

Police

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
Resources						
Beginning Balance	\$ 1,366,475	\$ 1,753,417	\$ 1,467,417	\$ 1,310,680	\$ 1,310,680	\$ 1,310,680
Department Revenues	1,593,999	1,667,337	1,643,000	1,660,000	1,660,000	1,660,000
General Revenues	11,023,000	11,362,000	11,325,000	11,714,000	11,714,000	11,714,000
Proceeds Sale of Capital Assets	-	2,375	-	-	-	-
Total Resources	\$ 13,983,474	\$ 14,785,129	\$ 14,435,417	\$ 14,684,680	\$ 14,684,680	\$ 14,684,680
Requirements						
Personnel Services	\$ 9,141,438	\$ 9,630,288	\$ 10,325,000	\$ 10,760,000	\$ 10,760,000	\$ 10,760,000
Materials & Services	943,695	959,572	1,282,000	1,058,000	1,058,000	1,058,000
Internal Fees for Services	1,976,828	2,158,000	1,751,000	1,784,000	1,784,000	1,784,000
Capital Outlay	168,096	175,589	165,000	165,000	165,000	165,000
Department Contingency	-	-	912,417	917,680	917,680	917,680
Total Requirements	\$ 12,230,057	\$ 12,923,449	\$ 14,435,417	\$ 14,684,680	\$ 14,684,680	\$ 14,684,680
FTE	69.0	68.5	68.5	68.5	68.5	68.5

Key Performance Indicators	2015-16	2016-17	2017-18 EST
Total Incident Calls	25,660	28,256	27,000
Part I Crimes*	567	505	450
Part II Crimes*	898	1,509	1,400
911 Calls Answered	24,006	23,033	24,000
Non-Emergency Calls	72,605	81,945	75,000

* Part I and Part II Crimes have been reclassified by the State and Part II Crimes have become a broader category.

Budget Notes

- Major Department Revenue includes contracts for dispatch services — approximately \$1,095,000, TriMet officer contract \$150,000, State 911 reimbursement \$180,000, and citation revenue split with municipal court \$190,000.
- Internal fees for service is the department's cost share for administrative support services.
- Capital Outlay is for police replacement vehicles.
- Department Contingency includes the purchase of digital police radios; and personnel cost offsetting prior year due to a planned increase in hiring and training efforts. The remaining balance will be committed to "soft costs" associated with the new police facility construction.

Fire

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
Resources						
Beginning Balance	\$ 901,315	\$ 930,117	\$ 1,248,117	\$ 971,141	\$ 971,141	\$ 971,141
Allocation of GF Reserves	-	39,288	-	-	-	-
Department Revenues	2,191,095	2,053,245	2,028,000	2,095,000	2,095,000	2,095,000
General Revenues	9,242,000	9,526,000	9,815,000	10,154,000	10,154,000	10,154,000
Proceeds Sale of Capital Assets	98,783	8,312	6,000	20,000	20,000	20,000
Total Resources	\$ 12,433,193	\$ 12,556,962	\$ 13,097,117	\$ 13,240,141	\$ 13,240,141	\$ 13,240,141
Requirements						
Personnel Services	\$ 9,686,378	\$ 9,252,629	\$ 10,196,000	\$ 10,607,000	\$ 10,607,000	\$ 10,607,000
Materials & Services	779,224	826,192	937,000	938,000	938,000	938,000
Internal Fees for Services	681,828	718,000	704,000	726,000	726,000	726,000
Capital Outlay	355,646	-	805,000	53,000	53,000	53,000
Department Contingency	-	-	455,117	916,141	916,141	916,141
Total Requirements	\$ 11,503,076	\$ 10,796,821	\$ 13,097,117	\$ 13,240,141	\$ 13,240,141	\$ 13,240,141
FTE	52	52	52	52	52	52

Key Performance Indicators	2015-16	2016-17	2017-18 EST
Fire Responses	156	118	122
Medical Responses	2,416	2,489	2,564
Other Incident Responses	1,431	1,394	1,436
Percent of priority medical incidents where total response time is 8 minutes or less	93.2%	92.51%	92.00%

Budget Notes

- The Fire Department is allocated an additional \$150,000 per year of general revenue for future apparatus and equipment.
- Department revenue includes fire district contracts for Lake Grove, Riverdale, and Alto Park.
- Internal fees for service is the department's cost share for administrative support services.

2018-19 Adopted

- Capital Outlay for \$53,000 is to replace a pickup.
- Contingency set aside for future vehicle/equipment purchase.

Parks & Recreation

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
Resources						
Beginning Balance	\$ 689,134	\$ 756,813	\$ 459,413	\$ 431,938	\$ 431,938	\$ 431,938
Allocation of GF Reserves	-	250,000	-	264,000	264,000	264,000
Allocation of Planning Reserves	-	64,600	-	-	-	-
Department Revenues	1,142,179	1,199,872	2,635,000	1,227,000	1,227,000	1,227,000
General Revenues	5,886,000	6,067,000	7,087,000	7,798,000	7,798,000	7,798,000
Internal Charges for Services	82,000	84,000	84,000	84,000	84,000	84,000
Proceeds Sale of Capital Assets	5,460	18,819	-	-	-	-
Capital Leases	195,881	-	-	-	-	-
Total Resources	\$ 8,000,654	\$ 8,441,104	\$ 10,265,413	\$ 9,804,938	\$ 9,804,938	\$ 9,804,938

Requirements						
Personnel Services	\$ 3,390,951	\$ 3,391,550	\$ 3,867,000	\$ 3,992,000	\$ 3,992,000	\$ 3,992,000
Materials & Services	2,396,620	2,513,292	2,542,000	2,688,000	2,688,000	2,688,000
Internal Fees for Services	960,708	982,000	1,132,000	1,163,000	1,163,000	1,163,000
Debt Service	18,207	44,065	44,000	44,000	44,000	44,000
Transfers	81,000	139,000	38,000	38,000	38,000	38,000
Capital Outlay	396,355	662,260	2,369,000	1,459,000	1,459,000	1,459,000
Department Contingency	-	-	273,413	420,938	420,938	420,938
Total Requirements	\$ 7,243,841	\$ 7,732,167	\$ 10,265,413	\$ 9,804,938	\$ 9,804,938	\$ 9,804,938

FTE	38.1	38.1	38.1	38.1	38.1	38.1
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Key Performance Indicators	2015-16	2016-17	2017-18 EST
Number of participants in recreation activities, programs, and events	324,261	332,234	335,000
Adult recreation program cost recovery	150%	150%	150%
Youth recreation program cost recovery*	108%/92%	108%/94%	110%/95%

* The second percentage reflects inclusion of the skate and swim parks

Budget Notes

- Department revenue includes recreation program fees and usage fees.
- Charges for services are for services provided to the Golf Course and Tennis Facility.
- Materials & Services include continuation of the Invasive Species Removal Program \$70,000; the Habitat Enhancement program \$250,000; classes and parks maintenance supplies; and costs for the concert series. Other programs within the Parks Department include parks and open space maintenance, Swim Park, Teen Center, and other recreation programming.
- Internal fees for service is the department's cost share for administrative support services.

2018-19 Adopted

- Capital Outlay is to resurface Waluga Fields with field turf, Roehr Park pathway, and for minor repairs in city parks.
- Contingency will be used to fund permanent facility for administration and programming.

Library

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
Resources						
Beginning Balance	\$ 364,956	\$ 746,422	\$ 569,422	\$ 1,085,030	\$ 1,085,030	\$ 1,085,030
Department Revenues	2,806,893	3,883,560	3,010,000	3,095,000	3,095,000	3,095,000
General Revenues	1,467,000	1,512,000	1,508,000	1,560,000	1,560,000	1,560,000
Transfers	25,000	28,762	461,000	27,000	27,000	27,000
Total Resources	\$ 4,663,849	\$ 6,170,744	\$ 5,548,422	\$ 5,767,030	\$ 5,767,030	\$ 5,767,030
Requirements						
Personnel Services	\$ 2,697,745	\$ 2,704,489	\$ 3,055,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000
Materials & Services	633,682	2,138,225	1,682,000	1,486,000	1,486,000	1,486,000
Internal Fees for Services	586,000	611,000	574,000	586,000	586,000	586,000
Department Contingency	-	-	237,422	495,030	495,030	495,030
Total Requirements	\$ 3,917,427	\$ 5,453,714	\$ 5,548,422	\$ 5,767,030	\$ 5,767,030	\$ 5,767,030
FTE	33.7	33.7	33.7	33.7	33.7	33.7

Key Performance Indicators	2015-16	2016-17	2017-18 EST
Registered Borrowers	29,474	28,054	29,000
Total Circulation	1,285,608	1,030,960	1,100,000
Total Library Materials	240,949	228,859	232,000

Budget Notes

- Internal fees for service is the department's cost share for administrative support services.

2018-19 Adopted

- Department Revenues includes the \$3,000,000 levy from the County Library District, library fines, and donations.
- Materials and Services repairs and maintenance includes costs for replacement elevators.
- Contingency funds may be dedicated to building maintenance and capital improvements as needed.

Planning

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
Resources						
Beginning Balance	\$ 645,768	\$ 1,266,124	\$ 1,111,524	\$ 1,270,786	\$ 1,270,786	\$ 1,270,786
Allocation to Capital Reserve	-	(300,000)	-	-	-	-
Allocation of balance to Parks	-	(64,600)	-	-	-	-
Department Revenues	618,169	591,981	476,000	460,000	460,000	460,000
General Revenues	2,516,000	2,593,000	2,610,000	2,699,000	2,699,000	2,699,000
Total Resources	\$ 3,779,937	\$ 4,086,505	\$ 4,197,524	\$ 4,429,786	\$ 4,429,786	\$ 4,429,786
Requirements						
Personnel Services	\$ 1,570,001	\$ 1,551,917	\$ 1,784,000	\$ 1,803,000	\$ 1,803,000	\$ 1,803,000
Materials & Services	326,487	271,802	750,000	791,000	791,000	791,000
Internal Fees for Services	593,602	677,000	893,000	916,000	916,000	916,000
Capital Outlay	23,723	-	-	-	-	-
Department Contingency	-	-	770,524	919,786	919,786	919,786
Total Requirements	\$ 2,513,813	\$ 2,500,719	\$ 4,197,524	\$ 4,429,786	\$ 4,429,786	\$ 4,429,786
FTE	13.8	13.5	14.5	14.5	14.5	14.5

Key Performance Indicators	2015-16	2016-17	2017-18 EST
Land Use Applications Reviewed	72	69	81
Administrative Land Use Decisions within 4-6 week cycle	92%	78%	90%
Tree Removal Permits	992	1,075	1,000

Budget Notes

- Internal fees for service is the department's cost share for administrative support services.

2018-19 Adopted

- Materials & Services includes carry forward of \$300,000 for online land use permitting software and process improvement, contingent on State update of Accela software.
- Contingency reserved for future downturn in development.

Adult Community Center (ACC)

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
Resources						
Beginning Balance	\$ 70,825	\$ 196,920	\$ 189,920	\$ 205,936	\$ 205,936	\$ 205,936
Department Revenues	288,643	285,458	273,000	264,000	264,000	264,000
General Revenues	868,000	895,000	944,000	977,000	977,000	977,000
Transfers	87,814	89,761	90,000	90,000	90,000	90,000
Total Resources	\$ 1,315,282	\$ 1,467,139	\$ 1,496,920	\$ 1,536,936	\$ 1,536,936	\$ 1,536,936

Requirements						
Personnel Services	\$ 696,035	\$ 681,680	\$ 799,000	\$ 834,000	\$ 834,000	\$ 834,000
Materials & Services	264,327	301,364	403,000	353,000	353,000	353,000
Internal Fees for Services	158,000	168,000	189,000	196,000	196,000	196,000
Capital Outlay	-	26,159	-	-	-	-
Department Contingency	-	-	105,920	153,936	153,936	153,936
Total Requirements	\$ 1,118,362	\$ 1,177,203	\$ 1,496,920	\$ 1,536,936	\$ 1,536,936	\$ 1,536,936

FTE	8.6	8.6	8.6	8.6	8.6	8.6
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Key Performance Indicators	2015-16	2016-17	2017-18 EST
Meals Served and Delivered	18,450	17,877	18,000

Budget Notes

- Department revenue includes meals network fees, program fees, donations, and County grants.
- Transfers are from the ACC Endowment Fund for allowed uses for center improvements.
- Internal fees for service is the department's cost share for administrative support services.

2018-19 Adopted

- Materials & Services includes \$50,000 for facility improvements.
- Contingency may be used for 1st floor remodel.

Municipal Court

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
Resources						
Beginning Balance	\$ 83,044	\$ 171,491	\$ 107,491	\$ 230,611	\$ 230,611	\$ 230,611
Allocation of GF Reserves	-	(60,000)	-	-	-	-
Department Revenues	620,145	692,701	626,000	626,000	626,000	626,000
General Revenues	460,000	474,000	510,000	527,000	527,000	527,000
Total Resources	\$ 1,163,189	\$ 1,278,192	\$ 1,243,491	\$ 1,383,611	\$ 1,383,611	\$ 1,383,611
Requirements						
Personnel Services	\$ 367,520	\$ 351,628	\$ 400,000	\$ 416,000	\$ 416,000	\$ 416,000
Materials & Services	244,178	296,953	282,000	282,000	282,000	282,000
Internal Fees for Services	380,000	411,000	442,000	454,000	454,000	454,000
Department Contingency	-	-	119,491	231,611	231,611	231,611
Total Requirements	\$ 991,698	\$ 1,059,581	\$ 1,243,491	\$ 1,383,611	\$ 1,383,611	\$ 1,383,611
FTE	3.5	3.5	3.5	3.5	3.5	3.5

Budget Notes

- Municipal Court fines revenue are divided 60/40 with the Police Department.
- Internal fees for service is the department's cost share for administrative support services.
- Department Contingency includes an update to the For the Record (FTR) Court System and anticipated costs of new City Hall Courtroom.

Redevelopment

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
Resources						
Beginning Balance	\$ 27,067	\$ 40,917	\$ 29,917	\$ 41,619	\$ 41,619	\$ 41,619
Department Revenues	496,099	557,988	647,000	674,000	674,000	674,000
Total Resources	\$ 523,166	\$ 598,905	\$ 676,917	\$ 715,619	\$ 715,619	\$ 715,619
Requirements						
Personnel Services	\$ 211,616	\$ 259,133	\$ 140,000	\$ 149,000	\$ 149,000	\$ 149,000
Materials & Services	3,392	8,153	6,000	6,000	6,000	6,000
Internal Fees for Services	267,241	291,000	503,000	525,000	525,000	525,000
Department Contingency	-	-	27,917	35,619	35,619	35,619
Total Requirements	\$ 482,249	\$ 558,286	\$ 676,917	\$ 715,619	\$ 715,619	\$ 715,619
FTE	1.4	1.7	1.1	1.1	1.1	1.1

Budget Notes

- Department revenue is the reimbursement from the Lake Oswego Redevelopment Agency (LORA) to cover expenditures of this department including Internal Fees for Service.
- Internal fees for service is for the department's cost share for administrative support services.

City Council

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
Resources						
Beginning Balance	\$ 2,335	\$ 14,784	\$ 7,784	\$ 45,297	\$ 45,297	\$ 45,297
Department Revenues	-	239	-	-	-	-
General Revenues	125,000	129,000	133,000	138,000	138,000	138,000
Total Resources	\$ 127,335	\$ 144,023	\$ 140,784	\$ 183,297	\$ 183,297	\$ 183,297
Requirements						
Personnel Services	\$ 15,998	\$ 16,380	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Materials & Services	96,553	93,346	104,000	138,000	138,000	138,000
Department Contingency	-	-	18,784	27,297	27,297	27,297
Total Requirements	\$ 112,551	\$ 109,726	\$ 140,784	\$ 183,297	\$ 183,297	\$ 183,297

Budget Notes

- Major expenses in City Council materials and services include memberships dues for the League of Oregon Cities \$26,000, National League of Cities \$3,500, Greater Portland Inc. \$4,500, and the Municipal Grant program \$35,000.
- Materials & Services also includes the City's contribution to the Lake Corporation 4th of July Fireworks show, Chamber Foundation Village Flower Baskets program, and Council administrative expenses.
- The City Council Goals can be found on the their respective webpage.