

# Engineering

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
<b>Resources</b>						
Beginning Balance	\$ 1,300,440	\$ 647,341	\$ 286,341	\$ 232,568	\$ 232,568	\$ 232,568
Department Revenues	269,114	404,148	321,000	321,000	321,000	321,000
Charges for Services	2,498,778	3,403,761	3,863,000	4,083,000	4,083,000	4,083,000
Proceeds Sale of Capital Assets	3,323	3,088	-	-	-	-
<b>Total Resources</b>	<b>\$ 4,071,655</b>	<b>\$ 4,458,338</b>	<b>\$ 4,470,341</b>	<b>\$ 4,636,568</b>	<b>\$ 4,636,568</b>	<b>\$ 4,636,568</b>
<b>Requirements</b>						
Personnel Services	\$ 2,730,349	\$ 2,730,188	\$ 3,279,000	\$ 3,443,000	\$ 3,443,000	\$ 3,443,000
Materials & Services	171,418	232,588	446,000	423,000	423,000	423,000
Internal Fees for Services	452,000	494,000	461,000	476,000	476,000	476,000
Capital Outlay	70,547	31,994	35,000	35,000	35,000	35,000
Contingency	-	-	249,341	259,568	259,568	259,568
Unappropriated End Balance	647,341	969,568	-	-	-	-
<b>Total Requirements</b>	<b>\$ 4,071,655</b>	<b>\$ 4,458,338</b>	<b>\$ 4,470,341</b>	<b>\$ 4,636,568</b>	<b>\$ 4,636,568</b>	<b>\$ 4,636,568</b>
<b>FTE</b>	<b>22.8</b>	<b>22.8</b>	<b>24.3</b>	<b>24.5</b>	<b>24.5</b>	<b>24.5</b>

## Budget Notes

- Department revenue includes engineering fees, erosion control fees, street opening permits, investment income, and sundry income.
- Internal Fees for Service covers general administrative services, insurance, and maintenance services by motor pool.
- Materials and Services include an annual aerial photography update, regional parcel data update for LO MAPs, upgrade for the LO Map System, updating City Standard Contract and Details documents, developing an Engineering Design Manual, and miscellaneous design services or analysis as needed for small engineering issues that are not yet projects.

## 2018-19 Adopted

- Capital Outlay is for a replacement vehicle.

## Public Works Support Services

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
<b>Resources</b>						
Beginning Balance	\$ 262,136	\$ 455,803	\$ 813,803	\$ 93,686	\$ 93,686	\$ 93,686
Department Revenues	42,843	34,170	31,000	31,000	31,000	31,000
Internal Charges for Services	2,136,000	2,039,000	1,971,000	2,042,000	2,042,000	2,042,000
Proceeds Sale of Capital Assets	-	4,940	-	-	-	-
<b>Total Resources</b>	<b>\$ 2,440,979</b>	<b>\$ 2,533,913</b>	<b>\$ 2,815,803</b>	<b>\$ 2,166,686</b>	<b>\$ 2,166,686</b>	<b>\$ 2,166,686</b>
<b>Requirements</b>						
Personnel Services	\$ 1,135,437	\$ 1,064,265	\$ 1,270,000	\$ 1,310,000	\$ 1,310,000	\$ 1,310,000
Materials & Services	538,141	654,962	738,000	588,000	588,000	588,000
Internal Fees for Services	149,000	-	197,000	201,000	201,000	201,000
Capital Outlay	162,598	-	518,000	-	-	-
Contingency	-	-	92,803	67,686	67,686	67,686
Unappropriated End Balance	455,803	814,686	-	-	-	-
<b>Total Requirements</b>	<b>\$ 2,440,979</b>	<b>\$ 2,533,913</b>	<b>\$ 2,815,803</b>	<b>\$ 2,166,686</b>	<b>\$ 2,166,686</b>	<b>\$ 2,166,686</b>
<b>FTE</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

### Budget Notes

- Department revenue includes fuel usage reimbursement from the School District, investment income, and sundry income.
- Internal fees for service is the department's cost share for administrative support services.

### 2018-19 Adopted

- Materials and Services includes an agreement with Clackamas County to maintain all traffic signals and associated appurtenances; and funding for second phase of Computerized Maintenance Management System (CMMS) software implementation and technology upgrades for paperless workflow.

## Information Technology

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
<b>Resources</b>						
Beginning Balance	\$ 129,485	\$ 244,973	\$ 274,973	\$ 545,306	\$ 545,306	\$ 545,306
Department Revenues	61,347	30,573	-	-	-	-
Internal Charges for Services	1,831,000	1,962,000	1,962,000	1,962,000	1,962,000	1,962,000
<b>Total Resources</b>	<b>\$ 2,021,832</b>	<b>\$ 2,237,546</b>	<b>\$ 2,236,973</b>	<b>\$ 2,507,306</b>	<b>\$ 2,507,306</b>	<b>\$ 2,507,306</b>
<b>Requirements</b>						
Personnel Services	\$ 1,184,795	\$ 1,162,089	\$ 1,371,000	\$ 1,431,000	\$ 1,431,000	\$ 1,431,000
Materials & Services	503,133	494,051	553,000	553,000	553,000	553,000
Capital Outlay	88,931	24,100	50,000	50,000	50,000	50,000
Department Contingency	-	-	262,973	473,306	473,306	473,306
<b>Total Requirements</b>	<b>\$ 1,776,859</b>	<b>\$ 1,680,240</b>	<b>\$ 2,236,973</b>	<b>\$ 2,507,306</b>	<b>\$ 2,507,306</b>	<b>\$ 2,507,306</b>
<b>FTE</b>	9.5	9.5	9.5	9.5	9.5	9.5

### Budget Notes

- Department Revenue reflects information technology services contract termination in December 2015 with the City of West Linn.
- Materials and Services includes all network hardware for data and voice, all computers and related equipment, common software maintenance, purchasing all plain and specialty paper, and costs associated with centralized printing in the Copy and Mail Center. The budget also includes the city telephone charges.
- Capital Outlay is for a special purpose server, networking hardware, and associated software.
- Contingency carryover is set aside for continued fiber construction with Clackamas County.
- Funds are not appropriated for expenditures to Comcast for any facilities that become connected to the Clackamas County Fiber System.

## Finance

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
<b>Resources</b>						
Beginning Balance	\$ 158,782	\$ 320,801	\$ 301,801	\$ 338,251	\$ 338,251	\$ 338,251
Allocation of GF Reserves	-	(60,000)	-	-	-	-
Department Revenues	481,715	501,763	445,000	447,000	447,000	447,000
Internal Charges for Services	1,218,000	1,271,000	1,236,000	1,294,000	1,294,000	1,294,000
<b>Total Resources</b>	<b>\$ 1,858,497</b>	<b>\$ 2,033,564</b>	<b>\$ 1,982,801</b>	<b>\$ 2,079,251</b>	<b>\$ 2,079,251</b>	<b>\$ 2,079,251</b>
<b>Requirements</b>						
Personnel Services	\$ 1,144,701	\$ 1,188,417	\$ 1,295,000	\$ 1,343,000	\$ 1,343,000	\$ 1,343,000
Materials & Services	392,995	403,229	461,000	473,000	473,000	473,000
Capital Outlay	-	28,667	-	-	-	-
Department Contingency	-	-	226,801	263,251	263,251	263,251
<b>Total Requirements</b>	<b>\$ 1,537,696</b>	<b>\$ 1,620,313</b>	<b>\$ 1,982,801</b>	<b>\$ 2,079,251</b>	<b>\$ 2,079,251</b>	<b>\$ 2,079,251</b>
<b>FTE</b>	<b>10.1</b>	<b>10.1</b>	<b>10.1</b>	<b>10.1</b>	<b>10.1</b>	<b>10.1</b>

<b>Key Performance Indicators</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18 EST</b>
Passport Applications	2,649	3,253	3,300
Business Licenses Renewed/Issued	2,404	2,219	2,480
General Obligation Bond rating	AAA	AAA	AAA
Receive unmodified audit opinion and GFOA award	Yes	Yes	Yes
Number of utility accounts per utility billing employee	6,737	6,784	6,825

### Budget Notes

- The Finance Department issues business and dog licenses, passports, and performs lien searches.
- Allocation of Beginning Balance to capital reserve was for future City Hall repairs.
- Carryover set aside for digitalizing financial records, software enhancements, and oncall professional services.

## City Manager's Office

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
<b>Resources</b>						
Beginning Balance	\$ 342,532	\$ 360,122	\$ 155,122	\$ 66,649	\$ 66,649	\$ 66,649
Allocation to Capital Reserve	-	(250,000)	-	-	-	-
Department Revenues	11,345	9,046	-	-	-	-
General Revenues	298,000	307,000	317,000	328,000	328,000	328,000
Internal Charges for Services	1,013,000	1,042,000	1,080,000	1,134,000	1,134,000	1,134,000
<b>Total Resources</b>	<b>\$ 1,664,877</b>	<b>\$ 1,468,168</b>	<b>\$ 1,552,122</b>	<b>\$ 1,528,649</b>	<b>\$ 1,528,649</b>	<b>\$ 1,528,649</b>
<b>Requirements</b>						
Personnel Services	\$ 1,015,490	\$ 1,051,827	\$ 1,119,000	\$ 1,174,000	\$ 1,174,000	\$ 1,174,000
Materials & Services	289,265	314,692	313,000	285,000	285,000	285,000
Department Contingency	-	-	120,122	69,649	69,649	69,649
<b>Total Requirements</b>	<b>\$ 1,304,755</b>	<b>\$ 1,366,519</b>	<b>\$ 1,552,122</b>	<b>\$ 1,528,649</b>	<b>\$ 1,528,649</b>	<b>\$ 1,528,649</b>
<b>FTE</b>	7.4	7.3	7.2	8.2	8.2	8.2

### Budget Notes

- General revenues are allocated to the City Manager's Office for staff and materials for citizen information programs and publications and maintenance and repairs of downtown amenities.
- The allocation of a portion of the department's balance to the Capital Reserve Fund was for the future repairs to City Hall.
- Materials and Services include subscription and maintenance costs for Granicus and Laserfiche software, HelloLO printing and postage costs, as well as ongoing costs for public notices, staff training, and general supplies.
- Increase in Materials and Services includes expenses for digitizing city records.

## Facilities Management

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
<b>Resources</b>						
Beginning Balance	\$ 172,393	\$ 110,098	\$ 143,098	\$ 164,979	\$ 164,979	\$ 164,979
Allocation of GF Reserves	275,000	136,000	-	-	-	-
Department Revenues	18,862	6,878	-	-	-	-
Internal Charges for Services	947,500	957,000	1,156,000	1,178,000	1,178,000	1,178,000
Transfers	-	-	450,000	-	-	-
<b>Total Resources</b>	<b>\$ 1,413,755</b>	<b>\$ 1,209,976</b>	<b>\$ 1,749,098</b>	<b>\$ 1,342,979</b>	<b>\$ 1,342,979</b>	<b>\$ 1,342,979</b>
<b>Requirements</b>						
Personnel Services	\$ 484,327	\$ 528,742	\$ 579,000	\$ 597,000	\$ 597,000	\$ 597,000
Materials & Services	819,330	488,900	577,000	581,000	581,000	581,000
Capital Outlay	-	27,355	450,000	-	-	-
Department Contingency	-	-	143,098	164,979	164,979	164,979
<b>Total Requirements</b>	<b>\$ 1,303,657</b>	<b>\$ 1,044,997</b>	<b>\$ 1,749,098</b>	<b>\$ 1,342,979</b>	<b>\$ 1,342,979</b>	<b>\$ 1,342,979</b>
<b>FTE</b>	4.0	4.5	4.5	4.5	4.5	4.5

### Budget Notes

- Materials and Services includes utilities, repairs, and maintenance services for City Hall and park facilities.
- Department Contingency is for unexpected repairs and maintenance expenses for city owned facilities.

## City Attorney's Office

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
<b>Resources</b>						
Beginning Balance	\$ 18,998	\$ 54,625	\$ 73,625	\$ 103,840	\$ 103,840	\$ 103,840
Department Revenues	9,187	4,562	-	-	-	-
Internal Charges for Services	704,000	727,000	746,000	777,000	777,000	777,000
<b>Total Resources</b>	<b>\$ 732,185</b>	<b>\$ 786,187</b>	<b>\$ 819,625</b>	<b>\$ 880,840</b>	<b>\$ 880,840</b>	<b>\$ 880,840</b>
<b>Requirements</b>						
Personnel Services	\$ 616,810	\$ 620,817	\$ 666,000	\$ 697,000	\$ 697,000	\$ 697,000
Materials & Services	60,750	61,531	80,000	80,000	80,000	80,000
Department Contingency	-	-	73,625	103,840	103,840	103,840
<b>Total Requirements</b>	<b>\$ 677,560</b>	<b>\$ 682,348</b>	<b>\$ 819,625</b>	<b>\$ 880,840</b>	<b>\$ 880,840</b>	<b>\$ 880,840</b>
<b>FTE</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Budget Notes

- Personnel includes the City Attorney, Deputy City Attorney, and support staff.
- Materials & Services includes prosecuting attorney contract, litigation not covered by City insurance, and legal research.
- Contingency includes risk management funds and set aside for anticipated Civic Center charges.

## Human Resources

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
<b>Resources</b>						
Beginning Balance	\$ 63,921	\$ 94,910	\$ 69,910	\$ 145,629	\$ 145,629	\$ 145,629
Department Revenues	4,733	4,127	-	-	-	-
Internal Charges for Services	678,000	679,000	724,000	740,000	740,000	740,000
<b>Total Resources</b>	<b>\$ 746,654</b>	<b>\$ 778,037</b>	<b>\$ 793,910</b>	<b>\$ 885,629</b>	<b>\$ 885,629</b>	<b>\$ 885,629</b>
<b>Requirements</b>						
Personnel Services	\$ 387,870	\$ 387,462	\$ 420,000	\$ 436,000	\$ 436,000	\$ 436,000
Materials & Services	263,874	244,945	304,000	304,000	304,000	304,000
Department Contingency	-	-	69,910	145,629	145,629	145,629
<b>Total Requirements</b>	<b>\$ 651,744</b>	<b>\$ 632,407</b>	<b>\$ 793,910</b>	<b>\$ 885,629</b>	<b>\$ 885,629</b>	<b>\$ 885,629</b>
<b>FTE</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Budget Notes

- Materials and Services includes professional charges related to the health insurance broker and may include mediation, classification and compensation study, and professional safety services. Technical seminars and training includes in-house training to all City staff on various topics.
- Department contingency includes potential fees associated with benefit administration program and Laserfiche equipment licenses.

## Risk Management

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
<b>Resources</b>						
Beginning Balance	\$ 25,806	\$ 124,980	\$ 127,980	\$ 87,250	\$ 87,250	\$ 87,250
Allocation of GF Reserves	100,000	-	-	-	-	-
General Revenues	50,000	125,000	-	-	-	-
Internal Charges for Services	675,000	705,000	873,000	923,000	923,000	923,000
<b>Total Resources</b>	<b>\$ 850,806</b>	<b>\$ 954,980</b>	<b>\$ 1,000,980</b>	<b>\$ 1,010,250</b>	<b>\$ 1,010,250</b>	<b>\$ 1,010,250</b>
<b>Requirements</b>						
Materials & Services	\$ 725,826	\$ 817,730	\$ 923,000	\$ 923,000	\$ 923,000	\$ 923,000
Department Contingency	-	-	77,980	87,250	87,250	87,250
<b>Total Requirements</b>	<b>\$ 725,826</b>	<b>\$ 817,730</b>	<b>\$ 1,000,980</b>	<b>\$ 1,010,250</b>	<b>\$ 1,010,250</b>	<b>\$ 1,010,250</b>

### Budget Notes

- Provides spending authority for attorney fees in City legal matters, city-wide liability insurance, unemployment insurance, and fidelity bonds.

## General - Nondepartmental

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2018-19 PROPOSED	2018-19 APPROVED	2018-19 ADOPTED
<b>Requirements</b>						
Materials & Services	\$ 147,581	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -
Internal Fees for Services	103,000	105,000	-	-	-	-
Debt Service	16,813,288	-	-	-	-	-
Transfers	4,259,000	6,952,000	4,210,000	4,680,000	4,680,000	4,680,000
Department Contingency	-	-	7,603,440	7,916,058	7,916,058	7,916,058
Unappropriated Ending Balance	25,518,412	25,257,228	7,860,000	8,046,228	8,046,228	8,046,228
<b>Total Requirements</b>	<b>\$ 46,841,281</b>	<b>\$ 32,464,228</b>	<b>\$ 19,823,440</b>	<b>\$ 20,642,286</b>	<b>\$ 20,642,286</b>	<b>\$ 20,642,286</b>

### Budget Notes

- Debt Service reflects sale of the West End Building (WEB) in 2015-16.

### 2018-19 Adopted

- Transfers include the City's contribution to the Willamette Shoreline Trolley Consortium \$20,000; capital reserve for a park facility \$1,500,000, general revenue support to the Street Fund for pavement projects \$2,000,000, LED street lights \$450,000, invasive species removal in the right-of-way \$50,000, plus an additional one-time transfer of \$660,000.
- Contingency and Unappropriated Ending Fund Balance are sufficient to fulfill the City's 30% minimum fund balance policy.