

City of Willamina Proposed Budget

FY 2016-17

Governing Body

Mayor Skyberg
Councilor Allan Bramall
Councilor Bob Burr
Councilor Heather Stritzke
Councilor Katie Vinson
Council Rita Baller
Councilor Theresa McKnight

Committee Members

April Wooden
Craig Johnson
Greg Kruchock
Jackie Haworth
Laurie Toney
Robert Hollinger
Vern Holstad

Budget
Committee
Meeting May 5,
2016

Budget Officer

Ross Schultz

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BUDGET MESSAGE

BUDGET MESSAGE

BUDGET MESSAGE

Budget Schedule For Budget Year 16/17 Date

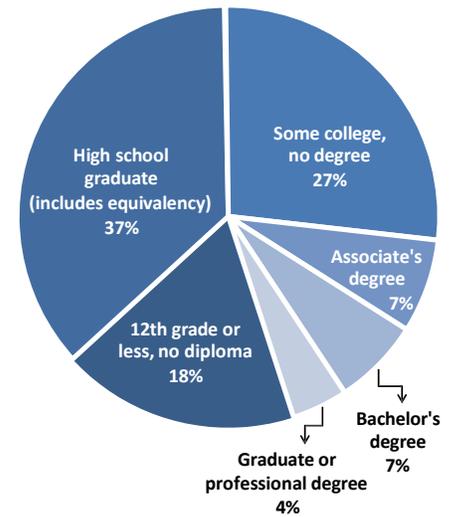
Item

March 10th	Appoint Budget Officer
March 22nd	Personal Services Forecast 9-10 & 10-11 Just the FTE, Finance will add numbers
April 4th, 2016	Monthly Report distributed Forecast worksheets distributed
April 5th	CM Approve FTE's
April 7th	Departments update 5 year capital plan Advertise Budget Meeting Prepare Supplemental Budget
April 12th	Proposed Budget Complete STAFF
 April 20th	Budget Committee Training (no notice required)
May 5th	Proposed Budget presented (Noticed) Advertise Budget Hearing
May 26th	Special Council Meeting to Hear Approved Budget (Noticed)
June 9th	Supplemental Budget 2015-2016 Adopt Budget and set Appropriations Hearing on State revenue Sharing 2016-2017

WILLAMINA, OREGON



EDUCATION ATTAINMENT



Source: U.S. Census Bureau, American Community Survey, 2010–2014

When founded in 1879, Willamina was not much more than a mill on the river and ten city blocks. Since then farming, brick production, timber products and an artist community continue to drive the economy. Willamina is also known as “The Gateway to the Coast,” “The Little Town with the Big Payroll,” “TimberTown U.S.A.” and even “Brickburg.”

QUICK FACTS

Population (2015)	2,045
Labor Force	834
Median Household Income	\$39,375
Median Home Value	\$128,600
High School Graduates	81.8%
Bachelor’s Degree or Higher	11.0%
Total Housing Units	735

Source: Portland State University and U.S. Census Bureau, 2010-2014 5-Year American Community Survey

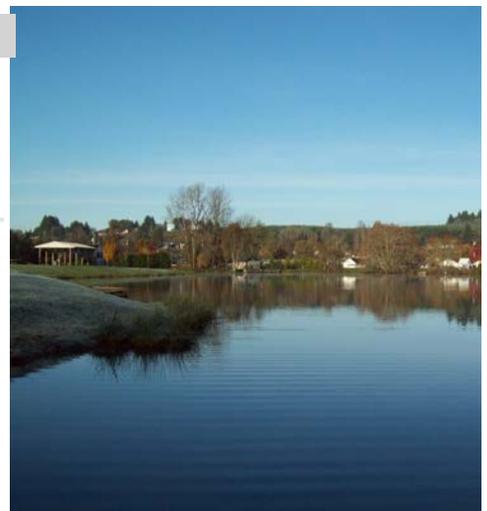
DISTANCES TO CITY

McMinnville	18 miles
Monmouth	25 miles
Salem	29 miles
Oregon Coast	31 miles
Corvallis	45 miles
Portland	55 miles
Eugene	93 miles
Seattle, WA	227 miles

ACCESS

Automobile and truck transportation is the dominant method of mobility in the area. Highway 99W provides access to Portland, Interstate 5 and other points to the south. The Newberg Dundee Bypass is slated for completion in 2017 and will reduce travel time between Yamhill County and Portland.

- Air:** Portland International Airport (PDX) provides commercial air service. McMinnville Municipal Airport (MMV) serves General Aviation and Corporate Jet Aircraft.
- Ground:** Passenger rail service by Amtrak is available in Portland and Salem. Willamette and Pacific Railroad provides freight services and a number of motor freight and truck lines service the area.
- Transit:** Yamhill County Transit Area (YCTA) provides bus service throughout Yamhill County with Link Routes to Hillsboro/MAX, Sherwood/TriMet and Salem/SAMT. Amtrak facilities and connections are available in Woodburn, Salem and Portland.



Hampton Park—an appealing park that features Huddleston Pond, parking areas, a group picnic site, bathrooms, accessible fishing platform and hiking trails.



City of Willamina Vision Statement

A promising community that promotes family, economic growth, and citizen involvement while honoring its rich history

EDUCATION & WORKFORCE TRAINING

Property Tax: Rates are based upon rates approved by local voters and limits established by the Oregon Constitution. The FY2014-15 property tax rate for the City of Willamina was \$4.2039 per \$1,000 of assessed value.

Sales Tax: There is no sales tax in Oregon.

Personal Income Tax: Taxes range from 5-9.9% of Oregon taxable income.

Corporate Income Tax: Oregon applies a 6.6% tax rate against net revenue below \$250,000, and a 7.6% tax rate against net revenue of \$250,000 and greater. Corporations with no business activity in Oregon do not have to file an Oregon Return.

Sources: City of Willamina & Oregon Blue Book

Yamhill County is home to two private universities and has easy access to several other colleges and universities in the region. Chemeketa Community College, with facilities in Salem and McMinnville, provides work force training programs and resources to help develop high-performing employees, managers and organizations. Willamina School District includes four schools; a K-6 elementary school, one 7-8 middle school, one 9-12 high school, and an on-line/on-campus 7-12 alternative school. The district currently has 857 students and 100 staff.

Willamina High School | www.willamina.k12.or.us

Linfield College | www.linfield.edu

Western Oregon University | www.oregonstate.edu

George Fox University | www.georgefox.edu

Willamette University | www.willamette.edu

Chemeketa Community College | www.chemeketa.edu

Oregon State University | www.oregonstate.edu

Portland State University | www.pdx.edu

Broadband Internet service for business is available through Freewire Broadband LLC using terrestrial fixed wireless services. Residential Internet service is available through DSL, cable modem, wireless, satellite, and mobile wireless services. Providers include AT&T, CenturyLink, HughesNet, OnlineNW, Skycasters, Sprint, StarBand, Verizon, Viasat, and Wave Broadband.

Source: Oregon Public Utility Commission

REGIONAL BUSINESS RESOURCES

Oregon Employment Department 503.378.3220 | www.qualityinfo.org

Oregon Business Development Department 503.378.3220 | www.oregon4biz.com

Strategic Economic Development Corporation 503.588.6225 | www.sedcor.com

Small Business Development Center 503.399.5088 | www.sba.gov

Oregon Manufacturing Extension Partnership 503.406.3770 | www.omep.org

Small Business Development Center 503.399.5088 | bizcenter.org

Urban Renewal District 503.378.3220 | www.qualityinfo.org

Mid Willamette Valley Council of Governments 503.540.1612 | www.mwvcog.org

Small Business Finance Program 503.540.1612 | www.mwvcog.org

Enterprise Zone Standard Program | www.oregon4biz.com

Oregon Prospector | www.oregonprospector.com

LOCAL BUSINESS RESOURCES

McMinnville Economic Development Partnership 503.550.8504 | mcminnvillebusiness.com

WorkSource Oregon (McMinnville Office) 503.472.5118 | www.worksourceoregon.org

Incite Incorporated (Marion & Yamhill County) 503.581.1002 | www.inciteworks.org

MicroEnterprise Resources, Initiatives & Training Program (MERIT) 503.584-7324 | meritnw.org

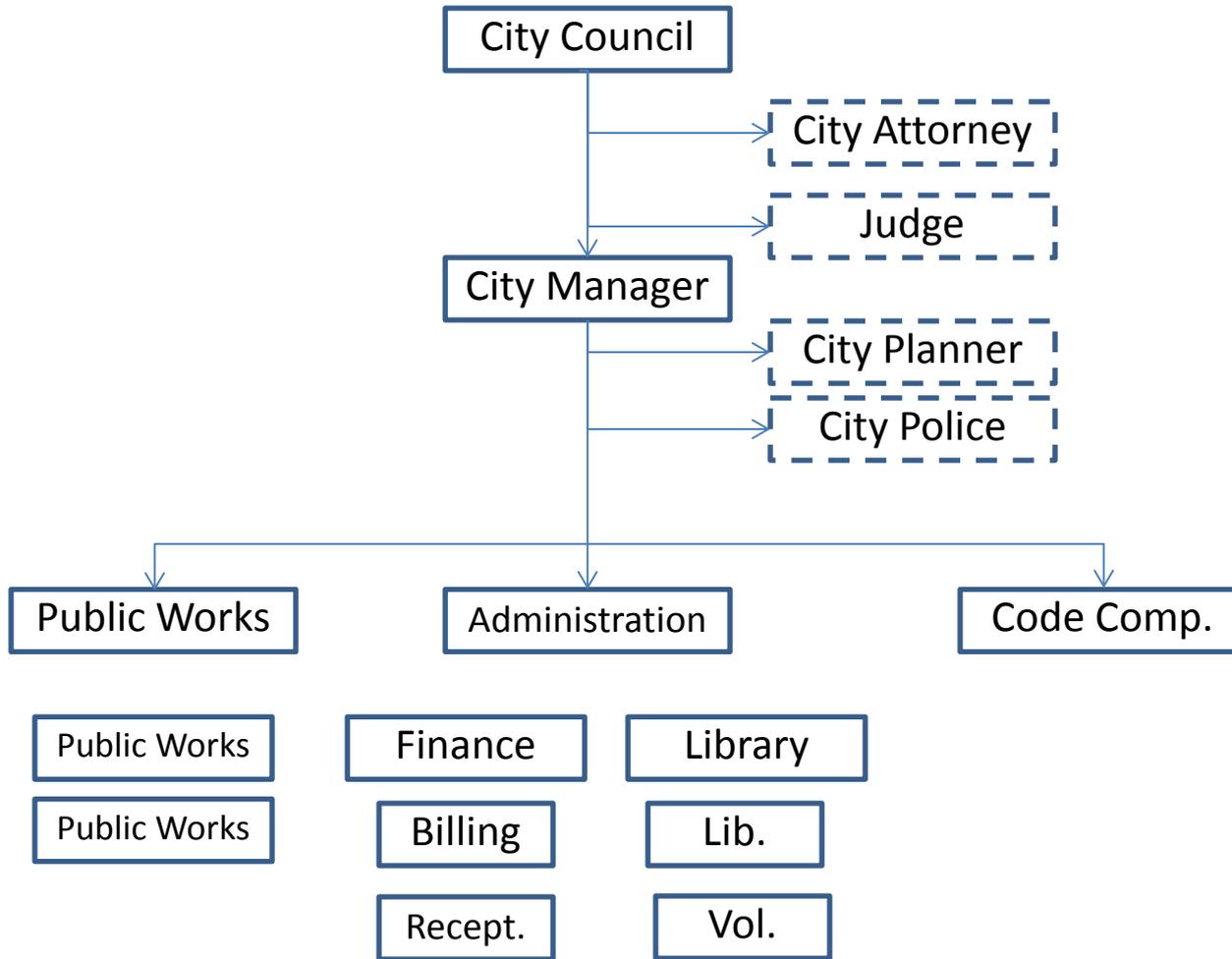
McMinnville Area Chamber of Commerce 503.472-6196 | cm.mcminnville.org

Chehalem Valley Chamber of Commerce & Visitor's Center 503.538-2473 | www.chehalemvalley.org



City of Willamina Organization Chart

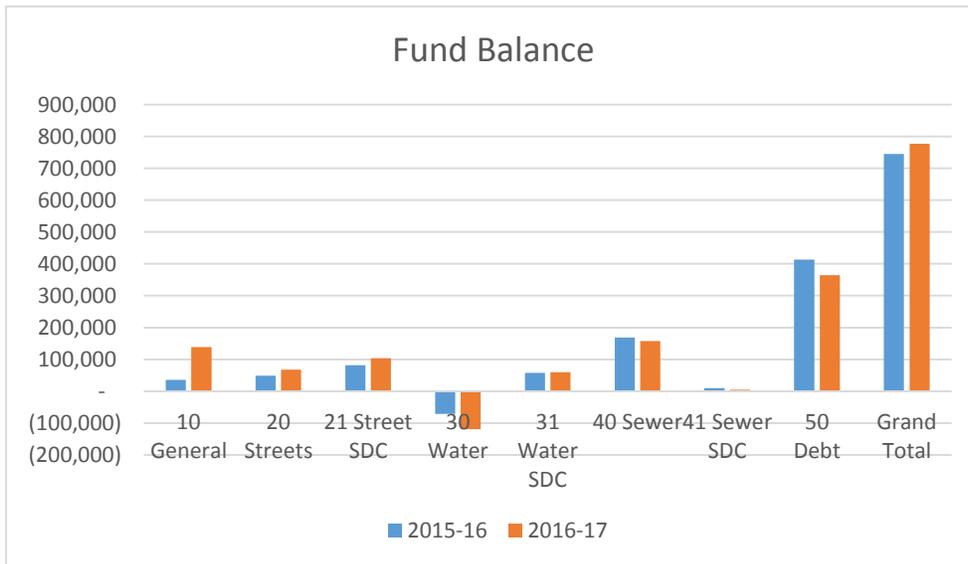
May 2016



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Ending Fund Balances

Ending Fund Balance	2015-16	2016-17
10 General	35,794	138,284
20 Streets	49,061	67,828
21 Street SDC	81,420	103,268
30 Water	(70,922)	(119,293)
31 Water SDC	57,588	59,512
40 Sewer	168,314	157,850
41 Sewer SDC	9,975	5,117
50 Debt	413,526	364,734
Grand Total	744,756	777,300



Deficit Fund Balance

Deficit cause negative cash balances that are remedied by Interfund Loans
No fund should ever have a Deficit Balance (see Red above)

Annual Revenue should exceed Annual Expenditures

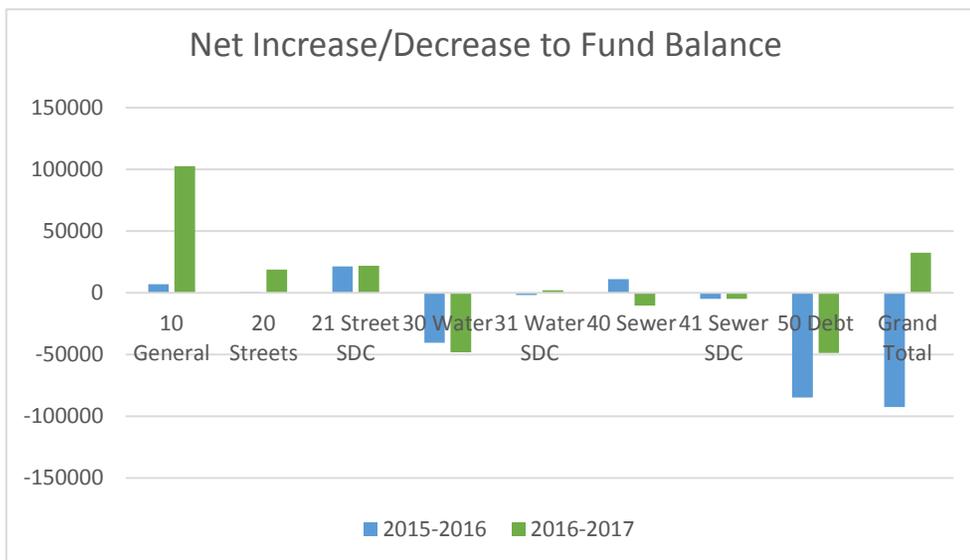
Net Income (Loss)	Projected FY16	Proposed FY17
10 General	6,821	205,955
20 Streets	519	18,767
21 Street SDC	21,420	21,848
30 Water	(40,656)	(48,371)
31 Water SDC	(1,826)	1,924
40 Sewer	11,012	(10,464)
41 Sewer SDC	(5,025)	(4,858)
50 Debt	(85,000)	(48,792)
Grand Total	(92,735)	136,008

JASON

General Fund Balance at July 1 should be about \$375,000

Technically, the General Fund must start the year with enough fund balance/cash to pay for operating expenses (payroll, materials, services) until Property tax begins to arrive in November.

(July, August, September, October, November - JASON)



GENERAL FUND RECAP BY DEPARTMENT

Description	NonDept	Admin	PublicWorks	Street Lights	Council	Court	Planning	Public Safety	Special EID/DTL	Library	Parks	Museum	Cemetery	Total
SOURCES														
Beginning Fund Balance	35,794													35,794
REVENUE														
Non-Department Revenue	503,157													503,157
Grants	-													-
Transfers In	170,028													170,028
Court Revenue						5,429								5,429
Planning Revenue							1,000							1,000
Street Light Fees				22,500										22,500
EID/DTL Fund									10,000					10,000
Library										20,942				20,942
Parks											-			-
Museum												-		-
Cemetery													510	510
TOTAL REVENUE	673,185	-	-	22,500	-	5,429	1,000	-	10,000	20,942	-	-	510	733,566
USES														
Personal Services		63,104	-					35,408		14,409	2,535	-		115,456
Material and Services		202,974	-	18,360	9,580	10,511	4,000	213,588	10,000	17,117	15,057	5,550	2,752	509,489
Capital	-									850		-		850
Grants	-													-
Contingency	143,565													143,565
TOTAL USES	143,565	266,078	-	18,360	9,580	10,511	4,000	248,996	10,000	32,376	17,592	5,550	2,752	769,360
			**											
NET														-

**PublicWorks allocations nets to 0.00

**GENERAL FUND DETAIL
NON-DEPARTMENTAL SOURCES**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
Beginning Fund Balance					
Beginning Fund Balance Budget	179,000	13,646	35,794		
Revenue					
Property Tax	328,440	328,440	338,293		
Property Tax Prior	9,792	9,792	9,988		
Interest on Taxes	51	51	52		
State Cigarette Tax	2,533	3,000	3,060		
State Revenue Sharing	19,000	24,000	24,480		
State Liquor Tax	30,952	30,952	31,571		
Business Licenses	2,185	2,185	2,229		
Lien Searches	832	600	612		
OLCC License Fee	214	214	218		
Franchise Fees Centurylink	12,001	12,001	12,241		
Franchise Fees NW Natural	12,684	12,684	12,938		
Franchise Fees PGE	58,422	58,422	59,590		
Franchise Fees Wave Broadband	255	255	260		
Franchise Fees Western ORWaste	4,675	4,675	4,769		
Donations	-	-	-		
Interest Income	2,346	2,800	2,856		
Miscellaneous Income	1,047	4,200	-		
Sale of City Assets	-	-	-		
	485,429	494,271	503,157		

**GENERAL FUND DETAIL
ADMIN EXPENDITURES**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
USES					
MATERIALS AND SERVICES					
Bank Charges	-	1,900	1,938		
Merchant Fees	-	-	-		
Payroll Processing Fees	-	4,000	4,080		
Postage	1,109	600	612		
Supplies	26,000	7,000	7,140		
Contract Services	95,000	95,000	68,000		
Audit Services	20,000	8,000	15,000		
Legal Services	-	10,000	5,000		
Insurance	30,150	31,000	31,620		
Cleaning Services	4,800	2,500	2,550		
Printing and Publishing	1,500	3,000	3,060		
Technology Services	21,600	20,000	20,400		
Technology Back up	6,000	1,000	6,120		
Software Maintenance	-	4,318	4,404		
Dues, License, Permits	4,680	4,680	4,680		
Conference/Seminar/Training	1,500	1,500	1,500		
Travel	700	700	700		
Miscellaneous Expense	781	300	300		
Telephone	1,558	3,000	3,060		
Utilities	4,027	5,500	5,610		
Repairs - Maintenance	25,792	10,000	10,200		
Equipment	1,000	1,000	1,000		
Equipment Lease	9,500	6,000	6,000		
	255,697	220,998	202,974		

**GENERAL FUND DETAIL
ADMIN PAYROLL**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
USES					
PERSONAL SERVICES					
Salary - Wages	128,980	74,000	106,000		
Admin Allocated Payroll	(217,770)	(65,934)	(97,201)		
Payroll Tax	13,864	5,400	9,030		
Benefits	59,371	16,200	28,968		
PERS	15,555	9,500	6,360		
Workers Comp	-	648	319		
Overhead Allocation	-	-	9,628		
	-	39,814	63,104		

**GENERAL FUND DETAIL
PUBLIC WORKS OPERATIONS**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
USES					
MATERIALS AND SERVICES					
Admin Allocated Payroll	-	1,149	1,751		
Gas - Oil	-	800	816		
Supplies	-	15,000	15,300		
Uniforms - Towels	-	1,200	1,224		
Contract Services	-	8,100	8,262		
Legal Services	-	1,000	1,020		
Insurance	-	4,100	4,182		
Technology Services	-	-	-		
Dues, License, Permits	-	200	200		
Conference/Seminar/Training	-	1,500	1,500		
Travel	-	-	-		
Utilities	-	2,300	2,346		
Repairs - Maintenance	-	800	816		
Equipment Maintenance	-	650	663		
Overhead Allocation	-	2,426	2,321		
Fund/Dept Allocations	-	(39,225)	(40,401)		
	-	-	-		

**GENERAL FUND DETAIL
PUBLIC WORKS PAYROLL**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
USES					
PERSONAL SERVICES					
Salary - Wages	118,371	152,000	180,755		
PW Allocated Payroll	(110,041)	(245,473)	(297,693)		
Admin Allocated Payroll	-	7,189	12,900		
Payroll Tax	12,153	11,200	15,846		
Benefits	32,278	37,400	51,513		
PERS	12,467	22,500	12,592		
Workers Comp	-	716	6,982		
Overhead Allocation	-	15,184	17,105		
	65,228	716	-		

**GENERAL FUND DETAIL
GENERAL FUND CAPITAL**

Description	6/30/2016	6/30/2016	6/30/2017	6/30/2017	6/30/2017
	Budget 2015/2016	Projection 2015/2016	Proposed 2016/2017	Approved 2016/2017	Adopted 2016/2017
USES					
Capital Outlay-Caselle	32,000	32,000	-		
Capital Outlay -Virtual Server	15,000	22,000	-		
Capital Outlay-City Hall Roof	10,000	10,000	-		
Capital Outlay -City HallPaint	8,000	-	-		
Capital Outlay - iCampus	3,500	-	-		
Capital Outlay-CityHall Carpet	-	2,400	-		
Capital Outlay-Library Carpet	-	7,000	-		
Capital Outlay-Insulate	-	-	-		
Capital Outlay-Replace Siding	-	-	-		
Capital Outlay-Replace Windows	-	-	-		
	<u>68,500</u>	<u>73,400</u>	<u>-</u>		

GENERAL FUND GRANTS

SOURCES					
Grant Rev Green GrowthDeptStor	-	-	-		
Grant Rev Green Growth WVCC	-	-	-		
YC Small City Allotment	1,700	1,700	-		
Grant Exp Green Growth Facade	-	-	-		
	<u>1,700</u>	<u>1,700</u>	<u>-</u>		
USES					
Grant Exp Green GrowthDeptStor	5,000	5,000	-		
Grant Exp Green Growth WVCC	5,000	5,000	-		
Grant Exp YC SCA Dept Store	1,700	1,700	-		
Grant Exp Green Growth Facade	5,000	5,000	-		
	<u>16,700</u>	<u>16,700</u>	<u>-</u>		

Description	6/30/2016	6/30/2016	6/30/2017	6/30/2017	6/30/2017
	Budget 2015/2016	Projection 2015/2016	Proposed 2016/2017	Approved 2016/2017	Adopted 2016/2017

GENERAL FUND TRANSFERS

SOURCES					
In Lieu of Franchise Fee Water	15,300	13,800	14,076		
In Lieu of Franchise Fee WW	17,340	17,100	17,442		
Transfer In from Water	-	28,800	-		
Transfer In from Sewer	-	28,800	-		
Transfer Out	-	-	-		
Overhead Allocated	212,290	146,414	-		
Overhead Charge	(46,363)	(7,153)	138,510		
Transfer In-Interfund Loan 50	-	35,000	-		
	<u>198,567</u>	<u>262,761</u>	<u>170,028</u>		

GENERAL FUND CONTINGENCY

USES					
Contingency	47,808	4,607	143,565		
	<u>47,808</u>	<u>4,607</u>	<u>143,565</u>		

**GENERAL FUND DETAIL
STREET LIGHTS**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
Street Lights Fee	-	-	18,000		
Street Lights Reserve			4,500		
	-	-	22,500		
USES					
MATERIALS AND SERVICES					
Street Lights	8,000	18,000	18,360		
	8,000	18,000	18,360		
NET	(8,000)	(18,000)	4,140		

**GENERAL FUND DETAIL
COUNCIL**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
USES					
MATERIALS AND SERVICES					
Community Project	1,700	1,700	1,700		
Stipend	4,080	4,080	4,080		
Conference/Seminar/Training	2,000	2,000	2,000		
Travel	600	600	600		
Council Expense	1,000	600	1,200		
	<u>9,380</u>	<u>8,980</u>	<u>9,580</u>		

**GENERAL FUND DETAIL
COURT**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
Code Enforcement Fines	-	-	1,000		
Court Fines and Fees	7,115	3,342	3,409		
Court Costs Assessed	-	1,000	1,020		
Court Trial Fees Assessed	-	-	-		
Court Admin Fees Assessed	-	-	-		
Safety & Equip Fee	-	-	-		
	<u>7,115</u>	<u>4,342</u>	<u>5,429</u>		
USES					
MATERIALS AND SERVICES					
Bad Debt	-	-	-		
Contract Services	-	200	200		
Muni Court Judge	3,600	3,600	3,600		
State Assessment	1,340	1,340	1,367		
County Jail Assessment	266	266	271		
Court Refunds	-	400	408		
Dues, License, Permits	100	2,000	2,000		
Conference/Seminar/Training	750	750	750		
Travel	500	500	500		
Telephone	407	407	415		
Equipment	1,000	1,000	1,000		
	<u>7,963</u>	<u>10,463</u>	<u>10,511</u>		
NET	<u>(848)</u>	<u>(6,121)</u>	<u>(5,082)</u>		

**GENERAL FUND DETAIL
PLANNING**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
Planning Fees	8,000	1,000	1,000		
Engineering Fees Planning	-	-	-		
Development Fees Planning	-	-	-		
Inspection Fees Planning	-	-	-		
Legal Fees Planning	-	-	-		
	<u>8,000</u>	<u>1,000</u>	<u>1,000</u>		
USES					
MATERIALS AND SERVICES					
Postage	400	-	-		
Engineering Services	1,800	1,000	1,000		
Planning Services	8,000	3,000	3,000		
Printing and Publishing	800	-	-		
Conference/Seminar/Training	-	-	-		
Planning Fee Refund	490	-	-		
	<u>11,490</u>	<u>4,000</u>	<u>4,000</u>		
NET	<u>(3,490)</u>	<u>(3,000)</u>	<u>(3,000)</u>		

**GENERAL FUND DETAIL
PUBLIC SAFETY**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
USES					
PERSONAL SERVICES					
Salary - Wages	28,119	13,000	19,282		
Payroll Tax	3,420	1,000	1,751		
Benefits	-	-	12,623		
PERS	3,391	-	1,157		
Workers Comp	-	-	595		
	<u>34,930</u>	<u>14,000</u>	<u>35,408</u>		
MATERIALS AND SERVICES					
Gas - Oil	-	150	153		
Police Services Contract	188,000	188,000	191,760		
Dues YCOM	21,000	21,000	21,420		
Telephone	-	-	-		
Repairs - Maintenance	-	250	255		
Capital Outlay - Vehicle	4,000	2,800	-		
	<u>213,000</u>	<u>212,200</u>	<u>213,588</u>		

**GENERAL FUND DETAIL
SPECIAL**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
EID Business Taxes	8,000	8,000	8,000		
Downtown Loan Interest Pay	-	-	-		
Downtown Loan Princ Pay	100	1,250	2,000		
DTL Loan Application Fees	-	-	-		
	<u>8,100</u>	<u>9,250</u>	<u>10,000</u>		
USES					
Downtown Loan	-	-	2,000		
EID Tax Disbursement	8,000	8,000	8,000		
	<u>8,000</u>	<u>8,000</u>	<u>10,000</u>		
NET	<u>100</u>	<u>1,250</u>	<u>-</u>		

**GENERAL FUND DETAIL
LIBRARY**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
Fines	1,760	1,760	1,795		
Lost Book Reimbursement	-	-	-		
CCRLS Formula Payment	14,000	14,000	14,280		
CCRLS Lost Book	295	295	301		
CCRLS Net Lending	1,778	1,778	1,814		
CCRLS Rural Patron	1,648	1,648	1,681		
Ready To Read Grant	1,020	1,020	1,040		
Donations	1,500	30	31		
Miscellaneous Income	692	500	-		
	22,693	21,031	20,942		
USES					
PERSONAL SERVICES					
Salary - Wages	59,733	58,000	12,468		
Payroll Tax	7,171	4,000	1,155		
Benefits	30,840	35,000	-		
PERS	7,204	12,500	748		
Workers Comp	-	-	38		
	104,948	109,500	14,409		
MATERIALS AND SERVICES					
Books Children	2,000	2,000	2,040		
Audio Visual Children	200	1,000	1,020		
Audio Visual Adult	1,290	1,290	-		
Audio Visual Lost Replacement	200	200	-		
Books Adults	5,000	4,000	2,040		
Books Lost Replacement	300	300	306		
Special Program Children	800	800	816		
Special Program Adult	200	200	204		
Postage	142	-	-		

**GENERAL FUND DETAIL
LIBRARY**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
Cleaning Services	-	2,000	1,020		
Dues, License, Permits	500	1,000	500		
Subscriptions	500	500	500		
Conference/Seminar/Training	500	500	-		
Travel	218	200	-		
Telephone	1,102	1,200	1,224		
Utilities	2,978	2,500	2,550		
Repairs - Maintenance	1,421	1,400	1,428		
Equipment	-	-	-		
Equipment Lease	-	2,469	2,469		
Grant Expense Ready to Read	1,000	1,000	1,000		
	18,351	22,559	17,117		
CAPITAL					
Capital Outlay	-	1,000	850		
Capital Outlay-Library Carpet	-	-	-		
	-	1,000	850		
NET	(100,606)	(112,028)	(11,434)		

**GENERAL FUND DETAIL
PARKS**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
Donations	-	-	-		
Tina Miller Park Donations	-	-	-		
	-	-	-		
USES					
PERSONAL SERVICES					
Salary - Wages	-	2,300	-		
PW Allocated Payroll	548	2,880	2,535		
Summer Youth Program	2,000	-	-		
Payroll Tax	-	200	-		
Benefits	-	-	-		
PERS	-	-	-		
Workers Comp	-	1,117	-		
	2,548	6,497	2,535		
MATERIALS AND SERVICES					
Gas - Oil	-	150	153		
Uniforms - Towels	584	600	612		
Contract Services	2,635	2,635	2,688		
Conference/Seminar/Training	-	-	-		
Telephone	269	700	714		
Utilities	2,159	2,159	2,202		
Repairs - Maintenance	1,282	1,700	2,244		
Tina Miller Park Maintenance	500	500	-		
Landscape Maintenance	490	490	500		

**GENERAL FUND DETAIL
PARKS**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
Pond Aquatic Weed Control	7,000	7,000	5,100		
Equipment	500	500	500		
Capital Outlay	-	-	-		
Capital-Pond Walking Trail	-	-	-		
Capital-Pond Finish Concrete	-	-	-		
Capital-Oaken Hills Lighting	-	-	-		
Capital-Oaken Hills Upgrade	-	-	-		
Capital-Oaken Hills Baseball	-	-	-		
Capital-Garden Spot Upgrade	-	-	-		
Capital-TriangleParkIrrigation	-	-	-		
Capital-Miller Water Line	-	-	-		
Kiwanis 2 year loan	3,150	-	-		
PW Expense Allocation	-	-	344		
PW Expense Allocation	-	460	-		
	18,569	16,894	15,057		
NET	(21,117)	(23,391)	(17,592)		

**GENERAL FUND DETAIL
MUSEUM**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
Donations	-	-	-	-	-
Salary - Wages	-	-	-	-	-
Payroll Tax	-	-	-	-	-
Workers Comp	-	-	-	-	-
Stipend	500	500	-	-	-
Dues, License, Permits	-	100	100	-	-
Telephone	742	742	757	-	-
Utilities	2,100	2,100	2,142	-	-
Repairs - Maintenance	2,000	1,000	1,020	-	-
Equipment Lease	-	1,531	1,531	-	-
	5,342	5,973	5,550	-	-
Capital Outlay - Paint Museum	12,000	12,000	-	-	-
	12,000	12,000	-	-	-
NET	(17,342)	(17,973)	(5,550)		

**GENERAL FUND DETAIL
CEMETERY**

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
Sale of Internment Rights	500	500	510		
Interest Income	500	500	-		
	<u>500</u>	<u>500</u>	<u>510</u>		
Contract Services	1,200	-	-		
Dues, License, Permits	100	100	100		
Landscape Maintenance	2,400	2,400	2,448		
Portable Restroom	200	200	204		
	<u>3,900</u>	<u>2,700</u>	<u>2,752</u>		
NET	<u>(3,400)</u>	<u>(2,200)</u>	<u>(2,242)</u>		

STREET FUND

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
BEGINNING FUND BALANCE					
Beginning Fund Balance Budget	30,000	48,542	49,061		
REVENUE SOURCES					
State Highway Revenue	119,377	124,000	124,000		
Interest Income	-	-	-		
Miscellaneous Income	-	-	-		
	<u>119,377</u>	<u>124,000</u>	<u>124,000</u>		
GRANT REVENUE					
Grant Small Cities Allotment	50,000	50,000	-		
Grant ODOT E Main Sidewalk	208,000	229,000	-		
	<u>258,000</u>	<u>279,000</u>	<u>-</u>		
TOTAL REVENUE SOURCES	<u>377,377</u>	<u>403,000</u>	<u>124,000</u>		
USES					
PERSONAL SERVICES					
PW Allocated Payroll	35,753	34,476	33,081		
Admin Allocated Payroll	15,157	8,185	9,252		
Summer Youth Program	2,000	1,800	-		
Payroll Tax	-	200	-		
Workers Comp	-	1,022	-		
	<u>52,910</u>	<u>45,683</u>	<u>42,333</u>		
MATERIALS AND SERVICES					
Gas - Oil	2,000	2,000	2,040		
Uniforms - Towels	165	165	168		
Engineering Services	22,106	22,106	10,000		
Conference/Seminar/Training	-	-	-		
Travel	30	30	30		
Telephone	500	500	510		

STREET FUND

Description	6/30/2016	6/30/2016	6/30/2017	6/30/2017	6/30/2017
	Budget 2015/2016	Projection 2015/2016	Proposed 2016/2017	Approved 2016/2017	Adopted 2016/2017
Utilities	11,906	3,000	3,060		
Repairs - Maintenance	-	200	204		
Sidewalk Maintenance	6,500	6,500	6,630		
Street Maintenance	18,000	18,000	20,000		
Traffic Control	-	-	-		
Equipment	1,500	1,500	1,500		
	<hr/>	<hr/>	<hr/>		
	62,707	54,001	44,142		
	<hr/>	<hr/>	<hr/>		
CAPITAL					
Capital Outlay	1,000	1,000	-		
Capital-Sidewalk Striping	-	-	2,000		
	<hr/>	<hr/>	<hr/>		
	1,000	1,000	2,000		
	<hr/>	<hr/>	<hr/>		
GRANT EXPENDITURE					
Grant Exp SmallCities Allotmnt	50,000	50,000	-		
Grant Exp ODOT E Main Sidewalk	208,000	229,000	-		
	<hr/>	<hr/>	<hr/>		
	258,000	279,000			
	<hr/>	<hr/>	<hr/>		
TRANSFERS					
Transfer Out	-	-			
Overhead Allocation	25,812	17,288	12,268		
PW Expense Allocation	-	5,509	4,490		
	<hr/>	<hr/>	<hr/>		
	25,812	22,797	16,758		
	<hr/>	<hr/>	<hr/>		
CONTINGENCY					
Contingency	6,948	49,061	67,828		
	<hr/>	<hr/>	<hr/>		
	6,948	49,061	67,828		
	<hr/>	<hr/>	<hr/>		
NET			0		
	<hr/>	<hr/>	<hr/>		

STREET SDC FUND

Description	6/30/2016	6/30/2016	6/30/2017	6/30/2017	6/30/2017
	Budget	Projection	Proposed	Approved	Adopted
	2015/2016	2015/2016	2016/2017	2016/2017	2016/2017
SOURCES					
BEGINNING FUND BALANCE					
Beginning Fund Balance Budget	30,000	60,000	81,420		
REVENUE SOURCES					
System Development Charges	21,420	21,420	21,848		
Interest Income	-	-	-		
TOTAL REVENUE SOURCES	21,420	21,420	21,848		
USES					
CONTINGENCY					
Contingency	51,420	81,420	103,268		
	51,420	81,420	103,268		
NET			0		

WATER FUND

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
BEGINNING FUND BALANCE					
Beginning Fund Balance Budget	50,000	(46,693)	(70,922)		
REVENUE SOURCES					
Water Revenue	408,997	450,000	502,000		
New Connection Fee	3,570	4,000	4,080		
Double Check Valve	550	550	561		
Recovery Bad Debt	-	250	255		
Penalty And Fees	6,953	6,000	6,120		
Non-sufficient Check Fees	-	200	204		
Interest Income	-	-	-		
Miscellaneous Income	9,945	-	-		
	<u>430,015</u>	<u>461,000</u>	<u>513,220</u>		
GRANT SOURCES					
CDBG Grants	22,834	-	-		
	<u>22,834</u>	<u>-</u>	<u>-</u>		
TOTAL REVENUE SOURCES	<u>452,849</u>	<u>461,000</u>	<u>513,220</u>		
USES					
PERSONAL SERVICES					
Salary - Wages	43,425	44,900	44,130		
PW Allocated Payroll	93,675	106,210	136,531		
Admin Allocated Payroll	39,714	25,216	38,185		
Payroll Tax	4,695	3,400	3,837		
Benefits	8,482	7,000	9,539		
PERS	5,237	11,000	5,296		
Workers Comp	-	2,855	1,844		
	<u>195,228</u>	<u>200,581</u>	<u>239,362</u>		

WATER FUND

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
MATERIALS AND SERVICES					
Bad Debt	-	-	-	-	-
Chemicals	14,870	20,000	20,400		
Gas - Oil	4,000	3,000	3,060		
Merchant Fees	-	1,500	1,530		
Postage	2,993	2,000	2,040		
Supplies	200	2,000	2,040		
Uniforms - Towels	988	988	1,008		
Contract Services	10,045	10,045	10,246		
Engineering Services	7,531	5,000	10,000		
Printing and Publishing	-	-	-		
System Analysis	3,256	3,256	3,321		
Dues, License, Permits	1,605	1,605	1,605		
Conference/Seminar/Training	500	500	500		
Travel	530	530	530		
Miscellaneous Expense	2,012	2,012	-		
Telephone	11,915	11,915	6,000		
Utilities	44,024	44,024	44,904		
Repairs - Maintenance	588	5,000	5,100		
Supply System Maintenance	21,414	50,000	51,000		
Distribution Maintenance	-	5,000	5,100		
Equipment	24,000	12,000	12,000		
Equipment Lease	-	-	-		
	<hr/>	<hr/>	<hr/>		
	150,471	180,375	180,384		
CAPITAL					
Capital-Meter Replacement	-	7,900	4,000		
Capital Outlay-Intake Redesign	-	-	10,000		
Capital-GIS Mapping of System	-	-	5,000		
	<hr/>	<hr/>	<hr/>		
	-	7,900	19,000		
	<hr/>	<hr/>	<hr/>		

WATER FUND

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
GRANT EXPENDITURE					
CDBG Grant Expenditure	-	-	-		
	-	-	-		
TRANSFERS					
In Lieu of Franchise Fee	15,000	13,800	14,076		
Transfer out to General	-	28,800	-		
Overhead Allocation	67,630	53,260	50,631		
PW Expense Allocation	-	16,972	18,529		
Transfer In Interfund Loan 50	-	-	-		
Debt Service Transfer to 50	49,968	49,968	39,609		
Transfer In-Interfund Loan 50	-	(50,000)	-		
	132,598	112,800	122,845		
CONTINGENCY					
Contingency	24,552	(87,349)	(119,293)		
	24,552	(87,349)	(119,293)		
NET			0		

WATER SDC FUND

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
BEGINNING FUND BALANCE					
Beginning Fund Balance Budget	20,000	59,414	57,588		
REVENUE SOURCES					
System Development Charges	14,830	14,830	15,127		
Interest Income	-	-	-		
TOTAL REVENUE SOURCES	14,830	14,830	15,127		
USES					
TRANSFERS					
Debt Service Transfer to 50	16,656	16,656	13,203		
	16,656	16,656	13,203		
CONTINGENCY					
Contingency	18,174	57,588	59,512		
	18,174	57,588	59,512		
NET			0		

WASTEWATER FUND

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
BEGINNING FUND BALANCE					
Beginning Fund Balance Budget	50,000	140,876	168,314		
REVENUE SOURCES					
Wastewater Revenue	522,154	560,000	543,200		
New Connection Fee	-	1,000	1,020		
Recovery Bad Debt	-	250	255		
Interest Income	1,071	-	-		
Miscellaneous Income	13,100	-	-		
TOTAL REVENUE SOURCES	536,325	561,250	544,475		
USES					
PERSONAL SERVICES					
Salary - Wages	53,423	52,600	53,139		
PW Allocated Payroll	97,178	101,907	125,546		
Admin Allocated Payroll	41,199	24,195	35,113		
Payroll Tax	5,460	4,000	4,526		
Benefits	17,117	15,000	19,298		
PERS	6,443	9,700	3,188		
Workers Comp	-	2,130	1,923		
	220,820	209,532	242,733		
MATERIALS AND SERVICES					
Bad Debt	-	-	-		
Chemicals	2,254	9,000	9,180		
Gas - Oil	4,000	2,500	2,550		
Merchant Fees	-	2,000	2,040		
Postage	2,773	1,700	1,734		
Supplies	200	1,500	1,530		
Uniforms - Towels	1,825	1,825	1,862		
Contract Services	4	4	-		

WASTEWATER FUND

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
Professional Services	-	-	-	-	-
Engineering Services	281	1,500	1,530		
Printing and Publishing	-	-	-		
System Analysis	8,285	7,000	7,140		
Dues, License, Permits	504	504	504		
Sewer Meter Deposit Refunds	3,133	-	-		
Conference/Seminar/Training	500	500	500		
Travel	131	131	131		
Miscellaneous Expense	-	-	-		
Telephone	4,391	5,200	5,304		
Utilities	31,210	26,000	26,520		
Repairs - Maintenance	53	2,601	2,652		
Treatment System Maintenance	11,860	11,860	12,097		
Collection Maintenance	-	-	-		
Equipment	6,500	6,500	6,500		
	<u>77,904</u>	<u>80,325</u>	<u>81,774</u>		
CAPITAL					
Capital Outlay	-	-	1,000		
	<u>-</u>	<u>-</u>	<u>1,000</u>		
TRANSFERS					
Transfer Out	-	-	-		
In Lieu of Franchise Fee	17,000	17,100	17,442		
Transfer out to General	-	28,800	-		
Overhead Allocation	70,159	51,103	46,557		
PW Expense Allocation	-	16,284	17,038		
Debt Service Transfer to 50	147,095	147,095	148,395		
	<u>234,254</u>	<u>260,382</u>	<u>229,432</u>		
CONTINGENCY					
Contingency	53,347	151,888	157,850		
	<u>53,347</u>	<u>151,888</u>	<u>157,850</u>		
NET			<u>0</u>		

SEWER SDC FUND

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
BEGINNING FUND BALANCE					
Beginning Fund Balance Budget	6,000	15,000	9,975		
REVENUE SOURCES					
System Development Charges	18,921	18,921	19,299		
Interest Income	-	-	-		
TOTAL REVENUE SOURCES	18,921	18,921	19,299		
USES					
TRANSFERS					
Transfer Out	-	-	-		
Debt Service Transfer to 50	23,946	23,946	24,157		
	23,946	23,946	24,157		
CONTINGENCY					
Contingency	975	9,975	5,117		
	975	9,975	5,117		
NET			0		

DEBT FUND

Description	6/30/2016 Budget 2015/2016	6/30/2016 Projection 2015/2016	6/30/2017 Proposed 2016/2017	6/30/2017 Approved 2016/2017	6/30/2017 Adopted 2016/2017
SOURCES					
BEGINNING FUND BALANCE					
Beginning Fund Balance Budget	5,000	498,526	413,526		
REVENUE SOURCES					
Interest Income	-	-	2,500		
	-	-	2,500		
REVENUE SOURCES - TRANSFERS IN					
Debt Service Transfer from 30	49,968	49,968	39,609		
Debt Service Transfer from 31	16,656	16,656	13,203		
Debt Service Transfer from 40	147,095	147,095	148,396		
Debt Service Transfer from 41	23,946	23,946	24,157		
	237,665	237,665	225,365		
TOTAL REVENUE SOURCES	237,665	237,665	227,865		
USES					
DEBT SERVICE					
Water Debt Service Princ	27,752	27,752	66,342		
Water Debt Service Interest	38,872	38,872	37,762		
WW Debt Service Principal	96,834	96,834	102,573		
WW Debt Service Interest	74,207	74,207	69,980		
	237,665	237,665	276,657		
TRANSFERS OUT					
Transfer Out	-	-	-		
Transfer Out-Interfund Loan 10	-	35,000	-		
Transfer Out Interfund Loan 30	-	50,000	-		
	-	85,000	-		
CONTINGENCY					
Contingency	5,000	413,526	364,734		
	5,000	413,526	364,734		
NET			0		

APPENDIX

Salary & Wages & Taxes

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2016-17 Personal Service	Annual Increase	Salary	Taxes	PERS	Benefits	Work Comp	Total
Admin PR	3,087	106,000	9,030	6,360	28,968	319	150,677
Library	-	12,468	1,155	748	-	38	14,408
Museum	-	-	-	-	-	-	-
Public Safety	562	19,282	1,751	1,157	12,623	595	35,407
PW PR	3,447	180,755	15,846	12,592	51,513	6,982	267,687
Sewer	1,154	53,139	4,526	3,188	19,298	1,923	82,074
Water	1,098	44,130	3,837	5,296	9,539	1,844	64,645
Grand Total	9,349	415,774	36,145	29,341	121,940	11,700	614,899

Overtime

Water/Sewer 23,696

On Call

Water/Sewer 11,737

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Full Time Equivalent

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Employees	FTE 2016-17	Count	FTE 2015-16	Change
10-18 Public Safety				
Code Enforcement Officer	0.6	1	0.6	
10-65 Library				
Senior Librarian	-		2.0	(2.0)
Staff (new)	-			
Volunteer Coordinator	0.5	1	-	0.5
10-67 Museum				
Staff (new)	-		-	
Staff (new)	-		-	
10-70 Admin PR				
Accountant	1.0	1	1.0	
City Recorder	1.0	1	1.0	
10-71 PW PR				
Office Admin 1 (Utility Billing)	0.6	1	0.6	
Office Coordinator 1	1.0	1	1.0	
Public Works Director	1.0	1	1.0	
Staff (new) - Seasonal	1.0	2		1.0
Utility Operator 1	1.0	1	1.0	
30-11 Water				
Water Plant Operator	1.0	1	1.0	
40-11 Sewer				
Sewer Plant Operator	1.0	1	1.0	
Grand Total	9.7	12	10.2	(0.5)

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City Manager

1

Currently as contract employee

APPENDIX A – SALARY SCALE
SALARY SCALE (HOURLY)

Effective July 1, 2015 (1% increase across the board per Article X)

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
YOUTH SERVICES LIBRARIAN	9.35	9.55	9.75	9.95	10.15	10.35
OFFICE SPECIALIST II	11.90	12.15	12.40	12.65	12.90	13.15
LIBRARY ADMINISTRATIVE CLERK	12.70	12.95	13.20	13.45	13.70	13.95
SENIOR LIBRARIAN	13.15	13.40	13.65	13.90	14.20	14.50
UTILITY TECHNICIAN II	14.45	14.75	15.05	15.35	15.65	15.95
WATER PLANT OPERATOR	16.25	16.55	16.90	17.25	17.60	17.95
OFFICE COORDINATOR	16.45	16.80	17.15	17.50	17.85	18.20
SEWER PLANT OPERATOR	16.75	17.10	17.45	17.80	18.15	18.50

Effective July 1, 2016 (1% increase across the board per Article X)

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
YOUTH SERVICES LIBRARIAN	9.45	9.65	9.85	10.05	10.25	10.45	10.65
OFFICE SPECIALIST II	12.00	12.25	12.50	12.75	13.00	13.25	13.50
LIBRARY ADMINISTRATIVE CLERK	12.85	13.10	13.35	13.60	13.85	14.10	14.35
SENIOR LIBRARIAN	13.30	13.55	13.80	14.10	14.40	14.70	15.00
UTILITY TECHNICIAN II	14.60	14.90	15.20	15.50	15.80	16.10	16.40
WATER PLANT OPERATOR	16.40	16.75	17.10	17.45	17.80	18.15	18.50
OFFICE COORDINATOR	16.60	16.95	17.30	17.65	18.00	18.35	18.70
SEWER PLANT OPERATOR	16.90	17.25	17.60	17.95	18.30	18.65	19.00

*Steps are yearly on anniversary date & upon satisfactory performance evaluation

51 **Revenues and Materials & Supplies** 2% CPI

52 Use CPI unless specified

53

54 **Property Tax** 3%

55

56 **Franchise Fee** PGE 3.5%

57 Century Link 7%

58 NW Natural 5%

59 Western OR Waste 3%

60

61 **In Lieu of Franchise Fee** Water 3%

62 Sewer 3%

63

64 **SDC Revenue** Water, Street, Sewer 2% CPI

65

	<u>per year</u>	<u>2016</u>	<u>Increase</u>	<u>2017</u>	<u>Water 10%</u> <u>Sewer -3%</u>	<u>2018</u>	<u>Water 4%</u> <u>Sewer 4%</u>	<u>2018</u>
66 Water Rate % increase	10%	450,000	45,000	495,000	49,500	544,500	21,780	566,280
69 Sewer Rate % decrease	-3%	560,000	(16,800)	543,200	(16,296)	526,904	21,076	547,980
70	<u>7%</u>	<u>1,010,000</u>	<u>28,200</u>	<u>1,038,200</u>	<u>33,204</u>	<u>1,071,404</u>	<u>42,856</u>	<u>1,114,260</u>

71

72 1% Water increase represents \$4,500/per year

73 1% Sewer increase represents \$5,600/per year

	<u>per year</u>	<u>2016</u>	<u>2017</u>
66 Water Surcharge %	15%	-	7,000

74

New Utility Fee	<u>Rate</u>	<u>Number of Bills</u>	<u>Revenue</u>
75 Street Lights	\$ 2.00 per month	750	18,000
76 Street Light LED Reserve	0.50 per month	750	4,500
77 Utility Fee	<u>\$ 2.50</u>		<u>22,500</u>

78

79 **Intergovernmental Revenue**

80 Intergovernmental Revenue Library Use 2%

81 Intergovernmental Revenue ODOT Use 0%

82

83 **Grants Revenue/Expense** If new grants are received; declare revenue and do supplemental budget

84 General NONE

85 Water NONE

Streets NONE

Allocations and Overhead

Overhead Allocation
Administration Payroll Allocation
Public Works Payroll Allocation
Public Works Operations Allocation

	Overhead Allocation	Admin Allocation	Public Works Allocation	Public Works Ops
-				
10 General	-	-	-	-
10-66 City Parks	-	-	2,535	344
10-70 Admin Allocated Payroll	9,628	(97,201)	-	-
10-71 Public Works Allocated Payroll	17,105	12,900	(297,693)	-
10-72 Public Works Operation Allocation	2,321	1,751	-	(40,401)
10-90 Transfer	(138,510)			
20 Street	12,268	9,252	33,081	4,490
30 Water	50,631	38,185	136,531	18,529
40 Waste Water	46,557	35,113	125,546	17,038
	<u>0</u>	<u>(0)</u>	<u>-</u>	<u>(0)</u>
Revenue excludes beginning fund balance				
Transfers				
Allocate monthly based on budget				
Recalculate at year-end to charge actual				
Reclass SDC impact to Water, WW or Streets				
<i>Impact* is absolute value of revenue, expense and 10% of debt service/capital</i>				

City of Willamina
Budget 2016-17

	Revised FY16	Proposed FY17
Capital Projects		
10 General	(70,800)	(850)
18 Public Safety	(2,800)	-
10-18-6001 Capital Outlay - Vehicle	(2,800)	-
65 Library	(1,000)	(850)
10-65-6000 Capital Outlay	(1,000)	(850)
10-65-6006 Capital Outlay - Library Carpet	-	-
66 Parks	-	-
10-66-6001 Capital Outlay - Pond Walking Trail	-	-
10-66-6002 Capital Outlay - Pond Finish Concrete	-	-
10-66-6003 Capital Outlay - Oaken Hills Lighting	-	-
10-66-6005 Capital Outlay - Oaken Hills Baseball	-	-
10-66-6006 Capital Outlay - Garden Spot Upgrade	-	-
10-66-6007 Capital Outlay - Triangle Park Irrigation	-	-
10-66-6008 Capital Outlay - Miller Water Line	-	-
10-66-6004 Capital Outlay - Oaken Hills Upgrade	-	-
67 Museum	-	-
10-67-6000 Capital Outlay - Paint Museum	-	-
80 Capital	(67,000)	-
10-80-6000 Capital Outlay - Caselle	(32,000)	-
10-80-6001 Capital Outlay - Virtual Server	(22,000)	-
10-80-6002 Capital Outlay - City Hall Roof	(10,000)	-
10-80-6003 Capital Outlay - City Hall Paint	-	-
10-80-6004 Capital Outlay - iCampus	-	-
10-80-6005 Capital Outlay - City Hall Carpet	(3,000)	-
10-80-6007 Capital Outlay - Insulate	-	-
10-80-6008 Capital Outlay - Replace Siding	-	-
10-80-6009 Capital Outlay - Replace Windows	-	-
20 Streets	(1,000)	(2,000)
80 Capital	(1,000)	(2,000)
20-80-6000 Capital Outlay	(1,000)	-
20-80-6001 Capital Outlay - Sidewalk Stripping	-	(2,000)
30 Water	(7,900)	(19,000)
80 Capital	(7,900)	(19,000)
30-80-6000 Capital Outlay	(7,900)	-
30-80-6000 Capital Outlay - Meter Replacement	-	(4,000)
30-80-6001 Capital Outlay - Intake Redesign	-	(10,000)
30-80-6002 Capital Outlay - GIS Mapping of System	-	(5,000)
40 Sewer	-	(1,000)
80 Capital	-	(1,000)
40-80-6000 Capital Outlay - Effluent Flow Meter	-	(1,000)
Grand Total	(79,700)	(22,850)

Note: Library Façade project is a Grant Expense. FY16

Capital Investment Target

15% of operating expense Water

15% of operating expense Sewer

0.
0.

00 "EXHIBIT A"

News-Register

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PUBLIC NOTICE
FIRST NOTICE OF BUDGET
COMMITTEE MEETING
 CITY OF WILLAMINA

A public meeting of the Budget Committee of the City of Willamina, Yamhill and Polk Counties, State of Oregon, to discuss the budget for the fiscal year July 1, 2016 to June 30, 2017, will be held at Willamina City Hall, 411 NE C Street, Willamina, Oregon. The meeting will take place on Thursday, May 5, 2016, at 6:00 pm. The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget, and to begin deliberations by the Budget Committee. A copy of the budget may be inspected or obtained on or after 4:00 pm, Thursday, May 5, 2016, at Willamina City Hall, 411 NE C Street, Willamina. Regular City Hall business hours are 8:00 am to 5:00 pm, local time, weekdays. A copy will also be available on the City's web page at www.willaminaoregon.gov.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. In-

AFFIDAVIT OF PUBLICATION

STATE OF OREGON } ss.
County of Yamhill

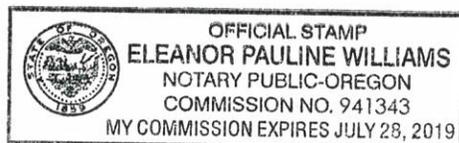
I, Connie Crafton, being first duly sworn, depose and say that I am the Legal Clerk, of the NEWS-REGISTER, a newspaper of general circulation as defined by O.R.S. 193.010 and O.R.S. 193.020 published two times each week at McMinnville, County of Yamhill, State of Oregon, and that **City of Willamina - Public Notice May 5, 2016 Budget Committee Meeting- - April 22, 2016**

Subscribed and sworn before me this 4/26/2016 .

Connie Crafton

Eleanor Pauline Williams

Notary Public for Oregon
My Commission Expires 07/28/2019



City of Willamina
Minutes of the Annual Meeting of the Budget Committee
June 29, 2015
7:00 PM

Location of Meeting:

City Of Willamina
411 NE "C" Street
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Gary Hill
Councilor Rita Baller
Councilor Theresa McKnight
Councilor Katie Vinson arrived late
City Recorder Debbie Bernard
Accountant Rochelle Roaden
Public Works Director Jeff Brown
Budget Committee Member April Wooden
Budget Committee Member Greg Kruchok
Budget Committee Member Jackie Haworth
Budget Committee Member Robert Hollinger
Budget Committee Member Vern Holstad

Absent from Meeting:

Kathy Taylor Consulting
Councilor Allan Bramall
Councilor Heather Stritzke
Councilor Allan Bramall
Budget Committee Member Greg Kruchock
Budget Committee Member Laurie Toney

The regular meeting of the Budget Committee of City of Willamina was called to order at 7:00 pm on June 29, 2015 at City Of Willamina by the Budget Committee Chair Councilor Baller. The Chair asked the City Recorder for the Roll Call. The Chair led in the Flag Salute. The City Recorder stated a quorum for the governing body was not present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved pending a quorum.

II. Review of Previous Minutes

No minutes of the previous meeting were reviewed or approved.

III. Consideration of Open Issues

City of Willamina
Minutes of the Annual Meeting of the Budget Committee
June 29, 2015
7:00 PM

The Budget Committee Chair opened the Public Hearing meeting and asked the notice to be read.

PUBLIC HEARING

Debbie Bernard, City Recorder read:
Notice of Public Hearing
State Revenue Sharing Funds

Notice is hereby given that a public Hearing to discuss proposed uses of State Revenue Sharing Funds in the City of Willamina FY 2015/2016 Budget will be held before the Willamina City Council at 7:15pm Monday June 29, 2015, in conjunction with the Budget Hearing. These funds are proposed to be used to offset the cost of street lighting in the City. All interested person are encourage to participate. NR Published June 23, 2015.

PUBLIC HEARING SCRIPT
PUBLIC HEARING ON PROPOSED USES OF
STATE REVENUE SHARING FUNDS IN THE FY 2015/16 BUDGET

This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed uses of State Revenue Sharing Funds in the FY 2015/16 Budget as approved by the Budget Committee on June 17, 2015.

The City Recorder asked for general testimony – Now is the time for any comments from any persons in the audience regarding the proposed uses of State Revenue Sharing in the budget.

Councilor Baller referenced funds used for street lights. She said historically we have used the money for street lights and it is necessary to continue. Craig Johnson asked if the money was used for sidewalks; the response was there was grant monies for the sidewalk project.

April Wooden asked about the amount in the budget for street lights. Rochelle responded that the amount was \$19,000. It was further explained how expensive it was to pay for the street lights in the City.

The Chair asked for further comments there were none then closed the public hearing on the proposed uses of state revenue sharing funds for the fiscal year 2015/16 budget.

The Chair asked for questions or comments from the Council – Now is the time for any questions or comments from Council regarding the uses of State Revenue Sharing in the budget.

The Chair closed THE PUBLIC HEARING.

A RESOLUTION TO ELECT TO RECEIVE STATE REVENUE SHARING FUNDS WILL BE ADOPTED LATER IN THE MEETING.

CITY COUNCIL SPECIAL MEETING

City of Willamina
Minutes of the Annual Meeting of the Budget Committee
June 29, 2015
7:00 PM

Mayor Skyberg called to order the June 29, 2015 at 7:15 pm City Council meeting. Councilor Hill asked if we were starting the City Council Special meeting without a quorum.

The Budget Committee Chair Baller asked the City Recorder to give Councilor Vinson a call. Debbie asked for a recess and left the meeting to contact Councilor Vinson. They both returned within 10 minutes.

Mayor Skyberg proceeded with meeting and the Public Hearing Script.

1. Notice of Public Hearing read by Mayor Skyberg.
Notice of Budget Hearing
Monday, June 29, 2015
7:00pm

PUBLIC HEARING SCRIPT
PUBLIC HEARING JUNE 29, 2015 AT 7:00PM
PUBLIC HEARING ON FY 2015/16 BUDGET
AS APPROVED BY THE BUDGET COMMITTEE ON JUNE 17, 2015

This is a time and place scheduled for a public hearing for the purpose of obtaining public comment on the FY 2015/16 Budget as approved by the Budget Committee on June 17, 2015. This budget will be for the period of July 1, 2015 through June 30, 2016. Copies of the published budget are available on the back table for interested persons.

Mayor Skyberg asked for general testimony— Now is the time for any comments from any persons in the audience regarding the budget.

Mayor asked for comments. Bob Hollinger asked the questioned why in some funds the amounts looked like they have doubled. Rochelle responded and explained that they took it out of the individual funds and put it all into the administration; she further explained that next she will do transfers and an allocation that would spread it amongst the other funds. Bob felt the explanation of allocation was insufficient. Rochelle continued to give examples in professional services and other areas that would later be allocated. Bob then asked why the planning fees went up so much from \$400 to \$8000.00. Debbie responded and explained that the revenue amount of \$8000 was due to the 21 homes that are planned to constructed where the builder as requested Variances; those variances will bring in the \$8000.00 in revenue. Bob asked that he would like to see explanations for large variances in writing. Bob asked if we were hiring more admin clerks at the library. Rochelle explained that personal services were now being budgeted in one lump sum then transferred out. Bob asked are you going to show what is allocated in this budget. Rochelle explained that there was an allocation explanation sent out under a separate cover. Debbie offered additional information that the budget format has changed from prior years. Tonight the allocated amount is not displayed in the report. Rochelle continues to offer the drawbacks of showing the details. She said with the old method you did not see the total cost of that labor position as a whole. Rochelle stated that in the final budget we will add the details. Bob said we are looking at apples and oranges tonight.

Mayor asked for questions and comments from the Council – Now is the time for any questions or comments for Council regarding the budget.

City of Willamina
Minutes of the Annual Meeting of the Budget Committee
June 29, 2015
7:00 PM

There were no comments.

Mayor Skyberg closed the public hearing.

The Mayor then moved to open the next public hearing on proposed uses of state revenue sharing funds in the FY 2015/16 budget and proceeded to read the script.

2. Notice of Public Hearing
State Revenue Sharing Funds
Monday, June 29, 2015
7:15pm

PUBLIC HEARING SCRIPT
PUBLIC HEARING ON PROPOSED USES OF
STATE REVENUE SHARING FUNDS IN THE FY 2015/16 BUDGET

This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed uses of State Revenue Sharing Funds in the FY 2014/15 Budget as approved by the Budget Committee on June 17, 2015.

Mayor asked if the City Recorder if anyone signed up for public comment. The City recorder responded none.

The Mayor then asked for general testimony – Now is the time for any comments from any persons in the audience regarding the proposed uses of State Revenue Sharing in the budget.

The Mayor asked for questions or comments from the Council – Now is the time for any questions or comments from Council regarding the uses of State Revenue Sharing in the budget.

Chair Balled stated that we have to use the money for streets lights and would like to continue to use the funds for street lights. Jackie asked where are all the street lights. The members made several comments.

Mayor Skyberg CLOSED THE PUBLIC HEARING.

Resolutions

a. Resolution Declaring the City's Election to Receive State Revenue

1. **MOTION:** Councilor Hill motion to approve Resolution #14.15-013.a Resolution declaring the City's Election to Receive State Revenues. Councilor Baller seconded the motion. Motion carried unanimously, with Councilors Hill, Baller, Vinson, and McKnight voting aye. Councilor Bramall and Councilor Stritzke were absent.

City of Willamina
Minutes of the Annual Meeting of the Budget Committee
June 29, 2015
7:00 PM

b. Resolution Adopting the 2015/2016 Budget

2. **MOTION:** Councilor Vinson motion to approve Resolution #14.15-012.a Resolution adopting the FY 2015/2016 Budget, as amended, making appropriations and imposing & categorizing taxes. And that there is an explanation of the allocation attached. Also, Katie stated be it resolved that the City Council of the City of Willamina hereby imposes the taxes provided for the adopted budget at the permanent rate of 4.2039 per \$1,000 of assessed value for operation, estimated to be \$328, 440 and that these taxes are hereby imposed and categorized for the tax year 2015-2016 upon the assessed value of all taxable property. Councilor Baller seconded the motion. Motion carried unanimously, with Councilors Hill, Baller, Vinson, and McKnight voting aye. Councilor Bramall and Councilor Stritzke were absent

The meeting was adjourned at 8:00 pm by Councilor Gary Hill.

Minutes submitted by: Debbie Bernard, City Recorder

Minutes approved by: Mayor Ila Skyberg

RESOLUTIONS

APPROPRIATIONS