

# Engineering

	2017-18 Budget					
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	PROPOSED	APPROVED ADOPTED	2018-2019 <i>Projected</i>
<b>Resources</b>						
Beginning Balance	\$ 701,192	\$ 1,300,440	\$ 585,440	\$ 286,341	\$ 286,341	\$ 249,341
Department Revenues	447,356	272,437	266,000	321,000	321,000	321,000
Charges for Services	3,315,629	2,498,778	3,274,000	3,863,000	3,863,000	4,083,000
<b>Total Resources</b>	<b>\$ 4,464,177</b>	<b>\$ 4,071,655</b>	<b>\$ 4,125,440</b>	<b>\$ 4,470,341</b>	<b>\$ 4,470,341</b>	<b>\$ 4,653,341</b>
<b>Requirements</b>						
Personnel Services	\$ 2,520,660	\$ 2,730,349	\$ 2,976,000	\$ 3,279,000	\$ 3,279,000	\$ 3,443,000
Materials & Services	157,071	171,418	419,000	446,000	446,000	423,000
Internal Fees for Services	458,000	452,000	494,000	461,000	461,000	476,000
Capital Outlay	28,006	70,547	35,000	35,000	35,000	35,000
Contingency	-	-	201,440	249,341	249,341	276,341
Unappropriated End Balance	1,300,440	647,341	-	-	-	-
<b>Total Requirements</b>	<b>\$ 4,464,177</b>	<b>\$ 4,071,655</b>	<b>\$ 4,125,440</b>	<b>\$ 4,470,341</b>	<b>\$ 4,470,341</b>	<b>\$ 4,653,341</b>
<b>FTE</b>	<b>22.8</b>	<b>22.8</b>	<b>22.8</b>	<b>24.3</b>	<b>24.3</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.

## 2017-18 Adopted

- Capital Outlay is for a replacement vehicle.
- Increased FTE is from transferring the Citizen Information Specialist and Project Director from LOTWP.

## 2018-19 Projected

- Capital Outlay is for a replacement vehicle.

## Public Works Support Services

	2017-18 Budget					
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	PROPOSED	APPROVED ADOPTED	2018-2019 <i>Projected</i>
<b>Resources</b>						
Beginning Balance	\$ 350,696	\$ 262,136	\$ 292,136	\$ 475,803	\$ 475,803	\$ 92,803
Department Revenues	36,197	42,843	30,000	31,000	31,000	31,000
Internal Charges for Services	1,707,988	2,136,000	2,039,000	1,971,000	1,971,000	2,042,000
Transfers	93,000	-	-	-	-	-
<b>Total Resources</b>	<b>\$ 2,187,881</b>	<b>\$ 2,440,979</b>	<b>\$ 2,361,136</b>	<b>\$ 2,477,803</b>	<b>\$ 2,477,803</b>	<b>\$ 2,165,803</b>
<b>Requirements</b>						
Personnel Services	\$ 1,215,177	\$ 1,135,437	\$ 1,211,000	\$ 1,270,000	\$ 1,270,000	\$ 1,310,000
Materials & Services	472,727	538,142	658,000	738,000	738,000	588,000
Internal Fees for Services	148,000	149,000	157,000	197,000	197,000	201,000
Capital Outlay	89,841	162,598	30,000	180,000	180,000	-
Contingency	-	-	305,136	92,803	92,803	66,803
Unappropriated End Balance	262,136	455,803	-	-	-	-
<b>Total Requirements</b>	<b>\$ 2,187,881</b>	<b>\$ 2,440,979</b>	<b>\$ 2,361,136</b>	<b>\$ 2,477,803</b>	<b>\$ 2,477,803</b>	<b>\$ 2,165,803</b>
<b>FTE</b>	9.9	11.0	10.0	10.0	10.0	10.0

### 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.

### 2017-18 Adopted

- Materials and Services include organizational and process improvements and owner's representative services as well as the lease costs for the property utilized by Parks Maintenance.
- Funding allocated for Computerized Maintenance Management System (CMMS) replacement implementation and associated consultant costs.
- Capital Outlay includes purchase of overhead crane for Fleet Maintenance shop and storage cover adjacent to vehicle storage building to assist with meeting DEQ requirements.

### 2018-19 Projected

- Funding allocated for second phase of CMMS replacement implementation and Asset Management Program process improvements.

# Information Technology

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	2017-18 Budget		2018-2019 <i>Projected</i>
				PROPOSED	APPROVED ADOPTED	
<b>Resources</b>						
Beginning Balance	\$ 52,533	\$ 129,485	\$ 87,485	\$ 274,973	\$ 274,973	\$ 262,973
Department Revenues	61,668	61,347	-	-	-	-
Internal Charges for Services	1,831,000	1,831,000	1,962,000	1,962,000	1,962,000	1,962,000
<b>Total Resources</b>	<b>\$ 1,945,201</b>	<b>\$ 2,021,832</b>	<b>\$ 2,049,485</b>	<b>\$ 2,236,973</b>	<b>\$ 2,236,973</b>	<b>\$ 2,224,973</b>
<b>Requirements</b>						
Personnel Services	\$ 1,255,033	\$ 1,184,795	\$ 1,359,000	\$ 1,371,000	\$ 1,371,000	\$ 1,431,000
Materials & Services	548,009	503,133	553,000	553,000	553,000	553,000
Capital Outlay	12,674	88,931	50,000	50,000	50,000	50,000
Department Contingency	-	-	87,485	262,973	262,973	190,973
<b>Total Requirements</b>	<b>\$ 1,815,716</b>	<b>\$ 1,776,859</b>	<b>\$ 2,049,485</b>	<b>\$ 2,236,973</b>	<b>\$ 2,236,973</b>	<b>\$ 2,224,973</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.
- Funds are not appropriated for expenditures to Comcast for any facilities that become connected to the Clackamas County Fiber System.

## Finance

	2017-18 Budget					
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	PROPOSED	APPROVED ADOPTED	2018-2019 <i>Projected</i>
<b>Resources</b>						
Beginning Balance	\$ 38,670	\$ 158,782	\$ 158,783	\$ 301,801	\$ 301,801	\$ 226,801
Allocation to Capital Reserve	-	-	(60,000)	-	-	-
Department Revenues	427,329	481,715	402,000	445,000	445,000	447,000
Internal Charges for Services	1,173,000	1,218,000	1,271,000	1,236,000	1,236,000	1,294,000
<b>Total Resources</b>	<b>\$ 1,638,999</b>	<b>\$ 1,858,497</b>	<b>\$ 1,771,783</b>	<b>\$ 1,982,801</b>	<b>\$ 1,982,801</b>	<b>\$ 1,967,801</b>
<b>Requirements</b>						
Personnel Services	\$ 1,091,335	\$ 1,144,701	\$ 1,234,000	\$ 1,295,000	\$ 1,295,000	\$ 1,343,000
Materials & Services	388,881	392,995	439,000	461,000	461,000	473,000
Capital Outlay	-	-	-	-	-	-
Department Contingency	-	-	98,783	226,801	226,801	151,801
<b>Total Requirements</b>	<b>\$ 1,480,216</b>	<b>\$ 1,537,696</b>	<b>\$ 1,771,783</b>	<b>\$ 1,982,801</b>	<b>\$ 1,982,801</b>	<b>\$ 1,967,801</b>
<b>FTE</b>	10.1	10.1	10.1	10.1	10.1	10.1

Key Performance Indicators	2014-15	2015-16	2016-17 EST
Passport Applications	2,291	2,649	2,795
Business Licenses Renewed/Issued	2,270	2,404	2,460
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	6,700	6,737	6,770

### 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.

## City Manager's Office

	2017-18 Budget					
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	PROPOSED	APPROVED ADOPTED	2018-2019 <i>Projected</i>
<b>Resources</b>						
Beginning Balance	\$ 135,705	\$ 342,532	\$ 339,532	\$ 155,122	\$ 155,122	\$ 120,122
Allocation to Capital Reserve	-	-	(250,000)	-	-	-
Department Revenues	-	11,345	-	-	-	-
General Revenues	288,751	298,000	307,000	317,000	317,000	328,000
Internal Charges for Services	1,235,000	1,013,000	1,042,000	1,080,000	1,080,000	1,134,000
<b>Total Resources</b>	<b>\$ 1,659,456</b>	<b>\$ 1,664,877</b>	<b>\$ 1,438,532</b>	<b>\$ 1,552,122</b>	<b>\$ 1,552,122</b>	<b>\$ 1,582,122</b>
<b>Requirements</b>						
Personnel Services	\$ 971,465	\$ 1,015,490	\$ 1,084,000	\$ 1,119,000	\$ 1,119,000	\$ 1,174,000
Materials & Services	345,459	289,265	253,000	313,000	313,000	285,000
Department Contingency	-	-	101,532	120,122	120,122	123,122
<b>Total Requirements</b>	<b>\$ 1,316,924</b>	<b>\$ 1,304,755</b>	<b>\$ 1,438,532</b>	<b>\$ 1,552,122</b>	<b>\$ 1,552,122</b>	<b>\$ 1,582,122</b>
<b>FTE</b>	9.1	7.4	7.3	7.2	7.2	7.2

### 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

	2017-18 Budget					
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	PROPOSED	APPROVED ADOPTED	2018-2019 <i>Projected</i>
<b>Resources</b>						
Beginning Balance	\$ 111,390	\$ 172,393	\$ 52,393	\$ 143,098	\$ 143,098	\$ 143,098
Allocation of GF Reserves	-	275,000	136,000	-	-	-
Department Revenues	941	18,862	-	-	-	-
Internal Charges for Services	1,056,000	947,500	957,000	1,156,000	1,156,000	1,178,000
<b>Total Resources</b>	<b>\$ 1,168,331</b>	<b>\$ 1,413,755</b>	<b>\$ 1,145,393</b>	<b>\$ 1,299,098</b>	<b>\$ 1,299,098</b>	<b>\$ 1,321,098</b>
<b>Requirements</b>						
Personnel Services	\$ 429,074	\$ 484,327	\$ 526,000	\$ 579,000	\$ 579,000	\$ 597,000
Materials & Services	566,864	819,330	606,000	577,000	577,000	581,000
Department Contingency	-	-	13,393	143,098	143,098	143,098
<b>Total Requirements</b>	<b>\$ 995,938</b>	<b>\$ 1,303,657</b>	<b>\$ 1,145,393</b>	<b>\$ 1,299,098</b>	<b>\$ 1,299,098</b>	<b>\$ 1,321,098</b>
<b>FTE</b>	4.0	4.0	4.5	4.5	4.5	4.5

### Budget Notes

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

## City Attorney's Office

	2017-18 Budget					
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	PROPOSED	APPROVED ADOPTED	2018-2019 <i>Projected</i>
<b>Resources</b>						
Beginning Balance	\$ 22,529	\$ 18,998	\$ 18,998	\$ 73,625	\$ 73,625	\$ 73,625
Department Revenues	645	9,187	-	-	-	-
Internal Charges for Services	666,000	704,000	727,000	746,000	746,000	777,000
<b>Total Resources</b>	<b>\$ 689,174</b>	<b>\$ 732,185</b>	<b>\$ 745,998</b>	<b>\$ 819,625</b>	<b>\$ 819,625</b>	<b>\$ 850,625</b>
<b>Requirements</b>						
Personnel Services	\$ 597,935	\$ 616,810	\$ 648,000	\$ 666,000	\$ 666,000	\$ 697,000
Materials & Services	72,241	60,750	80,000	80,000	80,000	80,000
Department Contingency	-	-	17,998	73,625	73,625	73,625
<b>Total Requirements</b>	<b>\$ 670,176</b>	<b>\$ 677,560</b>	<b>\$ 745,998</b>	<b>\$ 819,625</b>	<b>\$ 819,625</b>	<b>\$ 850,625</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.

## Human Resources

	2017-18 Budget					
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	PROPOSED	APPROVED ADOPTED	2018-2019 <i>Projected</i>
<b>Resources</b>						
Beginning Balance	\$ 48,179	\$ 63,921	\$ 50,921	\$ 69,910	\$ 69,910	\$ 69,910
Department Revenues	1,912	4,733	-	-	-	-
Internal Charges for Services	676,000	678,000	679,000	724,000	724,000	740,000
<b>Total Resources</b>	<b>\$ 726,091</b>	<b>\$ 746,654</b>	<b>\$ 729,921</b>	<b>\$ 793,910</b>	<b>\$ 793,910</b>	<b>\$ 809,910</b>
<b>Requirements</b>						
Personnel Services	\$ 357,463	\$ 387,870	\$ 416,000	\$ 420,000	\$ 420,000	\$ 436,000
Materials & Services	304,708	263,874	292,000	304,000	304,000	304,000
Department Contingency	-	-	21,921	69,910	69,910	69,910
<b>Total Requirements</b>	<b>\$ 662,171</b>	<b>\$ 651,744</b>	<b>\$ 729,921</b>	<b>\$ 793,910</b>	<b>\$ 793,910</b>	<b>\$ 809,910</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.

## Risk Management

				2017-18 Budget		2018-2019 <i>Projected</i>
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	PROPOSED	APPROVED ADOPTED	
<b>Resources</b>						
Beginning Balance	\$ -	\$ 25,806	\$ 25,806	\$ 127,980	\$ 127,980	\$ 77,980
Allocation of GF Reserves	-	100,000	-	-	-	-
General Revenues	140,000	50,000	125,000	-	-	-
Internal Charges for Services	555,000	675,000	705,000	873,000	873,000	923,000
<b>Total Resources</b>	<b>\$ 695,000</b>	<b>\$ 850,806</b>	<b>\$ 855,806</b>	<b>\$ 1,000,980</b>	<b>\$ 1,000,980</b>	<b>\$ 1,000,980</b>
<b>Requirements</b>						
Materials & Services	\$ 669,194	\$ 725,826	\$ 830,000	\$ 923,000	\$ 923,000	\$ 923,000
Department Contingency	-	-	25,806	77,980	77,980	77,980
<b>Total Requirements</b>	<b>\$ 669,194</b>	<b>\$ 725,826</b>	<b>\$ 855,806</b>	<b>\$ 1,000,980</b>	<b>\$ 1,000,980</b>	<b>\$ 1,000,980</b>

### Budget Notes

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

## General - Nondepartmental

				2017-18 Budget		2018-2019 <i>Projected</i>
	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	PROPOSED	APPROVED ADOPTED	
<b>Requirements</b>						
Materials & Services	\$ 115,128	\$ 147,581	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Internal Fees for Services	97,988	103,000	105,000	-	-	-
Debt Service	988,123	16,813,288	-	-	-	-
Transfers	5,437,000	4,259,000	6,952,000	4,210,000	4,210,000	3,380,000
Department Contingency	-	-	7,431,000	7,603,440	7,603,440	7,765,440
Unappropriated End Bal	21,493,285	25,518,412	7,686,448	7,860,000	7,860,000	8,045,000
<b>Total Requirements</b>	<b>\$ 28,131,524</b>	<b>\$ 46,841,281</b>	<b>\$ 22,324,448</b>	<b>\$ 19,823,440</b>	<b>\$ 19,823,440</b>	<b>\$ 19,340,440</b>

### Budget Notes

- Debt Service reflects sale of the WEB in 2015-16.

### 2017-18 Proposed

- Transfers include the City's contribution to the Willamette Shoreline Trolley Consortium \$20,000, Golf Course operations support \$60,000, General revenue support to the Street Fund for pavement projects \$2,000,000 - plus an additional \$1,930,000; and a transfer to the Capital Reserve Fund for City Hall \$200,000.
- Contingency and Unappropriated Ending Fund Balance are sufficient to fulfill the City's 30% minimum fund balance policy.

### 2018-19 Projected

- Transfers include the City's contribution to the Willamette Shoreline Trolley Consortium \$20,000; 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; and transfers to the Capital Reserve Fund for City Hall of \$200,000.