and financial viability
- Achieve a 50% cost recovery rate
- Develop funding to complete the re-plastering project & other necessary facility repairs

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

The proposed 2011-2012 budget reflects significant changes arising out of the Turnaround Project. Significantly increased revenues and reduced expenditures are anticipated.

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Swimming Pool				
387,511	361,657	394,801	Labor and Benefits	226,916	226,915	226,915	227,351
241,490	266,792	277,381	Supplies and Services	277,400	282,252	282,252	282,252
629,001	628,449	672,182	Swimming Pool Total	504,316	509,167	509,167	509,603

Changes to personnel are due to the restructuring of the swim center management and reductions in total staffing. Materials & Services increases (2.0%) are due primarily to the direct paying of department utilities and maintenance and the on-going restructuring of the swim center.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 431 - Swimming Pool				
			Program 7411 Water Safety				
			Labor and Benefits				
-	1,118	-	Part-Time Salaries	-	-	-	-
7,723	-	-	Intra-governmental	-	-	-	-
-	24	-	Workers' Comp	-	-	-	-
-	86	-	Social Security	-	-	-	-
-	59	-	Retirement	-	-	-	-
-	2	-	Unemployment Insurance	-	-	-	-
7,723	1,289	-	Total Water Safety Labor & Benefits	-	-	-	-
7,723	1,289	-	Total Water Safety Program	-	-	-	-
			Program 7412 - Water Fitness				
			Labor and Benefits				
-	-	-	Regular Salaries	-	-	-	-
4,858	4,927	-	Part-Time Salaries	-	-	-	-
329	117	-	Workers' Comp	-	-	-	-
372	377	-	Social Security	-	-	-	-
68	107	-	Retirement	-	-	-	-
9	9	-	Unemployment Insurance	-	-	-	-
5,636	5,538	-	Total Water Fitness Labor & Benefits	-	-	-	-
5,636	5,538	-	Total Water Fitness Program	-	-	-	-
			Program 7413 - Swim Lessons				
			Labor and Benefits				
23,858	33,555	-	Part-Time Salaries	-	-	-	-
1,137	521	-	Workers' Comp	-	-	-	-
1,801	2,567	-	Social Security	-	-	-	-
1,797	1,854	-	Retirement	-	-	-	-
48	66	-	Unemployment Insurance	-	-	-	-
28,641	38,562	-	Total Swim Lessons Labor & Benefits	-	-	-	-
28,641	38,562	-	Total Swim Lessons Program	-	-	-	-
			Program 7414 - Lifeguarding				
			Labor and Benefits				
90,588	103,318	-	Part-Time Salaries	-	-	-	-
2,341	979	-	Workers' Comp	-	-	-	-
6,911	7,904	-	Social Security	-	-	-	-
5,443	4,879	-	Retirement	-	-	-	-
156	-	-	Long Term Disability Insurance	-	-	-	-
181	200	-	Unemployment Insurance	-	-	-	-
105,620	117,281	-	Total Lifeguarding Personal Services	-	-	-	-
105,620	117,281	-	Total Lifeguarding Program	-	-	-	-

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Program 7415 - Rentals				
			Labor and Benefits				
612	773	-	Part-Time Salaries	-	-	-	-
43	16	-	Workers' Comp	-	-	-	-
47	61	-	Social Security	-	-	-	-
38	36	-	Retirement	-	-	-	-
1	1	-	Unemployment Insurance	-	-	-	-
741	887	-	Total Rentals Labor & Benefits	-	-	-	-
741	887	-	Total Rentals Program	-	-	-	-
			Program 7416 - Concessions				
			Labor and Benefits				
38,252	40,779	-	Part-Time Salaries	-	-	-	-
1,491	521	-	Workers' Comp	-	-	-	-
2,929	3,121	-	Social Security	-	-	-	-
2,234	2,163	-	Retirement	-	-	-	-
77	79	-	Unemployment Insurance	-	-	-	-
44,983	46,662	-	Total Concessions Labor & Benefits	-	-	-	-
			Supplies & Services				
15,671	12,067	-	Inventory Stock	-	-	-	-
15,671	12,067	-	Total Concessions Supplies & Serv	-	-	-	-
60,654	58,729	-	Total Concessions Program	-	-	-	-
			Program 7419 - Pool Administration				
			Labor and Benefits				
119,391	87,532	100,960	Regular Salaries	57,865	57,865	57,865	58,301
9,890	6,476	-	Part-Time Salaries	-	-	-	-
-	-	56,510	Instruction	33,000	33,000	33,000	33,000
-	-	82,020	Lifeguarding	72,000	72,000	72,000	72,000
-	-	47,168	Cashiering	-	-	-	-
-	-	10,890	Administration	-	-	-	-
-	-	-	Custodial	10,800	10,800	10,800	10,800
10,488	24,050	-	Intra-governmental	-	-	-	-
5,356	1,270	6,779	Workers' Comp	470	469	469	469
9,965	7,135	22,762	Social Security	13,285	13,285	13,285	13,285
17,668	15,327	35,810	Medical & Dental Insurance	20,035	20,035	20,035	20,035
20,334	8,856	30,349	Retirement	18,561	18,561	18,561	18,561
367	337	406	Long Term Disability Insurance	233	233	233	233
260	177	893	Unemployment Insurance	521	521	521	521
451	279	254	Life Insurance	146	146	146	146
194,170	151,439	394,801	Total Pool Admin Labor & Benefits	226,916	226,915	226,915	227,351
			Supplies & Services				
290	214	-	Paper	-	-	-	-
468	32	-	Books	-	-	-	-
414	469	-	Other Office Supplies	-	-	-	-
2,000	500	-	Clothing	-	-	-	-
1,843	1,105	3,500	Safety/Medicine	2,400	2,400	2,400	2,400
11,782	14,177	12,000	Chemicals	12,000	12,000	12,000	12,000
5,467	5,500	7,250	Other Operating Supplies	12,000	12,000	12,000	12,000
379	249	-	Tools	-	-	-	-
4,968	3,500	17,825	Inventory Stock	24,000	24,000	24,000	24,000
1,200	207	6,050	Other Supplies	12,000	12,000	12,000	12,000
239	217	-	Other Professional Services	54,600	54,600	54,600	54,600
810	718	-	Postage	-	-	-	-

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
4,499	5,354	6,000	Advertising	11,200	11,200	11,200	11,200
1,527	946	3,250	Training	3,000	3,000	3,000	3,000
10,119	9,864	11,051	IS Support	14,000	5,540	5,540	5,540
340	400	-	Lodging	-	-	-	-
69	40	-	Meals	-	-	-	-
500	-	-	Mileage	-	-	-	-
205	342	-	Other Travel	-	-	-	-
1,500	1,500	-	Office Equipment	-	-	-	-
423	483	-	Work Equipment	-	-	-	-
167,354	197,576	209,220	Internal Rent	-	-	-	-
491	500	-	Other Leases	-	-	-	-
-	-	-	Natural Gas	41,000	41,000	41,000	41,000
-	-	-	Electric	67,000	67,000	67,000	67,000
-	-	-	Solid Waste	3,000	3,000	3,000	3,000
4,008	3,467	-	Building/Personal Property	-	-	-	-
-	-	-	Workers' Comp	-	3,843	3,843	3,843
2,150	2,473	-	General Liability	-	9,469	9,469	9,469
-	-	-	Equipment Repair	20,000	20,000	20,000	20,000
272	995	-	Improvements Repair & Maintenance	-	-	-	-
360	80	1,235	Dues & Subscriptions	1,200	1,200	1,200	1,200
416	275	-	Registrations	-	-	-	-
724	998	-	Permits	-	-	-	-
1,000	2,545	-	Other Services	-	-	-	-
225,817	254,725	277,381	Total Pool Admin Supplies & Serv	277,400	282,252	282,252	282,252
419,987	406,164	672,182	Total Pool Admin Program	504,316	509,167	509,167	509,603
629,002	628,449	672,182	Total Aquatics Center Department	504,316	509,167	509,167	509,603

GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Department consists of 37 FTE, and is responsible for operating Recreation programs and special events, the Woodburn Memorial Aquatic Center, Woodburn Public Library, Retired and Senior Volunteer Program, the Weed & Seed federal grant program, the community relations program, and park planning and development.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Completed the majority of Mill Creek Greenway Phase 1 Trail Project
- Completed construction of the final phase of Centennial Park
- Assumed responsibility for and successfully managed the 2010 Mexican Fiesta at no direct cost to the general fund
- Executed a 3-year agreement with the Chamber of Commerce designating them as the lead organizer of the Mexican Fiesta through 2013

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Complete construction of Mill Creek Greenway Phase 1 Project
- Replace playground at Wyffels Park
- Update Park SDC Methodology

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
258,286	233,549	366,506	Community Services Admin				
			Labor and Benefits	291,725	291,725	291,725	291,833
75,796	90,968	116,995	Supplies and Services	123,116	135,055	135,055	133,055
334,082	324,516	483,501	Community Services Admin Total	414,841	426,780	426,780	424,888

Personnel decrease (26.0%) is due primarily to the shifting of 1.0 FTE to the Planning department. Materials and Services increase (14.0%) is due to Building Maintenance charges and a minor project planned.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 499 - Community Services Admin							
Program 7991 - Community Service Admin							
Labor and Benefits							
165,840	154,391	243,858	Regular Salaries	195,698	195,698	195,698	195,806
-	55	-	Overtime	-	-	-	-
24,412	22,609	-	Intra-governmental	-	-	-	-
(1,274)	166	114	Workers' Comp	86	86	86	86
12,426	11,855	18,655	Social Security	14,971	14,971	14,971	14,971
32,366	28,431	65,871	Medical & Dental Insurance	34,845	34,845	34,845	34,845
22,995	14,722	35,651	Retirement	44,224	44,224	44,224	44,224
554	556	980	Long Term Disability Insurance	787	787	787	787
329	293	732	Unemployment Insurance	587	587	587	587
638	470	645	Life Insurance	527	527	527	527
258,286	233,549	366,506	Total Comm Admin Labor & Benefits	291,725	291,725	291,725	291,833
Supplies & Services							
50	66	50	Forms	-	-	-	-
304	729	800	Paper	850	850	850	850
593	850	700	Computer Supplies	1,000	1,000	1,000	1,000
1,797	1,934	1,500	Other Office Supplies	2,000	2,000	2,000	2,000
-	877	-	Engineering/Architecture	10,000	10,000	10,000	10,000
2,176	2,471	-	Accounting/Audit Services	-	-	-	-
53	282	200	Human Resources	300	300	300	300
3,371	13,207	14,516	Other Professional Services	12,216	12,216	12,216	12,216
1,624	1,553	1,500	Telephone	2,000	2,000	2,000	2,000
6,179	5,262	10,100	Postage	8,000	8,000	8,000	8,000
-	-	-	Advertising	-	-	-	-
7,590	9,994	16,577	IS Support	19,000	13,100	13,100	13,100
641	818	750	Lodging	750	750	750	750
81	86	202	Meals	200	200	200	200
900	877	900	Mileage	900	900	900	900
-	453	-	Airfare	-	-	-	-
4,600	4,600	4,600	Office Equipment	5,500	5,500	5,500	5,500
34,640	36,170	39,302	Internal Rent	43,000	51,666	51,666	51,666
-	-	-	Workers' Comp	-	4,201	4,201	4,201
-	-	-	General Liability	-	2,972	2,972	2,972
55	5	100	Equipment Repair	-	-	-	-
395	268	600	Dues & Subscriptions	400	400	400	400
1,185	925	1,300	Registrations	1,000	1,000	1,000	1,000
9,422	9,540	23,150	Printing & Binding	16,000	16,000	16,000	16,000
140	-	148	Other Services	-	2,000	2,000	-
75,796	90,968	116,995	Total Comm Admin Supplies & Serv	123,116	135,055	135,055	133,055
334,082	324,516	483,501	Total C.S. Admin Department	414,841	426,780	426,780	424,888

GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The division consists of 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 FY 2010-11 ACCOMPLISHMENTS:

- Continued comprehensive review and update of the Woodburn Development Ordinance, including initiating public hearings before the Planning Commission and City Council
- Completed update of sign standards
- Completed and adopted the Woodburn Economic Development Plan
- Initiated Business Assistance Loan Program
- Applied for and received Enterprise Zone designation
- Initiated Hwy 99E corridor study, conducting several public meetings and open houses
- Evaluated and initiated Oregon Main Street Program for downtown Woodburn

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

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

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

No changes proposed

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Planning				
437,458	342,448	311,402	Labor and Benefits	302,650	306,139	306,139	306,139
41,993	45,192	54,448	Supplies and Services	71,150	80,368	80,368	80,368
479,450	387,640	365,850	Planning Total	373,800	386,507	386,507	386,507

No significant change to personnel. Materials and Services increases (48.0%) are due to in professional services for planning services utilized through the local COG and Building and Maintenance charges.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 511 - Planning				
			Program 5811 - Planning				
			Labor and Benefits				
265,675	207,577	213,017	Regular Salaries	201,125	202,289	202,289	202,289
7	-	-	Overtime	-	-	-	-
87,938	64,983	-	Intra-governmental	-	-	-	-
912	242	92	Workers' Comp	86	87	87	87
20,340	15,659	16,296	Social Security	15,386	15,475	15,475	15,475
26,653	32,353	49,211	Medical & Dental Insurance	38,411	38,411	38,411	38,411
33,685	19,829	30,703	Retirement	45,628	47,852	47,852	47,852
775	769	856	Long Term Disability Insurance	809	813	813	813
531	395	639	Unemployment Insurance	603	607	607	607
942	641	588	Life Insurance	602	605	605	605
437,458	342,448	311,402	Total Planning Labor & Benefits	302,650	306,139	306,139	306,139
			Supplies & Services				
3,013	4,310	5,400	Other Office Supplies	5,400	5,400	5,400	5,400
291	46	500	Fuel	500	500	500	500
-	69	100	Medical	100	100	100	100
220	3,080	5,000	Other Professional Services	15,000	15,000	15,000	15,000
700	744	1,000	Telephone	1,000	1,000	1,000	1,000
2,303	1,548	2,000	Postage	4,000	4,000	4,000	4,000
617	350	350	Advertising	1,000	1,000	1,000	1,000
-	677	950	Publications	900	900	900	900
16,955	14,926	16,577	IS Support	18,500	16,577	16,577	16,577
140	-	250	Other Communication Services	250	250	250	250
100	65	200	Mileage	200	200	200	200
290	-	250	Other Travel	250	250	250	250
12,673	14,468	15,321	Internal Rent	17,500	21,356	21,356	21,356
192	264	300	Auto	300	300	300	300
-	-	-	Workers' Comp	-	4,596	4,596	4,596
1,390	1,675	2,150	General Liability	2,150	4,839	4,839	4,839
106	207	300	Vehicle Repair	300	300	300	300
1,995	1,953	2,500	Registrations	2,500	2,500	2,500	2,500
247	-	300	Printing & Binding	300	300	300	300
760	810	1,000	Other Services	1,000	1,000	1,000	1,000
41,992	45,192	54,448	Total Planning Supplies & Services	71,150	80,368	80,368	80,368
479,450	387,640	365,850	Total Planning Department	373,800	386,507	386,507	386,507

GENERAL INFORMATION

FORM 1 – FY 2011-12

FUND/FUND NUMBER:	General Fund - 001
DEPARTMENT/DEPARTMENT NUMBER:	Maintenance (Parks) - 611
DEPARTMENT DIRECTOR:	Dan Brown
DIRECTOR DIRECT PHONE NUMBER:	503-982-5249
DEPARTMENT LOCATION:	202 Young Street
PERSON PREPARING THIS FORM:	Julie Moore
DIRECT PHONE NUMBER:	503-982-5247

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Facilitate Annual Sports Fields Renovation
- Benchmark Grounds Facilities for Analysis of Maintenance Services
- Develop Urban Forestry Program including completion of Inventory
- Develop Schedules for Routine Services
- Formalize Playground Safety Program
- Provide Quality Support for Recreation Programs
- Continue to Provide Support for Special Events

- Assist in the further development of Adopt-A Parks
- Support The Greenway Trail Development, Phase 1 completed
- Centennial Park, Phase 4 completed

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- Focus on Community
- Training in safety & management
- Adopt-A-Park Program
- Urban Forestry Emphasis

Department Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Maintenance				
388,034	384,706	431,249	Labor and Benefits	453,999	437,923	437,923	437,923
155,868	162,014	171,847	Supplies and Services	173,972	188,029	188,029	188,029
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543,902	546,719	603,096	Maintenance Total	627,971	625,952	625,952	625,952

No significant changes to personnel costs. The increase to Materials and Services (9.0%) is due to increases in utility costs, fuel and materials costs.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 631 - Maintenance							
Program 7611 - Park Maintenance							
Labor and Benefits							
232,941	257,270	266,205	Regular Salaries	262,894	274,980	274,980	274,980
32,980	15,653	10,000	Part-Time Salaries	45,604	10,000	10,000	10,000
9,328	6,401	9,000	Overtime	-	7,500	7,500	7,500
7,483	9,911	-	Intra-governmental	-	-	-	-
10,698	3,574	259	Workers' Comp	226	235	235	235
20,469	20,730	21,895	Social Security	23,600	22,375	22,375	22,375
44,117	51,434	97,653	Medical & Dental Insurance	63,305	65,387	65,387	65,387
27,833	17,470	23,506	Retirement	55,428	54,656	54,656	54,656
745	955	1,151	Long Term Disability Insurance	1,240	1,176	1,176	1,176
547	526	859	Unemployment Insurance	925	877	877	877
893	781	721	Life Insurance	777	737	737	737
388,034	384,706	431,249	Total Park Maint Labor & Benefits	453,999	437,923	437,923	437,923
Supplies & Services							
187	120	225	Computer Supplies	225	225	225	225
478	485	500	Other Office Supplies	500	500	500	500
722	1,852	2,500	Cleaning Supplies	2,000	2,000	2,000	2,000
8,600	10,600	9,000	Fuel	9,000	11,000	11,000	11,000
948	1,423	1,500	Clothing	1,500	1,150	1,150	1,150
1,582	4,151	2,000	Ag Supplies	2,000	2,000	2,000	2,000
871	1,136	1,500	Safety/Medicine	1,500	1,500	1,500	1,500
994	477	500	Other Operating Supplies	500	500	500	500
800	4,729	5,200	Construction Materials	5,200	5,200	5,200	5,200
985	-	-	Paint	-	-	-	-
1,855	-	-	Plumbing Supplies	-	-	-	-
941	-	-	Electrical Supplies	-	-	-	-
-	-	500	Tires/Part	500	500	500	500
1,509	874	1,500	Tools	1,500	1,500	1,500	1,500
2,614	2,193	2,000	Other Maintenance Supplies	2,000	2,000	2,000	2,000
1,478	1,491	1,500	Protective Clothing	1,500	1,500	1,500	1,500
-	412	500	Road Materials	500	500	500	500
5,135	5,000	5,000	Turf	5,000	5,000	5,000	5,000
469	-	500	Flowering Plants	500	500	500	500
87	-	500	Shrubs	500	500	500	500
-	1,204	1,000	Trees	11,000	11,000	11,000	11,000
3,168	4,000	4,000	Fertilizer	4,000	4,000	4,000	4,000
1,108	3,463	1,500	Other Parks Supplies	1,500	1,500	1,500	1,500
485	488	1,000	Security Supplies	1,000	700	700	700
109	381	300	Medical	300	300	300	300
53,293	46,655	50,000	Other Professional Services	40,000	40,000	40,000	40,000
2,462	2,350	3,000	Telephone	3,000	2,800	2,800	2,800
-	2,074	2,500	Training	2,500	2,200	2,200	2,200
5,060	4,932	8,288	IS Support	8,288	8,288	8,288	8,288
2,805	2,695	2,700	Work Equipment	2,500	2,500	2,500	2,500
-	-	-	Software	2,125	2,125	2,125	2,125
1,515	1,500	1,500	Natural Gas	1,500	1,500	1,500	1,500
14,904	13,849	15,000	Electric	15,000	15,000	15,000	15,000
11,747	8,515	10,964	Solid Waste	11,000	11,000	11,000	11,000
1,907	2,224	2,300	Auto	2,300	2,300	2,300	2,300
4,289	4,581	4,720	Building/Personal Property	4,720	-	-	-
-	-	-	Workers' Comp	-	9,005	9,005	9,005
2,997	1,632	3,200	General Liability	3,200	12,736	12,736	12,736
10,170	11,972	10,700	Equipment Repair	11,000	11,000	11,000	11,000

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
392	1,570	2,000	Building Repair	2,000	2,000	2,000	2,000
2,460	2,447	2,500	Improvements Repair & Maintenance	2,500	2,500	2,500	2,500
754	1,000	1,000	Street Repair	1,000	1,000	1,000	1,000
4,232	3,956	4,500	Vehicle Repair	4,000	4,000	4,000	4,000
-	3,000	3,000	Playground	3,000	3,000	3,000	3,000
1,339	1,500	750	Registrations	1,000	800	800	800
416	1,084	500	Other Services	1,114	700	700	700
155,867	162,014	171,847	Total Park Maint Supplies & Services	173,972	188,029	188,029	188,029
543,901	546,719	603,096	Total Maintenance Department	627,971	625,952	625,952	625,952

**GENERAL INFORMATION
FORM 1 – FY 2011-12**

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 insurance 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

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Non-departmental				
136,924	113,955	282,500	Supplies and Services	191,000	309,955	309,955	361,727
629,832	123,259	454,725	Transfers Out	95,331	476,331	476,331	426,259
<u>766,756</u>	<u>237,214</u>	<u>737,225</u>	Non-departmental Total	<u>286,331</u>	<u>786,286</u>	<u>786,286</u>	<u>787,986</u>

Material and Services increases (28.0%) are due primarily to the centralizing of copier costs for the General Fund, additionally the inter-fund loan payment for the accounting and police records system upgrade and the pass through payment of 911 turnovers to NORCOM is budgeted in this department.

Department Detail

General Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 199 - Nondepartmental				
			Program 1219 - Other Administration				
			Supplies & Services				
-	-	-	Paper	-	7,500	7,500	7,500
-	-	-	Fuel	-	750	750	750
34,766	14,635	-	Accounting/Audit Services	-	-	-	-
-	2,439	-	Human Resources	-	-	-	-
1,169	9,497	10,000	Other Professional Services	12,000	12,000	12,000	12,000
44,000	48,000	48,000	ToT Grants	48,000	48,000	48,000	48,000
94	991	1,500	Advertising	1,500	1,500	1,500	1,500
3,968	2,360	1,500	Publications	2,000	2,000	2,000	2,000
406	468	500	Employee Blanket Bond	500	500	500	500
9,067	7,533	8,000	Building/Personal Property	8,000	8,000	8,000	8,000
6,733	-	36,000	General Liability	38,000	35,105	35,105	35,105
15,602	8,373	48,000	Dues & Subscriptions	45,000	50,000	50,000	50,000
-	16,926	129,000	Registrations	30,000	20,000	20,000	20,000
21,119	-	-	Other Services	6,000	6,000	6,000	6,000
-	-	-	IF Loan TIF	-	-	-	25,886
-	-	-	IF Loan Fund Water Construction	-	-	-	25,886
-	-	-	911 Services	-	118,600	118,600	118,600
-	2,734	-	Call Accounting	-	-	-	-
136,924	113,955	282,500	Total Other Admin Supplies & Serv	191,000	309,955	309,955	361,727
			Program 9711 - Transfers Out				
-	-	-	To Transit	-	151,000	151,000	151,000
-	-	-	To Revenue Sharing	-	230,000	230,000	230,000
28,259	28,259	28,259	To RSVP	28,559	28,559	28,559	30,259
80,000	80,000	-	To Street	-	-	-	-
495,573	-	25,000	To General CIP	-	-	-	-
-	-	22,750	To TIF	25,886	25,886	25,886	-
-	-	22,750	To Water Construction	25,886	25,886	25,886	-
15,000	15,000	15,000	To Water	15,000	15,000	15,000	15,000
-	-	340,966	To IS	-	-	-	-
1,000	-	-	To Building Maintenance	-	-	-	-
10,000	-	-	To Equipment Replacement	-	-	-	-
629,832	123,259	454,725	Total Transfers Out	95,331	476,331	476,331	426,259
766,756	237,214	737,225	Total Nondepartmental	286,331	786,286	786,286	787,986

GENERAL INFORMATION
FORM 1 – FY 2011-12

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 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

			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	993,903	Contingency	1,429,871	1,132,134	1,132,134	1,072,649
-	-	187,000	Reserve Buildings	187,000	187,000	187,000	187,000
-	-	95,000	Reserve PERS	95,000	95,000	95,000	95,000
-	-	185,000	Unappropriated Balance	185,000	185,000	185,000	185,000
<hr/>			<hr/>				
-	-	1,460,903	Total Contingency/Ending Fund Balance	1,896,871	1,599,134	1,599,134	1,539,649
<hr/>			<hr/>				
10,420,203	9,846,484	12,879,794	EXPENDITURE TOTAL	12,896,424	13,353,295	13,353,295	13,430,545
<hr/>			<hr/>				
2,160,002	2,736,068	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			General Operating Reserve				
			Revenue				
30,746	73,386	74,000	Fund Balance	73,000	73,000	73,000	73,000
729	358	500	Misc	-	-	-	-
41,911	-	-	Transfers In	-	-	-	-
73,386	73,744	74,500	Total Revenues	73,000	73,000	73,000	73,000
			Expense				
-	-	500	Transfers Out	500	73,000	73,000	73,000
-	-	74,000	Conting'y & Unapprop	72,500	-	-	-
-	-	74,500	Total Expenses	73,000	73,000	73,000	73,000
73,386	73,744	-	Revenue Over (Under) Expenses	-	-	-	-

As part of the funds consolidation proposal – this fund is being collapsed into the city’s General Fund Construction Fund.

Fund Detail

Fund 092 - General Operating Reserve

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
30,746	-	74,000	Beginning Fund Balance	73,000	73,000	73,000	73,000
729	358	500	Interest from Investments	-	-	-	-
41,911	-	-	Transfer from General CIP	-	-	-	-
73,386	358	74,500	REVENUE TOTAL	73,000	73,000	73,000	73,000
2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
-	-	500	Department 121 - Admin Program 9711 Operating Transfer Out Transfer Out	500	500	500	500
-	-	-	Transfer To Gen CIP	-	72,500	72,500	72,500
-	-	500	Total Admin Department	500	73,000	73,000	73,000
-	-	74,000	Department 901 - Ending Fund Balance Program 9971 - Equity Contingency	72,500	-	-	-
-	-	74,000	Total Contingency/Ending Fund Balance	72,500	-	-	-
-	-	74,500	EXPENDITURE TOTAL	73,000	73,000	73,000	73,000
73,386	358	-	Revenue Over (Under) Expenses	-	-	-	-

**GENERAL INFORMATION
FORM 1 – FY 2011-12**

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Develop funding source for Aquatic Center re-plastering

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

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

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			General Fund Capital Improvement				
			Revenue				
547,317	104,379	155,000	Fund Balance	220,000	220,000	220,000	220,000
62,210	49,987	345,000	Intergovernmental	-	40,000	40,000	40,000
13,379	75,051	1,000	Misc	300,000	-	-	-
495,573	-	25,000	Transfers In	-	72,500	72,500	72,500
1,118,479	229,417	526,000	Total Revenue	520,000	332,500	332,500	332,500
			Expense				
751,189	562,240	410,000	Capital Outlay	475,000	320,000	320,000	320,000
262,911	-	20,000	Transfers Out	-	-	-	-
-	-	96,000	Conting'y & Unapprop	45,000	12,500	12,500	12,500
1,014,100	562,240	526,000	Total Expense	520,000	332,500	332,500	332,500
104,379	(332,823)	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

The **Intergovernmental** category consists of a \$40,000 state grant continuation to complete the Mill Creek Project.

Transfers In of \$72,500 refers to the above mentioned collapse of the General Operating Fund into this fund. This is a one-time transfer as a part of the Fund Consolidation Plan.

Fund Detail

Fund 358- General Fund Capital Improvement

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
547,317	104,379	155,000	Beginning Fund Balance	220,000	220,000	220,000	220,000
62,210	49,987	345,000	State Grant	-	40,000	40,000	40,000
			Miscellaneous				
13,379	362	1,000	Interest from Investments	-	-	-	-
-	74,689	-	Other Miscellaneous Income	300,000	-	-	-
13,379	75,051	1,000	Total Miscellaneous	300,000	-	-	-
			Transfers In				
495,573	-	25,000	Transfer from General Fund	-	-	-	-
-	-	-	Transfer from General Operating Res.	-	72,500	72,500	72,500
495,573	-	25,000	Total Transfers In	-	72,500	72,500	72,500
1,118,479	229,416	526,000	REVENUE TOTAL	520,000	332,500	332,500	332,500

Fund 358- General Fund Capital Improvement

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 121 - Admin				
			Program 9511 - Design Engineering				
			Capital Outlay				
84,067	-	-	Centennial	-	-	-	-
			Program 9531 - Construction				
			Capital Outlay				
-	9,663	10,000	Administration	-	-	-	-
-	-	-	City Hall Security	475,000	-	-	-
2,226	-	25,000	Remodel Of	-	-	-	-
32,500	-	-	Library Carpet	-	-	-	-
490,453	30,016	-	Engineering HVAC Pool	-	-	-	-
-	8,652	100,000	Pool Roof	-	-	-	-
-	-	-	Pool Plaster	-	200,000	200,000	200,000
-	-	-	Pool Projects	-	80,000	80,000	80,000
26,277	-	-	Museum Exterior	-	-	-	-
15,304	-	-	Legion Rd	-	-	-	-
-	-	-	Parks - Wyfels	-	40,000	40,000	40,000
25,070	166,220	75,000	Greenway	-	-	-	-
13,661	-	-	Parks Comprehensive Plan	-	-	-	-
-	347,689	200,000	Centennial	-	-	-	-
50,283	-	-	Plaza	-	-	-	-
1,995	-	-	Security Suite	-	-	-	-
2,500	-	-	24 PORT Switch	-	-	-	-
6,853	-	-	Generator	-	-	-	-
751,189	562,239	410,000	Total Capital Outlay	475,000	320,000	320,000	320,000
			Program 9711 - Transfer Out				
41,911	-	-	To General Operating Reserve	-	-	-	-
74,488	-	-	To Police Construction	-	-	-	-
146,512	-	20,000	To Parks SDC	-	-	-	-
262,911	-	20,000	Total Transfer Out	-	-	-	-
1,014,100	562,239	430,000	Total Admin Department	475,000	320,000	320,000	320,000
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	20,000	Contingency	45,000	12,500	12,500	12,500
-	-	66,000	Reserve - Police	-	-	-	-
-	-	10,000	Reserve - Bldgs	-	-	-	-
-	-	96,000	Total Contingency/Ending Fund Balance	45,000	12,500	12,500	12,500
1,014,100	562,239	526,000	EXPENDITURE TOTAL	520,000	332,500	332,500	332,500
104,379	(332,823)	-	Revenues Over (Under) Expenses	-	-	-	-

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**City of Woodburn
Special Services Budget Summary**

	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Budget 2011-12</u>
110 - Transit	359,949	447,116	661,753	619,180
123 - Building Inspection	263,554	215,010	460,095	381,096
132 - Search & Seizure	3,400	35,825	43,600	24,000
134 - Weed & Seed	160,368	116,327	164,353	187,990
135 - State Revenue Sharing	133,366	455,125	424,600	75,000
137 - Housing Rehab	24,891	333,017	451,500	128,270
138 - RSVP	85,939	82,753	94,515	87,862
139 - Cable Franchise	21,371	23,693	24,250	29,800
250 - Bonded Debt	671,208	504,893	609,000	650,200
252 - Bancroft Bond Redemption	-	-	6,600	6,520
360 - Special Assessment	1,580	65,483	887,432	969,000
336 - Economic Development	37,469	36,519	107,650	71,600
140 - Street	1,445,559	1,330,506	1,140,572	1,410,342
169 - City Gas Tax	514,682	9,255	116,300	390,408
376 - Trans Impact Fee	205,360	862,644	6,545,736	6,026,122
363 - Street/Storm Cap Imp	2,120,336	1,856,126	1,267,985	705,800
364 - Parks SDC	-	549,897	917,729	353,000

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GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

A detailed overview of existing transit services in Woodburn is presented in Chapter 4. The City of Woodburn currently operates several types of transit services:

- **Fixed route bus.** 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 9:00 AM – 5:00 PM. One-way fares are \$1.00.
- **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. Dial-A-Ride is available Monday through Friday from approximately 9:00 AM – 5:00 PM. One-way fares are \$1.50. The Dial-A-Ride demand response program also arranges for volunteer drivers to provide transportation to seniors and people with disabilities outside of Woodburn¹.

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 but has declined somewhat on the fixed route bus, likely a result of the economic downturn. Despite the recent decline, ridership figures on the fixed route bus appear to be recovering.

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

¹ Through the Marion County Retired Senior Volunteer Program (RSVP), senior volunteer drivers are utilized to provide trips for elderly and people with disabilities to medical appointments throughout the region (Salem and Portland). The program is also used to deliver meals throughout Marion County.

- The Transit Plan Update was completed and it will serve as a valuable management tool for directing the future of public transportation in Woodburn.
- Program has been more successful in competing for federal and state grant dollars based upon the information generated in the preparation of the Transit Plan Update.
- Completed participation in the Complimentary Para-Transit Plan.
- Completed installation of narrow band VHF radios in all Transit System vehicular assets. Significant improvement in the efficiency of dispatching Para-transit vehicles.
- Acquired two new vehicular assets by utilization of federal grants.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

Goal 1: Enhance local mobility for primary user groups and potential new user groups in Woodburn.

This goal relates to the need to serve those in the community who have few other transportation options. Based on the on-board passenger survey, about 87% of existing passengers do not have a vehicle available to them, and thus transit serves a critical role in mobility for many of these people. The objectives below focus on improving the needs of existing passengers first, but also make transit more appealing for people who do not currently use the service.

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

This goal focuses on the need to make the most efficient use of existing resources by maximizing the use of the fixed route service which can most efficiently move people around Woodburn. It was discovered from the Dial-a-Ride on-board passenger survey that about 28% of the people do not have a disability that prevents them from using the fixed route bus. While some of these individuals could use the fixed route bus, other obstacles prevent them from using the fixed route bus, such as how far they live from a stop and the ability to navigate the steps of the bus. This goal also relates to the need to offer efficient boarding and alighting times on both services and to maintain existing vehicles.

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

Stakeholders and existing passengers identified the need for improved information about Woodburn Transit as a top priority. Similarly, stakeholders made it clear that it was important to improve the image of transit in Woodburn and help promote transit as a key piece of the multimodal transportation network.

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

Data from Chapter 4 indicates that the farebox recovery ratio on the fixed route bus is about 12% and about 4% on the Dial-a-Ride. The overall farebox recovery ratio for Woodburn Transit is about 8%. This goal focuses on improving the overall farebox recovery ratio and other measures intended to make transit more cost-effective. This goal also has to do with identifying a stable, dedicated source of funding for transit in Woodburn.

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

The need to travel regionally was identified as a priority. This need will be more prevalent as Woodburn and the rest of northern Marion County and southern Clackamas County grow. As such, this goal is to better

coordinate services with existing regional transit providers, as well as to provide more direct service to Salem and the Portland Metro area via I-5.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

The Woodburn Transit System has the information needed to address level of service needs of the community. Fare schedule increase and improved level service based upon knowledge gained from completion of the Transit Plan Update. Hiring of additional part-time drivers will allow a higher level of service with regard to Para-Transit riders.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Transit				
			Revenue				
150,201	60,960	135,173	Fund Balance	87,745	61,000	61,000	61,000
150,954	155,869	151,000	Taxes	151,000	-	-	-
79,214	257,565	338,080	Intergovernmental	358,980	358,980	358,980	358,980
27,913	23,893	28,000	Charges for goods and services	39,000	39,000	39,000	39,000
12,566	15,894	9,500	Misc	9,300	9,200	9,200	9,200
-	-	-	Transfers In	-	151,000	151,000	151,000
420,848	514,181	661,753	Total Revenues	646,025	619,180	619,180	619,180
			Expense				
262,922	280,405	382,463	Labor and Benefits	312,997	329,977	329,977	330,338
88,027	124,813	149,346	Supplies and Services	238,033	261,343	261,343	261,343
-	41,898	120,000	Capital Outlay	8,025	8,025	8,025	8,025
9,000	-	-	Transfers Out	-	-	-	-
-	-	9,944	Conting'y & Unapprop	86,970	19,835	19,835	19,474
359,949	447,116	661,753	Total Expenses	646,025	619,180	619,180	619,180
60,899	67,065	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

The **Transfers In** category now accounts for the Property Taxes that are recorded in the General Fund and transferred to the Transit Fund. The Transit Fund cannot levy property taxes and this allows for better accounting of the revenue source.

Intergovernmental contains various competitive state and federal grants received for transit operations.

The increase in **Charges for goods and services (or Fares)** is due to transit fare increases, as well as additional bus operating hours.

Operations Change in personnel costs (14.0%) is to the drop of part-time hours and reallocation of the Transit Manager’s costs. The 75.0% increase in Materials and Services is for budgeted grant awards to enhance transit services. The decrease in capital outlay is due to a one-time grant award in the prior fiscal year for a bus purchase and transit center enhancements.

Fund Detail

Fund 110 - Transit

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
150,201	60,960	135,173	Beginning Fund Balance	87,745	61,000	61,000	61,000
150,954	155,869	151,000	Property Tax	151,000	-	-	-
			Intergovernmental				
66,734	-	-	Federal Grants Indirect	-	-	-	-
-	16,652	-	5310 Discretionary Ops	65,438	65,438	65,438	65,438
-	-	114,972	5310 Discretionary Cap	6,426	6,426	6,426	6,426
-	196,481	135,000	5311 Formula	120,132	120,132	120,132	120,132
-	25,742	25,000	ARRA Stimulus	-	-	-	-
-	-	-	5310 Veh Preventative Maintenance	57,911	57,911	57,911	57,911
12,480	-	-	State Grant	-	-	-	-
-	18,690	28,000	STF Formula	28,000	28,000	28,000	28,000
-	-	35,108	Grant #26378	-	-	-	-
-	-	-	JARC Job Access Reverse Commute	58,628	58,628	58,628	58,628
-	-	-	New Freedom	22,445	22,445	22,445	22,445
79,214	257,565	338,080	Total Intergovernmental	358,980	358,980	358,980	358,980
			Charges for goods and services				
6,850	6,502	7,000	DAR Daily	12,000	12,000	12,000	12,000
21,063	17,391	21,000	Transit System Fares	27,000	27,000	27,000	27,000
27,913	23,893	28,000	Total Charges for goods and services	39,000	39,000	39,000	39,000
			Miscellaneous				
2,715	569	500	Interest from Investments	300	200	200	200
-	3,859	-	Donations-Transit	-	-	-	-
-	1	-	Cash Long & Short	-	-	-	-
9,851	11,465	9,000	Other Miscellaneous Income	9,000	9,000	9,000	9,000
12,566	15,894	9,500	Total Miscellaneous	9,300	9,200	9,200	9,200
-	-	-	Transfer from General	-	151,000	151,000	151,000
420,848	514,181	661,753	REVENUE TOTAL	646,025	619,180	619,180	619,180

Fund 110 - Transit

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 671 - Transit							
Program 4711 - Fixed Route Transit							
Labor and Benefits							
40,446	126,617	202,751	Regular Salaries	153,334	165,420	165,420	165,781
39,391	56,423	55,127	Part-Time Salaries	55,316	55,316	55,316	55,316
1,229	4,217	1,000	Overtime	-	-	-	-
22,774	29,952	-	Intra-governmental	-	-	-	-
3,221	3,059	223	Workers' Comp	187	178	178	178
6,019	13,715	19,262	Social Security	15,962	16,886	16,886	16,886
10,186	34,125	81,972	Medical & Dental Insurance	49,642	51,723	51,723	51,723
7,715	11,000	20,015	Retirement	36,855	38,710	38,710	38,710
124	589	774	Long Term Disability Insurance	616	665	665	665
162	354	755	Unemployment Insurance	626	662	662	662
159	353	584	Life Insurance	459	417	417	417
131,426	280,404	382,463	Total Fixed Route Labor and Benefits	312,997	329,977	329,977	330,338
Supplies & Services							
500	501	550	Other Office Supplies	550	550	550	550
195	26	50	Cleaning Supplies	65	65	65	65
14,620	18,956	17,000	Fuel	41,566	41,566	41,566	41,566
-	155	200	Clothing	400	400	400	400
-	-	-	Safety/Medicine	2,500	2,500	2,500	2,500
57	102	50	Other Operating Supplies	100	100	100	100
2,653	-	2,500	Tires/Part	3,700	3,700	3,700	3,700
256	345	1,300	Medical	1,300	1,300	1,300	1,300
22	29,594	28,845	Other Professional Services	54,189	54,189	54,189	54,189
444	371	500	Telephone	500	500	500	500
31	109	25	Postage	45	45	45	45
177	25	100	Advertising	3,000	3,000	3,000	3,000
-	1,971	2,000	Training	4,000	4,000	4,000	4,000
5,188	4,932	5,526	IS Support	5,526	7,860	7,860	7,860
537	-	-	Lodging	-	-	-	-
-	-	-	Meals	150	150	150	150
-	-	-	Mileage	300	300	300	300
-	-	2,400	Software	5,200	5,200	5,200	5,200
2,313	5,006	3,057	Auto	8,357	-	-	-
-	-	2,254	Workers' Comp	2,254	8,966	8,966	8,966
460	511	1,153	General Liability	1,153	9,270	9,270	9,270
3	-	100	Equipment Repair	100	100	100	100
14,157	15,079	20,550	Vehicle Repair	25,000	25,000	25,000	25,000
100	91	100	Registrations	150	150	150	150
219	228	150	Printing & Binding	1,000	1,000	1,000	1,000
100	246	250	Other Services	250	250	250	250
-	-	-	Bank Fees	-	608	608	608
42,032	78,248	88,660	Total Fixed Route Supplies & Services	161,355	170,769	170,769	170,769
Capital Outlay							
-	41,898	120,000	Other Equipment	8,025	8,025	8,025	8,025
-	41,898	120,000	Total Capital Outlay	8,025	8,025	8,025	8,025
173,458	400,550	591,123	Total Fixed Route Program	482,377	508,771	508,771	509,132

Fund 110 - Transit

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Program 4712 - Dial-A-Ride				
			Labor and Benefits				
76,755	-	-	Regular Salaries	-	-	-	-
9,162	-	-	Part-Time Salaries	-	-	-	-
1,875	-	-	Overtime	-	-	-	-
6,355	-	-	Intra-governmental	-	-	-	-
4,577	-	-	Workers' Comp	-	-	-	-
6,403	-	-	Social Security	-	-	-	-
17,183	-	-	Medical & Dental Insurance	-	-	-	-
8,467	-	-	Retirement	-	-	-	-
247	-	-	Long Term Disability Insurance	-	-	-	-
176	-	-	Unemployment Insurance	-	-	-	-
296	-	-	Life Insurance	-	-	-	-
131,496	-	-	Total Dial-A-Ride Labor and Benefits	-	-	-	-
			Supplies & Services				
455	543	800	Other Office Supplies	800	800	800	800
192	70	50	Cleaning Supplies	75	75	75	75
9,800	11,400	13,000	Fuel	21,100	21,100	21,100	21,100
-	80	250	Clothing	450	450	450	450
1,794	-	1,800	Tires/Part	2,000	2,000	2,000	2,000
641	-	-	Other Supplies	-	-	-	-
153	-	-	Accounting/Audit Services	-	-	-	-
-	146	200	Medical	400	400	400	400
3,169	3,189	1,200	Other Professional Services	3,000	3,000	3,000	3,000
1,253	1,177	1,300	Telephone	1,300	1,300	1,300	1,300
-	50	-	Postage	-	-	-	-
-	144	100	Advertising	500	500	500	500
-	943	750	Training	1,500	1,500	1,500	1,500
-	-	-	IS Support	-	8,253	8,253	8,253
-	50	-	Other Communication Services	-	-	-	-
123	-	-	Lodging	-	-	-	-
-	-	-	Meals	100	100	100	100
19,244	20,821	20,723	Mileage	25,000	25,000	25,000	25,000
-	-	-	Internal Rent	-	8,632	8,632	8,632
1,716	1,473	3,057	Auto	3,057	-	-	-
-	-	2,254	Workers' Comp	2,254	1,708	1,708	1,708
608	638	1,152	General Liability	1,152	1,766	1,766	1,766
-	10	-	Equipment Repair	-	-	-	-
6,508	5,500	13,500	Vehicle Repair	13,000	13,000	13,000	13,000
200	47	200	Registrations	300	300	300	300
44	187	100	Printing & Binding	440	440	440	440
95	98	250	Other Services	250	250	250	250
45,995	46,566	60,686	Total Dial-A-Ride Supplies & Services	76,678	90,574	90,574	90,574
177,491	46,566	60,686	Total Dial-A-Ride Program	76,678	90,574	90,574	90,574
			Program 9711 - Transfer Out To Equip				
9,000	-	-		-	-	-	-
359,949	447,116	651,809	Total Transit Department	559,055	599,345	599,345	599,706
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	5,985	Contingency	86,970	15,835	15,835	15,474
-	-	3,959	Reserve PERS	-	4,000	4,000	4,000
-	-	9,944	Total Contingency/Ending Fund Balance	86,970	19,835	19,835	19,474
359,949	447,116	661,753	EXPENDITURE TOTAL	646,025	619,180	619,180	619,180
60,899	67,065	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 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.
- Implemented the IGA's with the City of Silverton and Dallas for assistance with plan review and inspection services to cut down on the amount of extra time the one staff person puts in on weekends and holidays.

DESCRIPTION OF FY 2011-12 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 2010-11 AND FY 2011-12:

- Implement the new State of Oregon residential building, energy, and mechanical codes.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Building Inspection				
			Revenue				
310,540	143,482	42,596	Fund Balance	17,030	15,000	15,000	15,000
89,764	135,357	239,616	Licenses and Permits	271,246	271,246	271,246	271,246
-	(26)	-	Charges for goods and services	-	-	-	-
6,732	22,859	4,950	Misc	14,850	14,850	14,850	14,850
-	-	172,933	Other Financing Sources	13,003	80,000	80,000	80,000
407,036	301,672	460,095	Total Revenues	316,129	381,096	381,096	381,096
			Expense				
231,367	179,140	210,611	Labor and Benefits	210,535	208,815	208,815	208,815
32,187	35,870	160,258	Supplies and Services	83,764	88,826	88,826	88,826
-	-	89,226	Conting'y & Unapprop	21,830	83,455	83,455	83,455
263,554	215,010	460,095	Total Expenses	316,129	381,096	381,096	381,096
143,482	86,662	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

The **Licenses and Permits** is the main source of revenue within this fund. This category 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 14%. 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 \$80,000 to provide for operations if needed (this is due to the slowdown building activity).

Operations Significant change is in materials in services (a 44% reduction) a direct result of the drop off in building activity.

Fund Detail

Fund 123 - Building

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
310,540	143,482	42,596	Beginning Fund Balance	17,030	15,000	15,000	15,000
			Licenses & Permits				
42,894	59,554	57,771	Building Permits	67,978	67,978	67,978	67,978
10,845	16,411	10,260	Mechanical Permits	13,050	13,050	13,050	13,050
-	-	-	MC Electrical/Plumbing Permits	-	-	-	-
(73)	(1,741)	-	State Surcharge	-	-	-	-
26,944	38,603	37,551	Plan Check Fees	44,186	44,186	44,186	44,186
7,044	16,529	18,289	Fire Check Fees	24,011	24,011	24,011	24,011
240	90	-	State Mfg Home Fee	-	-	-	-
331	20	50	MC Admin Fee	50	50	50	50
1,539	5,892	3,335	Plan Check - Mechanical	4,241	4,241	4,241	4,241
-	-	500	MC Permits	380	380	380	380
-	-	8,200	MC State Surcharge	20,000	20,000	20,000	20,000
-	-	360	St Mfg Fee	500	500	500	500
-	-	103,300	CET Suspend	96,850	96,850	96,850	96,850
89,764	135,357	239,616	Total Licenses & Permits	271,246	271,246	271,246	271,246
			Charges for goods and services				
-	(26)	-	T&E Planning Develop Fee	-	-	-	-
			Miscellaneous				
4,646	527	150	Interest from Investments	150	150	150	150
2,086	22,332	4,800	Other Miscellaneous Income	14,700	14,700	14,700	14,700
6,732	22,860	4,950	Total Miscellaneous	14,850	14,850	14,850	14,850
			Other Financing Sources				
-	-	172,933	Interfund Loan from Wtr Dist. Const	13,003	80,000	80,000	80,000
407,036	301,673	460,095	REVENUE TOTAL	316,129	381,096	381,096	381,096

Fund 123 - Building

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 521 - Building							
Program 2241 Bldg Inspection							
Labor & Benefits							
135,326	101,489	148,682	Regular Salaries	142,604	142,681	142,681	142,681
50,239	50,890	-	Intra-governmental	-	-	-	-
2,330	632	50	Workers' Comp	48	48	48	48
10,534	7,958	11,374	Social Security	10,909	10,915	10,915	10,915
11,694	5,998	29,814	Medical & Dental Insurance	21,542	19,193	19,193	19,193
20,011	11,280	19,152	Retirement	33,949	34,494	34,494	34,494
437	384	598	Long Term Disability Insurance	573	574	574	574
271	193	446	Unemployment Insurance	428	428	428	428
525	316	495	Life Insurance	482	482	482	482
<u>231,367</u>	<u>179,140</u>	<u>210,611</u>	Total Bldg Inspection Labor & Benefits	<u>210,535</u>	<u>208,815</u>	<u>208,815</u>	<u>208,815</u>
Supplies & Services							
1,881	3,463	2,800	Other Office Supplies	2,800	2,800	2,800	2,800
713	508	800	Fuel	800	800	800	800
-	-	100	Other Operating Supplies	100	100	100	100
-	2,113	8,835	Other Professional Services	8,835	8,835	8,835	8,835
969	675	750	Telephone	600	600	600	600
4	21	100	Postage	55	55	55	55
12,968	12,330	13,814	IS Support	10,480	10,480	10,480	10,480
366	496	520	Lodging	575	575	575	575
15	66	100	Meals	90	90	90	90
217	155	250	Mileage	250	250	250	250
10,138	11,574	12,256	Internal Rent	12,256	16,427	16,427	16,427
633	849	801	Auto	801	-	-	-
-	-	2,203	Workers' Comp	2,203	2,405	2,405	2,405
888	1,063	1,419	General Liability Insurance	1,419	2,909	2,909	2,909
635	549	550	Vehicle Repair	550	550	550	550
475	475	600	Dues & Subscriptions	750	750	750	750
1,425	810	1,500	Registrations	1,350	1,350	1,350	1,350
-	-	500	MC Permits	500	500	500	500
-	-	8,200	MC State Surcharge	8,200	8,200	8,200	8,200
-	-	360	St Mfg Fee	500	500	500	500
-	-	103,300	State Surcharge	30,000	30,000	30,000	30,000
860	723	500	Other Services	650	650	650	650
<u>32,187</u>	<u>35,869</u>	<u>160,258</u>	Total Bldg Inspection Supplies & Serv	<u>83,764</u>	<u>88,826</u>	<u>88,826</u>	<u>88,826</u>
<u>263,554</u>	<u>215,009</u>	<u>370,869</u>	Building Department Total	<u>294,299</u>	<u>297,641</u>	<u>297,641</u>	<u>297,641</u>
Department 901 - Ending Fund Balance							
Program 9971 - Equity							
-	-	42,596	Contingency	-	61,625	61,625	61,625
-	-	24,800	Reserve for Equipment	-	-	-	-
-	-	21,830	Reserve PERS	21,830	21,830	21,830	21,830
-	-	<u>89,226</u>	Total Contingency/Ending Fund Balance	<u>21,830</u>	<u>83,455</u>	<u>83,455</u>	<u>83,455</u>
<u>263,554</u>	<u>215,009</u>	<u>460,095</u>	EXPENDITURE TOTAL	<u>316,129</u>	<u>381,096</u>	<u>381,096</u>	<u>381,096</u>
<u>143,482</u>	<u>86,664</u>	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Search & Seizure				
			Revenue				
2,161	3,305	3,350	Fund Balance	-	-	-	-
2,000	12,382	40,000	Intergovernmental	24,000	24,000	24,000	24,000
2,544	1,515	250	Misc	-	-	-	-
<u>6,705</u>	<u>17,202</u>	<u>43,600</u>	Total Revenues	<u>24,000</u>	<u>24,000</u>	<u>24,000</u>	<u>24,000</u>
			Expense				
3,400	35,825	43,600	Supplies and Services	24,000	24,000	24,000	24,000
<u>3,400</u>	<u>35,825</u>	<u>43,600</u>	Total Expense	<u>24,000</u>	<u>24,000</u>	<u>24,000</u>	<u>24,000</u>
<u>3,305</u>	<u>(18,623)</u>	<u>-</u>	Revenue Over (Under) Expenses	<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.

Fund Detail

Fund 132 - Search & Seizure Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
2,161	3,305	3,350	Beginning Fund Balance	-	-	-	-
			Intergovernmental				
2,000	12,382	40,000	Federal Grants	24,000	24,000	24,000	24,000
			Miscellaneous				
91	13	250	Interest from Investments	-	-	-	-
2,453		-	Confiscated Cash	-	-	-	-
	1,502	-	Other Miscellaneous Income	-	-	-	-
2,544	1,515	250	Total Miscellaneous	-	-	-	-
6,705	17,202	43,600	REVENUE TOTAL	24,000	24,000	24,000	24,000

Fund 132 - Search & Seizure Fund

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 211 - Police Admin				
			Program 2131 - Detectives				
			Supplies & Services				
-	35,825	43,600	Other Operating Supplies	24,000	24,000	24,000	24,000
			Program 2199 - Police Admin				
3,400	-	-	Other Services	-	-	-	-
3,400	35,825	43,600	Total Police Administration	24,000	24,000	24,000	24,000
3,400	35,825	43,600	EXPENDITURE TOTAL	24,000	24,000	24,000	24,000
3,305	(18,623)	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2011-12

FUND/FUND NUMBER:	Weed & Seed - 134
DEPARTMENT/DEPARTMENT NUMBER:	Community Services 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:

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

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

Identify gaps in services that are essential to successful re-entry to the community after incarceration.

More effectively identify the children and youth who have the highest level of risk factors that push them into gangs; including but not limited to:

- Family Factors
- Peer Groups
- Social Deficits
- Lack of Family Opportunities
- School Problems
- Juvenile Delinquency

Enhance the capacity of the community to provide preventative programming for children and youth.

Enhance the economic viability of the community through sustainable employment.

Enhance the law enforcement capabilities in regard to violent gang and drug activities.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

This department has one full-time employee and is managed by the Community Services Director.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

- Provide break dancing lessons as well as Positive Action curriculum for the children at our Safe Haven, Nuevo Amanacer.
- Managed a graffiti removal check-out kit for community members to use for private property graffiti removal.
- Fund police overtime at a level to allow extra investigation time in drug trafficking organization cases.
- Provide Drug and Gang education to Boys and Girls Club Teen Center.
- Provide Drug and Gang education to all elementary and middle school after school clubs.
- Secure continued federal funding for the Weed & Seed Program.
- Investigate solutions for developing Weed & Seed program sustainability.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Seek to find a formal evaluation system for our grant program
- Ensure ongoing sustainability of all programs
- Fund two Strengthening Family Workshops
- Fund tutors for Chemeketa Community College GED program
- Continue with all other regular activities

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Weed & Seed				
			Revenue				
(55,197)	(105,588)	-	Fund Balance	24,630	26,429	26,429	26,429
111,603	153,847	164,353	Intergovernmental	161,561	161,561	161,561	161,561
(1,626)	(473)	-	Misc	-	-	-	-
54,780	47,786	164,353	Revenue Total	186,191	187,990	187,990	187,990
			Expense				
122,810	95,582	108,087	Labor and Benefits	129,445	129,445	129,445	129,445
37,558	20,745	56,266	Supplies and Services	56,746	58,545	58,545	58,545
160,368	116,327	164,353	Expense Total	186,191	187,990	187,990	187,990
(105,588)	(68,541)	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

The Weed & Seed program is completely funded by a federal grant. The grant will expire in November 2011 and no alternative sources of revenue are readily available nor does it appear that the grant will be renewed at the federal level.

Fund Detail

Fund 134 - Weed & Seed

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
(55,197)	(105,588)	-	Beginning Fund Balance	24,630	26,429	26,429	26,429
111,603	153,847	164,353	Fed Grants	161,561	161,561	161,561	161,561
(1,626)	(473)	-	Interest from Investments	-	-	-	-
54,780	47,785	164,353	REVENUE TOTAL	186,191	187,990	187,990	187,990

Fund 134 - Weed & Seed

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 211 - Police				
			Program 2711 - Weed & Seed				
			Labor & Benefits				
25,445	-	-	Overtime	-	-	-	-
3,800	-	-	Work Equipment	-	-	-	-
29,245	-	-	211 - Police Totals	-	-	-	-
			Department 421 - Recreation				
			Program 2711 - Weed & Seed				
			Labor & Benefits				
37,172	36,670	-	Regular Salaries	-	-	-	-
654	-	-	Part-Time Salaries	-	-	-	-
125	-	-	Overtime	-	-	-	-
167	599	-	Workers' Comp	-	-	-	-
2,989	2,567	-	Social Security	-	-	-	-
2,650	1,617	-	Retirement	-	-	-	-
78	70	-	Unemployment Insurance	-	-	-	-
43,835	41,523	-	Total Recreation Labor & Benefits	-	-	-	-
			Supplies & Services				
3,028	118	-	Youth Supplies	-	-	-	-
46,863	41,641	-	421 - Recreation Totals	-	-	-	-
			Department 491 - Parks Admin				
			Program 2711 - Weed & Seed				
			Labor & Benefits				
43,000	43,001	65,173	Regular Salaries	78,851	78,851	78,851	78,851
-	-	21,936	Overtime	22,698	22,698	22,698	22,698
125	68	155	Workers' Comp	171	171	171	171
3,213	3,457	6,664	Social Security	7,768	7,768	7,768	7,768
4,330	4,480	7,500	Medical & Dental Insurance	6,437	6,437	6,437	6,437
2,468	2,663	4,909	Retirement	12,244	12,244	12,244	12,244
138	168	450	Long Term Disability Insurance	178	178	178	178
86	82	800	Unemployment Insurance	986	986	986	986
170	140	500	Life Insurance	112	112	112	112
53,530	54,058	108,087	Total Parks Admin Labor & Benefits	129,445	129,445	129,445	129,445
			Supplies & Services				
-	127	100	Paper	200	200	200	200
462	989	2,385	Other Office Supplies	4,658	4,658	4,658	4,658
3,320	-	-	Other Operating Supplies	-	-	-	-
16,587	15,291	43,510	Other Professional Services	46,064	46,064	46,064	46,064
192	241	312	Telephone	130	130	130	130
49	26	134	Postage	200	570	570	570
495	-	-	Advertising	-	-	-	-
2,698	2,466	5,186	IS Support	2,161	2,161	2,161	2,161
3,287	919	2,400	Lodging	1,200	1,200	1,200	1,200
632	230	700	Meals	350	350	350	350
160	338	433	Mileage	583	583	583	583
1,898	-	1,000	Airfare	1,000	1,000	1,000	1,000
-	-	-	Workers Comp	-	1,429	1,429	1,429

Fund 134 - Weed & Seed

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
950	-	-	Registrations	-	-	-	-
-	-	106	Printing & Binding	200	200	200	200
<u>30,730</u>	<u>20,628</u>	<u>56,266</u>	Total Parks Admin Supplies & Services	<u>56,746</u>	<u>58,545</u>	<u>58,545</u>	<u>58,545</u>
<u>84,260</u>	<u>74,686</u>	<u>164,353</u>	Total Parks Administration Department	<u>186,191</u>	<u>187,990</u>	<u>187,990</u>	<u>187,990</u>
<u>160,368</u>	<u>116,327</u>	<u>164,353</u>	EXPENDITURE TOTAL	<u>186,191</u>	<u>187,990</u>	<u>187,990</u>	<u>187,990</u>
<u>(105,588)</u>	<u>(68,541)</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This purpose of this fund is to be used for Capital Improvement Projects including transportation projects, ADA improvements, and Sidewalks. The final loan payment has been made of \$47,043 for a portion of a sewer extension project for HWI, Inc had been made in December 1, 2010.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

There are no personnel paid out of this fund. State Revenue Sharing is calculated using a formula that compares the City's property tax rate, per capita income, and population against statewide averages. State Revenue Sharing is 14% of the net revenue from the OLCC account as authorized for distribution under the State Revenue Sharing Program. This program is paid quarterly.

As part of the funds consolidation proposal, this fund is being collapsed into the City's Local Gas and Street Funds.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Completion of the Hwy. 214 Phase 3 Sidewalk
- Completion of the Downtown Transit Facility in Annex parking Lot Annual
- Payment of Loan #B91002
- Annual Transfer to Street Fund (140)

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- ADA compliance upgrades to sidewalks
- Continuation of safety sidewalk improvements
- Street lighting monthly costs and repairs
- Final payment of Loan B91002 – December 2010

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- Loan will be paid off

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			State Revenue Sharing				
			Revenue				
355,059	461,879	198,000	Fund Balance	77,945	75,000	75,000	75,000
232,831	170,076	225,000	Intergovernmental	230,000	-	-	-
7,355	1,556	1,600	Misc	500	-	-	-
<u>595,245</u>	<u>633,511</u>	<u>424,600</u>	Total Revenue	<u>308,445</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
			Expense				
1,566	8,868	240,000	Supplies and Services	246,500	-	-	-
47,043	47,043	47,044	Debt Service	-	-	-	-
64,757	379,214	97,556	Capital Outlay	48,945	-	-	-
20,000	20,000	-	Transfers Out	-	75,000	75,000	75,000
-	-	40,000	Conting'y & Unapprop	13,000	-	-	-
<u>133,366</u>	<u>455,125</u>	<u>424,600</u>	Total Expense	<u>308,445</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
<u>461,879</u>	<u>178,386</u>	-	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Revenue Sources and Other Discussion

As a part of the Fund Consolidation Plan, the remaining balance in this fund is being transferred to the Street Fund and the Local Gas Tax Fund. All future revenues will now be recorded in the General Fund and transferred to the Street Fund to pay for local street lighting. The other portion of future revenues will be transferred from the General Fund to the Local Gas Tax fund to be used for local street projects.

Fund Detail

Fund 135 - State Revenue Sharing

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
355,059	461,879	198,000	Beginning Fund Balance	77,945	75,000	75,000	75,000
232,831	170,076	225,000	Revenue Sharing	230,000	-	-	-
7,355	1,556	1,600	Interest from Investments	500	-	-	-
595,245	633,511	424,600	REVENUE TOTAL	308,445	75,000	75,000	75,000

Fund 135 - State Revenue Sharing

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 691 - PW Admin				
			Program 9111 - Debt Service				
47,043	47,043	47,044	Bond Principal	-	-	-	-
			Program 9511 - Design Engineering				
			Supplies & Services				
1,566	2,811	5,000	Engineering/Architecture	2,200	-	-	-
			Program 9512 - Construction Engineering				
			Supplies & Services				
-	4,000	5,000	Engineering/Architecture	2,300	-	-	-
			Program 9531 - Construction				
			Supplies & Services				
-	2,057	3,500	Other Professional Services	2,000	-	-	-
-		226,500	Street Lighting	240,000	-	-	-
1,566	8,867	240,000	Total Supplies & Services	246,500	-	-	-
			Capital Outlay				
64,757	379,214	97,556	Streets/Alleys/Sidewalks	48,945	-	-	-
64,757	379,214	97,556	Total Capital Outlay	48,945	-	-	-
113,366	435,124	384,600	Total Construction Program	295,445	-	-	-
			Program 9711 - Operating Transfer Out				
20,000	20,000	-	To Street	-	17,942	17,942	17,942
-	-	-	To Local Gas Tax	-	57,058	57,058	57,058
20,000	20,000	-	Total Operating Transfer Out Program	-	75,000	75,000	75,000
133,366	455,124	384,600	Total PW Admin Department	295,445	75,000	75,000	75,000
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	40,000	Contingency	13,000	-	-	-
-	-	40,000	Total Contingency/Ending Fund Balance	13,000	-	-	-
133,366	455,124	424,600	EXPENDITURE TOTAL	308,445	75,000	75,000	75,000
461,879	178,387	-	Revenue Over (Under) Expenses	-	-	-	-

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GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

In 2009, through loan payoffs, the Housing Rehabilitation Program had approximately \$674,585. This income is divided into two categories, restricted (program income) and unrestricted income, based on contract requirements when the grants were originally awarded. Restricted income (\$453,305) is income received from grant years 1993 or later, 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 \$170,000 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 provides 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 FY 2010-11 ACCOMPLISHMENTS:

- Mid Willamette Valley Council of Governments has administered twenty- nine individual Housing Rehabilitation Program loans.
- 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.

DESCRIPTION OF FY 2011-12 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 2010-11 AND FY 2011-12:

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

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Housing Rehab				
			Revenue				
674,584	676,701	428,000	Fund Balance	99,000	99,000	99,000	99,000
20,879	15,801	8,500	Misc	7,750	7,750	7,750	7,750
-	-	-	Transfers In	6,520	6,520	6,520	6,520
6,128	13,967	15,000	Other Financing Sources	15,000	15,000	15,000	15,000
<u>701,591</u>	<u>706,469</u>	<u>451,500</u>	Total Revenue	<u>128,270</u>	<u>128,270</u>	<u>128,270</u>	<u>128,270</u>
			Expense				
9,580	10,097	10,840	Labor and Benefits	10,708	10,708	10,708	10,708
15,311	322,920	383,180	Supplies and Services	80,200	89,340	89,340	89,340
-	-	57,480	Conting'y & Unapprop	37,362	28,222	28,222	28,222
<u>24,891</u>	<u>333,017</u>	<u>451,500</u>	Total Expense	<u>128,270</u>	<u>128,270</u>	<u>128,270</u>	<u>128,270</u>
<u>676,700</u>	<u>373,452</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Revenue Sources and Other Discussion

Income Derived from repayments of Housing Rehabilitation loans and limited to when liened homes are sold or refinanced. Other Financing Sources category, include \$15,000 in loan repayments scheduled for FY 2011-12. Facilities Rent in the amount of \$7,750 is included in the Miscellaneous category.

Supplies and Services Housing Rehabilitation funds available to lend out for low income housing improvements and local small business loans.

Fund Detail

Fund 137 - Housing Rehab

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
674,584	676,701	428,000	Beginning Fund Balance	99,000	99,000	99,000	99,000
			Miscellaneous				
13,444	3,165	1,000	Interest from Investments	250	250	250	250
7,435	11,400	7,500	Facilities Rent	7,500	7,500	7,500	7,500
20,879	14,565	8,500	Total Miscellaneous	7,750	7,750	7,750	7,750
			Transfers In				
-	-	-	Transfer - Bancroft	6,520	6,520	6,520	6,520
			Other Financing Sources				
-	486	-	Small Business Loan	-	-	-	-
-	750	-	Other Miscellaneous Income	-	-	-	-
-	-	-	Loan Payback 2000	-	-	-	-
-	-	-	Loan Payback 1987	-	-	-	-
-	13,967	5,000	Loan Payback 1989	5,000	5,000	5,000	5,000
-	-	5,000	Loan Payback 1996	5,000	5,000	5,000	5,000
-	-	5,000	Loan Payback 1997	5,000	5,000	5,000	5,000
-	-	-	Loan Payback 1998	-	-	-	-
6,128	-	-	Loan Payback 1999	-	-	-	-
6,128	15,203	15,000	Total Other Financing Sources	15,000	15,000	15,000	15,000
701,591	706,469	451,500	REVENUE TOTAL	128,270	128,270	128,270	128,270

Fund 137 - Housing Rehab

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 531 - Housing Rehab				
			Program 5911 - Housing				
			Labor & Benefits				
-	-	7,861	Regular Salaries	7,347	7,347	7,347	7,347
9,580	10,097	-	Intra-governmental	-	-	-	-
-	-	3	Workers' Comp	3	3	3	3
-	-	601	Social Security	562	562	562	562
-	-	932	Medical & Dental Insurance	846	846	846	846
-	-	1,367	Retirement	1,879	1,879	1,879	1,879
-	-	32	Long Term Disability Insurance	30	30	30	30
-	-	24	Unemployment Insurance	22	22	22	22
-	-	20	Life Insurance	19	19	19	19
9,580	10,097	10,840	Total Housing Labor & Benefits	10,708	10,708	10,708	10,708
			Supplies & Services				
191	426	100	Other Operating Supplies	100	100	100	100
128	-	-	Other Professional Services	-	-	-	-
72	15	100	Natural Gas	100	100	100	100
10,302	10,672	11,500	Dues & Subscriptions	2,000	11,000	11,000	11,000
-	-	2,000	Registrations	1,000	1,000	1,000	1,000
1,892	1,906	2,000	Permits	1,000	1,000	1,000	1,000
2,726	309,901	2,000	Other Services	1,000	1,000	1,000	1,000
-	-	-	Bank Fees	-	140	140	140
-	-	146,800	Housing Rehab Loan	25,000	25,000	25,000	25,000
-	-	218,680	Business Loans	50,000	50,000	50,000	50,000
-	-	-	Other Buildings	-	-	-	-
15,311	322,920	383,180	Total Housing Supplies & Services	80,200	89,340	89,340	89,340
24,891	333,017	394,020	Total Housing Rehab Department	90,908	100,048	100,048	100,048
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	57,480	Contingency	37,362	28,222	28,222	28,222
-	-	57,480	Total Contingency/Ending Fund Balance	37,362	28,222	28,222	28,222
24,891	333,017	451,500	EXPENDITURE TOTAL	128,270	128,270	128,270	128,270
676,700	373,452	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The department consists of one full time Project Director.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- 31 new volunteers recruited.
- Completely gleaned old records, reviewed worksites.
- Celebrated National Volunteer week, sponsored by Country Meadows.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Increase number of active volunteers from 269 to 300.
- Work with volunteer worksites to increase the use of volunteers.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
RSVP							
Revenue							
2,206	5,663	8,500	Fund Balance	7,700	8,900	8,900	11,670
59,721	59,721	57,736	Intergovernmental	57,736	57,736	57,736	45,933
1,416	25	20	Misc	-	-	-	-
28,259	28,259	28,259	Transfers In	28,259	28,259	28,259	30,259
91,602	93,668	94,515	Total Revenue	93,695	94,895	94,895	87,862
Expense							
75,148	73,215	81,246	Labor and Benefits	82,222	82,222	82,222	82,222
10,791	9,538	11,338	Supplies and Services	11,368	12,673	12,673	5,640
-	-	1,931	Conting'y & Unapprop	105	-	-	-
85,939	82,753	94,515	Total Expense	93,695	94,895	94,895	87,862
5,663	10,915	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

The RSVP program is funded via federal grant with \$30,000 match from the General fund. The program provides opportunities for retirees in the Marion County area to volunteer in various capacities.

Fund Detail

Fund 138 - RSVP

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
2,206	5,663	8,500	Beginning Fund Balance	7,700	8,900	8,900	11,670
			Intergovernmental				
56,054	56,054	57,736	Federal Grants	57,736	57,736	57,736	45,933
3,667	3,667	-	State Grants	-	-	-	-
59,721	59,721	57,736	Total Intergovernmental	57,736	57,736	57,736	45,933
			Miscellaneous				
232	20	20	Interest from Investments	-	-	-	-
-	5	-	Donations-Other	-	-	-	-
1,184	-	-	Other Miscellaneous Income	-	-	-	-
1,416	25	20	Total Miscellaneous	-	-	-	-
			Transfers In				
28,259	28,259	28,259	Transfer from General Fund	28,259	28,259	28,259	30,259
91,602	93,668	94,515	REVENUE TOTAL	93,695	94,895	94,895	87,862

Fund 138 - RSVP

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 481 - RSVP							
Program 5711 - RSVP							
Labor & Benefits							
50,292	50,292	57,786	Regular Salaries	56,821	56,821	56,821	56,821
7,759	8,228	-	Intra-governmental	-	-	-	-
121	55	85	Workers' Comp	37	37	37	37
3,978	3,980	4,421	Social Security	4,347	4,347	4,347	4,347
4,327	4,420	11,713	Medical & Dental Insurance	6,822	6,822	6,822	6,822
8,212	5,788	6,581	Retirement	13,543	13,543	13,543	13,543
161	195	232	Long Term Disability Insurance	228	228	228	228
101	96	174	Unemployment Insurance	170	170	170	170
197	161	254	Life Insurance	254	254	254	254
75,148	73,215	81,246	Total RSVP Labor & Benefits	82,222	82,222	82,222	82,222
Supplies & Services							
466	775	670	Other Operating Supplies	650	650	650	-
16	-	-	Other Professional Services	-	-	-	-
150	159	240	Telephone	240	242	242	242
1,137	1,200	1,200	Postage	1,200	1,200	1,200	-
2,593	2,466	2,763	IS Support	2,763	2,763	2,763	2,763
568	-	-	Lodging	-	-	-	-
113	-	-	Meals	-	-	-	-
1,182	1,039	1,000	Mileage	1,000	1,000	1,000	-
279	-	-	Airfare	-	-	-	-
-	-	-	Workers' Comp	-	716	716	716
210	250	355	General Liability Insurance	355	942	942	942
3,082	1,159	1,160	Other Insurance Costs	1,160	1,160	1,160	977
375	362	450	Registrations	500	500	500	-
620	2,128	3,500	Printing & Binding	3,500	3,500	3,500	-
10,791	9,538	11,338	Total RSVP Supplies & Services	11,368	12,673	12,673	5,640
85,939	82,753	92,584	Total RSVP Department	93,590	94,895	94,895	87,862
Department 901 - Ending Fund Balance							
Program 9971 - Equity							
-	-	1,931	Contingency	105	-	-	-
-	-	1,931	Total Contingency/Ending Fund Balance	105	-	-	-
85,939	82,753	94,515	EXPENDITURE TOTAL	93,695	94,895	94,895	87,862
5,663	10,914	-	Revenue Over (Under) Expenses	-	-	-	-

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GENERAL INFORMATION

FORM 1 – FY 2011-12

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

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Cable Franchise				
			Revenue				
11,078	7,447	4,000	Fund Balance	5,553	5,553	5,553	5,553
13,275	18,904	16,000	Licenses and Permits	16,000	20,147	20,147	20,147
4,465	3,275	4,250	Misc	4,100	4,100	4,100	4,100
<u>28,818</u>	<u>29,626</u>	<u>24,250</u>	Total Revenue	<u>25,653</u>	<u>29,800</u>	<u>29,800</u>	<u>29,800</u>
			Expense				
21,371	21,193	21,000	Supplies and Services	22,000	28,800	28,800	28,800
-	2,500	-	Capital Outlay	-	-	-	-
-	-	3,250	Conting'y & Unapprop	3,653	1,000	1,000	1,000
<u>21,371</u>	<u>23,693</u>	<u>24,250</u>	Total Expense	<u>25,653</u>	<u>29,800</u>	<u>29,800</u>	<u>29,800</u>
<u>7,447</u>	<u>5,933</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Revenue Sources and Other Discussion

The **Licenses and Permits** category of revenue totaling \$20,147 includes franchise 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.

Fund Detail

Fund 139 - Cable Franchise

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
11,078	7,447	4,000	Beginning Fund Balance	5,553	5,553	5,553	5,553
			Licenses & Permits				
13,275	18,904	16,000	Franchise Fee, Willamette Broadband	16,000	20,147	20,147	20,147
			Miscellaneous				
141	30	250	Interest from Investments	100	100	100	100
4,324	3,245	4,000	Annual Access Fee	4,000	4,000	4,000	4,000
-	-	-	Transfer from General Fund	-	-	-	-
4,465	3,276	4,250	Total Miscellaneous	4,100	4,100	4,100	4,100
28,818	29,627	24,250	REVENUE TOTAL	25,653	29,800	29,800	29,800

Fund 139 - Cable Franchise

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 121 - Admin				
			Program 7811 - Cable TV				
			Supplies & Services				
-	133	-	Other Operating Supplies	-	-	-	-
6,000	6,000	6,000	Other Communication Services	6,000	12,800	12,800	12,800
15,371	15,060	15,000	Other Services	16,000	16,000	16,000	16,000
21,371	21,193	21,000	Total Supplies & Services	22,000	28,800	28,800	28,800
			Capital Outlay				
-	2,500	-	Other Equipment	-	-	-	-
-	2,500	-	Capital Outlay Total	-	-	-	-
21,371	23,693	21,000	Total Admin Department	22,000	28,800	28,800	28,800
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	3,250	Contingency	3,653	1,000	1,000	1,000
21,371	23,693	24,250	EXPENDITURE TOTAL	25,653	29,800	29,800	29,800
7,447	5,934	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2011-12

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, 2011 the outstanding bonds total \$5,655,000 for the Police Facility. General property taxes are the primary source of revenue to retire the outstanding debt.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Bonded Debt				
			Revenue				
95,280	109,694	93,000	Fund Balance	120,000	120,000	120,000	120,000
677,356	495,805	515,000	Taxes	530,000	530,000	530,000	530,000
4,930	1,100	1,000	Misc	200	200	200	200
777,566	606,599	609,000	Total Revenue	650,200	650,200	650,200	650,200
			Expense				
1,352	1,737	615	Labor and Benefits	-	-	-	-
-	-	-	Supplies and Services	-	639	639	639
669,856	503,156	509,060	Debt Service	514,431	514,431	514,431	514,431
-	-	99,325	Conting'y & Unapprop	135,769	135,130	135,130	135,130
671,208	504,893	609,000	Total Expense	650,200	650,200	650,200	650,200
106,358	101,706	-	Revenue Over (Under) Expenses	-	-	-	-

Fund Detail

Fund 250 - Bonded Debt

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
95,280	109,694	93,000	Beginning Fund Balance	120,000	120,000	120,000	120,000
677,356	495,805	515,000	Property Tax	530,000	530,000	530,000	530,000
4,930	1,100	1,000	Interest from Investments	200	200	200	200
<u>777,566</u>	<u>606,599</u>	<u>609,000</u>	REVENUE TOTAL	<u>650,200</u>	<u>650,200</u>	<u>650,200</u>	<u>650,200</u>

Fund 250 - Bonded Debt

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 151 - Finance Program 9111 - Debt Service Labor & Benefits				
1,352	1,737	615	Intra-governmental	-	-	-	-
			Supplies & Services				
-	-	-	Bank Fees	-	639	639	639
			Debt Service				
410,000	260,000	275,000	Bond Principal	290,000	290,000	290,000	290,000
259,856	243,156	234,060	Bond Interest	224,431	224,431	224,431	224,431
<u>671,208</u>	<u>504,894</u>	<u>509,675</u>	Debt Service Total	<u>514,431</u>	<u>515,070</u>	<u>515,070</u>	<u>515,070</u>
			Department 901 - Ending Fund Balance Program 9971 - Equity				
-	-	99,325	Contingency	135,769	135,130	135,130	135,130
<u>-</u>	<u>-</u>	<u>99,325</u>	Total Contingency/Ending Fund Balance	<u>135,769</u>	<u>135,130</u>	<u>135,130</u>	<u>135,130</u>
<u>671,208</u>	<u>504,894</u>	<u>609,000</u>	EXPENDITURE TOTAL	<u>650,200</u>	<u>650,200</u>	<u>650,200</u>	<u>650,200</u>
<u>106,358</u>	<u>101,705</u>	<u>-</u>	Revenues Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This program provides for the payment of principal and interest on Bancroft Bonded Debt. Bancroft bonds are authorized by statute to finance local improvements that benefit the owners of property in the vicinity of the project. Those property owners pay annual assessment to cover the debt service on the bonds.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Bancroft Bond Redemption				
			Revenue				
6,401	6,550	6,500	Fund Balance	6,520	6,520	6,520	6,520
148	36	100	Misc	-	-	-	-
<u>6,549</u>	<u>6,586</u>	<u>6,600</u>	Total Revenue	<u>6,520</u>	<u>6,520</u>	<u>6,520</u>	<u>6,520</u>
			Expense				
-	-	-	Transfers Out	6,520	6,520	6,520	6,520
-	-	6,600	Conting'y & Unapprop	-	-	-	-
<u>-</u>	<u>-</u>	<u>6,600</u>	Total Expense	<u>6,520</u>	<u>6,520</u>	<u>6,520</u>	<u>6,520</u>
<u>6,549</u>	<u>6,586</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

As part of the funds consolidation proposal – this fund is being collapsed into the Housing Rehabilitation Fund.

Fund Detail

Fund 252 - Bancroft Bond Redemption

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
6,401	6,550	6,500	Beginning Fund Balance	6,520	6,520	6,520	6,520
148	36	100	Interest from Investments	-	-	-	-
6,549	6,586	6,600	REVENUE TOTAL	6,520	6,520	6,520	6,520

Fund 252 - Bancroft Bond Redemption

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
-	-	-	Department 151 - Finance Program 9111 - Transfers Out Transfer - Housing Rehab	6,520	6,520	6,520	6,520
-	-	6,600	Department 901 - Ending Fund Balance Program 9971 - Equity Contingency	-	-	-	-
-	-	6,600	Total Contingency/Ending Fund Balance	-	-	-	-
-	-	6,600	EXPENDITURE TOTAL	6,520	6,520	6,520	6,520
6,549	6,586	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Alexandra Avenue was completed. The Armory was assessed one-half the cost of the street improvement and paid that assessment before construction began. Once construction was completed and final costs were tallied, the Armory was returned some of the money they had originally paid – about 20% was returned

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- There are no proposed projects for 2011-2012.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- There are no proposed assessment projects for 2011-2012.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Special Assessment				
			Revenue				
499,387	771,989	809,932	Fund Balance	987,449	925,000	925,000	925,000
274,181	277,346	77,500	Misc	44,500	44,000	44,000	44,000
773,568	1,049,335	887,432	Total Revenue	1,031,949	969,000	969,000	969,000
			Expense				
1,580	2,665	5,338	Supplies and Services	3,900	4,852	4,852	4,852
-	62,818	200,000	Capital Outlay	200,000	200,000	200,000	200,000
-	-	682,094	Conting'y & Unapprop	828,049	764,148	764,148	764,148
1,580	65,483	887,432	Total Expense	1,031,949	969,000	969,000	969,000
771,988	983,852	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

The Special Assessment fund collects repayment from various Local Improvement Districts (LIDs). The \$44,000 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.

Fund Detail

Fund 360 - Special Assessments

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
499,387	771,989	809,932	Beginning Fund Balance	987,449	925,000	925,000	925,000
			Miscellaneous				
14,603	3,887	5,000	Interest from Investments	3,000	2,500	2,500	2,500
12,041	14,864	12,000	Special Assessments Interest	8,000	8,000	8,000	8,000
-	99,931	-	Developer Contributions	-	-	-	-
5,445	4,958	-	Special Assessments Principal	-	-	-	-
1,311	1,930	1,000	LID - Alley	500	500	500	500
203,852	88,810	20,000	LID - Bferry	7,000	7,000	7,000	7,000
16,504	6,504	-	LID - C Club	5,000	5,000	5,000	5,000
5,252	3,737	5,000	LID - Tout	5,000	5,000	5,000	5,000
2,276	1,561	2,000	LID - Hdcstl	2,000	2,000	2,000	2,000
10,592	10,592	10,500	LID - Parr	10,500	10,500	10,500	10,500
-	2,445	2,000	LID - W Lincoln	1,000	1,000	1,000	1,000
-	38,127	20,000	LID - Ironwd	2,500	2,500	2,500	2,500
2,305	-	-	Other Miscellaneous Income	-	-	-	-
<u>274,181</u>	<u>277,347</u>	<u>77,500</u>	Total Miscellaneous	<u>44,500</u>	<u>44,000</u>	<u>44,000</u>	<u>44,000</u>
<u>773,568</u>	<u>1,049,336</u>	<u>887,432</u>	REVENUE TOTAL	<u>1,031,949</u>	<u>969,000</u>	<u>969,000</u>	<u>969,000</u>

Fund 360 - Special Assessments

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 691 - Admin				
			Program 6999 - Public Works Admin				
			Supplies & Services				
170	93	1,000	Filing/Record	1,000	1,000	1,000	1,000
-	-	-	Bank Fees	-	952	952	952
			Program 9511 - Engineering				
-	-	900	Other Professional Services	900	900	900	900
284	738	738	Postage	500	500	500	500
1,126	-	-	Publications	-	-	-	-
			Program 9531 - Construction				
-	4	700	Postage	500	500	500	500
-	1,830	2,000	Advertising	1,000	1,000	1,000	1,000
1,580	2,664	5,338	Total Supplies and Services	3,900	4,852	4,852	4,852
			Capital Outlay				
-	62,818	200,000	Streets/Alleys/Sidewalks	200,000	200,000	200,000	200,000
-	62,818	200,000	Total Capital Outlay	200,000	200,000	200,000	200,000
1,580	65,482	205,338	Total Administration Department	203,900	204,852	204,852	204,852
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	682,094	Contingency	828,049	764,148	764,148	764,148
-	-	682,094	Total Contingency/Ending Fund Balance	828,049	764,148	764,148	764,148
1,580	65,482	887,432	EXPENDITURE TOTAL	1,031,949	969,000	969,000	969,000
771,988	983,854	-	Revenues Over (Under) Expenses	-	-	-	-

**GENERAL INFORMATION
FORM 1 – FY 2011-12**

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This fund is solely used to retire an existing Special Public Works Fund loan #B97002. The loan was acquired to make improvements at Woodland Avenue intersection with Hwy. 219 for the Waremart development. There is no revenue generated in this fund except interest from investments. The fund will run out monies in 2013-14 and then the loan payment will need to be shifted to another fund.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Economic Development				
			Revenue				
177,200	142,886	107,000	Fund Balance	71,756	71,600	71,600	71,600
3,155	610	650	Misc	300	-	-	-
180,355	143,496	107,650	Total Revenue	72,056	71,600	71,600	71,600
			Expense				
37,469	36,519	35,520	Debt Service	34,519	-	-	-
-	-	-	Transfers Out	-	71,600	71,600	71,600
		72,130	Conting'y & Unapprop	37,537	-	-	-
37,469	36,519	107,650	Total Expense	72,056	71,600	71,600	71,600
142,886	106,977	-	Revenue Over (Under) Expenses	-	-	-	-

As part of the funds consolidation proposal – this fund is being collapsed into the city’s Transportation SDC Fund.

Fund Detail

Fund 336 - Economic Development

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
177,200	142,886	107,000	Beginning Fund Balance	71,756	71,600	71,600	71,600
3,155	610	650	Interest from Investments	300	-	-	-
180,355	143,496	107,650	REVENUE TOTAL	72,056	71,600	71,600	71,600

Fund 336 - Economic Development

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 151 - Finance Program 9111 - Debt Service				
37,469	36,519	35,520	Bond Principal	34,519	-	-	-
37,469	36,519	35,520	Debt Service Total	34,519	-	-	-
			Transfers Out				
-	-	-	Transfer to St. SDC	-	71,600	71,600	71,600
-	-	-	Transfers Out Total	-	71,600	71,600	71,600
			Department 901 - Ending Fund Balance Program 9971 - Equity				
-	-	72,130	Contingency	37,537	-	-	-
-	-	72,130	Total Contingency/Ending Fund Balance	37,537	-	-	-
37,469	36,519	107,650	EXPENDITURE TOTAL	72,056	71,600	71,600	71,600
142,886	106,977	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION

FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Completed scheduled crack sealing for 2010
- Completed second year of contracted sweeping services
- Overhauled leaf collection program
- Completed an auction for the disposal surplus vehicles and equipment
- Initiated a benchmarking project of Woodburn street name and Regulatory signs

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Emphasize Urban Forestry program
- Facilitate Annual Crack Sealing Program
- Complete Leaf Removal Analysis and formalize removal program
- Benchmarking Traffic and Street sign infrastructure
- Develop Sign Replacement Program

- Develop annual planning calendar
- Develop Schedules for Routine services
- Continue to provide Support for Special Events

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

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

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Street				
			Revenue				
801,078	393,536	93,909	Fund Balance	140,176	6,000	6,000	6,000
447	1,167	500	Licenses and Permits	1,000	1,000	1,000	1,000
890,793	811,216	950,000	Intergovernmental	1,060,000	1,060,000	1,060,000	1,060,000
16,777	13,207	6,163	Misc	5,300	5,400	5,400	5,400
130,000	165,000	90,000	Transfers In	90,000	337,942	337,942	337,942
<u>1,839,095</u>	<u>1,384,126</u>	<u>1,140,572</u>	Total Revenue	<u>1,296,476</u>	<u>1,410,342</u>	<u>1,410,342</u>	<u>1,410,342</u>
			Expense				
538,662	439,922	525,038	Labor and Benefits	458,422	458,627	458,627	458,627
633,397	601,584	419,256	Supplies and Services	440,643	677,935	677,935	677,935
4,500	-	-	Capital Outlay	8,025	8,025	8,025	8,025
269,000	289,000	195,000	Transfers Out	225,000	225,000	225,000	225,000
-	-	1,278	Conting'y & Unapprop	164,386	40,755	40,755	40,755
<u>1,445,559</u>	<u>1,330,506</u>	<u>1,140,572</u>	Total Expense	<u>1,296,476</u>	<u>1,410,342</u>	<u>1,410,342</u>	<u>1,410,342</u>
<u>393,536</u>	<u>53,620</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Revenue Sources and Other Discussion

The **Intergovernmental** category of revenue is the largest source within the Street fund. The entire \$1,060,000 is income 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 Revenue Sharing Fund that is being 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.

Operations Increases in Materials and Services is a direct of the funds consolidation. The increase is the costs of street lighting now carried in this fund.

Fund Detail

Fund 140 - Streets

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
801,078	393,536	93,909	Beginning Fund Balance	140,176	6,000	6,000	6,000
890,793	811,216	950,000	State Gas Tax	1,060,000	1,060,000	1,060,000	1,060,000
			Licenses & Permits				
447	1,167	500	Curb Cuts and Bores	1,000	1,000	1,000	1,000
			Miscellaneous				
12,811	917	1,163	Interest from Investments	300	400	400	400
3,966	12,290	5,000	Other Miscellaneous Income	5,000	5,000	5,000	5,000
<u>16,777</u>	<u>13,207</u>	<u>6,163</u>	Total Miscellaneous	<u>5,300</u>	<u>5,400</u>	<u>5,400</u>	<u>5,400</u>
			Transfers In				
80,000	80,000	-	Transfer From General	-	230,000	230,000	230,000
20,000	20,000	-	Transfer From Rev Shr	-	17,942	17,942	17,942
30,000	65,000	90,000	Transfer From Sewer	90,000	90,000	90,000	90,000
<u>130,000</u>	<u>165,000</u>	<u>90,000</u>	Total Transfers In	<u>90,000</u>	<u>337,942</u>	<u>337,942</u>	<u>337,942</u>
<u>1,839,095</u>	<u>1,384,126</u>	<u>1,140,572</u>	REVENUE TOTAL	<u>1,296,476</u>	<u>1,410,342</u>	<u>1,410,342</u>	<u>1,410,342</u>

Fund 140 - Streets

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 631 - Maintenance							
Program 4211 - Street Maintenance							
Labor & Benefits							
205,644	264,887	320,808	Regular Salaries	294,464	294,623	294,623	294,623
5,376	8,292	10,000	Part-Time Salaries	10,000	10,000	10,000	10,000
9,351	8,364	5,000	Overtime	5,000	5,000	5,000	5,000
58,919	52,104	-	Intra-governmental	-	-	-	-
16,005	8,601	190	Workers' Comp	236	236	236	236
16,350	20,821	23,798	Social Security	23,674	23,686	23,686	23,686
38,654	56,200	110,678	Medical & Dental Insurance	67,786	67,786	67,786	67,786
24,710	18,364	51,479	Retirement	54,193	54,225	54,225	54,225
645	979	1,251	Long Term Disability Insurance	1,244	1,245	1,245	1,245
434	533	933	Unemployment Insurance	928	929	929	929
775	777	901	Life Insurance	897	897	897	897
376,863	439,922	525,038	Total Street Maint Labor & Benefits	458,422	458,627	458,627	458,627
Supplies & Services							
207	132	200	Computer Supplies	200	200	200	200
467	447	450	Other Office Supplies	450	450	450	450
127	176	300	Cleaning Supplies	300	300	300	300
12,351	13,144	12,000	Fuel	12,500	15,000	15,000	15,000
1,462	1,457	1,500	Clothing	1,500	1,500	1,500	1,500
1,000	524	1,000	Ag Supplies	1,000	1,000	1,000	1,000
1,222	1,102	1,200	Safety/Medicine	3,700	3,700	3,700	3,700
2,118	2,041	3,000	Other Operating Supplies	3,000	3,000	3,000	3,000
482	1,484	1,200	Paint	1,200	1,200	1,200	1,200
1,119	1,185	1,000	Tools	1,200	1,200	1,200	1,200
726	2,342	3,000	Other Maintenance Supplies	3,000	3,000	3,000	3,000
1,498	1,444	1,500	Protective Clothing	1,500	1,500	1,500	1,500
49,310	31,058	40,000	Road Materials	40,000	40,000	40,000	40,000
388	400	1,500	Concrete	1,500	1,500	1,500	1,500
9,987	9,119	10,000	Signs	14,000	14,000	14,000	14,000
1,486	332	2,600	Other Street Supplies	2,600	2,600	2,600	2,600
759	343	1,500	Security Supplies	1,500	1,500	1,500	1,500
685	46	500	Other Supplies	500	500	500	500
69	363	500	Medical	500	500	500	500
122	-	250	Human Resources	250	250	250	250
11,443	11,879	10,000	Other Professional Services	13,500	13,500	13,500	13,500
4,104	4,154	4,500	Telephone	4,500	4,500	4,500	4,500
152	199	300	Postage	300	300	300	300
59	25	100	Advertising	2,000	2,000	2,000	2,000
-	4,902	2,000	Training	2,700	2,700	2,700	2,700
582	600	350	Lodging	700	700	700	700
224	106	125	Meals	175	175	175	175
-	-	50	Mileage	50	50	50	50
2,212	6,293	5,000	Work Equipment	5,000	5,000	5,000	5,000
-	-	-	Software	3,000	3,000	3,000	3,000
-	-	-	Internal Rent	-	-	-	-
3,133	3,976	4,500	Natural Gas	6,000	6,000	6,000	6,000
6,988	6,839	7,500	Electric	8,500	8,500	8,500	8,500
2,791	5,700	5,700	Solid Waste	15,000	15,000	15,000	15,000
229,539	226,500	-	Street Lighting	-	-	-	-
7,499	11,096	7,000	Equipment Repair	12,000	12,000	12,000	12,000
-	1,155	1,000	Street Repair	1,000	1,000	1,000	1,000
14,573	16,951	10,000	Vehicle Repair	13,000	13,000	13,000	13,000

Fund 140 - Streets

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
126	188	200	Laundry	300	300	300	300
60,000	38,736	25,000	Other Repair & Maintenance	25,000	25,000	25,000	25,000
7,932	7,097	15,000	Tree Maintenance	15,000	15,000	15,000	15,000
-	-	-	Dues & Subscriptions	-	-	-	-
2,031	906	1,000	Registrations	1,000	1,000	1,000	1,000
-	163	-	Print/Binding	-	-	-	-
518	1,631	250	Permits	250	250	250	250
-	-	3,044	Other Services	3,044	3,044	3,044	3,044
439,491	416,236	185,819	Total Street Maint Supplies & Services	222,419	224,919	224,919	224,919
			Capital Outlay				
4,500	-	-	Equip	8,025	8,025	8,025	8,025
4,500	-	-	Total Capital Outlay	8,025	8,025	8,025	8,025
820,854	856,158	710,857	Total Street Maint Program	688,866	691,571	691,571	691,571
			Program 4261 - Street Cleaning				
			Labor & Benefits				
54,479	-	-	Regular Salaries	-	-	-	-
1,188	-	-	Overtime	-	-	-	-
3,435	-	-	Workers' Comp	-	-	-	-
4,187	-	-	Social Security	-	-	-	-
6,276	-	-	Medical & Dental Insurance	-	-	-	-
6,338	-	-	Retirement	-	-	-	-
174	-	-	Long Term Disability Insurance	-	-	-	-
111	-	-	Unemployment Insurance	-	-	-	-
210	-	-	Life Insurance	-	-	-	-
76,398	-	-	Total Street Cleaning Labor & Benefits	-	-	-	-
			Supplies & Services				
1,161	978	1,000	Fuel	1,000	1,000	1,000	1,000
762	614	1,000	Other Operating Supplies	1,000	1,000	1,000	1,000
110,684	111,658	120,000	Other Professional Services	115,000	115,000	115,000	115,000
4,324	-	500	Solid Waste	500	500	500	500
-	222	850	Equipment Repair	850	850	850	850
1,118	1,441	2,400	Vehicle Repair	2,400	2,400	2,400	2,400
118,049	114,913	125,750	Total Street Cleaning Supplies & Serv	120,750	120,750	120,750	120,750
194,447	114,913	125,750	Total Street Cleaning Program	120,750	120,750	120,750	120,750
			Program 4299 - Street Admin				
			Labor & Benefits				
55,231	-	-	Regular Salaries	-	-	-	-
3,844	-	-	Overtime	-	-	-	-
4,560	-	-	Workers' Comp	-	-	-	-
4,585	-	-	Social Security	-	-	-	-
7,230	-	-	Medical & Dental Insurance	-	-	-	-
9,434	-	-	Retirement	-	-	-	-
181	-	-	Long Term Disability Insurance	-	-	-	-
118	-	-	Unemployment Insurance	-	-	-	-
218	-	-	Life Insurance	-	-	-	-
85,401	-	-	Total Street Admin Labor & Benefits	-	-	-	-

Fund 140 - Streets

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Supplies & Services				
4,449	5,055	5,000	Accounting/Audit Services	5,000	5,000	5,000	5,000
23,753	12,440	12,440	IS Support	13,100	13,755	13,755	13,755
25,429	29,406	31,139	Internal Rent	31,139	29,523	29,523	29,523
-	-	-	Street Lighting	-	240,000	240,000	240,000
6,563	7,902	7,456	Auto	7,456	-	-	-
5,783	7,171	3,207	Building/Personal Property	3,207	-	-	-
-	-	15,051	Workers' Comp	4,992	6,902	6,902	6,902
5,525	6,303	14,394	General Liability	13,580	14,602	14,602	14,602
1,500	875	4,000	Tree Maintenance	4,000	4,000	4,000	4,000
2,855	1,284	15,000	Sidewalks	15,000	15,000	15,000	15,000
-	-	-	Bank Fees	-	1,385	1,385	1,385
<u>75,857</u>	<u>70,435</u>	<u>107,687</u>	Total Street Admin Supplies & Services	<u>97,474</u>	<u>330,167</u>	<u>330,167</u>	<u>330,167</u>
<u>161,258</u>	<u>70,435</u>	<u>107,687</u>	Total Street Admin Program	<u>97,474</u>	<u>330,167</u>	<u>330,167</u>	<u>330,167</u>
			Program 9711 - Transfer Out				
239,000	239,000	195,000	T & E	195,000	195,000	195,000	195,000
30,000	50,000	-	Transfer To Equip	30,000	30,000	30,000	30,000
<u>269,000</u>	<u>289,000</u>	<u>195,000</u>	Transfer Out Total	<u>225,000</u>	<u>225,000</u>	<u>225,000</u>	<u>225,000</u>
<u>1,445,559</u>	<u>1,330,506</u>	<u>1,139,294</u>	Total Maintenance Department	<u>1,132,090</u>	<u>1,367,488</u>	<u>1,367,488</u>	<u>1,367,488</u>
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	1,278	Contingency	164,386	42,854	42,854	42,854
<u>-</u>	<u>-</u>	<u>1,278</u>	Total Contingency/Ending Fund Balance	<u>164,386</u>	<u>42,854</u>	<u>42,854</u>	<u>42,854</u>
<u>1,445,559</u>	<u>1,330,506</u>	<u>1,140,572</u>	EXPENDITURE TOTAL	<u>1,296,476</u>	<u>1,410,342</u>	<u>1,410,342</u>	<u>1,410,342</u>
<u>393,536</u>	<u>53,619</u>	<u>-</u>	Revenues Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Resurfacing of Second Street from Oak to Harrison and Walton Way are planned for 2011-12

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- ARRA money used in 2010-11 for resurfacing which allowed monies to carry over to 2011-12.
- Two city streets will be resurfaced.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			City Gas Tax				
			Revenue				
421,414	28,830	1,000	Fund Balance	214,011	213,000	213,000	213,000
118,670	108,681	115,000	Taxes	125,000	120,000	120,000	120,000
3,428	355	300	Misc	300	350	350	350
-	-	-	Transfers In	-	57,058	57,058	57,058
<u>543,512</u>	<u>137,866</u>	<u>116,300</u>	Total Revenue	<u>339,311</u>	<u>390,408</u>	<u>390,408</u>	<u>390,408</u>
			Expense				
3,756	-	4,000	Supplies and Services	59,000	65,884	65,884	65,884
510,926	9,255	101,429	Capital Outlay	260,311	309,256	309,256	309,256
-	-	10,871	Conting'y & Unapprop	20,000	15,268	15,268	15,268
<u>514,682</u>	<u>9,255</u>	<u>116,300</u>	Total Expense	<u>339,311</u>	<u>390,408</u>	<u>390,408</u>	<u>390,408</u>
<u>28,830</u>	<u>128,611</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Revenue Sources and Other Discussion

The **Taxes** category includes the majority of revenues collected into this fund. In 1996 the City Council adopted a local gas tax for all fuels sold within the City of Woodburn of 1 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.

Transfers In include the above mentioned transfer from the Revenue Sharing Fund. The construction portion of the Revenue Sharing Fund was collapsed into this fund to be used for future projects.

Operations Revenues collected are reserved until such time as there is sufficient funding available to pay for a local street improvement. Two street overlays are planned for fiscal year representing the significant change in Capital Outlay over the prior year.

Fund Detail

Fund 169 - City Gas Tax

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
421,414	28,830	1,000	Beginning Fund Balance	214,011	213,000	213,000	213,000
118,670	108,681	115,000	City Gas Tax	125,000	120,000	120,000	120,000
3,428	355	300	Interest from Investments	300	350	350	350
-	-	-	Transfer - Revenue Sharing	-	57,058	57,058	57,058
543,512	137,866	116,300	REVENUE TOTAL	339,311	390,408	390,408	390,408
2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 631 - Maintenance Program 4211 - Street Maintenance Supplies & Services				
3,756	-	-	Engineering/Architecture	-	-	-	-
-	-	-	Bank Fees	-	384	384	384
			Program 9511 - Design Engineering Supplies & Services				
-	-	-	Engineering/Architecture	34,000	36,200	36,200	36,200
			Program 9531 - Construction Supplies & Services				
-	-	-	Construction Engineering	-	2,300	2,300	2,300
-	-	-	Other Professional Services	20,000	22,000	22,000	22,000
-	-	4,000	Testing/Lab	5,000	5,000	5,000	5,000
3,756	-	4,000	Supplies & Services Total	59,000	65,884	65,884	65,884
			Capital Outlay Streets/Alleys/Sidewalks				
510,926	9,255	101,429		260,311	309,256	309,256	309,256
510,926	9,255	101,429	Capital Outlay Total	260,311	309,256	309,256	309,256
514,682	9,255	105,429	Total Maintenance Department	319,311	375,140	375,140	375,140
			Department 901 - Ending Fund Balance Program 9971 - Equity Contingency				
-	-	10,871		20,000	15,268	15,268	15,268
-	-	10,871	Total Contingency/Ending Fund Balance	20,000	15,268	15,268	15,268
514,682	9,255	116,300	EXPENDITURE TOTAL	339,311	390,408	390,408	390,408
28,830	128,611	-	Revenues Over (Under) Expenses	-	-	-	-

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GENERAL INFORMATION

FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This fund is for the collection of Transportation 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.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Construction of the Fifth Street Improvement
- Design completion of the Front Street Improvement north of OR 214
- Commitment of remaining \$5.5 million for City's share of I-5 Interchange project.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- Completion of North Front Street Improvement Project
- Completion of the OR 214 Sidewalk Phase 3 and Pedestrian Crossing
- I-5 Interchange project delivery schedule change

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Trans SDC				
			Revenue				
7,426,113	7,549,656	6,310,736	Fund Balance	5,252,825	5,750,000	5,750,000	5,750,000
153,404	206,610	200,000	Charges for goods and services	150,000	150,000	150,000	150,000
175,499	34,979	35,000	Misc	18,000	15,300	15,300	15,300
-	-	-	Transfers In	-	71,600	71,600	71,600
-	-	-	Other Financing Sources	39,222	39,222	39,222	39,222
<u>7,755,016</u>	<u>7,791,245</u>	<u>6,545,736</u>	Total Revenue	<u>5,460,047</u>	<u>6,026,122</u>	<u>6,026,122</u>	<u>6,026,122</u>
			Expense				
2,551	255,972	356,611	Supplies and Services	800,000	805,850	805,850	805,850
-	-	-	Debt Service	-	34,519	34,519	34,519
202,809	606,672	2,950,000	Capital Outlay	1,660,047	1,185,753	1,185,753	1,185,753
-	-	256,500	Transfers Out	-	-	-	-
-	-	2,982,625	Conting'y & Unapprop	3,000,000	4,000,000	4,000,000	4,000,000
<u>205,360</u>	<u>862,644</u>	<u>6,545,736</u>	Total Expense	<u>5,460,047</u>	<u>6,026,122</u>	<u>6,026,122</u>	<u>6,026,122</u>
<u>7,549,656</u>	<u>6,928,601</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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.

Operations No significant capital improvements are planned for the fiscal year. Amount budgeted for Capital Outlay represents the continuation and completion of the Fifth Street improvement project.

Fund Detail

Fund 376 - Transportation SDC

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
7,426,113	7,549,656	6,310,736	Beginning Fund Balance	5,252,825	5,750,000	5,750,000	5,750,000
153,404	206,610	200,000	TIF's	150,000	150,000	150,000	150,000
			Miscellaneous				
153,330	34,901	35,000	Interest from Investments	18,000	15,300	15,300	15,300
-	78	-	Interest from Deferred Payments	-	-	-	-
22,169	-	-	Other Miscellaneous Income	-	-	-	-
-	-	-	Interfund Loan Repayment	39,222	39,222	39,222	39,222
-	-	-	Transfer from Economic Development	-	71,600	71,600	71,600
175,499	34,979	35,000	Total Miscellaneous	57,222	126,122	126,122	126,122
7,755,016	7,791,245	6,545,736	REVENUE TOTAL	5,460,047	6,026,122	6,026,122	6,026,122

Fund 376 - Transportation SDC

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 151 - Finance Program 9111 - Engineering Debt Service				
-	-	-	Bond Payment	-	34,519	34,519	34,519
-	-	-	Total Debt Service	-	34,519	34,519	34,519
			Department 631 - Maintenance Program 9511 - Engineering Supplies and Services				
2,429	255,972	216,611	Other Professional Services	450,000	450,000	450,000	450,000
-	-	-	Bank Fees	-	5,850	5,850	5,850
			Program 9521 - Right of Way Capital Outlay				
-	-	100,000	Land	400,000	400,000	400,000	400,000
			Program 9531 - Construction Supplies and Services				
122	-	140,000	Other Professional Services	350,000	350,000	350,000	350,000
2,551	255,972	356,611	Supplies and Services Total	800,000	805,850	805,850	805,850
			Capital Outlay				
202,809	606,672	2,850,000	Streets/Alleys/Sidewalks	1,260,047	785,753	785,753	785,753
202,809	606,672	2,950,000	Capital Outlay Total	1,660,047	1,185,753	1,185,753	1,185,753
202,931	606,672	2,990,000	Total Construction Program	1,610,047	1,135,753	1,135,753	1,135,753
			Program 9711 - Transfer Out Transfer Out				
-	-	256,500		-	-	-	-
205,360	862,644	3,563,111	631 - Maintenance Total	2,460,047	1,991,603	1,991,603	1,991,603
			Department 901 - Ending Fund Balance Program 9971 - Equity				
-	-	300,000	Contingency	-	-	-	-
-	-	2,682,625	Reserve Capacity	3,000,000	4,000,000	4,000,000	4,000,000
-	-	2,982,625	Total Contingency/Ending Fund Balance	3,000,000	4,000,000	4,000,000	4,000,000
205,360	862,644	6,545,736	EXPENDITURE TOTAL	5,460,047	6,026,122	6,026,122	6,026,122
7,549,656	6,928,601	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Major project was the completion of North Front Street Project from Cleveland to Hwy. 214.
- Design work on Hwy. 214 sidewalk Phase 3 from Front Street ramp to Progress Way
- Marshall Street Culvert was completed
- Willow Avenue storm drain from Myrtle Street was re-routed and completed
- Several ADA ramps and crosswalks were installed for increased pedestrian safety.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Front Street north of OR 214 is identified as the next street improvement project.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- OR 214 sidewalk Phase 3 improvements have been completed, including pedestrian crossing at Park Avenue and OR 214.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Street/Storm Cap Imp				
			Revenue				
517,611	664,430	329,485	Fund Balance	395,702	365,000	365,000	365,000
357,064	364,252	345,000	Taxes	350,000	340,000	340,000	340,000
240,250	797,103	590,000	Intergovernmental	-	-	-	-
1,669,840	436,935	3,500	Misc	800	800	800	800
<u>2,784,765</u>	<u>2,262,720</u>	<u>1,267,985</u>	Total Revenue	<u>746,502</u>	<u>705,800</u>	<u>705,800</u>	<u>705,800</u>
			Expense				
14,608	-	-	Labor and Benefits	-	-	-	-
274,631	250,866	161,500	Supplies and Services	118,500	119,193	119,193	119,193
1,831,097	1,605,260	997,485	Capital Outlay	558,002	558,002	558,002	558,002
-	-	109,000	Conting'y & Unapprop	70,000	28,605	28,605	28,605
<u>2,120,336</u>	<u>1,856,126</u>	<u>1,267,985</u>	Total Expense	<u>746,502</u>	<u>705,800</u>	<u>705,800</u>	<u>705,800</u>
<u>664,429</u>	<u>406,594</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Revenue Sources and Other Discussion

The **Taxes** category is the Privilege Tax assessed on PGE and NW Natural Gas. Amounts collected are restricted to capital improvement projects only.

Operations Minor projects are planned for the fiscal year as noted in the drop in budget amounts for Capital Outlay.

Fund Detail

Fund 363 - Street/Storm Cap Imp

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
517,611	664,430	329,485	Beginning Fund Balance	395,702	365,000	365,000	365,000
			Taxes (Franchise Fees)				
243,834	267,104	240,000	Privilege Tax PGE	250,000	240,000	240,000	240,000
113,230	97,148	105,000	Privilege Tax NW Natural	100,000	100,000	100,000	100,000
<u>357,064</u>	<u>364,252</u>	<u>345,000</u>	Total Franchise Fees	<u>350,000</u>	<u>340,000</u>	<u>340,000</u>	<u>340,000</u>
240,250	547,103	590,000	DoT Fund Exchange	-	-	-	-
			Miscellaneous				
-	250,000	-	State Grant	-	-	-	-
10,957	3,380	3,500	Interest from Investments	800	800	800	800
2,806	39,632	-	Other Miscellaneous Income	-	-	-	-
1,656,077	393,923	-	Reimbursements	-	-	-	-
<u>1,669,840</u>	<u>686,935</u>	<u>3,500</u>	Total Miscellaneous	<u>800</u>	<u>800</u>	<u>800</u>	<u>800</u>
<u>2,784,765</u>	<u>2,262,720</u>	<u>1,267,985</u>	REVENUE TOTAL	<u>746,502</u>	<u>705,800</u>	<u>705,800</u>	<u>705,800</u>

Fund 363 - Street/Storm Cap Imp

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 631 - Maintenance				
			Program 9511 - Engineering				
			Supplies & Services				
88,961	30,552	50,000	Engineering/Architecture	50,000	50,000	50,000	50,000
-	-	2,000	Other Professional Services	2,000	2,000	2,000	2,000
-	-	3,000	Printing/Binding	3,000	3,000	3,000	3,000
-	-	500	Permits	500	500	500	500
<u>88,961</u>	<u>30,552</u>	<u>55,500</u>	Total Engineering Supplies & Services	<u>55,500</u>	<u>55,500</u>	<u>55,500</u>	<u>55,500</u>
			Program 9512 - Construction Engineering				
			Labor & Benefits				
10,528	-	-	Regular Salaries	-	-	-	-
780	-	-	Social Security	-	-	-	-
2,068	-	-	Medical & Dental Insurance	-	-	-	-
1,136	-	-	Retirement	-	-	-	-
34	-	-	Long Term Disability Insurance	-	-	-	-
21	-	-	Unemployment Insurance	-	-	-	-
41	-	-	Life Insurance	-	-	-	-
<u>14,608</u>	<u>-</u>	<u>-</u>	Total Construction Eng. Labor & Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
			Supplies & Services				
172,149	207,893	50,000	Engineering/Architecture	50,000	50,000	50,000	50,000
<u>186,757</u>	<u>207,893</u>	<u>50,000</u>	Total Construction Engineering Program	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
			Program 9521 - Right of Way				
			Capital Outlay				
1,000	-	-	Land	-	-	-	-
-	-	1,000	Filing/Recording	1,000	1,000	1,000	1,000
<u>1,000</u>	<u>-</u>	<u>1,000</u>	Total Right of Way Program	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
			Program 9531 - Construction				
			Supplies & Services				
13,521	12,421	50,000	Other Professional Services	7,000	7,000	7,000	7,000
-	-	-	Bank Fees	-	693	693	693
-	-	5,000	Testing/Lab	5,000	5,000	5,000	5,000
<u>13,521</u>	<u>12,421</u>	<u>55,000</u>	Total Construction Supplies & Services	<u>12,000</u>	<u>12,693</u>	<u>12,693</u>	<u>12,693</u>
			Capital Outlay				
1,820,702	1,605,260	779,485	Streets/Alleys/Sidewalks	408,002	408,002	408,002	408,002
9,395	-	218,000	Storm Drains	150,000	150,000	150,000	150,000
<u>1,830,097</u>	<u>1,605,260</u>	<u>997,485</u>	Total Construction Capital Outlay	<u>558,002</u>	<u>558,002</u>	<u>558,002</u>	<u>558,002</u>
<u>1,843,618</u>	<u>1,617,681</u>	<u>1,052,485</u>	Total Construction Program	<u>570,002</u>	<u>570,695</u>	<u>570,695</u>	<u>570,695</u>
<u>2,120,336</u>	<u>1,856,126</u>	<u>1,158,985</u>	631 - Maintenance Total	<u>676,502</u>	<u>677,195</u>	<u>677,195</u>	<u>677,195</u>

Fund 363 - Street/Storm Cap Imp

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
-	-	109,000	Department 901 - Ending Fund Balance Program 9971 - Equity Contingency	70,000	28,605	28,605	28,605
-	-	109,000	Total Contingency/Ending Fund Balance	70,000	28,605	28,605	28,605
2,120,336	1,856,126	1,267,985	EXPENDITURE TOTAL	746,502	705,800	705,800	705,800
664,429	406,594	-	Revenues Over (Under) Expenses	-	-	-	-

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**GENERAL INFORMATION
FORM 1 – FY 2011-12**

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Community Services Department manages the Parks SDC Fund. The Department consists of 37 FTE, and is responsible for operating Recreation programs and special events, the Woodburn Memorial Aquatic Center, Woodburn Public Library, Retired and Senior Volunteer Program, the Weed & Seed federal grant program, the community relations program, and park planning and development.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

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

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Parks SDC				
			Revenue				
783,726	1,172,010	540,000	Fund Balance	393,500	350,000	350,000	350,000
-	-	352,729	Intergovernmental	-	-	-	-
223,695	18,825	20,000	Charges for goods and services	2,000	2,000	2,000	2,000
18,077	5,933	5,000	Misc	-	1,000	1,000	1,000
146,512	-	-	Transfers In	-	-	-	-
<u>1,172,010</u>	<u>1,196,768</u>	<u>917,729</u>	Total Revenue	<u>395,500</u>	<u>353,000</u>	<u>353,000</u>	<u>353,000</u>
			Expense				
-	-	25,000	Supplies and Services	20,000	20,347	20,347	20,347
-	549,897	758,100	Capital Outlay	80,000	80,000	80,000	80,000
-	-	134,629	Conting'y & Unapprop	295,500	252,653	252,653	252,653
<u>-</u>	<u>549,897</u>	<u>917,729</u>	Total Expense	<u>395,500</u>	<u>353,000</u>	<u>353,000</u>	<u>353,000</u>
<u>1,172,010</u>	<u>646,871</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Revenue Sources and Other Discussion

This funds revenue is dependent on the collection of System Development Charges (SDCs). SDCs continue to decline as direct result of the slowdown in the economy. Park SDCs can only be used to increase the 'capacity' of City parks. No significant capital projects are planned for the fiscal year.

Fund Detail

Fund 364 - Parks SDC

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
783,726	1,172,010	540,000	Beginning Fund Balance	393,500	350,000	350,000	350,000
-	-	352,729	State Grant	-	-	-	-
			Charges for goods and services				
223,695	18,825	20,000	Parks SDC	2,000	2,000	2,000	2,000
			Miscellaneous				
18,077	5,283	5,000	Interest from Investments	-	1,000	1,000	1,000
-	650	-	Other Miscellaneous Income	-	-	-	-
146,512	-	-	Transfer from General CIP	-	-	-	-
<u>1,172,010</u>	<u>1,196,767</u>	<u>917,729</u>	REVENUE TOTAL	<u>395,500</u>	<u>353,000</u>	<u>353,000</u>	<u>353,000</u>

Fund 364 - Parks SDC

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 691 - Administration				
			Program 9511 - Engineering				
			Supplies & Services				
-	-	25,000	Other Professional Services	20,000	20,000	20,000	20,000
-	-	-	Bank Fees	-	347	347	347
<u>-</u>	<u>-</u>	<u>25,000</u>	Total Supplies & Services	<u>20,000</u>	<u>20,347</u>	<u>20,347</u>	<u>20,347</u>
			Program 9531 - Construction				
			Capital Outlay				
-	50,739	165,000	Greenway	80,000	80,000	80,000	80,000
-	499,158	200,000	Centennial	-	-	-	-
-	-	393,100	Wyfells Park	-	-	-	-
<u>-</u>	<u>549,898</u>	<u>758,100</u>	Total Construction Capital Outlay	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
<u>-</u>	<u>549,898</u>	<u>783,100</u>	691 - Admin Total	<u>100,000</u>	<u>100,347</u>	<u>100,347</u>	<u>100,347</u>
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	134,629	Contingency	295,500	252,653	252,653	252,653
<u>-</u>	<u>-</u>	<u>134,629</u>	Total Contingency/Ending Fund Balance	<u>295,500</u>	<u>252,653</u>	<u>252,653</u>	<u>252,653</u>
<u>-</u>	<u>549,898</u>	<u>917,729</u>	EXPENDITURE TOTAL	<u>395,500</u>	<u>353,000</u>	<u>353,000</u>	<u>353,000</u>
<u>1,172,010</u>	<u>646,870</u>	<u>-</u>	Revenues Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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**City of Woodburn
Utility Services Budget Summary**

	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Budget 2011-12</u>
470 - Water	1,935,818	1,783,586	2,407,053	2,545,725
466 - Wtr Well/Dist Const	779,478	2,068,128	8,715,268	4,390,783
474 - Water SDC	405,824	405,474	501,741	386,200
472 - Sewer	2,338,115	2,576,266	3,190,705	3,437,248
461 - Sewer Capital Improvement	29,102	29,102	67,485	37,100
465 - WWTP Construction	2,809,933	2,752,196	5,733,471	6,831,721
475 - Sewer SDC	587,813	585,848	219,418	107,263
478 - Surface Water/Collections	-	152,073	281,100	337,915
377 - Storm Water Sys Dev	33,593	206,152	433,580	381,500

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GENERAL INFORMATION

FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Expanded Public Outreach and Education; Oregon Garden Earth Day, River Ranger Program, House Hold Waste Collection Event, Public Works Week Event, Tours at both Wastewater Treatment Plant and Drinking Water Plants.
- Water Quality Maintenance Flushing and Fire Hydrant Maintenance operated/exercised 1,430 Fire Hydrant using 10,245,030 gallons of water.
- Fire Hydrant replacement program, replaced older fire Hydrants, 9 Hydrants repaired or replaced.
- Continue efforts to analyze secondary, distribution system disinfection. Prepared request for proposals and awarded contract for consultant services to assist in this effort.
- Cross Connection Control and Backflow Prevention Program inspected 933 Devices, 1125 assemblies on file. Renewed effort has been given to this program, greatly increasing the commercial accounts, city owned going from 21 to 81 and doubling the amount of residential assemble on file.
- Was awarded and administered the \$2.8 Million ARRA Stimulus loan for Water Consolidation Project to Shalimar, Driftwood and Chateau facilities. Upon completion of these projects, the stimulus loans will be forgiven (converted to a 100% grant).
- Prepared Water Management and Conservation Plan as required by the Water Resources Division, The plan has been submitted for review and approval
- Responded to approximately 900 requests for underground locates received and processed.
- Continue to install new services and maintain, operate and paint Fire Hydrants.
- Monthly Bacteriological Water samples gathered, second round of EPA required Unregulated Contaminant Monitoring Regulation sample where taken, Source Water Sampling for Nitrates and Arsenic.
- Cleaned and sanitized four Drinking Water Reservoirs.

- Read water meters and coordinate with finance, for billing 6,731 Water Meter Services each month, includes shut off and turn on.
- Prepared, mailed to customers and Department of Human Services, 2008 Water Quality Report.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

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

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- Public Outreach and Education will be expanded to address targeted issues, such as secondary disinfection
- Expand Website for Public Education for targeted issues
- The city will need to practice and measure results of best management practices to conserve and management Drinking Water as required by the Water Management and Conservation Plan. This is required by the Oregon Department of Water Resources.
- Produce and distribute the 2011 Water Quality Report
- Per Council direction, monitor drinking water quality by analyzing and implementing a secondary disinfection system for the distribution system

Fund Summary

<u>2008-09</u> <u>ACTUAL</u>	<u>2009-10</u> <u>ACTUAL</u>	<u>2010-11</u> <u>BUDGET</u>	<u>ACCOUNT DESCRIPTION</u>	<u>2011-12</u> <u>REQUESTED</u>	<u>2011-12</u> <u>PROPOSED</u>	<u>2011-12</u> <u>APPROVED</u>	<u>2011-12</u> <u>ADOPTED</u>
			Water				
			Revenue				
639,986	643,983	515,000	Fund Balance	306,271	306,271	306,271	306,271
1,799,021	1,697,371	1,691,111	Charges for goods and services	2,124,554	2,123,954	2,123,954	2,123,954
55,658	51,709	30,500	Misc	34,500	30,500	30,500	30,500
85,000	85,000	85,000	Transfers In	85,000	85,000	85,000	85,000
-	-	85,442	Other Financing Sources	-	-	-	-
<u>2,579,665</u>	<u>2,478,063</u>	<u>2,407,053</u>	Total Revenue	<u>2,550,325</u>	<u>2,545,725</u>	<u>2,545,725</u>	<u>2,545,725</u>
			Expense				
1,017,361	885,597	1,131,631	Labor and Benefits	1,198,901	1,279,863	1,279,863	1,280,389
535,122	542,777	673,836	Supplies and Services	729,196	721,890	721,890	721,890
37,335	9,212	40,000	Capital Outlay	40,025	40,025	40,025	40,025
346,000	346,000	431,442	Transfers Out	336,000	336,000	336,000	336,000
-	-	130,144	Conting'y & Unapprop	246,203	167,947	167,947	167,421
<u>1,935,818</u>	<u>1,783,586</u>	<u>2,407,053</u>	Total Expense	<u>2,550,325</u>	<u>2,545,725</u>	<u>2,545,725</u>	<u>2,545,725</u>
643,847	694,477	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

Charges for goods and services represent the major revenue source for the Water fund and are fees collected for water provided to City residents.

Transfers in represents the Wastewater Fund's share of billing expenses for the fiscal year.

Operations Increases in Personnel costs (13.1%) are due to the addition of 1.0 FTE to provide for a Water Quality Technician for the City's new Chlorination Project and increases in employee benefit costs. Materials and Services increase by 7.0% which are a direct result of supply cost increases and the addition of the City's new Chlorination Program.

Fund Detail

Fund 470 - Water

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
639,986	643,983	515,000	Beginning Fund Balance	306,271	306,271	306,271	306,271
			Charges for goods and services				
1,637,140	1,587,199	1,613,261	Water Sales	2,039,304	2,039,304	2,039,304	2,039,304
17,251	21,542	15,000	New Service	20,000	20,000	20,000	20,000
19,735	19,988	19,000	Reconnections	19,000	19,000	19,000	19,000
-	-	50	Vacations	50	50	50	50
70	245	200	After Hrs	200	100	100	100
555	1,640	1,500	NSF Check Fee	2,000	2,000	2,000	2,000
583	1,593	100	Bulk Water	2,000	1,500	1,500	1,500
41	-	-	Collections	-	-	-	-
123,646	65,164	42,000	Late Fees	42,000	42,000	42,000	42,000
<u>1,799,021</u>	<u>1,697,372</u>	<u>1,691,111</u>	Total Charges for goods and services	<u>2,124,554</u>	<u>2,123,954</u>	<u>2,123,954</u>	<u>2,123,954</u>
			Miscellaneous				
14,708	3,376	3,500	Interest from Investments	1,500	1,500	1,500	1,500
38,381	37,102	25,000	Facilities Rent	29,000	25,000	25,000	25,000
-	361	-	Sale of Surplus Property	-	-	-	-
2,569	10,870	2,000	Other Miscellaneous Income	4,000	4,000	4,000	4,000
<u>55,658</u>	<u>51,709</u>	<u>30,500</u>	Total Miscellaneous	<u>34,500</u>	<u>30,500</u>	<u>30,500</u>	<u>30,500</u>
			Transfers In				
15,000	15,000	15,000	Transfer from General	15,000	15,000	15,000	15,000
70,000	70,000	70,000	Transfer from Sewer	70,000	70,000	70,000	70,000
<u>85,000</u>	<u>85,000</u>	<u>85,000</u>	Total Transfers In	<u>85,000</u>	<u>85,000</u>	<u>85,000</u>	<u>85,000</u>
			Other Financing Sources				
-	-	85,442	Interfund Loan	-	-	-	-
<u>2,579,665</u>	<u>2,478,063</u>	<u>2,407,053</u>	REVENUE TOTAL	<u>2,550,325</u>	<u>2,545,725</u>	<u>2,545,725</u>	<u>2,545,725</u>

Fund 470 - Water

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 611 - Water							
Program 6411 - Water Supply							
Labor & Benefits							
505,242	491,713	724,130	Regular Salaries	741,234	792,750	792,750	793,276
-	-	7,500	Part-Time Salaries	7,000	7,000	7,000	7,000
28,949	14,682	30,000	Overtime	15,000	15,000	15,000	15,000
54,705	63,758	-	Intra-governmental	-	-	-	-
22,715	9,201	415	Workers' Comp	496	523	523	523
39,460	37,413	55,396	Social Security	58,387	62,328	62,328	62,328
118,780	120,862	242,007	Medical & Dental Insurance	222,014	239,143	239,143	239,143
64,880	36,308	65,163	Retirement	147,445	155,303	155,303	155,303
1,550	1,794	2,911	Long Term Disability Insurance	3,040	3,247	3,247	3,247
1,068	955	2,172	Unemployment Insurance	2,290	2,444	2,444	2,444
1,857	1,499	1,937	Life Insurance	1,995	2,125	2,125	2,125
839,206	778,185	1,131,631	Total Water Supply Labor & Benefits	1,198,901	1,279,863	1,279,863	1,280,389
Supplies & Services							
928	918	-	Books	-	-	-	-
1,480	1,475	2,000	Computer Supplies	2,000	2,000	2,000	2,000
-	-	2,000	Other Office Supplies	2,000	2,000	2,000	2,000
13,996	17,175	20,000	Fuel	20,000	20,000	20,000	20,000
2,168	2,340	3,000	Clothing	3,000	3,000	3,000	3,000
-	-	-	Safety/Medicines	2,500	2,500	2,500	2,500
29,560	40,242	40,000	Chemicals	50,000	50,000	50,000	50,000
844	202	1,000	Lab Supplies	2,500	2,500	2,500	2,500
364	707	1,000	Other Operating Supplies	1,000	1,000	1,000	1,000
3,212	2,891	4,000	Tools	4,000	4,000	4,000	4,000
1,954	42	2,000	Other Supplies	2,000	2,000	2,000	2,000
20,445	8,605	20,000	Other Water/Sewer Supplies	20,000	20,000	20,000	20,000
9,260	4,932	10,000	Line Supplies	10,000	10,000	10,000	10,000
33,927	32,951	29,000	Customer Service	34,000	34,000	34,000	34,000
6,816	1,746	5,000	Pump Supplies	10,000	10,000	10,000	10,000
15,413	12,176	16,000	Meter Parts	16,000	16,000	16,000	16,000
2,170	1,829	3,000	Protective Equipment	3,000	3,000	3,000	3,000
1,233	3,962	4,000	Security Supplies	4,000	4,000	4,000	4,000
3,933	732	3,000	Other Supplies	3,000	3,000	3,000	3,000
42	249	500	Medical	500	500	500	500
18	195	500	Human Resources	500	500	500	500
23,185	17,438	14,000	Other Professional Services	10,000	10,000	10,000	10,000
-	15,469	15,000	Educational Outreach	15,000	15,000	15,000	15,000
-	-	20,000	Testing/Lab	15,000	15,000	15,000	15,000
6,201	6,723	7,000	Telephone	7,000	7,000	7,000	7,000
112	1,023	1,000	Postage	1,000	1,000	1,000	1,000
-	3,169	10,000	Training	10,000	10,000	10,000	10,000
333	922	1,000	Work Equipment	1,000	1,000	1,000	1,000
-	-	-	Software	4,500	4,500	4,500	4,500
2,450	4,072	6,000	Natural Gas	6,000	6,000	6,000	6,000
180,981	176,692	200,000	Electric	225,000	225,000	225,000	225,000
1,665	1,994	2,000	Solid Waste	2,000	2,000	2,000	2,000
6,834	6,854	7,000	Equipment Repair	7,000	7,000	7,000	7,000
4,545	3,840	4,000	Building Repair	4,000	4,000	4,000	4,000
8,913	11,675	10,000	Vehicle Repair	10,000	10,000	10,000	10,000
849	1,537	1,500	Laundry	1,500	1,500	1,500	1,500
2,919	2,366	2,500	Dues & Subscriptions	2,500	2,500	2,500	2,500
2,791	2,049	3,500	Registrations	3,500	3,500	3,500	3,500
380	1,108	1,500	Permits	1,500	1,500	1,500	1,500
98	162	250	Other Services	250	250	250	250
390,019	390,462	472,250	Total Water Supply Supplies & Services	516,750	516,750	516,750	516,750

Fund 470 - Water

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Capital Outlay				
-	9,212	40,000	Water	30,000	30,000	30,000	30,000
-	-	-	Communication Equipment	2,000	2,000	2,000	2,000
2,918	-	-	Computing	-	-	-	-
34,417	-	-	Other Equipment	8,025	8,025	8,025	8,025
<u>37,335</u>	<u>9,212</u>	<u>40,000</u>	Total Capital Outlay	<u>40,025</u>	<u>40,025</u>	<u>40,025</u>	<u>40,025</u>
<u>1,266,560</u>	<u>1,177,859</u>	<u>1,643,881</u>	Total Water Supply Program	<u>1,755,676</u>	<u>1,836,638</u>	<u>1,836,638</u>	<u>1,837,164</u>
		-	Program 6421 - Water Meter Reading				
			Labor & Benefits				
51,960	6,117	-	Regular Salaries	-	-	-	-
3,254	261	-	Overtime	-	-	-	-
101,319	98,338	-	Intra-governmental	-	-	-	-
3,536	5	-	Workers' Comp	-	-	-	-
4,153	458	-	Social Security	-	-	-	-
7,119	2,192	-	Medical & Dental Insurance	-	-	-	-
6,353	-	-	Retirement	-	-	-	-
160	23	-	Long Term Disability Insurance	-	-	-	-
110	12	-	Unemployment Insurance	-	-	-	-
191	6	-	Life Insurance	-	-	-	-
<u>178,155</u>	<u>107,414</u>	<u>-</u>	Total Wtr Meter Reading Labor & Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
			Supplies & Services				
58	5	-	Other Office Supplies	-	-	-	-
2,237	3,175	5,000	Fuel	5,000	5,000	5,000	5,000
700	-	400	Other Professional Services	400	400	400	400
-	-	700	Telephone	700	700	700	700
40,008	37,457	40,000	Postage	40,000	40,000	40,000	40,000
556	799	800	Mileage	800	800	800	800
2,040	2,040	2,500	Equipment Repair	2,500	2,500	2,500	2,500
13,940	17,119	23,000	Print/Binding	23,000	23,000	23,000	23,000
<u>59,539</u>	<u>60,595</u>	<u>72,400</u>	Total Wtr Meter Reading Supplies & Serv	<u>72,400</u>	<u>72,400</u>	<u>72,400</u>	<u>72,400</u>
<u>237,694</u>	<u>168,009</u>	<u>72,400</u>	Total Water Meter Reading Program	<u>72,400</u>	<u>72,400</u>	<u>72,400</u>	<u>72,400</u>
			Program 6499 - Water Admin				
			Supplies & Services				
12	49	150	Other Office Supplies	150	150	150	150
-	-	2,500	Other Operating Supplies	2,500	2,500	2,500	2,500
-	-	-	Interfund Loan	13,335	13,335	13,335	13,335
2,967	3,370	8,000	Accounting/Audit Services	8,000	8,000	8,000	8,000
26,210	27,516	30,268	IS Support	26,200	27,510	27,510	27,510
25,651	27,770	29,407	Internal Rent	31,000	16,832	16,832	16,832

Fund 470 - Water

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
4,197	4,886	4,610	Auto	4,610	-	-	-
17,243	17,749	5,081	Building/Personal Property	5,081	-	-	-
-	-	18,670	Workers' Comp	18,670	23,447	23,447	23,447
9,284	10,332	30,000	General Liability	30,000	33,366	33,366	33,366
-	-	-	Bank Fees	-	7,100	7,100	7,100
-	48	500	Bad Debt	500	500	500	500
85,564	91,720	129,186	Total Water Admin Supplies & Services	140,046	132,740	132,740	132,740
85,564	91,720	129,186	Total Water Admin Program	140,046	132,740	132,740	132,740
			Program 9711 - Operating Transfer Out				
-	-	85,442	To IS	-	-	-	-
311,000	311,000	311,000	To T & E	311,000	311,000	311,000	311,000
35,000	35,000	35,000	Equip	25,000	25,000	25,000	25,000
346,000	346,000	431,442	Total Operating Transfer Out	336,000	336,000	336,000	336,000
1,935,818	1,783,587	2,276,909	Total Water Department	2,304,122	2,377,778	2,377,778	2,378,304
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	69,344	Contingency	185,403	107,147	107,147	106,621
-	-	60,800	Reserve PERS	60,800	60,800	60,800	60,800
-	-	130,144	Total Contingency/Ending Fund Balance	246,203	167,947	167,947	167,421
1,935,818	1,783,587	2,407,053	EXPENDITURE TOTAL	2,550,325	2,545,725	2,545,725	2,545,725
643,847	694,476	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This fund is used for major water construction projects. Funds supporting these projects are from 40% of the water revenues received from utility billing. Besides construction projects there are annual loan payments which are made for the completed construction of three (3) water treatment plants.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

There are no direct personnel costs associated with this fund.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Final implementation of the secondary disinfection program
- Bore of water line under Hwy. 214 near Mill Creek Pump Station to complete a loop north.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- Implementation of secondary disinfection program
- Reduction in water revenue contribution from 50% to 40% to offset higher water supply system operation costs and a 5% reduction in municipal water usage
- First year of inter-fund loan repayment for the upgrade of New World Accounting System

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Wtr Well/Dist Const				
			Revenue				
4,602,187	5,792,564	4,547,846	Fund Balance	3,149,564	3,149,564	3,149,564	3,149,564
1,643,012	1,580,368	1,613,261	Charges for goods and services	1,098,087	1,095,000	1,095,000	1,095,000
94,791	27,867	25,500	Misc	10,000	10,000	10,000	10,000
-	324,339	2,528,661	Other Financing Sources	92,222	136,219	136,219	136,219
6,339,990	7,725,138	8,715,268	Total Revenue	4,349,873	4,390,783	4,390,783	4,390,783
			Expense				
12,400	250,567	1,102,681	Supplies and Services	140,000	220,000	220,000	220,000
753,673	753,023	1,157,349	Debt Service	1,155,417	1,155,417	1,155,417	1,155,417
13,405	1,064,538	5,161,486	Capital Outlay	1,847,456	1,847,456	1,847,456	1,847,456
-	-	256,500	Transfers Out	-	-	-	-
-	-	1,037,252	Conting'y & Unapprop	1,207,000	1,167,910	1,167,910	1,167,910
779,478	2,068,128	8,715,268	Total Expense	4,349,873	4,390,783	4,390,783	4,390,783
5,560,512	5,657,010	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

Charges for goods and services represent the major revenue source for the Water Well/Distribution Construction fund and are fees collected for water provided to City residents.

Other Financing Sources are remaining ARRA funds to be received for the water extension projects to Driftwood, Shalimar and Chateau Mobile Home parks.

Operations This funds primary function is to provide for debt service payments for the water system improvement projects completed in 2005. Additionally, user fees collected are reserved for future capital needs.

Fund Detail

Fund 466 - Water Well/Dist Construction

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
4,602,187	5,792,564	4,547,846	Beginning Fund Balance	3,149,564	3,149,564	3,149,564	3,149,564
1,643,012	1,580,368	1,613,261	Water Sales	1,098,087	1,095,000	1,095,000	1,095,000
			Miscellaneous				
94,791	26,595	25,000	Interest from Investments	10,000	10,000	10,000	10,000
-	1,272	500	Other Miscellaneous Income	-	-	-	-
94,791	27,867	25,500	Total Miscellaneous	10,000	10,000	10,000	10,000
			Other Financing Sources				
-	-	-	Interfund Loan	39,222	39,222	39,222	39,222
-	-	53,000	Interfund Loan	53,000	96,997	96,997	96,997
-	324,339	2,475,661	Loan Proceeds	-	-	-	-
-	324,339	2,528,661	Total Other Financing Sources	92,222	136,219	136,219	136,219
6,339,990	7,725,138	8,715,268	REVENUE TOTAL	4,349,873	4,390,783	4,390,783	4,390,783

Fund 466 - Water Well/Dist Construction

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 631 - Maintenance				
			Program 9111 - Debt Service				
349,739	361,921	576,106	Bond Principal	596,127	596,127	596,127	596,127
403,934	391,102	581,243	Note Principal	559,290	559,290	559,290	559,290
<u>753,673</u>	<u>753,023</u>	<u>1,157,349</u>	Total Maintenance Debt Service	<u>1,155,417</u>	<u>1,155,417</u>	<u>1,155,417</u>	<u>1,155,417</u>
			Supplies and Services				
-	-	172,933	Interfund Loan	-	80,000	80,000	80,000
			Program 9511 - Design Engineering				
			Supplies and Services				
11,033	76,327	390,000	Engineering/Architecture	80,000	80,000	80,000	80,000
			Program 9512 - Construction Engineering				
			Supplies and Services				
-	-	6,248	Other Operating Supplies	-	-	-	-
742	165,190	390,000	Engineering/Architecture	30,000	30,000	30,000	30,000
			Program 9521 - Right of Way				
			Supplies and Services				
-	20	500	Filing/Recording	-	-	-	-
			Program 9531 - Construction				
			Supplies and Services				
625	9,030	123,000	Other Professional Services	30,000	30,000	30,000	30,000
-	-	20,000	Permits	-	-	-	-
<u>12,400</u>	<u>250,566</u>	<u>1,102,681</u>	Total Maintenance Supplies and Services	<u>140,000</u>	<u>220,000</u>	<u>220,000</u>	<u>220,000</u>
			Capital Outlay				
13,405	1,064,538	5,161,486	Water	1,847,456	1,847,456	1,847,456	1,847,456
<u>13,405</u>	<u>1,064,538</u>	<u>5,161,486</u>	Total Maintenance Capital Outlay	<u>1,847,456</u>	<u>1,847,456</u>	<u>1,847,456</u>	<u>1,847,456</u>
			Program 9711 - Transfer Out				
-	-	256,500	Transfer Out	-	-	-	-
<u>779,478</u>	<u>2,068,127</u>	<u>7,678,016</u>	Total Maintenance Department	<u>3,142,873</u>	<u>3,222,873</u>	<u>3,222,873</u>	<u>3,222,873</u>
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	283,252	Contingency	453,000	413,910	413,910	413,910
-	-	754,000	Reserve for DEQ Loan	754,000	754,000	754,000	754,000
<u>-</u>	<u>-</u>	<u>1,037,252</u>	Total Contingency/Ending Fund Balance	<u>1,207,000</u>	<u>1,167,910</u>	<u>1,167,910</u>	<u>1,167,910</u>
<u>779,478</u>	<u>2,068,127</u>	<u>8,715,268</u>	EXPENDITURE TOTAL	<u>4,349,873</u>	<u>4,390,783</u>	<u>4,390,783</u>	<u>4,390,783</u>
<u>5,560,512</u>	<u>5,657,011</u>	<u>-</u>	Revenues Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

GENERAL INFORMATION

FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Parr Road to Evergreen – water line extension completed
- Grant Street between Alley & Second and 3rd to 5th water line

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Annual Loan payment for water treatment plant construction
- Bore under 214 near Mill Creek
- Bore under Hwy. 99E near Laurel Avenue
- Waterline loop at Hwy. 214 near Leasure Street

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Water SDC				
			Revenue				
1,048,886	934,215	412,741	Fund Balance	382,607	360,000	360,000	360,000
270,533	85,223	85,000	Charges for goods and services	25,000	25,000	25,000	25,000
20,620	3,783	4,000	Misc	1,600	1,200	1,200	1,200
<u>1,340,039</u>	<u>1,023,221</u>	<u>501,741</u>	Total Revenue	<u>409,207</u>	<u>386,200</u>	<u>386,200</u>	<u>386,200</u>
			Expense				
-	-	30,000	Supplies and Services	35,000	35,000	35,000	35,000
405,824	405,474	-	Debt Service	-	-	-	-
-	-	410,741	Capital Outlay	313,207	313,207	313,207	313,207
-	-	61,000	Conting'y & Unapprop	61,000	37,993	37,993	37,993
<u>405,824</u>	<u>405,474</u>	<u>501,741</u>	Total Expense	<u>409,207</u>	<u>386,200</u>	<u>386,200</u>	<u>386,200</u>
934,215	617,747	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

Fund's revenue is dependent on the collection of System Development Charges (SDCs). SDCs continue to decline as direct result of the slowdown in the economy. Water SDCs can only be used to increase the 'capacity' of the City's water system. No significant capital projects are planned for the fiscal year.

Fund Detail

Fund 474 - Water SDC

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
1,048,886	934,215	412,741	Beginning Fund Balance	382,607	360,000	360,000	360,000
270,533	85,223	85,000	Water SDCs	25,000	25,000	25,000	25,000
20,620	3,783	4,000	Interest from Investments	1,600	1,200	1,200	1,200
1,340,039	1,023,222	501,741	REVENUE TOTAL	409,207	386,200	386,200	386,200.0

Fund 474 - Water SDC

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 631 - Maintenance				
			Program 9111 - Debt Service				
			Debt Service				
188,321	194,880	-	Bond Principal	-	-	-	-
217,503	210,594	-	Bond Interest	-	-	-	-
405,824	405,474	-	Debt Service Total	-	-	-	-
			Program 9511 - Design Engineering				
			Supplies and Services				
-	-	10,000	Engineering/Architecture	10,000	10,000	10,000	10,000
			Program 9512 - Construction Engineering				
			Supplies and Services				
-	-	10,000	Engineering/Architecture	10,000	10,000	10,000	10,000
			Program 9531 - Construction				
			Supplies and Services				
-	-	8,000	Engineering/Architecture	10,000	10,000	10,000	10,000
-	-	2,000	Other Professional Services	5,000	5,000	5,000	5,000
-	-	30,000	Supplies and Services Total	35,000	35,000	35,000	35,000
			Capital Outlay				
-	-	410,741	Water	313,207	313,207	313,207	313,207
-	-	410,741	Capital Outlay Total	313,207	313,207	313,207	313,207
405,824	405,474	440,741	Total Maintenance Department	348,207	348,207	348,207	348,207
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	41,000	Contingency	-	-	-	-
-	-	20,000	Reserve	61,000	37,993	37,993	37,993
-	-	61,000	Total Contingency/Ending Fund Balance	61,000	37,993	37,993	37,993
405,824	405,474	501,741	EXPENDITURE TOTAL	409,207	386,200	386,200	386,200
934,215	617,748	-	Revenues Over (Under) Expenses	-	-	-	-

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GENERAL INFORMATION

FORM 1 – FY 2011-12

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

Sewer Treatment – 621

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Expanded Public Outreach and Education; Oregon Garden Earth Day, River Ranger Program, Household Hazardous Waste Collection Event, Public Works Week Event, Tours at both Wastewater Treatment Plant and Drinking Water Plants.
- Relocated Sanitary Storm and Surface Water Collection Section personnel and equipment to Wastewater Treatment Plant to better coordinate maintenance activities.
- Video inspect 12 miles of collection system.
- Clean, high pressure of 14 miles of Collection System.
- I/I Program: eliminated, repaired and identify needed miscellaneous I/I improvements.
- Responded to approximately 900 requests for underground locates received and processed for storm sewer and sanitary sewer collection system.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

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

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- Public Outreach and Education will be expanded to address targeted issues
- Expand Website for Public Education of targeted issues
- Per the Wastewater Facility Plan, the level of funding and activity for sanitary sewer collection system rehabilitation and I&I removal will be increased.

Sewer Maintenance – 631

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Expanded Public Outreach and Education; Oregon Garden Earth Day, River Ranger Program, Household Hazardous Waste Collection Event, Public Works Week Event, Tours at both Wastewater Treatment Plant and Drinking Water Plants.
- Relocated Sanitary Storm and Surface Water Collection Section personnel and equipment to Wastewater Treatment Plant to better coordinate maintenance activities.
- Video inspect 12 miles of collection system.
- Clean, high pressure of 14 miles of Collection System.
- I/I Program: eliminated, repaired and identify needed miscellaneous I/I improvements.
- Responded to approximately 900 requests for underground locates received and processed for storm sewer and sanitary sewer collection system.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

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

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

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

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

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Sewer				
			Revenue				
403,160	530,387	346,500	Fund Balance	398,045	390,000	390,000	390,000
-	300	500	Fines and Forfeits	500	250	250	250
2,446,713	2,533,257	2,745,763	Charges for goods and services	3,035,022	3,035,000	3,035,000	3,035,000
18,654	20,040	12,500	Misc	11,500	4,000	4,000	4,000
-	-	-	Transfers In	-	7,998	7,998	7,998
-	-	85,442	Other Financing Sources	-	-	-	-
<u>2,868,527</u>	<u>3,083,984</u>	<u>3,190,705</u>	Total Revenue	<u>3,445,067</u>	<u>3,437,248</u>	<u>3,437,248</u>	<u>3,437,248</u>
			Expense				
1,035,979	1,028,961	1,214,839	Labor and Benefits	1,282,680	1,287,114	1,287,114	1,287,474
850,721	838,730	1,027,370	Supplies and Services	1,007,593	1,038,917	1,038,917	1,038,917
415	118,575	118,500	Capital Outlay	126,019	126,019	126,019	126,019
451,000	590,000	700,442	Transfers Out	695,000	695,000	695,000	695,000
-	-	129,554	Conting'y & Unapprop	333,775	290,198	290,198	289,838
<u>2,338,115</u>	<u>2,576,266</u>	<u>3,190,705</u>	Total Expense	<u>3,445,067</u>	<u>3,437,248</u>	<u>3,437,248</u>	<u>3,437,248</u>
530,412	507,718	-	Revenue Over (Under) Expenses	-	-	-	-

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.

Operations Increases in Personnel costs (6.0%) are due to increases in employee benefit costs. Materials and Services increase by 1.0% which is due to incremental increases in fuel and chemical costs.

Transfers Out are transfers for future equipment replacement and to fund the city's storm water program.

Fund Detail

Fund 472 - Sewer

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
403,160	530,387	346,500	Beginning Fund Balance	398,045	390,000	390,000	390,000
			Charges for goods and services				
-	56,732	78,000	Late Fees	78,000	78,000	78,000	78,000
2,216,822	2,358,312	2,567,663	Sewer System Revenue	2,857,022	2,857,000	2,857,000	2,857,000
229,839	118,213	100,000	Septage	100,000	100,000	100,000	100,000
52	-	100	Collection	-	-	-	-
2,446,713	2,533,257	2,745,763	Total Charges for goods and services	3,035,022	3,035,000	3,035,000	3,035,000
-	300	500	Sewer Discharge Fine	500	250	250	250
			Miscellaneous				
9,602	2,270	2,500	Interest from Investments	1,500	1,500	1,500	1,500
9,052	17,770	10,000	Other Miscellaneous Income	10,000	2,500	2,500	2,500
18,654	20,040	12,500	Total Miscellaneous	11,500	4,000	4,000	4,000
-	-	85,442	IF Loan	-	-	-	-
-	-	-	Transfer - Sewer Capital Improvement	-	7,998	7,998	7,998
2,868,527	3,083,984	3,190,705	REVENUE TOTAL	3,445,067	3,437,248	3,437,248	3,437,248

Fund 472 - Sewer

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 621 - Sewer							
Program 6511 - WWTP Ops							
Labor & Benefits							
520,843	574,992	651,890	Regular Salaries	819,062	692,795	692,795	693,155
4,893	7,721	5,000	Part-Time Salaries	5,000	5,000	5,000	5,000
42,104	17,736	20,750	Overtime	21,000	21,000	21,000	21,000
58,334	67,499	-	Intra-governmental	-	-	-	-
23,437	5,534	1,275	Workers' Comp	524	443	443	443
41,623	44,153	49,870	Social Security	64,647	54,988	54,988	54,988
91,847	109,907	214,479	Medical & Dental Insurance	190,911	156,886	156,886	156,886
62,981	38,255	59,602	Retirement	173,385	145,941	145,941	145,941
1,638	2,042	2,609	Long Term Disability Insurance	3,397	2,890	2,890	2,890
1,124	1,134	1,941	Unemployment Insurance	2,535	2,156	2,156	2,156
1,981	1,653	1,750	Life Insurance	2,219	1,901	1,901	1,901
850,805	870,626	1,009,166	Total WWTP Ops Labor & Benefits	1,282,680	1,084,000	1,084,000	1,084,360
Supplies & Services							
4,098	980	3,000	Computer Supplies	3,000	3,000	3,000	3,000
3,700	2,755	4,500	Other Office Supplies	4,500	4,500	4,500	4,500
-	295	2,000	Lubricants	2,000	2,000	2,000	2,000
3,369	6,113	7,900	Fuel	7,900	7,900	7,900	7,900
2,866	161	4,000	Clothing	4,000	4,000	4,000	4,000
4,368	5,181	6,000	Safety/Medicine	8,500	8,500	8,500	8,500
21,898	21,452	22,000	Chemicals	22,000	22,000	22,000	22,000
16,652	13,567	21,000	Lab Supplies	21,000	21,000	21,000	21,000
1,200	3,131	3,000	Other Operating Supplies	3,000	3,000	3,000	3,000
6,714	1,180	2,500	Construction Materials	2,500	2,500	2,500	2,500
-	11,742	10,000	Electrical Supplies	10,000	10,000	10,000	10,000
-	-	-	HVAC	7,000	7,000	7,000	7,000
-	375	1,200	Tools	1,200	1,200	1,200	1,200
8,475	5,082	9,000	Trees	9,000	9,000	9,000	9,000
697	4,980	5,000	Security Supplies	5,000	5,000	5,000	5,000
-	-	10,000	Engineering/Architecture	10,000	10,000	10,000	10,000
84	-	2,000	Medical	2,000	2,000	2,000	2,000
335	-	1,000	Human Resources	1,000	1,000	1,000	1,000
15,325	23,489	34,500	Other Professional Services	34,500	34,500	34,500	34,500
-	-	15,000	Pub Outreach	15,000	15,000	15,000	15,000
16,523	16,008	20,000	Telephone	20,000	20,000	20,000	20,000
1,078	961	1,200	Postage	1,200	1,200	1,200	1,200
1,462	5,061	9,600	Training	9,600	9,600	9,600	9,600
4,430	7,455	8,000	Other Communication Services	8,000	8,000	8,000	8,000
426	1,362	2,500	Lodging	2,500	2,500	2,500	2,500
191	162	700	Meals	700	700	700	700
10	65	675	Mleage	675	675	675	675
2,210	218	3,600	Office Equipment	3,600	3,600	3,600	3,600
-	1,116	2,500	Software	4,500	4,500	4,500	4,500
34,632	35,860	37,973	Internal Rent	-	-	-	-
24,437	19,427	38,000	Natural Gas	38,000	38,000	38,000	38,000
324,640	326,227	336,000	Electric	336,000	336,000	336,000	336,000
9,330	9,700	10,500	Solid Waste	10,500	10,500	10,500	10,500
111,757	71,061	85,000	Equipment Repair	85,000	85,000	85,000	85,000
5,610	6,396	7,200	Building Repair	4,200	4,200	4,200	4,200
8,019	5,339	11,000	Vehicle Repair	11,000	11,000	11,000	11,000
15,091	18,851	19,000	Laundry	19,000	19,000	19,000	19,000

Fund 472 - Sewer

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
-	2,158	7,600	In & Calib	7,600	7,600	7,600	7,600
-	13,051	15,000	Oth Repair	11,000	11,000	11,000	11,000
1,568	2,663	5,000	Registrations	5,000	5,000	5,000	5,000
21,088	30,864	31,700	Permits	31,700	31,700	31,700	31,700
31,382	28,569	20,000	Other Services	20,000	20,000	20,000	20,000
703,665	703,054	836,348	Total WWTP Ops Supplies & Services	802,875	802,875	802,875	802,875
			Capital Outlay				
-	-	-	Communication Equipment	2,000	2,000	2,000	2,000
415	-	50,000	Other Equipment	54,013	54,013	54,013	54,013
415	-	50,000	Total WWTP Ops Capital Outlay	56,013	56,013	56,013	56,013
1,554,885	1,573,680	1,895,514	Total WWTP Ops Program	2,141,568	1,942,888	1,942,888	1,943,248
			Program 6599 Sewer Admin Labor & Benefits				
4	-	-	Long Term Disability Insurance	-	-	-	-
6	-	-	Life Insurance	-	-	-	-
10	-	-	Total Sewer Admin Labor & Benefits	-	-	-	-
			Supplies & Services				
-	-	-	Interfund Loan	13,335	13,335	13,335	13,335
3,189	3,623	8,000	Accounting/Audit Services	6,000	8,000	8,000	8,000
-	-	3,500	Other Professional Services	3,500	3,500	3,500	3,500
31,670	32,578	35,510	IS Support	35,510	37,447	37,447	37,447
-	-	-	Internal Rent	38,000	32,004	32,004	32,004
1,381	2,231	2,105	Auto	-	-	-	-
16,627	17,372	8,069	Building/Personal Property	-	-	-	-
-	-	15,556	Workers' Comp	10,175	30,476	30,476	30,476
31,160	36,076	52,861	General Liability	30,577	33,624	33,624	33,624
7,000	-	-	Other Insurance Costs	-	-	-	-
-	-	-	Bank Fees	-	10,035	10,035	10,035
-	48	-	Bad Debt	-	-	-	-
91,027	91,928	125,601	Total Sewer Admin Supplies & Services	137,097	168,421	168,421	168,421
91,037	91,928	125,601	Total Sewer Admin Program	137,097	168,421	168,421	168,421
			Program 9711 - Operating Transfer Out Transfers Out				
30,000	65,000	90,000	To Street	90,000	90,000	90,000	90,000
70,000	70,000	70,000	To Water	70,000	70,000	70,000	70,000
-	235,000	235,000	To Sur Wtr	235,000	235,000	235,000	235,000
-	-	85,442	To IS	-	-	-	-
311,000	150,000	150,000	To T & E	150,000	150,000	150,000	150,000
40,000	70,000	70,000	To Equip	150,000	150,000	150,000	150,000
451,000	590,000	700,442	Total Operating Transfer Out Program	695,000	695,000	695,000	695,000
2,096,922	2,255,609	2,721,557	Total Sewer Department	2,973,665	2,806,309	2,806,309	2,806,669

Fund 472 - Sewer

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 631 - Maintenance							
Program 6521 - Sewer Line Maint							
Labor & Benefits							
123,163	116,359	133,520	Regular Salaries	-	125,732	125,732	125,732
6,341	4,169	4,250	Overtime	-	4,250	4,250	4,250
9,528	3,344	261	Workers' Comp	-	108	108	108
9,692	9,183	10,214	Social Security	-	9,944	9,944	9,944
20,033	14,685	43,929	Medical & Dental Insurance	-	33,671	33,671	33,671
15,286	9,613	12,208	Retirement	-	28,168	28,168	28,168
391	420	534	Long Term Disability Insurance	-	523	523	523
259	228	398	Unemployment Insurance	-	390	390	390
471	334	359	Life Insurance	-	328	328	328
185,164	158,335	205,673	Total Maintenance Labor & Benefits	-	203,114	203,114	203,114
Supplies & Services							
190	356	500	Other Office Supplies	500	500	500	500
23	100	200	Cleaning Supplies	200	200	200	200
6,222	5,970	6,400	Fuel	7,400	7,400	7,400	7,400
3,425	2,684	3,000	Clothing	1,000	1,000	1,000	1,000
719	1,363	1,500	Safety/Medicine	1,500	1,500	1,500	1,500
6,030	3,865	5,000	Other Operating Supplies	5,000	5,000	5,000	5,000
52	69	100	Construction Materials	-	-	-	-
337	396	400	Paint	500	500	500	500
543	500	500	Tools	1,000	1,000	1,000	1,000
672	552	2,000	Protective Clothing	2,000	2,000	2,000	2,000
250	229	250	Oth W/S Sp	150	150	150	150
388	-	400	Other Supplies	-	-	-	-
-	33	400	Medical	1,000	1,000	1,000	1,000
1,987	329	2,050	Other Professional Services	2,050	2,050	2,050	2,050
2,085	1,670	1,500	Telephone	1,500	1,500	1,500	1,500
96	177	300	Postage	300	300	300	300
-	1,182	3,100	Training	3,100	3,100	3,100	3,100
148	-	400	Work Equipment	400	400	400	400
1,400	4,500	6,500	Software	9,200	9,200	9,200	9,200
-	-	-	Solid Waste	1,000	1,000	1,000	1,000
23,198	11,843	22,000	Equipment Repair	20,000	20,000	20,000	20,000
4,735	5,063	5,000	Vehicle Repair	5,000	5,000	5,000	5,000
-	-	-	Laundry	2,000	2,000	2,000	2,000
1,739	495	1,500	Registrations	1,000	1,000	1,000	1,000
1,790	2,369	2,421	Other Services	1,821	1,821	1,821	1,821
56,029	43,743	65,421	Total Maintenance Supplies & Serv	67,621	67,621	67,621	67,621
Capital Outlay							
-	45,575	50,000	Sewer	50,000	50,000	50,000	50,000
-	-	-	Communication Equipment	2,000	2,000	2,000	2,000
-	73,000	18,500	Other Equipment	18,006	18,006	18,006	18,006
-	118,575	68,500	Total Capital Outlay	70,006	70,006	70,006	70,006
241,193	320,653	339,594	Total Maintenance Department	137,627	340,741	340,741	340,741
Department 901 - Ending Fund Balance							
Program 9971 - Equity							
-	-	50,205	Contingency	254,426	210,849	210,849	210,489
-	-	79,349	Reserve PERS	79,349	79,349	79,349	79,349
-	-	129,554	Total Contingency/Ending Fund Balance	333,775	290,198	290,198	289,838
2,338,115	2,576,262	3,190,705	EXPENDITURE TOTAL	3,445,067	3,437,248	3,437,248	3,437,248
530,412	507,722	-	Revenues Over (Under) Expenses	-	-	-	-

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**GENERAL INFORMATION
FORM 1 – FY 2011-12**

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This fund was established to receive loan monies for the sanitary sewer improvement project west of I-5 for HWI, Inc. development which was funded by Oregon Economic & Community Development Department Loan #B91202. The project involved boring under I-5 and building a sewer pump station located by Wal-mart. This allowed properties on both sides of I-5 to develop since there was no sanitary sewer system to accommodate growth in this area. The fund’s expenditure is an annual loan payment of \$29,102 (including interest); which will retire the debt in December 2011.

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- The last loan payment will be made December, 2011. The fund will then be closed out. Revenues for other sewer construction projects are received in the Sewer Construction Fund (465)

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Sewer Capital Improvement				
			Revenue				
122,394	95,435	67,110	Fund Balance	38,105	37,000	37,000	37,000
2,143	396	375	Misc	100	100	100	100
<u>124,537</u>	<u>95,831</u>	<u>67,485</u>	Total Revenue	<u>38,205</u>	<u>37,100</u>	<u>37,100</u>	<u>37,100</u>
			Expense				
29,102	29,102	29,102	Debt Service	29,102	29,102	29,102	29,102
-	-	-	Transfers Out	-	7,998	7,998	7,998
-	-	38,383	Conting'y & Unapprop	9,103	-	-	-
<u>29,102</u>	<u>29,102</u>	<u>67,485</u>	Total Expense	<u>38,205</u>	<u>37,100</u>	<u>37,100</u>	<u>37,100</u>
<u>95,435</u>	<u>66,729</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

As part of the funds consolidation proposal – this fund is being collapsed into the city’s Sewer Fund.

Fund Detail

Fund 461 - Sewer Capital Improvement

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
122,394	95,435	67,110	Beginning Fund Balance	38,105	37,000	37,000	37,000
2,143	396	375	Interest from Investments	100	100	100	100
124,537	95,831	67,485	REVENUE TOTAL	38,205	37,100	37,100	37,100
2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 621 - Sewer Program 9111 - Debt Service				
29,102	29,102	29,102	Bond Principal	29,102	29,102	29,102	29,102
			Program 9711 - Transfer Out				
-	-	-	Transfer Out To Sewer	-	7,998	7,998	7,998
29,102	29,102	29,102	Total Sewer Department	29,102	37,100	37,100	37,100
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	38,383	Contingency	9,103	-	-	-
-	-	38,383	Total Contingency/Ending Fund Balance	9,103	-	-	-
29,102	29,102	67,485	EXPENDITURE TOTAL	38,205	37,100	37,100	37,100
95,435	66,729	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Implement Wastewater Facilities Plan
- Complete design of Phase 1 of the Wastewater Facility improvements

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- DEQ approval of the preliminary design has been obtained allowing final design to proceed and preparation of construction contract documents

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
WWTP Construction							
Revenue							
588,620	145,804	1,262,545	Fund Balance	924,825	720,000	720,000	720,000
2,028,697	2,337,362	2,567,663	Charges for goods and services	3,010,721	3,010,721	3,010,721	3,010,721
8,375	2,828	3,263	Misc	1,000	1,000	1,000	1,000
562,045	355,583	1,900,000	Other Financing Sources	3,100,000	3,100,000	3,100,000	3,100,000
<u>3,187,737</u>	<u>2,841,577</u>	<u>5,733,471</u>	Total Revenue	<u>7,036,546</u>	<u>6,831,721</u>	<u>6,831,721</u>	<u>6,831,721</u>
Expense							
729,391	890,226	551,930	Supplies and Services	1,210,000	1,210,000	1,210,000	1,210,000
1,763,439	1,757,544	2,479,281	Debt Service	2,470,602	2,514,599	2,514,599	2,514,599
317,103	104,426	1,375,088	Capital Outlay	2,120,492	2,076,495	2,076,495	2,076,495
-	-	1,327,172	Conting'y & Unapprop	1,235,452	1,030,627	1,030,627	1,030,627
<u>2,809,933</u>	<u>2,752,196</u>	<u>5,733,471</u>	Total Expense	<u>7,036,546</u>	<u>6,831,721</u>	<u>6,831,721</u>	<u>6,831,721</u>
<u>377,804</u>	<u>89,381</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Revenue Sources and Other Discussion

Charges for goods and services represent the major revenue source for the Sewer fund and are fees collected for on-going debt retirement for sewer system and treatment plant improvements.

Operations This fund's purpose is to provide for the improvements to the city's sewer treatment plant and offsetting debt requirements.

Fund Detail

Fund 465 - WWTP Construction

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
588,620	145,804	1,262,545	Beginning Fund Balance	924,825	720,000	720,000	720,000
2,028,697	2,337,362	2,567,663	Service charge 95-6 Increase	3,010,721	3,010,721	3,010,721	3,010,721
Miscellaneous							
8,375	2,578	3,263	Interest from Investments	1,000	1,000	1,000	1,000
-	250	-	Other Miscellaneous Income	-	-	-	-
<u>8,375</u>	<u>2,828</u>	<u>3,263</u>	Total Miscellaneous	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
562,045	355,583	1,900,000	State Loan-Revolving Fd	3,100,000	3,100,000	3,100,000	3,100,000
<u>3,187,737</u>	<u>2,841,578</u>	<u>5,733,471</u>	REVENUE TOTAL	<u>7,036,546</u>	<u>6,831,721</u>	<u>6,831,721</u>	<u>6,831,721</u>

Fund 465 - WWTP Construction

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 631 - Maintenance				
			Program 9111 - Debt Service				
1,125,391	1,094,602	1,677,196	Bond Principal	1,727,826	1,727,826	1,727,826	1,727,826
638,048	662,942	749,085	Note Principal	689,776	689,776	689,776	689,776
-	-	53,000	Interfund Loan	53,000	96,997	96,997	96,997
1,763,439	1,757,544	2,479,281	Total Debt Service Program	2,470,602	2,514,599	2,514,599	2,514,599
			Program 9511 - Engineering Supplies and Services				
717,179	871,747	500,000	Engineering/Architecture	880,000	880,000	880,000	880,000
-	-	10,280	Other Professional Services	-	-	-	-
45	-	150	Other Communication Services	-	-	-	-
717,224	871,747	510,430	Total Engineering Program	880,000	880,000	880,000	880,000
			Program 9512 - Construction Engineering Supplies and Services				
2,578	12,090	25,000	Engineering/Architecture	330,000	330,000	330,000	330,000
2,578	12,090	25,000	Total Construction Engineering Program	330,000	330,000	330,000	330,000
			Program 9521 - Right of Way				
-	17,560	8,780	Land	8,780	8,780	8,780	8,780
-	-	-	Easements	15,000	15,000	15,000	15,000
-	17,560	8,780	Total Right of Way Program	23,780	23,780	23,780	23,780
			Program 9531 - Construction Supplies and Services				
9,589	6,389	10,000	Other Professional Services	-	-	-	-
-	-	5,000	Testing/Lab	-	-	-	-
-	-	1,500	Permits	-	-	-	-
317,103	86,866	1,366,308	Capital Outlay Sewer	2,096,712	2,052,715	2,052,715	2,052,715
326,692	93,255	1,382,808	Total Construction Program	2,096,712	2,052,715	2,052,715	2,052,715
729,391	890,226	551,930	Total Supplies & Services	1,210,000	1,210,000	1,210,000	1,210,000
317,103	104,426	1,375,088	Total Capital Outlay	2,120,492	2,076,495	2,076,495	2,076,495
2,809,933	2,752,197	4,406,299	Total Maintenance Department	5,801,094	5,801,094	5,801,094	5,801,094
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	147,000	Contingency	50,000	-	-	-
-	-	1,180,172	Reserve for DEQ Loan	1,185,452	1,030,627	1,030,627	1,030,627
-	-	1,327,172	Total Contingency/Ending Fund Balance	1,235,452	1,030,627	1,030,627	1,030,627
2,809,933	2,752,197	5,733,471	EXPENDITURE TOTAL	7,036,546	6,831,721	6,831,721	6,831,721
377,804	89,381	-	Revenues Over (Under) Expenses	-	-	-	-

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**GENERAL INFORMATION
FORM 1 – FY 2011-12**

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

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

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- Same as 2010-2011

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Sewer SDC				
			Revenue				
742,068	558,289	93,418	Fund Balance	103,963	91,963	91,963	91,963
387,433	119,700	125,000	Charges for goods and services	15,000	15,000	15,000	15,000
16,601	1,522	1,000	Misc	300	300	300	300
<u>1,146,102</u>	<u>679,511</u>	<u>219,418</u>	Total Revenue	<u>119,263</u>	<u>107,263</u>	<u>107,263</u>	<u>107,263</u>
			Expense				
-	-	12,000	Supplies and Services	12,000	12,000	12,000	12,000
587,813	585,848	-	Debt Service	-	-	-	-
-	-	191,418	Capital Outlay	95,263	95,263	95,263	95,263
-	-	16,000	Conting'y & Unapprop	12,000	-	-	-
<u>587,813</u>	<u>585,848</u>	<u>219,418</u>	Total Expense	<u>119,263</u>	<u>107,263</u>	<u>107,263</u>	<u>107,263</u>
<u>558,289</u>	<u>93,663</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Revenue Sources and Other Discussion

Fund's revenue is dependent on the collection of System Development Charges (SDCs). SDCs continue to decline as direct result of the slowdown in the economy. Sewer SDCs can only be used to increase the 'capacity' of the City's sewer system. No significant capital projects are planned for the fiscal year.

Fund Detail

Fund 475 - Sewer SDC

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
742,068	558,289	93,418	Beginning Fund Balance	103,963	91,963	91,963	91,963
387,433	119,700	125,000	Sewer SDCs	15,000	15,000	15,000	15,000
16,601	1,522	1,000	Interest from Investments	300	300	300	300
1,146,102	679,511	219,418	REVENUE TOTAL	119,263	107,263	107,263	107,263

Fund 475 - Sewer SDC

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 631 - Maintenance				
			Program 9111 - Debt Service				
375,131	362,297	-	Bond Principal	-	-	-	-
212,682	223,551	-	Bond Interest	-	-	-	-
<u>587,813</u>	<u>585,848</u>	<u>-</u>	Debt Service Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
			Program 9511 - Design Engineering				
			Supplies and Services				
-	-	5,000	Engineering/Architecture	5,000	5,000	5,000	5,000
			Program 9531 - Construction				
			Supplies and Services				
-	-	5,000	Engineering/Architecture	5,000	5,000	5,000	5,000
-	-	2,000	Other Professional Services	2,000	2,000	2,000	2,000
<u>-</u>	<u>-</u>	<u>12,000</u>	Supplies and Services Total	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
			Capital Outlay				
-	-	191,418	Sewer	95,263	95,263	95,263	95,263
<u>-</u>	<u>-</u>	<u>191,418</u>	Capital Outlay Total	<u>95,263</u>	<u>95,263</u>	<u>95,263</u>	<u>95,263</u>
<u>587,813</u>	<u>585,848</u>	<u>203,418</u>	Total Maintenance Department	<u>107,263</u>	<u>107,263</u>	<u>107,263</u>	<u>107,263</u>
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	16,000	Contingency	12,000	-	-	-
<u>-</u>	<u>-</u>	<u>16,000</u>	Total Contingency/Ending Fund Balance	<u>12,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>587,813</u>	<u>585,848</u>	<u>219,418</u>	EXPENDITURE TOTAL	<u>119,263</u>	<u>107,263</u>	<u>107,263</u>	<u>107,263</u>
<u>558,289</u>	<u>93,664</u>	<u>-</u>	Revenues Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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GENERAL INFORMATION

FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This 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 FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

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

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

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

- The city will need to practice and measure results of best management practices to reduce levels of pollutants contributions to surface waters identified in the TMDL Implementation Plan. This is required by the Department of Environmental Quality
- Increase maintenance activities of the Storm Water Collection and Conveyance System.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Surface Water/Collections				
			Revenue				
-	-	46,000	Fund Balance	63,243	102,815	102,815	102,815
-	155	100	Misc	100	100	100	100
-	235,000	235,000	Transfers In	235,000	235,000	235,000	235,000
-	235,155	281,100	Total Revenue	298,343	337,915	337,915	337,915
			Expense				
-	134,929	200,825	Labor and Benefits	227,231	227,354	227,354	227,354
-	17,144	36,615	Supplies and Services	41,901	47,561	47,561	47,561
-	-	17,500	Capital Outlay	9,506	9,506	9,506	9,506
-	-	26,160	Conting'y & Unapprop	19,705	53,494	53,494	53,494
-	152,073	281,100	Total Expense	298,343	337,915	337,915	337,915
-	83,082	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

Transfers In from the Sewer fund represent the major revenue source for the Storm Water fund.

Operations Increases in Personnel costs (12.0%) are due to increases in employee benefit costs and reclassification of positions between the Wastewater and Storm Water funds. Materials and Services increase by 30.0% which is due the expansion of the new Storm Water program. This should level out as the program is implemented. It should be noted that no additional fees have been assessed on residents to fund the program.

Fund Detail

Fund 478- Surface Water

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
-	-	46,000	Beginning Fund Balance	63,243	102,815	102,815	102,815
-	155	100	Interest from Investments	100	100	100	100
-	235,000	235,000	Transfer from Sewer	235,000	235,000	235,000	235,000
-	235,155	281,100	REVENUE TOTAL	298,343	337,915	337,915	337,915

Fund 478- Surface Water

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 641 - Surface Water							
Program 6611 - Surface Water Collection							
Labor & Benefits							
-	85,606	129,879	Regular Salaries	143,050	143,146	143,146	143,146
-	3,287	2,000	Overtime	2,000	2,000	2,000	2,000
-	18,086	-	Intra-governmental	-	-	-	-
-	195	78	Workers' Comp	111	109	109	109
-	6,793	9,935	Social Security	11,096	11,104	11,104	11,104
-	12,395	43,479	Medical & Dental Insurance	38,700	38,700	38,700	38,700
-	7,855	14,102	Retirement	30,771	30,791	30,791	30,791
-	289	507	Long Term Disability Insurance	583	583	583	583
-	169	373	Unemployment Insurance	435	435	435	435
-	254	472	Life Insurance	485	486	486	486
-	134,928	200,825	Total Surface Water labor & Benefits	227,231	227,354	227,354	227,354
Supplies & Services							
-	170	500	Other Office Supplies	500	500	500	500
-	44	150	Cleaning Supplies	150	150	150	150
-	-	2,000	Fuel	2,000	2,000	2,000	2,000
-	164	1,000	Clothing	500	500	500	500
-	-	-	Ag Supplies	1,000	1,000	1,000	1,000
-	261	500	Safety/Medicine	1,500	1,500	1,500	1,500
-	500	1,000	Other Operating Supplies	2,000	2,000	2,000	2,000
-	-	100	Paint	100	100	100	100
-	498	500	Tools	500	500	500	500
-	306	1,000	Protective Clothing	1,000	1,000	1,000	1,000
-	210	250	Other Water/Sewer Supplies	250	250	250	250
-	-	100	Medical	100	100	100	100
-	-	2,500	Other Professional Services	2,500	2,500	2,500	2,500
-	694	1,000	Telephone	1,000	1,000	1,000	1,000
-	-	100	Postage	100	100	100	100
-	495	1,600	Training	1,600	1,600	1,600	1,600
-	12,590	13,814	IS Support	13,100	13,755	13,755	13,755
-	100	100	Work Equipment	100	100	100	100
-	-	-	Solid Waste	1,000	1,000	1,000	1,000
-	-	500	Auto	500	-	-	-
-	-	239	Workers Comp	239	5,961	5,961	5,961
-	-	4,862	General Liability Insurance	4,862	3,938	3,938	3,938
-	-	-	Equip Repair	2,000	2,000	2,000	2,000
-	728	1,500	Vehicle Repair	1,500	1,500	1,500	1,500
-	-	-	Laundry	500	500	500	500
-	-	500	Registrations	500	500	500	500
-	384	2,800	Other Services	2,800	2,800	2,800	2,800
-	-	-	Bank Fees	-	707	707	707
-	17,143	36,615	Total Surface Water Supplies & Services	41,901	47,561	47,561	47,561
Capital Outlay							
-	-	17,500	Equipment	9,506	9,506	9,506	9,506
-	-	17,500	Total Capital Outlay	9,506	9,506	9,506	9,506
-	152,071	254,940	Total Surface Water Department	278,638	284,421	284,421	284,421

Fund 478- Surface Water

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	26,160	Contingency	19,705	53,494	53,494	53,494
-	-	-	Reserve PERS	-	-	-	-
-	-	26,160	Total Contingency/Ending Fund Balance	19,705	53,494	53,494	53,494
-	152,071	281,100	EXPENDITURE TOTAL	298,343	337,915	337,915	337,915
-	83,083	-	Revenues Over (Under) Expenses	-	-	-	-

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**GENERAL INFORMATION
FORM 1 – FY 2011-12**

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Hardcastle culvert
- Marshall street culvert
- Storm water portion of N. Front Street Improvement
- Willow Avenue storm drain re-alignment near Myrtle street

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- Implementation of projects identified for meeting non-point source goals of the Total Maximum Daily Limit (TMDL) for the Molalla-Pudding Watershed for bacterial and heavy metals.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Storm Water Sys Dev				
			Revenue				
706,095	705,581	425,580	Fund Balance	399,031	375,000	375,000	375,000
19,025	3,351	5,000	Charges for goods and services	5,000	5,000	5,000	5,000
14,053	2,950	3,000	Misc	1,500	1,500	1,500	1,500
739,173	711,882	433,580	Total Revenue	405,531	381,500	381,500	381,500
			Expense				
-	9,513	30,000	Supplies and Services	27,000	30,000	30,000	30,000
33,593	196,639	337,580	Capital Outlay	316,531	316,531	316,531	316,531
-	-	66,000	Conting'y & Unapprop	62,000	34,969	34,969	34,969
33,593	206,152	433,580	Total Expense	405,531	381,500	381,500	381,500
705,580	505,730	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

Fund's revenue is dependent on the collection of System Development Charges (SDCs). SDCs continue to decline as direct result of the slowdown in the economy. Storm Water SDCs can only be used to increase the 'capacity' of the City's storm water system. No significant capital projects are planned for the fiscal year.

Fund Detail

Fund 377 - Stormwater SDC

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
706,095	705,581	425,580	Beginning Fund Balance	399,031	375,000	375,000	375,000
19,025	3,351	5,000	Storm SDCs	5,000	5,000	5,000	5,000
14,053	2,950	3,000	Interest from Investments	1,500	1,500	1,500	1,500
739,173	711,883	433,580	REVENUE TOTAL	405,531	381,500	381,500	381,500

Fund 377 - Stormwater SDC

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 631 - Maintenance				
			Program 9511 - Engineering				
			Supplies & Services				
-	-	10,000	Engineering/Architecture	10,000	10,000	10,000	10,000
-	-	3,000	Other Professional Services	-	3,000	3,000	3,000
-	-	13,000	Total Engineering Program	10,000	13,000	13,000	13,000
			Program 9512 - Construction Engineering				
			Supplies & Services				
-	6,437	10,000	Engineering/Architecture	10,000	10,000	10,000	10,000
			Program 9531 - Construction				
			Supplies and Services				
-	3,076	7,000	Other Professional Services	7,000	7,000	7,000	7,000
33,593	196,639	337,580	Capital Outlay				
			Storm Drains	316,531	316,531	316,531	316,531
33,593	199,715	344,580	Total Construction Program	323,531	323,531	323,531	323,531
33,593	206,152	367,580	Total Maintenance Department	343,531	346,531	346,531	346,531
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	44,000	Contingency	-	-	-	-
-	-	22,000	Reserve Capacity	62,000	34,969	34,969	34,969
-	-	66,000	Total Contingency/Ending Fund Balance	62,000	34,969	34,969	34,969
33,593	206,152	433,580	EXPENDITURE TOTAL	405,531	381,500	381,500	381,500
705,580	505,731	-	Revenues Over (Under) Expenses	-	-	-	-

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**City of Woodburn
Miscellaneous Services Budget Summary**

	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Budget 2010-11</u>	<u>Budget 2011-12</u>
568 - Information Services	555,792	565,265	1,185,598	859,674
580 - Central Stores	10,031	5,600	10,200	1,800
581 - Insurance	546,924	370,946	817,781	889,378
582 - Technical & Environmental Servic	1,178,305	1,093,079	1,573,050	1,515,307
583 - Building Maintenance	728,697	730,566	869,012	778,975
357 - Police Construction	174,467	71,792	390,500	51,300
378 - PW Facility Const	3,800	3,914	16,496	11,000
591 - Equipment Replacement	117,404	96,011	573,620	655,474
690 - Library Endowment	-	-	26,002	26,084
691 - Museum Endowment	-	-	2,775	2,784

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GENERAL INFORMATION FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The department consists of three staff members.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Continued support of department network needs
- Completed an Intergovernmental Agreement with the Santiam 911 Center.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Replacement of the City Hall generator
- Continuation of upgrades of personal computers and software
- Implementation and completion of New World Accounting and Police Records Systems upgrade.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Information Services				
			Revenue				
(15,978)	18,249	22,000	Fund Balance	146,850	155,000	155,000	155,000
40,057	31,924	45,563	Charges for goods and services	47,692	45,304	45,304	45,304
549,961	544,346	606,185	Misc	645,851	659,370	659,370	659,370
-	-	511,850	Transfers In	-	-	-	-
574,040	594,519	1,185,598	Total Revenue	840,393	859,674	859,674	859,674
			Expense				
269,995	280,110	323,758	Labor and Benefits	338,480	339,027	339,027	339,027
180,368	202,900	737,570	Supplies and Services	355,974	364,405	364,405	364,405
105,429	82,255	87,270	Capital Outlay	97,300	120,300	120,300	120,300
-	-	37,000	Conting'y & Unapprop	48,639	35,942	35,942	35,942
555,792	565,265	1,185,598	Total Expense	840,393	859,674	859,674	859,674
18,248	29,254	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

Charges for goods and services Intergovernmental support revenue for network maintenance and support provided to area agencies.

Miscellaneous Overhead charges assessed on city departments for network support and technology maintenance and replacement support.

Operations Increase in personnel (5.0%) is due to employee benefit costs. The drop in Materials and Services is due to significant completion of the Accounting and Police Records system upgrades completed in the prior fiscal year, a small portion of that project has been carried forward – approximately 20.0% – to the current fiscal year. Capital Outlay increases due to scheduled computer replacements.

Fund Detail

Fund 568 - Information Services

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
(15,978)	18,249	22,000	Beginning Fund Balance	146,850	155,000	155,000	155,000
			Charges for goods and services				
8,208	-	10,641	Reimbursement Hubbard	11,173	10,352	10,352	10,352
9,264	12,077	10,641	Reimbursement Mt Angel	11,173	13,579	13,579	13,579
18,685	19,847	24,281	Reimbursement Silverton	25,346	21,373	21,373	21,373
3,900	-	-	Reimbursement Norcom	-	-	-	-
40,057	31,923	45,563	Total Charges for goods and services	47,692	45,304	45,304	45,304
			Miscellaneous				
(1,561)	(291)	-	Interest from Investments	-	-	-	-
399,301	401,872	447,094	IS Revenue	478,876	478,876	478,876	478,876
5,188	4,932	5,526	IS Revenue	7,918	8,646	8,646	8,646
12,968	12,330	13,814	IS Revenue	10,558	10,480	10,480	10,480
2,593	2,466	2,763	IS Revenue	2,639	2,639	2,639	2,639
2,593	2,466	2,763	IS Revenue	2,639	2,639	2,639	2,639
23,753	12,440	8,288	IS Revenue	13,197	14,410	14,410	14,410
26,210	27,516	27,628	IS Revenue	26,394	28,820	28,820	28,820
31,670	32,578	33,153	IS Revenue	34,312	37,466	37,466	37,466
-	12,590	13,814	IS REVENUE	13,197	14,410	14,410	14,410
42,264	35,318	44,442	IS Revenue	48,869	53,394	53,394	53,394
4,982	-	6,900	IS Norcom	7,252	7,590	7,590	7,590
-	129	-	Other Miscellaneous Income	-	-	-	-
549,961	544,346	606,185	Total Miscellaneous	645,851	659,370	659,370	659,370
-	-	511,850	Transfer In (NWS)	-	-	-	-
574,040	594,519	1,185,598	REVENUE TOTAL	840,393	859,674	859,674	859,674

Fund 568 - Information Services

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 151 - Finance							
Program 1921 - Information Services							
Labor & Benefits							
173,508	177,639	226,868	Regular Salaries	219,937	220,351	220,351	220,351
352	56	1,000	Overtime	1,000	1,000	1,000	1,000
24,373	36,276	-	Intra-governmental	-	-	-	-
1,602	534	136	Workers' Comp	135	135	135	135
13,076	13,328	17,432	Social Security	16,902	16,933	16,933	16,933
31,853	34,714	49,759	Medical & Dental Insurance	51,954	51,954	51,954	51,954
23,661	15,988	26,389	Retirement	46,444	46,542	46,542	46,542
555	682	916	Long Term Disability Insurance	888	890	890	890
348	336	684	Unemployment Insurance	663	664	664	664
667	557	574	Life Insurance	557	558	558	558
269,995	280,108	323,758	Total IS Labor & Benefits	338,480	339,027	339,027	339,027
Supplies & Services							
-	-	-	Books	-	-	-	-
23,475	34,192	35,000	Computer Supplies	38,000	38,000	38,000	38,000
2,970	3,061	3,200	Other Office Supplies	3,500	3,500	3,500	3,500
13,492	15,514	20,000	Computer	22,000	22,000	22,000	22,000
7,338	9,110	10,500	Telephone	11,000	11,000	11,000	11,000
409	287	400	Postage	500	500	500	500
7,698	7,672	9,000	Internet	9,000	9,000	9,000	9,000
306	-	-	Lodging	-	-	-	-
200	474	700	Mileage	650	650	650	650
119,900	125,683	139,500	Software	147,000	152,000	152,000	152,000
-	-	511,850	NWS Upgrade	111,850	111,850	111,850	111,850
-	-	720	Workers' Comp	2,711	4,988	4,988	4,988
-	-	-	General Liability Insurance	3,563	3,990	3,990	3,990
1,486	1,500	1,500	Equipment Repair	1,000	1,000	1,000	1,000
54	204	200	Dues & Subscriptions	200	200	200	200
3,040	5,203	5,000	Registrations	5,000	5,000	5,000	5,000
-	-	-	Bank Fees	-	727	727	727
180,368	202,900	737,570	Total IS Supplies & Services	355,974	364,405	364,405	364,405
Capital Outlay							
70,422	42,850	44,000	Computing	57,000	80,000	80,000	80,000
35,007	39,405	43,000	Network	40,000	40,000	40,000	40,000
-	-	270	Other Equipment	300	300	300	300
105,429	82,255	87,270	Total Capital Outlay	97,300	120,300	120,300	120,300
555,792	565,264	1,148,598	Total Finance/IS Department	791,754	823,732	823,732	823,732
Department 901 - Ending Fund Balance							
Program 9971 - Equity							
-	-	28,000	Contingency	36,639	23,942	23,942	23,942
-	-	9,000	Reserve for Plotters	12,000	12,000	12,000	12,000
-	-	37,000	Total Contingency/Ending Fund Balance	48,639	35,942	35,942	35,942
555,792	565,264	1,185,598	EXPENDITURE TOTAL	840,393	859,674	859,674	859,674
18,248	29,255	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 - FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This program procures high-volume supplies such as paper for City departments. Supplies are purchased in bulk to take advantage of quantity discounts, warehoused and issued to users as needed and in a timely manner. User departments reimburse the program for items purchased. This program is also responsible for the monthly maintenance of the copy machine. User departments reimburse the program based on usage.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Central Stores				
			Revenue				
12,008	9,664	5,200	Fund Balance	1,800	1,800	1,800	1,800
7,688	6,683	5,000	Misc	-	-	-	-
<u>19,696</u>	<u>16,347</u>	<u>10,200</u>	Total Revenue	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
			Expense				
10,031	5,600	10,000	Supplies and Services	-	-	-	-
-	-	-	Transfers Out	1,800	1,800	1,800	1,800
-	-	200	Conting'y & Unapprop	-	-	-	-
<u>10,031</u>	<u>5,600</u>	<u>10,200</u>	Total Expense	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
<u>9,665</u>	<u>10,747</u>	-	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

As part of the funds consolidation proposal – this fund is being collapsed into the City’s General Fund. The cost will be funded from Department 199 (Non-departmental).

Fund Detail

Fund 580 - Central Stores

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
12,008	9,664	5,200	Beginning Fund Balance	1,800	1,800	1,800	1,800
			Miscellaneous				
(55)	(8)	-	Interest from Investments	-	-	-	-
6,542	4,214	5,000	Interfund Stores Issues	-	-	-	-
329	2,477	-	Interfund Copier Usage	-	-	-	-
872	-	-	Other Miscellaneous Income	-	-	-	-
7,688	6,683	5,000	Total Miscellaneous	-	-	-	-
19,696	16,347	10,200	REVENUE TOTAL	1,800	1,800	1,800	1,800

Fund 580 - Central Stores

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 151 - Finance				
			Program 1931 - Central Stores				
			Supplies & Services				
7,105	2,920	7,000	Other Office Supplies	-	-	-	-
530	-	-	Other Operating Supplies	-	-	-	-
2,396	2,680	3,000	Equipment Repair	-	-	-	-
-	-	-	Transfer to General Fund	1,800	1,800	1,800	1,800
10,031	5,600	10,000	Total Central Stores Program	1,800	1,800	1,800	1,800
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	200	Contingency	-	-	-	-
-	-	200	Total Contingency/Ending Fund Balance	-	-	-	-
10,031	5,600	10,200	EXPENDITURE TOTAL	1,800	1,800	1,800	1,800
9,665	10,748	-	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

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

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- None

NOTE: Detailed fund projections and allocation methodology available from City Recorder.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Insurance				
			Revenue				
256,524	186,474	320,000	Fund Balance	309,069	300,000	300,000	300,000
476,874	342,141	497,781	Misc	478,348	589,378	589,378	589,378
733,398	528,615	817,781	Total Revenue	787,417	889,378	889,378	889,378
			Expense				
21,174	27,616	34,748	Labor and Benefits	33,618	56,030	56,030	58,099
525,750	343,330	519,000	Supplies and Services	493,100	493,865	493,865	493,865
-	-	264,033	Conting'y & Unapprop	260,699	339,483	339,483	337,414
546,924	370,946	817,781	Total Expense	787,417	889,378	889,378	889,378
186,474	157,669	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

Miscellaneous Overhead charges assessed on city departments for the city's insurance coverage – worker's compensation, general liability, automobile and equipment coverage, public official bonding, etc.

Operations Increase in personnel (67.0%) is due to increases in employee benefit costs and reallocation of the City's Recorder's time associated to risk management. The combined change in Materials and Services and Contingency (6.0%) is due to the city's attempt to 'shore up' reserves for unanticipated events and in an effort to reduce insurance premiums by maintaining a larger reserve.

Fund Detail

Fund 581 - Insurance

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
256,524	186,474	320,000	Beginning Fund Balance	309,069	300,000	300,000	300,000
			Miscellaneous				
303	220	250	Interest from Investments	100	100	100	100
98,305	120,249	290,139	General Liability Insurance	270,690	298,705	298,705	298,705
31,950	41,214	-	Auto/Vehicle	-	-	-	-
67,856	66,617	-	Property	-	-	-	-
261,485	86,523	207,392	Workers' Comp	207,558	290,573	290,573	290,573
1,560	1,639	-	Emple Blanket Bond	-	-	-	-
4,874	-	-	Boiler & Machinery	-	-	-	-
10,457	12,172	-	Admin/Legal	-	-	-	-
84	13,507	-	Other Miscellaneous Income	-	-	-	-
476,874	342,140	497,781	Total Miscellaneous	478,348	589,378	589,378	589,378
733,398	528,614	817,781	REVENUE TOTAL	787,417	889,378	889,378	889,378

Fund 581 - Insurance

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 131 - City Recorder				
			Program 1611 - Risk Management				
			Labor & Benefits				
-	-	22,994	Regular Salaries	22,248	37,080	37,080	39,149
21,174	27,616	-	Intra-governmental	-	-	-	-
-	-	10	Workers' Comp	9	15	15	15
-	-	1,759	Social Security	1,702	2,837	2,837	2,837
-	-	5,601	Medical & Dental Insurance	5,298	8,829	8,829	8,829
-	-	4,165	Retirement	4,149	6,915	6,915	6,915
-	-	92	Long Term Disability Insurance	89	149	149	149
-	-	69	Unemployment Insurance	67	111	111	111
-	-	58	Life Insurance	56	94	94	94
21,174	27,616	34,748	Total Risk Management Labor & Benefits	33,618	56,030	56,030	58,099
			Supplies & Services				
415	232	300	Other Office Supplies	300	300	300	300
133	-	1,000	Safety/Medicine	2,000	2,000	2,000	2,000
-	-	-	Other Supplies	-	-	-	-
11,083	12,172	13,000	Risk Management	13,000	13,000	13,000	13,000
-	-	2,500	Other Professional Services	-	-	-	-
276	-	400	Lodging	400	400	400	400
7	-	50	Meals	50	50	50	50
323	-	400	Mileage	400	400	400	400
34,729	37,482	41,000	Auto	41,000	41,000	41,000	41,000
1,935	2,202	2,000	Employee Blanket Bond	2,000	2,000	2,000	2,000
58,740	60,563	60,000	Building/Personal Property	60,000	60,000	60,000	60,000
266,540	97,042	232,000	Workers' Comp	232,000	232,000	232,000	232,000
104,915	109,405	110,000	General Liability	100,000	100,000	100,000	100,000
4,755	-	4,750	Boiler/Machinery	-	-	-	-
-	-	10,000	Inland Marine	-	-	-	-
39,732	20,871	30,000	Deductible	30,000	30,000	30,000	30,000
1,623	2,691	10,000	Other Insurance Costs	10,000	10,000	10,000	10,000
414	415	600	Dues & Subscriptions	750	750	750	750
130	255	800	Registrations	1,000	1,000	1,000	1,000
-	-	200	Other Services	200	200	200	200
-	-	-	Bank Fees	-	765	765	765
525,750	343,329	519,000	Total Risk Management Supplies & Serv	493,100	493,865	493,865	493,865
546,924	370,945	553,748	Total City Recorder Department	526,718	549,895	549,895	551,964
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	77,500	Contingency	260,699	339,483	339,483	337,414
-	-	186,533	Reserves	-	-	-	-
-	-	264,033	Total Contingency/Ending Fund Balance	260,699	339,483	339,483	337,414
546,924	370,945	817,781	EXPENDITURE TOTAL	787,417	889,378	889,378	889,378
186,474	157,669	-	Revenues Over (Under) Expenditures	-	-	-	-

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GENERAL INFORMATION

FORM 1 – FY 2011-12

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

Engineering – 651

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The Engineering Division currently has seven full-time employees.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- Completed North Front Street Improvements Project (Phases 1 and 2)
- Young St. ARRA Stimulus Project
- N. Trunk Sewer Line Rehabilitation Design
- Updating Census Records
- Natural Hazards Mitigation Maps
- Salem 911 and Norcom Maps
- Emergency Fuel Storage Project @ Broadway
- City Hall Office Remodel
- Police Station Punch List Items
- Boones/Settlemer/214 Intersection Project
- Aquatic Center HVAC Project
- 2009 I & I Removal project
- W. Lincoln/N. Cascade Sanitary Sewer Rehabilitation Project
- Mill Creek Pedestrian Path
- Rainier Lift Station Report
- 5Th Street improvements Project Design
- Parr-Evergreen Road Water Main Extension Project
- Mill Creek Pump Station Controls

- Mini Downtown Transit Facility Project
- OR 214: Front Street Ramp to Progress Way Sidewalk Project
- ARRA Funding Water Consolidation Project (Shalimar-Driftwood-Chateau)
- Hardcastle Culvert Replacement Project
- Sidewalk/ADA Construction
- Settlemier Park Tree Maintenance (Phase 3)

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Completion of Fifth Street Improvements Project
- Design and Right-of-way/easements for North Front Street Phase 3 from Hwy. 214 to North City Limits
- Completion of Engineering Division Design Specifications
- Transfer From City Construction Standards and Specifications to ODOT Construction Standards and Specifications with City Special Provisions
- Pursue Approval for Capital Improvement Project on Front Street between OR 214 Ramp and the Northerly City Limits
- Continue to define and implement the Urban Forest Renewal Program
- Continue to Train Staff on Safety Issues
- Assist the Water Resources Division by Delivering Water, Storm Collection, Sanitary Sewer Collection and Wastewater Facility Capital Improvement Projects
- Streamline the Review of Development Projects

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

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

Garage - 661

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

- The Maintenance Garage helped facilitate an auction that disposed of out of service equipment and vehicles.
- The fleet maintenance program was upgraded providing vehicles with emergency lights, snow chains, back up alarms, first aid kits, fire extinguishers, and blood borne pathogen kits.
- The Maintenance Tech. worked to upgrade safety equipment and standardize safety practices for city vehicles, enabling City forces to be better prepared for emergencies.
- The PW garage was cleaned up, organized and missing tools replaced.

- Record files were updated. Commercial fleet service was introduced w/Les Schwab. A master service technician plan was set up with Napa for parts and filters.
- Routine vehicle maintenance was upgraded with a high life lubricating oil for better longevity to reduce maintenance costs over time.
- The Fleet Maintenance tech. brought the Woodburn transit fleet to a professional operating level.
- Participated in the Public Works Showcase during National Public Works week assisting maintenance division staff showing equipment & interacting with the community sharing with the public on the many facets of maintenance and provided the best snow cones on that hot day.

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Benchmark City Fleet
- Develop Formal Vehicle Maintenance Program
- Further develop CartéGraph software to record maintenance activities for city maintained vehicles and equipment. Also use this data for more accurate cost recovery of maintenance services
- Upgrade Vehicle Diagnostic Software
- Develop Vehicle & Equipment Replacement Program
- Facilitate City Vehicle Safety Program

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- We will be moving to the next level of maintenance by initiating Best Maintenance Practices. There will be focus on organization and management of the fleet.
- Installation of CartéGraph software for all maintenance activities will provide more accurate cost accounting for these activities.

PW Administration – 691

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

The PW Administration division currently has three full time personnel.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Technical & Environmental Services				
			Revenue				
491,874	394,853	300,000	Fund Balance	260,587	260,587	260,587	260,587
56,639	19,111	56,000	Licenses and Permits	55,800	55,800	55,800	55,800
20,513	8,409	5,500	Charges for goods and services	6,500	6,500	6,500	6,500
143,129	302,015	555,550	Misc	535,650	525,420	525,420	525,420
861,000	700,000	656,000	Transfers In	656,000	667,000	667,000	667,000
<u>1,573,155</u>	<u>1,424,388</u>	<u>1,573,050</u>	Total Revenue	<u>1,514,537</u>	<u>1,515,307</u>	<u>1,515,307</u>	<u>1,515,307</u>
			Expense				
976,185	906,444	1,086,653	Labor and Benefits	1,056,436	1,096,566	1,096,566	1,111,366
181,696	175,460	252,143	Supplies and Services	279,803	299,503	299,503	299,503
15,424	6,175	4,000	Capital Outlay	-	-	-	-
5,000	5,000	5,000	Transfers Out	5,000	5,000	5,000	5,000
-	-	225,254	Conting'y & Unapprop	173,298	114,238	114,238	99,438
<u>1,178,305</u>	<u>1,093,079</u>	<u>1,573,050</u>	Total Expense	<u>1,514,537</u>	<u>1,515,307</u>	<u>1,515,307</u>	<u>1,515,307</u>
<u>394,850</u>	<u>331,309</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Revenue Sources and Other Discussion

Miscellaneous Overhead charges assessed on city departments for actual engineering and construction management costs associated with specific construction projects.

Transfers In Overhead charges assessed on public works departments for administrative services provided.

Operations Increase in personnel (2.0%) is due to increases in employee benefit costs. The change in Materials and Services (19.0%) is due the change in cost recovery method for fleet charges (Public Works) from estimated to actual costs incurred.

Fund Detail

Fund 582 - Technical & Services

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
491,874	394,853	300,000	Beginning Fund Balance	260,587	260,587	260,587	260,587
			Licenses & Permits				
5,915	1,657	2,000	R/W Construction Permits	2,000	2,000	2,000	2,000
33,866	1	35,000	Franchise Fee, PGE	35,000	35,000	35,000	35,000
11,261	10,120	12,000	Franchise Fee, NW Natural	12,000	12,000	12,000	12,000
2,831	3,395	3,500	Franchise Fee, Qwest	3,000	3,000	3,000	3,000
-	-	-	Franchise Fee, United Disposal	-	-	-	-
2,766	3,938	3,500	Franchise Fee, Willamette Broadband	3,800	3,800	3,800	3,800
56,639	19,112	56,000	Total Licenses & Permits	55,800	55,800	55,800	55,800
			Charges for goods and services				
5,575	40	-	Sale of Documents	-	-	-	-
4,957	2,935	2,000	Sale of Bid Documents	3,000	3,000	3,000	3,000
9,981	5,434	3,500	T&E Planning Develop Fee	3,500	3,500	3,500	3,500
20,513	8,409	5,500	Total Charges for goods and services	6,500	6,500	6,500	6,500
			Miscellaneous				
1,728	1,775	1,800	Interest from Investments	400	420	420	420
2,337	8,743	5,000	Interfund Stores Issues	15,000	5,000	5,000	5,000
137,150	-	4,000	Interfund Labor from WO	120,000	120,000	120,000	120,000
-	290,635	544,000	Engineering Support	400,000	400,000	400,000	400,000
1,914	862	750	Other Miscellaneous Income	250	-	-	-
143,129	302,015	555,550	Total Miscellaneous	535,650	525,420	525,420	525,420
			Transfers In				
239,000	239,000	195,000	Transfer from Street	195,000	195,000	195,000	195,000
-	-	-	Transfer from PW Facility Construction	-	11,000	11,000	11,000
311,000	150,000	311,000	Transfer from Water	311,000	311,000	311,000	311,000
311,000	311,000	150,000	Transfer from Sewer	150,000	150,000	150,000	150,000
861,000	700,000	656,000	Total Transfers In	656,000	667,000	667,000	667,000
1,573,155	1,424,388	1,573,050	REVENUE TOTAL	1,514,537	1,515,307	1,515,307	1,515,307

Fund 582 - Technical & Services

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 651 - Engineering				
			Program 6991 - Customer Service				
			Labor & Benefits				
26,041	-	-	Regular Salaries	-	-	-	-
75	-	-	Overtime	-	-	-	-
386	-	-	Workers' Comp	-	-	-	-
1,938	-	-	Social Security	-	-	-	-
2,014	-	-	Medical & Dental Insurance	-	-	-	-
2,818	-	-	Retirement	-	-	-	-
76	-	-	Long Term Disability Insurance	-	-	-	-
52	-	-	Unemployment Insurance	-	-	-	-
91	-	-	Life Insurance	-	-	-	-
33,491	-	-	Total Customer Service Program	-	-	-	-
			Program 6992 - Developmental Services				
			Labor & Benefits				
36,494	-	-	Regular Salaries	-	-	-	-
19	-	-	Overtime	-	-	-	-
505	-	-	Workers' Comp	-	-	-	-
2,805	-	-	Social Security	-	-	-	-
6,108	-	-	Medical & Dental Insurance	-	-	-	-
5,471	-	-	Retirement	-	-	-	-
107	-	-	Long Term Disability Insurance	-	-	-	-
73	-	-	Unemployment Insurance	-	-	-	-
130	-	-	Life Insurance	-	-	-	-
51,712	-	-	Total Developmental Services Program	-	-	-	-
			Program 6994 - Management Assistance				
			Labor & Benefits				
109,386	-	-	Regular Salaries	-	-	-	-
75	-	-	Overtime	-	-	-	-
2,046	-	-	Workers' Comp	-	-	-	-
8,422	-	-	Social Security	-	-	-	-
13,179	-	-	Medical & Dental Insurance	-	-	-	-
15,557	-	-	Retirement	-	-	-	-
307	-	-	Long Term Disability Insurance	-	-	-	-
219	-	-	Unemployment Insurance	-	-	-	-
369	-	-	Life Insurance	-	-	-	-
149,560	-	-	Total Management Assistance Program	-	-	-	-
			Program 9511 - Design Engineering				
			Labor & Benefits				
135,497	408,724	448,294	Regular Salaries	397,126	397,126	397,126	397,126
-	-	-	Part-Time Salaries	-	17,622	17,622	17,622
128	5,393	6,000	Overtime	6,000	6,000	6,000	6,000
(31,604)	15,931	-	Intra-governmental	-	-	-	-
1,595	3,587	209	Workers' Comp	210	226	226	226
10,411	30,872	34,295	Social Security	30,839	32,187	32,187	32,187
27,216	73,934	122,567	Medical & Dental Insurance	87,710	87,710	87,710	87,710
15,340	31,804	39,324	Retirement	82,314	85,702	85,702	85,702

Fund 582 - Technical & Services

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
419	1,536	1,802	Long Term Disability Insurance	1,621	1,691	1,691	1,691
278	781	1,345	Unemployment Insurance	1,209	1,262	1,262	1,262
503	1,250	1,130	Life Insurance	1,016	1,060	1,060	1,060
159,783	573,810	654,966	Total Design Eng. Labor & Benefits	608,045	630,586	630,586	630,586
			Supplies & Services				
599		800	Books	800	800	800	800
2,647	788	2,900	Computer Supplies	2,900	2,900	2,900	2,900
3,674	2,992	3,150	Other Office Supplies	3,150	3,150	3,150	3,150
1,045	1,126	1,600	Fuel	1,600	1,600	1,600	1,600
-	-	-	Clothing	3,500	3,500	3,500	3,500
-	-	-	Safety/Medicines	2,500	2,500	2,500	2,500
4,594	4,242	4,500	Other Operating Supplies	4,500	4,500	4,500	4,500
798	492	1,200	Other Supplies	1,200	1,200	1,200	1,200
18,785	16,925	23,000	Engineering/Architecture	23,000	23,000	23,000	23,000
11,444	4,911	11,000	Other Professional Services	11,000	11,000	11,000	11,000
1,489	2,365	4,200	Telephone	4,200	4,200	4,200	4,200
1,692	1,400	1,400	Postage	1,400	1,400	1,400	1,400
231	-	400	Advertising	400	400	400	400
-	3,170	10,000	Training	10,000	10,000	10,000	10,000
29,296	20,392	27,865	IS Support	27,865	33,128	33,128	33,128
73	75	100	Mileage	100	100	100	100
334	-	100	Work Equipment	100	100	100	100
2,897	3,300	4,000	Software	4,000	4,000	4,000	4,000
2,244	1,757	1,658	Auto	1,658	-	-	-
-	-	-	Building/Personal Property	-	-	-	-
-	-	1,750	Workers' Comp	1,750	-	-	-
1,946	2,382	4,636	General Liability	4,636	-	-	-
292	199	500	Equipment Repair	500	500	500	500
2,742	259	900	Vehicle Repair	2,000	2,000	2,000	2,000
2,781	1,130	3,000	Registrations	3,000	3,000	3,000	3,000
1,532	1,129	2,000	Printing/Binding	2,000	2,000	2,000	2,000
646	122	700	Filing/Record	700	700	700	700
-	147	500	Permits	500	500	500	500
1,256	1,108	1,633	Other Services	1,633	1,633	1,633	1,633
93,037	70,412	113,492	Total Design Eng. Supplies & Services	120,592	117,811	117,811	117,811
			Capital Outlay				
4,234	-	-	Other Improvements	-	-	-	-
11,190	6,175	-	Other Equipment	-	-	-	-
15,424	6,175	-	Total Design Eng. Capital Outlay	-	-	-	-
			Transfers Out				
5,000	5,000	5,000	Transfer To Equipment Replacement	5,000	5,000	5,000	5,000
273,244	655,397	773,458	Total Design Engineering Program	733,637	753,397	753,397	753,397
			Program 9512 - Construction Engineering				
			Labor & Benefits				
268,083	-	-	Regular Salaries	-	-	-	-
-	-	-	Part-Time Salaries	-	-	-	-
54	-	-	Overtime	-	-	-	-
3,261	-	-	Workers' Comp	-	-	-	-
20,730	-	-	Social Security	-	-	-	-
37,101	-	-	Medical & Dental Insurance	-	-	-	-
37,665	-	-	Retirement	-	-	-	-

Fund 582 - Technical & Services

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
807	-	-	Long Term Disability Insurance	-	-	-	-
536	-	-	Unemployment Insurance	-	-	-	-
972	-	-	Life Insurance	-	-	-	-
369,209	-	-	Total Construction Engineering Program	-	-	-	-
877,216	655,397	773,458	Total Engineering Department	733,637	753,397	753,397	753,397
Department 661 - Garage Program 1941 - Garage Labor & Benefits							
52,097	46,682	55,280	Regular Salaries	48,082	60,534	60,534	60,534
-	277	-	Part-Time Salaries	-	-	-	-
4,688	3,425	3,000	Overtime	2,000	2,000	2,000	2,000
2,073	504	39	Workers' Comp	58	67	67	67
4,145	3,638	3,422	Social Security	3,831	4,784	4,784	4,784
12,966	16,027	22,742	Medical & Dental Insurance	18,053	20,198	20,198	20,198
4,532	3,343	3,930	Retirement	7,688	9,599	9,599	9,599
161	175	222	Long Term Disability Insurance	201	251	251	251
114	95	166	Unemployment Insurance	150	188	188	188
194	140	139	Life Insurance	127	158	158	158
80,970	74,306	88,940	Total Garage Labor & Benefits	80,190	97,779	97,779	97,779
Supplies & Services							
-	-	-	Computer Supplies	400	400	400	400
90	98	250	Other Office Supplies	250	250	250	250
-	-	-	Lubricants	12,000	12,000	12,000	12,000
552	768	1,000	Fuel	1,000	1,000	1,000	1,000
286	1,171	700	Clothing	700	700	700	700
532	158	2,150	Safety/Medicine	4,000	4,000	4,000	4,000
1,060	4,335	2,300	Other Operating Supplies	2,300	2,300	2,300	2,300
1,625	2,478	2,500	Tools	3,800	3,800	3,800	3,800
4,304	6,570	6,600	Inventory Stock	6,600	6,600	6,600	6,600
380	310	500	Other Supplies	1,000	1,000	1,000	1,000
-	28	-	Medical	-	-	-	-
69	-	1,000	Other Professional Services	2,000	2,000	2,000	2,000
378	558	500	Telephone	500	500	500	500
-	418	1,500	Training	1,500	1,500	1,500	1,500
-	-	2,500	Software	5,500	5,500	5,500	5,500
-	326	600	Solid Waste	100	100	100	100
-	-	-	Workers' Comp	1,110	1,472	1,472	1,472
-	-	-	General Liability Insurance	-	1,810	1,810	1,810
681	887	1,000	Equipment Repair	1,800	1,800	1,800	1,800
210	688	750	Building Repair	750	750	750	750
538	397	500	Vehicle Repair	500	500	500	500
321	-	250	Laundry	250	250	250	250
165	375	400	Registrations	400	400	400	400
11,191	19,566	25,000	Total Garage Supplies & Services	46,460	48,632	48,632	48,632
Capital Outlay							
-	-	4,000	Other Equipment	-	-	-	-
92,161	93,872	113,940	Total Garage Department	126,650	146,411	146,411	146,411

Fund 582 - Technical & Services

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 691 - PW Admin				
			Program 6999 - PW Admin				
			Labor & Benefits				
147,595	261,240	232,109	Regular Salaries	253,496	253,496	253,496	253,496
1,220	3,156	1,000	Overtime	1,000	1,000	1,000	1,000
(64,841)	(77,182)	-	Intra-governmental	-	-	-	-
2,128	1,198	99	Workers' Comp	135	135	135	135
11,572	20,060	17,756	Social Security	19,469	19,469	19,469	19,469
10,325	23,967	57,554	Medical & Dental Insurance	32,364	32,364	32,364	47,164
22,037	23,648	31,919	Retirement	58,845	58,845	58,845	58,845
575	885	933	Long Term Disability Insurance	1,023	1,023	1,023	1,023
304	503	696	Unemployment Insurance	763	763	763	763
545	851	681	Life Insurance	706	706	706	706
131,460	258,327	342,747	Total PW Admin Labor & Benefits	367,801	367,801	367,801	382,601
			Supplies & Services				
55	-	500	Books	500	500	500	500
-	160	200	Computer Supplies	400	400	400	400
1,947	2,948	3,000	Other Office Supplies	3,000	3,000	3,000	3,000
220	217	400	Fuel	300	300	300	300
-	-	-	Safety/Medicines	2,500	2,500	2,500	2,500
448	494	500	Other Supplies	500	500	500	500
4,639	3,417	4,000	Management	6,000	6,000	6,000	6,000
1,595	2,285	2,500	Human Resources	1,500	1,500	1,500	1,500
-	-	1,600	Other Professional Services	1,600	1,600	1,600	1,600
904	960	1,500	Telephone	1,500	1,500	1,500	1,500
143	38	300	Postage	300	300	300	300
20	277	300	Advertising	300	300	300	300
2,729	1,803	3,700	Publication	3,000	3,000	3,000	3,000
-	3,899	4,500	Training	4,500	4,500	4,500	4,500
12,968	14,926	16,577	IS Support	16,577	19,257	19,257	19,257
10	76	50	Mileage	50	50	50	50
-	-	1,200	Software	1,200	1,200	1,200	1,200
45,708	49,251	52,153	Internal Rent	52,153	36,167	36,167	36,167
335	364	344	Auto	344	-	-	-
770	856	890	Building/Personal Property	890	-	-	-
-	-	9,474	Workers' Comp	9,474	22,639	22,639	22,639
1,596	1,102	1,250	General Liability	1,250	19,930	19,930	19,930
-	-	2,000	Equipment Repair	1,000	1,000	1,000	1,000
1,210	387	750	Vehicle Repair	750	750	750	750
405	830	850	Dues & Subscriptions	850	850	850	850
1,294	902	1,500	Registrations	1,500	1,500	1,500	1,500
75	144	400	Printing/Binding	400	400	400	400
241	-	400	Filing/Record	400	400	400	400
-	-	2,600	Permits	200	200	200	200
156	148	213	Other Services	213	213	213	213
-	-	-	Bank Fees	-	3,004	3,004	3,004
77,468	85,485	113,651	Total PW Admin Supplies & Services	113,151	133,460	133,460	133,460
208,928	343,812	456,398	Total PW Admin Department	480,952	501,261	501,261	516,061

Fund 582 - Technical & Services

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	151,113	Contingency	136,227	77,167	77,167	62,367
-	-	74,141	Reserve PERS	37,071	37,071	37,071	37,071
-	-	225,254	Total Contingency/Ending Fund Balance	173,298	114,238	114,238	99,438
1,178,305	1,093,081	1,569,050	EXPENDITURE TOTAL	1,514,537	1,515,307	1,515,307	1,515,307
394,850	331,307	4,000	Revenues Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION

FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This section of the Maintenance and Support Services Division within the Public Works Department is responsible for providing routine maintenance and custodial services for City of Woodburn facilities. Maintenance provided can be defined as preventive, corrective, and non-recurring preservation. Non-recurring preservation maintenance is generally performed by contract with the Building Maintenance Section providing project identification and scope of work information for budgeting purposes.

DESCRIPTION OF DEPARTMENT, INCLUDING NUMBER OF PERSONNEL:

This section consists of a total of 5.62 FTE that includes a supervisor, maintenance tech (certified Limited Maintenance Electrician), and 3 custodians.

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- Support transfer of Aquatic Center routine maintenance and custodial services to private contractors per the Aquatic Center Revitalization business plan
- Implement the CartéGraph Maintenance Management System to better track building maintenance services and costs
- Continue to utilize building maintenance service contracts where there are cost savings recognized
- Establish an Equipment Replacement Program
- Refine the Custodial Cleaning Program
- Continue to develop Building Safety Program
- Utilize Succeed Health & Safety Services

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

Removing the Aquatic Center from inventory of City facilities maintained by the Building Maintenance section will result in approximate \$50,000 reduction to internal rent received for providing Building Maintenance to all City owned facilities. Due to the minimal staffing currently available for Building Maintenance services, a reduction in staff to offset the reduction in internal rents received was not done. Rather increase in internal rents for other facilities and adjustments to service contracts, materials, and supplies were made to offset the loss revenue from the Aquatic Center.

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Building Maintenance				
			Revenue				
27,124	14,588	30,000	Fund Balance	123,259	120,000	120,000	120,000
709,000	792,083	838,762	Charges for goods and services	880,700	658,945	658,945	658,945
6,161	5,276	250	Misc	30	30	30	30
999	-	-	Transfers In	-	-	-	-
743,284	811,947	869,012	Total Revenue	1,003,989	778,975	778,975	778,975
			Expense				
338,348	351,090	363,570	Labor and Benefits	381,171	373,507	373,507	373,507
390,349	379,476	484,437	Supplies and Services	483,987	342,968	342,968	342,968
-	-	21,005	Conting'y & Unapprop	138,831	62,500	62,500	62,500
728,697	730,566	869,012	Total Expense	1,003,989	778,975	778,975	778,975
14,587	81,381	-	Revenue Over (Under) Expenses	-	-	-	-

Revenue Sources and Other Discussion

Charges for goods and services Overhead charges assessed on city departments for facilities maintenance and custodial services.

Operations Increase in personnel (3.0%) is due to increases in employee benefit costs. The change in Materials and Services (19.0% decrease) is due the change in cost recovery for the City’s Aquatic Center – the center is now tracking and paying for those maintenance services from within the department to more accurately track costs.

Fund Detail

Fund 583 - Building Maintenance

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
27,124	14,588	30,000	Beginning Fund Balance	123,259	120,000	120,000	120,000
709,000	792,083	838,762	Internal Rent	880,700	658,945	658,945	658,945
			Miscellaneous				
1,608	290	250	Interest from Investments	30	30	30	30
4,553	4,986	-	Other Miscellaneous Income	-	-	-	-
6,161	5,275	250	Total Miscellaneous	30	30	30	30
999	-	-	Transfer from General Fund	-	-	-	-
743,284	811,946	869,012	REVENUE TOTAL	1,003,989	778,975	778,975	778,975

Fund 583 - Building Maintenance

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
Department 631 - Maintenance							
Program 1911 Building Maintenance							
Labor & Benefits							
222,107	244,456	243,110	Regular Salaries	247,796	241,944	241,944	241,944
6,427	6,225	7,000	Overtime	7,000	7,000	7,000	7,000
10,273	9,897	-	Intra-governmental	-	-	-	-
7,190	2,549	193	Workers' Comp	195	194	194	194
17,019	18,682	20,204	Social Security	19,492	19,044	19,044	19,044
46,701	46,856	68,964	Medical & Dental Insurance	56,206	55,796	55,796	55,796
26,624	20,270	21,579	Retirement	48,052	47,154	47,154	47,154
705	920	666	Long Term Disability Insurance	1,024	1,001	1,001	1,001
457	474	792	Unemployment Insurance	764	747	747	747
845	761	1,062	Life Insurance	642	627	627	627
338,348	351,090	363,570	Total Bldg Maintenance Labor & Benefits	381,171	373,507	373,507	373,507
Supplies & Services							
390	324	400	Computer Supplies	400	400	400	400
478	576	750	Other Office Supplies	750	750	750	750
13,909	14,301	16,000	Cleaning Supplies	16,000	16,000	16,000	16,000
3,952	4,000	4,000	Fuel	4,200	4,200	4,200	4,200
1,727	1,794	1,800	Clothing	1,800	1,800	1,800	1,800
417	296	300	Safety/Medicine	3,000	3,000	3,000	3,000
1,912	3,005	2,400	Other Operating Supplies	1,400	1,400	1,400	1,400
123	1,396	1,500	Construction Materials	1,500	1,500	1,500	1,500
404	-	-	Paint	-	-	-	-
222	-	-	Plumbing Supplies	-	-	-	-
1,047	1,430	1,500	Tools	3,000	3,000	3,000	3,000
938	2,000	4,000	Other Maintenance Supplies	2,500	2,500	2,500	2,500
581	999	1,000	Protective Clothing	1,500	1,500	1,500	1,500
-	-	600	Inventory Stock	1,500	1,500	1,500	1,500
-	-	500	Security Supplies	500	500	500	500
113	519	-	Other Supplies	-	-	-	-
219	200	200	Medical	250	250	250	250
24,560	37,056	83,700	Other Professional Services	100,000	73,530	73,530	73,530
3,579	3,216	4,000	Telephone	4,000	4,000	4,000	4,000
-	1,335	3,000	Training	3,000	3,000	3,000	3,000
-	-	-	IS Support	-	-	-	-
3,717	4,264	4,500	Work Equipment	4,500	4,500	4,500	4,500
96,252	70,765	80,000	Natural Gas	68,000	23,000	23,000	23,000
190,195	181,505	210,000	Electric	200,000	133,000	133,000	133,000
9,286	9,369	10,000	Solid Waste	10,000	6,500	6,500	6,500
635	840	1,594	Auto	1,594	-	-	-
286	348	360	Building/Personal Property	360	-	-	-
-	-	10,551	Workers' Comp	10,551	9,902	9,902	9,902
1,677	2,025	4,082	General Liability	4,082	7,636	7,636	7,636
10,940	11,592	10,000	Equipment Repair	10,000	10,000	10,000	10,000
10,756	11,205	14,500	Building Repair	14,500	14,500	14,500	14,500
4,537	4,970	3,000	Improvements Repair & Maint.	3,000	3,000	3,000	3,000
1,109	1,391	2,100	Vehicle Repair	4,000	4,000	4,000	4,000
3,793	4,990	4,000	Other Repair	4,000	4,000	4,000	4,000
752	1,579	1,600	Registrations	1,600	1,600	1,600	1,600
1,079	1,495	1,500	Janitorial	1,500	1,500	1,500	1,500
267	403	500	Permits	500	500	500	500
497	288	500	Other Services	500	500	500	500
-	-	-	Other Equipment	-	-	-	-

Fund 583 - Building Maintenance

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
390,349	379,476	484,437	Total Bldg Maintenance Supplies & Serv	483,987	342,968	342,968	342,968
728,697	730,567	848,007	Total Maintenance Department	865,158	716,475	716,475	716,475
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	3,505	Contingency	121,331	45,000	45,000	45,000
-	-	17,500	Reserve PERS	17,500	17,500	17,500	17,500
-	-	21,005	Total Contingency/Ending Fund Balance	138,831	62,500	62,500	62,500
728,697	730,567	869,012	EXPENDITURE TOTAL	1,003,989	778,975	778,975	778,975
14,587	81,380	-	Revenues Over (Under) Expenses	-	-	-	-

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**GENERAL INFORMATION
FORM 1 – FY 2011-12**

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

This fund accounts for the revenues and expenditures related to the construction of the Woodburn Police Department facility. There are several small projects left to be completed. Upon completion the fund will be retired (scheduled to occur in FY 2011-2012)

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Police Construction				
			Revenue				
600,633	511,902	389,000	Fund Balance	51,300	51,300	51,300	51,300
11,247	2,374	1,500	Misc	-	-	-	-
74,488	-	-	Transfers In	-	-	-	-
<u>686,368</u>	<u>514,276</u>	<u>390,500</u>	Total Revenue	<u>51,300</u>	<u>51,300</u>	<u>51,300</u>	<u>51,300</u>
			Expense				
-	-	5,000	Supplies and Services	-	50	50	50
174,467	71,792	385,500	Capital Outlay	51,300	51,250	51,250	51,250
<u>174,467</u>	<u>71,792</u>	<u>390,500</u>	Total Expense	<u>51,300</u>	<u>51,300</u>	<u>51,300</u>	<u>51,300</u>
511,901	442,484	-	Revenue Over (Under) Expenses	-	-	-	-

Fund Detail

Fund 357 - Police Construction

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
600,633	511,902	389,000	Beginning Fund Balance	51,300	51,300	51,300	51,300
11,247	2,374	1,500	Interest from Investments	-	-	-	-
74,488	-	-	Transfer from General CIP	-	-	-	-
686,368	514,276	390,500	REVENUE TOTAL	51,300	51,300	51,300	51,300

Fund 357 - Police Construction

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 121 - Admin				
			Program 9511 - Design Engineering				
			Supplies & Services				
-	-	5,000	Engineering/Architecture	-	-	-	-
-	-	-	Bank Fees	-	50	50	50
			Program 9531 - Construction				
			Capital Outlay				
174,467	71,792	50,000	Administration	-	-	-	-
-	-	335,500	Construction	51,300	51,250	51,250	51,250
174,467	71,792	385,500	Total Capital Outlay	51,300	51,250	51,250	51,250
174,467	71,792	390,500	Total Administration Department	51,300	51,300	51,300	51,300
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	-	Contingency	-	-	-	-
-	-	-	Total Contingency/Ending Fund Balance	-	-	-	-
174,467	71,792	390,500	EXPENDITURE TOTAL	51,300	51,300	51,300	51,300
511,901	442,483	-	Revenues Over (Under) Expenses	-	-	-	-

**GENERAL INFORMATION
FORM 1 – FY 2011-12**

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

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

DESCRIPTION OF MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- No difference

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			PW Facility Const				
			Revenue				
23,527	20,153	16,421	Fund Balance	12,420	11,000	11,000	11,000
426	85	75	Misc	20	-	-	-
<u>23,953</u>	<u>20,238</u>	<u>16,496</u>	Total Revenue	<u>12,440</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
			Expense				
-	-	10,396	Supplies and Services	6,940	-	-	-
3,800	3,914	4,100	Capital Outlay	4,500	-	-	-
-	-	-	Transfers Out	-	11,000	11,000	11,000
-	-	2,000	Conting'y & Unapprop	1,000	-	-	-
<u>3,800</u>	<u>3,914</u>	<u>16,496</u>	Total Expense	<u>12,440</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
<u>20,153</u>	<u>16,324</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

As part of the funds consolidation proposal – this fund is being collapsed into the City’s Technical and Environmental Services Fund.

Fund Detail

Fund 378 - PW Facility Construction

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
23,527	20,153	16,421	Beginning Fund Balance	12,420	11,000	11,000	11,000
426	85	75	Interest from Investments	20	-	-	-
23,953	20,238	16,496	REVENUE TOTAL	12,440	11,000	11,000	11,000

Fund 378 - PW Facility Construction

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 691 - Administration				
			Program 9521 - Right of Way				
			Capital Outlay				
3,800	3,914	4,100	Land	4,500	-	-	-
			Program 9531 - Construction				
			Supplies and Services				
-	-	10,396	Other Professional Services	6,940	-	-	-
			Program 9711 - Transfer Out				
-	-	-	Transfer To T&E	-	11,000	11,000	11,000
3,800	3,914	14,496	Total Administration Department	11,440	11,000	11,000	11,000
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	2,000	Contingency	1,000	-	-	-
-	-	2,000	Total Contingency/Ending Fund Balance	1,000	-	-	-
3,800	3,914	16,496	EXPENDITURE TOTAL	12,440	11,000	11,000	11,000
20,153	16,324	-	Revenue Over (Under) Expenses	-	-	-	-

GENERAL INFORMATION

FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

DESCRIPTION OF FY 2010-11 ACCOMPLISHMENTS:

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

DESCRIPTION OF FY 2011-12 PROPOSED FOCUS/GOALS:

- 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 MAJOR DIFFERENCE(S) BETWEEN FY 2010-11 AND FY 2011-12:

- 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 2011-2012

Fund Summary

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Equipment Replacement				
			Revenue				
279,317	352,239	461,820	Fund Balance	444,474	444,474	444,474	444,474
54,600	-	-	Intergovernmental	-	-	-	-
6,727	1,946	1,800	Misc	1,000	1,000	1,000	1,000
129,000	160,000	110,000	Transfers In	210,000	210,000	210,000	210,000
<u>469,644</u>	<u>514,185</u>	<u>573,620</u>	Total Revenue	<u>655,474</u>	<u>655,474</u>	<u>655,474</u>	<u>655,474</u>
			Expense				
117,404	96,011	573,620	Capital Outlay	655,474	655,474	655,474	655,474
<u>117,404</u>	<u>96,011</u>	<u>573,620</u>	Total Expense	<u>655,474</u>	<u>655,474</u>	<u>655,474</u>	<u>655,474</u>
<u>352,240</u>	<u>418,174</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Fund Detail

Fund 591 - Equipment Replacement

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
279,317	352,239	461,820	Beginning Fund Balance	444,474	444,474	444,474	444,474
			Intergovernmental				
54,600	-	-	Federal Grants	-	-	-	-
-	1,946	-	State Grants	-	-	-	-
54,600	1,946	-	Total Intergovernmental	-	-	-	-
6,727	-	1,800	Interest from Investments	1,000	1,000	1,000	1,000
			Transfers In				
10,000	-	-	Transfer from General	-	-	-	-
9,000	-	-	Transfer from Transit	-	-	-	-
30,000	50,000	-	Transfer from Street	30,000	30,000	30,000	30,000
35,000	35,000	35,000	Transfer from Water	25,000	25,000	25,000	25,000
40,000	70,000	70,000	Transfer from Sewer	150,000	150,000	150,000	150,000
5,000	5,000	5,000	Transfer from T & E	5,000	5,000	5,000	5,000
129,000	160,000	110,000	Total Transfers In	210,000	210,000	210,000	210,000
469,644	514,185	573,620	REVENUE TOTAL	655,474	655,474	655,474	655,474

Fund 591 - Equipment Replacement

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 611 - Water Program 9211 - Equipment Purchases				
5,233	23,720	230,980	Other Equipment	235,228	235,228	235,228	235,228
5,233	23,720	230,980	Total Water Department	235,228	235,228	235,228	235,228
			Department 621 - Sewer Program 9211 - Equipment Purchases				
34,293	63,991	184,254	Other Equipment	249,390	249,390	249,390	249,390
34,293	63,991	184,254	Total Sewer Department	249,390	249,390	249,390	249,390
			Department 631 - Maintenance Program 9211 - Equipment Purchases				
16,749	7,525	105,210	Other Equipment	110,977	110,977	110,977	110,977
16,749	7,525	105,210	Total Maintenance Department	110,977	110,977	110,977	110,977
			Department 671 - Transit Program 9211 - Equipment Purchases				
61,129	-	17,906	Other Equipment	18,259	18,259	18,259	18,259
61,129	-	17,906	Total Transit Department	18,259	18,259	18,259	18,259
			Department 681 - Park Maint Program 9211 - Equipment Purchases				
-	775	20,163	Other Equipment	21,527	21,527	21,527	21,527
-	775	20,163	Total Park Maintenance Department	21,527	21,527	21,527	21,527
			Department 691 - PW Admin Program 9211 - Equipment Purchases				
-	-	15,107	Other Equipment	20,093	20,093	20,093	20,093
-	-	15,107	Total PW Admin Department	20,093	20,093	20,093	20,093
117,404	96,011	573,620	EXPENDITURE TOTAL	655,474	655,474	655,474	655,474
352,240	418,175	-	Revenues Over (Under) Expenses	-	-	-	-

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GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

No projects are planned in the 2011-2012 fiscal year.

Fund Detail

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Library Endowment				
			Revenue				
25,194	25,702	25,852	Fund Balance	25,934	25,934	25,934	25,934
509	125	150	Misc	150	150	150	150
<u>25,703</u>	<u>25,827</u>	<u>26,002</u>	Total Revenue	<u>26,084</u>	<u>26,084</u>	<u>26,084</u>	<u>26,084</u>
			Expense				
-	-	26,002	Conting'y & Unapprop	26,084	26,084	26,084	26,084
<u>-</u>	<u>-</u>	<u>26,002</u>	Total Expense	<u>26,084</u>	<u>26,084</u>	<u>26,084</u>	<u>26,084</u>
<u>25,703</u>	<u>25,827</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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**GENERAL INFORMATION
FORM 1 – FY 2011-12**

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

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

Fund Detail

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Museum Endowment				
			Revenue				
2,686	2,740	2,750	Fund Balance	2,759	2,759	2,759	2,759
54	13	25	Misc	25	25	25	25
<u>2,740</u>	<u>2,753</u>	<u>2,775</u>	Total Revenue	<u>2,784</u>	<u>2,784</u>	<u>2,784</u>	<u>2,784</u>
			Expense				
-	-	2,775	Conting'y & Unapprop	2,784	2,784	2,784	2,784
<u>-</u>	<u>-</u>	<u>2,775</u>	Total Expense	<u>2,784</u>	<u>2,784</u>	<u>2,784</u>	<u>2,784</u>
<u>2,740</u>	<u>2,753</u>	<u>-</u>	Revenue Over (Under) Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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PERSONNEL AND MONTHLY SALARY SCHEDULE

Management/General Service/Confidential

FTE - POSITION	GROUP RANGE	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
1 - Acquatics Coordinator	G1	12.75	15.13	2,210	2,622
1 - Accouting Clerk III	G1.1	17.18	20.88	2,978	3,619
2 - Admin Assistant 1 - IS Technician	G2	18.94	22.47	3,283	3,895
Asst. Aquatics Manager 2 - Executive/Legal Assistant Recreation Coord I	G3	19.88	23.60	3,446	4,091
Recreation Coord. II 1 - RSVP Program Coordinator 2 - IS Specialist	G4	20.88	24.78	3,619	4,295
	G5	21.93	26.02	3,801	4,510
1 - Records Supervisor 1- Transit Supervisor 1 - Facilites & Maint Supervisor Water System Supervisor 2 - Street/Swr Line Maint Supervisor	G6	23.03	27.32	3,991	4,736
2 - Management Analyst II 1 - Community Relations Officer	G7	24.18	28.69	4,191	4,973
1 - Ass't WWTP Superintendent Street/Maint Superintendent Senior Planner	G8	25.39	30.13	4,400	5,222
1 - Budget Analyst 1 - Senior Engineering Technician 1 - Wastewater Supervisor 1 - Water Superintendent 1 - Maint Services Manager	G9	26.66	31.63	4,621	5,483
1 - Superviosry Engineer'g Tech	G10	27.99	33.21	4,851	5,757
WWTP Superintendent	G11	29.39	34.88	5,094	6,045
	G12	30.86	36.62	5,349	6,348
1 - Water System Manager Project Engineer	G13	32.41	38.46	5,617	6,666
Assistant City Engineer	G14	34.03	40.38	5,898	6,999

PERSONNEL AND MONTHLY SALARY SCHEDULE

Management/General Service/Confidential, cont'd

FTE - POSITION	GROUP RANGE	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
1 - City Administrator 1 - Chief of Police 2 - Captain 1 - Human Resources Director 1 - City Attorney 1 - Assistant City Attorney 1 - City Recorder 1 - Finance Director 0.4 - Municipal Court Judge 1 - Comm Services Director 1 - Comm Services Officer 1 - Library Manager 1 - Recreation Services Manager 1 - Aquatics Manager 1 - Economic & Dev Services Dir 1 - Building Official 1 - IS Manager 1 - Public Works Director 1 - Assistant City Engineer	Contract Employees				

PERSONNEL AND MONTHLY SALARY SCHEDULE

AFSCME Represented

FTE - POSITION	GROUP RANGE	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
	R1	12.65	15.38	2,193	2,665
Clerk I	R2	12.84	15.61	2,226	2,706
Library Page	R3	13.05	15.86	2,262	2,749
	R4	13.29	16.16	2,304	2,801
	R5	13.54	16.46	2,347	2,853
	R6	13.83	16.81	2,397	2,913
Meter Reader	R7	14.14	17.19	2,451	2,980
4 - Custodian 2 - Bus Driver	R8	14.49	17.61	2,511	3,052
3 - Clerk II	R9	14.89	18.10	2,581	3,137
4 - Records Clerk 2 - Municipal Court Clerk	R10	15.33	18.63	2,657	3,230
2 - Clerk III 2 - Library Assistant 1 - Accounting Clerk II 6 - Utility Worker I	R11	15.82	19.23	2,742	3,333
12 - Utility Worker II Accounting Clerk III Water Technician I Permit Technician	R12	16.36	19.88	2,835	3,445
Library Assistant/ Security Monitor Administrative Assistant IS Technician 0.5 - Engineering Technician I	R13	16.94	20.59	2,937	3,569
Transportation Coordinatior Municipal Court Coordinator	R13.1	18.52	22.51	3,210	3,901
1 - Wastewater Operator I 2 - Utility Worker IIIII 1 - Water Operator I	R14	17.60	21.39	3,050	3,707
1 - Evidence Technician	R14.1	17.95	21.81	3,111	3,781
1 - Engineering Technician II 2 - Code Enforcement Officer 2 - Lib Prog Coord/Sec Monitor	R15	18.33	22.28	3,177	3,861

PERSONNEL AND MONTHLY SALARY SCHEDULE

AFSCME Represented, cont'd

FTE - POSITION	GROUP RANGE	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
1 - CAD/GIS Technician 1 - Mechanic	R15.1	19.25	23.39	3,336	4,054
Wastewater Operator II Water Technician II Building Inspector/Plans Examiner II	R16	19.15	23.27	3,319	4,034
1 - Water Operator II Sewer Line Maint Technician	R16.1	20.01	24.32	3,468	4,216
1 - Wastewater Lab Technician 1 - Wastewater Operator III 1 - Facility Maintenance Tech	R17	20.04	24.36	3,474	4,223
Foreman Build'g Insp/Plans Examiner III 2 - Librarian	R18	21.05	25.58	3,648	4,434
2 - WWTP Maint Tech 1 - Water Plant Maint Technician 1 - Associate Planner 1 - Industrial Waste Coordinator	R19	22.17	26.94	3,842	4,670
	R20	23.41	28.45	4,057	4,932
1 - Engineering Technician III Const Inspector/Engineer'g Tech	R20.1	25.63	31.16	4,442	5,401

PERSONNEL AND MONTHLY SALARY SCHEDULE

Woodburn Police Management

FTE - POSITION	GROUP RANGE	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
Sergeant Intermediate Cert		29.12	34.56	5,048	5,989
w/Language - 2.5%		29.85	35.42	5,174	6,139
1 - w/Language - 7%		31.16	36.97	5,401	6,409
Sergeant Advanced Cert		30.58	36.28	5,300	6,289
w/Language - 2.5%		31.34	37.19	5,433	6,446
w/Longevity		31.50	37.37	5,459	6,478
1 - w/Language - 7%		32.72	38.82	5,671	6,729
w/Long/Lang. - 2.5%		32.26	38.28	5,592	6,635
1 - w/Long/Lang. - 7%		33.64	39.91	5,830	6,918
Sergeant Supervisory Cert		32.04	38.01	5,553	6,589
1 - w/Long.		33.00	39.15	5,719	6,787
w/Lang - 2.5%		32.84	38.96	5,692	6,754
w/Lang. - 7%		34.28	40.67	5,941	7,050
1 - w/Long/Lang. - 2.5%		33.80	40.10	5,858	6,951
w/Long/Lang. - 7%		35.24	41.82	6,108	7,248

Woodburn Police Association

FTE - POSITION	GROUP RANGE	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
0 - Trainee	WPA	21.92	21.92	3,800	3,800
3 - Police Officer	WPA	22.97	27.90	3,982	4,836
1 - w/Language - 2.5%	WPA	23.55	28.60	4,082	4,957
2 - w/Language - 7%	WPA	24.58	29.85	4,261	5,174
0 - Intermediate Certification	WPA	-	-	-	-
8 - w/Intermediate	WPA	24.12	29.30	4,181	5,078
1 - Intermediate/Lang. - 2.5%	WPA	24.72	30.03	4,285	5,205
0 - Intermediate/Lang - 7%	WPA	25.81	31.35	4,473	5,433
0 - Advanced Certification	WPA	-	-	-	-
3 - w/Advanced	WPA	25.27	30.69	4,381	5,319
0 - Adv w/Lang. - 2.5%	WPA	25.90	31.45	4,490	5,452
3 - Adv w/Longevity	WPA	26.03	31.61	4,512	5,478
0 - Adv/Long/Lang - 2.5%	WPA	26.66	32.37	4,622	5,611
2 - Advanced/Lang - 7%	WPA	27.04	32.83	4,687	5,691
1 - Adv/Long/Lang - 7%	WPA	27.80	33.76	4,819	5,851

PERSONNEL AND MONTHLY SALARY SCHEDULE

Part-Time/Seasonal

FTE - POSITION	GROUP RANGE	Minimum Hourly	Maximum Hourly	Minimum Monthly	Maximum Monthly
0.10 - Bailiffs	PT/PS	30.86	30.86	-	-
8.15 - Library Assistant/Paige	PT/PS	8.40	23.28	1,456	4,035
0.50 - PAL Coordinator	PT/PS	14.00	14.00	2,427	2,427
0.50 - Weed & Seed Prog Coord	PT/PS	14.00	14.00	-	-
0.67 - Youth	PT/PS	10.00	10.00	-	-
1.04 - Adult	PT/PS	10.00	10.00	-	-
2.30 - Summer Day Camp	PT/PS	10.00	10.00	-	-
4.30 - After School Club	PT/PS	10.00	10.00	-	-
0.05 - Active Adult	PT/PS	10.00	10.00	-	-
1.60 - Instruction	PT/PS	10.00	10.00	-	-
3.46 - Lifeguarding	PT/PS	10.00	10.00	-	-
0.53 - Custodial	PT/PS	10.00	10.00	-	-
1.89 - Busdriver	PT/PS	13.03	15.83	2,258	2,744
0.44 - Streets Utility Worker	PT/PS	9.00	11.00	-	-
0.28 - Water Utility Worker	PT/PS	9.00	12.00	-	-
0.20 - Wastewater Utility Worker	PT/PS	9.00	12.00	-	-

Summary

General Services/Confidential	26.00
Contract	20.40
AFSCME	62.50
Police Management (Sergeants)	5.00
Woodburn Police Association	24.00
PT/Seasonal	26.01
Total FTE	163.91

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**City of Woodburn
Personnel Allocations by Position
FY 2011-2012**

Fund	City Admin'tr	Executive Assistant	City Recorder	City Attorney	Ass't City Attorney	HR Director	HR Analyst	Finance Director	Senior Accountant
001 - Gen Fund									
121 - Administration	97,041	26,923	1,162	-	-	-	-	-	-
131 - Recorder	-	-	9,296	36,587	-	740	442	-	-
141 - City Attorney	-	32,905	1,162	5,488	22,459	2,961	1,835	-	-
151 - Finance	-	-	-	-	-	2,961	1,835	44,374	31,325
161 - Human Resources	-	-	-	-	-	7,402	4,587	-	-
181 - Municipal Court	-	-	-	-	-	1,480	917	15,848	-
211 - Police	-	-	5,810	14,635	-	13,324	8,257	7,924	3,481
311 - Library	-	-	5,810	3,659	-	5,922	3,670	-	-
421 - Recreation	-	-	2,324	-	-	7,402	4,587	-	-
431 - Swim Center	-	-	1,162	-	-	7,402	4,587	-	-
499 - Comm Serv Admin	-	-	1,162	12,806	-	4,441	2,752	-	-
511 - Planning	-	-	2,324	18,294	50,532	2,961	1,835	-	1,392
631 - Parks Maint	-	-	2,324	-	-	5,922	3,670	-	-
Total Gen Fund	97,041	59,828	32,536	91,469	72,991	62,918	38,974	68,146	36,198
110 - Transit	-	-	1,162	-	-	6,662	4,128	-	-
123 - Building	1,941	-	-	1,829	3,369	740	459	-	-
140 - Streets	5,822	-	3,486	5,488	-	7,402	4,587	7,924	3,481
137 - Hous'g Rehab	1,941	-	-	-	-	-	-	-	-
138 - RSVP	-	-	1,162	-	-	-	-	-	-
250 - Bonded Debt	-	-	-	-	-	-	-	-	-
470 - Water	38,816	-	8,134	21,952	17,967	22,207	13,769	28,527	13,922
472 - Wastewater	38,816	-	8,134	21,952	17,967	22,207	13,769	28,527	13,922
478 - Surface Water	9,705	-	3,486	3,659	-	5,922	3,670	4,754	2,088
568 - Information Services	-	-	-	-	-	1,480	917	20,602	-
581 - Self Insurance	-	-	58,099	-	-	-	-	-	-
582 - Tech & Environmental	-	-	-	36,587	-	18,512	11,468	-	-
583 - Building Maintenance	-	-	-	-	-	-	-	-	-
Total Other Funds	97,041	-	83,663	91,467	39,303	85,132	52,767	90,334	33,413
Total Salaries/Benefits	194,082	59,828	116,199	182,936	112,294	148,050	91,741	158,480	69,611

City of Woodburn
 Personnel Allocations by Position (Continued)
 FY 2011-2012

Acct'g Clerk III	Acct'g Clerk II	Acct'g Clerk II	Clerk I	Comm Serv Director	Clerk III	Comm Dev Director	Assoc Planner	Admin Assistant	PW Director	Transit Manager	Total
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	15,854	-	-	-	-	-	125,126
-	-	-	-	-	-	-	-	-	-	-	62,919
-	-	-	-	-	-	-	-	-	-	-	66,810
12,542	-	8,620	3,312	-	-	-	-	-	-	-	104,969
-	-	-	-	-	-	-	-	-	-	-	11,989
-	-	-	-	-	-	-	-	-	-	-	18,245
5,453	-	3,448	-	-	-	-	-	-	-	-	62,332
2,727	-	2,873	-	-	-	-	-	-	-	-	24,661
-	-	2,873	-	-	-	-	-	-	-	-	17,186
-	-	-	-	-	-	-	-	-	-	-	13,151
2,727	-	-	-	144,814	47,614	-	-	-	-	-	216,316
2,727	-	575	-	-	-	108,345	83,345	46,363	-	-	318,693
-	-	-	-	-	-	-	-	-	-	-	11,916
26,176	-	18,389	3,312	144,814	63,468	108,345	83,345	46,363	-	-	1,054,313
2,727	-	2,873	-	-	-	-	-	-	-	32,288	49,840
-	-	-	-	-	-	27,446	6,273	19,870	-	-	61,927
2,181	-	1,724	-	-	-	-	-	-	18,851	-	60,946
-	-	-	-	-	-	8,667	-	-	-	-	10,608
-	-	-	-	7,535	-	-	-	-	-	-	8,697
-	-	-	-	-	-	-	-	-	-	-	-
8,180	70,350	11,493	62,930	-	-	-	-	-	25,135	-	343,382
8,180	-	14,366	-	-	-	-	-	-	25,135	-	212,975
1,636	-	2,873	-	-	-	-	-	-	6,284	-	44,077
5,454	-	-	-	-	-	-	-	-	-	-	28,453
-	-	-	-	-	-	-	-	-	-	-	58,099
-	-	5,746	-	-	-	-	-	-	81,688	75,338	229,339
-	-	-	-	-	-	-	-	-	-	-	-
28,358	70,350	39,075	62,930	7,535	-	36,113	6,273	19,870	157,093	107,626	1,108,343
54,534	70,350	57,464	66,242	152,349	63,468	144,458	89,618	66,233	157,093	107,626	2,162,656

City of Woodburn
Budgeted Transfers
Fiscal Year 2011-2012

Transfers In

Transfers Out	Fund	General	Transit	Housing Rehab	RSVP	Street	City Gas Tax	General Fund Const
	General	\$ -	\$ 151,000	\$ -	\$ 30,259	\$ 230,000	\$ -	\$ -
	General Operating	-	-	-	-	-	-	73,000
	State Revenue Sharing	-	-	-	-	17,942	57,058	-
	Street	-	-	-	-	-	-	-
	Bancroft Bond	-	-	6,520	-	-	-	-
	Economic Develop.	-	-	-	-	-	-	-
	PW Facility Const	-	-	-	-	-	-	-
	Sewer Capital Improv.	-	-	-	-	-	-	-
	Water	-	-	-	-	-	-	-
	Sewer	-	-	-	-	90,000	-	-
	Central Stores	1,800	-	-	-	-	-	-
	Tech & Environ	-	-	-	-	-	-	-
Total	\$ 1,800	\$ 151,000	\$ 6,520	\$ 30,259	\$ 337,942	\$ 57,058	\$ 73,000	

City of Woodburn
Budgeted Transfers (Continued)
 Fiscal Year 2011-2012

Transfers In

	Transfers In							Total
	Street SDC	Water Well/Dist Const	Water	Sewer	Storm Water	Tech & Envriion	Equip Replace.	
	\$ 25,886	\$ 25,886	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 478,031
	-	-	-	-	-	-	-	73,000
	-	-	-	-	-	-	-	75,000
	-	-	-	-	-	195,000	30,000	225,000
	-	-	-	-	-	-	-	6,520
	71,600	-	-	-	-	-	-	71,600
	-	-	-	-	-	11,000	-	11,000
	-	-	-	7,998	-	-	-	7,998
	-	-	-	-	-	311,000	25,000	336,000
	-	-	70,000	-	235,000	150,000	150,000	695,000
	-	-	-	-	-	-	-	1,800
	-	-	-	-	-	-	5,000	5,000
	\$ 97,486	\$ 25,886	\$ 85,000	\$ 7,998	\$ 235,000	\$ 667,000	\$ 210,000	

Transfers Out

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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.

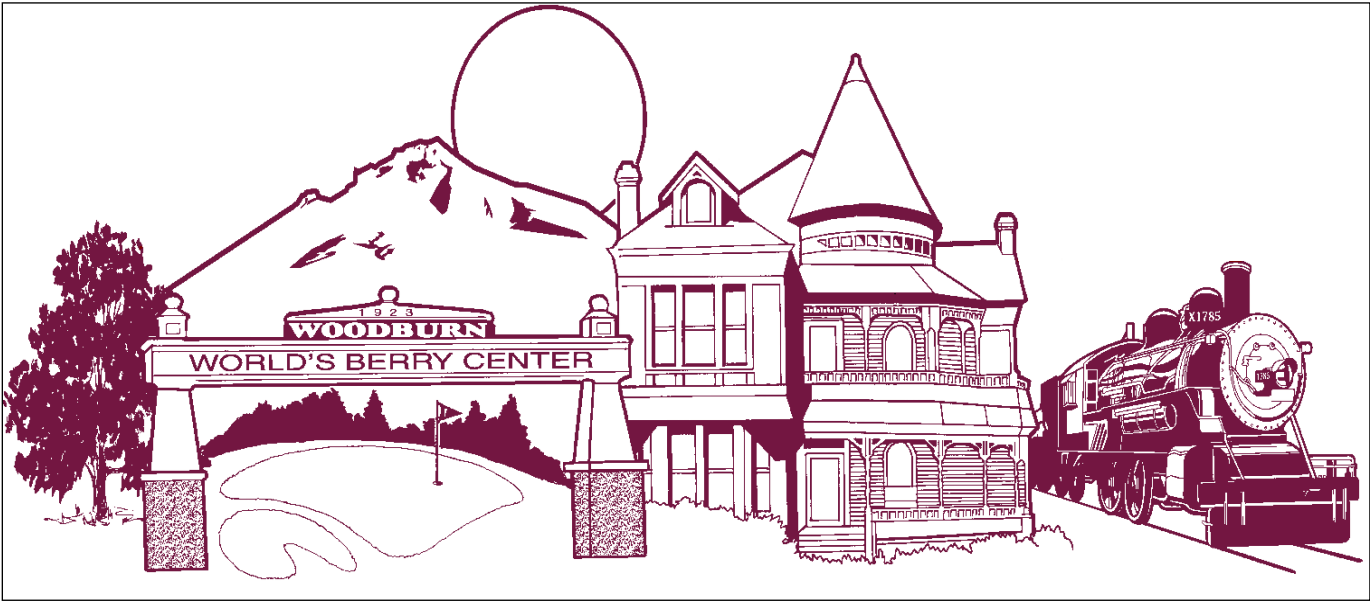
Tax Year: The fiscal year from July 1 through June 30.

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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Woodburn Urban Renewal Agency



Adopted Budget FY 2011-12

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FY 2011/12 BUDGET MESSAGE – URBAN RENEWAL

Budget Committee Members:

Presented for your approval and recommendation to the Woodburn Urban renewal Agency is the proposed Urban Renewal budget for FY 2011/12. The recommended budget of \$1,742,000 represents a decrease of \$53,000 (2.9%) from the adopted budget for the current fiscal year. The budget also supports debt service payments for the borrowing that occurred in FY 2005/06, maintains a required reserve for debt service, reimburses the City for administrative costs, and includes a contingency.

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

The FY 2011/12 Proposed Budget includes the continuation of Downtown Grant Loan Program created by the Agency Board in FY 2010/11 and an amount of \$240,000 is included in the proposed program. In addition, a 0.5 FTE Economic Development Manager is being proposed to assist with economic development projects.

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

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Derickson". The signature is stylized with a large loop at the top and a horizontal line extending to the left.

Scott Derickson
City Administrator

GENERAL INFORMATION
FORM 1 – FY 2011-12

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

DESCRIPTION OF PURPOSE/FUNCTIONS OF DEPARTMENT:

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

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.

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			URA Debt Service				
			Revenue				
2,447,797	1,115,078	1,000,000	Fund Balance	1,200,000	1,200,000	1,200,000	1,200,000
514,615	567,785	540,000	Taxes	540,000	540,000	540,000	540,000
43,445	5,362	255,000	Misc	2,000	2,000	2,000	2,000
3,005,857	1,688,225	1,795,000	Total Revenue	1,742,000	1,742,000	1,742,000	1,742,000
			Expense				
-	-	-	Labor and Benefits	-	44,964	44,964	44,964
-	-	287,420	Supplies and Services	90,000	355,000	355,000	355,000
1,886,459	621,655	477,750	Debt Service	227,732	227,732	227,732	227,732
-	-	1,029,830	Conting'y & Unapprop	1,424,268	1,114,304	1,114,304	1,114,304
1,886,459	621,655	1,795,000	Total Expense	1,742,000	1,742,000	1,742,000	1,742,000
1,119,398	1,066,570	-	Revenue Over (Under) Expenses	-	-	-	-

Fund 720 URA Debt Service

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
2,447,797	1,115,078	1,000,000	Beginning Fund Balance	1,200,000	1,200,000	1,200,000	1,200,000
514,615	567,785	540,000	Property Tax	540,000	540,000	540,000	540,000
			Miscellaneous				
43,445	5,362	5,000	Interest from Investments	2,000	2,000	2,000	2,000
		250,000	Other Miscellaneous Income	-			
43,445	5,362	255,000	Total Miscellaneous	2,000	2,000	2,000	2,000
3,005,857	1,688,225	1,795,000	REVENUE TOTAL	1,742,000	1,742,000	1,742,000	1,742,000

Fund 720 URA Debt Service

2008-09 ACTUAL	2009-10 ACTUAL	2010-11 BUDGET	ACCOUNT DESCRIPTION	2011-12 REQUESTED	2011-12 PROPOSED	2011-12 APPROVED	2011-12 ADOPTED
			Department 151 - Finance				
			Program 1511 - Finance				
			Labor & Benefits				
-	-	-	Regular Salaries	-	27,192	27,192	27,192
-	-	-	Workers' Comp	-	14	14	14
-	-	-	Social Security	-	2,080	2,080	2,080
-	-	-	Medical & Dental Insurance	-	8,829	8,829	8,829
-	-	-	Retirement	-	6,589	6,589	6,589
-	-	-	Long Term Disability Insurance	-	109	109	109
-	-	-	Unemployment Insurance	-	82	82	82
-	-	-	Life Insurance	-	69	69	69
-	-	-	Total Finance Labor & Benefits	-	44,964	44,964	44,964
			Supplies & Services				
-	-	47,420	Other Professional Services	50,000	55,000	55,000	55,000
-	-	90,000	Grant Program	15,000	115,000	115,000	115,000
-	-	150,000	Loan Program	25,000	185,000	185,000	185,000
-	-	287,420	Total Finance Supplies & Services	90,000	355,000	355,000	355,000
			Program 9111 - Debt Service				
			Debt Service				
170,653	177,970	185,600	Bond Principal	193,557	193,557	193,557	193,557
1,658,727	393,923	250,000	Other Principal	-	-	-	-
57,079	49,762	42,150	Bond Interest	34,175	34,175	34,175	34,175
1,886,459	621,655	477,750	Total Debt Service	227,732	227,732	227,732	227,732
1,886,459	621,655	765,170	Total Finance Department	317,732	627,696	627,696	627,696
			Department 901 - Ending Fund Balance				
			Program 9971 - Equity				
-	-	687,830	Contingency	1,082,268	772,304	772,304	772,304
-	-	342,000	Reserve - URA	342,000	342,000	342,000	342,000
-	-	1,029,830	Total Contingency/Ending Fund Balance	1,424,268	1,114,304	1,114,304	1,114,304
1,886,459	621,655	1,795,000	EXPENDITURE TOTAL	1,742,000	1,742,000	1,742,000	1,742,000
1,119,398	1,066,570	-	Revenue Over (Under) Expenses	-	-	-	-