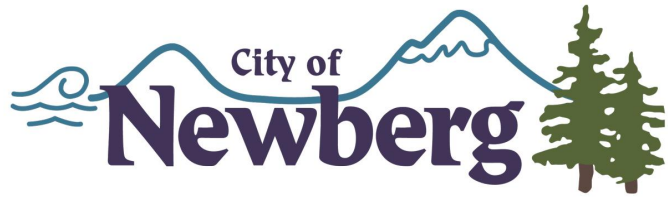


2015-16



Proposed Budget



TABLE OF CONTENTS



Budget Overview

Introduction	1
Budget Message	3
Budget Summary	6
Property Tax Revenues Summary	7
Debt Service Summary	9
Interfund Transfer Matrix	11
City-Wide Financial Overview	12

Budget Detail

City Services

General Government	17
Municipal Court	21
Police	23
Communications	33
Fire & Emergency Medical Services	41
Library	51
Community Development	57
General Fund Summary & Detail Reports	63

Public Works

Streets	77
Wastewater	85
Water	97
Stormwater	107
Proprietary Capital Projects Summary & Detail Reports	114
Capital Projects List & Funding Sources	117
Fleet & Facilities Maintenance	119

Budget Detail (cont'd)

Administrative Support Services

City Manager's Office	127
Finance & Utility Billing	133
Information Technology	139
Legal	141
Admin/Support Summary & Detail Reports	143

Vehicle/Equipment Replacement 155

Discontinued Funds

Animal Shelter Fund	161
---------------------	-----

This page intentionally left blank

CITY OF NEWBERG

2015-16 CITY BUDGET

Members of the Budget Committee

Mayor & Council Members:

Bob Andrews (Mayor)
Denise Bacon
Mike Corey
Scott Essin
Stephen McKinney
Tony Rourke
Lesley Woodruff

Appointed Members:

Anthony Pete
Beth Koschmann
Helen Brown
Patrick Johnson (Co-Chair)
Megan Morris
Jack Reardon
Lon Wall (Chair)

City Manager

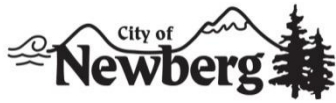
Jacque M. Betz

Department Heads

David Brooks, Information Technology Director
Brian Casey, Police Chief
Leah Griffith, Library Director
Les Hallman, Fire Chief
Jay Harris, Public Works Director
Doug Rux, Community Development Director
Truman Stone, City Attorney
Matt Zook, Finance Director

April 2015

**WORKING TOGETHER FOR A BETTER COMMUNITY --
SERIOUS ABOUT SERVICE**



414 East First Street
PO Box 970
Newberg, OR 97132

(503) 538-9421
FAX (503) 537-5013

Welcome,

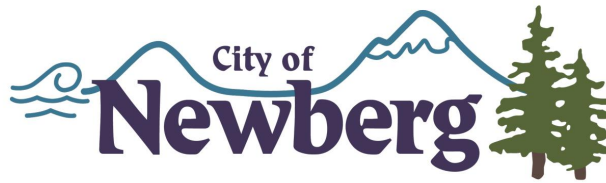
The public is encouraged to become involved in the City's budget process.

Notices of Budget Committee and Council meetings are published in the Public Notice section of the **Newberg Graphic**.

Public comments are welcome at Budget Committee or Council meetings. Comments may be submitted at any time to the City Recorder by mail (PO Box 970, Newberg, OR 97132), hand delivered to 414 East First Street, by calling (503) 538-9421, or by e-mail to sue.ryan@newbergoregon.gov.

Copies of the budget are located at the City Library (503 E Hancock Street) and at City Hall (414 E First Street), Newberg, OR 97132. They may be viewed during the hours of operation for each location.

Visit our Web site: www.newbergoregon.gov



Fiscal Year 2015-16 Budget Message

City of Newberg, Oregon

April 14, 2015

To the Honorable Mayor
Members of the Newberg City Council
Citizen members of the Budget Committee
Citizens of the City of Newberg

I am pleased to present to you a recommended FY15-16 balanced budget of \$88,164,730. The budget document serves as the annual financial plan for the City. This plan reflects our commitment to provide quality services and amenities to our residents while also focusing on preserving our organization's long-term viability. By law, budgets cannot exceed available resources, which is defined as revenues generated in the current period added to balances carried forward from prior years. This year's message is clear: the City will live within its means.

We have a professional management team and as part of our approach to preparing this budget we engaged in discussions on trends, options, and opportunities for addressing citizens' needs. We have spent a great deal of time preparing this budget utilizing the most accurate information available to predict revenues and expenditures for the upcoming fiscal year. The city management team is very cognizant of the budget constraints and are conservative with their spending.

The City continues to manage through a tempered economic recovery. The revenue picture is improving and the recommended budget provides basic services while maintaining the quality standards residents have come to expect. Nevertheless the costs to deliver current services are also growing, restricting our ability to support new enhanced services in the upcoming year.

The total appropriations in the proposed budget for all funds is \$80,166,522. This is an 8% or \$6,781,729 reduction from the prior fiscal year budget. The decrease is contributed to less capital projects and increases in interfund transfers. This year we have proposed funding for projects that we believe we can reasonable accomplish and those projects are highlighted in each department's narratives.

The City is limited on its collection value of property taxes due to Measure 5. Further, we are diligent to assure that the City is capturing all revenue we are entitled to through improved communications with Yamhill County so we can sustain service levels. This budget assumes a 4% growth rate in assessed value, which is based on recent trends and allows for new development.

The City regularly evaluates its user charges to ensure that appropriate fees are assessed for the services we provide. The FY16 budget includes utility rate adjustments recommended by the Citizens Rate Review Committee and later adopted by the Council in 2014. The driving forces for the proposed new rates are related to system characteristic and load requirements, supporting operations and maintenance budgets, revenue requirements, and debt service payments. Rate adjustments are tempered by actual usage to determine the FY16 revenues.

Transient Lodging Tax increase is due to a combination of a tax rate increase to 9% and an increase in sales revenue. These funds will be accounted for in a newly-created Transient Lodging Tax fund. Approximately 35% of total Lodging Tax revenue is required to be spent on tourism-related activities, although not necessarily in the same year the taxes are received. The remainder will be transferred to the General Fund to support City services.

The City is considering refinancing current bond and loan debt yet the potential savings is not realized in this proposal due to pending policy decisions required by Council first. Also not included are fiscal implications from current collective bargaining negotiations with the Newberg-Dundee Public Safety Association or the wage opener review with the Newberg Fire Department (formally referred to as the International Association of Firefighters, Local 1660).

Personnel services expenditures comprise 60% or \$9.06 million of the General Fund and include payroll and related benefits. This budget assumes a modest 1% cost of living allocation (COLA) for all employee groups except Public Works, which has a 2% COLA in the collective bargaining contract. Merits have been unfrozen and this budget assumes step increases for employees eligible to receive them. City employees are our biggest asset. Because wages have been unadjustable due to previous budget constraints the current wage system needs to be evaluated. This is to ensure that they are being compensated fairly and equitably to other organizations similar in size that provide the same level of services. Administration will conduct and make determinations on a city-wide strategic assessment of our compensation plan in the new fiscal year.

A reserve policy promotes sound financial management and assists in the City's stability, efficiency and effectiveness to accomplish the goals and objectives set forth in the organization. Reserves are established to address immediate and dramatic difficulties as well as to cover operational costs for a period of time until property tax revenues are collected in November of each year. Having an appropriate level of working capital is a critical element in establishing good fiscal health. Historically the City has budgeted to spend from its reserves and I would suggest that the Council review its current Reserve Policy to assure an appropriate and sensible reserve level.

The recommended budget sets the foundation for preparing a 3-5 year long range plan so that the City is "forward thinking" about the options of today and what those mean for the future as our local government strives to match the services offered to our revenue realities. In order to assure that we are aligning our resources to community priorities, I would also suggest that the Council pursue the development of a strategic plan that creates the basis for future funding decisions. This will enhance the Council's policy-making ability by providing accurate information on program and operating costs.

The financial integrity of our government is of supreme importance as it is accountable to its citizens for the use of public dollars. Resources should be used wisely to ensure adequate funding for the services, public facilities and infrastructure necessary to meet the community's present and future needs. It is also important for citizens to be reminded that our revenue sources are tied to specific expenditures and can only be used for their prescribed purpose.

I would like to thank the City Council and Budget Committee for their support throughout the development of this proposed budget. In addition, I wish to thank the Finance Director, Assistant Finance Director, our entire Department Head Team and all the employees who have contributed to make the recommended budget a reality. Overall the outlook is continuing to improve and our revenues are now growing, albeit slowly. City Departments are committed to doing right by others through public service and maintaining the trust of our residents and peers. Together we will continue to foster a healthy, supportive and professional environment, striving always for excellence while preserving those things that make Newberg special.

Respectfully submitted by,



Jacquie M. Betz
City Manager

2015-16 Budget Summary

			Resources		Less Expenses			
Fund	Fund No.	Beginning Fund Balance	Transfers		Transfers		Ending Fund Balance	
			Revenues	In	Expenditures	Out	Contingencies	Reserves *
Governmental Funds								
<u>Major Governmental Funds</u>								
General	1	2,528,414	12,029,720	555,000	12,552,046	39,067	1,422,021	1,100,000
Street	2	808,548	1,343,520	-	1,119,820	396,519	635,729	-
Building Inspection	8	404,838	407,850	-	456,453	-	356,235	-
<u>Special Revenue Funds</u>								
Civil Forfeiture	3	19,596	4,100	-	23,696	-	-	-
9-1-1 Emergency	13	19,768	196,200	-	197,566	-	18,402	-
Economic Development	14	629,395	66,448	-	299,772	146,868	249,203	-
Public Safety	16	134,969	480,600	-	522,796	-	92,773	-
Transient Lodging Tax	19	-	855,000	-	300,000	555,000	-	-
Library Gift/Memorial	22	48,169	129,389	-	171,000	-	6,558	-
Cable TV	23	38,171	200	-	38,371	-	-	-
<u>Capital Projects Funds</u>								
Street Capital Projects	18	164,193	800	777,625	777,625	-	164,993	-
Fire & EMS Equipment Fee	33	244,012	143,700	-	11,179	-	376,533	-
Street Systems Development	42	1,918,739	47,839	-	-	259,125	1,707,453	-
<u>Debt Service Funds</u>								
Debt Service	9	206,309	763,584	133,127	895,317	-	-	207,703
City Hall	10	529,638	89,400	-	-	108,240	-	510,798
Business-Type Activity Funds								
<u>Operating Funds</u>								
Emergency Medical Services	5	595,725	1,791,600	-	1,789,930	-	597,395	-
Wastewater	6	4,403,799	6,587,000	5,193,602	6,792,162	1,627,500	4,186,330	3,578,409
Water	7	3,294,255	4,832,500	5,018,630	3,782,723	4,516,231	2,481,842	2,364,589
Stormwater	17	573,645	1,110,250	814,722	1,097,519	582,500	581,889	236,709
Wastewater CIP Reserve	26	5,193,602	-	-	-	5,193,602	-	-
Water CIP Reserve	27	5,018,630	-	-	-	5,018,630	-	-
Stormwater CIP Reserve	28	814,722	-	-	-	814,722	-	-
<u>Capital Projects Funds</u>								
Utility Capital Projects	4	-	-	6,346,875	6,346,875	-	-	-
Wastewater Financed CIP's	36	-	-	-	-	-	-	-
Stormwater Systems Development	43	138,259	3,980	-	-	3,125	139,114	-
Wastewater Systems Development	46	3,475,181	75,120	-	281,236	458,125	2,810,940	-
Water Systems Development	47	36	61,870	865,670	843,731	3,125	80,720	-
Internal Service Type Funds								
Administrative Support Services	31	563,272	3,652,102	-	3,634,719	-	580,655	-
Vehicle/Equipment Replacement	32	1,367,710	635,983	17,128	2,005,955	-	14,866	-
Total		33,133,596	35,308,755	19,722,379	43,940,491	19,722,379	16,503,652	7,998,208

* Fund 1, 9, and 10 Reserves include Unappropriated Fund Balances of \$1,100,000, \$207,703, and \$510,798 respectively.

Total Budget

\$88,164,730

PROPERTY TAX REVENUES

The City of Newberg has a permanent property tax rate and a general obligation bond property tax amount. The following table illustrates two years of historical actuals, the FY14-15 estimate, and the FY15-16 projected tax calculations. The City used an estimate of 4% growth in assessed value to prepare the FY15-16 budget, which reflects the maximum 3% increase in taxable assessed value plus estimated growth. The assumed collection rate of the tax levy is 93%, which is the result of allowed early payment discounts and non-paying accounts. The “Taxes Received” line represents the General Fund Current Year Property Tax revenues.

City of Newberg Property Tax Summary

Numbers in italics represent estimates

	Actual 2012-13	Actual 2013-14	Actual 2014-15	Budget 2015-16
Prior Year Assessed Value	1,479,778,703	1,529,465,962	1,546,167,978	1,627,595,461
Change in Value	49,687,259	16,702,016	81,427,483	<i>65,103,818</i>
Assessed Value (AV)	1,529,465,962	1,546,167,978	1,627,595,461	<i>1,692,699,279</i>
Assessed Value Growth Rate	3.36%	1.09%	5.27%	<i>4.00%</i>
Tax rate (per \$1,000 of Assessed Value)	4.3827	4.3827	4.3827	4.3827
Amount Levied (AV÷1000xTax Rate)*	6,703,492	6,777,876	7,133,227	<i>7,418,593</i>
Taxes Received	6,192,156	6,306,110	<i>6,620,000</i>	<i>6,900,033</i>
Collection Rate (Taxed Rec'd÷Amt Levied)	92.37%	93.04%	92.81%	<i>93.01%</i>

*Actual levy varied slightly from formula

PROPERTY TAX REVENUES

In addition, the FY15-16 budget includes a general obligation bond property tax amount of \$425,000 to support the debt service payments for the 1997 Public Safety bonds to construct the Public Safety Building and the 1998 Fire Facilities bonds, which is estimated to raise approximately \$403,750.

City of Newberg Bonded Debt Property Tax Summary

	Actual 2012-13	Actual 2013-14	Actual 2014-15	Budget 2015-16
Assessed Value (see above)	1,529,465,962	1,546,167,978	1,627,595,461	1,692,699,279
Tax Levied	425,000	425,000	425,000	425,000
Calculated Tax Rate per \$1,000	0.2779	0.2749	0.2611	0.2511
Taxes Received	392,442	395,388	400,000	403,750
Collection Rate (Taxed Rec'd ÷ Amt Levied)	92.34%	93.03%	94.12%	95.00%

DEBT SERVICE

The City has one debt service fund. The Debt Service Fund makes payments on all debt relating to governmental activities (services which are primarily supported from property taxes and other fees). The debt related to business-type activities is paid out of the individual funds (services supported via user charges such as EMS, Water, Wastewater, and Stormwater).

Property Taxes collected for debt cover the current principal and interest payments for the Public Safety Building Bond and Fire Facilities Bond. The debt service payments for the Certificates Of Participation, which financed the City Hall remodel, are supported by a fee on development permits and facility space rent (See City Hall Fund). Internal Charges to each department based on PERS eligible wages are collected for the PERS Pension Bond.

Summary of Debt Service Obligations

The following table summarizes the City's outstanding debt as of July 1, 2015 by debt type and debt service requirements during fiscal year 2015-16. Different types of debt are paid from different funding sources.

DEBT AND FUNDING SOURCES

Type of Debt	Principal Outstanding 07/01/2015	Debt Service 2015-16	Fund Resource Used
General Obligation	\$ 580,000	\$ 414,240	Debt Service - Property Tax
Certificates of Participation	1,095,000	252,465	City Hall Fee & Operating Charges
Limited Tax Pension Bonds	2,460,000	228,612	Operating Charges - all funds w/ OPERS
State of Oregon Loans (Water):			
Fernwood Rd Water Improvements	75,917	27,143	Water SDCs
Water Reservoir and Transmission Line	2,318,577	352,074	Water Operating
WTP Expansion & Well #8	4,656,840	503,364	Water SDCs
Parallel River Line	1,848,817	198,557	30% Water Operating, 70% Water SDCs
Effluent Reuse	1,756,263	174,234	27.4% Water SDCs
State of Oregon Loans (Wastewater):			
Fernwood Rd Wastewater Improvements	140,989	50,410	Wastewater SDCs
Composter, Headworks and College St	903,888	248,762	Wastewater Operating
Effluent Reuse	4,653,455	461,653	36.3% Wastewater SDCs, 36.3% Wastewater Rates
WWTP RRE - Loan 1	10,955,792	823,581	Wastewater Operating
WWTP Land Expansion-Bank Loan	772,000	225,424	Wastewater Operating
Total Debt	\$ 32,217,538	\$ 3,960,519	

DEBT SERVICE SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
DEBT SERVICE FUND							
				<u>DEBT SERVICE</u>			
540,000	580,000	625,000		Total Principal		665,000	6.40%
324,594	295,870	264,332		Total Interest		230,317	-12.87%
864,594	875,870	889,332		<u>TOTAL DEBT SERVICE</u>		895,317	0.67%
-	-	200,684		TOTAL UNAPPROPRIATED FUND BALANCE		207,703	3.50%
864,594	875,870	1,090,016		TOTAL DEBT SERVICE FUND		1,103,020	1.19%
864,594	875,870	1,090,016		TOTAL DEBT SERVICE		1,103,020	1.19%

CITY HALL FUND

The purpose of the City Hall fund is to collect revenues for the repayment of the City Hall bonded debt. There are two resources for funding the debt. 1) A City Hall fee is charged as a percentage (.25%) on estimated value at the time of building permit issuance. For budgeting purposes, revenue budgeted is based on the anticipated value of future building permits. 2) A facility charge is collected from several departments within City Hall. They are the Wastewater, Water, Stormwater, and Street Funds. These charges are dedicated to the repayment of the City Hall bonded debt.

CITY HALL FEE SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
CITY HALL FUND							
107,838	108,223	108,342		TOTAL TRANSFERS		108,240	-0.09%
-	-	527,095		TOTAL UNAPPROPRIATED FUND BALANCE		510,798	-3.09%
107,838	108,223	635,437		TOTAL CITY HALL FUND		619,038	-2.58%
107,838	108,223	635,437		TOTAL CITY HALL FEE		619,038	-2.58%

City of Newberg Interfund Transfer Matrix

		01	04	06	07	09	17	18	32	47	
<i>Transfers Out</i>	<i>Transfers In</i>	General	Capital Projects	Wastewater	Water	Gov't Debt Service	Stormwater	Street Cap Proj	Veh/Equip Replace	Water SDC	Total
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	
01	General			-					17,128	21,939	39,067
02	Street					23,019		373,500			396,519
05	EMS										-
06	Wastewater		1,627,500				-				1,627,500
07	Water		3,672,500				-			843,731	4,516,231
10	City Hall					108,240					108,240
14	Economic Development					1,868		145,000			146,868
17	Stormwater		582,500								582,500
19	Transient Lodging Tax	555,000									
23	Cable TV										-
26	Wastewater Replacement & Reserve		-	5,193,602					-		5,193,602
27	Water Replacement & Reserve		-		5,018,630				-	-	5,018,630
28	Stormwater Rate Reserve		-				814,722				814,722
31	Administrative Services			-	-		-		-		-
42	Street Systems Development							259,125			259,125
43	Stormwater Systems Development		3,125								3,125
46	Wastewater Systems Development		458,125				-				458,125
47	Water Systems Development		3,125				-				3,125
Total		555,000	\$ 6,346,875	\$ 5,193,602	\$ 5,018,630	\$ 133,127	\$ 814,722	\$ 777,625	\$ 17,128	\$ 865,670	\$ 19,722,379

(a) Transfer for General Fund portion of Transient Lodging Tax

(b) Transfer to fund various Proprietary Capital Projects

(c) Transfer to close out Wastewater Replacement & Reserve Fund (Reserves are now found in the Wastewater Fund)

(d) Transfer to close out Water Replacement & Reserve Fund (Reserves are now found in the Water Fund)

(e) Transfer for Debt Service

(f) Transfer to close out Stormwater Replacement & Reserve Fund (Reserves are now found in the Stormwater Fund)

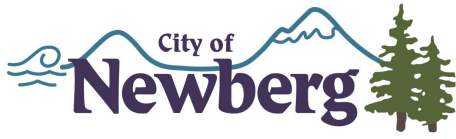
(g) Transfer to fund various Street Capital Projects

(h) Transfer for MDT Lease Payment

(i) Transfer for Interfund Loan Payment for the Animal Shelter Building and for Debt Payments

City-Wide Financial Overview

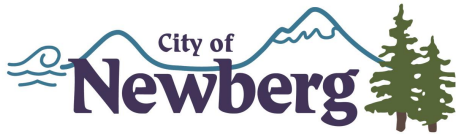
DESCRIPTION	BUDGET 2014-15	BUDGET 2015-16	PERCENT CHANGE
<u>RESOURCES</u>			
Working Capital	\$ 31,461,724	\$ 33,133,596	5.31%
Property Taxes	7,125,334	7,621,750	6.97%
Other Taxes	2,204,313	2,343,282	6.30%
Licenses & Fees	3,730,288	1,773,840	-52.45%
Charges for Services	14,254,140	14,170,459	-0.59%
Intergovernmental	3,689,132	3,227,896	-12.50%
Fines & Forfeitures	725,815	689,000	-5.07%
Loan Payments	25,993	25,500	-1.90%
Financing Agreements	21,088,728	-	-100.00%
Interest Earnings	324,073	98,917	-69.48%
Donations	50,000	40,000	-20.00%
Miscellaneous	93,760	93,550	-0.22%
Current Revenue	53,311,576	30,084,194	-43.57%
Internal Charges	5,057,023	5,224,561	3.31%
Operating Transfers	9,276,185	19,722,379	112.61%
Internal Resources	14,333,208	24,946,940	74.05%
TOTAL ALL RESOURCES	\$ 99,106,508	\$ 88,164,730	-11.04%
<u>EXPENSES</u>			
Personal Services	\$ 17,606,546	\$ 17,838,904	1.32%
Materials & Services	10,657,114	11,468,720	7.62%
Capital Outlay	2,474,627	2,561,093	3.49%
Operating Budget	30,738,287	31,868,717	3.68%
Capital Projects	26,973,728	7,124,500	-73.59%
Debt Service	3,830,633	4,594,107	19.93%
Insurance	295,000	353,168	19.72%
Transfers	9,276,185	19,722,379	112.61%
Non-operating Budget	40,375,546	31,794,154	-21.25%
Contingency	15,834,418	16,503,652	4.23%
Reserves	10,330,478	6,179,707	-40.18%
TOTAL EXPENSES	\$ 97,278,729	\$ 86,346,229	-11.24%
Unappropriated Fund Balance	1,827,779	1,818,501	-0.51%
TOTAL	\$ 99,106,508	\$ 88,164,730	-11.04%
Difference Between Resources & Expenses	-	-	
Total FTE	158.45	159.93	0.93%



Budget Detail

City Services
Administrative Support Services
Vehicle/Equipment Replacement Fund
Discontinued Funds

This page intentionally left blank



City Services

General Government

Municipal Court

Police

Communications

Fire & Emergency Medical Services

Library

Community Development

Public Works (Streets, Wastewater, Water, Stormwater)

Capital Improvements Projects

Fleet & Facilities Maintenance

This page intentionally left blank

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: GENERAL GOV'T/TLT/CABLE TV STAFF LEVEL FTE: 0.00 0.00 0.00

Department Description

General Government provides the resources for the Mayor and City Council to lead the City through goal development, policy discussion and decisions, and community consensus building. The budget also includes expenses for general non-departmental operating expenses. The Cable TV fund account for money received from the closing of the office of the local cable TV company in 2000-2001.

Budget Comments

The core General Government activities reported in these funds will remain relatively flat. The balance in the Cable TV Fund will be used for communication-type services as specified via resolution.

Significant Changes

Transient Lodging Tax revenues will be reported in a new fund in FY15-16, which also moves the corresponding tourism promotion expenditures connected to these revenues. These expenditures were previously budgeted in the General Government department in FY14-15. Further, a one-type NEA Our Town Grant was budgeted in FY14-15 that has been wrapped up and will not carry forward into the FY15-16 budget.

GENERAL GOVERNMENT SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
GENERAL FUND							
				<u>GENERAL GOVERNMENT</u>			
8,686	9,545	10,834		Total Personnel Services		11,316	4.45%
330,143	390,376	532,480		Total Materials and Services		207,442	-61.04%
<u>338,829</u>	<u>399,921</u>	<u>543,314</u>		<u>TOTAL GENERAL GOVERNMENT</u>		<u>218,758</u>	<u>-59.74%</u>
338,829	399,921	543,314		TOTAL GENERAL FUND		218,758	-59.74%

TRANSIENT LODGING TAX FUND

				<u>GENERAL GOVERNMENT</u>			
-	-	-		Total Materials and Services		300,000	100.00%
-	-	-		<u>TOTAL GENERAL GOVERNMENT</u>		<u>300,000</u>	<u>100.00%</u>
-	-	-		TOTAL TRANSFERS		555,000	100.00%
-	-	-		TOTAL TRANSIENT LODGING TAX		855,000	100.00%

CABLE TV TRUST FUND

				<u>CABLE TV</u>			
-	-	15,000		Total Materials and Services		38,371	155.81%
-	-	15,000		<u>TOTAL CABLE TV</u>		<u>38,371</u>	<u>155.81%</u>
-	-	12,045		TOTAL CONTINGENCY		-	-100.00%
-	-	27,045		TOTAL CABLE TV TRUST FUND		38,371	41.88%
<u>338,829</u>	<u>399,921</u>	<u>570,359</u>		<u>TOTAL GENERAL GOVERNMENT</u>		<u>1,112,129</u>	<u>94.99%</u>

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				1110	GENERAL GOVERNMENT		
1,514	1,681	2,012	-	01-1110-431000	Administrative Salaries	-	2,519
2,100	2,320	2,900	-	01-1110-432000	Councilor Compensation	-	2,520
4,570	4,960	4,600	-	01-1110-433000	Mayor Compensation	-	4,800
344	378	728	-	01-1110-441000	FICA/Medicare	-	752
101	125	518	-	01-1110-442000	Workers Compensation	-	690
57	81	76	-	01-1110-443000	Unemployment	-	35
8,686	9,545	10,834	-		Total Personnel Services	-	11,316
902	1,476	1,500	-	01-1110-510000	Office Supplies	-	500
3,484	1,393	2,250	-	01-1110-515000	Printing & Advertising	-	500
25,984	24,902	23,350	-	01-1110-520000	Dues & Meetings	-	28,000
3,023	2,761	2,875	-	01-1110-520005	Mayor's Expenses	-	2,875
144	1,534	1,000	-	01-1110-520006	Council/Committee Expense	-	600
1,090	50	2,100	-	01-1110-520008	Recognition	-	2,100
3,288	1,736	4,750	-	01-1110-525000	Travel & Training	-	5,000
-	39,525	100,000	-	01-1110-533047	NEA Our Town Grant	-	-
24	3,331	-	-	01-1110-580000	Professional Services	-	5,000
141,216	145,758	122,104	-	01-1110-590000	Internal Chrg-Admin Support Services	-	122,867
30,000	32,000	32,000	-	01-1110-592000	Community Support	-	40,000
120,988	135,910	240,551	-	01-1110-592500	Tourism Promotion	-	-
330,143	390,376	532,480	-		Total Materials and Services	-	207,442
338,829	399,921	543,314	-	1110	TOTAL GENERAL GOVERNMENT	-	218,758

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 19 REVENUES	TRANSIENT LODGING TAX		
-	-	-	-	19-0000-300000	Beg F/B-Net Working Capital	-	-
-	-	-	-	19-0000-321003	Transient Lodging Tax	-	855,000
-	-	-	-		TOTAL REVENUES	-	855,000
				1110	GENERAL GOVERNMENT		
-	-	-	-	19-1110-592500	Tourism Promotion	-	300,000
-	-	-	-		Total Materials and Services	-	300,000
-	-	-	-	1110	TOTAL GENERAL GOVERNMENT	-	300,000
				9170	TRANSFERS		
-	-	-	-	19-9170-901000	Transfer Out-General Fund	-	555,000
-	-	-	-	9170	TOTAL TRANSFERS	-	555,000
-	-	-		FUND 19	TOTAL TRANSIENT LODGING TAX		855,000
-	-	-			ENDING FUND BALANCE		-
				FUND 23 REVENUES	CABLE TV TRUST FUND		
41,539	41,745	26,895	-	23-0000-300000	Beg F/B-Net Working Capital	-	38,171
206	195	150	-	23-0000-361000	Interest Earned	-	200
41,745	41,940	27,045	-		TOTAL REVENUES	-	38,371
				1610	CABLE TV		
-	-	15,000	-	23-1610-592000	Community Support	-	38,371
-	-	15,000	-		Total Materials and Services	-	38,371
-	-	15,000	-	1610	TOTAL CABLE TV	-	38,371
				9180	RESERVES		
-	-	12,045	-	23-9180-800000	Contingency	-	-
-	-	12,045	-	9180	TOTAL RESERVES	-	-
-	-	27,045	-	FUND 23	TOTAL CABLE TV FUND	-	38,371
41,745	41,940	-			ENDING FUND BALANCE		-

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: MUNICIPAL COURT

STAFF LEVEL FTE: 1.70 1.70 1.70

Department Description

The Municipal Court department acts as the judicial function of the City by handling municipal code offenses, minor misdemeanor crimes, and traffic violations cited by the Newberg-Dundee Police Department. Court personnel includes the Municipal Judge, Court Clerk, part-time Assistant Court Clerk, and the part-time Bailiff.

Budget Comments

The FY15-16 budget is comprised of personnel costs to employ the positions mentioned above, as well as a few key costs that include an internal charge for Administrative Support Services, court-appointed attorney fees and a pass-through cost to support Peer Court. The remainder of the costs provide direct operational support such as staff training, Court software maintenance, and miscellaneous costs. One specific project that will be occurring in FY15-16 is the upgrade of Court software.

Significant Changes

The primary significant change is a slight reduction in the Personnel Services budget due to the removal of one-time extra help funds that will not be needed in FY15-16.

MUNICIPAL COURT SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
GENERAL FUND							
<i>MUNICIPAL COURT</i>							
119,536	147,586	152,971	1.70	Total Personnel Services	1.70	142,898	-6.58%
105,117	128,160	211,727		Total Materials and Services		213,125	0.66%
224,653	275,746	364,698		TOTAL MUNICIPAL COURT		356,023	-2.38%
224,653	275,746	364,698	1.70	TOTAL MUNICIPAL COURT	1.70	356,023	-2.38%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				1510	MUNICIPAL COURT		
47,846	67,512	75,368	1.50	01-1510-420000	Clerical Salaries	1.50	66,164
32,400	32,400	36,000	0.20	01-1510-431000	Judicial Salaries	0.20	35,216
2,251	7,826	-	-	01-1510-435000	Overtime	-	-
6,161	8,079	8,519	-	01-1510-441000	FICA/Medicare	-	7,756
199	321	736	-	01-1510-442000	Workers Compensation	-	556
3,124	965	891	-	01-1510-443000	Unemployment	-	306
8,524	10,885	11,658	-	01-1510-444001	Retirement-Principal	-	11,639
19,031	19,598	19,799	-	01-1510-445000	Health/Life/LTD	-	21,261
119,536	147,586	152,971	1.70		Total Personnel Services	1.70	142,898
1,376	1,502	1,500	-	01-1510-510000	Office Supplies	-	1,600
621	1,485	1,100	-	01-1510-515000	Printing & Advertising	-	1,100
113	246	100	-	01-1510-520000	Dues & Meetings	-	100
1,511	980	500	-	01-1510-525000	Travel & Training	-	1,200
1,397	2,760	1,500	-	01-1510-532000	Bank Fees	-	3,600
256	278	325	-	01-1510-533000	Contractual Services	-	300
15,980	16,279	15,000	-	01-1510-533031	Peer Court	-	15,000
1,673	2,773	2,800	-	01-1510-533045	Maintenance Agreements	-	2,858
59,953	65,141	154,403	-	01-1510-590000	Internal Chrg-Admin Support Services	-	155,368
-	499	499	-	01-1510-590006	Internal Chrg-Network Upgrade	-	499
17,468	26,412	24,000	-	01-1510-594000	Court Appointed Attorney Fees	-	24,000
4,769	5,904	5,600	-	01-1510-595000	Court Costs	-	5,500
-	3,901	4,400	-	01-1510-595001	Court Improvements	-	2,000
105,117	128,160	211,727	-		Total Materials and Services	-	213,125
224,653	275,746	364,698	1.70	1510	TOTAL MUNICIPAL COURT	1.70	356,023

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
PROGRAM: POLICE	STAFF LEVEL FTE: 39.50	38.50	38.50

Department Description

The Newberg-Dundee Police Department promotes individual responsibility, and works in partnership with our communities to reduce crime, fear of crime, and to enhance the livability of Newberg and Dundee.

Budget Comments

The Newberg-Dundee Police Department is a full service, progressive and contemporary agency with 35 sworn police officers which supports the Patrol Division and the Special Operations Division.

The Patrol Division includes: the school resource officer, traffic safety division, drug canine, patrol canine, Community Outreach Program and the Domestic Violence Response Team.

The Special Operations Division which includes computer forensics, person crimes detective, property crimes detective, narcotics detective, and the Community Response Team.

The Support Services and Communications Division includes Newberg-Dundee 9-1-1 Communications Center which provides emergency communications services; police, fire and medical, 24 hours a day, seven days a week. The Records and Evidence Section is staffed by two full time staff members.

The police department generates approximately \$1.5 million in revenue from non-property tax sources. Traffic fines average \$500,000, the Dundee Police Contract is \$430,000 and the Public Safety Fee is approximately \$300,000, other revenues are \$100,000 to \$200,000.

Primary concerns within the community are the prevalence of heroin, domestic violence, identity theft and traffic safety.

While no community is without crime and societal issues, Newberg is a community with a high level of livability and a low crime rate. This in-part is due to the community, City Council and City Administration, which has supported appropriate staffing levels that allow the police department to effectively protect and serve.

Significant Changes

The police department proposed budget does not include any significant changes. Maintaining a safe and fully equipped fleet of patrol vehicles continues to be a principal budget issue. Due to budget reductions in previous years the police department has leased and purchased used patrol cars in an effort to maximize available funds. Other areas of the police budget that could use enhancements as the Cities financial situation recovers includes the training budget, portable radios, ballistic vest and defense tactics equipment.

POLICE DEPARTMENT SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
GENERAL FUND							
<u>POLICE ADMINISTRATION</u>							
258,987	275,940	274,664	2.00	Total Personnel Services	2.00	278,768	1.49%
653,406	686,944	796,650		Total Materials and Services		801,336	0.59%
912,393	962,884	1,071,314		TOTAL POLICE ADMINISTRATION		1,080,104	0.82%
<u>PATROL</u>							
2,950,663	3,041,317	3,231,256	26.00	Total Personnel Services	26.00	3,264,545	1.03%
281,018	301,684	361,446		Total Materials and Services		320,290	-11.39%
17,927	-	15,000		Total Capital Outlay		15,000	0.00%
3,249,608	3,343,001	3,607,702		TOTAL PATROL		3,599,835	-0.22%
<u>INVESTIGATIONS</u>							
611,340	624,025	684,834	5.00	Total Personnel Services	5.00	695,569	1.57%
43,139	39,002	42,400		Total Materials and Services		42,400	0.00%
654,479	663,027	727,234		TOTAL INVESTIGATIONS		737,969	1.48%
<u>SUPPORT SERVICES</u>							
205,343	213,507	223,999	2.50	Total Personnel Services	2.50	228,878	2.18%
38,154	42,310	43,392		Total Materials and Services		43,392	0.00%
243,497	255,817	267,391		TOTAL SUPPORT SERVICES		272,270	1.82%
<u>ANIMAL CONTROL</u>							
95,555	130,741	-	-	Total Personnel Services	-	-	0.00%
5,418	7,167	8,540		Total Materials and Services		5,000	-41.45%
24,690	-	-		Total Capital Outlay		-	0.00%
125,663	137,908	8,540		TOTAL ANIMAL CONTROL		5,000	-41.45%
5,185,640	5,362,637	5,682,181	35.50	TOTAL GENERAL FUND	35.50	5,695,178	0.23%
CIVIL FORFEITURE FUND							
<u>POLICE ADMINISTRATION</u>							
-	-	5,045		Total Materials and Services		23,696	369.69%
-	-	5,045		TOTAL POLICE ADMINISTRATION		23,696	369.69%
-	-	5,045		TOTAL CIVIL FORFEITURE FUND		23,696	369.69%
PUBLIC SAFETY FEE FUND							
<u>PATROL</u>							
296,531	317,831	328,562	3.00	Total Personnel Services	3.00	325,996	-0.78%
73	9,676	-		Total Materials and Services		-	0.00%
45,999	-	9,253		Total Capital Outlay		-	-100.00%
342,603	327,507	337,815		TOTAL PATROL		325,996	-3.50%
342,603	327,507	337,815	3.00	TOTAL PUBLIC SAFETY FEE FUND	3.00	325,996	-3.50%
5,528,243	5,690,144	6,025,041	38.50	TOTAL POLICE DEPARTMENT	38.50	6,044,870	0.33%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
POLICE DEPARTMENT 21XX							
2110 POLICE ADMINISTRATION							
101,646	107,944	104,940	1.00	01-2110-410000	Administrative Salaries	1.00	105,996
51,856	55,548	54,984	1.00	01-2110-420000	Clerical Salaries	1.00	57,874
960	1,200	1,200	-	01-2110-438000	Longevity	-	1,200
1,280	1,280	1,280	-	01-2110-440000	Misc Fringe Benefits	-	1,280
12,264	12,803	13,238	-	01-2110-441000	FICA/Medicare	-	12,725
3,370	4,221	4,979	-	01-2110-442000	Workers Compensation	-	4,975
1,079	1,492	1,299	-	01-2110-443000	Unemployment	-	500
33,695	35,592	35,337	-	01-2110-444000	Retirement-PERS	-	33,343
10,222	12,786	13,856	-	01-2110-444001	Retirement-Principal	-	14,336
3,812	3,963	3,505	-	01-2110-444002	Retirement-Pension Bond	-	3,559
38,803	39,111	40,046	-	01-2110-445000	Health/Life/LTD	-	42,980
258,987	275,940	274,664	2.00		Total Personnel Services	2.00	278,768
9,701	8,359	7,500	-	01-2110-510000	Office Supplies	-	7,500
330	216	500	-	01-2110-511000	Postage	-	500
3,692	4,210	4,000	-	01-2110-515000	Printing & Advertising	-	4,000
1,399	1,271	1,500	-	01-2110-520000	Dues & Meetings	-	1,500
33	1,144	-	-	01-2110-520003	Recruitment Expense	-	-
1,272	1,061	3,500	-	01-2110-525000	Travel & Training	-	3,500
7,437	7,813	4,000	-	01-2110-533045	Maintenance Agreements	-	4,000
504	636	1,000	-	01-2110-551000	Books & Publications	-	1,000
495	495	495	-	01-2110-575000	Bond Registration Costs	-	495
37,297	11,553	6,500	-	01-2110-580000	Professional Services	-	6,500
591,246	632,072	749,543	-	01-2110-590000	Internal Chrg-Admin Support Services	-	754,229
-	18,114	18,112	-	01-2110-590006	Internal Chrg-Network Upgrade	-	18,112
653,406	686,944	796,650	-		Total Materials and Services	-	801,336
912,393	962,884	1,071,314	2.00	2110	TOTAL POLICE ADMINISTRATION	2.00	1,080,104

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2120	PATROL		
91,833	97,120	95,328	1.00	01-2120-410000	Administrative Salaries	1.00	96,288
1,653,032	1,680,615	1,772,335	25.00	01-2120-431000	Officer Salaries	25.00	1,757,739
77,427	100,192	113,518	-	01-2120-435000	Overtime	-	130,992
49,930	48,226	50,000	-	01-2120-435001	Holiday Bank	-	50,000
840	480	960	-	01-2120-436000	Shift Diff/Beeper Pay	-	480
7,180	8,720	9,500	-	01-2120-438000	Longevity	-	12,960
4,480	4,480	4,480	-	01-2120-440000	Misc Fringe Benefits	-	4,480
141,036	145,504	156,532	-	01-2120-441000	FICA/Medicare	-	157,050
57,585	74,201	91,455	-	01-2120-442000	Workers Compensation	-	82,211
15,526	17,439	16,331	-	01-2120-443000	Unemployment	-	6,171
359,834	374,023	400,841	-	01-2120-444000	Retirement-PERS	-	409,685
62,793	62,852	67,200	-	01-2120-444002	Retirement-Pension Bond	-	67,760
429,167	427,465	452,776	-	01-2120-445000	Health/Life/LTD	-	488,729
2,950,663	3,041,317	3,231,256	26.00		Total Personnel Services	26.00	3,264,545
14,908	18,660	24,000	-	01-2120-512000	Uniforms	-	24,000
252	271	700	-	01-2120-520000	Dues & Meetings	-	700
-	115	500	-	01-2120-520003	Recruitment Expense	-	500
7,902	6,766	6,500	-	01-2120-523000	Supplies	-	6,500
9,621	8,038	11,500	-	01-2120-523001	Firearms	-	11,500
-	-	500	-	01-2120-523005	Flares	-	500
2,910	-	1,250	-	01-2120-524000	Safety Program	-	1,250
9,252	2,564	8,500	-	01-2120-525000	Travel & Training	-	8,500
-	214	250	-	01-2120-528000	Prisoner Expense	-	250
4,902	2,265	2,500	-	01-2120-529000	K-9 Program	-	2,500
2,758	5,801	7,500	-	01-2120-530000	Drug Dog	-	7,500
844	929	1,000	-	01-2120-533000	Contractual Services	-	1,000
-	-	890	-	01-2120-533048	JAG Grant	-	890
780	1,822	2,000	-	01-2120-536000	Motor Program	-	2,000
88,828	86,816	95,000	-	01-2120-562000	Fuel	-	95,000
37,894	38,752	35,000	-	01-2120-563000	Vehicle Maintenance	-	35,000
2,959	1,507	2,000	-	01-2120-566000	Equip Repair & Maintenance	-	2,000
2,049	19,002	3,000	-	01-2120-566120	Small Equipment Replacement	-	3,000
112	758	2,000	-	01-2120-580000	Professional Services	-	2,000
45,000	55,000	45,000	-	01-2120-590001	Internal Chrg-Veh/Equip	-	45,000
3,000	3,000	3,000	-	01-2120-590003	Internal Chrg-Capital Replace	-	3,000
-	-	18,000	-	01-2120-590007	Internal Chrg-MDT	-	18,000
38,000	38,000	38,000	-	01-2120-590008	Internal Chrg-Radio Replace	-	38,000
-	-	41,156	-	01-2120-590009	Internal Chrg-FBI Mandate	-	-
9,047	10,000	10,000	-	01-2120-596000	Reserve Police Costs	-	10,000
-	1,404	1,700	-	01-2120-596003	Reserve Officers' Ammunition	-	1,700
281,018	301,684	361,446	-		Total Materials and Services	-	320,290
17,927	-	15,000	-	01-2120-610000	Capital Outlay	-	15,000
17,927	-	15,000	-		Total Capital Outlay	-	15,000
3,249,608	3,343,001	3,607,702	26.00	2120	TOTAL PATROL	26.00	3,599,835

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2130	INVESTIGATIONS		
91,833	97,120	95,328	1.00	01-2130-410000	Administrative Salaries	1.00	96,288
265,635	279,835	292,824	4.00	01-2130-431000	Officer Salaries	4.00	299,336
20,472	13,678	30,000	-	01-2130-435000	Overtime	-	30,219
10,440	11,131	15,000	-	01-2130-435001	Holiday Bank	-	12,000
1,920	1,920	2,400	-	01-2130-436000	Beeper Pay	-	1,920
1,440	1,440	1,800	-	01-2130-436100	Detectives Uniform Allowance	-	1,440
720	720	880	-	01-2130-438000	Longevity	-	1,680
3,200	3,200	3,200	-	01-2130-440000	Misc Fringe Benefits	-	3,200
29,674	30,787	33,772	-	01-2130-441000	FICA/Medicare	-	34,126
12,291	16,057	19,592	-	01-2130-442000	Workers Compensation	-	17,694
2,768	3,678	3,503	-	01-2130-443000	Unemployment	-	1,340
70,284	73,802	82,721	-	01-2130-444000	Retirement-PERS	-	85,202
13,109	13,178	14,535	-	01-2130-444002	Retirement-Pension Bond	-	14,724
87,554	77,479	89,279	-	01-2130-445000	Health/Life/LTD	-	96,400
611,340	624,025	684,834	5.00		Total Personnel Services	5.00	695,569
73	-	500	-	01-2130-520000	Dues & Meetings	-	500
-	-	5,000	-	01-2130-521000	Confidential Funds	-	5,000
701	654	2,000	-	01-2130-523000	Supplies	-	2,000
227	794	700	-	01-2130-523004	Photographic Equipment	-	700
2,565	7,165	3,500	-	01-2130-525000	Travel & Training	-	3,500
327	190	-	-	01-2130-528000	Investigation Expense	-	-
3,120	211	1,500	-	01-2130-533000	Contractual Services	-	1,500
-	4,799	-	-	01-2130-533045	Maintenance Agreements	-	-
1,200	1,200	1,200	-	01-2130-534000	Vehicle Lease	-	1,200
3,632	1,175	2,000	-	01-2130-563000	Vehicle Maintenance	-	2,000
5,049	1,315	3,000	-	01-2130-566120	Small Equip Replacement	-	3,000
245	499	2,000	-	01-2130-580000	Professional Services	-	2,000
16,000	16,000	16,000	-	01-2130-590001	Internal Chrg-Veh/Equip	-	16,000
10,000	5,000	5,000	-	01-2130-590004	Internal Chrg-Forensic Equip	-	5,000
43,139	39,002	42,400	-		Total Materials and Services	-	42,400
654,479	663,027	727,234	5.00	2130	TOTAL INVESTIGATIONS	5.00	737,969

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2150	SUPPORT SERVICES		
33,774	34,425	35,076	0.50	01-2150-410000	Administrative Salaries	0.50	35,412
84,758	90,237	96,036	2.00	01-2150-420000	Clerical Salaries	2.00	96,988
(1,236)	-	-	-	01-2150-431000	Salaries & Wages	-	-
2,198	-	-	-	01-2150-435000	Overtime	-	995
4,006	4,546	4,100	-	01-2150-435001	Holiday Bank	-	4,000
1,080	1,080	1,080	-	01-2150-438000	Longevity	-	1,560
320	320	320	-	01-2150-440000	Misc Fringe Benefits	-	320
9,122	9,565	10,451	-	01-2150-441000	FICA/Medicare	-	10,654
392	547	682	-	01-2150-442000	Workers Compensation	-	644
893	1,174	1,091	-	01-2150-443000	Unemployment	-	419
23,371	23,980	26,480	-	01-2150-444000	Retirement-PERS	-	25,599
(557)	-	-	-	01-2150-444001	Retirement-Principal	-	-
4,294	4,256	4,473	-	01-2150-444002	Retirement-Pension Bond	-	4,598
42,928	43,377	44,210	-	01-2150-445000	Health/Life/LTD	-	47,689
205,343	213,507	223,999	2.50		Total Personnel Services	2.50	228,878
400	151	300	-	01-2150-520000	Dues & Meetings	-	300
1,232	2,200	1,900	-	01-2150-523000	Supplies	-	1,900
1,282	447	2,000	-	01-2150-525000	Travel & Training	-	2,000
2,379	1,367	3,000	-	01-2150-527000	Community Policing	-	3,000
5,109	5,073	5,000	-	01-2150-532000	R.A.I.N. Agreement	-	5,000
15,192	14,217	12,760	-	01-2150-533000	Contractual Services	-	12,760
11,250	15,005	13,932	-	01-2150-533045	Maintenance Agreements	-	13,932
1,310	3,850	4,500	-	01-2150-566000	Equip Repair & Maintenance	-	4,500
38,154	42,310	43,392	-		Total Materials and Services	-	43,392
243,497	255,817	267,391	2.50	2150	TOTAL SUPPORT SERVICES	2.50	272,270

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2160	ANIMAL CONTROL		
50,903	73,319	-	-	01-2160-431000	Salaries & Wages	-	-
3,834	4,211	-	-	01-2160-435000	Overtime	-	-
1,904	2,922	-	-	01-2160-435001	Holiday Bank	-	-
1,233	1,200	-	-	01-2160-438000	Longevity	-	-
4,738	6,511	-	-	01-2160-441000	FICA/Medicare	-	-
818	1,053	-	-	01-2160-442000	Workers Compensation	-	-
405	737	-	-	01-2160-443000	Unemployment	-	-
14,664	16,684	-	-	01-2160-444001	Retirement-Principal	-	-
17,056	24,104	-	-	01-2160-445000	Health/Life/LTD	-	-
95,555	130,741	-	-		Total Personnel Services	-	-
257	140	-	-	01-2160-520000	Dues & Meetings	-	-
1,505	927	-	-	01-2160-523002	Supplies-Dog Control	-	-
437	401	-	-	01-2160-523003	Veterinarian Fees	-	-
219	346	-	-	01-2160-525000	Travel & Training	-	-
-	212	-	-	01-2160-532000	Bank Fees	-	-
-	531	420	-	01-2160-533045	Maintenance Agreements	-	-
3,000	4,610	8,120	-	01-2160-540000	Utilities	-	5,000
5,418	7,167	8,540	-		Total Materials and Services	-	5,000
24,690	-	-	-	01-2160-610000	Capital Outlay	-	-
24,690	-	-	-		Total Capital Outlay	-	-
125,663	137,908	8,540	-	2160	TOTAL ANIMAL CONTROL	-	5,000
5,185,640	5,362,637	5,682,181	35.50		TOTAL POLICE DEPARTMENT	35.50	5,695,178

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 03	CIVIL FORFEITURE		
				REVENUES			
-	-	45	-	03-0000-300000	Beg F/B-Net Working Capital	-	19,596
-	15,915	5,000	-	03-0000-336000	Other Forfeitures	-	4,000
-	59	-	-	03-0000-361000	Interest Earned	-	100
-	15,974	5,045	-		TOTAL REVENUES	-	23,696
				2110	POLICE ADMINISTRATION		
-	-	2,545	-	03-2110-521000	Confidential Funds	-	23,696
-	-	2,500	-	03-2110-533000	Contractual Services	-	
-	-	5,045	-		Total Materials and Services	-	23,696
-	-	5,045	-	2110	TOTAL POLICE ADMINISTRATION	-	23,696
-	-	5,045	-	FUND 03	TOTAL CIVIL FORFEITURE FUND	-	23,696
-	15,974	-			ENDING FUND BALANCE		-
				FUND 16	PUBLIC SAFETY FUND		
				2120	PATROL		
173,794	184,288	195,216	3.00	16-2120-431000	Officer Salaries	3.00	187,248
10,629	11,426	5,500	-	16-2120-435000	Overtime	-	9,136
4,284	6,912	7,000	-	16-2120-435001	Holiday Bank	-	7,000
120	480	-	-	16-2120-436000	Shift Diff/Beeper Pay	-	-
14,066	15,149	15,892	-	16-2120-441000	FICA/Medicare	-	15,560
6,108	8,195	9,329	-	16-2120-442000	Workers Compensation	-	8,252
1,318	1,827	1,662	-	16-2120-443000	Unemployment	-	611
29,379	32,230	34,747	-	16-2120-444000	Retirement-PERS	-	35,649
6,069	6,401	6,855	-	16-2120-444002	Retirement-Pension Bond	-	6,713
50,764	50,923	52,361	-	16-2120-445000	Health/Life/LTD	-	55,827
296,531	317,831	328,562	3.00		Total Personnel Services	3.00	325,996
73	-	-	-	16-2120-523000	Supplies	-	-
-	9,253	-	-	16-2120-534000	Lease Payment	-	-
-	423	-	-	16-2120-580010	Bad Debt Expense	-	-
73	9,676	-	-		Total Materials and Services	-	-
19,080	-	9,253	-	16-2120-610000	Capital Outlay	-	-
26,919	-	-	-	16-2120-610500	Capital Outlay-Lease-GAAP	-	-
45,999	-	9,253	-		Total Capital Outlay	-	-
342,603	327,507	337,815	3.00	2120	TOTAL PATROL	3.00	325,996

This page intentionally left blank

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: COMMUNICATIONS

STAFF LEVEL FTE: 9.50 10.50 10.50

Department Description

NDPD 9-1-1 Communications answers all 9-1-1 calls for approximately 34,173 citizens in east Yamhill County, dispatching and supporting responding police, fire and EMS personnel. Communications answers police business lines, after-hours Newberg and Dundee public works emergency calls, and completes records functions.

Budget Comments

Newberg 9-1-1 Communications is funded through a combination of ways: property tax, State 9-1-1 funds, Dundee Communications contract, and the public safety fee.

In 2013, the amount of overtime paid out in the Communications budget was equivalent to one FTE at level CO1-F, a beginning level dispatcher at top step F.

Adopted FY 2014-2015 budget allowed Communications to increase staffing by one FTE through the Communications Officer Public Safety Fee (COPSF), which began collections in January 2015. In addition to using a records person part-time, a dispatcher (past employee) was contracted to boost staffing while two new hires are trained, which is not reflected in the FTE staffing level above. When trainees assume a full-time dispatch position (anticipated 3rd quarter 2015), we project overtime will drop almost immediately.

Communications would benefit from one additional FTE in anticipation of retirements due to aging workforce, while at the same time freeing supervisory personnel. This would allow better oversight, increased training opportunities, facilitate call evaluation, and allow CAD and MSAG tasks to be performed without resorting to overtime. We continue to utilize Records personnel to fill shifts. An additional FTE is not included in the 2015-2016 Budget, and it is recognized that many other departments are in need of additional FTE support.

Significant Changes

Outside of an anticipated reduction in overtime, there are no significant budget changes proposed in FY 2015-2016.

However, during this fiscal year we anticipate the following events will impact Communications personnel, and, potentially, the Communications and other department budgets:

- E9-1-1 phone system update. Vendor review is underway, with anticipated install sometime during FY 2015-2016. Costs for this system will be funded by 9-1-1 taxes collected by the State of Oregon. This is a stopgap measure until the State of Oregon is ready to implement NextGEN 9-1-1 in Oregon, which is a yet-to-be designed IP-based statewide phone system. With the implementation of NextGEN 9-1-1, a new phone and/or system upgrade will be required. The 9-1-1 phone system is somewhat integrated with the City's CISCO phone system.
- Computer replacement. This was a budgeted expense for FY 2014-2015, but has not occurred due to various reasons. This project requires replacement of three CAD computer workstations with reconfiguration of screens so all three workstations are identical in operation.
- Texting to 9-1-1. While not currently available in Oregon, Oregon Emergency Management is working with vendors to roll out Text to 9-1-1 as soon as possible. Originally scheduled as a component of NextGEN 9-1-1, which has been delayed, texting to 9-1-1 has been implemented in neighboring Washington State and is in demand in Oregon, thus the move up in priority. Yamhill County residents will be hearing more on this topic in the very near future. Project plan is due for distribution soon, which will identify process and costs. It is expected that 9-1-1 funds will cover most, if not all, of the costs of install and implementation.
- Update DSS Recording system. The 9-1-1 audio recording system was replaced five years ago with new DSS System software and hardware. It is time for hardware replacement, with the anticipated cost less than \$12,000.
- Fire Paging. Newberg Communications and Newberg Fire are currently investigating the use of the WCCCA paging system for paging and toning out fire and EMS responders. This eliminates the use of the Yamhill County Fire Paging system, and eliminates the wait time required by the two dispatch centers should a call drop at the same time. Anticipated cost is approximately \$20,000 or less.

Budgeting considerations into the future include:

- TriTech CAD/Mobile installation. New software platform due to acquisition of VisionAIR by Tri-Tech Software Systems. Anticipated cost approximately \$130,000, plus the cost of updating interfaces between CAD and CopLINK, Fire records system, Active 9-1-1, etc.
- Radio system upgrade. The WCCCA 800 MHz radio system is in the process of a major update as it moves from an analog to a digital system. Newberg 9-1-1 radio system and dispatch consoles will be replaced, as well as police and fire radios, and includes other system enhancements.

COMMUNICATIONS SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
GENERAL FUND							
<u>COMMUNICATIONS</u>							
629,933	664,720	608,035	6.50	Total Personnel Services	6.50	615,087	1.16%
259,391	286,417	433,605		Total Materials and Services		446,308	2.93%
<u>889,324</u>	<u>951,137</u>	<u>1,041,640</u>		<u>TOTAL COMMUNICATIONS</u>		<u>1,061,395</u>	<u>1.90%</u>
889,324	951,137	1,041,640	6.50	TOTAL GENERAL FUND	6.50	1,061,395	1.90%
9-1-1 TAX FUND							
<u>COMMUNICATIONS</u>							
193,401	199,359	201,729	2.00	Total Personnel Services	2.00	179,366	-11.09%
21,567	25,476	21,680		Total Materials and Services		18,200	-16.05%
<u>214,968</u>	<u>224,835</u>	<u>223,409</u>		<u>TOTAL COMMUNICATIONS</u>		<u>197,566</u>	<u>-11.57%</u>
-	-	30,481		TOTAL CONTINGENCY		18,402	-39.63%
214,968	224,835	253,890	2.00	TOTAL 9-1-1 TAX FUND	2.00	215,968	-14.94%
PUBLIC SAFETY FEE FUND							
<u>COMMUNICATIONS</u>							
-	-	169,376	2.00	Total Personnel Services	2.00	196,800	16.19%
-	-	169,376		TOTAL COMMUNICATIONS		196,800	16.19%
-	-	169,376	2.00	TOTAL PUBLIC SAFETY FEE	2.00	196,800	16.19%
<u>1,104,292</u>	<u>1,175,972</u>	<u>1,464,906</u>	<u>10.50</u>	<u>TOTAL COMMUNICATIONS</u>	<u>10.50</u>	<u>1,474,163</u>	<u>0.63%</u>

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2310	COMMUNICATIONS		
33,774	34,425	35,076	0.50	01-2310-410000	Administrative Salaries	0.50	35,412
315,412	334,142	307,216	6.00	01-2310-420000	Dispatch Salaries	6.00	304,263
35,006	29,944	28,000	-	01-2310-435000	Overtime	-	28,865
9,970	12,774	13,000	-	01-2310-435001	Holiday Bank	-	11,000
840	1,280	840	-	01-2310-438000	Longevity	-	840
320	320	320	-	01-2310-440000	Misc Fringe Benefits	-	320
28,940	30,332	29,412	-	01-2310-441000	FICA/Medicare	-	29,124
1,280	1,732	1,707	-	01-2310-442000	Workers Comp	-	1,663
2,896	3,716	3,076	-	01-2310-443000	Unemployment	-	1,146
66,090	75,041	66,187	-	01-2310-444000	Retirement-PERS	-	68,021
12,229	13,414	12,657	-	01-2310-444002	Retirement-Pension Bond	-	12,567
123,176	127,600	110,544	-	01-2310-445000	Health/Life/LTD	-	121,866
629,933	664,720	608,035	6.50		Total Personnel Services	6.50	615,087
568	420	500	-	01-2310-520000	Dues & Meetings	-	500
278	-	-	-	01-2310-520003	Recruitment Expense	-	-
2,244	371	4,000	-	01-2310-523000	Supplies	-	4,000
2,934	3,417	2,500	-	01-2310-525000	Travel & Training	-	2,500
(587)	700	500	-	01-2310-526000	Employee Testing	-	500
3,085	6,037	8,300	-	01-2310-533000	Contractual Services	-	8,300
108,104	128,039	136,176	-	01-2310-533045	Maintenance Agreements	-	147,311
-	-	3,060	-	01-2310-533051	OEM Phase II Wireless	-	3,060
1,818	1,398	1,500	-	01-2310-566000	Equip Repair & Maintenance	-	1,500
1,890	686	2,000	-	01-2310-566120	Small Equipment Replacement	-	2,000
120,057	121,143	250,863	-	01-2310-590000	Internal Chrg-Admin Support Services	-	252,431
19,000	19,000	19,000	-	01-2310-590003	Internal Chrg-Capital Replace	-	19,000
-	5,206	5,206	-	01-2310-590006	Internal Chrg-Network Upgrade	-	5,206
259,391	286,417	433,605	-		Total Materials and Services	-	446,308
889,324	951,137	1,041,640	6.50	2310	TOTAL COMMUNICATIONS	6.50	1,061,395

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 13	911 TAX FUND		
				REVENUES			
104,504	89,062	57,640	-	13-0000-300000	Beg F/B-Net Working Capital	-	19,768
187,740	183,231	180,000	-	13-0000-310000	911 Excise Taxes	-	180,000
11,427	14,943	16,000	-	13-0000-312000	911 Dundee Excise Taxes	-	16,000
359	205	250	-	13-0000-361000	Interest Earned	-	200
304,030	287,441	253,890	-		TOTAL REVENUES	-	215,968
				2310	COMMUNICATIONS		
104,004	111,066	114,360	2.00	13-2310-420000	Dispatch Salaries	2.00	98,191
17,365	17,823	12,000	-	13-2310-435000	Overtime	-	8,745
3,710	1,855	5,000	-	13-2310-435001	Holiday Bank	-	3,000
480	480	480	-	13-2310-438000	Longevity	-	480
235	640	640	-	13-2310-440000	Misc Fringe Benefits	-	640
9,342	9,822	10,136	-	13-2310-441000	FICA/Medicare	-	8,496
390	531	572	-	13-2310-442000	Workers Compensation	-	487
878	1,181	1,060	-	13-2310-443000	Unemployment	-	334
21,059	22,452	23,199	-	13-2310-444000	Retirement-PERS	-	15,497
4,167	4,266	4,356	-	13-2310-444002	Retirement-Pension Bond	-	3,667
31,771	29,243	29,926	-	13-2310-445000	Health/Life/LTD	-	39,829
193,401	199,359	201,729	2.00		Total Personnel Services	2.00	179,366
86	110	500	-	13-2310-523000	Supplies	-	400
1,145	1,065	1,594	-	13-2310-525000	Travel & Training	-	1,300
11,427	14,943	16,000	-	13-2310-530001	911 Dundee Excise Taxes	-	16,000
-	-	3,086	-	13-2310-533017	Master Street Address Guide	-	-
-	-	500	-	13-2310-580000	Professional Services	-	500
8,909	9,358	-	-	13-2310-590000	Internal Chrg-Admin Support Services	-	-
21,567	25,476	21,680	-		Total Materials and Services	-	18,200
214,968	224,835	223,409	2.00	2310	TOTAL COMMUNICATIONS	2.00	197,566
				9180	RESERVES		
-	-	30,481	-	13-9180-800000	Contingency	-	18,402
-	-	30,481	-	9180	TOTAL RESERVES	-	18,402
214,968	224,835	253,890	2.00	FUND 13	TOTAL 911 TAX FUND	2.00	215,968
89,062	62,606	-			ENDING FUND BALANCE		-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2310	COMMUNICATIONS		
-	-	85,908	2.00	16-2310-420000	Dispatch Salaries	2.00	101,867
-	-	12,000	-	16-2310-435000	Overtime	-	14,691
-	-	5,000	-	16-2310-435001	Holiday Bank	-	3,000
-	-	-	-	16-2310-438000	Longevity	-	720
-	-	640	-	16-2310-440000	Misc Fringe Benefits	-	-
-	-	7,922	-	16-2310-441000	FICA/Medicare	-	9,202
-	-	477	-	16-2310-442000	Workers Compensation	-	499
-	-	829	-	16-2310-443000	Unemployment	-	362
-	-	19,016	-	16-2310-444000	Retirement-PERS	-	25,368
-	-	3,417	-	16-2310-444002	Retirement-Pension Bond	-	3,971
-	-	34,167	-	16-2310-445000	Health/Life/LTD	-	37,120
-	-	169,376	2.00		Total Personnel Services	2.00	196,800
-	-	169,376	2.00	2310	TOTAL COMMUNICATIONS	2.00	196,800

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 16	PUBLIC SAFETY FUND		
				REVENUES			
228,304	197,165	156,030	-	16-0000-300000	Beg F/B-Net Working Capital-PSF	-	111,398
-	-	-	-	16-0000-300000	Beg F/B-Net Working Capital-CO PSF	-	23,571
283,548	307,733	531,846	-	16-0000-347000	Public Safety Fee	-	288,000
-	-	-	-	16-0000-347001	CO Public Safety Fee	-	192,000
997	730	800	-	16-0000-361000	Interest Earned	-	600
26,919	-	-	-	16-0000-393010	Lease Proceeds	-	-
539,768	505,628	688,676	-	TOTAL REVENUES		-	615,569
				2120	PATROL		
173,794	184,288	195,216	3.00	16-2120-431000	Officer Salaries	3.00	187,248
10,629	11,426	5,500	-	16-2120-435000	Overtime	-	9,136
4,284	6,912	7,000	-	16-2120-435001	Holiday Bank	-	7,000
120	480	-	-	16-2120-436000	Shift Diff/Beeper Pay	-	-
14,066	15,149	15,892	-	16-2120-441000	FICA/Medicare	-	15,560
6,108	8,195	9,329	-	16-2120-442000	Workers Compensation	-	8,252
1,318	1,827	1,662	-	16-2120-443000	Unemployment	-	611
29,379	32,230	34,747	-	16-2120-444000	Retirement-PERS	-	35,649
6,069	6,401	6,855	-	16-2120-444002	Retirement-Pension Bond	-	6,713
50,764	50,923	52,361	-	16-2120-445000	Health/Life/LTD	-	55,827
296,531	317,831	328,562	3.00	Total Personnel Services		3.00	325,996
73	-	-	-	16-2120-523000	Supplies	-	-
-	9,253	-	-	16-2120-534000	Lease Payment	-	-
-	423	-	-	16-2120-580010	Bad Debt Expense	-	-
73	9,676	-	-	Total Materials and Services		-	-
19,080	-	9,253	-	16-2120-610000	Capital Outlay	-	-
26,919	-	-	-	16-2120-610500	Capital Outlay-Lease-GAAP	-	-
45,999	-	9,253	-	Total Capital Outlay		-	-
342,603	327,507	337,815	3.00	2120	TOTAL PATROL	3.00	325,996

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: FIRE & EMS

STAFF LEVEL FTE: 26.76 26.76 26.76

Department Description

The Newberg Fire Department (NFD) is an all-hazard emergency response service with primary responsibilities of fire suppression, rescue, emergency medical services, fire prevention, and life safety education. Fire services are provided to an approximately 60 square mile area that includes the City of Newberg and the Newberg Rural Fire Protection District. Emergency Medical Services are provided to an approximately 100 square mile area that makes up Yamhill County Ambulance Service Area #1.

NFD operates through four major divisions: Administration, Suppression, Prevention, and Emergency Medical Services. However, the department is fully integrated with each department member having responsibilities in all four divisions and any action taken by a single division, affects all the other divisions. NFD staffing is provided through a combination model that utilizes both career and volunteer personnel.

Emergency Medical Services (EMS) receives funding primarily through user fees. Following a Fire-based EMS model (the most common model utilized in the U.S.), all NFD career staff are cross-trained, dual-role personnel (firefighter-paramedics) allowing for integrated staffing and the best use of resources. In other words, EMS supports fire suppression and fire suppression supports EMS. Without the funds provided by EMS, NFD would not be able to provide the current level of both fire protection and EMS to the community.

The Newberg Volunteer Firefighters Association (NVFA) is a civic organization made up of the members of NFD. The non-profit organization allows NFD members to contribute to the community through many civic activities. The primary NVFA activity each year is the "Toy & Joy" program that delivers Christmas presents to over 900 less fortunate children in our community. Numerous community events are held by NVFA to support Toy & Joy such as: the NFD Pancake Breakfast; managing vendors in Memorial Park during the Old Fashioned Festival; and the Toy & Joy Golf Scramble. NVFA also owns, maintains, and installs Newberg's downtown Christmas decorations each year as well as co-sponsors the annual Community Easter Egg Hunt with the Chehalem Park and Recreation District.

Budget Comments

Apparatus replacement needs:

- 2 medic units- due to increase call volume have caused a rapid increase in miles on the currently staffed ambulances. Replacement will provide both reliable first-line ambulances and back-up ambulances.

- Ladder Truck- the current ladder truck is 15 years old and is no longer supported by its manufacturer. Because of this parts have to be custom made and specialized companies have to be relied upon for necessary repairs. As a consequence over \$90,000 has been spent in the last 5 years to keep it operational.
- These items are not currently budgeted for. However, the City will be researching financing options this next year as the financial condition of the General Fund is evaluated.

Significant Changes

Overall incident responses increased over 13% from 2013 to 2014, to include a 20% increase in motor vehicle crashes and fire responses. The first months of 2015 are already showing continued increase in responses from 2014 (approximately 8%).

In 2014 NFD experienced a significant amount of turnover with 5 paid firefighter/paramedics leaving to work for other fire departments. One accepted a career advancement opportunity while the other four accepted lateral positions with larger metropolitan departments. NFD also had several veteran volunteers retire after multiple years of service.

Despite a national decline in volunteer firefighter programs, NFD continues to maintain a strong volunteer program with recruitment of 10 volunteer firefighters in 2014 and an additional 12 so far in 2015.

FIRE DEPARTMENT SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
GENERAL FUND							
<u>FIRE ADMINISTRATION</u>							
265,372	275,265	284,632	2.60	Total Personnel Services	2.60	293,841	3.24%
357,429	395,466	480,631		Total Materials and Services		459,440	-4.41%
<u>622,801</u>	<u>670,731</u>	<u>765,263</u>		<u>TOTAL FIRE ADMINISTRATION</u>		<u>753,281</u>	<u>-1.57%</u>
<u>FIRE SUPPRESSION</u>							
2,026,938	2,125,999	2,180,612	14.28	Total Personnel Services	14.28	2,196,474	0.73%
193,136	212,570	233,246		Total Materials and Services		233,246	0.00%
45,560	19,168	-		Total Capital Outlay		-	0.00%
<u>2,265,634</u>	<u>2,357,737</u>	<u>2,413,858</u>		<u>TOTAL FIRE SUPPRESSION</u>		<u>2,429,720</u>	<u>0.66%</u>
<u>FIRE PREVENTION</u>							
149,183	157,953	164,908	1.00	Total Personnel Services	1.00	163,538	-0.83%
9,910	9,973	10,060		Total Materials and Services		10,060	0.00%
<u>159,093</u>	<u>167,926</u>	<u>174,968</u>		<u>TOTAL FIRE PREVENTION</u>		<u>173,598</u>	<u>-0.78%</u>
3,047,528	3,196,394	3,354,089	17.88	TOTAL GENERAL FUND	17.88	3,356,599	0.07%

EMERGENCY MEDICAL SERVICES FUND

<u>EMERGENCY MEDICAL SERVICES</u>							
901,161	1,002,001	1,250,272	8.88	Total Personnel Services	8.88	1,224,245	-2.08%
368,523	422,867	501,469		Total Materials and Services		505,685	0.84%
7,521	37,750	78,000		Total Capital Outlay		60,000	-23.08%
<u>1,277,205</u>	<u>1,462,618</u>	<u>1,829,741</u>		<u>TOTAL E.M.S.</u>		<u>1,789,930</u>	<u>-2.18%</u>
20,500	-	-		TOTAL TRANSFERS		-	0.00%
-	-	289,325		TOTAL CONTINGENCY		597,395	106.48%
1,297,705	1,462,618	2,119,066	8.88	TOTAL E.M.S. FUND	8.88	2,387,325	12.66%

FIRE & E.M.S EQUIPMENT FEE FUND

<u>FIRE ADMINISTRATION</u>							
401,071	212,162	11,179		Total Materials and Services		11,179	0.00%
632,728	47,227	12,000		Total Capital Outlay		-	-100.00%
<u>1,033,799</u>	<u>259,389</u>	<u>23,179</u>		<u>TOTAL FIRE ADMINISTRATION</u>		<u>11,179</u>	<u>-51.77%</u>
-	-	218,192		TOTAL CONTINGENCY		376,533	72.57%
1,033,799	259,389	241,371	-	TOTAL FIRE & E.M.S. EQUIP FEE	-	387,712	60.63%
<u>5,379,032</u>	<u>4,918,401</u>	<u>5,714,526</u>	<u>26.76</u>	<u>TOTAL FIRE DEPARTMENT</u>	<u>26.76</u>	<u>6,131,636</u>	<u>7.30%</u>

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
FIRE DEPARTMENT 22XX							
				2210	FIRE ADMINISTRATION		
105,604	109,615	109,332	1.00	01-2210-410000	Administrative Salaries	1.00	110,421
67,987	70,209	75,480	1.60	01-2210-420000	Clerical Salaries	1.60	76,683
-	(2,663)	-	-	01-2210-435000	Overtime	-	-
5,173	4,688	5,000	-	01-2210-436000	Standby Pay	-	8,300
720	720	720	-	01-2210-438000	Longevity	-	720
640	640	640	-	01-2210-440000	Misc Fringe Benefits	-	640
13,465	14,403	14,625	-	01-2210-441000	FICA/Medicare	-	15,052
3,989	4,829	5,179	-	01-2210-442000	Workers Compensation	-	5,336
1,261	1,766	1,529	-	01-2210-443000	Unemployment	-	593
17,898	20,117	18,924	-	01-2210-444000	Retirement-PERS	-	20,554
11,159	12,964	14,739	-	01-2210-444001	Retirement-Principal	-	14,471
3,752	4,002	3,794	-	01-2210-444002	Retirement-Pension Bond	-	3,939
33,724	33,975	34,670	-	01-2210-445000	Health/Life/LTD	-	37,132
265,372	275,265	284,632	2.60		Total Personnel Services	2.60	293,841
2,572	2,080	3,500	-	01-2210-510000	Office Supplies	-	3,500
372	137	400	-	01-2210-511000	Postage	-	400
656	744	1,000	-	01-2210-520000	Dues & Meetings	-	1,500
2,299	3,014	2,500	-	01-2210-523000	Supplies	-	2,500
2,278	1,311	3,200	-	01-2210-525000	Travel & Training	-	3,500
3,901	4,084	12,000	-	01-2210-533045	Maintenance Agreements	-	12,000
14,374	16,073	18,000	-	01-2210-540000	Utilities	-	18,000
124	182	300	-	01-2210-551000	Books & Publications	-	300
1,822	1,885	2,200	-	01-2210-562000	Fuel	-	2,500
207	405	1,500	-	01-2210-563000	Vehicle Maintenance	-	1,500
2	299	800	-	01-2210-566000	Equip Repair & Maintenance	-	800
248	261	250	-	01-2210-575000	Bond Registration Costs	-	250
1,880	-	-	-	01-2210-580000	Professional Services	-	-
326,694	354,099	384,394	-	01-2210-590000	Internal Chrg-Admin Support Services	-	386,797
-	10,892	10,893	-	01-2210-590006	Internal Chrg-Network Upgrade	-	10,893
-	-	15,000	-	01-2210-590007	Internal Chrg-MDT	-	15,000
-	-	24,694	-	01-2210-590009	Internal Chrg-FBI Mandate	-	-
357,429	395,466	480,631	-		Total Materials and Services	-	459,440
622,801	670,731	765,263	2.60	2210	TOTAL FIRE ADMINISTRATION	2.60	753,281

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2220	FIRE SUPPRESSION		
89,021	91,567	92,436	1.00	01-2220-410000	Administrative Salaries	1.00	93,324
1,164,955	1,185,974	1,108,411	13.28	01-2220-431000	Firefighter Salaries	13.28	1,123,434
57,206	78,796	167,141	-	01-2220-435000	Overtime	-	169,153
44,542	53,789	43,300	-	01-2220-435001	Holiday Bank	-	45,000
3,713	3,514	22,000	-	01-2220-436000	Standby Pay	-	10,400
2,320	2,640	2,720	-	01-2220-438000	Longevity	-	3,360
-	-	11,130	-	01-2220-439000	Incentive Pay	-	-
1,280	1,280	1,280	-	01-2220-440000	Misc Fringe Benefits	-	1,280
102,399	111,315	112,811	-	01-2220-441000	FICA/Medicare	-	110,616
45,726	54,850	62,839	-	01-2220-442000	Workers Compensation	-	55,770
9,871	13,301	11,797	-	01-2220-443000	Unemployment	-	4,348
230,076	255,885	269,453	-	01-2220-444000	Retirement-PERS	-	275,094
44,801	48,155	47,601	-	01-2220-444002	Retirement-Pension Bond	-	47,725
231,028	224,933	227,693	-	01-2220-445000	Health/Life/LTD	-	256,970
2,026,938	2,125,999	2,180,612	14.28		Total Personnel Services	14.28	2,196,474
14,141	15,714	15,000	-	01-2220-512000	Uniforms	-	15,000
699	460	500	-	01-2220-520000	Dues & Meetings	-	500
7,532	(215)	10,000	-	01-2220-523000	Supplies	-	10,000
1,053	15,211	8,000	-	01-2220-523020	Small Equipment	-	8,000
6,603	7,724	8,000	-	01-2220-525000	Travel & Training	-	8,000
47	47	-	-	01-2220-526000	Employee Testing	-	-
5,810	5,386	9,460	-	01-2220-533045	Maintenance Agreements	-	9,460
778	204	2,000	-	01-2220-551000	Books & Publications	-	2,000
24,877	30,074	25,000	-	01-2220-562000	Fuel	-	25,000
25,418	40,026	30,000	-	01-2220-563000	Vehicle Maintenance	-	30,000
11,224	10,726	15,000	-	01-2220-566000	Equip Repair & Maintenance	-	15,000
21,750	17,528	30,000	-	01-2220-566100	Safety Equipment	-	30,000
32,786	32,786	32,786	-	01-2220-590008	Internal Chrg-Radio Replace	-	32,786
21,199	15,877	20,000	-	01-2220-596000	Volunteer Costs	-	20,000
1,719	3,522	10,000	-	01-2220-596001	Volunteer Training	-	10,000
17,500	17,500	17,500	-	01-2220-596002	Volunteer LOSAP	-	17,500
193,136	212,570	233,246	-		Total Materials and Services	-	233,246
3,525	19,168	-	-	01-2220-610000	Capital Outlay	-	-
42,035	-	-	-	01-2220-610534	Capital Outlay - FEMA Grant	-	-
45,560	19,168	-	-		Total Capital Outlay	-	-
2,265,634	2,357,737	2,413,858	14.28	2220	TOTAL FIRE SUPPRESSION	14.28	2,429,720

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2230	FIRE PREVENTION		
89,021	94,128	92,436	1.00	01-2230-432000	Inspector Salaries	1.00	93,324
5,258	6,056	12,000	-	01-2230-436000	Standby Pay	-	8,900
720	720	720	-	01-2230-438000	Longevity	-	1,200
640	640	640	-	01-2230-440000	Misc Fringe Benefits	-	640
7,106	7,567	8,094	-	01-2230-441000	FICA/Medicare	-	7,961
3,158	3,639	4,475	-	01-2230-442000	Workers Compensation	-	4,303
669	913	846	-	01-2230-443000	Unemployment	-	313
19,836	21,257	22,121	-	01-2230-444000	Retirement-PERS	-	21,948
3,222	3,332	3,467	-	01-2230-444002	Retirement-Pension Bond	-	3,435
19,553	19,701	20,109	-	01-2230-445000	Health/Life/LTD	-	21,514
149,183	157,953	164,908	1.00		Total Personnel Services	1.00	163,338
269	332	264	-	01-2230-520000	Dues & Meetings	-	270
488	649	1,100	-	01-2230-523000	Supplies	-	1,100
1,615	2,491	2,550	-	01-2230-523011	Fire Prevention	-	2,550
1,168	1,331	1,564	-	01-2230-525000	Travel & Training	-	1,570
462	250	300	-	01-2230-551000	Books & Publications	-	300
2,985	2,892	2,500	-	01-2230-562000	Fuel	-	2,500
2,923	2,028	1,782	-	01-2230-563000	Vehicle Maintenance	-	1,770
9,910	9,973	10,060	-		Total Materials and Services	-	10,060
159,093	167,926	174,968	1.00	2230	TOTAL FIRE PREVENTION	1.00	173,598
3,047,528	3,196,394	3,354,089	17.88		TOTAL FIRE DEPARTMENT	17.88	3,356,599

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 05	EMERGENCY MEDICAL SERVICES		
				REVENUES			
285,571	457,508	510,066	-	05-0000-300000	Beg F/B-Net Working Capital	-	595,725
-	8,944	5,000	-	05-0000-334000	Miscellaneous Grants	-	5,000
1,401,548	1,545,390	1,550,000	-	05-0000-348000	User Fees	-	1,730,000
45,361	54,174	52,000	-	05-0000-348002	Firedmed Memberships	-	53,000
415	299	-	-	05-0000-360000	Miscellaneous Revenues	-	-
1,818	2,411	2,000	-	05-0000-361000	Interest Earned	-	3,600
500	-	-	-	05-0000-364000	Sale of Assets	-	-
20,000	-	-	-	05-0000-367000	Contrib-Spec & Private	-	-
1,755,213	2,068,726	2,119,066	-	TOTAL REVENUES		-	2,387,325
				2250	EMERGENCY MEDICAL SERVICES		
93,069	96,129	96,638	1.00	05-2250-410000	Administrative Salaries	1.00	97,566
28,016	29,774	27,372	0.60	05-2250-420000	Clerical Salaries	0.60	27,656
437,920	491,241	613,711	7.28	05-2250-431000	Salaries & Wages	7.28	586,112
27,457	37,205	65,109	-	05-2250-435000	Overtime	-	80,243
17,129	19,486	19,000	-	05-2250-435001	Holiday Bank	-	24,000
3,120	3,586	10,000	-	05-2250-436000	Standby Pay	-	7,700
1,200	1,200	1,880	-	05-2250-438000	Longevity	-	1,200
-	-	7,803	-	05-2250-439000	Incentive Pay	-	-
640	640	640	-	05-2250-440000	Misc Fringe Benefits	-	640
45,621	51,133	64,429	-	05-2250-441000	FICA/Medicare	-	63,120
19,589	24,233	34,864	-	05-2250-442000	Workers Compensation	-	31,183
4,290	6,076	6,740	-	05-2250-443000	Unemployment	-	2,482
103,962	117,185	149,840	-	05-2250-444000	Retirement-PERS	-	144,603
19,935	20,237	26,570	-	05-2250-444002	Retirement-Pension Bond	-	26,320
99,213	103,876	125,676	-	05-2250-445000	Health/Life/LTD	-	131,420
901,161	1,002,001	1,250,272	8.88	Total Personnel Services		8.88	1,224,245
2,005	3,159	3,000	-	05-2250-510000	Office Supplies	-	3,500
296	514	500	-	05-2250-511000	Postage	-	500
2,102	5,168	4,200	-	05-2250-512000	Uniforms	-	4,200
2,827	3,513	3,500	-	05-2250-515000	Printing & Advertising	-	3,800
6,474	2,223	6,000	-	05-2250-520000	Dues & Meetings	-	6,000
6,623	19,321	25,000	-	05-2250-523000	Supplies	-	25,000
37,100	40,359	45,000	-	05-2250-523006	Medical Supplies	-	55,000
7,975	9,759	10,000	-	05-2250-523007	RX Supplies	-	14,000
2,477	721	1,500	-	05-2250-524000	Safety Program	-	1,500
8,852	12,024	15,000	-	05-2250-525000	Travel & Training	-	15,000
-	47	-	-	05-2250-526000	Employee Testing	-	-
407	444	500	-	05-2250-532000	Bank Fees	-	500
4,855	8,944	5,000	-	05-2250-533011	EMS Grants	-	5,000
14,606	16,300	15,000	-	05-2250-533045	Maintenance Agreements	-	20,000
80,770	86,793	80,000	-	05-2250-535001	Billing Services	-	80,000
6,700	6,700	6,700	-	05-2250-535002	Medical Services	-	6,700
14,373	16,072	20,000	-	05-2250-540000	Utilities	-	20,000
229	894	500	-	05-2250-551000	Books & Publications	-	500
23,290	20,499	40,000	-	05-2250-562000	Fuel	-	40,000

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
16,243	14,489	30,000	-	05-2250-563000	Vehicle Maintenance	-	30,000
15,483	11,824	20,000	-	05-2250-566000	Equip Repair & Maintenance	-	20,000
248	261	255	-	05-2250-575000	Bond Registration Costs	-	255
65,428	72,174	79,339	-	05-2250-590000	Internal Chrg-Admin Support Services	-	79,835
3,843	3,843	3,843	-	05-2250-590005	Internal Chrg-Communications Charge	-	4,225
-	6,742	6,742	-	05-2250-590006	Internal Chrg-Network Upgrade	-	6,742
-	-	5,000	-	05-2250-590007	Internal Chrg-MDT	-	5,000
10,928	10,928	10,928	-	05-2250-590008	Internal Chrg-Radio Replace	-	10,928
-	-	16,462	-	05-2250-590009	Internal Chrg-FBI Mandate	-	-
20,669	29,021	30,000	-	05-2250-596000	Volunteer Costs	-	30,000
6,220	12,631	10,000	-	05-2250-596001	Volunteer Training	-	10,000
7,500	7,500	7,500	-	05-2250-596002	LOSAP	-	7,500
368,523	422,867	501,469	-		Total Materials and Services	-	505,685
7,521	37,750	78,000	-	05-2250-610005	Capital Outlay-EMS	-	60,000
7,521	37,750	78,000	-		Total Capital Outlay	-	60,000
1,277,205	1,462,618	1,829,741	8.88	2250	TOTAL EMERGENCY MED SERVICES	8.88	1,789,930
				9170	TRANSFERS		
20,500	-	-	-	05-9170-933000	Transfer Out-Fire & EMS Equip Fee	-	-
20,500	-	-	-	9170	TOTAL TRANSFERS	-	-
				9180	RESERVES		
-	-	289,325	-	05-9180-800000	Contingency	-	597,395
-	-	289,325	-	9180	TOTAL RESERVES	-	597,395
1,297,705	1,462,618	2,119,066	8.88	FUND 05	TOTAL EMERG MED SRVC FUND	8.88	2,387,325
457,508	606,108	-			ENDING FUND BALANCE		-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 33	FIRE & EMS EQUIP FEE		
				REVENUES			
456,605	174,454	100,371	-	33-0000-300000	Beg F/B-Net Working Capital	-	244,012
142,212	153,860	140,000	-	33-0000-347000	Fire Truck Fees	-	143,000
10,000	8,400	-	-	33-0000-360000	Miscellaneous Revenues	-	-
1,499	869	1,000	-	33-0000-361000	Interest Earned	-	700
20,500	-	-	-	33-0000-390005	Transfer In-EMS	-	-
577,437	32,748	-	-	33-0000-393010	Lease Proceeds	-	-
1,208,253	370,331	241,371	-		TOTAL REVENUES	-	387,712
				2210	FIRE ADMINISTRATION		
401,071	212,162	11,179	-	33-2210-534000	Lease Payments	-	11,179
401,071	212,162	11,179	-		Total Materials and Services	-	11,179
-	4,421	-	-	33-2210-523000	Supplies	-	-
-	103	-	-	33-2210-580010	Bad Debt Expense	-	-
55,291	9,955	12,000	-	33-2210-610000	Capital Outlay-Vehicle	-	-
577,437	32,748	-	-	33-2210-610500	Capital Outlay-Lease-GAAP	-	-
632,728	47,227	12,000	-		Total Capital Outlay	-	-
1,033,799	259,389	23,179	-	2210	TOTAL FIRE ADMINISTRATION	-	11,179
				9180	RESERVES		
-	-	218,192	-	33-9180-800000	Contingency	-	376,533
-	-	218,192	-	9180	TOTAL RESERVES	-	376,533
1,033,799	259,389	241,371	-	FUND 33	TOTAL FIRE & EMS EQUIP FEE	-	387,712
174,454	110,942	-			ENDING FUND BALANCE		-

This page intentionally left blank

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: LIBRARY

STAFF LEVEL FTE: 11.34 11.94 11.94

Department Description

The library is working on its next strategic plan and the citizen committee charged with that task recently defined a list of essential functions for the library which include the traditional service of checking out books; adding downloadable e-books, DVDs, audio books and more to the list. A second essential function was defined as technology; internet and Wi-Fi as well as PCs and the possibility of adding loaner iPads/tablets, ChromeBook laptops and more. A third essential function was the library as community; a place for people to gather together or to individually find shelter, a place that is safe, inclusive and inspirational, as well as reaching out into the community with programs such as delivery of books to child care centers, youth centers, and senior centers.

Budget Comments

The work of the library is divided into four main areas.

- **Circulation Services** provides the integral activity of checking out, checking in and re-shelving books and other materials. Without that group, the library wouldn't function.
- **Children's Services** includes early literacy activities for children and their parents, activities to encourage reading and learning that align with STEM and other recognized educational practices and support of reading and learning in general.
- **Adult and Teen Services** answers questions, assists patrons using the computers, provides activities and programs that not only encourage reading but other learning activities such as research and developing higher level skills in becoming a discerning learner.
- **Administration Services** includes all the backroom activities such as selecting books and other materials for purchase, preparing those materials for circulation, working with city and CCRLS IT to manage 34 computers, working with 125+ volunteers, and traditional management activities.

Library Gift, Memorial and Grants – Fund 22 is a separate fund and receives no general fund or other city monies. Gifts and grants are given with a variety of restrictions based upon the grant or the givers wishes. The budget reflects an estimate of what those gifts and grants could be in 2015-16.

Significant Changes

Revenue

- The **NEA Our Town Grant** was a pass through grant for wayfinding design work for the Newberg Cultural District and that project ended in August, 2014.
- **CCRLS Reimbursement** is down \$30,000; however it is now at the correct level. There had been an error by CCRLS in calculating the 2014-15 formula which inflated our reimbursement to \$95,106. CCRLS discovered the error in January, 2015; however, they are honoring the \$95,106 reimbursement for 2014-15.

Expenditures:

- **Adult and Children's Books, AV, and Periodicals (01-3120-551000 through 01-3120-551008)** is back at \$84,000. This returns the library to 2008-09 levels (the last seven years had seen a continued decrease), with the last two years under \$40,000, the lowest book and library materials budget since 1987-88. This is the highest priority right now to improve library service. While Newberg's open hours, at 37 hours per week, are some of the fewest of any library in the state, if there are no books and other library materials on the shelves, increased hours are only of limited value.
- The **Regional Library Service (CCRLS) fee** is up \$7,455. This fee is a straight forward formula that is calculated at \$.0818 on the city's assessed valuation. There is no error with this like there was with the reimbursement in 2014-15.
- A **computer reserve fund** has been added to build up funds to replace the public computing equipment every five years. In 2014-15, 11 computers were replaced and managing the program is most efficient if all the equipment is replaced at the same time with the same hardware and software. This reserve would build up each year and is planned for use in 2019-20.
- **Capital Outlay** is to replace the upstairs information desk with one that is ADA compliant for patrons as well as more ergonomically serviceable by the variety of employees working at the desk, who range in height from 4'11" to 5'10".

LIBRARY SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
GENERAL FUND							
<u>LIBRARY ADMINISTRATION</u>							
285,337	304,124	305,714	3.00	Total Personnel Services	-	-	-100.00%
315,674	328,482	326,576		Total Materials and Services		-	-100.00%
<u>601,011</u>	<u>632,606</u>	<u>632,290</u>		<u>TOTAL LIBRARY ADMINISTRATION</u>		<u>-</u>	<u>-100.00%</u>
<u>PUBLIC SERVICES</u>							
423,650	439,899	502,752	8.94	Total Personnel Services	11.94	811,149	61.34%
74,876	45,755	47,760		Total Materials and Services		437,307	815.63%
-	-	-		Total Capital Outlay		2,600	100.00%
<u>498,526</u>	<u>485,654</u>	<u>550,512</u>		<u>TOTAL PUBLIC SERVICES</u>		<u>1,251,056</u>	<u>127.25%</u>
1,099,537	1,118,260	1,182,802	11.94	TOTAL GENERAL FUND	11.94	1,251,056	5.77%

LIBRARY GIFT, MEMORIAL & GRANT FUND

<u>LIBRARY ADMINISTRATION</u>							
25,089	32,000	85,500		Total Materials and Services		146,000	70.76%
233,028	97,491	50,000		Total Capital Outlay		25,000	-50.00%
<u>258,117</u>	<u>129,491</u>	<u>135,500</u>		<u>TOTAL LIBRARY ADMINISTRATION</u>		<u>171,000</u>	<u>26.20%</u>
131	-	-		TOTAL TRANSFERS		-	0.00%
-	-	23,662		TOTAL CONTINGENCY		6,558	-72.28%
258,248	129,491	159,162		TOTAL LIBR GIFT, MEM & GRANT		177,558	11.56%
<u>1,357,785</u>	<u>1,247,751</u>	<u>1,341,964</u>	<u>11.94</u>	<u>TOTAL LIBRARY DEPARTMENT</u>	<u>11.94</u>	<u>1,428,614</u>	<u>6.46%</u>

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
LIBRARY 31XX							
3110 LIBRARY ADMINISTRATION							
190,704	199,985	199,836	3.00	01-3110-410000	Administrative Salaries	-	-
120	-	-	-	01-3110-432000	Salaries-Grant	-	-
1,720	1,920	2,400	-	01-3110-438000	Longevity	-	-
640	640	640	-	01-3110-440000	Misc Fringe Benefits	-	-
14,484	15,204	15,519	-	01-3110-441000	FICA/Medicare	-	-
567	762	873	-	01-3110-442000	Workers Compensation	-	-
1,352	1,821	1,622	-	01-3110-443000	Unemployment	-	-
18,142	19,445	18,913	-	01-3110-444000	Retirement-PERS	-	-
21,080	27,463	28,332	-	01-3110-444001	Retirement-Principal	-	-
2,944	3,034	2,945	-	01-3110-444002	Retirement-Pension Bond	-	-
33,584	33,850	34,634	-	01-3110-445000	Health/Life/LTD	-	-
285,337	304,124	305,714	3.00		Total Personnel Services	-	-
477	1,667	800	-	01-3110-510000	Office Supplies	-	-
127	216	100	-	01-3110-515000	Printing & Advertising	-	-
320	387	305	-	01-3110-520000	Dues & Meetings	-	-
680	653	300	-	01-3110-523000	Supplies	-	-
317	388	350	-	01-3110-525000	Travel & Training	-	-
2,376	2,352	2,800	-	01-3110-532000	Bank Fees	-	-
3,289	2,631	2,900	-	01-3110-533045	Maintenance Agreements	-	-
24,924	27,744	25,500	-	01-3110-540000	Utilities	-	-
116,664	121,607	121,974	-	01-3110-542001	Regional Library Service	-	-
-	72	-	-	01-3110-551000	Books & Publications	-	-
151	244	150	-	01-3110-551003	Lost Book Refunds	-	-
(138)	-	-	-	01-3110-560000	Property Taxes	-	-
336	-	150	-	01-3110-566000	Equip Repair & Maintenance	-	-
166,135	167,829	168,557	-	01-3110-590000	Internal Chrg-Admin Support Services	-	-
-	2,640	2,640	-	01-3110-590006	Internal Chrg-Network Upgrade	-	-
16	52	50	-	01-3110-596000	Volunteer Costs	-	-
315,674	328,482	326,576	-		Total Materials and Services	-	-
601,011	632,606	632,290	3.00	3110	TOTAL LIBRARY ADMIN	-	-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
3120 PUBLIC SERVICES							
-	-	-	-	01-3120-410000	Administrative Salaries	3.00	204,930
336,912	347,309	380,991	8.94	01-3120-431000	Salaries & Wages	8.94	387,832
480	480	720	-	01-3120-438000	Longevity	-	2,880
-	-	-	-	01-3120-440000	Misc Fringe Benefits	-	640
25,481	26,287	29,198	-	01-3120-441000	FICA/Medicare	-	45,615
1,206	1,554	1,495	-	01-3120-442000	Workers Compensation	-	3,140
2,360	3,131	3,053	-	01-3120-443000	Unemployment	-	1,797
-	-	-	-	01-3120-444000	Retirement-PERS	-	19,262
18,988	22,615	34,407	-	01-3120-444001	Retirement-Principal	-	57,776
-	-	-	-	01-3120-444002	Retirement-Pension Bond	-	3,014
38,223	38,523	52,888	-	01-3120-445000	Health/Life/LTD	-	84,263
423,650	439,899	502,752	8.94		Total Personnel Services	11.94	811,149
3,158	1,603	2,500	-	01-3120-510000	Office Supplies	-	3,300
112	-	-	-	01-3120-515000	Printing & Advertising	-	100
200	195	350	-	01-3120-520000	Dues & Meetings	-	1,100
1,220	1,546	2,000	-	01-3120-523000	Supplies	-	4,300
1,572	1,050	1,500	-	01-3120-525000	Travel & Training	-	1,850
-	-	-	-	01-3120-532000	Bank Fees	-	2,400
138	2,950	2,000	-	01-3120-533000	Contractual Services	-	2,647
390	270	-	-	01-3120-533024	Patron Notices	-	-
-	-	-	-	01-3120-533045	Maintenance Agreements	-	2,900
-	-	-	-	01-3120-540000	Utilities	-	30,000
-	-	-	-	01-3120-542001	Regional Library Service	-	129,409
28,573	16,002	20,000	-	01-3120-551000	Books & Publications	-	42,500
9,644	5,801	5,000	-	01-3120-551001	Audio-Visual	-	9,000
5,991	5,860	5,000	-	01-3120-551002	Periodicals	-	5,000
14,321	6,518	7,000	-	01-3120-551003	Children's Books	-	20,000
2,887	1,303	1,110	-	01-3120-551004	Children's Audio-Visual	-	3,000
492	258	500	-	01-3120-551005	Children's Periodicals	-	500
4,716	1,136	-	-	01-3120-551006	Electronic Resources	-	2,000
37	52	100	-	01-3120-551007	Adult Book Replacement	-	500
1,425	1,026	500	-	01-3120-551008	Children's Book Replacement	-	1,500
-	-	-	-	01-3120-551009	Lost Book Refunds	-	150
-	185	200	-	01-3120-566000	Equip Repair & Maintenance	-	350
-	-	-	-	01-3120-590000	Internal Chrg-Admin Support Services	-	169,611
-	-	-	-	01-3120-590002	Internal Chrg-Computers	-	2,500
-	-	-	-	01-3120-590006	Internal Chrg-Network Upgrade	-	2,640
-	-	-	-	01-3120-596000	Volunteer Costs	-	50
74,876	45,755	47,760	-		Total Materials and Services	-	437,307
-	-	-	-	01-3120-610000	Capital Outlay	-	2,600
-	-	-	-		Total Capital Outlay	-	2,600
498,526	485,654	550,512	8.94	3120	TOTAL PUBLIC SERVICES	11.94	1,251,056
1,099,537	1,118,260	1,182,802	11.94		TOTAL LIBRARY DEPARTMENT	11.94	1,251,056

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 22	LIBRARY GIFT, MEMORIAL & GRANT		
				REVENUES			
111,438	92,622	30,062	-	22-0000-300000	Beg F/B-Net Working Capital	-	48,169
-	3,423	3,500	-	22-0000-334003	Ready to Read Grant	-	3,689
7,000	-	85,000	-	22-0000-334034	Grants	-	85,000
218,545	94,322	-	-	22-0000-334054	Children's Room Remodel/Grants	-	-
8,731	9,996	20,000	-	22-0000-346002	Library Friends	-	15,000
890	723	600	-	22-0000-361000	Interest Earned	-	700
23	(8)	-	-	22-0000-361003	Interest-Children's Room	-	-
4,243	15,219	30,000	-	22-0000-367000	Library Donations	-	25,000
350,870	216,297	169,162	-		TOTAL REVENUES	-	177,558
				3110	LIBRARY ADMINISTRATION		
1,284	7,327	10,000	-	22-3110-523000	Supplies	-	10,000
2,812	4,949	3,500	-	22-3110-533003	Ready to Read Grant	-	4,000
4,616	2,126	25,000	-	22-3110-533034	Misc Grants	-	85,000
1,517	24	-	-	22-3110-533054	Children's Room Remodel Project	-	-
6,869	5,466	10,000	-	22-3110-542000	Library Programs	-	10,000
7,735	11,365	10,000	-	22-3110-546000	Library Friends	-	10,000
238	658	20,000	-	22-3110-551000	Books & Periodicals	-	20,000
18	85	7,000	-	22-3110-551001	Audio-Visual	-	7,000
25,089	32,000	85,500	-		Total Materials and Services	-	146,000
233,028	97,491	50,000	-	22-3110-610000	Capital Outlay - Children's Remodel	-	25,000
233,028	97,491	50,000	-		Total Capital Outlay	-	25,000
258,117	129,491	135,500	-	3110	TOTAL LIBRARY ADMIN	-	171,000
				9170	TRANSFERS		
131	-	-	-	22-9170-901000	Transfer Out-General Fund	-	-
131	-	-	-	9170	TOTAL TRANSFERS	-	-
				9180	RESERVES		
-	-	23,662	-	22-9180-800000	Contingency	-	6,558
-	-	10,000	-	22-9180-820000	Reserve For Library Friends	-	-
-	-	33,662	-	9180	TOTAL RESERVES	-	6,558
258,248	129,491	169,162		FUND 22	TOTAL LIB GIFT, MEMORIAL & GRANT		177,558
92,622	86,806	-			ENDING FUND BALANCE		-

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: COMMUNITY DEV DEPT

STAFF LEVEL FTE: 6.60 6.80 6.80

Department Description

The Community Development Department administers land use planning functions, building inspection services and economic development activities for the City of Newberg.

Budget Comments

The Planning Division provides current and long range planning services and contract planning services to the City of Dundee. The revenues for this division consist of two primary sources: 1) land use application fees (e.g. property consolidation, design review, subdivision plat, annexation, zone change, comprehensive plan amendment) and 2) community development fee. Secondary sources consist of grants, contract planning services, miscellaneous fees and administration fees collected for the Newberg School District Construction Excise Tax and Chehalem Park and Recreation System Development Charges.

The Building Inspection Division provides services for plan review, permit issuance and inspections for residential, commercial and industrial development as well as providing these services on contract to the cities of Dundee, Lafayette and Dayton. The revenues for this division consist of three primary sources: 1) building permits, 2) plumbing/mechanical permits and 3) contracted building services. The trend is an increase in building permit revenues within the City of Newberg as well as for the contract services. The Building Inspection Fund is a dedicated fund and cannot be used for other governmental purposes.

The Community Development Department is engaged in business retention, expansion and recruitment activities, as well as the administration of the City's Enterprise Zone program. The Department also administers the Economic Development Fund for the Economic Development Revolving Loan Fund (EDRLF) loans for businesses and Affordable Housing grants and loans. No new revenue is budgeted above the receipt of annual business license fees, and principal and interest from outstanding loans for FY 15/16. No new EDRLF loans are anticipated for FY 14/15 and the balance will be re-budgeted for FY 15/16 as a capital outlay. A similar situation applies to the Affordable Housing component of this fund. This fund overall is challenged as new revenue is limited to business license fees.

Significant Changes

In the Economic Development Fund a FY 14/15 CDBG grant was budgeted as revenue. A grant is not budgeted for FY 15/16. Material and Services for economic development is also reduced as professional services for Urban Growth Boundary mediation will be completed in FY 14/15. Under Capital Outlay a Yamhill County Authority Grant will be expended in FY 14/15 and is not budgeted in FY 15/16.

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
GENERAL FUND							
<u>PLANNING</u>							
360,064	437,951	348,061	3.55	Total Personnel Services	3.55	359,145	3.18%
186,576	192,848	238,093		Total Materials and Services		253,890	6.63%
11,288	-	-		Total Capital Outlay		-	0.00%
557,928	630,799	586,154		TOTAL PLANNING		613,035	4.59%
557,928	630,799	586,154	3.55	TOTAL GENERAL FUND	3.55	613,035	4.59%
BUILDING INSPECTION FUND							
<u>BUILDING INSPECTION</u>							
258,170	298,213	368,429	3.15	Total Personnel Services	3.15	395,098	7.24%
72,045	63,670	59,527		Total Materials and Services		61,355	3.07%
3,763	-	-		Total Capital Outlay		-	0.00%
333,978	361,883	427,956		TOTAL BUILDING INSPECTION		456,453	6.66%
-	-	253,527		TOTAL CONTINGENCY		356,235	40.51%
333,978	361,883	681,483	3.15	TOTAL BUILDING INSPECTION	3.15	812,688	19.25%
ECONOMIC DEVELOPMENT FUND							
<u>ECONOMIC DEVELOPMENT</u>							
11,886	13,842	3,959	0.10	Total Personnel Services	0.10	4,524	14.26%
7,031	9,988	51,800		Total Materials and Services		31,910	-38.40%
37,541	338,289	456,800		Total Capital Outlay		263,338	-42.35%
56,458	362,119	512,559		TOTAL ECONOMIC DEVELOPMENT		299,772	-41.51%
1,861	1,868	1,870		TOTAL TRANSFERS		146,868	7753.90%
-	-	281,894		TOTAL CONTINGENCY		249,203	-11.60%
58,319	363,987	796,323	0.10	TOTAL ECON DEVELOPMENT	0.10	695,843	-12.62%
950,225	1,356,669	2,063,960	6.80	TOTAL COMM DEVELOPMENT DEPT	6.80	2,121,566	2.79%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				4110	PLANNING		
85,827	82,176	75,312	0.85	01-4110-410000	Administrative Salaries	0.85	85,851
27,786	29,949	29,754	0.70	01-4110-420000	Clerical Salaries	0.70	29,033
141,585	187,618	126,900	2.00	01-4110-431000	Salaries & Wages	2.00	131,304
1,012	1,388	-	-	01-4110-438000	Longevity	-	480
640	505	640	-	01-4110-440000	Misc Fringe Benefits	-	544
19,274	22,695	17,794	-	01-4110-441000	FICA/Medicare	-	18,912
2,006	3,084	3,249	-	01-4110-442000	Workers Compensation	-	3,735
3,015	2,726	1,855	-	01-4110-443000	Unemployment	-	742
26,853	26,718	15,882	-	01-4110-444000	Retirement-PERS	-	18,221
6,118	29,059	31,979	-	01-4110-444001	Retirement-Principal	-	32,288
4,904	5,399	2,506	-	01-4110-444002	Retirement-Pension Bond	-	-
41,044	46,634	42,190	-	01-4110-445000	Health/Life/LTD	-	38,035
360,064	437,951	348,061	3.55		Total Personnel Services	3.55	359,145
1,657	3,098	3,000	-	01-4110-510000	Office Supplies	-	3,000
8	-	100	-	01-4110-511000	Postage	-	100
1,135	1,816	2,000	-	01-4110-515000	Printing & Advertising	-	2,000
2,074	2,650	2,350	-	01-4110-520000	Dues & Meetings	-	2,400
3,616	2,084	2,800	-	01-4110-525000	Travel & Training	-	2,800
256	205	1,000	-	01-4110-532000	Bank Fees	-	1,000
-	-	-	-	01-4110-533011	Planning Misc Grants	-	13,000
5,228	5,911	6,300	-	01-4110-533045	Maintenance Agreements	-	6,500
105	115	150	-	01-4110-551000	Books & Publications	-	150
839	856	650	-	01-4110-562000	Fuel	-	1,000
(18)	320	600	-	01-4110-563000	Vehicle Maintenance	-	600
-	-	100	-	01-4110-576000	Recording Fees	-	100
720	11,954	25,000	-	01-4110-580000	Professional Services	-	26,000
170,956	161,257	191,461	-	01-4110-590000	Internal Chrg-Admin Support Services	-	192,658
-	2,582	2,582	-	01-4110-590006	Internal Chrg-Network Upgrade	-	2,582
186,576	192,848	238,093	-		Total Materials and Services	-	253,890
11,288	-	-	-	01-4110-610500	Capital Outlay-Lease-GAAP	-	-
11,288	-	-	-		Total Capital Outlay	-	-
557,928	630,799	586,154	3.55	4110	TOTAL PLANNING	3.55	613,035

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 08	BUILDING INSPECTION FUND		
				REVENUES			
155,077	339,922	296,733	-	08-0000-300000	Beg F/B-Net Working Capital	-	404,838
330,486	193,134	223,000	-	08-0000-322001	Building Permits	-	230,000
137,760	112,237	88,000	-	08-0000-322002	Plumbing / Mechanical Permits	-	89,000
-	3,364	1,000	-	08-0000-322005	Mobile Home Permits	-	1,000
377	389	750	-	08-0000-322007	Electrical Permits	-	750
1,350	852	800	-	08-0000-322011	Permit Center Misc Fees	-	600
43,761	98,027	70,000	-	08-0000-336001	Contract Building Inspection	-	85,000
81	193	200	-	08-0000-360000	Miscellaneous Revenues	-	200
1,245	1,719	1,000	-	08-0000-361000	Interest Earned	-	1,300
3,763	-	-	-	08-0000-393010	Capital Lease Proceeds	-	-
673,900	749,837	681,483	-		TOTAL REVENUES	-	812,688
				4210	BUILDING INSPECTION		
76,211	80,610	92,424	1.15	08-4210-410000	Administrative Salaries	1.15	95,082
44,444	45,765	57,138	1.00	08-4210-420000	Clerical Salaries	1.00	60,046
17,567	28,660	28,000	-	08-4210-431000	Building Inspector Salary	-	38,400
58,029	49,354	54,804	1.00	08-4210-432000	Plans Examiner Salary	1.00	57,441
480	480	552	-	08-4210-438000	Longevity	-	1,200
640	640	640	-	08-4210-440000	Misc Fringe Benefits	-	736
14,942	15,429	17,868	-	08-4210-441000	FICA/Medicare	-	19,347
2,861	3,285	3,885	-	08-4210-442000	Workers Compensation	-	7,327
2,133	1,849	1,863	-	08-4210-443000	Unemployment	-	762
-	-	2,795	-	08-4210-444000	Retirement-PERS	-	3,216
20,633	34,931	52,020	-	08-4210-444001	Retirement-Principal	-	51,934
-	-	439	-	08-4210-444002	Retirement-Pension Bond	-	-
20,230	37,210	56,001	-	08-4210-445000	Health/Life/LTD	-	59,607
258,170	298,213	368,429	3.15		Total Personnel Services	3.15	395,098
1,779	2,082	1,900	-	08-4210-510000	Office Supplies	-	2,000
39	91	500	-	08-4210-515000	Printing & Advertising	-	500
325	798	850	-	08-4210-520000	Dues & Meetings	-	850
631	-	-	-	08-4210-520003	Recruitment Expense	-	100
2,080	1,490	3,100	-	08-4210-525000	Travel & Training	-	3,500
-	-	-	-	08-4210-526000	Employee Testing	-	200
2,748	1,920	1,400	-	08-4210-532000	Bank Fees	-	2,200
1,824	1,908	2,000	-	08-4210-533045	Maintenance Agreements	-	2,000
59	140	800	-	08-4210-551000	Books & Publications	-	800
2,896	3,918	3,700	-	08-4210-562000	Fuel	-	3,700
118	437	600	-	08-4210-563000	Vehicle Maintenance	-	600
6,612	2,874	3,000	-	08-4210-580000	Professional Services	-	3,000
52,934	42,826	36,491	-	08-4210-590000	Internal Chrg-Admin Support Services	-	36,719
-	5,186	5,186	-	08-4210-590006	Internal Chrg-Network Upgrade	-	5,186
72,045	63,670	59,527	-		Total Materials and Services	-	61,355

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
3,763	-	-	-	08-4210-610500	Capital Outlay-Lease-GAAP	-	-
3,763	-	-	-		Total Capital Outlay	-	-
333,978	361,883	427,956	3.15	4210	TOTAL BUILDING INSPECTION	3.15	456,453
NONDEPARTMENTAL 91XX							
				9180	RESERVES		
-	-	253,527	-	08-9180-800000	Contingency	-	356,235
-	-	253,527	-	9180	TOTAL RESERVES	-	356,235
333,978	361,883	681,483	3.15	FUND 08	TOTAL BUILDING INSPECT FUND	3.15	812,688
339,922	387,954	-			ENDING FUND BALANCE		-
FUND 14 ECONOMIC DEVELOPMENT FUND							
				FUND 14 REVENUES			
645,734	643,185	529,678	-	14-0000-300000	Beg F/B-Net Working Capital	-	629,395
36,510	42,843	42,000	-	14-0000-321004	Business License Fee	-	42,000
12,160	262,664	200,000	-	14-0000-334007	CDBG Grants	-	-
3,183	2,844	2,700	-	14-0000-361000	Interest Earned	-	3,000
814	3,007	4,202	-	14-0000-361001	Interest Earned-Receivables	-	3,131
2,722	10,428	17,743	-	14-0000-370000	Proceeds From Notes Receivable	-	18,317
381	980	-	-	14-0000-370001	Loan Fees	-	-
701,504	965,951	796,323	-		TOTAL REVENUES	-	695,843
4120 ECONOMIC DEVELOPMENT							
5,543	6,870	-	-	14-4120-410000	Administrative Salaries	-	-
2,625	2,832	3,576	0.10	14-4120-420000	Clerical Salaries	0.10	3,635
48	72	-	-	14-4120-438000	Longevity	-	-
619	731	274	-	14-4120-441000	FICA/Medicare	-	278
27	40	80	-	14-4120-442000	Workers Compensation	-	21
64	88	29	-	14-4120-443000	Unemployment	-	11
809	1,035	-	-	14-4120-444000	Retirement-PERS	-	-
220	229	-	-	14-4120-444002	Retirement-Pension Bond	-	-
1,931	1,945	-	-	14-4120-445000	Health/Life/LTD	-	579
11,886	13,842	3,959	0.10		Total Personnel Services	0.10	4,524

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
15	-	100	-	14-4120-510000	Office Supplies	-	100
-	-	100	-	14-4120-511000	Postage	-	100
-	415	100	-	14-4120-515000	Printing & Advertising	-	100
3,756	5,365	1,700	-	14-4120-520000	Dues & Meetings	-	1,700
55	58	200	-	14-4120-525000	Travel & Training	-	200
445	445	600	-	14-4120-532000	Bank Fees	-	600
300	-	2,000	-	14-4120-533045	Maintenance Agreements	-	2,000
60	60	-	-	14-4120-575000	Bond Registration Costs	-	60
600	1,320	1,800	-	14-4120-575100	Loan Fees	-	1,800
1,800	2,275	45,000	-	14-4120-580000	Professional Services	-	25,000
7,031	9,938	51,600	-		Total Materials and Services	-	31,660
25,381	72,310	200,000	-	14-4120-601000	EDRLF Loans	-	200,000
25,381	72,310	200,000	-		Total Capital Outlay	-	200,000
44,298	96,090	255,559	0.10	4120	TOTAL ECONOMIC DEVELOPMENT	0.10	236,184
				4130	AFFORDABLE HOUSING		
-	-	200	-	14-4130-510000	Office Supplies	-	200
-	50	-	-	14-4130-515000	Printing & Advertising	-	50
-	50	200	-		Total Materials and Services	-	250
-	-	53,500	-	14-4130-602000	Housing Authority Loans	-	60,138
-	3,315	3,300	-	14-4130-603000	Trust Fund Housing Grants	-	3,200
12,160	262,664	200,000	-	14-4130-604000	YC Housing Authority Grant	-	-
12,160	265,979	256,800	-		Total Capital Outlay	-	63,338
12,160	266,029	257,000	-	4130	TOTAL AFFORDABLE HOUSING	-	63,588
				9170	TRANSFERS		
1,861	1,868	1,870	-	14-9170-909000	Transfer Out-Debt Service	-	1,868
-	-	-	-	14-9170-918000	Transfer Out-Street Capital Projects	-	145,000
1,861	1,868	1,870	-	9170	TOTAL TRANSFERS	-	146,868
				9180	RESERVES		
-	-	281,894	-	14-9180-800000	Contingency	-	249,203
-	-	281,894	-	9180	TOTAL RESERVES	-	249,203
58,319	363,987	796,323	0.10	FUND 14	TOTAL ECON DEVELOPMENT FUND	0.10	695,843
643,185	601,964	-			ENDING FUND BALANCE		-

GENERAL FUND SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
<u>GENERAL GOVERNMENT</u>							
8,686	9,545	10,834	-	Total Personnel Services	-	11,316	4.45%
330,143	390,376	532,480		Total Materials and Services		207,442	-61.04%
338,829	399,921	543,314		TOTAL GENERAL GOVERNMENT		218,758	-59.74%
<u>MUNICIPAL COURT</u>							
119,536	147,586	152,971	1.70	Total Personnel Services	1.70	142,898	-6.58%
105,117	128,160	211,727		Total Materials and Services		213,125	0.66%
224,653	275,746	364,698		TOTAL MUNICIPAL COURT		356,023	-2.38%
<u>POLICE</u>							
4,121,888	4,285,530	4,414,753	35.50	Total Personnel Services	35.50	4,467,760	1.20%
1,021,135	1,077,107	1,252,428		Total Materials and Services		1,212,418	-3.19%
42,617	-	15,000		Total Capital Outlay		15,000	0.00%
5,185,640	5,362,637	5,682,181		TOTAL POLICE		5,695,178	0.23%
<u>FIRE</u>							
2,441,493	2,559,217	2,630,152	17.88	Total Personnel Services	17.88	2,653,853	0.90%
560,475	618,009	723,937		Total Materials and Services		702,746	-2.93%
45,560	19,168	-		Total Capital Outlay		-	0.00%
3,047,528	3,196,394	3,354,089		TOTAL FIRE		3,356,599	0.07%
<u>COMMUNICATIONS</u>							
629,933	664,720	608,035	6.50	Total Personnel Services	6.50	615,087	1.16%
259,391	286,417	433,605		Total Materials and Services		446,308	2.93%
889,324	951,137	1,041,640		TOTAL COMMUNICATIONS		1,061,395	1.90%
<u>LIBRARY</u>							
708,987	744,023	808,466	11.94	Total Personnel Services	11.94	811,149	0.33%
390,550	374,237	374,336		Total Materials and Services		437,307	16.82%
-	-	-		Total Capital Outlay		2,600	100.00%
1,099,537	1,118,260	1,182,802		TOTAL LIBRARY		1,251,056	5.77%
<u>PLANNING</u>							
360,064	437,951	348,061	3.55	Total Personnel Services	3.55	359,145	3.18%
186,576	192,848	238,093		Total Materials and Services		253,890	6.63%
11,288	-	-		Total Capital Outlay		-	0.00%
557,928	630,799	586,154		TOTAL PLANNING		613,035	4.59%
81,578	41,578	39,068		TOTAL TRANSFERS		39,067	0.00%
-	-	752,042		TOTAL CONTINGENCY		1,422,021	89.09%
-	-	1,100,000		TOTAL UNAPPROPRIATED FUND BALANCE		1,100,000	0.00%
11,425,017	11,976,472	14,645,988	77.07	TOTAL GENERAL FUND	77.07	15,113,134	3.19%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 01	GENERAL FUND		
				REVENUES			
2,674,367	2,835,747	2,249,309	-	01-0000-300000	Beg F/B-Net Working Capital	-	2,528,414
6,192,156	6,306,110	6,414,209	-	01-0000-310000	Current Year Taxes	-	6,900,000
326,125	283,515	300,000	-	01-0000-311000	Prior Year Taxes	-	300,000
225,027	221,659	230,625	-	01-0000-320001	Franchise Fee-Cable	-	233,798
81,280	125,200	140,307	-	01-0000-320002	Franchise Fee-Garbage	-	93,922
219,489	229,387	230,625	-	01-0000-320003	Franchise Fee-Gas	-	235,000
815,982	810,528	861,000	-	01-0000-320004	Franchise Fee-Electric	-	884,162
54,284	45,901	45,540	-	01-0000-320005	Franchise Fee-Telephone	-	40,000
472,168	511,642	694,839	-	01-0000-321003	Transient Lodging Tax	-	-
1,325	1,400	1,377	-	01-0000-321004	Other Business & Liquor Taxes	-	1,400
273,416	136,202	262,000	-	01-0000-322009	Community Development	-	262,000
4,687	34,611	5,000	-	01-0000-322011	City Projects Permit Center Fees	-	1,000
5,000	-	-	-	01-0000-334000	OEM Grant - Fire	-	-
50,728	-	-	-	01-0000-334002	FEMA Grant - Fire	-	-
1,672	760	-	-	01-0000-334027	Police Grants	-	-
1,930	-	-	-	01-0000-334034	Planning Grants	-	13,000
-	25,108	100,000	-	01-0000-334047	NEA Our Town Grant	-	-
296,762	314,654	310,500	-	01-0000-335003	State Liquor Taxes	-	346,326
31,631	30,188	31,315	-	01-0000-335004	State Cigarette Taxes	-	32,000
199,724	207,299	214,200	-	01-0000-335006	State Revenue Sharing	-	235,204
25,456	27,163	30,300	-	01-0000-336001	Dundee Planning Contract	-	25,000
11,428	15,122	15,273	-	01-0000-336002	Dundee WCCCA Subscription Fee	-	16,928
36,935	38,782	40,721	-	01-0000-336003	Dundee Communications	-	42,758
406,445	415,834	424,151	-	01-0000-336004	Dundee Police Contract	-	432,635
31,166	24,196	-	-	01-0000-338000	Reimbursed Costs	-	20,000
1,212	1,003	2,300	-	01-0000-338007	School District CET Admin Fee	-	2,300
1,557	1,573	7,800	-	01-0000-338008	Park SDC Admin Fee	-	3,000
35,000	35,000	35,000	-	01-0000-338009	School District SRO	-	35,000
-	21,165	-	-	01-0000-338010	Reimbursed Costs - Conflagration	-	-
195	95	152	-	01-0000-341000	Temporary Retail Licenses	-	100
16,693	18,124	17,170	-	01-0000-341002	PD Reports and Other Fees	-	6,500
123,503	53,754	190,000	-	01-0000-341003	Planning / Subdivision Fees	-	170,000
261	30	1,000	-	01-0000-341004	Fire Department Miscellaneous Fees	-	300
401	580	500	-	01-0000-341005	Permit Center Document Sales	-	300
28,863	29,668	38,000	-	01-0000-342001	Newberg Dog Licenses	-	-
285,646	294,335	306,000	-	01-0000-342002	Fire Protection Contract	-	330,204
9,588	8,217	-	-	01-0000-342003	Animal Release, Adoption Fees	-	-
3,609	65	-	-	01-0000-342005	New Animal Shelter-Operations	-	-
23,874	24,335	25,000	-	01-0000-346001	Library Fines, Fees, Copies, etc	-	25,000
2,809	3,989	3,000	-	01-0000-346003	Lost Book Payments	-	3,000
64,504	60,508	95,106	-	01-0000-346004	CCRLS Reimbursement	-	64,859
18,351	18,099	19,606	-	01-0000-346005	Non-Resident Library Cards	-	20,000
458,424	539,819	505,000	-	01-0000-351000	Traffic Fines	-	475,000
5,255	5,140	5,050	-	01-0000-351001	Court Improvement Fees	-	5,000
4,700	1,400	4,040	-	01-0000-351003	Alarm Fees	-	2,000
15,980	16,279	15,150	-	01-0000-351004	Peer Court	-	15,000
9,162	11,677	11,615	-	01-0000-351005	Court Appointed Attorneys	-	11,000
98,448	98,208	101,000	-	01-0000-351006	Traffic School Fee	-	100,000
26,881	38,851	28,000	-	01-0000-351008	Photo Red Light	-	23,000

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
11,536	253	2,500	-	01-0000-360000	Miscellaneous Revenues	-	2,500
10,230	9,579	7,070	-	01-0000-361000	Interest Earned	-	7,300
712	322	-	-	01-0000-364000	Sale Of Assets	-	-
-	14	-	-	01-0000-367001	Animal Control Donations	-	-
1,652	1,430	-	-	01-0000-367002	K-9 Donations	-	-
547,273	542,318	620,795	-	01-0000-370700	Internal Rev-Franchise Fee	-	609,000
3,843	3,843	3,843	-	01-0000-370750	Internal Rev-Communications Charge	-	4,225
131	-	-	-	01-0000-390022	Transfer In-Library Gift & Memorial	-	-
-	-	-	-	01-0000-390019	Transfer In-Transient Lodging Tax	-	555,000
11,288	-	-	-	01-0000-393010	Capital Lease Proceeds	-	-
14,260,764	14,480,681	14,645,988	-		TOTAL REVENUES	-	15,113,134
				1110	GENERAL GOVERNMENT		
1,514	1,681	2,012	-	01-1110-431000	Administrative Salaries	-	2,519
2,100	2,320	2,900	-	01-1110-432000	Councilor Compensation	-	2,520
4,570	4,960	4,600	-	01-1110-433000	Mayor Compensation	-	4,800
344	378	728	-	01-1110-441000	FICA/Medicare	-	752
101	125	518	-	01-1110-442000	Workers Compensation	-	690
57	81	76	-	01-1110-443000	Unemployment	-	35
8,686	9,545	10,834	-		Total Personnel Services	-	11,316
902	1,476	1,500	-	01-1110-510000	Office Supplies	-	500
3,484	1,393	2,250	-	01-1110-515000	Printing & Advertising	-	500
25,984	24,902	23,350	-	01-1110-520000	Dues & Meetings	-	28,000
3,023	2,761	2,875	-	01-1110-520005	Mayor's Expenses	-	2,875
144	1,534	1,000	-	01-1110-520006	Council/Committee Expense	-	600
1,090	50	2,100	-	01-1110-520008	Recognition	-	2,100
3,288	1,736	4,750	-	01-1110-525000	Travel & Training	-	5,000
-	39,525	100,000	-	01-1110-533047	NEA Our Town Grant	-	-
24	3,331	-	-	01-1110-580000	Professional Services	-	5,000
141,216	145,758	122,104	-	01-1110-590000	Internal Chrg-Admin Support Services	-	122,867
30,000	32,000	32,000	-	01-1110-592000	Community Support	-	40,000
120,988	135,910	240,551	-	01-1110-592500	Tourism Promotion	-	-
330,143	390,376	532,480	-		Total Materials and Services	-	207,442
338,829	399,921	543,314	-	1110	TOTAL GENERAL GOVERNMENT	-	218,758
				1510	MUNICIPAL COURT		
47,846	67,512	75,368	1.50	01-1510-420000	Clerical Salaries	1.50	66,164
32,400	32,400	36,000	0.20	01-1510-431000	Judicial Salaries	0.20	35,216
2,251	7,826	-	-	01-1510-435000	Overtime	-	-
6,161	8,079	8,519	-	01-1510-441000	FICA/Medicare	-	7,756
199	321	736	-	01-1510-442000	Workers Compensation	-	556
3,124	965	891	-	01-1510-443000	Unemployment	-	306
8,524	10,885	11,658	-	01-1510-444001	Retirement-Principal	-	11,639
19,031	19,598	19,799	-	01-1510-445000	Health/Life/LTD	-	21,261
119,536	147,586	152,971	1.70		Total Personnel Services	1.70	142,898

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
1,376	1,502	1,500	-	01-1510-510000	Office Supplies	-	1,600
621	1,485	1,100	-	01-1510-515000	Printing & Advertising	-	1,100
113	246	100	-	01-1510-520000	Dues & Meetings	-	100
1,511	980	500	-	01-1510-525000	Travel & Training	-	1,200
1,397	2,760	1,500	-	01-1510-532000	Bank Fees	-	3,600
256	278	325	-	01-1510-533000	Contractual Services	-	300
15,980	16,279	15,000	-	01-1510-533031	Peer Court	-	15,000
1,673	2,773	2,800	-	01-1510-533045	Maintenance Agreements	-	2,858
59,953	65,141	154,403	-	01-1510-590000	Internal Chrg-Admin Support Services	-	155,368
-	499	499	-	01-1510-590006	Internal Chrg-Network Upgrade	-	499
17,468	26,412	24,000	-	01-1510-594000	Court Appointed Attorney Fees	-	24,000
4,769	5,904	5,600	-	01-1510-595000	Court Costs	-	5,500
-	3,901	4,400	-	01-1510-595001	Court Improvements	-	2,000
105,117	128,160	211,727	-		Total Materials and Services	-	213,125

224,653	275,746	364,698	1.70	1510	TOTAL MUNICIPAL COURT	1.70	356,023
----------------	----------------	----------------	-------------	-------------	------------------------------	-------------	----------------

POLICE DEPARTMENT 21XX

				2110	POLICE ADMINISTRATION		
101,646	107,944	104,940	1.00	01-2110-410000	Administrative Salaries	1.00	105,996
51,856	55,548	54,984	1.00	01-2110-420000	Clerical Salaries	1.00	57,874
960	1,200	1,200	-	01-2110-438000	Longevity	-	1,200
1,280	1,280	1,280	-	01-2110-440000	Misc Fringe Benefits	-	1,280
12,264	12,803	13,238	-	01-2110-441000	FICA/Medicare	-	12,725
3,370	4,221	4,979	-	01-2110-442000	Workers Compensation	-	4,975
1,079	1,492	1,299	-	01-2110-443000	Unemployment	-	500
33,695	35,592	35,337	-	01-2110-444000	Retirement-PERS	-	33,343
10,222	12,786	13,856	-	01-2110-444001	Retirement-Principal	-	14,336
3,812	3,963	3,505	-	01-2110-444002	Retirement-Pension Bond	-	3,559
38,803	39,111	40,046	-	01-2110-445000	Health/Life/LTD	-	42,980
258,987	275,940	274,664	2.00		Total Personnel Services	2.00	278,768

9,701	8,359	7,500	-	01-2110-510000	Office Supplies	-	7,500
330	216	500	-	01-2110-511000	Postage	-	500
3,692	4,210	4,000	-	01-2110-515000	Printing & Advertising	-	4,000
1,399	1,271	1,500	-	01-2110-520000	Dues & Meetings	-	1,500
33	1,144	-	-	01-2110-520003	Recruitment Expense	-	-
1,272	1,061	3,500	-	01-2110-525000	Travel & Training	-	3,500
7,437	7,813	4,000	-	01-2110-533045	Maintenance Agreements	-	4,000
504	636	1,000	-	01-2110-551000	Books & Publications	-	1,000
495	495	495	-	01-2110-575000	Bond Registration Costs	-	495
37,297	11,553	6,500	-	01-2110-580000	Professional Services	-	6,500
591,246	632,072	749,543	-	01-2110-590000	Internal Chrg-Admin Support Services	-	754,229
-	18,114	18,112	-	01-2110-590006	Internal Chrg-Network Upgrade	-	18,112
653,406	686,944	796,650	-		Total Materials and Services	-	801,336

912,393	962,884	1,071,314	2.00	2110	TOTAL POLICE ADMINISTRATION	2.00	1,080,104
----------------	----------------	------------------	-------------	-------------	------------------------------------	-------------	------------------

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2120	PATROL		
91,833	97,120	95,328	1.00	01-2120-410000	Administrative Salaries	1.00	96,288
1,653,032	1,680,615	1,772,335	25.00	01-2120-431000	Officer Salaries	25.00	1,757,739
77,427	100,192	113,518	-	01-2120-435000	Overtime	-	130,992
49,930	48,226	50,000	-	01-2120-435001	Holiday Bank	-	50,000
840	480	960	-	01-2120-436000	Shift Diff/Beeper Pay	-	480
7,180	8,720	9,500	-	01-2120-438000	Longevity	-	12,960
4,480	4,480	4,480	-	01-2120-440000	Misc Fringe Benefits	-	4,480
141,036	145,504	156,532	-	01-2120-441000	FICA/Medicare	-	157,050
57,585	74,201	91,455	-	01-2120-442000	Workers Compensation	-	82,211
15,526	17,439	16,331	-	01-2120-443000	Unemployment	-	6,171
359,834	374,023	400,841	-	01-2120-444000	Retirement-PERS	-	409,685
62,793	62,852	67,200	-	01-2120-444002	Retirement-Pension Bond	-	67,760
429,167	427,465	452,776	-	01-2120-445000	Health/Life/LTD	-	488,729
2,950,663	3,041,317	3,231,256	26.00		Total Personnel Services	26.00	3,264,545
14,908	18,660	24,000	-	01-2120-512000	Uniforms	-	24,000
252	271	700	-	01-2120-520000	Dues & Meetings	-	700
-	115	500	-	01-2120-520003	Recruitment Expense	-	500
7,902	6,766	6,500	-	01-2120-523000	Supplies	-	6,500
9,621	8,038	11,500	-	01-2120-523001	Firearms	-	11,500
-	-	500	-	01-2120-523005	Flares	-	500
2,910	-	1,250	-	01-2120-524000	Safety Program	-	1,250
9,252	2,564	8,500	-	01-2120-525000	Travel & Training	-	8,500
-	214	250	-	01-2120-528000	Prisoner Expense	-	250
4,902	2,265	2,500	-	01-2120-529000	K-9 Program	-	2,500
2,758	5,801	7,500	-	01-2120-530000	Drug Dog	-	7,500
844	929	1,000	-	01-2120-533000	Contractual Services	-	1,000
-	-	890	-	01-2120-533048	JAG Grant	-	890
780	1,822	2,000	-	01-2120-536000	Motor Program	-	2,000
88,828	86,816	95,000	-	01-2120-562000	Fuel	-	95,000
37,894	38,752	35,000	-	01-2120-563000	Vehicle Maintenance	-	35,000
2,959	1,507	2,000	-	01-2120-566000	Equip Repair & Maintenance	-	2,000
2,049	19,002	3,000	-	01-2120-566120	Small Equipment Replacement	-	3,000
112	758	2,000	-	01-2120-580000	Professional Services	-	2,000
45,000	55,000	45,000	-	01-2120-590001	Internal Chrg-Veh/Equip	-	45,000
3,000	3,000	3,000	-	01-2120-590003	Internal Chrg-Capital Replace	-	3,000
-	-	18,000	-	01-2120-590007	Internal Chrg-MDT	-	18,000
38,000	38,000	38,000	-	01-2120-590008	Internal Chrg-Radio Replace	-	38,000
-	-	41,156	-	01-2120-590009	Internal Chrg-FBI Mandate	-	-
9,047	10,000	10,000	-	01-2120-596000	Reserve Police Costs	-	10,000
-	1,404	1,700	-	01-2120-596003	Reserve Officers' Ammunition	-	1,700
281,018	301,684	361,446	-		Total Materials and Services	-	320,290
17,927	-	15,000	-	01-2120-610000	Capital Outlay	-	15,000
17,927	-	15,000	-		Total Capital Outlay	-	15,000
3,249,608	3,343,001	3,607,702	26.00	2120	TOTAL PATROL	26.00	3,599,835

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2130	INVESTIGATIONS		
91,833	97,120	95,328	1.00	01-2130-410000	Administrative Salaries	1.00	96,288
265,635	279,835	292,824	4.00	01-2130-431000	Officer Salaries	4.00	299,336
20,472	13,678	30,000	-	01-2130-435000	Overtime	-	30,219
10,440	11,131	15,000	-	01-2130-435001	Holiday Bank	-	12,000
1,920	1,920	2,400	-	01-2130-436000	Beeper Pay	-	1,920
1,440	1,440	1,800	-	01-2130-436100	Detectives Uniform Allowance	-	1,440
720	720	880	-	01-2130-438000	Longevity	-	1,680
3,200	3,200	3,200	-	01-2130-440000	Misc Fringe Benefits	-	3,200
29,674	30,787	33,772	-	01-2130-441000	FICA/Medicare	-	34,126
12,291	16,057	19,592	-	01-2130-442000	Workers Compensation	-	17,694
2,768	3,678	3,503	-	01-2130-443000	Unemployment	-	1,340
70,284	73,802	82,721	-	01-2130-444000	Retirement-PERS	-	85,202
13,109	13,178	14,535	-	01-2130-444002	Retirement-Pension Bond	-	14,724
87,554	77,479	89,279	-	01-2130-445000	Health/Life/LTD	-	96,400
611,340	624,025	684,834	5.00		Total Personnel Services	5.00	695,569
73	-	500	-	01-2130-520000	Dues & Meetings	-	500
-	-	5,000	-	01-2130-521000	Confidential Funds	-	5,000
701	654	2,000	-	01-2130-523000	Supplies	-	2,000
227	794	700	-	01-2130-523004	Photographic Equipment	-	700
2,565	7,165	3,500	-	01-2130-525000	Travel & Training	-	3,500
327	190	-	-	01-2130-528000	Investigation Expense	-	-
3,120	211	1,500	-	01-2130-533000	Contractual Services	-	1,500
-	4,799	-	-	01-2130-533045	Maintenance Agreements	-	-
1,200	1,200	1,200	-	01-2130-534000	Vehicle Lease	-	1,200
3,632	1,175	2,000	-	01-2130-563000	Vehicle Maintenance	-	2,000
5,049	1,315	3,000	-	01-2130-566120	Small Equip Replacement	-	3,000
245	499	2,000	-	01-2130-580000	Professional Services	-	2,000
16,000	16,000	16,000	-	01-2130-590001	Internal Chrg-Veh/Equip	-	16,000
10,000	5,000	5,000	-	01-2130-590004	Internal Chrg-Forensic Equip	-	5,000
43,139	39,002	42,400	-		Total Materials and Services	-	42,400
654,479	663,027	727,234	5.00	2130	TOTAL INVESTIGATIONS	5.00	737,969

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				2150	SUPPORT SERVICES		
33,774	34,425	35,076	0.50	01-2150-410000	Administrative Salaries	0.50	35,412
84,758	90,237	96,036	2.00	01-2150-420000	Clerical Salaries	2.00	96,988
(1,236)	-	-	-	01-2150-431000	Salaries & Wages	-	-
2,198	-	-	-	01-2150-435000	Overtime	-	995
4,006	4,546	4,100	-	01-2150-435001	Holiday Bank	-	4,000
1,080	1,080	1,080	-	01-2150-438000	Longevity	-	1,560
320	320	320	-	01-2150-440000	Misc Fringe Benefits	-	320
9,122	9,565	10,451	-	01-2150-441000	FICA/Medicare	-	10,654
392	547	682	-	01-2150-442000	Workers Compensation	-	644
893	1,174	1,091	-	01-2150-443000	Unemployment	-	419
23,371	23,980	26,480	-	01-2150-444000	Retirement-PERS	-	25,599
(557)	-	-	-	01-2150-444001	Retirement-Principal	-	-
4,294	4,256	4,473	-	01-2150-444002	Retirement-Pension Bond	-	4,598
42,928	43,377	44,210	-	01-2150-445000	Health/Life/LTD	-	47,689
205,343	213,507	223,999	2.50		Total Personnel Services	2.50	228,878
400	151	300	-	01-2150-520000	Dues & Meetings	-	300
1,232	2,200	1,900	-	01-2150-523000	Supplies	-	1,900
1,282	447	2,000	-	01-2150-525000	Travel & Training	-	2,000
2,379	1,367	3,000	-	01-2150-527000	Community Policing	-	3,000
5,109	5,073	5,000	-	01-2150-532000	R.A.I.N. Agreement	-	5,000
15,192	14,217	12,760	-	01-2150-533000	Contractual Services	-	12,760
11,250	15,005	13,932	-	01-2150-533045	Maintenance Agreements	-	13,932
1,310	3,850	4,500	-	01-2150-566000	Equip Repair & Maintenance	-	4,500
38,154	42,310	43,392	-		Total Materials and Services	-	43,392
243,497	255,817	267,391	2.50	2150	TOTAL SUPPORT SERVICES	2.50	272,270
				2160	ANIMAL CONTROL		
50,903	73,319	-	-	01-2160-431000	Salaries & Wages	-	-
3,834	4,211	-	-	01-2160-435000	Overtime	-	-
1,904	2,922	-	-	01-2160-435001	Holiday Bank	-	-
1,233	1,200	-	-	01-2160-438000	Longevity	-	-
4,738	6,511	-	-	01-2160-441000	FICA/Medicare	-	-
818	1,053	-	-	01-2160-442000	Workers Compensation	-	-
405	737	-	-	01-2160-443000	Unemployment	-	-
14,664	16,684	-	-	01-2160-444001	Retirement-Principal	-	-
17,056	24,104	-	-	01-2160-445000	Health/Life/LTD	-	-
95,555	130,741	-	-		Total Personnel Services	-	-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
257	140	-	-	01-2160-520000	Dues & Meetings	-	-
1,505	927	-	-	01-2160-523002	Supplies-Dog Control	-	-
437	401	-	-	01-2160-523003	Veterinarian Fees	-	-
219	346	-	-	01-2160-525000	Travel & Training	-	-
-	212	-	-	01-2160-532000	Bank Fees	-	-
-	531	420	-	01-2160-533045	Maintenance Agreements	-	-
3,000	4,610	8,120	-	01-2160-540000	Utilities	-	5,000
5,418	7,167	8,540	-		Total Materials and Services	-	5,000
24,690	-	-	-	01-2160-610000	Capital Outlay	-	-
24,690	-	-	-		Total Capital Outlay	-	-

125,663	137,908	8,540	-	2160	TOTAL ANIMAL CONTROL	-	5,000
---------	---------	-------	---	------	----------------------	---	-------

5,185,640	5,362,637	5,682,181	35.50		TOTAL POLICE DEPARTMENT	35.50	5,695,178
-----------	-----------	-----------	-------	--	-------------------------	-------	-----------

FIRE DEPARTMENT 22XX

				2210	FIRE ADMINISTRATION		
105,604	109,615	109,332	1.00	01-2210-410000	Administrative Salaries	1.00	110,421
67,987	70,209	75,480	1.60	01-2210-420000	Clerical Salaries	1.60	76,683
-	(2,663)	-	-	01-2210-435000	Overtime	-	-
5,173	4,688	5,000	-	01-2210-436000	Standby Pay	-	8,300
720	720	720	-	01-2210-438000	Longevity	-	720
640	640	640	-	01-2210-440000	Misc Fringe Benefits	-	640
13,465	14,403	14,625	-	01-2210-441000	FICA/Medicare	-	15,052
3,989	4,829	5,179	-	01-2210-442000	Workers Compensation	-	5,336
1,261	1,766	1,529	-	01-2210-443000	Unemployment	-	593
17,898	20,117	18,924	-	01-2210-444000	Retirement-PERS	-	20,554
11,159	12,964	14,739	-	01-2210-444001	Retirement-Principal	-	14,471
3,752	4,002	3,794	-	01-2210-444002	Retirement-Pension Bond	-	3,939
33,724	33,975	34,670	-	01-2210-445000	Health/Life/LTD	-	37,132
265,372	275,265	284,632	2.60		Total Personnel Services	2.60	293,841
2,572	2,080	3,500	-	01-2210-510000	Office Supplies	-	3,500
372	137	400	-	01-2210-511000	Postage	-	400
656	744	1,000	-	01-2210-520000	Dues & Meetings	-	1,500
2,299	3,014	2,500	-	01-2210-523000	Supplies	-	2,500
2,278	1,311	3,200	-	01-2210-525000	Travel & Training	-	3,500
3,901	4,084	12,000	-	01-2210-533045	Maintenance Agreements	-	12,000
14,374	16,073	18,000	-	01-2210-540000	Utilities	-	18,000
124	182	300	-	01-2210-551000	Books & Publications	-	300
1,822	1,885	2,200	-	01-2210-562000	Fuel	-	2,500
207	405	1,500	-	01-2210-563000	Vehicle Maintenance	-	1,500
2	299	800	-	01-2210-566000	Equip Repair & Maintenance	-	800
248	261	250	-	01-2210-575000	Bond Registration Costs	-	250
1,880	-	-	-	01-2210-580000	Professional Services	-	-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
326,694	354,099	384,394	-	01-2210-590000	Internal Chrg-Admin Support Services	-	386,797
-	10,892	10,893	-	01-2210-590006	Internal Chrg-Network Upgrade	-	10,893
-	-	15,000	-	01-2210-590007	Internal Chrg-MDT	-	15,000
-	-	24,694	-	01-2210-590009	Internal Chrg-FBI Mandate	-	-
357,429	395,466	480,631	-		Total Materials and Services	-	459,440
622,801	670,731	765,263	2.60	2210	TOTAL FIRE ADMINISTRATION	2.60	753,281
				2220	FIRE SUPPRESSION		
89,021	91,567	92,436	1.00	01-2220-410000	Administrative Salaries	1.00	93,324
1,164,955	1,185,974	1,108,411	13.28	01-2220-431000	Firefighter Salaries	13.28	1,123,434
57,206	78,796	167,141	-	01-2220-435000	Overtime	-	169,153
44,542	53,789	43,300	-	01-2220-435001	Holiday Bank	-	45,000
3,713	3,514	22,000	-	01-2220-436000	Standby Pay	-	10,400
2,320	2,640	2,720	-	01-2220-438000	Longevity	-	3,360
-	-	11,130	-	01-2220-439000	Incentive Pay	-	-
1,280	1,280	1,280	-	01-2220-440000	Misc Fringe Benefits	-	1,280
102,399	111,315	112,811	-	01-2220-441000	FICA/Medicare	-	110,616
45,726	54,850	62,839	-	01-2220-442000	Workers Compensation	-	55,770
9,871	13,301	11,797	-	01-2220-443000	Unemployment	-	4,348
230,076	255,885	269,453	-	01-2220-444000	Retirement-PERS	-	275,094
44,801	48,155	47,601	-	01-2220-444002	Retirement-Pension Bond	-	47,725
231,028	224,933	227,693	-	01-2220-445000	Health/Life/LTD	-	256,970
2,026,938	2,125,999	2,180,612	14.28		Total Personnel Services	14.28	2,196,474
14,141	15,714	15,000	-	01-2220-512000	Uniforms	-	15,000
699	460	500	-	01-2220-520000	Dues & Meetings	-	500
7,532	(215)	10,000	-	01-2220-523000	Supplies	-	10,000
1,053	15,211	8,000	-	01-2220-523020	Small Equipment	-	8,000
6,603	7,724	8,000	-	01-2220-525000	Travel & Training	-	8,000
47	47	-	-	01-2220-526000	Employee Testing	-	-
5,810	5,386	9,460	-	01-2220-533045	Maintenance Agreements	-	9,460
778	204	2,000	-	01-2220-551000	Books & Publications	-	2,000
24,877	30,074	25,000	-	01-2220-562000	Fuel	-	25,000
25,418	40,026	30,000	-	01-2220-563000	Vehicle Maintenance	-	30,000
11,224	10,726	15,000	-	01-2220-566000	Equip Repair & Maintenance	-	15,000
21,750	17,528	30,000	-	01-2220-566100	Safety Equipment	-	30,000
32,786	32,786	32,786	-	01-2220-590008	Internal Chrg-Radio Replace	-	32,786
21,199	15,877	20,000	-	01-2220-596000	Volunteer Costs	-	20,000
1,719	3,522	10,000	-	01-2220-596001	Volunteer Training	-	10,000
17,500	17,500	17,500	-	01-2220-596002	Volunteer LOSAP	-	17,500
193,136	212,570	233,246	-		Total Materials and Services	-	233,246

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
3,525	19,168	-	-	01-2220-610000	Capital Outlay	-	-
42,035	-	-	-	01-2220-610534	Capital Outlay - FEMA Grant	-	-
45,560	19,168	-	-		Total Capital Outlay	-	-
2,265,634	2,357,737	2,413,858	14.28	2220	TOTAL FIRE SUPPRESSION	14.28	2,429,720
				2230	FIRE PREVENTION		
89,021	94,128	92,436	1.00	01-2230-432000	Inspector Salaries	1.00	93,324
5,258	6,056	12,000	-	01-2230-436000	Standby Pay	-	8,900
720	720	720	-	01-2230-438000	Longevity	-	1,200
640	640	640	-	01-2230-440000	Misc Fringe Benefits	-	640
7,106	7,567	8,094	-	01-2230-441000	FICA/Medicare	-	7,961
3,158	3,639	4,475	-	01-2230-442000	Workers Compensation	-	4,303
669	913	846	-	01-2230-443000	Unemployment	-	313
19,836	21,257	22,121	-	01-2230-444000	Retirement-PERS	-	21,948
3,222	3,332	3,467	-	01-2230-444002	Retirement-Pension Bond	-	3,435
19,553	19,701	20,109	-	01-2230-445000	Health/Life/LTD	-	21,514
149,183	157,953	164,908	1.00		Total Personnel Services	1.00	163,538
269	332	264	-	01-2230-520000	Dues & Meetings	-	270
488	649	1,100	-	01-2230-523000	Supplies	-	1,100
1,615	2,491	2,550	-	01-2230-523011	Fire Prevention	-	2,550
1,168	1,331	1,564	-	01-2230-525000	Travel & Training	-	1,570
462	250	300	-	01-2230-551000	Books & Publications	-	300
2,985	2,892	2,500	-	01-2230-562000	Fuel	-	2,500
2,923	2,028	1,782	-	01-2230-563000	Vehicle Maintenance	-	1,770
9,910	9,973	10,060	-		Total Materials and Services	-	10,060
159,093	167,926	174,968	1.00	2230	TOTAL FIRE PREVENTION	1.00	173,598
3,047,528	3,196,394	3,354,089	17.88		TOTAL FIRE DEPARTMENT	17.88	3,356,599
				2310	COMMUNICATIONS		
33,774	34,425	35,076	0.50	01-2310-410000	Administrative Salaries	0.50	35,412
315,412	334,142	307,216	6.00	01-2310-420000	Dispatch Salaries	6.00	304,263
35,006	29,944	28,000	-	01-2310-435000	Overtime	-	28,865
9,970	12,774	13,000	-	01-2310-435001	Holiday Bank	-	11,000
840	1,280	840	-	01-2310-438000	Longevity	-	840
320	320	320	-	01-2310-440000	Misc Fringe Benefits	-	320
28,940	30,332	29,412	-	01-2310-441000	FICA/Medicare	-	29,124
1,280	1,732	1,707	-	01-2310-442000	Workers Comp	-	1,663
2,896	3,716	3,076	-	01-2310-443000	Unemployment	-	1,146
66,090	75,041	66,187	-	01-2310-444000	Retirement-PERS	-	68,021
12,229	13,414	12,657	-	01-2310-444002	Retirement-Pension Bond	-	12,567
123,176	127,600	110,544	-	01-2310-445000	Health/Life/LTD	-	121,866
629,933	664,720	608,035	6.50		Total Personnel Services	6.50	615,087

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
568	420	500	-	01-2310-520000	Dues & Meetings	-	500
278	-	-	-	01-2310-520003	Recruitment Expense	-	-
2,244	371	4,000	-	01-2310-523000	Supplies	-	4,000
2,934	3,417	2,500	-	01-2310-525000	Travel & Training	-	2,500
(587)	700	500	-	01-2310-526000	Employee Testing	-	500
3,085	6,037	8,300	-	01-2310-533000	Contractual Services	-	8,300
108,104	128,039	136,176	-	01-2310-533045	Maintenance Agreements	-	147,311
-	-	3,060	-	01-2310-533051	OEM Phase II Wireless	-	3,060
1,818	1,398	1,500	-	01-2310-566000	Equip Repair & Maintenance	-	1,500
1,890	686	2,000	-	01-2310-566120	Small Equipment Replacement	-	2,000
120,057	121,143	250,863	-	01-2310-590000	Internal Chrg-Admin Support Services	-	252,431
19,000	19,000	19,000	-	01-2310-590003	Internal Chrg-Capital Replace	-	19,000
-	5,206	5,206	-	01-2310-590006	Internal Chrg-Network Upgrade	-	5,206
259,391	286,417	433,605	-		Total Materials and Services	-	446,308
889,324	951,137	1,041,640	6.50	2310	TOTAL COMMUNICATIONS	6.50	1,061,395

LIBRARY 31XX

				3110	LIBRARY ADMINISTRATION		
190,704	199,985	199,836	3.00	01-3110-410000	Administrative Salaries	-	-
120	-	-	-	01-3110-432000	Salaries-Grant	-	-
1,720	1,920	2,400	-	01-3110-438000	Longevity	-	-
640	640	640	-	01-3110-440000	Misc Fringe Benefits	-	-
14,484	15,204	15,519	-	01-3110-441000	FICA/Medicare	-	-
567	762	873	-	01-3110-442000	Workers Compensation	-	-
1,352	1,821	1,622	-	01-3110-443000	Unemployment	-	-
18,142	19,445	18,913	-	01-3110-444000	Retirement-PERS	-	-
21,080	27,463	28,332	-	01-3110-444001	Retirement-Principal	-	-
2,944	3,034	2,945	-	01-3110-444002	Retirement-Pension Bond	-	-
33,584	33,850	34,634	-	01-3110-445000	Health/Life/LTD	-	-
285,337	304,124	305,714	3.00		Total Personnel Services	-	-
477	1,667	800	-	01-3110-510000	Office Supplies	-	-
127	216	100	-	01-3110-515000	Printing & Advertising	-	-
320	387	305	-	01-3110-520000	Dues & Meetings	-	-
680	653	300	-	01-3110-523000	Supplies	-	-
317	388	350	-	01-3110-525000	Travel & Training	-	-
2,376	2,352	2,800	-	01-3110-532000	Bank Fees	-	-
3,289	2,631	2,900	-	01-3110-533045	Maintenance Agreements	-	-
24,924	27,744	25,500	-	01-3110-540000	Utilities	-	-
116,664	121,607	121,974	-	01-3110-542001	Regional Library Service	-	-
-	72	-	-	01-3110-551000	Books & Publications	-	-
151	244	150	-	01-3110-551003	Lost Book Refunds	-	-
(138)	-	-	-	01-3110-560000	Property Taxes	-	-
336	-	150	-	01-3110-566000	Equip Repair & Maintenance	-	-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
166,135	167,829	168,557	-	01-3110-590000	Internal Chrg-Admin Support Services	-	-
-	2,640	2,640	-	01-3110-590006	Internal Chrg-Network Upgrade	-	-
16	52	50	-	01-3110-596000	Volunteer Costs	-	-
315,674	328,482	326,576	-		Total Materials and Services	-	-
601,011	632,606	632,290	3.00	3110	TOTAL LIBRARY ADMIN	-	-
				3120	PUBLIC SERVICES		
-	-	-	-	01-3120-410000	Administrative Salaries	3.00	204,930
336,912	347,309	380,991	8.94	01-3120-431000	Salaries & Wages	8.94	387,832
480	480	720	-	01-3120-438000	Longevity	-	2,880
-	-	-	-	01-3120-440000	Misc Fringe Benefits	-	640
25,481	26,287	29,198	-	01-3120-441000	FICA/Medicare	-	45,615
1,206	1,554	1,495	-	01-3120-442000	Workers Compensation	-	3,140
2,360	3,131	3,053	-	01-3120-443000	Unemployment	-	1,797
-	-	-	-	01-3120-444000	Retirement-PERS	-	19,262
18,988	22,615	34,407	-	01-3120-444001	Retirement-Principal	-	57,776
-	-	-	-	01-3120-444002	Retirement-Pension Bond	-	3,014
38,223	38,523	52,888	-	01-3120-445000	Health/Life/LTD	-	84,263
423,650	439,899	502,752	8.94		Total Personnel Services	11.94	811,149
3,158	1,603	2,500	-	01-3120-510000	Office Supplies	-	3,300
112	-	-	-	01-3120-515000	Printing & Advertising	-	100
200	195	350	-	01-3120-520000	Dues & Meetings	-	1,100
1,220	1,546	2,000	-	01-3120-523000	Supplies	-	4,300
1,572	1,050	1,500	-	01-3120-525000	Travel & Training	-	1,850
-	-	-	-	01-3120-532000	Bank Fees	-	2,400
138	2,950	2,000	-	01-3120-533000	Contractual Services	-	2,647
390	270	-	-	01-3120-533024	Patron Notices	-	-
-	-	-	-	01-3120-533045	Maintenance Agreements	-	2,900
-	-	-	-	01-3120-540000	Utilities	-	30,000
-	-	-	-	01-3120-542001	Regional Library Service	-	129,409
28,573	16,002	20,000	-	01-3120-551000	Books & Publications	-	42,500
9,644	5,801	5,000	-	01-3120-551001	Audio-Visual	-	9,000
5,991	5,860	5,000	-	01-3120-551002	Periodicals	-	5,000
14,321	6,518	7,000	-	01-3120-551003	Children's Books	-	20,000
2,887	1,303	1,110	-	01-3120-551004	Children's Audio-Visual	-	3,000
492	258	500	-	01-3120-551005	Children's Periodicals	-	500
4,716	1,136	-	-	01-3120-551006	Electronic Resources	-	2,000
37	52	100	-	01-3120-551007	Adult Book Replacement	-	500
1,425	1,026	500	-	01-3120-551008	Children's Book Replacement	-	1,500
-	-	-	-	01-3120-551009	Lost Book Refunds	-	150
-	185	200	-	01-3120-566000	Equip Repair & Maintenance	-	350
-	-	-	-	01-3120-590000	Internal Chrg-Admin Support Services	-	169,611
-	-	-	-	01-3120-590002	Internal Chrg-Computers	-	2,500
-	-	-	-	01-3120-590006	Internal Chrg-Network Upgrade	-	2,640
-	-	-	-	01-3120-596000	Volunteer Costs	-	50
74,876	45,755	47,760	-		Total Materials and Services	-	437,307

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
NONDEPARTMENTAL 91XX							
				9170	TRANSFERS		
19,639	19,639	21,940	-	01-9170-906000	Transfer Out-Wastewater	-	-
40,000	-	17,128	-	01-9170-932000	Transfer Out-Vehicle/Equipment Replacemer	-	17,128
21,939	21,939	-	-	01-9170-947000	Transfer Out-Water SDC	-	21,939
81,578	41,578	39,068	-	9170	TOTAL TRANSFERS	-	39,067
				9180	RESERVES		
-	-	752,042	-	01-9180-800000	Contingency	-	1,422,021
-	-	1,100,000	-	01-9180-880000	Unappropriated Fund Balance	-	1,100,000
-	-	1,852,042	-	9180	TOTAL RESERVES	-	2,522,021
81,578	41,578	1,891,110	-	TOTAL NONDEPARTMENTAL		-	2,561,088
11,425,017	11,976,472	14,645,988	77.07	FUND 01	TOTAL GENERAL FUND	77.07	15,113,134
2,835,747	2,504,209	-			ENDING FUND BALANCE		-

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: PUBLIC WORKS – STREETS

STAFF LEVEL FTE: 2.23 2.55 3.06

Department Description

The Public Works Department is responsible for planning, building, operating and maintaining the City's public infrastructure. We have 141 miles of roadways in the City. The Maintenance Division repairs and overlays road surfaces, installs and reconstructs ADA ramps, grades and maintains gravel roads, repairs curbs and sidewalks, sweeps streets, installs and maintains traffic control devices such as street signs and cross walks. The Engineering Services Department is also committed to providing well maintained streets to our citizens and takes the lead on planning and implementing the Capital Improvement Program.

Budget Comments

The "State of Our Streets" is an important topic for our City and will be further addressed throughout the year. The primary funding source for the roadway maintenance budget is the City's share of the state gas tax revenue. This revenue source has been in decline since 2005-06 due to the public's response to increased fuel prices, higher mile-per-gallon vehicles, and only moderate economic growth. Of the 141 lane miles of City roadway, 40 are in need of an immediate overlay and seven miles of roadways have degraded to the point of requiring complete reconstruction. Although this work started in 2012, there is a substantial amount of road repair yet to be completed, and unfortunately, the road maintenance program budget continues to be under-funded, as identified in the 2014 City wide Pavement Management System Implementation Report.

The funding for street capital projects is both the state gas tax and the Transportation SDC fund. The projects planned for this fiscal year include: Sidewalk, ADA, & Bikeway Improvements; Villa Road Improvements; Pavement Maintenance and Rehabilitation and work on the Second Street Parking Lot.

Significant Changes

The Transportation SDC fees were increased by 2.3% based on the construction cost index for 2014. This budget does not anticipate a large revenue increase from this change.

PUBLIC WORKS - STREETS SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
STREET FUND							
<u>ADMINISTRATION</u>							
22,559	23,797	12,900	0.10	Total Personnel Services	-	-	-100.00%
168,761	170,137	171,289		Total Materials and Services		-	-100.00%
<u>191,320</u>	<u>193,934</u>	<u>184,189</u>		<u>TOTAL ADMINISTRATION</u>		<u>-</u>	<u>-100.00%</u>
<u>ENGINEERING SERVICES</u>							
156,399	101,163	128,780	1.23	Total Personnel Services	1.71	194,516	51.05%
14,613	18,734	52,150		Total Materials and Services		240,930	361.99%
1,254	-	14,675		Total Capital Outlay		25,400	73.08%
<u>172,266</u>	<u>119,897</u>	<u>195,605</u>		<u>TOTAL ENGINEERING SERVICES</u>		<u>460,847</u>	<u>135.60%</u>
<u>MAINTENANCE</u>							
232,037	114,893	133,572	1.23	Total Personnel Services	1.35	135,874	1.72%
386,861	430,585	513,300		Total Materials and Services		523,100	1.91%
<u>618,898</u>	<u>545,478</u>	<u>646,872</u>		<u>TOTAL MAINTENANCE</u>		<u>658,974</u>	<u>1.87%</u>
<u>982,484</u>	<u>859,309</u>	<u>1,026,666</u>	<u>2.55</u>	<u>TOTAL PUBLIC WORKS - STREETS</u>	<u>3.06</u>	<u>1,119,820</u>	<u>9.07%</u>
58,715	504,392	198,053		TOTAL TRANSFERS		396,519	100.21%
-	-	764,172		TOTAL CONTINGENCY		635,729	-16.81%
<u>1,041,199</u>	<u>1,363,701</u>	<u>1,988,891</u>	<u>2.55</u>	<u>TOTAL STREET FUND</u>	<u>3.06</u>	<u>2,152,068</u>	<u>8.20%</u>

STREET CAPITAL PROJECTS FUND

586,114	1,965,756	1,180,000		TOTAL STREET CAPITAL PROJECTS		777,625	-34.10%
-	-	158,493		TOTAL CONTINGENCY		164,993	4.10%
<u>586,114</u>	<u>1,965,756</u>	<u>1,338,493</u>		<u>TOTAL STREET CAPITAL PROJECTS</u>		<u>942,618</u>	<u>-29.58%</u>

STREET SYSTEM DEVELOPMENT FUND

53,522	551,134	1,005,000		TOTAL TRANSFERS		259,125	-74.22%
-	-	1,964,554		TOTAL CONTINGENCY		1,707,453	-13.09%
<u>53,522</u>	<u>551,134</u>	<u>2,969,554</u>		<u>TOTAL STREET SDC's</u>		<u>1,966,578</u>	<u>-33.78%</u>
<u>1,680,835</u>	<u>3,880,591</u>	<u>6,296,938</u>	<u>2.55</u>	<u>TOTAL PUBLIC WORKS - STREETS</u>	<u>3.06</u>	<u>5,061,264</u>	<u>-19.62%</u>

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 2	STREET FUND		
				REVENUES			
475,325	689,102	638,391	-	02-0000-300000	Beg F/B-Net Working Capital	-	808,548
4,338	4,755	-	-	02-0000-332003	Street/Curb Permits	-	5,000
804,860	860,199	885,000	-	02-0000-335000	Gas Taxes	-	876,245
12,179	12,834	14,000	-	02-0000-336000	Bike Way Taxes	-	13,000
400,899	410,335	425,000	-	02-0000-337000	JTA HB2001 Allocation	-	430,525
642	7,881	-	-	02-0000-338000	Reimb Costs-Materials	-	500
1,114	3,481	-	-	02-0000-338001	Reimb Costs-Labor	-	250
18,863	27,208	-	-	02-0000-338002	Reimb Costs-Capital Project	-	6,000
7,870	10,969	-	-	02-0000-342004	Dev Review and Inspection Fee	-	10,000
2,100	3,105	-	-	02-0000-360000	Miscellaneous Revenues	-	200
2,111	2,706	1,500	-	02-0000-361000	Interest Earned	-	1,800
-	-	25,000	-	02-0000-390031	Transfer In-Admin Support Services	-	-
1,730,301	2,032,575	1,988,891	-		TOTAL REVENUES	-	2,152,068
PUBLIC WORKS 51XX							
				5110	STREET ADMINISTRATION		
17,865	19,416	9,516	0.10	02-5110-410000	Administrative Salaries	-	-
126	64	-	-	02-5110-440000	Misc Fringe Benefits	-	-
1,368	1,487	728	-	02-5110-441000	FICA/Medicare	-	-
315	216	205	-	02-5110-442000	Workers Compensation	-	-
478	158	76	-	02-5110-443000	Unemployment	-	-
867	1,430	1,307	-	02-5110-444000	Retirement-PERS	-	-
144	332	314	-	02-5110-444002	Retirement-Pension Bond	-	-
1,396	694	754	-	02-5110-445000	Health/Life/LTD	-	-
22,559	23,797	12,900	0.10		Total Personnel Services	-	-
130	15	250	-	02-5110-510000	Office Supplies	-	-
-	-	100	-	02-5110-515000	Printing & Advertising	-	-
154	273	300	-	02-5110-520000	Dues & Meetings	-	-
127	-	-	-	02-5110-520003	Recruitment Expense	-	-
782	11	500	-	02-5110-523000	Supplies	-	-
6	1	1,200	-	02-5110-525000	Travel & Training	-	-
22,076	16,905	30,000	-	02-5110-533000	Contractual Services	-	-
-	-	50	-	02-5110-551000	Books & Publications	-	-
-	-	50	-	02-5110-562000	Fuel	-	-
252	252	275	-	02-5110-575000	Bond Registration Costs	-	-
145,234	152,680	138,564	-	02-5110-590000	Internal Chrg-Admin Support Services	-	-
168,761	170,137	171,289	-		Total Materials and Services	-	-
191,320	193,934	184,189	0.10	5110	TOTAL STREET ADMINISTRATION	-	-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
5112					ENGINEERING SERVICES		
19,590	8,439	8,520	0.10	02-5112-410000	Administrative Salaries	0.35	32,342
-	-	4,248	0.13	02-5112-420000	Clerical Salaries	0.11	5,182
78,893	55,669	63,900	1.00	02-5112-432000	Engineer Salaries	1.25	84,297
8	-	-	-	02-5112-435000	Overtime	-	-
465	240	270	-	02-5112-438000	Longevity	-	180
640	384	640	-	02-5112-440000	Misc Fringe Benefits	-	776
7,383	4,782	5,935	-	02-5112-441000	FICA/Medicare	-	9,393
1,265	1,078	1,611	-	02-5112-442000	Workers Compensation	-	1,993
2,663	588	620	-	02-5112-443000	Unemployment	-	370
6,811	5,388	5,319	-	02-5112-444000	Retirement-PERS	-	9,203
11,965	7,109	12,402	-	02-5112-444001	Retirement-Principal	-	17,148
1,243	948	931	-	02-5112-444002	Retirement-Pension Bond	-	1,743
25,473	16,538	24,384	-	02-5112-445000	Health/Life/LTD	-	31,890
156,399	101,163	128,780	1.23		Total Personnel Services	1.71	194,516
189	1,111	700	-	02-5112-510000	Office Supplies	-	700
-	-	25	-	02-5112-511000	Postage	-	75
127	73	100	-	02-5112-515000	Printing & Advertising	-	100
555	812	1,500	-	02-5112-520000	Dues & Meetings	-	1,000
-	-	2,000	-	02-5112-520003	Recruitment Expense	-	1,000
336	1,098	1,500	-	02-5112-523000	Supplies	-	1,400
1,145	1,051	3,000	-	02-5112-525000	Travel & Training	-	4,200
75	21	50	-	02-5112-532000	Bank Fees	-	250
3,726	6,421	33,000	-	02-5112-533000	Contractual Services	-	83,000
7,715	7,247	8,500	-	02-5112-533045	Maintenance Agreements	-	8,200
12	80	175	-	02-5112-551000	Books & Publications	-	175
592	301	500	-	02-5112-562000	Fuel	-	525
95	407	900	-	02-5112-563000	Vehicle Maintenance	-	500
-	-	-	-	02-5112-575000	Bond Registration Costs	-	275
46	112	200	-	02-5112-576000	Recording Fees	-	100
-	-	-	-	02-5112-590000	Internal Chrg-Admin Support Services	-	139,430
14,613	18,734	52,150	-		Total Materials and Services	-	240,930
1,254	-	14,675	-	02-5112-610000	Capital Outlay	-	25,400
1,254	-	14,675	-		Total Capital Outlay	-	25,400
172,266	119,897	195,605	1.23	5112	TOTAL ENGINEERING SERVICES	1.71	460,847

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5120	STREET MAINTENANCE		
19,304	20,153	19,788	0.25	02-5120-410000	Administrative Salaries	0.25	19,983
8,898	3,619	4,512	0.13	02-5120-420000	Clerical Salaries	0.25	9,476
112,062	42,363	46,392	0.85	02-5120-431000	Maintenance Salaries	0.85	48,076
5,055	3,876	6,000	-	02-5120-433000	Summer Help	-	6,000
288	942	-	-	02-5120-435000	Overtime	-	1,000
1,100	759	6,570	-	02-5120-436000	Beeper Pay	-	821
1,320	800	920	-	02-5120-438000	Longevity	-	960
320	171	640	-	02-5120-440000	Misc Fringe Benefits	-	224
11,313	5,446	6,490	-	02-5120-441000	FICA/Medicare	-	6,621
9,216	4,179	5,629	-	02-5120-442000	Workers Compensation	-	4,703
1,071	678	678	-	02-5120-443000	Unemployment	-	271
30,241	15,932	19,931	-	02-5120-444001	Retirement-Principal	-	18,652
31,849	15,975	16,022	-	02-5120-445000	Health/Life/LTD	-	19,087
232,037	114,893	133,572	1.23		Total Personnel Services	1.35	135,874
387	1,468	1,600	-	02-5120-510000	Office Supplies	-	1,600
594	1,200	1,200	-	02-5120-512000	Uniforms	-	3,000
673	550	1,000	-	02-5120-520000	Dues & Meetings	-	1,000
27,574	22,959	25,000	-	02-5120-522000	Road Materials	-	25,000
9,265	11,270	6,500	-	02-5120-523000	Supplies & Small Tools	-	8,000
-	616	500	-	02-5120-524000	Safety Program	-	500
3,162	1,892	3,000	-	02-5120-525000	Travel & Training	-	3,000
363	346	1,000	-	02-5120-526000	Employee Testing	-	1,500
18,678	11,650	9,750	-	02-5120-533000	Contractual Services	-	16,000
3,219	2,886	4,250	-	02-5120-533045	Maintenance Agreements	-	6,000
-	16,839	20,000	-	02-5120-538101	Street Improvements	-	20,000
-	-	60,000	-	02-5120-538102	Street Crack Sealing	-	50,000
609	2,298	25,000	-	02-5120-538105	Sidewalk Intersections/ADA/Bikeway	-	25,000
3,220	2,825	6,000	-	02-5120-540000	Utilities	-	6,000
7,928	19,431	20,000	-	02-5120-541000	Street Signs	-	22,000
258,687	271,214	260,000	-	02-5120-541001	Street Lighting	-	273,000
2,748	3,632	5,000	-	02-5120-541002	Street Light/Pole Maintenance	-	5,000
9,633	10,177	14,000	-	02-5120-562000	Fuel	-	12,000
6,134	11,158	12,000	-	02-5120-563000	Vehicle Maintenance	-	12,000
3,882	2,612	6,500	-	02-5120-566000	Equip Repair & Maintenance	-	6,500
5,105	10,562	6,000	-	02-5120-571000	Bldg & Grounds Maintenance	-	6,000
25,000	25,000	25,000	-	02-5120-590001	Internal Chrg-Veh/Equip	-	20,000
386,861	430,585	513,300	-		Total Materials and Services	-	523,100
618,898	545,478	646,872	1.23	5120	TOTAL STREET MAINTENANCE	1.35	658,974
982,484	859,309	1,026,666	2.55		TOTAL PUBLIC WORKS (STREET)	3.06	1,119,820

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
NONDEPARTMENTAL 91XX							
				9170	TRANSFERS		
22,908	23,018	23,053	-	02-9170-909000	Transfer Out-Debt Service	-	23,019
35,807	481,374	175,000	-	02-9170-918000	Transfer Out-Street Cap Projects	-	373,500
58,715	504,392	198,053	-	9170	TOTAL TRANSFERS	-	396,519
				9180	RESERVES		
-	-	764,172	-	02-9180-800000	Contingency	-	635,729
-	-	764,172	-	9180	TOTAL RESERVES	-	635,729
58,715	504,392	962,225	-	TOTAL NONDEPARTMENTAL		-	1,032,248
1,041,199	1,363,701	1,988,891	2.55	FUND 02	TOTAL STREET FUND	3.06	2,152,068
689,102	668,874	-			ENDING FUND BALANCE		-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 18	STREET CAPITAL PROJECTS		
				REVENUES			
145,913	109,841	158,192	-	18-0000-300000	Beg F/B-Net Working Capital	-	164,193
397,129	675,686	-	-	18-0000-334000	Federal Exchange Grant	-	-
-	310,678	-	-	18-0000-338000	Reimbursed Costs	-	-
11,882	-	-	-	18-0000-349010	Payments in Lieu	-	-
51,541	-	-	-	18-0000-360000	Miscellaneous Revenues	-	-
161	535	301	-	18-0000-361000	Interest Earned	-	800
35,807	481,374	175,000	-	18-0000-390002	Transfer In-Street Fund	-	373,500
-	-	-	-	18-0000-390014	Transfer In-EDRLF Fund	-	145,000
53,522	551,134	1,005,000	-	18-0000-390042	Transfer In-Street Development	-	259,125
695,955	2,129,248	1,338,493	-		TOTAL REVENUES	-	942,618
				5150	CAPITAL PROJECTS		
14,304	14,316	5,000	-	18-5150-702106	Bicycle Route Improvements	-	5,000
14,283	328,838	-	-	18-5150-702115	Pavement Maintenance Program	-	-
49,885	934,171	-	-	18-5150-702157	Sheridan St CPRD Project	-	-
2,086	-	-	-	18-5150-702162	College St-RR Xing/E Sidewalk	-	-
-	-	250,000	-	18-5150-702163	Villa Rd - Haworth to Crestview	-	320,000
48,799	535,872	580,000	-	18-5150-702165	College St-Bike Lanes/W Sidewalk	-	-
-	-	25,000	-	18-5150-702166	Everest Road Intersection	-	-
2,637	15,262	35,000	-	18-5150-702170	Deborah Rd Safe Rte School Zone	-	-
454,120	130,990	120,000	-	18-5150-702171	Pavement Rehabilitation	-	225,000
-	-	165,000	-	18-5150-702172	Hayes St Extension	-	-
-	6,307	-	-	18-5150-702174	2nd Street Parking Lot Rehab	-	212,000
-	-	-	-	18-5150-702175	520 W 3rd Property Purchase	-	15,625
586,114	1,965,756	1,180,000	-	5150	TOTAL CAPITAL PROJECTS	-	777,625
				9180	RESERVES		
-	-	158,493	-	18-9180-830000	Contingency - Payments in Lieu	-	164,993
-	-	158,493	-	9180	TOTAL RESERVES	-	164,993
586,114	1,965,756	1,338,493		FUND 18	TOTAL STREET CAPITAL PROJECTS		942,618
109,841	163,492	-			ENDING FUND BALANCE		-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 42	STREET SYSTEM DEVELOPMENT FUND		
				REVENUES			
2,205,612	2,534,552	2,207,054	-	42-0000-300000	Beg F/B-Net Working Capital	-	1,918,739
-	-	-	-	42-0000-334000	Grant-Federal Exchange	-	
42,000	-	-	-	42-0000-338002	Reimb Costs-Capital Projects	-	-
320,661	222,363	748,000	-	42-0000-349002	Systems Development Fees	-	29,770
-	-	-	-	42-0000-349003	Traffic Control Devices	-	
-	-	-	-	42-0000-360000	Miscellaneous Revenues	-	
11,483	11,796	9,500	-	42-0000-361000	Interest Earned	-	10,300
2,135	1,787	-	-	42-0000-361001	Interest-Receivables	-	1,586
-	-	-	-	42-0000-361004	Interest-Other Investments	-	
6,183	6,183	5,000	-	42-0000-363000	Assessment Installments	-	6,183
-	-	-	-	42-0000-390001	Transfer In-General Fund	-	-
2,588,074	2,776,681	2,969,554	-		TOTAL REVENUES	-	1,966,578
				9170	TRANSFERS		
53,522	551,134	1,005,000	-	42-9170-918000	Transfer Out-Street Cap Projects	-	259,125
53,522	551,134	1,005,000	-	9170	TOTAL TRANSFERS	-	259,125
				9180	RESERVES		
-	-	1,915,427	-	42-9180-800000	Contingency	-	1,707,453
-	-	49,127	-	42-9180-810000	Contingency-Traffic Control Devices	-	-
-	-	1,964,554	-	9180	TOTAL RESERVES	-	1,707,453
53,522	551,134	2,969,554	-	FUND 42	TOTAL STREET SDC FUND	-	1,966,578
2,534,552	2,225,547	-			ENDING FUND BALANCE		-

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: PW – WASTEWATER

STAFF LEVEL FTE: 16.96 18.21 17.86

Department Description

The Public Works Department is responsible for planning, building, operating and maintaining the City's public infrastructure. The wastewater system consists of collection, piping, pump stations, wastewater treatment plant, composter, and a recycled water reuse system which re-distributes filtered treated wastewater for irrigation and industrial uses.

Budget Comments

Funding for the wastewater program is provided through wastewater utility rates and system development charges.

To maintain compliance with the City's National Pollutant Discharge Elimination System Permit (NPDES) and any potential future regulations the department has been in the process of a \$36 million upgrade of the treatment plant. In this fiscal year, the components of the upgrade include additional sawdust bays and a hypochlorite system.

Inflow and infiltration (I&I) of surface water and ground water into the City wastewater collection systems during large rainfall events is causing overflows in the wastewater system at manholes and pump stations. Yearly I&I reductions projects are planned to be completed for the next 5+ years to reduce the volume of surface water and groundwater flowing into the wastewater system, which will in turn reduce operating costs at the wastewater treatment plant, reduce maintenance costs in the system pump stations and pipes, and minimize the potential for DEQ fines on overflow events. Although the costs to repair the aging wastewater collection system will be significant, it can no longer be postponed.

The capital improvement program consists of several other projects: the Dayton Avenue pump station, Maintenance Yard Improvements and the Second Street Lot Wastewater replacement. There is a small amount to cover any wastewater impacts as a part of the Newberg-Dundee bypass project.

Significant Changes

As a part of the budget process, the reserve funds are being transferred back into the individual operating funds. This accounts for the 44% increase in the revenues. The projected revenues for the Wastewater

SDC fund is significantly lower than this year's actuals because these revenues are hard to predict and based strictly on development.

The wastewater rates increased 5.75% on January 1, 2015 and the Wastewater SDC fees increased 2.3% on April 1, 2015.

The debt service in this fund increased due to starting to pay back the DEQ loans for the Treatment Plant upgrades.

PUBLIC WORKS - WASTEWATER SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
WASTEWATER FUND							
<u>ADMINISTRATION</u>							
22,489	48,686	42,568	0.33	Total Personnel Services	-	-	-100.00%
969,347	1,156,992	1,008,830		Total Materials and Services		-	-100.00%
991,836	1,205,678	1,051,398		TOTAL ADMINISTRATION		-	-100.00%
<u>ENGINEERING SERVICES</u>							
154,181	217,178	240,199	2.13	Total Personnel Services	1.86	212,380	-11.58%
16,230	15,263	33,295		Total Materials and Services		1,159,334	3382.01%
9,664	-	14,800		Total Capital Outlay		-	-100.00%
180,075	232,441	288,294		TOTAL ENGINEERING SERVICES		1,371,714	375.80%
<u>PLANT OPERATIONS</u>							
771,190	801,179	911,775	9.88	Total Personnel Services	10.00	987,995	8.36%
781,886	769,870	949,050		Total Materials and Services		1,073,450	13.11%
174,098	272,059	275,000		Total Capital Outlay		35,000	-87.27%
1,727,174	1,843,108	2,135,825		TOTAL PLANT OPERATIONS		2,096,445	-1.84%
<u>MAINTENANCE</u>							
403,188	525,433	582,975	5.88	Total Personnel Services	6.00	598,562	2.67%
180,509	211,393	457,375		Total Materials and Services		563,259	23.15%
583,697	736,826	1,040,350		TOTAL MAINTENANCE		1,161,821	11.68%
3,482,782	4,018,053	4,515,867	18.21	TOTAL PUBLIC WORKS - WASTEWATER	17.86	4,629,980	2.53%
729,408	961,326	1,405,088		TOTAL DEBT SERVICE		2,162,182	53.88%
63,708	4,698,795	1,000,000		TOTAL TRANSFERS		1,627,500	62.75%
-	-	4,298,214		TOTAL CONTINGENCY		4,186,330	-2.60%
4,275,898	9,678,174	11,219,169	18.21	TOTAL WASTEWATER FUND	17.86	12,605,992	12.36%

WASTEWATER CIP RESERVE FUND

-	620,593	1,468,500		TOTAL TRANSFERS		5,193,602	253.67%
-	620,593	1,468,500		TOTAL WASTEWATER CIP RESERVE		5,193,602	253.67%

PUBLIC WORKS - WASTEWATER SUMMARY (cont'd)

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
WASTEWATER FINANCED CIP FUND							
4,955,820	9,447,632	21,088,728		TOTAL WASTEWATER CAPITAL PROJECTS		-	-100.00%
4,955,820	9,447,632	21,088,728		TOTAL WASTEWATER FINANCED CIP's		-	-100.00%
WASTEWATER SYSTEM DEVELOPMENT FUND							
284,294	281,294	283,279		TOTAL DEBT SERVICE		281,236	-0.72%
31	114,510	1,396,500		TOTAL TRANSFERS		458,125	-67.19%
-	-	2,231,442		TOTAL CONTINGENCY		2,810,940	25.97%
284,325	395,804	3,911,221		TOTAL WASTEWATER SDC's		3,550,301	-9.23%
9,516,043	20,142,203	37,687,618	18.21	TOTAL PW - WASTEWATER	17.86	21,349,895	-43.35%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 06	WASTEWATER FUND		
				REVENUES			
5,167,171	7,576,190	4,188,939	-	06-0000-300000	Beg F/B-Net Working Capital	-	4,403,799
33,746	-	-	-	06-0000-334000	Miscellaneous Grants	-	-
-	20,388	-	-	06-0000-338000	Reimb Costs-Materials	-	-
18,978	52,724	-	-	06-0000-338002	Reimb Costs-Capital Project	-	7,500
7,870	8,569	5,000	-	06-0000-342004	Dev Review and Inspection Fee	-	12,000
49,066	41,464	31,000	-	06-0000-342005	Compost Sales/Sawdust Sales	-	31,000
13,800	13,800	13,800	-	06-0000-343000	Illinois Street Rental	-	-
6,359,195	6,352,345	6,716,990	-	06-0000-348000	User Fees	-	6,400,000
6,296	11,800	10,000	-	06-0000-349001	Connection Charges	-	10,000
30,142	29,454	30,000	-	06-0000-350000	Utility Billing Penalties	-	30,000
101,640	74,418	80,000	-	06-0000-355000	Other Fees: Dumping	-	80,000
4,009	4,825	1,500	-	06-0000-360000	Miscellaneous Revenues	-	1,500
28,726	18,942	20,000	-	06-0000-361000	Interest Earned	-	14,000
3,400	30,000	-	-	06-0000-364000	Sale Of Assets	-	1,000
19,639	19,639	21,940	-	06-0000-390001	Transfer In-General Fund	-	-
-	-	-	-	06-0000-390026	Transfer In-WW Replacement & Reserves	-	5,193,602
-	-	100,000	-	06-0000-390031	Transfer In-Admin Support Services	-	-
8,410	-	-	-	06-0000-393010	Lease Proceeds	-	-
11,852,088	14,254,558	11,219,169	-	TOTAL REVENUES		-	16,184,401

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
PUBLIC WORKS 51XX							
5110 WASTEWATER ADMINISTRATION							
17,865	38,341	31,404	0.33	06-5110-410000	Administrative Salaries	-	-
-	96	-	-	06-5110-420000	Clerical Salaries	-	-
126	160	-	-	06-5110-440000	Misc Fringe Benefits	-	-
1,368	2,943	2,402	-	06-5110-441000	FICA/Medicare	-	-
315	554	676	-	06-5110-442000	Workers Compensation	-	-
478	320	251	-	06-5110-443000	Unemployment	-	-
867	3,705	4,312	-	06-5110-444000	Retirement-PERS	-	-
74	831	1,036	-	06-5110-444002	Retirement-Pension Bond	-	-
1,396	1,736	2,487	-	06-5110-445000	Health/Life/LTD	-	-
22,489	48,686	42,568	0.33		Total Personnel Services	-	-
70	37	250	-	06-5110-510000	Office Supplies	-	-
-	-	25	-	06-5110-511000	Postage	-	-
-	6	100	-	06-5110-515000	Printing & Advertising	-	-
21	-	350	-	06-5110-520000	Dues & Meetings	-	-
127	-	-	-	06-5110-520003	Recruitment Expense	-	-
874	271	300	-	06-5110-523000	Supplies	-	-
6	2	1,862	-	06-5110-525000	Travel & Training	-	-
566	7,169	6,000	-	06-5110-533000	Contractual Services	-	-
-	-	50	-	06-5110-551000	Books & Publications	-	-
-	-	50	-	06-5110-562000	Fuel	-	-
-	14,835	-	-	06-5110-580010	Bad Debt Expense	-	-
594,146	634,545	608,153	-	06-5110-590000	Internal Chrg-Admin Support Services	-	-
55,578	55,778	55,840	-	06-5110-590004	Internal Chrg-Facilities (COP)	-	-
-	120,375	-	-	06-5110-590006	Internal Chrg-Network Upgrade	-	-
317,959	323,974	335,850	-	06-5110-590015	Internal Chrg-Franchise Fee	-	-
969,347	1,156,992	1,008,830	-		Total Materials and Services	-	-
991,836	1,205,678	1,051,398	0.33	5110	TOTAL WASTEWATER ADMIN	-	-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
5113 ENGINEERING SERVICES							
19,590	21,905	21,312	0.25	06-5113-410000	Administrative Salaries	0.50	44,816
-	-	4,248	0.13	06-5113-420000	Clerical Salaries	0.11	5,182
76,652	117,161	120,660	1.75	06-5113-432000	Engineer Salaries	1.25	84,297
8	-	-	-	06-5113-435000	Overtime	-	-
465	240	270	-	06-5113-438000	Longevity	-	180
640	960	640	-	06-5113-440000	Misc Fringe Benefits	-	872
7,214	10,420	11,255	-	06-5113-441000	FICA/Medicare	-	10,355
1,233	2,324	3,119	-	06-5113-442000	Workers Compensation	-	2,048
3,253	1,249	1,176	-	06-5113-443000	Unemployment	-	408
6,592	7,199	7,075	-	06-5113-444000	Retirement-PERS	-	11,854
11,749	20,249	26,706	-	06-5113-444001	Retirement-Principal	-	17,148
1,313	1,364	1,353	-	06-5113-444002	Retirement-Pension Bond	-	2,158
25,472	34,107	42,385	-	06-5113-445000	Health/Life/LTD	-	33,063
154,181	217,178	240,199	2.13		Total Personnel Services	1.86	212,380
284	660	700	-	06-5113-510000	Office Supplies	-	700
-	-	50	-	06-5113-511000	Postage	-	50
108	83	100	-	06-5113-515000	Printing & Advertising	-	100
871	758	1,200	-	06-5113-520000	Dues & Meetings	-	1,200
-	-	2,000	-	06-5113-520003	Recruitment Expense	-	1,000
381	1,021	1,500	-	06-5113-523000	Supplies	-	1,400
2,362	1,117	3,000	-	06-5113-525000	Travel & Training	-	4,900
33	130	20	-	06-5113-532000	Bank Fees	-	100
3,345	3,364	15,000	-	06-5113-533000	Contractual Services	-	25,400
7,715	7,247	8,200	-	06-5113-533045	Maintenance Agreements	-	8,300
12	80	175	-	06-5113-551000	Books & Publications	-	175
592	300	500	-	06-5113-562000	Fuel	-	525
451	503	800	-	06-5113-563000	Vehicle Maintenance	-	500
-	-	-	-	06-5113-575100	Loan Fees	-	127,200
76	-	50	-	06-5113-576000	Recording Fees	-	50
-	-	-	-	06-5113-590000	Internal Chrg-Admin Support Services	-	611,955
-	-	-	-	06-5113-590004	Internal Chrg-Facilities (COP)	-	55,779
-	-	-	-	06-5113-590015	Internal Chrg-Franchise Fee	-	320,000
16,230	15,263	33,295	-		Total Materials and Services	-	1,159,334
1,254	-	14,800	-	06-5113-610000	Capital Outlay	-	-
8,410	-	-	-	06-5113-610500	Capital Outlay-Lease-GAAP	-	-
9,664	-	14,800	-		Total Capital Outlay	-	-
180,075	232,441	288,294	2.13	5113	TOTAL ENGINEERING SERVICES	1.86	1,371,714

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5131	WASTEWATER PLANT OPERATIONS		
38,105	49,227	57,852	1.00	06-5131-410000	Administrative Salaries	1.00	61,663
16,748	16,769	16,908	0.38	06-5131-420000	Clerical Salaries	0.50	24,984
421,283	423,440	478,080	8.50	06-5131-431000	Salaries & Wages	8.50	460,661
11,683	10,572	12,000	-	06-5131-433000	Summer Help	-	12,000
2,607	3,582	-	-	06-5131-435000	Overtime	-	6,527
4,730	6,213	2,493	-	06-5131-436000	Beeper Pay	-	17,936
2,040	1,100	480	-	06-5131-438000	Longevity	-	1,200
2,240	1,595	2,560	-	06-5131-440000	Misc Fringe Benefits	-	1,920
37,178	38,432	43,635	-	06-5131-441000	FICA/Medicare	-	44,898
16,332	18,000	24,302	-	06-5131-442000	Workers Compensation	-	21,987
3,838	4,626	4,562	-	06-5131-443000	Unemployment	-	1,842
94,832	99,873	133,570	-	06-5131-444001	Retirement-Principal	-	144,698
119,574	127,750	135,333	-	06-5131-445000	Health/Life/LTD	-	187,679
771,190	801,179	911,775	9.88		Total Personnel Services	10.00	987,995
973	1,517	1,500	-	06-5131-510000	Office Supplies	-	2,000
39	86	700	-	06-5131-511000	Postage	-	1,200
2,163	4,803	3,650	-	06-5131-512000	Uniforms	-	5,600
-	-	-	-	06-5131-515000	Printing & Advertising	-	1,700
2,390	1,975	2,300	-	06-5131-520000	Dues & Meetings	-	3,000
25	1,158	1,000	-	06-5131-520003	Recruitment Expense	-	1,000
12,483	17,137	12,000	-	06-5131-523000	Supplies & Small Tools	-	14,500
-	-	-	-	06-5131-524000	Safety Program	-	3,000
6,464	9,697	13,500	-	06-5131-525000	Travel & Training	-	16,000
978	1,745	1,000	-	06-5131-526000	Employee Testing	-	2,500
721	397	750	-	06-5131-532000	Bank Fees	-	1,000
26,998	66,711	70,000	-	06-5131-533000	Contractual Services	-	70,000
3,904	4,408	5,000	-	06-5131-533045	Maintenance Agreements	-	7,500
152,783	138,455	200,000	-	06-5131-537000	Operating Supplies	-	261,300
287,145	282,655	325,000	-	06-5131-540000	Utilities	-	325,000
10,658	17,613	17,500	-	06-5131-545000	Lab Supplies & Oper	-	17,000
15,974	13,730	17,500	-	06-5131-546000	Permits & Fees	-	18,500
11,656	8,985	12,500	-	06-5131-547000	Analytical Lab Testing	-	12,500
6,897	4,602	7,500	-	06-5131-548000	Industrial Pretreatment	-	7,500
218	361	400	-	06-5131-551000	Books & Publications	-	400
642	170	750	-	06-5131-560000	Property Taxes	-	750
18,597	16,341	19,000	-	06-5131-562000	Fuel	-	19,000
2,113	2,787	7,500	-	06-5131-563000	Vehicle Maintenance	-	7,500
188,302	146,331	185,000	-	06-5131-566000	Equip Repair & Maintenance	-	205,000
16,194	6,532	25,000	-	06-5131-568000	Pump Station Maintenance	-	35,000
13,569	21,674	20,000	-	06-5131-571000	Building & Grounds Maintenance	-	35,000
781,886	769,870	949,050	-		Total Materials and Services	-	1,073,450

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
174,098	94,311	100,000	-	06-5131-610000	Capital Outlay	-	35,000
-	177,748	175,000	-	06-5131-610400	Capital Outlay-Ops Vehicle Replac	-	-
174,098	272,059	275,000	-		Total Capital Outlay	-	35,000
1,727,174	1,843,108	2,135,825	9.88	5131	TOTAL WASTEWATER PLANT OP	10.00	2,096,445
				5132	WASTEWATER MAINTENANCE		
18,717	20,153	19,788	0.25	06-5132-410000	Administrative Salaries	0.25	19,983
8,806	3,619	4,512	0.13	06-5132-420000	Clerical Salaries	0.25	9,476
202,437	280,320	301,632	5.50	06-5132-431000	Salaries & Wages	5.50	309,055
13,786	10,571	15,360	-	06-5132-433000	Summer Help	-	15,000
612	2,959	-	-	06-5132-435000	Overtime	-	1,628
1,728	3,571	1,613	-	06-5132-436000	Beeper Pay	-	5,475
2,100	2,970	2,540	-	06-5132-438000	Longevity	-	3,300
480	331	640	-	06-5132-440000	Misc Fringe Benefits	-	480
18,332	24,036	26,476	-	06-5132-441000	FICA/Medicare	-	27,880
11,985	19,548	21,742	-	06-5132-442000	Workers Compensation	-	23,248
1,754	2,914	2,768	-	06-5132-443000	Unemployment	-	1,134
47,584	70,310	83,408	-	06-5132-444001	Retirement-Principal	-	84,563
74,867	84,131	102,496	-	06-5132-445000	Health/Life/LTD	-	97,341
403,188	525,433	582,975	5.88		Total Personnel Services	6.00	598,562
1,280	1,432	1,400	-	06-5132-512000	Uniforms	-	3,000
926	3,505	3,000	-	06-5132-520000	Dues & Meetings	-	3,000
275	891	300	-	06-5132-520003	Recruitment Expense	-	300
9,394	15,831	17,000	-	06-5132-523000	Supplies & Small Tools	-	17,000
180	254	500	-	06-5132-524000	Safety Program	-	500
3,367	4,898	6,500	-	06-5132-525000	Travel & Training	-	7,000
564	1,575	1,000	-	06-5132-526000	Employee Testing	-	1,000
23,584	16,705	17,750	-	06-5132-533000	Contractual Services	-	20,000
4,119	3,904	4,250	-	06-5132-533045	Maintenance Agreements	-	5,000
15,818	4,105	100,000	-	06-5132-538301	Inflow/Infiltration Correction	-	100,000
36,944	57,918	84,750	-	06-5132-538306	Wastewater Rehabilitation	-	84,750
7,861	6,417	35,000	-	06-5132-538307	Wastewater System Replacement	-	35,000
-	-	35,000	-	06-5132-538323	Manhole Rehabilitation	-	35,000
4,213	16,013	30,000	-	06-5132-538325	Lateral Replacement	-	30,000
3,220	2,825	6,000	-	06-5132-540000	Utilities	-	6,000
1,719	1,870	5,000	-	06-5132-543000	Illinois Street Rental	-	-
9,042	11,255	17,000	-	06-5132-562000	Fuel	-	17,000
5,869	11,341	16,000	-	06-5132-563000	Vehicle Maintenance	-	16,000
5,055	4,510	4,000	-	06-5132-566000	Equip Repair & Maintenance	-	4,000
4,154	3,219	30,000	-	06-5132-567000	Pipe & Materials	-	30,000
42,925	42,925	42,925	-	06-5132-590001	Internal Chrg-Veh/Equip	-	148,709
180,509	211,393	457,375	-		Total Materials and Services	-	563,259
583,697	736,826	1,040,350	5.88	5132	TOTAL WASTEWATER COLLECTION	6.00	1,161,821
3,482,782	4,018,053	4,515,867	18.21		TOTAL PUBLIC WORKS (WW)	17.86	4,629,980

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
NONDEPARTMENTAL 91XX							
9150 DEBT SERVICE - PRINCIPAL							
187,363	198,536	204,810	-	06-9150-603001	Loan: Composter/Headworks	-	211,203
112,193	114,696	119,037	-	06-9150-608000	Loan: Effluent Reuse	-	123,507
193,000	193,000	193,000	-	06-9150-609000	Loan: WW Property Expansion	-	193,000
-	-	383,624	-	06-9150-609001	Loan: DEQ #R68820	-	456,539
-	-	-	-	06-9150-609002	Loan: DEQ #R68821	-	291,937
492,556	506,232	900,471		9150	TOTAL PRINCIPAL	-	1,276,186
9160 DEBT SERVICE - INTEREST							
60,088	53,296	45,752	-	06-9160-603001	Loan: Composter/Headworks		37,559
120,022	116,095	112,081	-	06-9160-608000	Loan: Effluent Reuse		107,319
56,742	48,636	40,530	-	06-9160-609000	Loan: WW Property Expansion		32,424
-	237,067	306,254		06-9160-609001	Loan: DEQ #R68820		312,263
-	-	-		06-9160-609002	Loan: DEQ #R68821		396,431
236,852	455,094	504,617	-	9160	TOTAL INTEREST	-	885,996
729,408	961,326	1,405,088	-	9150/9160	TOTAL DEBT SERVICE	-	2,162,182
9170 TRANSFERS							
94	-	-	-	06-9170-904000	Transfer Out-Capital Projects	-	1,627,500
63,614	4,698,795	1,000,000	-	06-9170-926000	Transfer Out-Wastewater Repl Reserve	-	-
63,708	4,698,795	1,000,000	-	9170	TOTAL TRANSFERS	-	1,627,500
9180 RESERVES							
-	-	1,129,197	-	06-9180-800000	Contingency	-	1,123,097
-	-	105,784	-	06-9180-810000	Contingency-Ops Veh Replace	-	-
-	-	3,063,233	-	06-9180-840000	Contingency-Debt Service	-	3,063,233
-	-	-	-	06-9180-826000	Reserves-Wastewater CIP's	-	3,578,409
-	-	4,298,214	-	9180	TOTAL RESERVES	-	7,764,739
793,116	5,660,121	6,703,302	-		TOTAL NONDEPARTMENTAL	-	11,554,421
4,275,898	9,678,174	11,219,169	18.21	FUND 06	TOTAL WASTEWATER FUND	17.86	16,184,401
7,576,190	4,576,384	-			ENDING FUND BALANCE		-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 26	WASTEWATER CIP RESERVE FUND		
				REVENUES			
1,165,331	1,234,902	5,510,301	-	26-0000-300000	Beg F/B-Net Working Capital	-	5,193,602
-	28,496	-	-	26-0000-338000	Reimbursed Costs	-	-
5,957	23,502	15,000	-	26-0000-361000	Interest Earned	-	-
63,614	4,698,795	1,000,000	-	26-0000-390006	Transfer In-Wastewater Fund	-	-
1,234,902	5,985,695	6,525,301	-		TOTAL REVENUES	-	5,193,602
				9170	TRANSFERS		
-	620,593	1,468,500	-	26-9170-904000	Transfer Out-Capital Projects	-	-
-		-	-	26-9170-906000	Transfer Out-Wastewater Fund	-	5,193,602
-	620,593	1,468,500	-	9170	TOTAL TRANSFERS	-	5,193,602
				9180	RESERVES		
-	-	5,056,801	-	26-9180-850000	Reserve For Wastewater Improvement	-	-
-	-	5,056,801	-	9180	TOTAL RESERVES	-	-
-	620,593	6,525,301	-	FUND 26	TOTAL WASTEWATER CIP RESERVE	-	5,193,602
1,234,902	5,365,102	-	-		ENDING FUND BALANCE	-	-
				FUND 36	WASTEWATER FINANCED CIP'S		
				REVENUES			
(526,803)	(276,954)	-	-	36-0000-300000	Beg F/B-Net Working Capital	-	-
5,205,669	4,620,523	21,088,728	-	36-0000-393003	Interim Fin-WWTP CWSRLF	-	-
4,678,866	4,343,569	21,088,728	-		TOTAL REVENUES	-	-
				5150	WASTEWATER CAPITAL PROJECTS		
823,102	1,397,460	2,330,631	-	36-5150-706400	WWTP RRE Ph 1 & 2 Design	-	-
4,132,718	8,050,172	18,758,097	-	36-5150-706401	WWTP RRE Construction	-	-
4,955,820	9,447,632	21,088,728	-	5150	TOTAL CAPITAL PROJECTS	-	-
4,955,820	9,447,632	21,088,728	-	FUND 36	TOTAL WASTEWATER FINANCED CIP'S	-	-
(276,954)	(5,104,063)	-			ENDING FUND BALANCE		-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 46	WASTEWATER SYSTEM DEVELOPMENT FUND		
				REVENUES			
1,240,757	1,794,112	3,219,421	-	46-0000-300000	Beg F/B-Net Working Capital	-	3,475,181
828,009	773,601	685,000	-	46-0000-349002	System Development Fees	-	58,020
6,149	11,755	6,000	-	46-0000-361000	Interest Earned	-	17,100
1,071	801	-	-	46-0000-361001	Interest-Receivables	-	-
2,451	2,360	800	-	46-0000-363000	Assessment Installments	-	-
-	989,354	-	-	46-0000-364000	Sale of Assets	-	-
2,078,437	3,571,983	3,911,221	-		TOTAL REVENUES	-	3,550,301
				9150	DEBT SERVICE - PRINCIPAL		
112,193	114,696	119,037	-	46-9150-608000	Loan: Effluent Reuse	-	123,507
39,095	39,415	43,004	-	46-9150-698002	Loan: Fernwood Rd Pump Station	-	43,360
151,288	154,111	162,041	-	9150	TOTAL PRINCIPAL	-	166,867
				9160	DEBT SERVICE - INTEREST		
120,022	116,095	112,081	-	46-9160-608000	Loan: Effluent Reuse	-	107,319
12,984	11,088	9,157	-	46-9160-698002	Loan: Fernwood Rd Pump Station	-	7,050
133,006	127,183	121,238	-	9160	TOTAL INTEREST	-	114,369
284,294	281,294	283,279	-	9150/9160	TOTAL DEBT SERVICE	-	281,236
				9170	TRANSFERS		
31	114,510	1,396,500	-	46-9170-904000	Transfer Out-Capital Projects	-	458,125
31	114,510	1,396,500	-	9170	TOTAL TRANSFERS	-	458,125
				9180	RESERVES		
-	-	2,231,442	-	46-9180-800000	Contingency	-	2,810,940
-	-	2,231,442	-	9180	TOTAL RESERVES	-	2,810,940
284,325	395,804	3,911,221	-	FUND 46	TOTAL WASTEWATER SDC FUND	-	3,550,301
1,794,112	3,176,179	-			ENDING FUND BALANCE		-

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: PUBLIC WORKS – WATER

STAFF LEVEL FTE: 12.96 13.21 13.61

Department Description

The Public Works Department is responsible for planning, building, operating and maintaining the City's public infrastructure. The water system consists of the five operating wells, an 8 million gallon per day water treatment plant, three storage reservoirs, and 110 miles of distribution network. The system is continually upgraded to meet the needs of the City as it grows, as well as maintenance activities and improvements necessary to remain in compliance with changes in State and Federal regulations.

Budget Comments

Funding for the water program is provided through water rates and system development charges. The capital improvement program consists of several projects: seismic improvements to the reservoirs; construction of Well #9; Second Street Parking Lot waterline replacement; South Springbrook waterline replacement (in conjunction with the Newberg-Dundee bypass project); and improvements to the Maintenance Yard.

The Master Plan Update is used to plan for improvements to the overall City water system and will be updated in this fiscal year.

Significant Changes

As a part of the budget process, the reserve funds are being transferred back into the individual operating funds. This accounts for the 72% increase in the revenues.

The water rates increased 7.0% on January 1, 2015 and the Water SDC fees increased 2.3% on April 1, 2015.

PUBLIC WORKS - WATER SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
WATER FUND							
<u>ADMINISTRATION</u>							
22,488	48,686	42,568	0.33	Total Personnel Services	-	-	-100.00%
824,716	1,019,297	863,407		Total Materials and Services		-	-100.00%
847,204	1,067,983	905,975		TOTAL ADMINISTRATION		-	-100.00%
<u>ENGINEERING SERVICES</u>							
152,556	177,836	194,085	1.88	Total Personnel Services	2.36	246,180	26.84%
13,969	17,321	36,745		Total Materials and Services		918,689	2400.17%
1,254	-	14,800		Total Capital Outlay		25,400	71.62%
167,779	195,157	245,630		TOTAL ENGINEERING SERVICES		1,190,269	384.58%
<u>PLANT OPERATIONS</u>							
519,993	497,658	507,651	4.88	Total Personnel Services	5.00	520,124	2.46%
429,537	417,540	509,900		Total Materials and Services		577,700	13.30%
85,311	-	70,000		Total Capital Outlay		70,000	0.00%
1,034,841	915,198	1,087,551		TOTAL PLANT OPERATIONS		1,167,824	7.38%
<u>MAINTENANCE</u>							
469,219	506,169	582,276	6.13	Total Personnel Services	6.25	600,239	3.09%
188,137	205,809	254,220		Total Materials and Services		412,750	62.36%
657,356	711,978	836,496		TOTAL MAINTENANCE		1,012,989	21.10%
2,707,180	2,890,316	3,075,652	13.21	TOTAL PUBLIC WORKS - WATER	13.61	3,371,082	9.61%
414,148	412,632	409,082		TOTAL DEBT SERVICE		411,641	0.63%
841,302	3,140,444	1,443,852		TOTAL TRANSFERS		4,516,231	212.79%
-	-	2,692,575		TOTAL CONTINGENCY		2,481,842	-7.83%
3,962,630	6,443,392	7,621,161	13.21	TOTAL WATER FUND	13.61	10,780,796	41.46%

WATER CIP RESERVE FUND

-	496,719	707,500		TOTAL TRANSFERS		5,018,630	609.35%
-	496,719	707,500		TOTAL WATER CIP RESERVE FUND		5,018,630	609.35%

WATER SYSTEM DEVELOPMENT FUND

844,719	844,775	843,852		TOTAL DEBT SERVICE		843,731	-0.01%
260,622	847,373	1,037,500		TOTAL TRANSFERS		3,125	-99.70%
-	-	3,238		TOTAL CONTINGENCY		80,720	2392.91%
1,105,341	1,692,148	1,884,590		TOTAL WATER SDC's		927,576	-50.78%
5,067,971	8,632,259	10,213,251	13.21	TOTAL PUBLIC WORKS - WATER	13.61	16,727,002	63.78%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 07	WATER FUND		
				REVENUES			
3,981,394	4,783,889	2,741,790	-	07-0000-300000	Beg F/B-Net Working Capital	-	3,294,255
1,220	396	-	-	07-0000-338000	Reimb Costs-Materials	-	1,000
1,609	562	-	-	07-0000-338001	Reimb Costs-Labor	-	1,000
21,895	39,161	-	-	07-0000-338002	Reimb Costs-Capital Project	-	5,000
7,869	8,569	5,000	-	07-0000-342004	Dev Review and Inspection Fee	-	10,000
4,586,276	4,582,098	4,634,371	-	07-0000-348000	User Fees	-	4,700,000
72,922	80,016	75,000	-	07-0000-349001	Connection Charges	-	50,000
30,142	29,454	30,000	-	07-0000-350000	Utility Billing Penalties	-	30,000
6,492	10,105	5,000	-	07-0000-355000	Other Fees: Hydrant Permits	-	7,500
15,918	15,941	15,000	-	07-0000-360000	Miscellaneous Revenues	-	15,000
20,660	13,242	15,000	-	07-0000-361000	Interest Earned	-	13,000
122	7,469	-	-	07-0000-364000	Sale Of Assets	-	-
-	-	-	-	07-0000-390027	Transfer In-Water Replace & Reserves	-	5,018,630
-	-	100,000	-	07-0000-390031	Transfer In-Admin Support Services	-	-
8,746,519	9,570,902	7,621,161	-		TOTAL REVENUES	-	13,145,385

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
PUBLIC WORKS 51XX							
5110 WATER ADMINISTRATION							
17,865	38,341	31,404	0.33	07-5110-410000	Administrative Salaries	-	-
-	96	-	-	07-5110-420000	Clerical Salaries	-	-
126	160	-	-	07-5110-440000	Misc Fringe Benefits	-	-
1,368	2,943	2,402	-	07-5110-441000	FICA/Medicare	-	-
314	554	676	-	07-5110-442000	Workers Compensation	-	-
478	320	251	-	07-5110-443000	Unemployment	-	-
867	3,705	4,312	-	07-5110-444000	Retirement-PERS	-	-
74	831	1,036	-	07-5110-444002	Retirement-Pension Bond	-	-
1,396	1,736	2,487	-	07-5110-445000	Health/Life/LTD	-	-
22,488	48,686	42,568	0.33		Total Personnel Services	-	-
70	37	250	-	07-5110-510000	Office Supplies	-	-
-	6	100	-	07-5110-515000	Printing & Advertising	-	-
887	878	3,500	-	07-5110-520000	Dues & Meetings	-	-
127	-	-	-	07-5110-520003	Recruitment Expense	-	-
782	18	500	-	07-5110-523000	Supplies	-	-
-	4,508	-	-	07-5110-523010	Conservation Public Outreach Program	-	-
6	2	1,862	-	07-5110-525000	Travel & Training	-	-
566	15,277	6,000	-	07-5110-533000	Contractual Services	-	-
-	-	50	-	07-5110-551000	Books & Publications	-	-
-	7,013	-	-	07-5110-580010	Bad Debt Expense	-	-
537,386	597,061	563,586	-	07-5110-590000	Internal Chrg-Admin Support Services	-	-
55,578	55,778	55,840	-	07-5110-590004	Internal Chrg-Facilities (COP)	-	-
-	120,375	-	-	07-5110-590006	Internal Chrg-Network Upgrade	-	-
229,314	218,344	231,719	-	07-5110-590015	Internal Chrg-Franchise Fee	-	-
824,716	1,019,297	863,407	-		Total Materials and Services	-	-
847,204	1,067,983	905,975	0.33	5110	TOTAL WATER ADMINISTRATION	-	-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5113	ENGINEERING SERVICES		
19,590	21,905	21,312	0.25	07-5113-410000	Administrative Salaries	0.50	44,816
-	-	4,248	0.13	07-5113-420000	Clerical Salaries	0.11	5,182
75,232	92,090	96,624	1.50	07-5113-432000	Engineer Salaries	1.75	112,799
8	-	-	-	07-5113-435000	Overtime	-	-
465	240	270	-	07-5113-438000	Longevity	-	180
640	640	640	-	07-5113-440000	Misc Fringe Benefits	-	872
7,104	8,523	9,417	-	07-5113-441000	FICA/Medicare	-	12,536
1,216	1,833	2,602	-	07-5113-442000	Workers Compensation	-	2,667
3,431	1,030	983	-	07-5113-443000	Unemployment	-	494
6,592	7,199	7,075	-	07-5113-444000	Retirement-PERS	-	11,854
11,492	14,458	17,171	-	07-5113-444001	Retirement-Principal	-	17,148
1,313	1,364	1,353	-	07-5113-444002	Retirement-Pension Bond	-	2,158
25,473	28,554	32,390	-	07-5113-445000	Health/Life/LTD	-	35,475
152,556	177,836	194,085	1.88		Total Personnel Services	2.36	246,180
196	660	900	-	07-5113-510000	Office Supplies	-	900
-	-	50	-	07-5113-511000	Postage	-	50
158	191	250	-	07-5113-515000	Printing & Advertising	-	250
555	699	1,800	-	07-5113-520000	Dues & Meetings	-	1,100
-	-	2,000	-	07-5113-520003	Recruitment Expense	-	1,000
336	1,021	1,800	-	07-5113-523000	Supplies	-	1,400
2,602	585	5,000	-	07-5113-523010	Conservation Public Outreach Program	-	5,000
1,184	1,038	5,000	-	07-5113-525000	Travel & Training	-	4,900
94	251	20	-	07-5113-532000	Bank Fees	-	200
-	4,419	10,000	-	07-5113-533000	Contractual Services	-	36,500
7,715	7,447	8,200	-	07-5113-533045	Maintenance Agreements	-	8,200
86	80	275	-	07-5113-551000	Books & Publications	-	175
592	300	500	-	07-5113-562000	Fuel	-	525
451	503	800	-	07-5113-563000	Vehicle Maintenance	-	500
-	-	50	-	07-5113-565000	Fuel	-	-
-	127	100	-	07-5113-576000	Recording Fees	-	100
-	-	-	-	07-5113-590000	Internal Chrg-Admin Support Services	-	567,110
-	-	-	-	07-5113-590004	Internal Chrg-Facilities (COP)	-	55,779
-	-	-	-	07-5113-590015	Internal Chrg-Franchise Fee	-	235,000
13,969	17,321	36,745	-		Total Materials and Services	-	918,689
1,254	-	14,800	-	07-5113-610000	Capital Outlay	-	25,400
1,254	-	14,800	-		Total Capital Outlay	-	25,400
167,779	195,157	245,630	1.88	5113	TOTAL ENGINEERING SERVICES	2.36	1,190,269

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5141	WATER PLANT OP		
38,105	19,881	74,076	1.00	07-5141-410000	Administrative Salaries	1.00	68,061
16,749	16,769	16,908	0.38	07-5141-420000	Clerical Salaries	0.50	24,984
258,698	259,821	203,820	3.50	07-5141-431000	Salaries & Wages	3.50	195,114
11,683	10,572	12,000	-	07-5141-433000	Summer Help	-	12,000
751	5,310	-	-	07-5141-435000	Overtime	-	1,297
1,925	2,988	1,742	-	07-5141-436000	Beeper Pay	-	4,609
2,760	2,520	2,400	-	07-5141-438000	Longevity	-	1,680
2,880	2,605	2,560	-	07-5141-440000	Misc Fringe Benefits	-	2,560
24,820	24,140	23,983	-	07-5141-441000	FICA/Medicare	-	23,738
10,678	11,929	13,771	-	07-5141-442000	Workers Compensation	-	12,924
2,703	2,884	2,507	-	07-5141-443000	Unemployment	-	957
62,497	67,207	76,235	-	07-5141-444001	Retirement-Principal	-	77,316
85,744	71,032	77,649	-	07-5141-445000	Health/Life/LTD	-	94,884
519,993	497,658	507,651	4.88		Total Personnel Services	5.00	520,124
681	786	900	-	07-5141-510000	Office Supplies	-	900
2,124	2,317	3,500	-	07-5141-511000	Postage	-	3,500
524	1,194	1,500	-	07-5141-512000	Uniforms	-	1,500
4,548	3,968	10,000	-	07-5141-515000	Printing & Advertising	-	10,000
1,836	2,226	2,500	-	07-5141-520000	Dues & Meetings	-	2,500
6,815	14,509	10,000	-	07-5141-523000	Supplies & Small Tools	-	10,000
-	-	5,000	-	07-5141-523010	Conservation Public Outreach	-	5,000
5,738	3,758	6,000	-	07-5141-525000	Travel & Training	-	6,000
539	681	600	-	07-5141-526000	Employee Testing	-	600
19,163	16,170	27,500	-	07-5141-533000	Contractual Services	-	27,000
3,629	6,376	6,000	-	07-5141-533045	Maintenance Agreements	-	24,800
65,587	54,658	70,000	-	07-5141-537000	Operating Supplies	-	78,000
204,546	198,775	210,000	-	07-5141-540000	Utilities	-	220,000
423	824	2,250	-	07-5141-545000	Lab Supplies	-	2,250
729	743	4,800	-	07-5141-546000	Permits & Fees	-	4,800
13,920	13,522	17,500	-	07-5141-547000	Analytical Lab Testing	-	17,500
132	166	400	-	07-5141-551000	Books & Publications	-	400
1,581	1,621	1,750	-	07-5141-560000	Property Taxes	-	1,750
1,994	2,484	3,000	-	07-5141-562000	Fuel	-	3,000
3,194	684	3,000	-	07-5141-563000	Vehicle Maintenance	-	3,000
39,462	53,182	65,000	-	07-5141-566000	Equip Repair & Maintenance	-	78,200
35,183	20,618	25,000	-	07-5141-568000	Springs Riparian System Maintenance	-	34,500
15,749	17,544	31,200	-	07-5141-569000	Well Maintenance	-	40,000
1,440	734	2,500	-	07-5141-571000	Building & Grounds Maintenance	-	2,500
429,537	417,540	509,900	-		Total Materials and Services	-	577,700
59,622	-	70,000	-	07-5141-610000	Capital Outlay	-	70,000
25,689	-	-	-	07-5141-610400	Capital Outlay-Ops Vehicle Replac	-	
85,311	-	70,000	-		Total Capital Outlay	-	70,000
1,034,841	915,198	1,087,551	4.88	5141	TOTAL WATER PLANT OP	5.00	1,167,824

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5142	WATER DISTRIBUTION SYSTEM		
18,759	82,929	82,380	1.25	07-5142-410000	Administrative Salaries	1.25	85,881
8,795	3,619	4,512	0.13	07-5142-420000	Clerical Salaries	0.25	9,476
248,060	207,247	245,736	4.75	07-5142-431000	Salaries & Wages	4.75	253,345
16,084	12,333	17,640	-	07-5142-433000	Summer Help	-	18,000
1,168	4,197	-	-	07-5142-435000	Overtime	-	1,336
2,536	3,244	2,364	-	07-5142-436000	Beeper Pay	-	4,654
2,500	3,210	3,020	-	07-5142-438000	Longevity	-	3,540
1,120	1,386	640	-	07-5142-440000	Misc Fringe Benefits	-	1,760
22,273	23,676	27,258	-	07-5142-441000	FICA/Medicare	-	28,917
12,295	15,665	19,666	-	07-5142-442000	Workers Compensation	-	19,661
2,109	2,869	2,849	-	07-5142-443000	Unemployment	-	1,169
56,936	71,435	85,408	-	07-5142-444001	Retirement-Principal	-	91,216
76,584	74,359	90,803	-	07-5142-445000	Health/Life/LTD	-	81,285
469,219	506,169	582,276	6.13		Total Personnel Services	6.25	600,239
1,476	1,750	1,750	-	07-5142-512000	Uniforms	-	3,000
928	2,268	2,750	-	07-5142-520000	Dues & Meetings	-	2,750
8,071	8,691	9,500	-	07-5142-523000	Supplies & Small Tools	-	12,000
17,137	18,311	35,000	-	07-5142-523009	Water Meters	-	50,000
2,077	12,213	20,000	-	07-5142-523011	Water Meter Installations	-	20,000
1,890	3,444	7,000	-	07-5142-525000	Travel & Training	-	7,000
863	1,572	884	-	07-5142-526000	Employee Testing	-	1,000
29,621	27,949	27,181	-	07-5142-533000	Contractual Services	-	30,000
3,219	3,904	4,330	-	07-5142-533045	Maintenance Agreements	-	5,000
4,882	3,744	-	-	07-5142-538507	Water Appurtenances Replacements	-	-
33,373	6,701	35,000	-	07-5142-538519	Water Line Replacement	-	35,000
3,220	2,825	5,400	-	07-5142-540000	Utilities	-	4,000
971	1,705	-	-	07-5142-543000	Wynooski Rental Expense	-	-
8,087	9,766	12,000	-	07-5142-562000	Fuel	-	12,000
5,657	7,923	6,000	-	07-5142-563000	Vehicle Maintenance	-	8,000
3,737	1,273	4,000	-	07-5142-566000	Equip Repair & Maintenance	-	4,000
29,023	57,268	38,500	-	07-5142-567000	Pipe & Materials	-	40,000
380	977	6,400	-	07-5142-568000	Springs Riparian System Maintenance	-	1,000
-	-	5,000	-	07-5142-569000	Wellfield Maintenance	-	5,000
33,525	33,525	33,525	-	07-5142-590001	Internal Chrg-Veh/Equip	-	173,000
188,137	205,809	254,220	-		Total Materials and Services	-	412,750
657,356	711,978	836,496	6.13	5142	TOTAL WATER DISTRIBUTION SYS	6.25	1,012,989
2,707,180	2,890,316	3,075,652	13.21		TOTAL PUBLIC WORKS (WATER)	13.61	3,371,082

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
NONDEPARTMENTAL 91XX							
9150 DEBT SERVICE - PRINCIPAL							
222,608	229,018	235,540	-	07-9150-602001	Loan: Water Reservoir	-	247,161
32,537	34,259	34,489	-	07-9150-607000	Loan: Parallel River Line	-	36,229
255,145	263,277	270,029	-	9150	TOTAL PRINCIPAL	-	283,390
9160 DEBT SERVICE - INTEREST							
131,614	123,267	114,335	-	07-9160-602001	Loan: Water Reservoir	-	104,913
27,389	26,088	24,718	-	07-9160-607000	Loan: Parallel River Line	-	23,338
159,003	149,355	139,053	-	9160	TOTAL INTEREST	-	128,251
414,148	412,632	409,082	-	9150/9160	TOTAL DEBT SERVICE	-	411,641
9170 TRANSFERS							
360,479	-	-	-	07-9170-904000	Transfer Out-Capital Projects	-	3,672,500
43,282	2,295,669	600,000	-	07-9170-927000	Transfer Out-Water Repl Reserve	-	-
437,541	844,775	843,852	-	07-9170-947000	Transfer Out-Water SDC	-	843,731
841,302	3,140,444	1,443,852	-	9170	TOTAL TRANSFERS	-	4,516,231
9180 RESERVES							
-	-	1,295,693	-	07-9180-800000	Contingency	-	1,224,435
-	-	139,475	-	07-9180-810000	Contingency-Ops Veh Replace	-	-
-	-	1,257,407	-	07-9180-840000	Contingency-Debt Service	-	1,257,407
-	-	-	-	07-9180-827000	Reserves-Water CIP's	-	2,364,589
-	-	2,692,575	-	9180	TOTAL RESERVES	-	4,846,431
1,255,450	3,553,076	4,545,509	-	TOTAL NONDEPARTMENTAL		-	9,774,303
3,962,630	6,443,392	7,621,161	13.21	FUND 07	TOTAL WATER FUND	13.61	13,145,385
4,783,889	3,127,510	-			ENDING FUND BALANCE		-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 27	WATER CIP RESERVE FUND		
				REVENUES			
2,903,191	2,961,008	4,709,677	-	27-0000-300000	Beg F/B-Net Working Capital	-	5,018,630
14,535	22,102	15,000	-	27-0000-361000	Interest Earned	-	-
43,282	2,295,669	600,000	-	27-0000-390007	Transfer In-Water Fund	-	-
2,961,008	5,278,779	5,324,677	-		TOTAL REVENUES	-	5,018,630
				9170	TRANSFERS		
-	496,719	482,500	-	27-9170-904000	Transfer Out-Capital Projects	-	-
-	-	-	-	27-9170-907000	Transfer Out-Water Fund	-	5,018,630
-	-	225,000	-	27-9170-947000	Transfer Out-Water SDC	-	-
-	496,719	707,500	-	9170	TOTAL TRANSFERS	-	5,018,630
				9180	RESERVES		
-	-	4,617,177	-	27-9180-850000	Reserve For Water Improv	-	-
-	-	4,617,177	-	9180	TOTAL RESERVES	-	-
-	496,719	5,324,677	-	FUND 27	TOTAL WATER CIP RESERVE FUND	-	5,018,630
2,961,008	4,782,060	-			ENDING FUND BALANCE		-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 47	WATER SYSTEM DEVELOPMENT FUND		
				REVENUES			
691,579	468,918	298,188	-	47-0000-300000	Beg F/B-Net Working Capital	-	36
413,745	293,607	515,000	-	47-0000-349002	System Development Fees	-	59,770
2,693	2,438	1,600	-	47-0000-361000	Interest Earned	-	600
4,132	3,876	-	-	47-0000-361001	Interest-Receivables	-	500
2,630	2,543	950	-	47-0000-363000	Assessment Installments	-	1,000
21,939	21,939	-	-	47-0000-390001	Transfer In - General	-	21,939
437,541	844,775	843,852	-	47-0000-390007	Transfer In - Water	-	843,731
-	-	225,000	-	47-0000-390027	Transfer In - Water Reserves	-	-
1,574,259	1,638,096	1,884,590	-		TOTAL REVENUES	-	927,576
				9150	DEBT SERVICE - PRINCIPAL		
271,575	283,438	295,375	-	47-9150-606000	Loan: WTP Expansion	-	307,390
75,921	79,938	80,475	-	47-9150-607000	Loan: Parallel River Line	-	84,534
84,687	86,574	89,852	-	47-9150-608000	Loan: Effluent Reuse	-	93,227
21,051	21,224	23,156	-	47-9150-698002	Loan: Fernwood Rd Pump Station	-	23,347
453,234	471,174	488,858	-	9150	TOTAL PRINCIPAL	-	508,498
				9160	DEBT SERVICE - INTEREST		
229,989	219,126	207,789	-	47-9160-606000	Loan: WTP Expansion	-	195,974
63,909	60,872	57,674	-	47-9160-607000	Loan: Parallel River Line	-	54,456
90,595	87,632	84,601	-	47-9160-608000	Loan: Effluent Reuse	-	81,007
6,992	5,971	4,930	-	47-9160-698002	Loan: Fernwood Rd Pump Station	-	3,796
391,485	373,601	354,994	-	9160	TOTAL INTEREST	-	335,233
844,719	844,775	843,852	-	9150/9160	TOTAL DEBT SERVICE	-	843,731
				9170	TRANSFERS		
260,622	847,373	1,037,500	-	47-9170-904000	Transfer Out-Capital Projects	-	3,125
260,622	847,373	1,037,500	-	9170	TOTAL TRANSFERS	-	3,125
				9180	RESERVES		
-	-	3,238	-	47-9180-800000	Contingency	-	80,720
-	-	3,238	-	9180	TOTAL RESERVES	-	80,720
1,105,341	1,692,148	1,884,590	-	FUND 47	TOTAL WATER SDC FUND	-	927,576
468,918	(54,052)	-			ENDING FUND BALANCE		-

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: PW – STORMWATER

STAFF LEVEL FTE: 5.38 6.04 6.66

Department Description

The Public Works Department is responsible for planning, building, operating and maintaining the City's public infrastructure. The Stormwater Program provides for the planning, design, construction and maintenance of the City's public storm drainage system. The stormwater runoff collection system consists of detention basins, water quality facilities, catch basins, manholes, ditches, and pipes that convey flows to the natural drainage channels and streams. Additionally, the Oregon Department of Environmental Quality issued a permit that required the City to develop and implement a plan that addresses stormwater quality and environmental issues. This plan is called the Stormwater Total Maximum Daily Load (TMDL) Plan.

There are 84 miles of stormwater lines and ditches that are maintained to limit flooding and improve water quality in local streams. The required stormwater and Erosion and Sediment Control design manuals, which set forth the standards for all new development to follow in the future, were adopted last year.

Budget Comments

The 2014 Drainage Master Plan Update is used to plan for improvements to the overall City storm drainage system. Funding for the stormwater program is provided through stormwater utility rates and system development charges. The capital improvement program consists of several projects: Blaine Street Improvements (including 2nd Street Parking Lot Storm Drainage); Villa Road Culvert (in association with the Villa Road Improvements Project); and Maintenance Yard Improvements.

Significant Changes

As a part of the budget process, the reserve funds are being transferred back into the individual operating funds. This accounts for the 87% increase in the revenues.

The stormwater rates increased 9% on January 1, 2015 and the Stormwater SDC fees increased 2.3% on April 1, 2015.

PUBLIC WORKS - STORMWATER SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
STORMWATER FUND							
<u>ADMINISTRATION</u>							
22,141	73,462	31,154	0.24	Total Personnel Services	-	-	-100.00%
596	191,206	228,035		Total Materials and Services		-	-100.00%
22,737	264,668	259,189		TOTAL ADMINISTRATION		-	-100.00%
<u>ENGINEERING SERVICES</u>							
197,101	216,717	182,706	1.78	Total Personnel Services	2.51	264,041	44.52%
28,181	37,220	45,795		Total Materials and Services		290,431	534.20%
1,254	-	14,400		Total Capital Outlay		25,400	76.39%
226,536	253,937	242,901		TOTAL ENGINEERING SERVICES		579,873	138.73%
<u>MAINTENANCE</u>							
302,537	263,431	358,023	4.03	Total Personnel Services	4.15	374,146	4.50%
218,015	83,362	126,000		Total Materials and Services		143,500	13.89%
520,552	346,793	484,023		TOTAL MAINTENANCE		517,646	6.95%
769,825	865,398	986,113	6.04	TOTAL PUBLIC WORKS - STORMWATER	6.66	1,097,519	11.30%
-	809,000	50,000		TOTAL TRANSFERS		582,500	1065.00%
-	-	297,757		TOTAL CONTINGENCY		581,889	95.42%
769,825	1,674,398	1,333,870	6.04	TOTAL STORMWATER FUND	6.66	2,261,908	69.57%
STORMWATER CIP RESERVE FUND							
-	-	217,500		TOTAL TRANSFERS		814,722	274.58%
-	-	217,500		TOTAL STORMWATER CIP RESERVE		814,722	274.58%
STORMWATER SYSTEM DEVELOPMENT FUND							
44,640	228,026	102,500		TOTAL TRANSFERS		3,125	-96.95%
-	-	131,222		TOTAL CONTINGENCY		139,114	6.01%
44,640	228,026	233,722		TOTAL STORMWATER SDC's		142,239	-39.14%
814,465	1,902,424	1,785,092	6.04	TOTAL PW - STORMWATER	6.66	3,218,869	80.32%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 17	STORMWATER FUND		
				REVENUES			
903,779	1,004,726	236,855	-	17-0000-300000	Beg F/B-Net Working Capital	-	573,645
-	-	-	-	17-0000-332004	Erosion Control Permits	-	450
973	-	-	-	17-0000-338000	Reimb Costs-Materials	-	-
18,863	33,174	-	-	17-0000-338002	Reimb Costs-Capital Project	-	17,000
8,060	8,769	5,000	-	17-0000-342004	Dev Review and Inspection Fee	-	10,000
838,475	1,052,959	1,064,515	-	17-0000-348000	User Fees	-	1,080,000
-	3,912	-	-	17-0000-349010	Payments In Lieu	-	-
4,401	1,682	2,500	-	17-0000-361000	Interest Earned	-	2,800
-	-	-	-	17-0000-390028	Transfer In-Stormwater Replace & Reserves	-	814,722
-	-	25,000	-	17-0000-390031	Transfer In-Admin Services	-	-
1,774,551	2,105,222	1,333,870	-		TOTAL REVENUES	-	2,498,617
PUBLIC WORKS 51XX							
				5110	STORMWATER ADMINISTRATION		
17,865	57,265	22,836	0.24	17-5110-410000	Administrative Salaries	-	-
-	48	-	-	17-5110-420000	Clerical Salaries	-	-
130	258	160	-	17-5110-440000	Misc Fringe Benefits	-	-
1,368	4,389	1,759	-	17-5110-441000	FICA/Medicare	-	-
315	893	491	-	17-5110-442000	Workers Compensation	-	-
126	520	184	-	17-5110-443000	Unemployment	-	-
867	5,981	3,157	-	17-5110-444000	Retirement-PERS	-	-
74	1,330	759	-	17-5110-444002	Retirement-Pension Bond	-	-
1,396	2,778	1,808	-	17-5110-445000	Health/Life/LTD	-	-
22,141	73,462	31,154	0.24		Total Personnel Services	-	-
9	59	250	-	17-5110-510000	Office Supplies	-	-
15	-	300	-	17-5110-520000	Dues & Meetings	-	-
-	29	500	-	17-5110-523000	Supplies	-	-
6	3	1,215	-	17-5110-525000	Travel & Training	-	-
566	7,286	6,000	-	17-5110-533000	Contractual Services	-	-
-	-	25	-	17-5110-551000	Books & Publications	-	-
-	-	25	-	17-5110-562000	Fuel	-	-
-	742	-	-	17-5110-580010	Bad Debt Expense	-	-
-	148,557	158,714	-	17-5110-590000	Internal Chrg-Admin Support Services	-	-
-	7,780	7,780	-	17-5110-590004	Internal Chrg-Facilities	-	-
-	26,750	-	-	17-5110-590006	Internal Chrg-Network Upgrade	-	-
-	-	53,226	-	17-5110-590015	Internal Chrg-Franchise Fee	-	-
596	191,206	228,035	-		Total Materials and Services	-	-
22,737	264,668	259,189	0.24	5110	TOTAL STORMWATER ADMIN	-	-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5113	ENGINEERING SERVICES		
19,589	35,371	34,092	0.40	17-5113-410000	Administrative Salaries	0.65	57,289
-	-	4,248	0.13	17-5113-420000	Clerical Salaries	0.11	5,182
104,398	104,521	77,700	1.25	17-5113-432000	Engineering Salaries	1.75	112,799
8	-	-	-	17-5113-435000	Overtime	-	-
465	240	270	-	17-5113-438000	Longevity	-	180
640	576	640	-	17-5113-440000	Misc Fringe Benefits	-	968
9,268	10,452	8,947	-	17-5113-441000	FICA/Medicare	-	13,497
1,714	2,130	2,467	-	17-5113-442000	Workers Comp	-	2,721
1,990	1,255	935	-	17-5113-443000	Unemployment	-	532
6,811	9,009	8,830	-	17-5113-444000	Retirement-PERS	-	14,505
17,069	16,282	12,402	-	17-5113-444001	Retirement-Principal	-	17,148
1,313	1,781	1,775	-	17-5113-444002	Retirement-Pension Bond	-	2,572
33,836	35,100	30,400	-	17-5113-445000	Health/Life/LTD	-	36,649
197,101	216,717	182,706	1.78		Total Personnel Services	2.51	264,041
299	707	800	-	17-5113-510000	Office Supplies	-	800
108	73	100	-	17-5113-515000	Printing & Advertising	-	100
1,900	1,069	1,400	-	17-5113-520000	Due & Meetings	-	1,700
127	-	2,000	-	17-5113-520003	Recruitment Expense	-	1,000
1,151	1,021	2,100	-	17-5113-523000	Supplies	-	1,400
1,428	4,592	5,000	-	17-5113-523010	Quality Public Outreach Program	-	5,000
2,206	-	2,500	-	17-5113-523011	TMDL Community Program	-	2,500
2,963	7,232	9,000	-	17-5113-523012	TMDL Field Program	-	9,000
1,745	2,088	5,000	-	17-5113-525000	Travel & Training	-	6,300
11	20	20	-	17-5113-532000	Bank Fees	-	70
-	11,995	8,000	-	17-5113-533000	Contractual Services	-	31,500
7,714	7,247	8,200	-	17-5113-533045	Maintenance Agreements	-	8,200
62	133	275	-	17-5113-551000	Book & Publications	-	250
592	636	500	-	17-5113-562000	Fuel	-	525
95	407	800	-	17-5113-563000	Vehicle Maintenance	-	500
-	-	100	-	17-5113-576000	Recording Fees	-	100
-	-	-	-	17-5113-590000	Internal Chrg-Admin Support Services	-	159,706
7,780	-	-	-	17-5113-590004	Internal Chrg-Facilities	-	7,780
-	-	-	-	17-5113-590015	Internal Chrg-Franchise Fee	-	54,000
28,181	37,220	45,795	-		Total Materials and Services	-	290,431
1,254	-	14,400	-	17-5113-610000	Capital Outlay	-	25,400
1,254	-	14,400	-		Total Capital Outlay	-	25,400
226,536	253,937	242,901	1.78	5113	TOTAL ENGINEERING SERVICES	2.51	579,873

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5170	STORMWATER MAINTENANCE		
19,430	20,153	19,788	0.25	17-5170-410000	Administrative Salaries	0.25	19,983
8,890	3,789	4,512	0.13	17-5170-420000	Clerical Salaries	0.25	9,476
147,090	132,016	179,256	3.65	17-5170-431000	Maintenance Salaries	3.65	187,963
11,029	8,457	12,000	-	17-5170-433000	Summer Help	-	12,000
1,654	2,296	-	-	17-5170-435000	Overtime	-	799
1,003	1,260	1,095	-	17-5170-436000	Standby Pay	-	3,559
840	1,040	920	-	17-5170-438000	Longevity	-	1,200
320	171	640	-	17-5170-440000	Misc Fringe Benefits	-	256
14,159	12,668	16,693	-	17-5170-441000	FICA/Medicare	-	17,998
11,496	11,202	13,152	-	17-5170-442000	Workers Comp	-	17,145
1,333	1,534	1,745	-	17-5170-443000	Unemployment	-	730
36,565	36,413	52,032	-	17-5170-444001	Retirement-Principal	-	53,631
48,728	32,432	56,190	-	17-5170-445000	Health/Life/LTD	-	49,407
302,537	263,431	358,023	4.03		Total Personnel Services	4.15	374,146
(44)	292	1,500	-	17-5170-510000	Office Supplies	-	1,500
643	1,062	1,500	-	17-5170-512000	Uniforms	-	2,500
214	423	1,000	-	17-5170-520000	Dues & Meetings	-	1,000
4,210	5,681	6,000	-	17-5170-523000	Supplies & Small Tools	-	6,000
-	-	500	-	17-5170-524000	Safety Program	-	500
1,478	393	3,000	-	17-5170-525000	Travel & Training	-	3,000
490	959	500	-	17-5170-526000	Employee Testing	-	1,000
9,244	1,389	3,750	-	17-5170-533000	Contractual Services	-	12,000
3,877	2,693	4,250	-	17-5170-533045	Maintenance Agreements	-	6,000
13,935	3,446	35,000	-	17-5170-538702	Stormwater Repair	-	35,000
3,220	2,825	3,000	-	17-5170-540000	Utilities	-	3,000
17,193	19,265	13,000	-	17-5170-562000	Fuel	-	19,000
9,672	17,009	15,000	-	17-5170-563000	Vehicle Maintenance	-	15,000
2,821	1,372	3,000	-	17-5170-566000	Equip Repair & Maintenance	-	3,000
585	6,553	15,000	-	17-5170-567000	Pipe & Materials	-	15,000
130,477	-	-	-	17-5170-590000	Internal Chrg-Admin Support Services	-	-
20,000	20,000	20,000	-	17-5170-590001	Internal Chrg-Veh/Equip	-	20,000
-	-	-	-	17-5170-590002	Internal Chrg-Computers	-	-
218,015	83,362	126,000	-		Total Materials and Services	-	143,500
520,552	346,793	484,023	4.03	5170	TOTAL STORMWATER MAINT	4.15	517,646
769,825	865,398	986,113	6.04		TOTAL PUBLIC WORKS (STORM)	6.66	1,097,519

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
NONDEPARTMENTAL 91XX							
				9170	TRANSFERS		
-	-	-	-	17-9170-904000	Transfer Out-Capital Projects	-	582,500
-	809,000	50,000	-	17-9170-928000	Transfer Out-Stormwater Reserve	-	-
-	809,000	50,000	-	9170	TOTAL TRANSFERS	-	582,500
				9180	RESERVES		
-	-	297,757	-	17-9180-800000	Contingency	-	581,889
-	-	-	-	17-9180-817000	Reserves-Stormwater CIP's	-	236,709
-	-	297,757	-	9180	TOTAL RESERVES	-	818,598
-	809,000	347,757	-	TOTAL NONDEPARTMENTAL		-	1,401,098
769,825	1,674,398	1,333,870	6.04	FUND 17	TOTAL STORMWATER FUND	6.66	2,498,617
1,004,726	430,824	-			ENDING FUND BALANCE		-
FUND 28 STORMWATER CIP RESERVE FUND							
				FUND 28 REVENUES			
-	-	811,500	-	28-0000-300000	Beg F/B-Net Working Capital	-	814,722
-	3,069	2,500	-	28-0000-361000	Interest Earned	-	-
-	809,000	50,000	-	28-0000-390017	Transfer In-Stormwater Fund	-	-
-	812,069	864,000	-	TOTAL REVENUES		-	814,722
				9170	TRANSFERS		
-	-	217,500	-	28-9170-904000	Transfer Out-Capital Projects	-	-
-	-	-	-	28-9170-917000	Transfer Out-Stormwater Fund	-	814,722
-	-	217,500	-	9170	TOTAL TRANSFERS	-	814,722
				9180	RESERVES		
-	-	646,500	-	28-9180-850000	Reserve For Stormwater Improv	-	-
-	-	646,500	-	9180	TOTAL RESERVES	-	-
-	-	864,000	-	FUND 28	TOTAL STORMWATER RESERVE	-	814,722
-	812,069	-			ENDING FUND BALANCE		-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 43	STORMWATER SYSTEM DEVELOPMENT FUND		
				REVENUES			
349,661	351,005	166,722	-	43-0000-300000	Beg F/B-Net Working Capital	-	138,259
41,674	21,409	64,000	-	43-0000-349002	System Development Fees	-	3,180
1,802	1,382	1,500	-	43-0000-361000	Interest Earned	-	800
1,006	886	-	-	43-0000-361001	Interest-Receivables	-	
1,502	1,502	1,500	-	43-0000-363000	Assessment Installments	-	
395,645	376,184	233,722	-		TOTAL REVENUES	-	142,239
				9170	TRANSFERS		
44,640	228,026	102,500	-	43-9170-904000	Transfer Out-Capital Projects	-	3,125
44,640	228,026	102,500	-	9170	TOTAL TRANSFERS	-	3,125
				9180	RESERVES		
-	-	116,988	-	43-9180-800000	Contingency	-	124,880
-	-	14,234	-	43-9180-830000	Contingency-Payments in lieu	-	14,234
-	-	131,222	-	9180	TOTAL RESERVES	-	139,114
44,640	228,026	233,722	-	FUND 43	TOTAL STORMWATER SDC FUND	-	142,239
351,005	148,158	-			ENDING FUND BALANCE		-

PROPRIETARY CAPITAL IMPROVEMENT PROJECTS SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
PROPRIETARY CAPITAL PROJECTS FUND							
125	735,104	2,865,000		TOTAL WASTEWATER PROJECTS		2,085,625	-27.20%
621,101	1,344,092	1,520,000		TOTAL WATER PROJECTS		3,675,625	141.82%
44,640	228,026	320,000		TOTAL STORMWATER PROJECTS		585,625	83.01%
665,866	2,307,222	4,705,000		TOTAL PROPRIETARY CAPITAL PROJECTS		6,346,875	34.90%
665,866	2,307,222	4,705,000		TOTAL PROPRIETARY CIP's		6,346,875	34.90%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 04	PROPRIETARY CAPITAL PROJECTS		
				REVENUES			
-	-	-	-	04-0000-300000	Beg F/B-Net Working Capital	-	-
-	451,461	-	-	04-0000-338000	Reimbursed Costs	-	-
94	-	-	-	04-0000-390006	Transfer In-Wastewater Fund	-	1,627,500
360,479	-	-	-	04-0000-390007	Transfer In-Water Fund	-	3,672,500
-	-	-	-	04-0000-390017	Transfer In-Stormwater Fund	-	582,500
-	620,593	1,468,500	-	04-0000-390026	Transfer In-Wastewater Reserve	-	-
-	496,719	482,500	-	04-0000-390027	Transfer In-Water Reserve	-	-
-	-	217,500	-	04-0000-390028	Transfer In-Stormwater Reserve	-	-
44,640	228,026	102,500	-	04-0000-390043	Transfer In-Stormwater SDC	-	3,125
31	114,510	1,396,500	-	04-0000-390046	Transfer In-Wastewater SDC	-	458,125
260,622	847,373	1,037,500	-	04-0000-390047	Transfer In-Water SDC	-	3,125
-	-	-	-			-	-
665,866	2,758,682	4,705,000	-		TOTAL REVENUES	-	6,346,875
				5150	CAPITAL PROJECTS		
-	69,384	500,000	-	04-5150-706301	Inflow/Infiltration Projects	-	600,000
-	-	50,000	-	04-5150-706380	Wastewater LID	-	-
-	28,547	-	-	04-5150-706389	Reuse Line Repair (ODOT)	-	-
-	-	50,000	-	04-5150-706393	Dayton Pump Station - Design	-	300,000
-	4,413	-	-	04-5150-706404	2nd Street Parking Lot Rehab	-	50,000
125	20,682	2,265,000	-	04-5150-706411	South Springbrook (Bypass)	-	50,000
-	612,078	-	-	04-5150-706414	Wynookski-Riverfront Utilities	-	-
-	-	-	-	04-5150-706415	WWTP Hypochlorite	-	720,000
-	-	-	-	04-5150-706416	WWTP Sawdust Bays	-	350,000
-	-	-	-	04-5150-706475	520 W 3rd Property Purchase	-	15,625
125	735,104	2,865,000	-		Wastewater Projects	-	2,085,625
-	-	-	-	04-5150-707475	520 W 3rd Property Purchase	-	15,625
43,310	6,392	250,000	-	04-5150-707555	Spring Improvements	-	60,000
-	-	-	-	04-5150-707572	Water Master Plan Update	-	300,000
434,259	-	-	-	04-5150-707577	WTP Exp Land Purchase	-	-
139,078	43,168	-	-	04-5150-707587	Reservoir Improvements	-	2,500,000
-	-	50,000	-	04-5150-707596	Water Reservoir-Zone1 Study, Prop Purch	-	-
-	97,300	80,000	-	04-5150-707599	Well 8 Pump Upsizing	-	-
-	-	40,000	-	04-5150-707600	Non-Potable Water Plan	-	-
-	-	150,000	-	04-5150-707602	Riverfront Master Plan	-	-
-	1,364	-	-	04-5150-707604	2nd Street Parking Lot Rehab	-	50,000
-	-	30,000	-	04-5150-707605	Waterline Bridge Removal	-	-
-	-	75,000	-	04-5150-707609	Well 9 Design & Construction	-	550,000
89	18,037	755,000	-	04-5150-707611	South Springbrook (Bypass)	-	200,000
4,365	391,478	-	-	04-5150-707612	College St Relocation (Illinois-Aldercrest)	-	-
-	786,353	-	-	04-5150-707614	Wynookski-Riverfront Utilities	-	-
-	-	90,000	-	04-5150-707621	Bypass Construction Misc	-	-
621,101	1,344,092	1,520,000	-		Water Projects	-	3,675,625

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
-	-	60,000	-	04-5150-717704	99W-2nd Street Park Lot Study	-	-
-	-	175,000	-	04-5150-717711	Blaine St (2nd - 11th)	-	450,000
44,640	228,026	15,000	-	04-5150-717725	Master Plan Update	-	-
-	-	70,000	-	04-5150-717726	Sheridan St Storm Upgrade	-	-
-	-	-	-	04-5150-717763	Villa Road (Haworth-Crestview)	-	120,000
-	-	-	-	04-5150-717775	520 W 3rd Property Purchase	-	15,625
44,640	228,026	320,000	-		Stormwater Projects	-	585,625
665,866	2,307,222	4,705,000	-	5150	TOTAL CAPITAL PROJECTS	-	6,346,875
665,866	2,307,222	4,705,000	-	FUND 04	TOTAL PROP CAPITAL PROJECTS	-	6,346,875
-	451,460	-			ENDING FUND BALANCE		-

2015-16 CAPITAL PROJECTS & FUNDING SOURCE

			Funding Source									
Acct #	Project Description		PROPOSED 2015-16	WW Rates	WW SDC's	Water Rates	Water SDC's	Storm Rates	Storm SDC's	Street Fund	Street SDC's	Economic Dev
Wastewater												
04 5150 706301	Inflow/Infiltration Correction		600,000	600,000								
04 5150 706393	Dayton Ave PS Design		300,000	225,000	75,000							
04 5150 706404	2nd St Park Lot Rehab		50,000	50,000								
04 5150 706411	South Springbrook (Bypass)		50,000	20,000	30,000							
04 5150 706415	WWTP Hypochlorite		720,000	720,000								
04 5150 706416	WWTP Sawdust Bays		350,000		350,000							
04 5150 706475	520 W 3rd Property Purchase		15,625	12,500	3,125							
Total Wastewater			2,085,625	1,627,500	458,125	-	-	-	-	-	-	-
Water												
04 5150 707475	520 W 3rd Property Purchase		15,625			12,500	3,125					
04 5150 707555	Springs Improvements		60,000			60,000						
04 5150 707572	Water Master Plan Update		300,000			300,000						
04 5150 707587	Reservoir Improvements		2,500,000			2,500,000						
04 5150 707604	2nd St Park Lot Rehab		50,000			50,000						
04 5151 707609	Well 9 Design & Construction		550,000			550,000						
04 5150 707611	South Springbrook (Bypass)		200,000			200,000						
Total Water			3,675,625	-	-	3,672,500	3,125	-	-	-	-	-
Stormwater												
04 5150 717711	Blaine Street (2nd - 11th)		450,000					450,000				
04 5150 717763	Villa Road (Haworth-Crestview)		120,000					120,000				
04 5150 717775	520 W 3rd Property Purchase		15,625					12,500	3,125			
Total Stormwater			585,625	-	-	-	-	582,500	3,125	-	-	-
Total Fund 04 Projects			6,346,875	1,627,500	458,125	3,672,500	3,125	582,500	3,125	-	-	-

2015-16 CAPITAL PROJECTS & FUNDING SOURCE

			Funding Source								
Acct #	Project Description	PROPOSED 2015-16	WW Rates	WW SDC's	Water Rates	Water SDC's	Storm Rates	Storm SDC's	Street Fund	Street SDC's	Economic Dev
Streets											
18 5150 702106	Bicycle Route Improvements	5,000							5,000		
18 5150 702163	Villa Rd - Haworth to Crestview	320,000							64,000	256,000	
18 5150 702171	Pavement Rehabilitation	225,000							225,000		
18 5150 702174	2nd St Park Lot Rehab	212,000							67,000		145,000
18 5150 702175	520 W 3rd Property Purchase	15,625							12,500	3,125	
Total Fund 18 (Street) Projects		777,625	-	-	-	-	-	-	373,500	259,125	145,000
TOTAL CAPITAL PROJECTS		7,124,500	1,627,500	458,125	3,672,500	3,125	582,500	3,125	373,500	259,125	145,000

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: FLEET MAINTENANCE

STAFF LEVEL FTE: 1.50 1.50 1.50

Department Description

The Public Works Department is currently responsible for the maintenance, repair, and purchasing/set-up of new or replacement vehicles and small equipment for most city departments. The Police and Fire departments purchase their own specialized vehicles. Current fleet maintenance activities include 101 city vehicles in the Administration, Community Development, Police, and Public Works Departments, 10 emergency generators, and 132 pieces of small equipment. Fleet Maintenance also provides maintenance and repair services for 17 Newberg School District (NSD) and 13 Chehalem Park and Recreation District (CPRD) maintenance vehicles.

Budget Comments

Fleet maintenance functions provided are reimbursed through interdepartmental charges and transfers from the individual departments budgeted vehicle maintenance line items, and CPRD and NSD vehicle maintenance charges are reimbursed to the city on an as used basis.

In early 2015, working with the Fire Department to realize additional vehicle maintenance cost savings, Fleet Maintenance began performing maintenance functions on their smaller sized administration and response vehicles, with plans to work towards maintenances of the Fire departments vehicles during FY 2015-2016.

Due to uncertainty in future fuel costs, past history of increasing fuel costs, state and federal directives to reduce emissions and convert to “Green” fleets, and recent technology advancements, conversions of several city vehicles to bi-fueled systems utilizing propane as the primary fuel source will be evaluated during FY 2015-2016. Propane fuel pricing is significantly lower than fossil fuel costs, provides desired reduction in emissions, and can reduce some maintenance expenses. The Oregon Department of Energy has developed conversion assistance programs that may result in a zero budget impact that will be instrumental in a conversion program that will be pursued in FY 2015-2016.

Significant Changes

There are no significant changes over the FY 2014-2015 budget. There is a slight increase of the intergovernmental Garage costs to prefund repairs due to increased usage by CPRD and NSD. Additional increases are due to requirements of the AFSCME Local 1569 Collective Bargaining Agreement.

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: FACILITIES MAINTENANCE

STAFF LEVEL FTE: 0.75 0.75 0.75

Department Description

The Public Works Department is responsible for the Maintenance and Repair of City Facilities and Grounds. This Includes City Hall, City Hall Annex, Library, Library Annex, Public Safety Building, Fire Stations 20 & 21, Public Works Maintenance, and Wastewater & Water Treatment Building envelopes. Grounds keeping of over 3 acres of landscape and turf, including Waterwise Garden, Butler Property, Francis Square, Rocket Park, Hwy 99W medians, Newberg Signs, Unity Park(Flagpole), Dayton Ave at 3rd and 4th Street, in addition to all landscaping around City Facilities.

Budget Comments

Protecting and maintaining the city facilities to provide healthy, safe, effective, and functional buildings for public use and city operations in a cost effective manner continue to be an increasing challenge as they age. Increasing material and repair costs to meet the community and individual department needs as older systems such as HVAC units, entry systems, and Fire Department vehicle bay doors fail and upkeep of daily wear and tear on all facilities will continue to stretch limited funds. A focus of the planned facilities maintenance activities in FY 2015-2016 will be to address some of the imminent system failures, identify system conditions for future replacement needs, and the development of a planned replacement schedule.

Maintaining the appearance of city facilities grounds and city owned public landscape areas in a neat and professional manner enhances the community's livability, helps promote community pride, and has been identified by council and citizens as an important function. Recruiting and retention of an effective groundskeeper will be a focus during the next year.

Significant Changes

An increase in the budget over FY 2014-2015 is due to Personnel Services increases to recruit and retain a qualified and effective Groundskeeper position. Further, the increase in Materials and Services items are due to increased costs in supplies, required training of existing and new staff, increases in contractor required maintenance of aging building HVAC Systems, and fire apparatus bay doors.

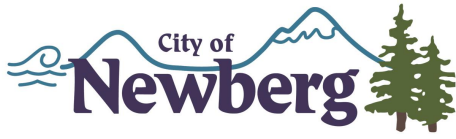
PUBLIC WORKS - ADMIN / SUPPORT SERVICES SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
ADMIN / SUPPORT SERVICES							
<u>FLEET</u>							
140,194	138,974	146,823	1.50	Total Personnel Services	1.50	155,472	5.89%
15,198	44,102	21,600		Total Materials and Services		23,300	7.87%
<u>155,392</u>	<u>183,076</u>	<u>168,423</u>		<u>TOTAL FLEET</u>		<u>178,772</u>	<u>6.14%</u>
<u>FACILITIES</u>							
37,941	48,865	57,790	0.75	Total Personnel Services	0.75	60,345	4.42%
294,490	304,187	286,200		Total Materials and Services		357,350	24.86%
<u>332,431</u>	<u>353,052</u>	<u>343,990</u>		<u>TOTAL FACILITIES</u>		<u>417,695</u>	<u>21.43%</u>
<u>487,823</u>	<u>536,128</u>	<u>512,413</u>	<u>2.25</u>	<u>TOTAL PW - ADMIN/SUPPORT</u>	<u>2.25</u>	<u>596,467</u>	<u>16.40%</u>

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5162	FLEET		
87,110	85,991	87,192	1.50	31-5162-431000	Salaries & Wages	1.50	88,187
-	1,008	-	-	31-5162-435000	Overtime	-	577
8	25	-	-	31-5162-436000	Beeper Pay	-	-
1,800	1,500	1,800	-	31-5162-438000	Longevity	-	1,200
-	-	-	-	31-5162-440000	Misc Fringe Benefits	-	640
6,687	6,621	6,808	-	31-5162-441000	FICA/Medicare	-	6,931
2,828	2,657	3,493	-	31-5162-442000	Workers Compensation	-	3,453
622	804	712	-	31-5162-443000	Unemployment	-	276
17,470	19,676	22,426	-	31-5162-444001	Retirement-Principal	-	22,202
23,669	20,692	24,392	-	31-5162-445000	Health/Life/LTD	-	32,006
140,194	138,974	146,823	1.50		Total Personnel Services	1.50	155,472
151	220	500	-	31-5162-510000	Office Supplies	-	500
666	736	500	-	31-5162-512000	Uniforms	-	1,200
-	-	500	-	31-5162-520000	Dues & Meetings	-	500
4,794	32,963	6,000	-	31-5162-523000	Supplies & Small Tools	-	6,000
3,612	5,605	5,000	-	31-5162-523008	Intergovernmental Garage Costs	-	6,000
(189)	(1,340)	1,500	-	31-5162-523012	Shop Supplies/Environmental	-	1,500
224	192	800	-	31-5162-525000	Travel & Training	-	800
280	999	300	-	31-5162-526000	Employee Testing	-	300
727	1,062	500	-	31-5162-533045	Maintenance Agreements	-	500
1,500	825	1,000	-	31-5162-551000	Books & Publications	-	1,000
1,111	903	1,500	-	31-5162-562000	Fuel	-	1,500
-	-	500	-	31-5162-563000	Vehicle Maintenance	-	500
2,322	1,937	3,000	-	31-5162-566000	Equip Repair & Maintenance	-	3,000
15,198	44,102	21,600	-		Total Materials and Services	-	23,300
155,392	183,076	168,423	1.50	5162	TOTAL FLEET	1.50	178,772

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5164	FACILITIES		
27,197	32,542	34,884	0.75	31-5164-431000	Salaries & Wages	0.75	38,445
167	564	-	-	31-5164-435000	Overtime	-	212
268	519	450	-	31-5164-436000	Beeper Pay	-	821
320	320	-	-	31-5164-440000	Misc Fringe Benefits	-	480
2,133	2,576	2,702	-	31-5164-441000	FICA/Medicare	-	3,057
995	1,680	2,007	-	31-5164-442000	Workers Compensation	-	1,875
197	304	283	-	31-5164-443000	Unemployment	-	126
5,508	7,515	8,904	-	31-5164-444001	Retirement-Principal	-	9,797
1,156	2,845	8,560	-	31-5164-445000	Health/Life/LTD	-	5,532
37,941	48,865	57,790	0.75		Total Personnel Services	0.75	60,345
216	147	750	-	31-5164-510000	Office Supplies	-	750
327	534	500	-	31-5164-512000	Uniforms	-	750
43	121	400	-	31-5164-520000	Dues & Meetings	-	400
11,988	10,271	9,000	-	31-5164-523000	Supplies & Small Tools	-	10,000
-	-	500	-	31-5164-523012	Shop Supplies/environmental	-	500
98	134	750	-	31-5164-525000	Travel & Training	-	1,000
176	126	100	-	31-5164-526000	Employee Testing	-	250
75,026	75,187	75,000	-	31-5164-533000	Contractual Services	-	82,000
-	-	500	-	31-5164-533001	Haz Mat Removal	-	500
2,779	8,876	4,200	-	31-5164-533045	Maintenance Agreements	-	4,200
74,764	75,085	78,000	-	31-5164-540000	Utilities	-	79,500
-	-	500	-	31-5164-562000	Fuel	-	500
-	-	500	-	31-5164-563000	Vehicle Maintenance	-	500
57	-	1,000	-	31-5164-566000	Equip Repair & Maintenance	-	1,000
3,392	7,027	9,000	-	31-5164-571000	Bldg Repair	-	9,000
1,231	220	1,000	-	31-5164-571005	Building Repairs-PW Maint	-	1,000
8,288	11,939	5,000	-	31-5164-571011	Building Repairs-City Hall/CDD	-	8,000
10,532	23,966	10,000	-	31-5164-571021	Building Repairs-Public Safety	-	10,000
12,866	16,514	10,000	-	31-5164-571022	Building Repairs-Fire Dept	-	18,000
640	209	500	-	31-5164-571025	Building Repairs-Animal Ctrl	-	500
23,849	7,592	9,000	-	31-5164-571031	Building Repair-Library	-	9,000
-	-	-	-	31-5164-571046	Building Repair-City Parking Lots	-	50,000
57,312	56,440	58,000	-	31-5164-584000	Janitorial Service	-	58,000
10,906	9,799	12,000	-	31-5164-585000	Grounds keeping-General	-	12,000
294,490	304,187	286,200	-		Total Materials and Services	-	357,350
332,431	353,052	343,990	0.75	5164	TOTAL FACILITIES	0.75	417,695
487,823	536,128	512,413	2.25		TOTAL PUBLIC WORKS	2.25	596,467

This page intentionally left blank



Administrative Support Services

City Manager's Office
Finance & Utility Billing
Information Technology
Legal

This page intentionally left blank

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: CITY MANAGER'S OFFICE

STAFF LEVEL FTE: 3.50 4.00 4.10

Department Description

The City Manager's Office includes the City Manager, City Recorder, Human Resources, and Administrative Assistant. The City Manager is the chief administrative officer, which includes budget officer, for the city and oversees the city's daily business and helps translate the policy directives from the City Council into action. The City Manager and Administrative Assistant provide staff support for the Mayor and Council on tasks related to policy and assisting the elected with engaging and responding to their constituents. The Administrative Assistant also provides support for the City Recorder and in Human Resources as requested.

The City Recorder serves as clerk to the Council, the City's Elections Officer, the City's Records Manager and coordinates general public records requests. The position also ensures the City is adhering to the legal requirements of meetings law and assists the City Manager and staff with research.

Human Resources administers the City's Classification & Compensation System, Benefits Program and Worker's Compensation Program. The Human Resource professional provides labor and employee relations technical guidance to the organization and prepares policies and procedures to guide the workforce.

Budget Comments

The City Manager's Office is part of the Administrative Support Services Fund, and costs are allocated to various funds City-wide on a prorated basis. The proration of these services remained the same from the 2014-15 fiscal year.

The department provides the necessary link between City Administration, City Departments, and City Council. This past year the City successfully recruited a City Manager and City Recorder. The Human Resources and Administrative Assistant positions are currently filled by contract employees. Permanently filling the positions through a recruitment process is a priority. The city needs to meet the challenges of implementing a professional, centralized human resources program for an organization of our size by creating a streamlined, easily-accessible format for all human resources functions and processes; and by implementing regulations to maintain compliance with the Affordable Health Care Act.

Significant Changes

The City Manager's Office now receives a 10% FTE allocation from the Engineering-IT Program Assistant to develop and coordinate production and distribution of the electronic monthly city newsletter, assist with the administration of the city's website, and assisting in maintaining the Emergency Operation Plan and Hazardous Mitigation Plan.

The City Recorder's office has undergone a year of transition and is working on streamlining processes as well as organizing the city's records to conform to the state retention schedule.

CITY MANAGER'S OFFICE SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
ADMIN / SUPPORT SERVICES FUND							
<u>CITY MANAGER</u>							
188,597	208,191	271,538	2.00	Total Personnel Services	4.10	474,914	74.90%
7,942	30,798	16,054		Total Materials and Services		54,448	239.16%
<u>196,539</u>	<u>238,989</u>	<u>287,592</u>		<u>TOTAL CITY MANAGER</u>		<u>529,362</u>	<u>84.07%</u>
<u>CITY RECORDER</u>							
137,033	139,690	125,912	1.00	Total Personnel Services	-	-	-100.00%
11,021	13,804	24,948		Total Materials and Services		-	-100.00%
<u>148,054</u>	<u>153,494</u>	<u>150,860</u>		<u>TOTAL CITY RECORDER</u>		<u>-</u>	<u>-100.00%</u>
<u>HUMAN RESOURCES</u>							
109,513	125,425	115,484	1.00	Total Personnel Services	-	-	-100.00%
21,521	25,423	30,390		Total Materials and Services		-	-100.00%
<u>131,034</u>	<u>150,848</u>	<u>145,874</u>		<u>TOTAL HUMAN RESOURCES</u>		<u>-</u>	<u>-100.00%</u>
<u>EMERGENCY MANAGEMENT</u>							
7,638	7,343	-		Total Materials and Services		-	0.00%
<u>7,638</u>	<u>7,343</u>	<u>-</u>		<u>TOTAL EMERGENCY MANAGEMENT</u>		<u>-</u>	<u>0.00%</u>
<u>483,265</u>	<u>550,674</u>	<u>584,326</u>	<u>4.00</u>	TOTAL ADMIN / SUPPORT	<u>4.10</u>	<u>529,362</u>	<u>-9.41%</u>
<u>483,265</u>	<u>550,674</u>	<u>584,326</u>	<u>4.00</u>	TOTAL CITY MANAGER'S OFFICE	<u>4.10</u>	<u>529,362</u>	<u>-9.41%</u>

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
CITY MANAGER'S OFFICE (12XX)							
				1210	CITY MANAGER		
121,818	114,781	126,096	1.00	31-1210-410000	Administrative Salaries	3.00	252,689
5,242	41,877	44,316	1.00	31-1210-420000	Clerical Salaries	1.10	49,342
480	40	-	-	31-1210-438000	Longevity	-	-
640	640	640	-	31-1210-440000	Misc Fringe Benefits	-	1,124
9,062	8,330	12,521	-	31-1210-441000	FICA/Medicare	-	23,190
405	933	697	-	31-1210-442000	Workers Comp	-	1,347
897	1,412	1,364	-	31-1210-443000	Unemployment	-	913
25,510	9,116	26,501	-	31-1210-444000	Retirement-PERS	-	36,384
-	9,687	11,168	-	31-1210-444001	Retirement-Principal	-	45,519
4,140	1,569	4,182	-	31-1210-444002	Retirement-Pension Bond	-	3,874
20,403	19,806	44,053	-	31-1210-445000	Health/Life/LTD	-	60,532
188,597	208,191	271,538	2.00		Total Personnel Services	4.10	474,914
2,083	3,392	1,000	-	31-1210-510000	Office Supplies	-	2,300
2,099	1,613	2,000	-	31-1210-520000	Dues & Meetings	-	4,600
-	14,225	-	-	31-1210-520003	Recruitment Expense	-	400
-	-	-	-	31-1210-520008	Recognition	-	4,500
-	-	-	-	31-1210-524000	Safety Program	-	1,000
-	-	-	-	31-1210-524001	Risk Management	-	1,000
2,130	3,129	5,654	-	31-1210-525000	Travel & Training	-	8,000
-	550	-	-	31-1210-533000	Contractual Services	-	900
1,376	1,897	1,300	-	31-1210-533045	Maintenance Agreements	-	4,748
254	86	100	-	31-1210-551000	Books & Periodicals	-	-
-	5,906	6,000	-	31-1210-580000	Professional Services	-	22,000
-	-	-	-	31-1210-591000	Elections	-	5,000
7,942	30,798	16,054	-		Total Materials and Services	-	54,448
196,539	238,989	287,592	2.00	1210	TOTAL CITY MANAGER	4.10	529,362

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				1220	HUMAN RESOURCES		
75,670	76,829	74,076	1.00	31-1220-410000	Administrative Salaries	-	-
-	7,760	-	-	31-1220-420000	Clerical Salaries	-	-
2,084	4,102	-	-	31-1220-435000	Overtime	-	-
940	720	720	-	31-1220-438000	Longevity	-	-
180	640	640	-	31-1220-440000	Misc Fringe Benefits	-	-
6,057	6,940	5,771	-	31-1220-441000	FICA/Medicare	-	-
200	346	315	-	31-1220-442000	Workers Compensation	-	-
555	812	598	-	31-1220-443000	Unemployment	-	-
1,428	748	-	-	31-1220-444000	Retirement-PERS	-	-
12,862	19,264	23,497	-	31-1220-444001	Retirement-Principal	-	-
3	7	2,468	-	31-1220-444002	Retirement-Pension Bond	-	-
9,534	7,257	7,399	-	31-1220-445000	Health/Life/LTD	-	-
109,513	125,425	115,484	1.00		Total Personnel Services	-	-
3,174	779	800	-	31-1220-510000	Office Supplies	-	-
1,639	2,133	2,400	-	31-1220-520000	Dues & Meetings	-	-
145	-	-	-	31-1220-520003	Recruitment Expense	-	-
7,809	8,674	3,500	-	31-1220-520008	Recognition	-	-
3,638	3,650	6,290	-	31-1220-524000	Safety Program	-	-
-	-	5,000	-	31-1220-524001	Risk Management	-	-
1,259	467	2,000	-	31-1220-525000	Travel & Training	-	-
2,126	2,705	4,400	-	31-1220-533045	Maintenance Agreements	-	-
1,731	7,015	6,000	-	31-1220-580000	Professional Services	-	-
21,521	25,423	30,390	-		Total Materials and Services	-	-
131,034	150,848	145,874	1.00	1220	TOTAL HUMAN RESOURCES	-	-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
1230					CITY RECORDER/CLERK		
61,279	66,402	65,136	1.00	31-1230-410000	Administrative Salaries	-	-
21,683	22,290	2,092	-	31-1230-420000	Clerical Salaries	-	-
6,337	6,728	13,690	-	31-1230-433000	Minute Recorder Salaries	-	-
83	568	-	-	31-1230-435000	Overtime	-	-
-	-	480	-	31-1230-438000	Longevity	-	-
640	640	640	-	31-1230-440000	Misc Fringe Benefits	-	-
6,699	7,227	6,276	-	31-1230-441000	FICA/Medicare	-	-
619	382	328	-	31-1230-442000	Workers Compensation	-	-
634	856	652	-	31-1230-443000	Unemployment	-	-
16,983	15,212	16,696	-	31-1230-444001	Retirement-Principal	-	-
22,076	19,385	19,922	-	31-1230-445000	Health/Life/LTD	-	-
137,033	139,690	125,912	1.00		Total Personnel Services	-	-
1,185	1,195	1,000	-	31-1230-510000	Office Supplies	-	-
669	1,073	1,000	-	31-1230-520000	Dues & Meetings	-	-
3,587	3,030	1,000	-	31-1230-525000	Travel & Training	-	-
1,376	1,897	1,948	-	31-1230-533045	Maintenance Agreements	-	-
4,204	6,527	10,000	-	31-1230-580000	Professional Services	-	-
-	82	10,000	-	31-1230-591000	Elections	-	-
11,021	13,804	24,948	-		Total Materials and Services	-	-
148,054	153,494	150,860	1.00	1230	TOTAL CITY RECORDER/CLERK	-	-
1240					EMERGENCY MANAGEMENT		
388	300	-	-	31-1240-510000	Office Supplies	-	-
-	43	-	-	31-1240-525000	Travel & Training	-	-
7,250	7,000	-	-	31-1240-533000	Contractual Services	-	-
7,638	7,343	-	-		Total Materials and Services	-	-
7,638	7,343	-	-	1240	TOTAL EMERGENCY MANAGEMENT	-	-
483,265	550,674	584,326	4.00		TOTAL CITY MANAGER'S OFFICE	4.10	529,362

This page intentionally left blank

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: FINANCE & UTILITY BILLING **STAFF LEVEL FTE: 6.50 6.50 6.50**

Department Description

The Finance Department is responsible for the accounting and financial oversight of the City's resources. It is comprised of various functions, including payroll, payables, cash receipting, budgets, auditing and financial reporting. The utility billing function is responsible for the invoicing, collections, and customer service for approximately 6,400 residential, commercial, and industrial accounts.

Budget Comments

The Finance and Utility Billing functions are part of the Administrative Services Fund. This means that the operating costs for these services are allocated to various funds City-wide on a prorated basis. The proration of these services remained the same from the 2014-15 fiscal year.

Finance and Utility Billing costs are primarily from staff services. In the last year, several key positions have experienced personnel changes (Finance Director and the currently-vacant Financial Analyst, which will be filled in FY15-16). The two positions in Utility Billing have entirely new staff in the last two years. Contrast this with three other staff members ranging from 7-17 years of service. This creates a tremendous opportunity to take our services to the next level of professionalism.

Significant Changes

There are no significant changes in the overall Finance and Utility Billing budgets.

FINANCIAL SERVICES SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
ADMIN / SUPPORT SERVICES FUND							
<u>FINANCE</u>							
410,610	428,439	450,871	4.50	Total Personnel Services	4.50	457,667	1.51%
58,055	67,851	67,715		Total Materials and Services		80,160	18.38%
-	-	1,000		Total Capital Outlay		7,000	600.00%
468,665	496,290	519,586		TOTAL FINANCE		544,827	4.86%
<u>UTILITY BILLING</u>							
145,363	62,986	147,829	2.00	Total Personnel Services	2.00	138,323	-6.43%
117,712	157,102	139,110		Total Materials and Services		135,783	-2.39%
-	-	1,000		Total Capital Outlay		1,000	0.00%
263,075	220,088	287,939		TOTAL UTILITY BILLING		275,106	-4.46%
731,740	716,378	807,525	6.50	TOTAL FINANCE DEPT	6.50	819,933	1.54%
135,923	132,097	155,000		TOTAL GENERAL OFFICE		155,000	0.00%
867,663	848,475	962,525	6.50	TOTAL ADMIN / SUPPORT	6.50	974,933	1.29%
867,663	848,475	962,525	6.50	TOTAL FINANCIAL SERVICES	6.50	974,933	1.29%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
FINANCE DEPARTMENT (13XX)							
				1310	FINANCE		
148,385	155,234	156,636	2.00	31-1310-410000	Administrative Salaries	2.00	162,304
124,951	125,024	135,600	2.50	31-1310-420000	Clerical Salaries	2.50	134,250
820	1,200	1,360	-	31-1310-438000	Longevity	-	720
640	640	640	-	31-1310-440000	Misc Fringe Benefits	-	1,280
20,405	20,916	22,509	-	31-1310-441000	FICA/Medicare	-	22,840
838	1,088	1,275	-	31-1310-442000	Workers Compensation	-	1,392
2,058	2,546	2,349	-	31-1310-443000	Unemployment	-	898
23,670	24,927	25,651	-	31-1310-444000	Retirement-PERS	-	20,879
30,320	37,893	44,222	-	31-1310-444001	Retirement-Principal	-	43,879
4,137	4,183	4,406	-	31-1310-444002	Retirement-Pension Bond	-	3,267
54,386	54,788	56,223	-	31-1310-445000	Health/Life/LTD	-	65,958
410,610	428,439	450,871	4.50		Total Personnel Services	4.50	457,667
1,587	2,983	2,200	-	31-1310-510000	Office Supplies	-	2,200
4,883	4,544	7,000	-	31-1310-515000	Printing & Advertising	-	4,500
1,030	1,234	1,800	-	31-1310-520000	Dues & Meetings	-	1,200
2,408	2,520	3,575	-	31-1310-525000	Travel & Training	-	2,700
6,350	10,646	6,000	-	31-1310-533000	Contractual Services	-	10,000
11,700	12,859	13,555	-	31-1310-533045	Maintenance Agreements	-	15,600
75	-	210	-	31-1310-551000	Books & Publications	-	200
850	850	875	-	31-1310-575000	Bond Registration Costs	-	850
29,172	32,215	32,500	-	31-1310-580000	Professional Services	-	42,910
58,055	67,851	67,715	-		Total Materials and Services	-	80,160
-	-	1,000	-	31-1310-610000	Capital Outlay	-	7,000
-	-	1,000	-		Total Capital Outlay	-	7,000
468,665	496,290	519,586	4.50	1310	TOTAL FINANCE	4.50	544,827

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				1320	UTILITY BILLING		
93,498	43,124	80,736	2.00	31-1320-420000	Clerical Salaries	2.00	78,600
289	4,086	-	-	31-1320-435000	Overtime	-	-
440	-	-	-	31-1320-438000	Longevity	-	-
7,007	3,566	6,177	-	31-1320-441000	FICA/Medicare	-	6,013
295	223	403	-	31-1320-442000	Workers Compensation	-	415
689	468	646	-	31-1320-443000	Unemployment	-	237
18,756	5,549	20,345	-	31-1320-444001	Retirement-Principal	-	19,258
24,389	5,970	39,522	-	31-1320-445000	Health/Life/LTD	-	33,800
145,363	62,986	147,829	2.00		Total Personnel Services	2.00	138,323
853	1,092	1,500	-	31-1320-510000	Office Supplies	-	1,500
6	-	-	-	31-1320-511000	Postage	-	-
777	9,474	1,400	-	31-1320-515000	Printing & Advertising	-	2,000
25	-	-	-	31-1320-520003	Recruitment Expense	-	-
1,315	111	1,510	-	31-1320-525000	Travel & Training	-	1,500
41,164	43,487	48,000	-	31-1320-532000	Bank Fees	-	49,583
46,179	81,291	52,000	-	31-1320-533000	Contractual Services	-	52,000
10,685	10,076	13,500	-	31-1320-533045	Maintenance Agreements	-	8,000
15,820	10,683	20,000	-	31-1320-558001	Utility Assistance	-	20,000
-	-	300	-	31-1320-566000	Equip Repair & Maintenance	-	300
888	888	900	-	31-1320-575000	Bond Registration Costs	-	900
117,712	157,102	139,110	-		Total Materials and Services	-	135,783
-	-	1,000	-	31-1320-610000	Capital Outlay	-	1,000
-	-	1,000	-		Total Capital Outlay	-	1,000
263,075	220,088	287,939	2.00	1320	TOTAL UTILITY BILLING	2.00	275,106
731,740	716,378	807,525	6.50		TOTAL FINANCE DEPARTMENT	6.50	819,933

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				1311	GENERAL OFFICE		
26,400	24,610	35,000	-	31-1311-511000	Postage	-	35,000
109,523	107,487	120,000	-	31-1311-531000	Telephones	-	120,000
135,923	132,097	155,000	-		Total Materials and Services	-	155,000
135,923	132,097	155,000	-	1311	TOTAL GENERAL OFFICE	-	155,000

This page intentionally left blank

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: INFORMATION TECHNOLOGY **STAFF LEVEL FTE: 5.00 5.50 5.38**

Department Description

The Information Technology (IT) Department supports the City-wide area network, office applications, hardware, including the e-mail system, data backup, website, and 9-1-1 center. IT provides computer, network, and telephone support for all departments and divisions.

IT operates the help desk fifty-eight hours a week, and 24 hour support is offered through on-call during evenings and weekends.

Budget Comments

A portion of information security upgrades planned for FY 14-15 has been deferred. However, the City has made substantial progress on many of the mandates. A portion of the funds allocated to this project will be carried over to continue implementation of the upgrades.

Significant Changes

The IT materials budget is unchanged from FY 14-15, and there are no capital expenses. One part time technician was eliminated, reducing part time technician hours from 50 to 37 hours per week. The contract Systems Administrator (1 FTE) was eliminated prior to staffing this position.

INFORMATION TECHNOLOGY SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
ADMIN / SUPPORT SERVICES FUND							
				<i>INFORMATION TECHNOLOGY</i>			
363,273	482,370	642,757	5.50	Total Personnel Services	5.38	565,010	-12.10%
77,629	61,847	118,600		Total Materials and Services		118,600	0.00%
-	53,776	121,000		Total Capital Outlay		-	-100.00%
440,902	597,993	882,357		<i>TOTAL INFORMATION TECHNOLOGY</i>		683,610	-22.52%
440,902	597,993	882,357	5.50	TOTAL ADMIN / SUPPORT	5.38	683,610	-22.52%
440,902	597,993	882,357	5.50	TOTAL INFORMATION TECHNOLOGY	5.38	683,610	-22.52%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				1330	INFORMATION TECHNOLOGY		
85,940	102,778	102,336	1.00	31-1330-410000	Administrative Salaries	1.00	103,363
-	-	16,992	0.50	31-1330-420000	Clerical Salaries	0.45	20,727
152,554	224,826	309,288	4.00	31-1330-431000	Other Salaries	3.93	251,451
2,313	1,457	20,000	-	31-1330-435000	Overtime	-	1,038
3,900	8,581	9,125	-	31-1330-436000	Beeper Pay	-	9,300
400	480	480	-	31-1330-438000	Longevity	-	960
2,560	2,560	2,560	-	31-1330-440000	Misc Fringe Benefits	-	2,848
18,493	25,627	35,250	-	31-1330-441000	FICA/Medicare	-	29,809
755	1,311	1,953	-	31-1330-442000	Workers Compensation	-	1,742
3,697	3,037	3,666	-	31-1330-443000	Unemployment	-	1,173
18,300	21,722	21,499	-	31-1330-444000	Retirement-PERS	-	22,036
30,980	45,329	60,564	-	31-1330-444001	Retirement-Principal	-	62,625
2,970	3,387	3,393	-	31-1330-444002	Retirement-Pension Bond	-	3,448
40,411	41,275	55,651	-	31-1330-445000	Health/Life/LTD	-	54,490
363,273	482,370	642,757	5.50		Total Personnel Services	5.38	565,010
148	2,270	1,200	-	31-1330-510000	Office Supplies	-	1,200
418	472	200	-	31-1330-520000	Dues & Meetings	-	200
11,692	20,546	24,000	-	31-1330-523000	Supplies	-	24,000
27,106	8,224	30,000	-	31-1330-525000	Travel & Training	-	30,000
18,140	26,651	60,000	-	31-1330-533045	Maintenance Agreements	-	60,000
125	-	200	-	31-1330-551000	Books & Publications	-	200
-	3,482	3,000	-	31-1330-580000	Professional Services	-	3,000
20,000	202	-	-	31-1330-590002	Internal Chrg-Computers	-	-
77,629	61,847	118,600	-		Total Materials and Services	-	118,600
-	53,776	121,000	-	31-1330-610000	Capital Outlay	-	-
-	53,776	121,000	-		Total Capital Outlay	-	-
440,902	597,993	882,357	5.50	1330	TOTAL INFORMATION TECH	5.38	683,610

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: LEGAL

STAFF LEVEL FTE: 3.70 4.00 4.30

Department Description

The Legal Department works as an integral part of the legislative and administrative branches of the City to provide legal advice and ensure the City operates in a legally justifiable manner. The Legal Department acts to enforce the codes and laws of the City to ensure citizens enjoy the protection of the law and the quality of life that the City Code envisions.

Budget Comments

The Legal Department consists of the city attorney, civil paralegal, prosecution paralegal, and code enforcement officer. Two additional positions have been unfilled due to budget constraints, the legal secretary position (part-time, vacant since 2013) and city prosecutor (.3 contract FTE, vacant since 2011). This budget restores the contract prosecutor position.

Significant Changes

Restores the part-time position of a Contract City Prosecutor (approx. \$34,000) and corrects an underbudgeting of payroll in FY14-15. Maintains a 5% overall budget reduction for material and services which began in FY13-14 and continued through FY14-15.

LEGAL SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
ADMIN / SUPPORT SERVICES FUND							
				<u>LEGAL</u>			
563,662	367,041	400,711	4.00	Total Personnel Services	4.30	465,880	16.26%
25,901	20,634	30,300		Total Materials and Services		31,300	3.30%
589,563	387,675	431,011		<u>TOTAL LEGAL</u>		497,180	15.35%
589,563	387,675	431,011	-	TOTAL ADMIN / SUPPORT SERVICES	-	497,180	15.35%
589,563	387,675	431,011	4.00	TOTAL LEGAL	4.30	497,180	15.35%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				1410	CITY ATTORNEY		
302,261	178,448	161,292	2.00	31-1410-410000	Administrative Salaries	2.00	166,684
61,034	54,219	57,733	1.00	31-1410-420000	Clerical Salaries	1.00	61,262
-	-	-	-	31-1410-431000	Prosecution Salaries	0.30	31,202
43,023	29,350	40,932	1.00	31-1410-432000	Code Enforcement Salaries	1.00	42,028
1,583	3,855	1,000	-	31-1410-435000	Overtime	-	-
1,680	-	-	-	31-1410-438000	Longevity	-	-
4,684	1,605	6,920	-	31-1410-440000	Misc Fringe Benefits	-	1,700
26,231	17,053	20,845	-	31-1410-441000	FICA/Medicare	-	23,170
1,414	1,353	1,676	-	31-1410-442000	Workers Compensation	-	1,900
2,885	2,409	2,127	-	31-1410-443000	Unemployment	-	911
-	2,547	22,229	-	31-1410-444000	Retirement-PERS	-	14,917
83,807	24,342	24,770	-	31-1410-444001	Retirement-Principal	-	38,685
-	-	3,508	-	31-1410-444002	Retirement-Pension Bond	-	3,755
35,060	51,860	57,679	-	31-1410-445000	Health/Life/LTD	-	79,666
563,662	367,041	400,711	4.00		Total Personnel Services	4.30	465,880
5,308	1,560	2,400	-	31-1410-510000	Office Supplies	-	2,400
1,316	3,016	4,000	-	31-1410-510100	Code Enforcement	-	4,000
1,176	-	1,000	-	31-1410-510120	Nuisance/Abatement Control	-	1,000
-	53	-	-	31-1410-515000	Printing & Advertising	-	-
3,216	2,503	3,200	-	31-1410-520000	Dues & Meetings	-	3,200
-	3,839	-	-	31-1410-520003	Recruitment Expense	-	-
-	3,393	-	-	31-1410-523000	Supplies	-	-
4,573	3,660	6,000	-	31-1410-525000	Travel & Training	-	6,500
-	47	-	-	31-1410-526000	Employee Testing	-	-
1,376	1,912	2,200	-	31-1410-533045	Maintenance Agreements	-	2,200
93	651	500	-	31-1410-551000	Books & Publications	-	500
8,415	-	11,000	-	31-1410-580000	Professional Services	-	11,000
353	-	-	-	31-1410-591000	Elections	-	-
-	-	-	-	31-1410-595000	Prosecution Expenses	-	500
75	-	-	-	31-1410-596000	Volunteer Costs	-	-
25,901	20,634	30,300	-		Total Materials and Services	-	31,300
589,563	387,675	431,011	4.00	1410	TOTAL CITY ATTORNEY	4.30	497,180

ADMIN / SUPPORT SERVICES FUND SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
<u>CITY MANAGER'S OFFICE</u>							
435,143	473,306	512,934	4.00	Total Personnel Services	4.10	474,914	-7.41%
48,122	77,368	71,392		Total Materials and Services		54,448	-23.73%
483,265	550,674	584,326		TOTAL CITY MANAGER'S OFFICE		529,362	-9.41%
<u>FINANCE</u>							
555,973	491,425	598,700	6.50	Total Personnel Services	6.50	595,990	-0.45%
175,767	224,953	206,825		Total Materials and Services		215,943	4.41%
-	-	2,000		Total Capital Outlay		8,000	300.00%
731,740	716,378	807,525		TOTAL FINANCE		819,933	1.54%
<u>GENERAL OFFICE</u>							
135,923	132,097	155,000		Total Materials and Services		155,000	0.00%
135,923	132,097	155,000		TOTAL GENERAL OFFICE		155,000	0.00%
<u>INFORMATION TECHNOLOGY</u>							
363,273	482,370	642,757	5.50	Total Personnel Services	5.38	565,010	-12.10%
77,629	61,847	118,600		Total Materials and Services		118,600	0.00%
-	53,776	121,000		Total Capital Outlay		-	-100.00%
440,902	597,993	882,357		TOTAL INFORMATION TECHNOLOGY		683,610	-22.52%
<u>LEGAL</u>							
563,662	367,041	400,711	4.00	Total Personnel Services	4.30	465,880	16.26%
25,901	20,634	30,300		Total Materials and Services		31,300	3.30%
589,563	387,675	431,011		TOTAL LEGAL		497,180	15.35%
<u>PUBLIC WORKS</u>							
178,135	187,839	204,613	2.25	Total Personnel Services	2.25	215,817	5.48%
309,688	348,289	307,800		Total Materials and Services		380,650	23.67%
487,823	536,128	512,413		TOTAL PUBLIC WORKS		596,467	16.40%
187,980	298,200	295,000		TOTAL INSURANCE		353,168	19.72%
-	-	500,000		TOTAL TRANSFERS		-	-100.00%
-	-	200,823		TOTAL CONTINGENCY		580,655	189.14%
3,057,196	3,219,145	4,368,455	22.25	TOTAL ADMIN / SUPPORT SERVICES	22.53	4,215,374	-3.50%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 31	ADMIN / SUPPORT SERVICES		
				REVENUES			
605,918	684,852	740,869	-	31-0000-300000	Beg F/B-Net Working Capital	-	563,272
-	750	790	-	31-0000-334056	CCIS Grant	-	-
5,616	9,859	5,000	-	31-0000-336007	Intergovernmental Garage Chrg	-	6,000
136	1,561	-	-	31-0000-338000	Reimbursed Costs	-	-
13,508	12,496	11,000	-	31-0000-341004	Lien Search Fees	-	12,000
324	288	252	-	31-0000-341012	Assessment Fees	-	300
425	25	-	-	31-0000-360000	Miscellaneous Revenues	-	-
5,350	7,463	4,000	-	31-0000-361000	Interest Earned	-	4,700
357,735	414,058	421,292	-	31-0000-370010	Internal Rev-Admin/Recorder/EM	-	529,362
149,996	133,334	145,873	-	31-0000-370050	Internal Rev-Human Resource	-	-
263,076	284,885	287,940	-	31-0000-370075	Internal Rev-Utility Billing	-	275,106
475,442	502,150	519,587	-	31-0000-370100	Internal Rev-Finance	-	544,827
441,634	598,811	841,049	-	31-0000-370125	Internal Rev-Computer Services	-	683,610
474,898	454,915	434,189	-	31-0000-370150	Internal Rev-Legal	-	497,180
250,000	240,000	295,000	-	31-0000-370200	Internal Rev-Insurance	-	353,168
184,500	153,000	155,000	-	31-0000-370300	Internal Rev-Phone/Copiers	-	155,000
156,887	165,022	163,423	-	31-0000-370400	Internal Rev-Fleet	-	172,772
356,603	358,325	342,819	-	31-0000-370500	Internal Rev-Facilities	-	417,695
-	-	372	-	31-0000-371000	Intergovernmental Facility Chg	-	383
3,742,048	4,021,794	4,368,455	-	TOTAL REVENUES		-	4,215,374

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
CITY MANAGER'S OFFICE (12XX)							
				1210	CITY MANAGER		
121,818	114,781	126,096	1.00	31-1210-410000	Administrative Salaries	3.00	252,689
5,242	41,877	44,316	1.00	31-1210-420000	Clerical Salaries	1.10	49,342
480	40	-	-	31-1210-438000	Longevity	-	-
640	640	640	-	31-1210-440000	Misc Fringe Benefits	-	1,124
9,062	8,330	12,521	-	31-1210-441000	FICA/Medicare	-	23,190
405	933	697	-	31-1210-442000	Workers Comp	-	1,347
897	1,412	1,364	-	31-1210-443000	Unemployment	-	913
25,510	9,116	26,501	-	31-1210-444000	Retirement-PERS	-	36,384
-	9,687	11,168	-	31-1210-444001	Retirement-Principal	-	45,519
4,140	1,569	4,182	-	31-1210-444002	Retirement-Pension Bond	-	3,874
20,403	19,806	44,053	-	31-1210-445000	Health/Life/LTD	-	60,532
188,597	208,191	271,538	2.00		Total Personnel Services	4.10	474,914
2,083	3,392	1,000	-	31-1210-510000	Office Supplies	-	2,300
2,099	1,613	2,000	-	31-1210-520000	Dues & Meetings	-	4,600
-	14,225	-	-	31-1210-520003	Recruitment Expense	-	400
-	-	-	-	31-1210-520008	Recognition	-	4,500
-	-	-	-	31-1210-524000	Safety Program	-	1,000
-	-	-	-	31-1210-524001	Risk Management	-	1,000
2,130	3,129	5,654	-	31-1210-525000	Travel & Training	-	8,000
-	550	-	-	31-1210-533000	Contractual Services	-	900
1,376	1,897	1,300	-	31-1210-533045	Maintenance Agreements	-	4,748
254	86	100	-	31-1210-551000	Books & Periodicals	-	-
-	5,906	6,000	-	31-1210-580000	Professional Services	-	22,000
-	-	-	-	31-1210-591000	Elections	-	5,000
7,942	30,798	16,054	-		Total Materials and Services	-	54,448
196,539	238,989	287,592	2.00	1210	TOTAL CITY MANAGER	4.10	529,362
				1220	HUMAN RESOURCES		
75,670	76,829	74,076	1.00	31-1220-410000	Administrative Salaries	-	-
-	7,760	-	-	31-1220-420000	Clerical Salaries	-	-
2,084	4,102	-	-	31-1220-435000	Overtime	-	-
940	720	720	-	31-1220-438000	Longevity	-	-
180	640	640	-	31-1220-440000	Misc Fringe Benefits	-	-
6,057	6,940	5,771	-	31-1220-441000	FICA/Medicare	-	-
200	346	315	-	31-1220-442000	Workers Compensation	-	-
555	812	598	-	31-1220-443000	Unemployment	-	-
1,428	748	-	-	31-1220-444000	Retirement-PERS	-	-
12,862	19,264	23,497	-	31-1220-444001	Retirement-Principal	-	-
3	7	2,468	-	31-1220-444002	Retirement-Pension Bond	-	-
9,534	7,257	7,399	-	31-1220-445000	Health/Life/LTD	-	-
109,513	125,425	115,484	1.00		Total Personnel Services	-	-

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
3,174	779	800	-	31-1220-510000	Office Supplies	-	-
1,639	2,133	2,400	-	31-1220-520000	Dues & Meetings	-	-
145	-	-	-	31-1220-520003	Recruitment Expense	-	-
7,809	8,674	3,500	-	31-1220-520008	Recognition	-	-
3,638	3,650	6,290	-	31-1220-524000	Safety Program	-	-
-	-	5,000	-	31-1220-524001	Risk Management	-	-
1,259	467	2,000	-	31-1220-525000	Travel & Training	-	-
2,126	2,705	4,400	-	31-1220-533045	Maintenance Agreements	-	-
1,731	7,015	6,000	-	31-1220-580000	Professional Services	-	-
21,521	25,423	30,390	-		Total Materials and Services	-	-
131,034	150,848	145,874	1.00	1220	TOTAL HUMAN RESOURCES	-	-
				1230	CITY RECORDER/CLERK		
61,279	66,402	65,136	1.00	31-1230-410000	Administrative Salaries	-	-
21,683	22,290	2,092	-	31-1230-420000	Clerical Salaries	-	-
6,337	6,728	13,690	-	31-1230-433000	Minute Recorder Salaries	-	-
83	568	-	-	31-1230-435000	Overtime	-	-
-	-	480	-	31-1230-438000	Longevity	-	-
640	640	640	-	31-1230-440000	Misc Fringe Benefits	-	-
6,699	7,227	6,276	-	31-1230-441000	FICA/Medicare	-	-
619	382	328	-	31-1230-442000	Workers Compensation	-	-
634	856	652	-	31-1230-443000	Unemployment	-	-
16,983	15,212	16,696	-	31-1230-444001	Retirement-Principal	-	-
22,076	19,385	19,922	-	31-1230-445000	Health/Life/LTD	-	-
137,033	139,690	125,912	1.00		Total Personnel Services	-	-
1,185	1,195	1,000	-	31-1230-510000	Office Supplies	-	-
669	1,073	1,000	-	31-1230-520000	Dues & Meetings	-	-
3,587	3,030	1,000	-	31-1230-525000	Travel & Training	-	-
1,376	1,897	1,948	-	31-1230-533045	Maintenance Agreements	-	-
4,204	6,527	10,000	-	31-1230-580000	Professional Services	-	-
-	82	10,000	-	31-1230-591000	Elections	-	-
11,021	13,804	24,948	-		Total Materials and Services	-	-
148,054	153,494	150,860	1.00	1230	TOTAL CITY RECORDER/CLERK	-	-
				1240	EMERGENCY MANAGEMENT		
388	300	-	-	31-1240-510000	Office Supplies	-	-
-	43	-	-	31-1240-525000	Travel & Training	-	-
7,250	7,000	-	-	31-1240-533000	Contractual Services	-	-
7,638	7,343	-	-		Total Materials and Services	-	-
7,638	7,343	-	-	1240	TOTAL EMERGENCY MANAGEMENT	-	-
483,265	550,674	584,326	4.00		TOTAL CITY MANAGER'S OFFICE	4.10	529,362

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
FINANCE DEPARTMENT (13XX)							
				1310	FINANCE		
148,385	155,234	156,636	2.00	31-1310-410000	Administrative Salaries	2.00	162,304
124,951	125,024	135,600	2.50	31-1310-420000	Clerical Salaries	2.50	134,250
820	1,200	1,360	-	31-1310-438000	Longevity	-	720
640	640	640	-	31-1310-440000	Misc Fringe Benefits	-	1,280
20,405	20,916	22,509	-	31-1310-441000	FICA/Medicare	-	22,840
838	1,088	1,275	-	31-1310-442000	Workers Compensation	-	1,392
2,058	2,546	2,349	-	31-1310-443000	Unemployment	-	898
23,670	24,927	25,651	-	31-1310-444000	Retirement-PERS	-	20,879
30,320	37,893	44,222	-	31-1310-444001	Retirement-Principal	-	43,879
4,137	4,183	4,406	-	31-1310-444002	Retirement-Pension Bond	-	3,267
54,386	54,788	56,223	-	31-1310-445000	Health/Life/LTD	-	65,958
410,610	428,439	450,871	4.50		Total Personnel Services	4.50	457,667
1,587	2,983	2,200	-	31-1310-510000	Office Supplies	-	2,200
4,883	4,544	7,000	-	31-1310-515000	Printing & Advertising	-	4,500
1,030	1,234	1,800	-	31-1310-520000	Dues & Meetings	-	1,200
2,408	2,520	3,575	-	31-1310-525000	Travel & Training	-	2,700
6,350	10,646	6,000	-	31-1310-533000	Contractual Services	-	10,000
11,700	12,859	13,555	-	31-1310-533045	Maintenance Agreements	-	15,600
75	-	210	-	31-1310-551000	Books & Publications	-	200
850	850	875	-	31-1310-575000	Bond Registration Costs	-	850
29,172	32,215	32,500	-	31-1310-580000	Professional Services	-	42,910
58,055	67,851	67,715	-		Total Materials and Services	-	80,160
-	-	1,000	-	31-1310-610000	Capital Outlay	-	7,000
-	-	1,000	-		Total Capital Outlay	-	7,000
468,665	496,290	519,586	4.50	1310	TOTAL FINANCE	4.50	544,827
				1311	GENERAL OFFICE		
26,400	24,610	35,000	-	31-1311-511000	Postage	-	35,000
109,523	107,487	120,000	-	31-1311-531000	Telephones	-	120,000
135,923	132,097	155,000	-		Total Materials and Services	-	155,000
135,923	132,097	155,000	-	1311	TOTAL GENERAL OFFICE	-	155,000

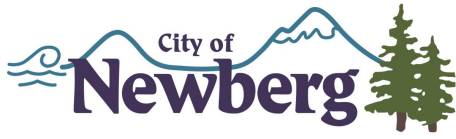
ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				1320	UTILITY BILLING		
93,498	43,124	80,736	2.00	31-1320-420000	Clerical Salaries	2.00	78,600
289	4,086	-	-	31-1320-435000	Overtime	-	-
440	-	-	-	31-1320-438000	Longevity	-	-
7,007	3,566	6,177	-	31-1320-441000	FICA/Medicare	-	6,013
295	223	403	-	31-1320-442000	Workers Compensation	-	415
689	468	646	-	31-1320-443000	Unemployment	-	237
18,756	5,549	20,345	-	31-1320-444001	Retirement-Principal	-	19,258
24,389	5,970	39,522	-	31-1320-445000	Health/Life/LTD	-	33,800
145,363	62,986	147,829	2.00		Total Personnel Services	2.00	138,323
853	1,092	1,500	-	31-1320-510000	Office Supplies	-	1,500
6	-	-	-	31-1320-511000	Postage	-	-
777	9,474	1,400	-	31-1320-515000	Printing & Advertising	-	2,000
25	-	-	-	31-1320-520003	Recruitment Expense	-	-
1,315	111	1,510	-	31-1320-525000	Travel & Training	-	1,500
41,164	43,487	48,000	-	31-1320-532000	Bank Fees	-	49,583
46,179	81,291	52,000	-	31-1320-533000	Contractual Services	-	52,000
10,685	10,076	13,500	-	31-1320-533045	Maintenance Agreements	-	8,000
15,820	10,683	20,000	-	31-1320-558001	Utility Assistance	-	20,000
-	-	300	-	31-1320-566000	Equip Repair & Maintenance	-	300
888	888	900	-	31-1320-575000	Bond Registration Costs	-	900
117,712	157,102	139,110	-		Total Materials and Services	-	135,783
-	-	1,000	-	31-1320-610000	Capital Outlay	-	1,000
-	-	1,000	-		Total Capital Outlay	-	1,000
263,075	220,088	287,939	2.00	1320	TOTAL UTILITY BILLING	2.00	275,106
731,740	716,378	807,525	6.50		TOTAL FINANCE DEPARTMENT	6.50	819,933

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				1330	INFORMATION TECHNOLOGY		
85,940	102,778	102,336	1.00	31-1330-410000	Administrative Salaries	1.00	103,363
-	-	16,992	0.50	31-1330-420000	Clerical Salaries	0.45	20,727
152,554	224,826	309,288	4.00	31-1330-431000	Other Salaries	3.93	251,451
2,313	1,457	20,000	-	31-1330-435000	Overtime	-	1,038
3,900	8,581	9,125	-	31-1330-436000	Beeper Pay	-	9,300
400	480	480	-	31-1330-438000	Longevity	-	960
2,560	2,560	2,560	-	31-1330-440000	Misc Fringe Benefits	-	2,848
18,493	25,627	35,250	-	31-1330-441000	FICA/Medicare	-	29,809
755	1,311	1,953	-	31-1330-442000	Workers Compensation	-	1,742
3,697	3,037	3,666	-	31-1330-443000	Unemployment	-	1,173
18,300	21,722	21,499	-	31-1330-444000	Retirement-PERS	-	22,036
30,980	45,329	60,564	-	31-1330-444001	Retirement-Principal	-	62,625
2,970	3,387	3,393	-	31-1330-444002	Retirement-Pension Bond	-	3,448
40,411	41,275	55,651	-	31-1330-445000	Health/Life/LTD	-	54,490
363,273	482,370	642,757	5.50		Total Personnel Services	5.38	565,010
148	2,270	1,200	-	31-1330-510000	Office Supplies	-	1,200
418	472	200	-	31-1330-520000	Dues & Meetings	-	200
11,692	20,546	24,000	-	31-1330-523000	Supplies	-	24,000
27,106	8,224	30,000	-	31-1330-525000	Travel & Training	-	30,000
18,140	26,651	60,000	-	31-1330-533045	Maintenance Agreements	-	60,000
125	-	200	-	31-1330-551000	Books & Publications	-	200
-	3,482	3,000	-	31-1330-580000	Professional Services	-	3,000
20,000	202	-	-	31-1330-590002	Internal Chrg-Computers	-	-
77,629	61,847	118,600	-		Total Materials and Services	-	118,600
-	53,776	121,000	-	31-1330-610000	Capital Outlay	-	-
-	53,776	121,000	-		Total Capital Outlay	-	-
440,902	597,993	882,357	5.50	1330	TOTAL INFORMATION TECH	5.38	683,610

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				1410	CITY ATTORNEY		
302,261	178,448	161,292	2.00	31-1410-410000	Administrative Salaries	2.00	166,684
61,034	54,219	57,733	1.00	31-1410-420000	Clerical Salaries	1.00	61,262
-	-	-	-	31-1410-431000	Prosecution Salaries	0.30	31,202
43,023	29,350	40,932	1.00	31-1410-432000	Code Enforcement Salaries	1.00	42,028
1,583	3,855	1,000	-	31-1410-435000	Overtime	-	-
1,680	-	-	-	31-1410-438000	Longevity	-	-
4,684	1,605	6,920	-	31-1410-440000	Misc Fringe Benefits	-	1,700
26,231	17,053	20,845	-	31-1410-441000	FICA/Medicare	-	23,170
1,414	1,353	1,676	-	31-1410-442000	Workers Compensation	-	1,900
2,885	2,409	2,127	-	31-1410-443000	Unemployment	-	911
-	2,547	22,229	-	31-1410-444000	Retirement-PERS	-	14,917
83,807	24,342	24,770	-	31-1410-444001	Retirement-Principal	-	38,685
-	-	3,508	-	31-1410-444002	Retirement-Pension Bond	-	3,755
35,060	51,860	57,679	-	31-1410-445000	Health/Life/LTD	-	79,666
563,662	367,041	400,711	4.00		Total Personnel Services	4.30	465,880
5,308	1,560	2,400	-	31-1410-510000	Office Supplies	-	2,400
1,316	3,016	4,000	-	31-1410-510100	Code Enforcement	-	4,000
1,176	-	1,000	-	31-1410-510120	Nuisance/Abatement Control	-	1,000
-	53	-	-	31-1410-515000	Printing & Advertising	-	-
3,216	2,503	3,200	-	31-1410-520000	Dues & Meetings	-	3,200
-	3,839	-	-	31-1410-520003	Recruitment Expense	-	-
-	3,393	-	-	31-1410-523000	Supplies	-	-
4,573	3,660	6,000	-	31-1410-525000	Travel & Training	-	6,500
-	47	-	-	31-1410-526000	Employee Testing	-	-
1,376	1,912	2,200	-	31-1410-533045	Maintenance Agreements	-	2,200
93	651	500	-	31-1410-551000	Books & Publications	-	500
8,415	-	11,000	-	31-1410-580000	Professional Services	-	11,000
353	-	-	-	31-1410-591000	Elections	-	-
-	-	-	-	31-1410-595000	Prosecution Expenses	-	500
75	-	-	-	31-1410-596000	Volunteer Costs	-	-
25,901	20,634	30,300	-		Total Materials and Services	-	31,300
589,563	387,675	431,011	4.00	1410	TOTAL CITY ATTORNEY	4.30	497,180

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5162	FLEET		
87,110	85,991	87,192	1.50	31-5162-431000	Salaries & Wages	1.50	88,187
-	1,008	-	-	31-5162-435000	Overtime	-	577
8	25	-	-	31-5162-436000	Beeper Pay	-	-
1,800	1,500	1,800	-	31-5162-438000	Longevity	-	1,200
-	-	-	-	31-5162-440000	Misc Fringe Benefits	-	640
6,687	6,621	6,808	-	31-5162-441000	FICA/Medicare	-	6,931
2,828	2,657	3,493	-	31-5162-442000	Workers Compensation	-	3,453
622	804	712	-	31-5162-443000	Unemployment	-	276
17,470	19,676	22,426	-	31-5162-444001	Retirement-Principal	-	22,202
23,669	20,692	24,392	-	31-5162-445000	Health/Life/LTD	-	32,006
140,194	138,974	146,823	1.50		Total Personnel Services	1.50	155,472
151	220	500	-	31-5162-510000	Office Supplies	-	500
666	736	500	-	31-5162-512000	Uniforms	-	1,200
-	-	500	-	31-5162-520000	Dues & Meetings	-	500
4,794	32,963	6,000	-	31-5162-523000	Supplies & Small Tools	-	6,000
3,612	5,605	5,000	-	31-5162-523008	Intergovernmental Garage Costs	-	6,000
(189)	(1,340)	1,500	-	31-5162-523012	Shop Supplies/Environmental	-	1,500
224	192	800	-	31-5162-525000	Travel & Training	-	800
280	999	300	-	31-5162-526000	Employee Testing	-	300
727	1,062	500	-	31-5162-533045	Maintenance Agreements	-	500
1,500	825	1,000	-	31-5162-551000	Books & Publications	-	1,000
1,111	903	1,500	-	31-5162-562000	Fuel	-	1,500
-	-	500	-	31-5162-563000	Vehicle Maintenance	-	500
2,322	1,937	3,000	-	31-5162-566000	Equip Repair & Maintenance	-	3,000
15,198	44,102	21,600	-		Total Materials and Services	-	23,300
155,392	183,076	168,423	1.50	5162	TOTAL FLEET	1.50	178,772
				5164	FACILITIES		
27,197	32,542	34,884	0.75	31-5164-431000	Salaries & Wages	0.75	38,445
167	564	-	-	31-5164-435000	Overtime	-	212
268	519	450	-	31-5164-436000	Beeper Pay	-	821
320	320	-	-	31-5164-440000	Misc Fringe Benefits	-	480
2,133	2,576	2,702	-	31-5164-441000	FICA/Medicare	-	3,057
995	1,680	2,007	-	31-5164-442000	Workers Compensation	-	1,875
197	304	283	-	31-5164-443000	Unemployment	-	126
5,508	7,515	8,904	-	31-5164-444001	Retirement-Principal	-	9,797
1,156	2,845	8,560	-	31-5164-445000	Health/Life/LTD	-	5,532
37,941	48,865	57,790	0.75		Total Personnel Services	0.75	60,345
216	147	750	-	31-5164-510000	Office Supplies	-	750
327	534	500	-	31-5164-512000	Uniforms	-	750
43	121	400	-	31-5164-520000	Dues & Meetings	-	400
11,988	10,271	9,000	-	31-5164-523000	Supplies & Small Tools	-	10,000
-	-	500	-	31-5164-523012	Shop Supplies/environmental	-	500
98	134	750	-	31-5164-525000	Travel & Training	-	1,000

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
176	126	100	-	31-5164-526000	Employee Testing	-	250
75,026	75,187	75,000	-	31-5164-533000	Contractual Services	-	82,000
-	-	500	-	31-5164-533001	Haz Mat Removal	-	500
2,779	8,876	4,200	-	31-5164-533045	Maintenance Agreements	-	4,200
74,764	75,085	78,000	-	31-5164-540000	Utilities	-	79,500
-	-	500	-	31-5164-562000	Fuel	-	500
-	-	500	-	31-5164-563000	Vehicle Maintenance	-	500
57	-	1,000	-	31-5164-566000	Equip Repair & Maintenance	-	1,000
3,392	7,027	9,000	-	31-5164-571000	Bldg Repair	-	9,000
1,231	220	1,000	-	31-5164-571005	Building Repairs-PW Maint	-	1,000
8,288	11,939	5,000	-	31-5164-571011	Building Repairs-City Hall/CDD	-	8,000
10,532	23,966	10,000	-	31-5164-571021	Building Repairs-Public Safety	-	10,000
12,866	16,514	10,000	-	31-5164-571022	Building Repairs-Fire Dept	-	18,000
640	209	500	-	31-5164-571025	Building Repairs-Animal Ctrl	-	500
23,849	7,592	9,000	-	31-5164-571031	Building Repair-Library	-	9,000
-	-	-	-	31-5164-571046	Building Repair-City Parking Lots	-	50,000
57,312	56,440	58,000	-	31-5164-584000	Janitorial Service	-	58,000
10,906	9,799	12,000	-	31-5164-585000	Grounds keeping-General	-	12,000
294,490	304,187	286,200	-		Total Materials and Services	-	357,350
332,431	353,052	343,990	0.75	5164	TOTAL FACILITIES	0.75	417,695
487,823	536,128	512,413	2.25		TOTAL PUBLIC WORKS	2.25	596,467
				9140	INSURANCE		
173,033	205,621	205,000	-	31-9140-550000	PCL Insurance Premiums	-	263,168
14,947	92,579	90,000	-	31-9140-550001	PCL Claims	-	90,000
187,980	298,200	295,000	-	9140	TOTAL INSURANCE	-	353,168
				9170	TRANSFERS		
-	-	25,000	-	31-9170-902000	Transfer Out-Street Fund	-	-
-	-	100,000	-	31-9170-906000	Transfer Out-Wastewater Fund	-	-
-	-	100,000	-	31-9170-907000	Transfer Out-Water Fund	-	-
-	-	25,000	-	31-9170-917000	Transfer Out-Storm Water Fund	-	-
-	-	250,000	-	31-9170-932000	Transfer Out-Veh/Equip Replace Fund	-	-
-	-	500,000	-	9170	TOTAL TRANSFERS	-	-
				9180	RESERVES		
-	-	200,823	-	31-9180-800000	Contingency	-	580,655
-	-	200,823	-	9180	TOTAL RESERVES	-	580,655
3,057,196	3,219,145	4,368,455	22.25	FUND 31	TOTAL ADMIN / SUPPORT SERVICES	22.53	4,215,374
684,852	802,649	-			ENDING FUND BALANCE		-



Vehicle/Equipment Replacement

This page intentionally left blank

BUDGET NARRATIVE
FISCAL YEAR 2015-2016

FY14 FY15 FY16

PROGRAM: VEHICLE/EQUIPMENT REPLACEMENT

STAFF LEVEL FTE: N/A

Department Description

This fund accounts for resources set aside from the various City-wide programs/departments for future vehicle and equipment purchases.

Budget Comments

In prior years, departments would allocate a portion of their reserves set aside in this fund to be spent in the current year. Any accumulated funds that were not designated by the departments to be spent were held in the Contingency line, which for FY14-15 was \$1,049,275. For FY15-16, the full amount of the accumulated funds are reflected in the respective departments, which allows greater flexibility for departments to respond to replacement needs and opportunities, in addition to providing better transparency as to the reserve balances.

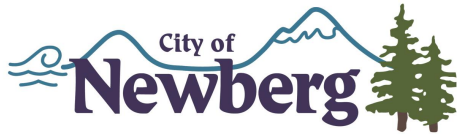
VEHICLE / EQUIPMENT REPLACEMENT FUND SUMMARY

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	DESCRIPTION	FTE	PROPOSED 2015-16	% CHANGE
-	-	-		TOTAL GENERAL GOVERNMENT		1,348	100.00%
-	1,632	-		TOTAL CITY MANAGER'S OFFICE		4,856	100.00%
-	1,762	-		TOTAL FINANCE		17,267	100.00%
55,875	536,872	384,172		TOTAL INFORMATION TECHNOLOGY		241,635	-37.10%
-	-	-		TOTAL LEGAL		411	100.00%
-	-	-		TOTAL MUNICIPAL COURT		4,548	100.00%
105,292	88,255	123,017		TOTAL POLICE		530,369	331.13%
-	-	543,111		TOTAL FIRE		494,099	-9.02%
7,019	19,000	15,000		TOTAL COMMUNICATIONS		97,865	552.43%
-	-	-		TOTAL LIBRARY		11,374	100.00%
-	-	11,548		TOTAL PLANNING		-	-100.00%
-	-	-		TOTAL BUILDING INSPECTION		49,573	100.00%
98,371	666,913	175,051		TOTAL PUBLIC WORKS		395,610	126.00%
49,900	19,531	75,000		TOTAL FACILITIES		157,000	109.33%
-	-	1,049,275		TOTAL CONTINGENCY		14,866	-98.58%
316,457	1,333,965	2,376,174		TOTAL VEH / EQUIP REPLACEMENT FUND		2,020,821	-14.95%

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 32	VEHICLES/EQUIP REPLACEMENT FUND		
				REVENUES			
1,578,745	1,658,967	1,133,710	-	32-0000-300000	Beg F/B-Net Working Capital	-	1,367,710
-	-	490,000	-	32-0000-334002	Fire Grant-Radio Replacement	-	
-	610	16,000	-	32-0000-360005	Pool Car Revenue	-	6,000
8,082	6,853	6,000	-	32-0000-361000	Interest Earned	-	6,200
5,291	3,441	-	-	32-0000-364000	Sale Of Assets	-	
20,000	319,360	89,860	-	32-0000-370610	Internal Rev-Computer Replacement	-	92,360
182,450	192,450	182,450	-	32-0000-370620	Internal Rev-Vehicle Replacement	-	422,709
113,714	108,714	108,714	-	32-0000-370630	Internal Rev-Equipment Replacement	-	108,714
-	-	82,312	-	32-0000-370640	Internal Rev-FBI Mandates	-	-
40,000	-	17,128	-	32-0000-390004	Transfer In-General Fund	-	17,128
-	-	250,000	-	32-0000-390031	Transfer In-Admin Services	-	-
27,142	250,000	-	-	32-0000-393010	Lease Proceeds	-	
1,975,424	2,540,395	2,376,174	-		TOTAL REVENUES	-	2,020,821
				1110	GENERAL GOVERNMENT		
-	-	-	-	32-1110-610100	Capital Outlay-Computers	-	1,348
-	-	-	-		TOTAL GENERAL GOVERNMENT	-	1,348
				1210	CITY MANAGER'S OFFICE		
-	1,632	-	-	32-1210-523000	Supplies	-	-
-	-	-	-	32-1210-610100	Capital Outlay-Computers	-	4,856
-	1,632	-	-	1210	TOTAL CITY MANAGER	-	4,856
				1310	FINANCE		
-	1,762	-	-	32-1310-610100	Capital Outlay-Computers	-	13,485
-	-	-	-	32-1310-610200	Capital Outlay-Equip/Software	-	3,782
-	1,762	-	-	1310	TOTAL FINANCE	-	17,267
				1330	INFORMATION TECHNOLOGY		
-	51,860	-	-	32-1330-534000	Lease Payment	-	51,860
55,875	-	-	-	32-1330-610100	Capital Outlay-Computers	-	-
-	-	51,860	-	32-1330-610112	Capital Outlay-Lease Payments Network	-	
-	485,012	332,312	-	32-1330-610200	Capital Outlay-Equip/Software	-	189,775
55,875	536,872	384,172	-	1330	TOTAL INFORMATION TECH	-	241,635
				1410	CITY ATTORNEY		
-	-	-	-	32-1410-610100	Capital Outlay-Computers	-	411
-	-	-	-	1410	TOTAL CITY ATTORNEY	-	411

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
1510 MUNICIPAL COURT							
-		-	-	32-1510-610100	Capital Outlay-Computers	-	4,548
-		-	-	1510	TOTAL MUNICIPAL COURT	-	4,548
2110 POLICE ADMINISTRATION							
-	14,320	-	-	32-2110-523000	Supplies	-	-
-	34,452	-	-	32-2110-534000	Lease Payment	-	12,832
68,639	39,483	80,000	-	32-2110-610000	Capital Outlay-Vehicles	-	76,231
-	-	-	-	32-2110-610100	Capital Outlay-Computers	-	2,930
-	-	13,017	-	32-2110-610107	Capital Outlay-MDT	-	36,000
5,794	-	-	-	32-2110-610108	Capital Outlay-Radio Replacement	-	287,919
-	-	15,000	-	32-2110-610200	Capital Outlay-Equip/Software	-	88,173
3,717	-	15,000	-	32-2110-610201	Capital Outlay-Forensic Equipment	-	26,285
27,142	-	-	-	32-2110-610500	Capital Outlay-Lease-GAAP	-	-
105,292	88,255	123,017	-	2110	TOTAL POLICE ADMINISTRATION	-	530,369
2210 FIRE ADMINISTRATION							
-	-	-	-	32-2210-610100	Capital Outlay-Computers	-	5,099
-	-	4,111	-	32-2210-610107	Capital Outlay-MDT	-	40,000
-	-	539,000	-	32-2210-610108	Capital Outlay-Radio Replacement	-	449,000
-	-	-	-				
-	-	543,111	-	2210	TOTAL FIRE ADMINISTRATION	-	494,099
2310 COMMUNICATIONS							
-	13,796	-	-	32-2310-523000	Supplies	-	-
7,019	5,204	15,000	-	32-2310-610200	Capital Outlay-Equip/Software	-	97,865
7,019	19,000	15,000	-	2310	TOTAL COMMUNICATIONS	-	97,865
3110 LIBRARY							
-		-	-	32-3110-610100	Capital Outlay-Computers	-	11,374
-		-	-	3110	TOTAL LIBRARY	-	11,374
4110 PLANNING							
-	-	11,548	-	32-4110-610000	Capital Outlay-Vehicles	-	-
-	-	11,548	-	4110	TOTAL PLANNING	-	-
4210 BUILDING INSPECTION							
-		-	-	32-4210-610000	Capital Outlay-Vehicles	-	39,696
-	-	-	-	32-4210-610100	Capital Outlay-Computers	-	9,877
-	-	-	-	4210	TOTAL BUILDING INSPECTION	-	49,573

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				5110	PUBLIC WORKS		
-	49,403	-	-	32-5110-534000	Lease Payment	-	49,403
98,371	594,594	100,000	-	32-5110-610002	Capital Outlay-Maint Veh Repl	-	145,000
-	22,652	11,548	-	32-5110-610003	Capital Outlay-Eng Veh Repl	-	85,405
	-	49,403		32-5110-610012	Capital Outlay-Lease Payments Maintenance		-
-	-	-	-	32-5110-610031	Capital Outlay-Garage Vehicles	-	19,000
-	-	-	-	32-5110-610101	Capital Outlay-Ops Computers	-	5,061
-	-	-	-	32-5110-610102	Capital Outlay-Maint Computers	-	18,859
-	-	1,600	-	32-5110-610103	Capital Outlay-Eng Computers	-	23,855
-	-	-	-	32-5110-610131	Capital Outlay-Garage Computers	-	4,001
-	-	-	-	32-5110-610203	Capital Outlay-Eng Equip/Software	-	30,505
98,371	666,649	162,551	-	5110	TOTAL PUBLIC WORKS	-	381,089
				5162	FLEET		
-	264	12,500	-	32-5162-562000	Pool Car Fuel	-	14,521
-	264	12,500	-	5162	TOTAL FLEET	-	14,521
98,371	666,913	175,051	-		TOTAL PUBLIC WORKS	-	395,610
				5164	FACILITIES		
49,900	19,531	75,000	-	32-5164-610000	Capital Outlay Facilities Rep/Repl	-	157,000
49,900	19,531	75,000	-	5164	TOTAL FACILITIES	-	157,000
				9180	RESERVES		
-	-	1,049,275	-	32-9180-800000	Contingency	-	14,866
-	-	1,049,275	-	9180	TOTAL RESERVES	-	14,866
316,457	1,333,965	2,376,174	-	FUND 32	TOTAL VEH/EQUIP REPLACE FUND	-	2,020,821
1,658,967	1,206,430	-			ENDING FUND BALANCE		-



Discontinued Funds

Animal Shelter Fund

This page intentionally left blank

ACTUAL 2012-13	ACTUAL 2013-14	ADOPTED 2014-15	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2015-16
				FUND 24	ANIMAL SHELTER FUND (NASF)		
				REVENUES			
64,573	-	-	-	24-0000-300000	Beg F/B-Net Working Capital	-	-
135	-	-	-	24-0000-361000	Interest Earned	-	-
292	-	-	-	24-0000-367000	Donations-Building	-	-
65,000	-	-	-		TOTAL REVENUES	-	-
				2160	ANIMAL SHELTER		
498	-	-	-	24-2160-610200	Capital Outlay - Equipment	-	-
498	-	-	-		Total Capital Outlay	-	-
498	-	-	-	2160	TOTAL ANIMAL SHELTER	-	-
				5150	CAPITAL PROJECTS		
64,502	-	-	-	24-5150-731008	Animal Shelter (NASF)	-	-
64,502	-	-	-	5150	TOTAL CAPITAL PROJECTS	-	-
65,000	-	-	-	FUND 24	TOTAL ANIMAL SHELTER FUND	-	-
-	-	-			ENDING FUND BALANCE		-

This page intentionally left blank